



PAMS Update:

New!

“A PAMS training video on Assignments was added to the EFM Website.”

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New Fund Closeout Procedure

EFM is pleased to share that the Federal Fund Closeout Procedure issued in May 2015 has improved on-time submission of final financial deliverables for sponsored projects to federal agencies. As a part of on-going effort to standardize and strengthen the financial reporting process, EFM has enhanced the Federal Fund Closeout Procedure to apply to all sponsored project funds. The enhanced closeout procedure will ensure compliance with timely financial reporting and the recovery of allowable and allocable costs incurred for sponsored projects.

The new procedure is planned to go into effect January 1, 2017. As previously announced, a draft of the procedure is available on EFM website. This document is being shared to inform the campus research community about the upcoming changes and to solicit feedback before the procedure is finalized. Questions and comments are welcomed through November 30, 2016 and may be sent to: EFMOperations@research.ucla.edu. More information can be found in EFM’s presentations at RAF in September and October 2016.

Restriction on Object Codes

EFM in collaboration with Corporate Financial Services reviewed the restriction designations of all object codes at UCLA. This effort was done to ensure that University object code restrictions are aligned with the current policies and requirements of sponsors. We are pleased to announce that a review of 442 object codes and their corresponding restrictions have been completed. Changes will be implemented in the system in the coming months and the announcement will be made to campus once implementation is completed and the updated object code list is published. More information can be found in EFM’s presentation at RAF in October 2016.

General, Automobile, Employment Practice Liability (GAEL)

Effective July 1, 2016, GAEL are charged to state and local sponsored project funds as direct costs. GAEL charges continue to be re-directed to a department unrestricted funding source for federal and federal flow through sponsored projects. With this change, GAEL should be factored in as a direct cost item in developing budgets for state and local sponsored projects. Refer to EFM’s presentation at RAF in November 2016 for different approaches you can consider to account for GAEL charges on the existing state and local sponsored project funds where they were not originally budgeted for.

EFM’s Move and Important Deadlines

EFM is moving to 10889 Wilshire Building during the Winter Closure. Please be advised that due to this move, EFM will be closed for external business starting December 20, 2016 and resuming business on January 4, 2017. In light of this closure, the following deadlines have been established to ensure financial reporting compliance for sponsored project funds.

Category	Deadline		Required Action
Closeout packets	Monday	12/12/16	Department to submit closeout packets originally due to EFM between 12/20/16 - 1/03/17.
Federal Fund Closeouts *	Tuesday	12/13/16	EFM to inform department of final expenses based on EFM’s analysis.
	Friday	12/16/16	Department to confirm final expenses to EFM.
Non-Payroll Cost Transfers	Monday	12/12/16	Department to submit non-payroll cost transfers to EFM.
Payroll Cost Transfers	Wednesday	12/14/16	Department to submit biweekly for 12/20/16 pay compute date.
	Thursday	12/15/16	Department to submit monthly for 12/21/16 pay compute date.

* The deadlines for Federal Fund Closeouts apply when the closeout packet and/or crucial additional information have not been provided to EFM by the due date for awards with final deliverables due in December 2016.

Linking Account and Cost Center to Sponsored Project Funds

The following overview highlights best practices when department fund managers establish expense accounts and/or cost centers for sponsored project funds.

1. Account: The first two numbers of the expense account correspond to the Award Program Type. The example below shows a Basic Organized Research award, corresponding to an expense account with a “44” prefix: 440000.

```

UCLA-AIS          ***ACCOUNT/CC TABLE***
ACTION: B   TABLE: AC   +
ACCOUNT/CC: 440000 AI
-----
ACCOUNT/CC TITLE: MED - FAC RES & SUP / JOE BRUIN
DEPARTMENT: 2100 MEDICINE
FUNCTION: 13 HEALTH SCIENCE ORGANIZED RESEARCH
PROGRAM:
MANAGING INVESTIGATOR: 123456789 + BRUIN, JOE
    
```

Refer to the [Linking Expense Accounts to Sponsored Award Funds](#) on the EFM Website for a detailed list of which Account Numbers are linked to each Program Type.

