



Inside this issue:

Payroll Expense Transfer after UCPATH Go Live 1

Revenue Accounts and Respective Account Receivable Accounts 1

My Funds are Closed. When are they Removed 2

Single Fund Number Exception 2

Updating Contact Information to ORA and Departmental Listserv in a Timely Manner 2

PAMS Corner 2

Payroll Expense Transfer after UCPATH Go Live

UCPATH go-live date remains December 2017. Payroll data in PPS will not be converted to UCPATH; therefore, PPS will be maintained to allow transfers of payroll processed in PPS (“Pre-UCPATH payroll”) for a limited time. While PPS is maintained, payroll expense transfers will be processed in the same manner as today, via WebPET. PPS support is scheduled to discontinue effective July 1, 2018.

In accordance with “UC Policy BFB A-47: Direct Costing Procedures”, all cost transfers must be recorded in the general ledger within 120 days from the close of the month in which the original charge posts to the ledger. Based on this requirement, transfers of pre-UCPATH payroll must be completed by April 2018. In an effort to ensure compliance with UC Policy, EFM’s standard procedure will be to not accept pre-UCPATH payroll expense transfers to sponsored project funds after PPS support discontinues. Departments will be responsible for finding unrestricted funding source for these payroll expenses. For more details, refer to EFM’s presentation at the Research Administrator Forum in July 2017.

Monthly reconciliation and timely cost transfers will ensure full recovery of costs incurred for sponsored projects. Thank you for processing timely cost transfers!

Revenue Accounts and Respective Accounts Receivable

Revenue for sponsored project funds is earned as tasks are performed and milestones are delivered as set forth in an award’s terms and conditions. Under the accrual basis of accounting, UCLA records revenue and account receivable as revenue is earned and payments are requested.

Accounts Receivable (A/R) refers to the payment requested but not yet collected. Therefore, it is important to monitor the A/R balance to confirm if cash has been received to recover costs incurred for the project. Sometimes UCLA may not receive the sponsor’s payment until months after revenue is recorded for various reasons. For more information, refer to EFM’s presentation at the Research Administrator Forum in March 2017.

To check the cash collection and A/R balance, access the “Accounts Receivable Report” in the Financial System. In the “Search by” dropdown menu, you may select “Fund Range” then enter the fund number.

My funds are closed. When are they removed from the Financial System?

Q: My sponsored research funds are closed. When will they be removed from the financial system?

A: Funds are fiscally closed once the OASIS “Fund Closed” and “Re-appropriate” fields are updated to (Y/N). EFM closes funds when all financial deliverables have been completed and/or submitted to the sponsor and all payments have been received. Annually, in September, funds that have been closed are removed from the financial system.

```

UCLA-RIS          *** FUND TABLE ***          FSM0678A
10:14:21          PAGE 1                      08/04/2017
Action: B Table: FN +                               Last Update: 02/26/2016
Loc: 4 Fund:      + UCLA Fund Group: 49801 +       Last Upd Logon:
-----
Fund Title:                               Res/UnRes: R (R/U)
Fund Begin/End Dates: 01 15 2014 / 01 14 2015 Fund Dept:
Fund Closed?: Y (Y or blank) Closed Date: 02/26/2016 Logon ID:
FYE Processing: A + (R/L/N/P/S) Fund Type: 0 (0=Inception 9=Fiscal)
Reappropriate?: N (Y/N) Reappropriation Acct/CC/Sub: / / _
Award No:      + PHTS No:      + Award Issue Date 01 27 2014
CFDR:          + Spon Awd No/Type:      3 Awd ERS Cd: _ +
Sponsor CD:
Primary Sponsor:
Prin. Inv:
Assoc Inv:          Fund Purp.: 0101 Letter of Cr:
Cost Share: N (Y/N) Fund Flow: 1 - FN Flow ERS Cd: 1 +
Meth. of Pay: 60 + Campus? 1 (1=On 2=Off) E-Verify: N (Y/N or blank)
UCLA Fund Group Title: PRIVATE GRANTS - RESTRICTED
Site Tracking: Fed.Branch Code: +
UCDP Fund GP Code: 408300 + CURR, PRIVATE, GRANTS - RESTRICT
MESSAGES: PRESS ENTER OR F8 FOR NEXT, F2 FOR PAGE FLIP
  
```

Single Fund Number Exception

Do you need to request an exception to Single Fund Number? Note that the email address for submission of the form has been changed from “Awards@research.ucla.edu” to “EFMOperations@research.ucla.edu”. NIH T32 grants receive an automatic exemption from Single fund Number. The request form and more information can be found on the FAQ page at the EFM website.

Updating Contact Information to ORA and Departmental Listserv in a Timely Manner

Sponsored project fund notifications are reminders to research administrators and PIs that contain important financial information and upcoming due dates. These reminders are emailed to the department’s designated contact person(s) or listserv addresses as provided to EFM. To ensure all relevant contacts receive these notices, we encourage regular monitoring of who is added to and removed from the departmental listserv accounts or to update EFM when a change is necessary.



Q: How do I add, update, or remove user’s access in PAMS?

A: A Department Administrator can add or request changes to a user’s role in PAMS at any time by completing the “New User Form” and submitting to pamshelp@research.ucla.edu. Updates can be made from Fund Manager to Department Administrator, or vice versa. Please note that the user’s Cluster needs to have at least one active Department Administrator remaining after the role is changed. The table to the right describes the activities each role has access to in PAMS.

To remove users from PAMS, complete the [Remove User Request Form](#) located at <http://ora.research.ucla.edu/EFM/Documents/PAMS/PAMS New User Request Form.pdf>

Function	Dept Admin	Fund Mgr
View individual worklists	x	x
Prepare, upload, and approve closeout packets (view linked closeout packets including payroll and non-payroll transactions)	x	x
View PAMS reports/ invoices	x	x
Access to all funds in the cluster	x	
View worklist for entire cluster	x	
Manage assignments for cluster	x	

To subscribe to get

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

Course Announcement:

Space is still available for the following course 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 20, 2017 8:30am - 12pm

Wednesday, September 27, 2017 8:30am - 12pm