

# Closing Expired Funds

---

Yoon Lee

# Closing Expired Funds

---

- **Ascend 2.0 Conversion of sponsored project funds involves significant volume and complexity.**
- **To support successful conversion, extensive effort will need to be devoted to clean up and enhance then data. More details will be shared in future RAF meetings.**
- **One thing we can do now is to close expired funds to reduce the volume.**
- **As of February 7, 2023, we had 2,513 funds expired 120 days or earlier that have not been closed.**
  - Everyone in EFM is dedicated to close expired funds while maintaining on-time submission of the financial deliverables to the sponsor.
  - EFM needs your help in closing these funds. See resources in the next slide you can use to close funds.

# Closing Expired Funds

- PAMS: A report of expired funds to close

## Expired Fund to Close: Report

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

Worklist | Award Overview | Financial Deliverables | Billing and Reporting | Accounts Receivable | Closeout | **Management Reports** | Administration

Overview | F&A Reconciliation | Reports | ORA Only Reports

### Overview

**F&A Reconciliation**

[F&A Reconciliation](#)  
This link directs you to the Billing and Reporting tab to review the reconciliation of a fund's indirect costs.

**Reports**

[Expired Funds to Close](#) *click here!*  
This report contains funds that expired 120 days ago or earlier, and have not been closed. This report updates nightly.

[Funds Pending UCPATH Resolution](#)  
This report details which funds cannot be fiscally closed due to UCPATH issues, and what issues are impacting each fund.

### "Expired Funds to Close" Report

- It contains funds that expired 120 days ago or earlier and have not been closed in the Financial System.
- It is updated nightly.
- It shows the information relevant to closing funds (e.g. fund end date, the final financial deliverable status, AR balance, operating balance, etc.)
- All PAMS users can run the report for the cluster they have access to.

From RAF  
in February 2021  
(More detailed info is available in  
the slide 12 in Feb 2021 RAF)

# ORC: Department Dashboard

- ORA Online Resource Center: <http://portal.research.ucla.edu/index.aspx>

**UCLA Research Administration** 10010 **ORA Online Resource Center**

General Statistics Pre-Award Post-Award Compliance

**REPORTS**

- Award Data Reports
  - Current Year Award Stats by Dept, PI
  - Prior Year Data Download by Dept
  - Advanced Search & Snapshot Report
- Proposal Data Reports
  - Current Year Proposal Stats by Dept, PI
  - Prior Year Proposal Data Download by Dept

**LATEST STATISTICS**

- Current FY Awarded-to-Date Dollars and Counts  
**\$1,295,798,095 (5,873)** FY 2021-2022
- Current FY Requested-to-Date Dollars and Counts  
**\$3,749,407,933 (4,475)** FY 2021-2022

**DASHBOARDS**

- Department Dashboard **NEW**

**Expired Funds to Close**

2,490

Only Non-Zero Operating Balance: 1,131

All balances = \$0  
Only Open AR  
Balance in one area only (Encumbrance or AP)  
Only non-Zero Operating Balance  
Multiple Balances  
Financial Deliverables in a Non-terminal Status

The pie chart above shows funds expired 120 days ago or earlier from today. Reconciling expenses in the general ledger to the final expenses to the sponsor and closing the fund is the last step of managing sponsored project funds. Current status shows items that require the department's actions to close funds. Click the chart to see more detailed data by fund expiration dates, organization, and/or sponsor type. A report of expired funds to close can be downloaded from PAMS anytime with detailed financial data.

**Closeout Packets** 2,640

- Not Submitted (EFM Started)
- Submitted Late
- Submitted
- On-Time

A closeout packet is a workbook that the department communicates the final expenditures of the project with EFM. To recover project costs in full and stay in compliance, submitting a closeout packet to EFM by the due date is essential. Click the chart to see more detailed data of closeout packet by due dates, organization, and/or sponsor type. More information about the closeout packet can be found here.