2. Cost Center: The two characters comprising the Cost Center also have a specific meaning.

Alpha-Alpha or Alpha-Numeric: Cost Center is associated with a single Principal Investigator (PI).

Numeric-Numeric or Numeric-Alpha: Cost Center is for general operational costs, not associated with a PI.

3. Managing Investigator: Once the correct Account and Cost Center have been determined, it is important to verify the Principal Investigator is associated to this Account/Cost Center in the Financial System.

The Account/Cost Center (AC) table in OASIS provides this information. If the Managing Investigator field is blank, [General Accounting](#) can assist with updating the information.

```

UCLA-AIS          ***ACCOUNT/CC TABLE***
ACTION: B   TABLE: AC   +
ACCOUNT/CC: 440000 AI
-----
ACCOUNT/CC TITLE: MED - FAC RES & SUP
DEPARTMENT: 2100 MEDICINE
FUNCTION: 13 HEALTH SCIENCE ORGANIZED RESEARCH
PROGRAM:
MANAGING INVESTIGATOR: +
    
```

Managing Investigator Field is blank

4. Before requesting an account/cost center be linked to a Sponsored Project fund, verify steps 1-3 are complete.

For more information, refer to the UCLA accounting manual website at <http://ga.accounting.ucla.edu/training/>.

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EFM Newsletter: Email to: ora-news-subscribe@lists.ucla.edu

ERS Notifications: Email to: ers-subscribe@lists.ucla.edu

RAF Presentations can be found at:

<http://www.research.ucla.edu/ora/training/raf.htm>

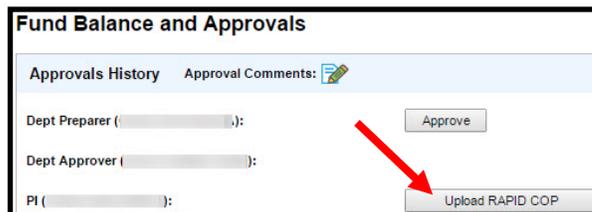
Send EFM Newsletter topics to: EFMOperations@research.ucla.edu



Question: Where in PAMS can I upload supporting documentation (e.g. supporting documents to justify warning expenses, assurance letter for policy 913, signed PI certification page, etc.)?

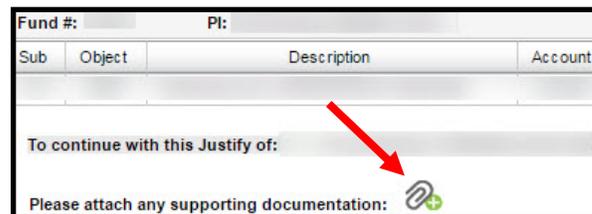
When uploading the RAPID Closeout Packet in PAMS:

You will see an “Upload RAPID COP” button on the Fund Balance and Approvals Page. This button should be used to upload the RAPID COP, PI Certification page, and additional supporting documents or sponsor specific template invoices and financial reports.

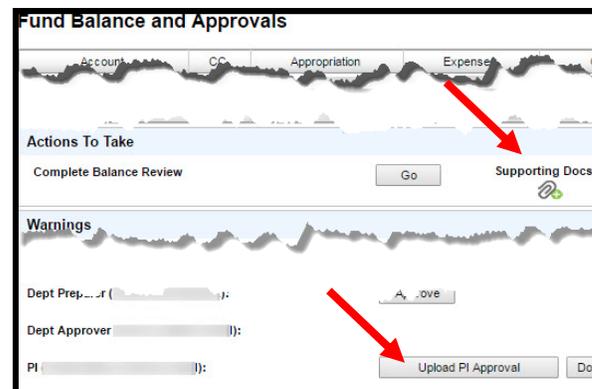


When completing a Closeout Packet using PAMS:

- Supporting documentation for justifying transactions, use the “Paperclip icon” (e.g. a budget or documentation supporting an expense transfer).



- Additional supporting documentation pertinent to review of the closeout, use Actions to Take section, “Supporting Docs” icon on the Fund Balance and Approvals page.
- Signed PI certification, use the “Upload PI Approval” button on the Fund Balance and Approvals page.



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