

Financial Deliverable and Closeout Packet Values

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Summary

When an award is set up in PAMS, financial deliverables are set up in accordance with the terms and conditions of the award. The following pages contain the values used to set up and track the status of financial deliverables and closeout packets.

Deliverable Categories

This field refers to the method in which expenses will be reported for and/or how payment will be requested.

Category Name	Description
Automatic Payment	Sponsor sends payment automatically based on the schedule stated in the agreement without requiring UCLA to submit an invoice.
Cost Reimbursable Invoice	Sponsor requires UCLA to submit an invoice billing for actual costs for reimbursement.
Cost Reimbursable Invoice- Detail	Sponsor requires UCLA to submit an invoice billing for actual costs for reimbursement on a specific template and/or additional documentation.
Milestone Invoice	Sponsor requires UCLA to submit an invoice to be paid upon completion of a milestone including fixed fees or fixed prices.
Scheduled Payment Invoice- CR	Sponsor requires UCLA to submit an invoice billing for the fixed amount based on the schedules stated in the cost reimbursable agreement.
Scheduled Payment Invoice- FP/FR	Sponsor requires UCLA to submit an invoice billing for the fixed amount based on the schedules stated in the fixed price/rate agreement.
Financial Report	Sponsor requires reporting of expenses. Unlike an invoice, this is not a request for payment but to report spending.
Financial Report- Detail	Sponsor requires report of expenses on a specific template and/or additional documentation.
Internal Financial Report	Sponsor does not require a final invoice for financial report. Nonetheless, UCLA needs to conduct the final review of all expenses and prepares a UCLA internal financial report to properly close out the fund.
Refund	Tracks the status of a refund to the sponsor from when it is prepared by EFM FM accountant until it is issued by AP.

Deliverable Types

This field refers to the type of invoice or financial report issued during the budget or project period of the award.

Type	Description
Interim	Financial deliverable within a reporting or billing period of an award.
Revised Interim	Revised financial deliverable within a reporting or billing period of an award.
Final for Budget Period	Financial deliverable submitted to close the budget period.
Not Final	Financial Deliverable submitted to request payment when the final invoice cannot be submitted.
Final	The last financial deliverable reporting for, or invoicing expenses to be submitted to the sponsor.
Revised Final	Revision of the last financial deliverable reporting for, or invoicing expenses to be submitted to the sponsor.
Refund	Deliverable to track the status of a refund until it is issued by AP.

Deliverable Frequencies

This field represents how often the invoice or financial report is due to the sponsor.

Frequency
Monthly
Quarterly
Semi-Annual
Annual
Once

Deliverable Statuses

The status represents information about invoices, financial reports, and closeout packets.

Deliverable Statuses

Below find information specific to the progress of completing and/or submitting invoices and financial reports to the sponsor. The deliverable status provides information from deliverable set-up through submission to the sponsor, updated by EFM as progress is made.

Statures	Description
Not Started	Deliverable that has not yet been started.
In Process	Deliverable currently in process for completion.
Pending Department Action	A deliverable that cannot be submitted to the sponsor until information is obtained from the department. Reasons for this can vary and will be noted within the comments of the financial deliverable (ex: sponsor template, supporting documentation etc.).
Submitted to Approver	A deliverable that has been prepared by an EFM Accountant and is pending review and an authorized official's signature.
Approved	Deliverable that has been completed by the EFM Accountant and is pending submission to the sponsor.
Submitted	A deliverable that has been completed and submitted to the sponsor.
Submitted-Revised	A deliverable that has been revised and submitted to the Sponsor.
Completed	Indicates payment has been received, requested for payment, or issued back to sponsor.
Reviewed Not Submitted	A deliverable not sent to the sponsor. Reasons for this can vary and will be noted within the comments of the financial deliverable.
Submitted to CM	Indicates a refund request that is pending submission by the Cash Management Accountant in BruinBuy Plus.
Submitted to AP	A deliverable that has been submitted to Accounts Payable (AP) in BruinBuy Plus for processing and issuance to sponsor.

Closeout Packet Statuses

For information specific to the progress of closeouts, the status will begin with a prefix of "COP". The field represents the progress of completing and/or submitting the closeout packet to EFM.

