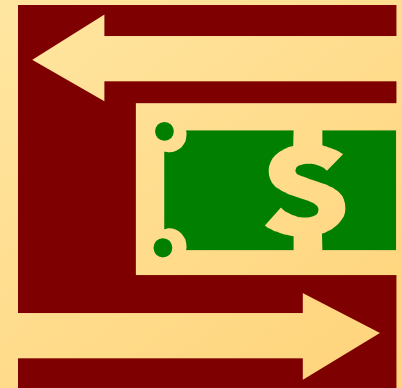


Extramural Funds Accounting



Contract & Grant
User's Group Meeting
May 19, 2014

Summary of EMF Topics

1. Introductions
2. Fiscal Year Closing – Departments and EMF Accounting
3. Concerns and Questions



*Pauline Librenjak,
Assistant Controller*

Fred de Vera – Fund Manager

Central Office role responsible for:

- Managing external funding (contracts, grants, gifts, endowments) received by the University by implementing processes to:
 - ensure PI/Department have prompt access to incoming funding
 - improve cash management through timely invoicing, drawdowns, and collections
 - comply with agency fiscal terms and conditions as well adhere to system-wide and campus policies and procedures
 - Final review of fund attributes and make available to department users
- Advise campus on post award administration issues



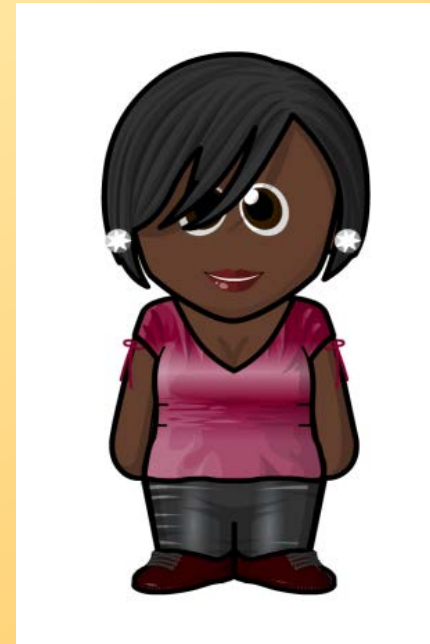
Rose Alonzo-Le – Accountant III

- Responsible for the accounting, cash draws, invoicing, collections, and fiscal reporting on **federal** contracts and grants
- Responsible for proper coding of incoming federal contracts & grants to adhere to UCOP and UCR business rules and requirements
- Reviews and coordinates the Annual Payroll Certification monthly processes
- Acts as lead accountant during the absence EMF Fund Manager



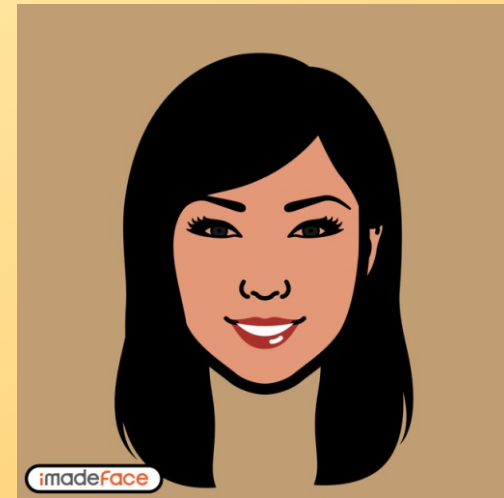
Montrice James – Accountant I

- Responsible for the accounting, invoicing, and fiscal reporting for private contracts, MCAs, and UC federal awards
- Responsible for proper coding of incoming contracts & grants to adhere to UCOP and UCR business rules and requirements
- Collections on areas of responsibility
- Processing and accounting on gifts
- Processing and accounting on endowment



Kim Gala – Accountant I

- Responsible for the accounting, invoicing and reporting for state and local government contracts and grants, private grants, and marketing board agreements
- Responsible for proper coding of incoming contracts & grants to adhere to UCOP and UCR business rules and requirements
- Collections on areas of responsibility
- Cash draws on some federal funds



