

## Impact23 Faculty Update - Supplemental Material (as of 10/9/2023)

### 1. KualI Research

- a. It is recognized that the IRB and IACUC protocol modules require an initial investment of time to fully transition to the new automated systems. The initial feedback received by RED from PIs/Researchers who have completed the migration procedure has been positive. The new system has substantially improved timing and administration, while offering more robust, secure, and compliant processes.
- b. Resources (guides, videos, and office hours) including steps to completing this first-time amendment can be found at: <https://research.ucr.edu/kuali-research>.
- c. **Kuali IACUC Protocols Module (Implemented January 2023)**

UCR's IACUC Animal Use Protocol (AUP) was a manual hard copy paper-based process prior to the implementation of KualI IACUC protocols module. These hard copy forms were not migratable to KualI. PI's/Researchers will need to enter currently approved paper Animal Use Protocol (AUP) in KualI to initiate an amendment to the AUP\*\*.

*\*\*PIs/Researchers submitting amendments to add personnel will continue to use the 'Add Personnel Form.' However, once a PI/Researcher migrates their information to KualI, all subsequent modifications, including amendments to add personnel, will be completed using KualI. Therefore, the Personnel Add Form will eventually be phased out of the amendment process.*

When PIs/Researchers request an amendment other than personnel, they must migrate their AUP to KualI. This is required so that the IACUC committee, can understand how the changes relate to the overall experimental goals. The IACUC committee cannot fulfill their regulatory requirement without previously approved information being included in the amendment submission.

- d. **Kuali IRB Protocols Module (Implemented July 2023)**

The transition to the new IRB system included the migration of already approved IRB studies; however, as the previous IRB submission process consisted of a Word document application, the migration of previously approved studies was limited to creating a record of the study with general information about the study, including its approval status. For the content of the research studies to be transferred/inputted into the KualI system, PIs/Researchers will be prompted to complete the KualI IRB protocol form when submitting an amendment request for the first time\*. The completion of the full KualI form will only need to be done **one time** upon the first amendment request (beyond study personnel or funding changes). Future amendments will allow researchers to directly update the KualI form sections, and the system will automatically track the changes in the form.

*\*For changes consisting of personnel and/or funding updates ONLY, completion of the full KualI form will **not** be required.*

### 2. Salary, Wages, and Benefits

- a. Pay to employees has not been impacted
- b. Recording payroll-related costs to correct Chart of Accounts

- i. June Pay processed after system conversion (i.e., first week of biweekly pay period, leave for June reported in July) redirected to suspense.
      - 1. Proposed corrections based on position funding will be distributed to Colleges/Schools/Organizational Units **starting 10/13.**
      - 2. This is a one-time conversion issue
  - c. Certain Contracts and Grant (C&G) benefit costs for July and August were inaccurately reflected
    - i. Correction processed for **August ledgers on 9/29.**
    - ii. Impacted Prime PI Summary report for July
  - d. Delayed posting of September payroll to the general ledger and Project Portfolio Management (PPM). September payroll postings will begin **on 10/13.**
  - e. Payroll costs associated with dates outside of PPM project begin and end dates
    - i. These costs are not reflected on C&G reports as the costs are in an error status.
    - ii. Corrections cannot be initiated until the salary cost transfer application deploys, which is **projected for the week of 10/16.**
    - iii. UCPath business rules have been updated to avoid future occurrences
- 3. Procurement and Accounts Payable
  - a. The process of establishing new suppliers and other payees was overly complicated
    - i. This situation delayed the issuance of certain POs and/or other payments
    - ii. A more streamlined process was **implemented on 9/29.**
  - b. Invoices cannot be paid when there are quantity and pricing discrepancies between the PO created and the invoice and/or if the PO was not marked as received by the ordering department.
    - i. System issues prevent users from performing necessary change orders to correct the quantity and/or pricing issues on the PO. Resolving this issue is the highest priority for our implementation partner Deloitte.
    - ii. Certain situations prevent the user from marking the PO line as received once the invoice is received and matched to the PO. An AP manual workaround is available until a system resolution can be developed. The resolution of this issue is one of the program team's highest priorities with the **goal of deploying by 11/1.**
  - c. Concur and ePay integration errors delaying GL posting or payment
    - i. Primary causes: incomplete Oracle supplier records for related Concur transactions causing payment delays for a small subset of payees, especially Guest Travelers; and missing expenditure item dates in ePay required for C&G validation delayed postings and payments. A workaround for transactions is in place.
    - ii. For those faculty with a primary appointment less than 50% and/or where UCR is not their primary location (e.g., ANR employees working on UCR campus), EFT payments from ePay and Concur were delayed due to a defect identified upstream with UCPath. A workaround for check payments has been in place since late September, and the issue is expected to be **fully resolved by mid-November.**
    - iii. Certain unresolved issues are automatically purged in Oracle Financials. The project team is investigating this issue and has submitted a Service Request to Oracle to inquire about a configuration adjustment.

