• UCPath updates
• ERS update
• Ascend: Expense Approval Workflow
UCPath Updates

Will Murdoch & Andrew Merki
UCPath Updates

What is the current status of outstanding UCPath issues?
- EFM is aware of roughly 33 outstanding issues reported to UCPath Center by various UC campuses that are in queue for resolution as of October 2019
  - Includes both C&G-impacting issues and non-C&G issues

What is being done to address outstanding UCPath issues?
- Weekly meetings with the workgroup formed to address these issues with support from AVC Marcia Smith (ORA), AVC/Controller Allison Baird-James (CFS), and Executive Director Omar Noorzai (BTO).
  - Individuals from UCLA UCPath Central Resource Unit (UCPath CRU), CFS (General Accounting), BTO, and ORA (EFM) are participating.
- Bi-weekly calls with UC Controllers and UCPath Center in Riverside to discuss and prioritize issues across UC campuses.
- Weekly calls with UCPath Center and other UC campuses to discuss issues that are specifically impacting ERS/effort reporting.
**UCPath Updates**

<table>
<thead>
<tr>
<th>Key Resolved Issue*</th>
<th>Current Status / Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>GAEL incorrectly charged**</td>
<td>• <strong>Resolved. Fund Manager will be contacted by EFM if revision is required for previously submitted financial deliverable</strong></td>
</tr>
<tr>
<td>Duplicate Direct Retros**</td>
<td>• <strong>Resolved. Fund Manager will be contacted by EFM if revision is required for previously submitted financial deliverable</strong></td>
</tr>
<tr>
<td>UCP path preventing funding setup for funds with future start dates</td>
<td>• <strong>Resolved. Departments can now set up funding using funds with future start dates</strong></td>
</tr>
<tr>
<td>Direct Retros blocked for MCOP employees when VAC offset is present</td>
<td>• <strong>Resolved. Departments now able to process Direct Retros for MCOP employees when VAC offset is present</strong></td>
</tr>
<tr>
<td>Departments unable to process Direct Retros for employees that had department change</td>
<td>• <strong>Resolved. Departments now able to process Direct Retros for employees that had a department change</strong></td>
</tr>
</tbody>
</table>

*Includes key issues that have been resolved. Not a comprehensive list of all UCPath issues that have been resolved.*

**Resolution included historical data cleanup component for GAEL & Duplicate Direct Retros**
## Key Outstanding Issues

<table>
<thead>
<tr>
<th>Key Outstanding Issue*</th>
<th>Current Status / Next Steps</th>
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</table>
| Exception Earn Codes (VAC, SKL, etc.) for employees with MCOPs are being applied to only 1 FAU vs. full funding distribution | • Fix for new transactions: Resolved.  
• Fix for historical transactions: UCLA CRU reviewing impacted funds and will communicate cleanup effort to campus. |
| Exception Earn Codes (VAC, SKL, etc.) distributing to current month funding distribution vs. funding distribution at time exception was taken | • Fix for new transactions: Issue still ongoing and in queue for UCPC to resolve. Resolution date TBD.  
• Fix for historical transactions: UCLA CRU reviewing all impacted funds and will communicate cleanup effort to campus. |
| Recall and Limited Employees Accruing Vacation (VLA) | • Fix for new transactions: Issue still ongoing and in queue for UCPC to resolve in October 2019.  
• Fix for historical transactions: Fund Manager will be contacted by EFM if any revisions are required once issue is corrected in UCPPath. |

*Includes key outstanding issues. Not a comprehensive list of all outstanding issues.
# UCPath Updates

## Key Outstanding Issues

<table>
<thead>
<tr>
<th>Key Outstanding Issue* (continued)</th>
<th>Current Status / Next Steps</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inability to report benefits by person by earn period</td>
<td>• UCPC developing UCPath enhancement to break out benefits by earn period. UCPC target resolution date is November 2019.</td>
</tr>
</tbody>
</table>
| Benefit Cost Transfer (BCT) not available yet | • Per CRU, target date for BCT release is mid-November 2019 pending successful testing.  
• In the intermediate, please submit benefit journal requests to CRU following guidance from CRU newsletter sent 8/26/19 – Volume 1 Issue 7  
  • Link: [https://centralresourceunit.ucla.edu/s/article/CRU-Newsletter-Volume-1-Issue-7](https://centralresourceunit.ucla.edu/s/article/CRU-Newsletter-Volume-1-Issue-7) |
| Incorrect derived effort % | • EFM is aware of cases where derived effort % is incorrect.  
• Issue has been reported to UCPC as high priority. Resolution date TBD. |