C&G Fund Blocks and Responsible EMF Accountant

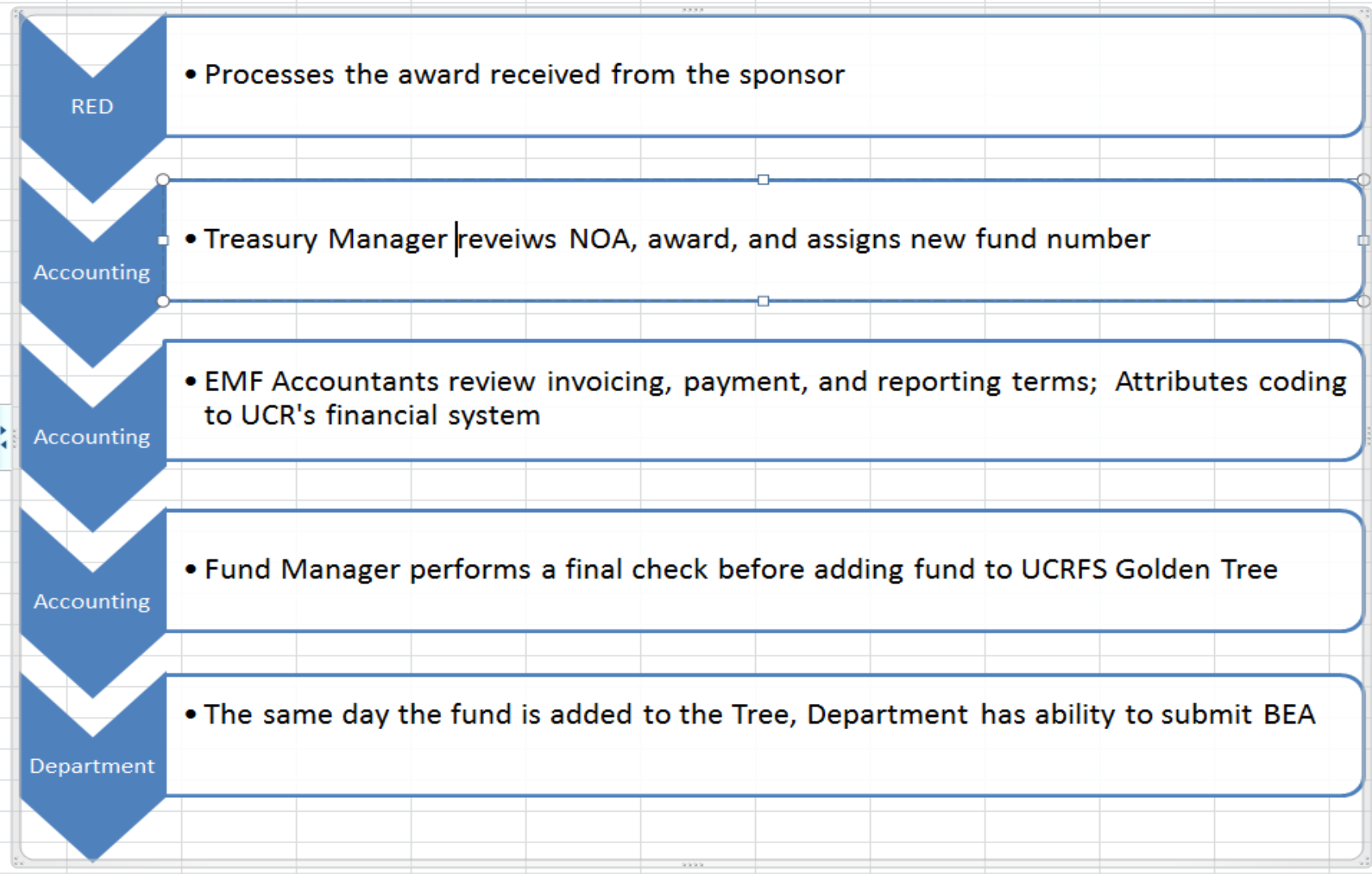
Rose	Federal Grants	21100 – 24999
		28000 – 33999
		82000 – 85499
	Federal Contracts	25000 – 27999
		85500 – 85999
Kim	State C & G	18200 – 18999
		20400 - 20499
		20600 – 20699
		80000 – 80999
	Local Gov't C & G	20700 – 20999
		81000 – 81999
	Private Grants	57000 – 58199
		86000 – 86499
Montrice	Private Contracts	58200 – 59999
		86500 – 87999
	MCAs	ALL
	Unrestricted Gifts	39800 – 39998
	Restricted Gifts	40000 – 56998