- iv. Manual updates to records in progress and **projected completion date is 10/31/2023**
  - d. The campus community continues to be encouraged to utilize the Procurement Card where possible on orders less than \$10,000, and exceptions to this limit are available by contacting [pcard@ucr.edu](mailto:pcard@ucr.edu).
  - e. Initial deployment issues with contract and grant coding on purchase orders (i.e., enforcing the use of the required chart of accounts for contracts and grants (aka POETAF) have been resolved.
4. Cost Transfers
- a. Salary Cost Transfers (SCT) utilizing the new Chart of Accounts (COA), **costs since 7/1, will be deployed on 10/13**
    - i. Department administrative staff will be instructed to focus on July costs, expired and expiring awards
    - ii. Certain timeline limit restrictions will be relaxed for July costs.
  - b. SCT for FAU (i.e., **costs prior to 6/30) to be deployed on 10/13**
    - i. Departments will be instructed to focus on expired and expiring awards
    - ii. Application will be available through December
    - iii. Certain business rules will be relaxed
    - iv. Note: this application is to be retired in December
  - c. Manual SCTs FAU
    - i. Exceptional requests submitted after June cut-off pending manual journal entry are in progress with the **goal of completing by 10/31**
  - d. Non-payroll Cost Transfer application pending deployment
5. Work Order Systems)
- a. Fleet submitted its first **journal charges week of 10/2**
  - b. Facilities to submit first billing planned **for week of 10/16**
  - c. Generic work order system (formerly Web Recharge) pending deployment. The project team continues to finalize development with a proposed deployment date in November. Other work order systems pending journal feeds
  - d. Temporary workarounds including journals being considered until systems become available
6. Other Contract and Grant
- a. Subawards, including UC
    - i. Manual conversion effort to external entities **completed week of 10/2**
    - ii. UC out-going multi-campus awards are in progress with a **projected completion time frame of 10/31/2023.**
    - iii. Payment of outstanding subaward invoices is a priority
  - b. C&G billing to Sponsors
    - i. July in progress
    - ii. August and September billing pending
    - iii. Extramural Funds Accounting (EMF) continues to prepare ad hoc invoices as necessary
  - c. C&G Agency Financial Reporting
    - i. EMF continues to prepare final financial reports utilizing estimated costs as necessary

- d. Payroll Certifications
  - i. Cost recorded under former FAU pending issuance given the other priorities
  - ii. New COA application pending deployment
- 7. Financial Reporting
  - a. Individual reports and query capabilities for financial data are addressed [here](#).
  - b. August month-end closing delayed; pre-run reports available **as of 10/6**
  - c. September month-end closing **planned for week of 10/16**
  - d. Prime PI Summary reports for contracts and grants
    - i. Available ad hoc
    - ii. August month end on-line reports organized by department instead of by Prime PI.  
**Correction planned for September reports**
  - e. PPM Budget synchronization issue with Oracle Budget and GL budget control
    - i. PPM budgets and Prime PI Summary reports in accurately reflect budgets created by departments
    - ii. Budget checking fix **implemented week of 10/2**
  - f. Carryforward balances on C&G in Financial Transaction Detail Report (FTDR) **corrected with September month-end reports**. This only impacts general ledger reports not PPM.
- 8. Fixed Priced C&G Award Surplus Balances
  - a. Procedures being developed under new COA
  - b. Departments able to activate and use S&S fund
- 9. Kualii and PPM discrepancies
  - a. A small number of awards contain discrepancies between the total award amount in Kualii and PPM. The cause is related to situations where there were multiple UCRFS funds associated with a Kualii (formerly PAMIS) award and some UCRFS funds were fully closed out, that portion of the award dollars did not convert to PPM.
    - i. If there is a supplemental award processed, Kualii is sending the full amount of the award resulting in excess funding being displayed in PPM.
    - ii. Action is in process to reflect the full award amount in PPM to synchronize with Kualii, while not making the previously expended amount appear to be new funding; the **estimated completion date is 11/30/2023** due to the complexity of the proposed fix.
- 10. Cost Sharing
  - a. Gather cost sharing data as of 6/30
  - b. Once data gathering effort complete, remaining balances to be entered in PPM budget by **11/30/2023**