Contract & Grant User's Group

Tuesday, September 17, 2019

9:00 a.m. – 10:30 a.m.

Alumni & Visitors Center

BFS – Business & Financial Services

A Division of Business & Administration Services (BAS)

UNIVERSITY OF CALIFORNIA, RIVERSIDE

BAS

BFS

Agenda

- Welcome – Pauline Librenjak

- Reports and Tools Available to Analyze C&G Data – Pauline Librenjak and Patrice Delgado

- SPA Announcements – Charles Greer

- C&G Management (Interactive Segment) – Pauline Librenjak

- Principal Investigator Web Reporting System (PIWRS) and Annual Payroll Certification (PRC) Timeline and Update – Pauline Librenjak

- UCPath/UCRFS/SuperDOPE Question and Answer Period – Bobbi McCracken

Review Reports and Various Tools Available to Analyze C&G Data

Presented by: Pauline Librenjak, Asst. Controller and

Patrice Delgado, Research Administrator 3,

in Computer Science & Engineering

Inception-to-Date Report (ITD)

- Provides high-level (by budget category) summary of Award Budget, Expenditures, Encumbrances, and Balance Remaining (unspent balance) of Award from the award's start date to current period
- Report header provides Fund Name, Activity Code, Start/End Date, PI Name(s), Overhead Base and Rate (example Fund 21184)
- Summarized by each Activity Code
- Award summary of expenditures appears at end of report
  - Good way to review of unallowable costs
- Report Available:
  - ➢ In UCRFS /Reports and Inquiry / Financial / Inception-to-Date (FY/AP/Fund #)
  - ➢ In R'Space / Tools / UCRFS Online Reports Page / PI Inception to Date Fund Report / By PI (report can be located under Prime PI)
  - ➢ In PIWRS, Prime PI Monthly Summery Report—links available at bottom of report

490 Report

- Provides high-level (by budget category) summary of Balance Remaining (unspent balance) of Award
- Summarized by each Activity Code / Budget Category
  - Note: EMF responsible for invoicing agency and revenue posting
- Report Available:
  - ➤ In UCRFS /Reports and Inquiry / Financial / 490 Summary & Detail (FY/AP/Fund #)—can be run by fund ad hoc
  - ➤ UCR T Drive: https://tdrive.ucr.edu/2020/. Report is run after each accounting period close for all fund sources.

UCRFS TOTALS

- Provides quick Budget and Expenditure detail
    - Payroll expenditures are summarized
    - SuperDope provides payroll details
- Can query multiple years of data
- Tailor output to your needs/requirements
- Ability to manipulate data when downloaded to Excel
- Recommended settings:
    - FY = 2020
    - Period = Through last closed period
    - Ledger = Temp and Actuals
    - Fund = specific fund number
    - Account = Expenditures
    - Output:
        - BC, fund, Activity, Function (exclude BC to quickly see overdrafts)
        - Summary Query (Separate Columns for budget and financial amounts AND show Balance Amounts)

UCRFS Totals

- Settings below; after running, sort balance column

General Settings

User Name: Bobbi **Shared with:** Librenjak, Pauline M (paulinel)

Query Criteria

Query ID: 56905

Name: DEPT C&G BALANCES/DEFICITS

Query Description: DEPARTMENT C&G BALANCES/DEFICITS BY FUND

Query Type: SUMMARY

Fiscal Year: 2020

Accounting Period: 00, 01, 02

Organization: ORG40

Ledger: ACTUALS, TEMP

Fund Report Type: ALL

Fund Group: 3060, 3101, 3120, 3130, 3140, 3170, 3180

Account Type: 120

Saved Date: 07/27/2016

Selected Fields

Query Tab Fields: ,,,,

Standard Tab Fields: Fiscal Year / Activity / Fund / Monetary Amount / Separate / Balance /

Fund/Award Tab Fields: /

Drilldown Fields: Fiscal Year / Accounting Period / Ledger / Journal ID / Journal Date / Source / Activity / Fund / Function / Cost Center / Project / Line Descr / Line Reference /