**Financial Deliverables** 14,691

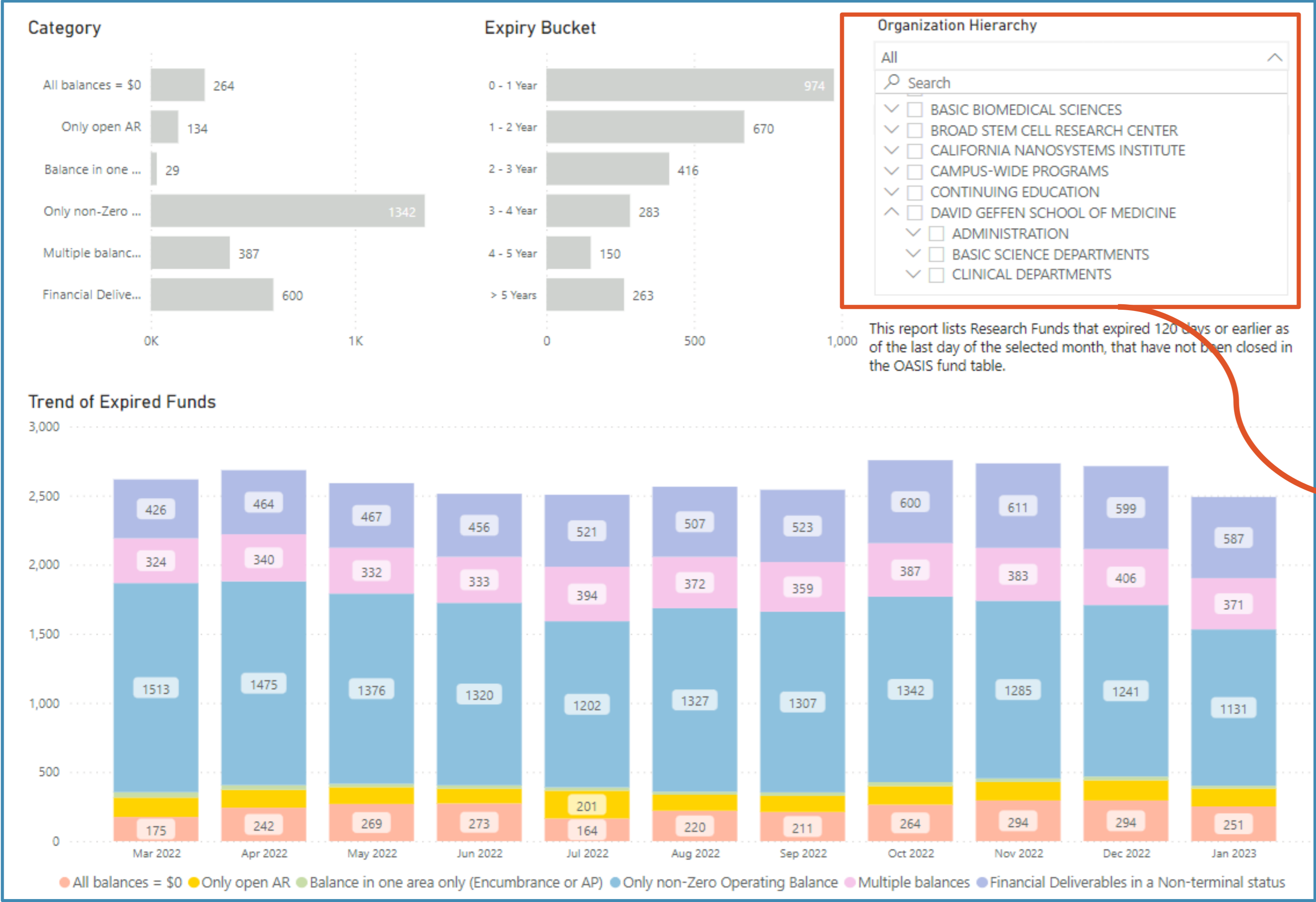
- Not Started
- Pending Department Action
- Pending CONT/NCE
- In Progress
- Completed

Financial Deliverables represent interim or final invoices or financial reports UCLA is required to submit to the sponsor per terms and conditions of the sponsored awards. Submitting accurate financial deliverables on time to the sponsor is critical to recover costs and stay in compliance. Click the chart to see more detailed data by due dates, organization, and/or sponsor type. All PAMS users can see tailored dashboard and worklist of financial deliverables in PAMS.