*Includes key outstanding issues. Not a comprehensive list of all outstanding issues.
# UCPath Updates

## Key Outstanding Issues

<table>
<thead>
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</tr>
</thead>
</table>
| Purged recycled funds                                                  | • In certain cases, funds that were purged after UCPath Go Live and have been recycled for use on new awards are preventing users from entering funding and/or processing Direct Retros.  
  • Issue being researched by EFM, Central Resource Unit, and ITS  
  • Workaround has been identified. Please contact EFM accountant if you encounter an issue related to effective dating in UCPath.                                                                                     |
| Federal Flow Through High Risk Direct Retros not routing through EFM   | • Per UCPC, UCPath fix is currently underway and on track for mid-October 2019 delivery.                                                                                                                                                                                                                                                                     |

*Includes key outstanding issues. Not a comprehensive list of all outstanding issues.*
ERS Updates

Will Murdoch & Andrew Merki
ERS Updates

Current Certification Rate

- Current campus certification rate is 80% as of 10/10/19 (6% increase from last RAF meeting)
- All outstanding reports are now past due and need to be certified ASAP

<table>
<thead>
<tr>
<th>Academic Year</th>
<th>Fall Cert Rate</th>
<th>Fall Cert #</th>
<th>Fall Open #</th>
<th>Winter Cert Rate</th>
<th>Winter Cert #</th>
<th>Winter Open #</th>
<th>Spring Cert Rate</th>
<th>Spring Cert #</th>
<th>Spring Open #</th>
<th>Summer Cert Rate</th>
<th>Summer Cert #</th>
<th>Summer Open #</th>
</tr>
</thead>
<tbody>
<tr>
<td>2005-2006</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
<td>100%</td>
<td>6683</td>
<td>0</td>
<td>100%</td>
<td>6984</td>
<td>0</td>
</tr>
<tr>
<td>2006-2007</td>
<td>100%</td>
<td>6112</td>
<td>0</td>
<td>100%</td>
<td>5050</td>
<td>0</td>
<td>100%</td>
<td>6195</td>
<td>0</td>
<td>100%</td>
<td>6575</td>
<td>0</td>
</tr>
<tr>
<td>2007-2008</td>
<td>100%</td>
<td>5828</td>
<td>0</td>
<td>100%</td>
<td>5872</td>
<td>0</td>
<td>100%</td>
<td>5997</td>
<td>0</td>
<td>100%</td>
<td>6498</td>
<td>0</td>
</tr>
<tr>
<td>2008-2009</td>
<td>100%</td>
<td>5830</td>
<td>0</td>
<td>100%</td>
<td>5877</td>
<td>0</td>
<td>100%</td>
<td>6128</td>
<td>0</td>
<td>100%</td>
<td>7394</td>
<td>0</td>
</tr>
<tr>
<td>2009-2010</td>
<td>100%</td>
<td>6434</td>
<td>0</td>
<td>100%</td>
<td>6681</td>
<td>0</td>
<td>100%</td>
<td>6899</td>
<td>0</td>
<td>100%</td>
<td>7798</td>
<td>0</td>
</tr>
<tr>
<td>2010-2011</td>
<td>99%</td>
<td>6573</td>
<td>3</td>
<td>100%</td>
<td>6621</td>
<td>0</td>
<td>99%</td>
<td>6772</td>
<td>1</td>
<td>99%</td>
<td>7081</td>
<td>2</td>
</tr>
<tr>
<td>2011-2012</td>
<td>99%</td>
<td>8211</td>
<td>2</td>
<td>99%</td>
<td>5278</td>
<td>6</td>
<td>99%</td>
<td>6273</td>
<td>4</td>
<td>99%</td>
<td>6606</td>
<td>1</td>
</tr>
<tr>
<td>2012-2013</td>
<td>99%</td>
<td>5773</td>
<td>3</td>
<td>99%</td>
<td>5843</td>
<td>3</td>
<td>99%</td>
<td>5815</td>
<td>1</td>
<td>99%</td>
<td>6117</td>
<td>4</td>
</tr>
<tr>
<td>2013-2014</td>
<td>99%</td>
<td>5372</td>
<td>2</td>
<td>99%</td>
<td>5335</td>
<td>3</td>
<td>99%</td>
<td>5503</td>
<td>2</td>
<td>99%</td>
<td>5898</td>
<td>4</td>
</tr>
<tr>
<td>2014-2015</td>
<td>99%</td>
<td>5265</td>
<td>2</td>
<td>99%</td>
<td>5340</td>
<td>3</td>
<td>99%</td>
<td>5344</td>
<td>6</td>
<td>99%</td>
<td>5859</td>
<td>6</td>
</tr>
<tr>
<td>2015-2016</td>
<td>99%</td>
<td>5223</td>
<td>4</td>
<td>99%</td>
<td>5205</td>
<td>4</td>
<td>99%</td>
<td>5388</td>
<td>4</td>
<td>99%</td>
<td>5697</td>
<td>7</td>
</tr>
<tr>
<td>2016-2017</td>
<td>99%</td>
<td>5120</td>
<td>9</td>
<td>99%</td>
<td>5176</td>
<td>9</td>
<td>99%</td>
<td>5231</td>
<td>45</td>
<td>98%</td>
<td>5739</td>
<td>67</td>
</tr>
<tr>
<td>2017-2018</td>
<td>97%</td>
<td>5087</td>
<td>121</td>
<td>97%</td>
<td>4904</td>
<td>13</td>
<td>93%</td>
<td>5015</td>
<td>1240</td>
<td>N/A</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>