Linda Casteel – Treasury Manager

- Collaborate with RED on post award administration and unit financial managers on compliance considerations
- Assigning fund number within the appropriate fund block for new awards
- Provide recommendations/develop/implement processes which improve cash management and cash flow



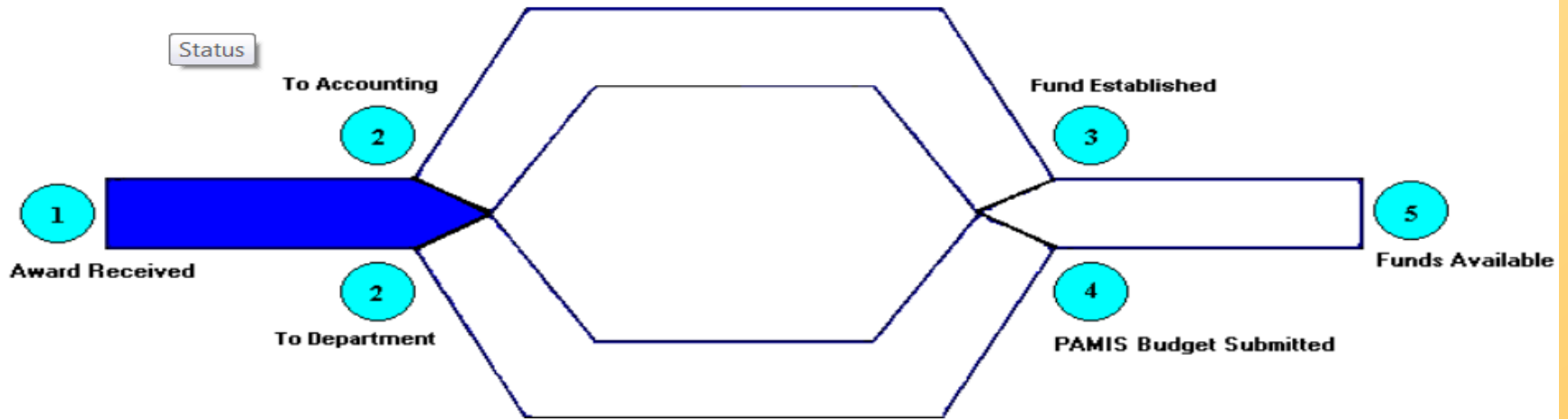
Award Routing for a New Award/New Fund



Award 006730-002 (1)

Fund 58161

Award Information



1. Award Received on	05/12/2014
2. Award Activated (email to Acct, Dept) on	05/14/2014
3. Fund Established on	N/A

PAMIS Budget for PAMIS BEA # N/A

4. Submitted on	N/A
5. Funds Available on	N/A

Fiscal Year Closing

“Department”

Review Fund Status and Balance

- Checklist:
 - ✓ Examine each funds' overall financial condition
 - ✓ All fund deficits must be resolved by year end
 - ✓ Is the fund expired?
 - ✓ Is re-budgeting required?
 - ✓ Is a no-cost extension necessary?
 - ✓ Is a pre-award necessary?
 - ✓ Are any Cost Transfers necessary– Non-payroll and/or Payroll? (Non-Payroll is June 24th and Payroll cutoff is June 25th)

Fiscal Year Closing

“Department”

Review Fund Status and Balance (*continued*)

Checklist:

- ✓ Is a PAMIS BEA pending for fiscal year 2013/2014?
(MUST be completed on or before June 30th)
 - ✓ PAMIS BEAs processed after 6/30 or awards with July start dates will not be posted until approx. 7/14
- ✓ Have there been financial or budgeting actions that have affected IDC?
- ✓ Funds MUST be in reportable condition before EMF Accounting can complete financial reporting
- ✓ Monthly financial review and communication with PI is important to minimize issue that must be resolved at year-end.

Fiscal Year Closing

“EMF Accounting”

Financial Reporting for Contracts and Grants

- Based on award terms, Accounting requires 30 days to complete and review final financial reports. Fiscal reports completed by EMF Accounting are:
 - FFR Federal Financial Reporting
 - FSR Federal Status Reporting
- As the external audit coordination point, any non-standard financial reports completed within departments **MUST** be reviewed by EMF Accounting before submission to the agency.
- Departments are responsible for tracking and completing Cost Share reports and providing supporting documentation. EMF reviews for compliance and reports as appropriate to the agency. Cost Sharing is required for award close-out.