Statures	Description
COP Not Started	A closeout packet that has not yet been started.
COP In Process	A closeout packet that is currently in process. This status will change automatically once the Preparer has routed the Closeout Packet to the next user.

COP Locked	A Closeout Packet that has been approved by all users in the assignment tree.
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Deliverable Reason Codes

Reason codes are associated to financial deliverables to group common scenarios explaining why a deliverable status is pending submission to the sponsor or was not completed. In such cases, EFM accountants update the financial deliverable status and include the appropriate reason code from the lists below. Comments are added to the financial deliverable to explain further details as needed.

“Pending Department Action”

Financial deliverables under a status of “Pending Department Action” require the department’s assistance before EFM can complete the invoice/financial report to the sponsor. Financial deliverables in this status will appear on the Department Fund Manager’s PAMS worklist. Once EFM receives the necessary information, EFM can proceed with submission of the deliverable to the sponsor.

Reason Code	What this Means	Action for Department to Take
Continuation or No Cost Extension Pending	The final financial deliverable cannot be completed as the award is pending continuation funds or a no cost extension	Department to ensure the award action is processed. EFM creates an interim deliverable for expenses recorded to the ledger up through the end of the original performance period. Once the award action is processed, EFM will complete subsequent financial deliverables through the additional funding/time period.
Pending Cost Transfer/Encumbrance Removal	Deliverable cannot be completed due to outstanding transactions that have not posted to ledger and require department assistance to process.	Department to process the necessary cost transfers and take action on remaining encumbrance to clear the ledger. EFM will review and prepare the deliverable once ledger is clean.
PI Confirmation Pending	PI’s confirmation is needed to complete the financial deliverable	Department to obtain PI’s confirmation. EFM will invoice the sponsor once the PI’s confirmation is received.
Policy 913 Documents	The final deliverable cannot be completed as the award is subject to UCLA Policy 913 and EFM is missing documents.	Department to provide a closeout packet with Policy P913 assurances including the PI’s justification of the unspent balance, as applicable. EFM will review and closeout the fund, transferring balances to the PI’s discretionary account.
Policy 913 Only Pending Final Payment	The final deliverable cannot be completed as the award is subject to UCLA Policy 913 and the only item pending is receipt of final payment.	Upon receipt of final payment, department to provide a closeout packet with Policy 913 assurances including the PI’s justification of the unspent balance, as applicable. EFM will review and closeout the fund transferring balances to the PI’s discretionary account.
Sponsor Template	Detailed financial sponsor template that requires department assistance to complete.	Department to complete the sponsor’s financial template and submit to FM. EFM will review and submit to the sponsor.
Supporting Documentation	Documents to be submitted with the financial deliverable (e.g. cost share report).	Department to provide FM with the required supporting documentation. EFM will review and submit to the sponsor.
Other	Used to explain all other cases where a financial deliverable cannot be completed.	Department must act on information identified by EFM to complete the deliverable.

“Reviewed Not Submitted”

Financial deliverables under a status of “Reviewed Not Submitted” are deliverables that have been reviewed

by EFM and have determined it is not necessary to submit an invoice to the sponsor. Below are reasons explaining why financial deliverables would not be submitted to the sponsor.

Reason Code Reason Code	What this Means
01-Expenses less than \$100 or fund has a credit	EFM completes interim invoices when the amount to bill is \$100 or greater. EFM will bill for less than \$100 when the invoice is a "Final for Budget Period" or "Final".
02-Award previously billed to max	EFM has billed the total awarded amount.
03-Award is terminating early or is relinquished	The award is in process of being terminated or relinquished and this deliverable is not required to be submitted by the sponsor. EFM will submit the final financial deliverable.
04-Continuing year not yet executed	Sponsor has issued an award for multiple years in advance but each year is executed one at a time. EFM can only bill when the new budget period has been extended.
05-Cumulative billing/completed with current deliverable	This scenario occurs when EFM was unable to submit a prior deliverable. If the sponsor allows cumulative billing, EFM submits one invoice covering both billing periods instead of issuing multiple invoices.
06-Other	Used to explain all other reasons not covered in the previous scenarios why a deliverable was Reviewed Not Submitted.