



# Newsletter



Volume 1, Issue 1  
May 2016

www.efm.ucla.edu

## Inside this issue:

Introduction of New Staff	1
UG Certification Statement	1
Fiscal Year Closing Update	2
PAMS version 2.0 Deployment	2
PAMS Corner	2

## Inaugural Issue

Welcome to the inaugural issue of the EFM Newsletter! We're excited to provide a way to keep you informed of current developments at EFM and beyond.

## Introducing Our New Staff Members

We are pleased to announce the appointments of Valena Mann and Duy Dang as Fund Management Team Managers. Valena and Duy have extensive experience in Contract and Grant Administration, both having previously served in departmental roles before joining EFM. They are excited to join EFM and can be contacted with questions regarding their team's portfolios.

### Valena Mann, Team 1 Manager

- ◆ Joined EFM on March 14, 2016
- ◆ Worked at UC Berkeley Campus Shared Services; a centralized business administration unit
- ◆ Served as principal liaison between PI's & central offices; developed and taught C&G curricula
- ◆ Global perspective on institutional research stewardship
- ◆ Managing departments: SOM (excluding DOM), Dentistry, Nursing, Public Affairs, Public Health, and more.

### Duy Dang, Team 3 Manager

- ◆ Joined EFM on April 1, 2016
- ◆ Worked at UCLA Mechanical and Aerospace Engineering (MAE)
- ◆ Managed and monitored annual expenditure of \$60 million operation of MAE including C&G funds, leading 14 department staff
- ◆ Active participant in various initiatives in UCLA research community
- ◆ Managing departments: DOM, HSSEAS, Arts and Architecture, Theater, Film and TV, Management, Law, International institute, and more.

## Uniform Guidance Certification Statement

In response to the Uniform Guidance certification requirement (2.CFR §200.415), the following certification will be included on invoices and financial reports for federal and federal flow through awards:



"By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812)."

For final financial reports, PI's certification to the above statement will be obtained from the closeout packet submitted to EFM.



Every invoice counts!

*"I certify to the best of my knowledge and belief that the report is true, complete, and accurate..."*

## Fiscal Year Closing is Around the Corner!

It is that time of the year! Below are key reminders to prepare for the annual fiscal closing of the general ledger.

- ◆ Verify that all requisitions, invoices and payroll transactions for the current fiscal year have been correctly recorded and that all financial adjustments are posted to the general ledger.
  - ⇒ Have you obtained all invoices from your vendors and subcontractors?
  - ⇒ Have you submitted all invoices to the Account Payable office?
  - ⇒ Have you reported expenses that should have been recorded but not recorded in the general ledger to the General Accounting office?
  - ⇒ For accrual of expense at the fiscal year end, refer to the **presentation** at RAF in April. <http://www.research.ucla.edu/ora/training/raf.htm>
- ◆ The 2015-16 fiscal closing instructions including the fiscal year closing schedule are available at:
  - ⇒ <https://www.finance.ucla.edu/corporate-accounting/closing-schedule-for-fiscal-year-end>
  - ⇒ All revenue expenditures that pertain to fiscal year 2015-16 must be recorded in the general ledger by Thursday, July 7.
  - ⇒ If a correction is needed, all adjustments must be posted by Tuesday, July 19.
  - ⇒ High risk payroll cost transfers must be submitted to WebPET by 7am on Monday, June 20.
  - ⇒ High risk non-payroll cost transfers must be submitted to NPEARs by 7am on Tuesday July 12.

## PAMS version 2.0 Deployment

The PAMS team released PAMS version 2.0 on March 28<sup>th</sup>, 2016, which included many enhancements requested by our Pilot users. Some highlights are:

1. Complete Worklist: The new worklist page displays not only invoices and financial reports but also closeout packets that require department action. A list of account and cost centers that are missing a managing PI is listed on the worklist page as well. This provides the users with a complete set of tasks that require the users action.
2. Deliverable Page: The users can see the current status of invoices or financial reports. The copies of invoices and financial reports submitted to the sponsors can be also viewed and downloaded.
3. Streamlined Fund Search: The new fund search page allows the users to obtain a list of funds for pending invoices and reports, pending closeout packets, or missing managing PI. Results can be downloaded to an excel file.
4. Temporary Assignments on the Personnel page: This allows Department Administrators to temporarily reassign tasks from one person to another.

<http://ora.research.ucla.edu/EFM/Pages/PAMS/QuickGuide.aspx>



"We found the accounting error. Somebody printed all the zeroes upside down."



**PAMS** | UCLA Research Administration  
Post Award Management System

Q: Why do I see "Invalid Fund" when I input my fund number under the Fund Details Tab?

A: There are two possible reasons why "Invalid Fund" appears.

- ⇒ You are not assigned to this fund and therefore do not have access to the fund, contact your Department Administrator.
- ⇒ If you are assigned to the fund but still get "Invalid Fund" message, this means that the closeout packet currently has a "Process COP Option" as "Upload RAPID COP through Portal". To utilize PAMS to its fullest, we recommend that you process all COPs either as "Complete in PAMS" (Pilot Users only) or "Upload RAPID COP through PAMS". Please reach out to your EFM Accountant to update the process COP option.

For any PAMS questions, please reach out to PAMS Help at x40008 or [PAMSHelp@research.ucla.edu](mailto:PAMSHelp@research.ucla.edu).