



Newsletter



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Highlights of Fiscal Year ended June 30, 2016

As June 30th came around, fiscal year 15-16 went in the books and after a productive year we look forward to continued success in the new fiscal year. Here are some highlights for fiscal year ended June 30, 2016.

EFM successfully implemented the new federal fund closeout procedure issued in May 2015. With the procedure, we substantially improved on-time submission of the final financial reports to the federal sponsor. Thanks to your partnership, EFM processed a total of 12,937 financial deliverables during the last year. Total expenditure on sponsored funds was \$918 million and we collected \$976 million in payments. The table below shows the statistics for FY15-16.

Financial Deliverable (FD)	Interim	Final	Total	Payment	Count	In millions
Number of FD completed	10,663	2,274	12,937	Checks, Wire, ACH	9,512	\$459
On-time submission of FD	91%	42%	82%	Letter of Credit	866	\$517

Additionally, PAMS was rolled out to more departments outside the pilot group. As of June 30, 2016, 236 users from 135 departments across the campus had access to the customized worklist, the status and the copies of financial deliverables in PAMS. 3 PAMS training sessions were offered to users and others will be scheduled in the coming months. 385 closeout packets were completed using PAMS workflow and 59 additional closeout packets were in process.

21,000 effort reports were released. 89% and 90% of effort reports for Fall 14| Winter 15 quarters and Spring 15| Summer 15 quarters were certified on-time. EFM also supported 26 audits and reviews of various sponsors or independent auditors. No significant findings were noted on sponsored project funds at UCLA.

Audits

UCLA is required to have an annual audit of financial statements and a single audit as a part of UC Regents. Price Waterhouse and Coopers (PwC) is the auditor for the audits of the fiscal year ended June 30, 2016.

Great news! UCLA was not selected for a full scope compliance testing over the sponsored project funds for the single audit. UCB, UCD, and UCSD and one program of University Office of the President (UCOP) were selected for a full scope testing. EFM provides UCOP with fund management service, so we will assist UCOP in the audit process.



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Course Announcements:

Space is still available for the following courses presented by EFM. You may register via the UCLA Learning Management System (LMS) at <http://lms.ucla.edu>.

Post-Award Administration *2 part session*

Wednesday, September 7, 2016
9am - 12pm
Thursday, September 15, 2016
9am - 12pm

Effort Reporting *2 part session*

Wednesday, October 12, 2016
8:30am - 12pm
Thursday, October 13, 2016
8:30am - 12pm

Federal Funds including FDP partner sub-awardees

Federal Demonstration Partnership members agreed to use 60 days after the project end date as the due date for the sub-awardee to submit the final invoice to the pass through entity. UCLA as a member of FDP honors the agreement. Our outgoing sub agreement to other FDP members allows the sub-awardee to submit their final invoices to UCLA by 60 days instead of 45 days.

According to the EFM closeout packet deadlines, the department is required to submit a closeout packets for federal funds to EFM within 60 days from the fund end date. EFM recognizes that this has posed challenges for the department to submit a complete closeout packet including sub-award expenses to EFM on time.

Effective July 1, 2016, EFM allows additional 7 calendar days for the department to submit a closeout packet when a fund includes expenses of FDP partner sub-awardee.

*“Happy New
Fiscal Year
16-17!”*

Introducing Our New Staff Members

We are pleased to announce the appointments of two new fund management accountants, Jeanette Arevalo and Jenny Tran. They come to EFM with a proven track record of success and we are excited to welcome them to the UCLA research community.

Jeanette Arevalo, Team 3

- ◆ Joined EFM on June 1, 2016
- ◆ Worked as an Accountant at Homes for Life Foundation
- ◆ Managed government and non-profit contracts and grants including recording expenses, preparing invoices and collecting accounts receivable

Jenny Tran, Team 2

- ◆ Joined EFM on August 1, 2016
- ◆ Worked as a Senior Accountant at the City and County of San Francisco Department of Public Health and managed extramural funds and developed indirect cost rate proposals
- ◆ Also worked as an Accountant at the California College of the Arts and was responsible for billing and collections of accounts receivable for student accounts



When departmental assistance is needed to complete invoices or financial reports, deliverables will appear on your PAMS worklist under “[Invoices and Reports Due to Sponsor](#)” (see the screenshot to the right). These deliverables will have a status of “Pending Department Action”, indicating departmental assistance is needed to complete the invoice or financial report.

To view your “Pending Department Action” deliverables, first, click the number that appears on the Invoices and Reports Due to Sponsor Worklist. A results grid will appear, which includes the fund number. Navigate to the Deliverables tab, input the fund number and locate the deliverable that has a status of “Pending Department Action”. Clicking the Edit Status button will display the information needed to complete the invoice or financial report. Once EFM receives the requested information from the department these items will no longer appear on your worklist.

For any PAMS questions, please reach out to PAMS Help at x40008 or PAMSHelp@research.ucla.edu.



Your topic suggestions are welcomed and appreciated! E-mail to EFM Operations: EFMOperations@research.ucla.edu