Note: Academic Year 2017 - 2018 Spring effort reports include a modified effort reporting period of April to July 2018 for 11/12 Academics, April to July 2018 for Non-Academics, and March to July 2018 for 9/12 Academics.
ERS Updates

General Announcements

• **Next effort report release**
  ◦ Test data is being generated for next round of effort reports. Release schedule pending review of data.

• **ERS Past Due and Open Effort Report Listserv**
  ◦ Previously shared that starting October 15th 2019, Past Due and Open Effort Report listserv will be automated to only include ERS Coordinators. **Transition is slightly delayed until November 15th, 2019.**

• **Next ERS Class scheduled and available for registration – please sign up!**
  ◦ Session 1 (Lecture): Tues, Oct 22, 8:30 a.m. - 12:00 a.m.
  ◦ Session 2 (Lab): Wed, Oct 23, 8:30 a.m. - 12:00 p.m. or 1:00 p.m. - 4:30 p.m.
Ascend: Expense Approval Workflow

Yoon Lee
# Expense Approval Workflow

**Non-payroll expenses**

**• Change from Post Authorization to Prior Approval.**

<table>
<thead>
<tr>
<th>Current</th>
<th>Ascend</th>
</tr>
</thead>
<tbody>
<tr>
<td>PAN (Post Authorization Notification)</td>
<td>Prior Approval will be required.</td>
</tr>
<tr>
<td>→ Prior Approval in system is not required.</td>
<td>→ Requisitions for purchase, invoices for payment, expense reimbursements, cost transfers, etc.</td>
</tr>
</tbody>
</table>

**• Ascend: Different approver(s) depending on whether it is a charge to GL funds vs. PPM Projects.**

<table>
<thead>
<tr>
<th>GL funds</th>
<th>PPM C&amp;G projects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial Unit Manager</td>
<td>PPM project manager</td>
</tr>
<tr>
<td>• It can be an individual or a group of approvers.</td>
<td>• An individual. It cannot be a group of approvers.</td>
</tr>
<tr>
<td></td>
<td>• Note: Subaward POs and invoices will have a different workflow.</td>
</tr>
</tbody>
</table>

**For expense reimbursement**

• The same **Financial Unit Travel Approver Group** is planned for both GL funds and PPM projects. (Please note that this is not a final decision yet)
• **Current design of approval workflow in PPM**
  ◦ Requisitions, invoices, and cost transfers are routed to the PPM Project Manager.
  ◦ Self-approval is not allowed.

• **This model may not fit for certain departments where**
  ◦ The person most equipped to approve transactions is the one who initiates a transaction.
  ◦ The person most equipped to approve requisitions and invoices is different from the person responsible for approving cost transfers.
  ◦ Other scenarios?

• **Grant team is gathering information to provide feedback to Ascend Access Security and Workflow team to develop most appropriate design that meets the campus need.**
• Questions to identify appropriate individuals for the right set of tasks to properly design access security and approval workflow for non-payroll expenses:
  ◦ Who creates a requisition?
  ◦ Who would be the most appropriate person to approve the requisition (except for sub-award)?
    ◦ This may be one of recipients of PANs.
    ◦ Availability of the approver must be considered for timely approval. Until approval is obtained, a transaction will not be processed.
  ◦ Who would be the most appropriate person to approve the invoices (except for sub-award)?
  ◦ Who prepares and submits cost transfers?
  ◦ Who currently approves cost transfers if the department has an approval in place?

• If you believe the delivered approval workflow is not adequate for your departments, send your scenarios highlighting gaps to Yoon Lee at yoon.lee@research.ucla.edu.
  ◦ Your response by Wednesday October 23rd would be appreciated.
Any Questions?

Contact Information

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