



Research Administration Forum

February 11, 2021

Expired Funds to Close

Yoon Lee

Expired Fund to Close: Report



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

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

click here!

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](#)

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.

click here!

“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.

Expired Fund to Close

Common reasons for the fund to stay open in Financial System after 120 days

- **A delay in submitting the final financial deliverables.**
 - Status of the final financial deliverable is available in the report as well as in the deliverable page in PAMS.
 - If it says “pending department action”, EFM needs assistance in completing the final financial deliverables.
- **Outstanding Account Receivable (AR)**
 - It is not uncommon to have outstanding AR for 120 days or more. EFM CM team includes the department in following up on AR > 120 days.
 - The total AR balance, the latest action EFM has taken, the reason for a delayed payment, and more information are available in Accounts Receivable page in PAMS.
 - When a delayed payment is due to a dispute on the non-financial deliverables, EFM needs department assistance in resolving the issue closely working with OCGA.
- **Expenses in GL not matching to the final expenses reported to the sponsor**
 - The final financial deliverables may have excluded unallowable expenses recorded in GL and/or included applicable expenses that have not been recorded in GL when adequate supporting documentation is provided.
 - In either scenario, expenses in GL need to be reconciled to the final expenses reported to the sponsor to close the fund. Complete necessary cost transfers.
- **Encumbrance and/or memo-lien to clear in GL**
 - The fund has expired 120 days ago or earlier. There should not be any expenses incurred after the project period ended. All encumbrance and memo-lien should be cleared from the expired fund.

Expired Fund to Close and UCPATH

What if I cannot close the fund because of erroneous transactions on the fund caused by UCPATH defects and a solution to clear the errors is not available?

- Submit a ticket to CRU to report the error.
 - Submission Process for UCPATH Inquires to CRU is available at <https://centralresourceunit.ucla.edu/s/article/Update-on-Submission-Process-for-UCPATH-Inquiries-to-CRU>
 - A recording of CRU case handling information session is available at the same link above.
- Inform your EFM accountant of the errors preventing funds from being closed.
- EFM will update “UCPATH flag” to “Yes” in PAMS on the deliverable page.
 - EFM will indicate which issues are applicable and if it’s a new issue reported, EFM will add it to the UCPATH issue table in PAMS.
 - When erroneous transactions are resolved, EFM will update the UCPATH flag to “No” and work with the department to close the fund.
- EFM will enhance the “Expired Fund to Close” report to include this flag. The enhanced version is anticipated to be available later this month. The announcement will be made when available.
- EFM can explain how the error is affecting invoicing, financial reporting, and fund closeout and what EFM’s plan is to mitigate financial and compliance risk while waiting for a resolution.
- EFM is not involved in resolving individual cases submitted to CRU but advocates which issues are affecting contract and grant funds and recommends priority of issues.

UCPath Issue Log in PAMS

- “UCPath issues” flag was added to PAMS in June 2020.
 - Announced at June 2020 RAF and via email titled, “Sponsored Research Funds Pending UCPath Resolutions” on June 19, 2020.
 - The goal is to identify sponsored research funds that cannot be fiscally closed due to pending UCPath resolutions so we can easily locate all affected funds to close when errors are fixed.

Where can I find “UCPath Issues” Flag in PAMS?

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

Deliverables List | Basic Deliverables Search | **Advanced Deliverables Search**

Deliverables List

Institution Number:	[Redacted]	Sponsor:	California Institute for Regenerative Medicine(CIRM)	Dept Title (Code):	[Redacted]
Award Snapshot:	[Icon]	Sponsor Award:	[Redacted]	Dept Contact:	[Redacted]
Award Status:	Expired - Closeout Required	Project Period:	04/01/18 - 03/31/20	EFM Contact:	Tiffani S Wong
Payment Basis:	Cost Reimb	PI:	[Redacted]	Billing Site:	https://grants.cirm.ca.gov/login/login
Restricted CF:	No	Prime Sponsor:	N/A	Dunning Site:	Associate Dunning Site
Federal Advance:	No	Notes:	None	UCPath Issues:	Yes

← Back to Basic Search + Add Edit - Delete Award Sequence Status

Expand All

Fund:	Budget Period(s): 04/01/18 - 03/31/20	Pending UCPath: Yes
-------	---------------------------------------	--

click here!

<input type="checkbox"/>	Category	Type	Frequency	Due Date	Assigned To	Reassigned To	EFM Reviewer	Status	Status Updated	Document	Comments	
<input type="checkbox"/>	Financial Report-Detail	Final	Once	06/01/2020	Tiffani S. Wong		Ruth S. Hwang	Submitted to Sponsor	06/23/2020	[Icon]	[Icon]	Edit
<input type="checkbox"/>	Financial Report	Interim	Annual	06/05/2019	Tiffani S. Wong			Submitted to Sponsor	06/05/2019	[Icon]	[Icon]	Edit Delete

UCPath Issue Log in PAMS

- When you click “Yes” to UCPath Issues on the deliverable page, the following window opens up to show a brief description of the issue and its status.

UCPath Issues Institution Number Fund Number

Update the status of Issues "Identified on this fund", by selecting the appropriate drop-down.
Here is the list of known UCPath issues. Please note that there may be additional issues beyond those listed.

Identified on this fund Indicates a UCPath issue impeding fiscal closure that has been identified on this fund
Resolved in UCPath System Indicates if the issue has been resolved by UCPath going forward, and will thus not impact funds in the future
Historical Data Corrected Indicates if a fix has been implemented to correct the data on funds impacted by this issue

UCPath Issues

Page 1 of 1 (7 items) Page size: 10

Issue #	Issue Title	Identified on this Fund?	Resolved in UCPath System?	Historical Data Corrected?
1	Exception Earn Codes (e.g., VAC, SKL) charging incorrectly	No	No	No
2	Vacation Leave Accrual (VLA) incorrectly being assessed for recall and limited employees.	No	Yes	Yes
3	Benefits are lumped together by person, by FAU when pay period includes multiple earn periods	No	No	No
4	Composite Benefit Rate (CBR) charging incorrectly	No	Yes	Yes
5	Direct Retro page does not show separate rows by earn period for salary expenses on the same FAU and earn code	No	No	No
6	Approved Direct Retros not recorded to Labor Ledger or General Ledger	Yes - Not Resolved	No	No
7	Employees who are eligible for vacation are being assessed VLA at the incorrect rate	No	Yes	No

Comment:

History

Page 1 of 1 (2 items) Page size: 4

Date	User Name	Change
10/20/20 05:33 PM	Duy D. Dang	Issue Number 6: Identified on this Fund changed from "No" to "Yes - Not Resolved"
10/20/20 11:47 AM	Duy D. Dang	Comment added: "Transactions caused Direct Retro process to run to error due to being out of balance by UCPath. UCPath defect tickets: UCP-75541, UCP-76511 and UCP-85683"

Currently 7 issues are tracked in PAMS. If you have an issue not on the list, inform your EFM accountant.

History and more descriptions of the issue.