SuperDOPE

- Provides access to detailed payroll expenditures charged to fund
- Can query multiple years of data
- Ability to manipulate data when downloaded to Excel
- Reminder: V1 = PPS; Effective Dec 2017 V2 = UCPath (V2 includes one year of PPS historical data)
- Note: SuperDOPE does not include **journal entries** for payroll adjustments

Principal Investigator Web Reporting System (PIWRS)

- Accessible through the PAMIS portal
- Provides Prime PIs, Department Defined PIs, Department Defined Heads, Department Defined Center Directors, and/or Collaborators with monthly C&G fund reporting
- Provides department analysts with the ability to define FAUs to generate summary and detail reports, in order to facilitate the review of month-to-month expenditures and overall fund balances
- Provides ability to drill down into monthly and yearly salary details.
- Can provide projections through the life of the award
- Access to PAMIS records and ITD Reports

UCRFS-Financial Reports-Deficit Analysis Report

- Ad hoc report available across all funding sources
- Identification of potential issues; further research may be required

Other Tools to Monitor C&G Balances

- R'Space Tools Portal-UCRFS On-line Reports Page
  - Financial Transaction Detail Reports
    - Generated and posted after each period close
    - Every department should be reconciling their ledgers on a monthly basis, identifying overdrafts, and developing plans to resolve
- Outstanding Accounts Receivable available via the Agency Billing System (ABS)
- For a complete list of UCR reports, descriptions, and instructions, please visit: http://cnc.ucr.edu/reports/ (also available via Rspace-Tools portal Reporting Systems @ UCR)

SPA Announcements

Presented by: Charles Greer

Assoc. VC for Research

Office of Research and Economic Dev. (RED)

C&G Post Award Responsibilities

Presented by: Pauline Librenjak

Asst. Controller

C&G Management

- Everyone with post award administration responsibilities (PI, Department Administration, EMF) must review and understand award Terms & Conditions (T&Cs)

- Departments are responsible for ensuring award expenditures are compliant with award T&C and errors promptly corrected (note: EMF invoicing based on this assumption)
  - What restrictions were outlined in RFP?
  - Does the approved budget align with the proposed budget?
  - Are regular meetings taking place with PI to discuss expenditures, projected balances/overdrafts, NCEs, etc.?

- If difficult issues arise, discuss with your FOM, FAO and/or CFAO
  - No one should be intimidated or bullied into doing something against policy, award terms and/or federal regulations. If you have concerns, speak with your Supervisor. If there is no resolution, escalate and/or contact the UC Whistleblower Hotline

C&G Management

- Training – Post Award Administration training is available via a number of organizations:
  - Society of Research Administrators International
  - Cayuse
  - NCURA

- Lynda.com (available via Rspace)

- UC Contract & Grant Manual https://www.ucop.edu/research-policy-analysis-coordination/resources-tools/contract-and-grant-manual/index.html

- Professional Organizations: NACUBO/WACUBO, NCURA, Federal Demonstration Partnership (FDP)

- In LMS: PIWRS, PRC, C&G (note: in process of being updated)

- PIWRS Support Site: https://cnc.ucr.edu/piwrs/

Principal Investigator Web Reporting System (PIWRS) and Payroll Certification (PRC) Timeline and Update

Presented by: Pauline Librenjak

Asst. Controller

PIWRS and PRC FY2020 Timeline

Reporting FY/Period	PIWRS			Annual Payroll Certification				
	Grid Available to PIWRS Coordinators	Final Day to Modify Grid	PIWRS Reports Published & available to PI	Notice #1 to PIWRS Coordinator - PRC will be released soon	Notice #2 PRC available to PIWRS Coordinator	Notice #3 PRC issued to PI	Notice #4 PRC issued to PI for funds uncertified	PRC Due Date (Approx 24 days after release to PI)
20/1 (July)	8/6/2019	8/20/2019	8/21/2019	On the first day after Budget Period End Date	8/23/2019	8/30/2019	9/9/2019	9/16/2019
20/2 (Aug)	8/20/2019	9/19/2019	9/20/2019	On the first day after Budget Period End Date	9/11/2019	9/22/2019	10/8/2019	10/15/2019
20/3 (Sept)	9/20/2019	10/19/2019	10/20/2019	On the first day after Budget Period End Date	10/10/2019	10/22/2019	11/8/2019	11/15/2019
20/4 (Oct)	10/20/2019	11/19/2019	11/20/2019	On the first day after Budget Period End Date	11/10/2019	11/22/2019	12/8/2019	12/15/2019
20/5 (Nov)	11/20/2019	12/19/2019	12/20/2019	On the first day after Budget Period End Date	12/10/2019	12/22/2019	1/8/2020	1/15/2020
20/6 (Dec)	12/20/2019	1/19/2020	1/20/2020	On the first day after Budget Period End Date	1/10/2020	1/22/2020	2/8/2020	2/15/2020