Fiscal Year Closing

“EMF Accounting”

EMF General Closing Tasks and Objectives:

- Review A-21 “unallowable” transactions and coordinate with departments
- Process all PAMIS awards with effective dates involving FY2014
- Process any pending corrections by 6/30
- Confirm IDC calculations
- After preliminary ledgers:
 - Billing
 - Accruals
 - Deferrals
 - Balancing fund groups for financial statement reporting
- Prepare for A-133 Audit request

Concerns/Questions Received

Concern:

Delay of Subaward encumbrances to financial ledgers

Current Process:

- RED finalizes all Subawards
- Once finalized, RED forwards all Subawards to EMF Accounting for processing
- EMF Accounting reviews budget and provides accounting information to Accounts Payable, normally within 2-3 business days of receipt
- Accounts Payable processes Subawards (establish vendor as necessary, establish encumbrance, etc.) within 4-5 business days of receipt
- General Accounting journal generates encumbrances daily; the PO and FAU consolidation process takes 2 days to post to the GL.

Concerns/Questions Received

Concern:

Fiscal Closing journals posted AFTER BEA cut-off date will not provide Departments the ability to clear overdrafts

Current Year Process:

- All Accounting staff advised to process journal entries by 6/30.
- Accounting is working with Grad Division to ensure GSHIP/PFRs reconciliation issues are identified earlier in the closing process. Departments should also ensure PPS is updated to avoid reconciliation issues.
- Payroll will be advised to resolve PPS rejects as soon as possible, hopefully no later than 7/2.
- Other journals should be material accruals. Please contact Accounting to evaluate if there are concerns with a specific transaction.

Concerns/Questions Received

Concern:

Delays and uncertainty of gift processing review

Current Process:

- Cash Gifts reviewed by EMF Fund Manager within 24 hours of receipt and Gift forwarded to EMF Accountant (Montrice James)
- Gift Processor initiates related journals and BEAs twice per month, approximately the 15th and the 30th of each month
- For more information on VCUA Routing and Roles, visit the support site at: http://cnc.ucr.edu/gift_transmittal/

On the Horizon:

After the Gift is reviewed/processed by the Gift Processor, the journals and BEAs will become automated

Concerns/Questions Received

Current Process (Routing & Roles):

Step 1: Gift Administrators

Gift administrators are responsible for initiating the Gift Acceptance process. They are responsible for entering all relevant details of the gift. Gift administrators are assigned by SAAs and are active at department or organizational (VCUA) levels. Gift administrators are granted authority to use the Online Gift Acceptance Form by their department System Access Administrators (SAA). Gift administrators may also search and perform reports within the system.

Step 2: Preliminary Approver

The preliminary approver is a user at the Department level that is responsible for ensuring the accuracy of the gift file before moving forward to the organization. Preliminary approvers receive an automated e-mail when a request has been submitted for approval. Departmental Approvers may "return" Requests to gift administrators for revision. Approvals are then routed to either the Organizational Approver or Vice Chancellor of University Advancement depending on the nature of the request. Departmental Approvers are granted authority to use the Online Gift Acceptance System by their departmental System Access Administrator (SAA).

Step 3: Organization Approver

The organizational approver is responsible for reviewing and approving the departmental request for gift approval.

Step 4: VCUA Approver (Advancement Services)

The VCUA gift reviewer is responsible for reviewing the gift themselves as well as checking the file out to select committees for further review and approval. The VCUA approver manages and selects the committees for which the gift file moves for approval.

Step 5: Accounting Manager (Fund Manager)

When a VCUA approver opens a request to Accounting, the accounting reviewer may add all relevant FAU and accounting updates to the gift file.

Step 6: Accounting Gift Processor (EMF Accountant)

The Accounting Gift Processor approves any final accounting details related to the gift.

Future Event

- **Research Administrators INC. – June 10th**
 - **Topic: Post Award Cost Share Administration**

References

- **UC Contract and Grant Manual**
 - <http://www.ucop.edu/research-policy-analysis-coordination/resources-tools/contracts-and-grants-manual/index.html>
- **UCR Accounting Website**
 - <http://accounting.ucr.edu/funds/>
- **UCR Learning Center**
 - <http://ucrllearning.ucr.edu/>



MANY THANKS FOR YOUR ASSISTANCE!

Questions and Discussion