*Newly added*

Data as of 2/8/23

# ORC: Department Dashboard



## Additional benefits of the ORC Department Dashboard

- Data analytics are available including a trend analysis.
- You can see expired funds and their trends at different organizational levels; at the department, at division, or at school.

# Expired Fund to Close: Status and Summary

Number of funds expired in by school as of 2/07/23	2015 or prior	2016	2017	2018	2019	2020	2021	2022	Total
ADMINISTRATIVE VICE CHANCELLOR						1	2	3	6
ANDERSON SCHOOL OF MANAGEMENT	1					1		4	6
BASIC BIOMEDICAL SCIENCES	2			1	2		3	11	19
BROAD STEM CELL RESEARCH CENTER	1						1	1	3
CALIFORNIA NANOSYSTEMS INSTITUTE		1			1	1	1	1	5
CAMPUS-WIDE PROGRAMS							2		2
DAVID GEFFEN SCHOOL OF MEDICINE	15	8	10	37	98	122	302	446	1,038
DENTISTRY	7		6	3	5	1	6	14	42
EDUCATION & INFO STUDIES	3		2	3	3	14	15	32	72
ENROLLMENT MANAGEMENT				1		1	1	1	4
GRADUATE EDUCATION ORG							1		1
HENRY SAMUELI SCHOOL ENGR & APPL SCIENCE	19	2	21	17	36	40	64	113	312
HERB ALPERT SCHOOL OF MUSIC				1					1
INSTITUTE OF AMERICAN CULTURES			1					6	7
INTERNATIONAL INSTITUTE	2		1				1	5	9
LETTERS AND SCIENCE	19	7	13	32	57	72	95	223	518
LUSKIN SCHOOL OF PUBLIC AFFAIRS	4	3	1	8	9	12	12	28	77
MEDICAL CENTER	2		1		4	1	2		10
SCHOOL OF ARTS AND ARCHITECTURE	2	1	2	2	1	1	2	10	21
SCHOOL OF LAW				2	2	3	5	12	24
SCHOOL OF NURSING		2		1		1	1	6	11
SCHOOL OF THEATER, FILM & TELEVISION	1								1
SEMEL INSTITUTE	4	1	5	13	23	41	70	90	247
UCLA FIELDING SCHOOL OF PUBLIC HEALTH	3	1	2	1	5	8	15	36	71
VC RESEARCH	1								1
VC STUDENT AFFAIRS	2					1	2		5
<b>Total</b>	<b>88</b>	<b>26</b>	<b>65</b>	<b>122</b>	<b>246</b>	<b>321</b>	<b>603</b>	<b>1,042</b>	<b>2,513</b>
<b>As of 2/10/21, Number of funds expired in</b>	<b>261</b>	<b>91</b>	<b>144</b>	<b>296</b>	<b>713</b>	<b>921</b>			<b>2,426</b>
<b>Decrease in the numbe of funds expired in</b>	<b>(173)</b>	<b>(65)</b>	<b>(79)</b>	<b>(174)</b>	<b>(467)</b>	<b>(600)</b>			<b>(1,558)</b>

- Review expenses, encumbrance, and memo-lien on expired funds to reconcile and clean up GL.
- Out of 2,513 funds, now 16 funds are flagged with UCPATH issues after all major mass corrections were completed.
- Progress has been made in closing old expired funds since February 2021. With growing research portfolio, more diligent effort is needed to close funds timely.

# Any Questions?

## Contact Information

EFM Website

<http://efm.research.ucla.edu>

Yoon Lee

Phone: (310) 794-0375

Email: [yon.lee@research.ucla.edu](mailto:yon.lee@research.ucla.edu)