PIWRS and PRC FY2020 Timeline

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20/7 (Jan)	1/20/2020	2/19/2020	2/20/2020	On the first day after Budget Period End Date	2/10/2020	2/22/2020	3/8/2020	3/15/2020
20/7 (Feb)	2/20/2020	3/19/2020	3/20/2020	On the first day after Budget Period End Date	3/10/2020	3/22/2020	4/8/2020	4/15/2020
20/7 (Mar)	3/20/2020	4/19/2020	4/20/2020	On the first day after Budget Period End Date	4/10/2020	4/22/2020	5/8/2020	5/15/2020
20/7 (Apr)	4/20/2020	5/19/2020	5/20/2020	On the first day after Budget Period End Date	5/10/2020	5/22/2020	6/8/2020	6/15/2020
20/7 (May)	5/20/2020	6/19/2020	6/20/2020	On the first day after Budget Period End Date	6/10/2020	6/22/2020	7/8/2020	7/15/2020
20/12 (Jun-Prelim)	6/20/2020	7/21/2020	7/22/2020	See June Final	See June Final	See June Final	See June Final	See June Final
20/998 (Jun-Final)	7/25/2020	8/9/2020	8/10/2020	On the first day after Budget Period End Date	7/31/2020	8/7/2020	8/14/2020	8/21/2020
21/1 (Jul)	8/10/2020	8/19/2020	8/20/2020	On the first day after Budget Period End Date	8/10/2020	8/22/2020	9/8/2020	9/15/2020
21/2 (Aug)	8/20/2020	9/19/2020	9/20/2020	On the first day after Budget Period End Date	9/10/2020	9/22/2020	10/8/2020	10/15/2020

PRC Update

- When analyzing PRCs, pull data from UCRFS TOTALS and SuperDope to ensure the amounts tie with the salaries charged and appearing on the PRC
- If amounts do not tie, ensure all source codes are pulled from TOTALS for salary expense GLs; Are source codes other than PLD and SCT posted to the GL account?
- Some salary adjustments are processed via a journal entry and will not appear on the PRC or in SuperDope; These entries must be recorded as a Direct Project Salary Adjustment (DPSA)
- For budget periods ending 6/30 (critical step if the award is ending), if payroll accruals were processed, these entries must be recorded as a DPSA (Accruals will not appear in SuperDope)

PRC Update

- Insert a comment and upload all supporting documentation into the PRC (including cost sharing)
- Review the percentages that appear on the PRC
    - if a percent is greater than 100%, please research the cause
    - Report discrepancies/issues to piwrsfeedback@ucr.edu

UCPath/UCRFS/SuperDOPE Question and Answer Period

Presented by:
Bobbi McCracken
Associate Vice Chancellor Business and Financial Services & Controller

UCPath GL Update

- Distributed 9/4/19

- Topics
  - UCD Transition to UCPath
  - Vac Leave Assessment Errors
  - SCTs
    - Duplicates, Dropped, Supplemental Interest, Benefit Assessments, High Risk SCTs
  - Grad Student Settlements
  - Complex ServiceLink FAU Change Requests
  - UCRFS/SuperDOPE
  - Workstudy
  - Instant Pay Card
  - Overpayments
  - Missing Data Fields
  - TARS

Questions

Thank you for attending today's C&G Users Group Meeting

- The next C&G Users Group Meeting will be held on Friday, December 13, 2019 from 9:00-10:30 a.m. at the Alumni Center.

- We welcome your feedback and recommendations for additional topics that would be beneficial. We would appreciate your taking this short survey by copying and pasting this link in your browser which will remain open through October 8, 2019:

- C&G Survey Link