



UNIVERSITY *of* MARYLAND

SPA/SPAC UPDATE MEETING

November 19, 2015

2:30 – 4 pm

Pharmacy Hall: S201 Lecture Hall

TODAY'S AGENDA

- SPAC Updates
 - Staffing Update
 - Account Setup Metrics
 - Calendar Year Deadlines
 - Change in Effort Reporting Periods
 - Uniform Guidance (2 CFR Part 200) Procurement Regulation Delay
 - New Policies Related To Uniform Guidance
 - On-line DIRFF Form
 - Change in Deliverable Close-out Schedule
- Financial Services Update
 - Gift Card Exchange Program
- SPA Updates
 - Negotiation Module Features in Kualii COEUS
 - Cost Sharing Information in Kualii COEUS in Order to Get Cost Sharing Funds
 - Procedures Library
- Financial System Updates – Kevin Curley
 - Central Billing System Replacement Project
 - Faculty Time Sheets



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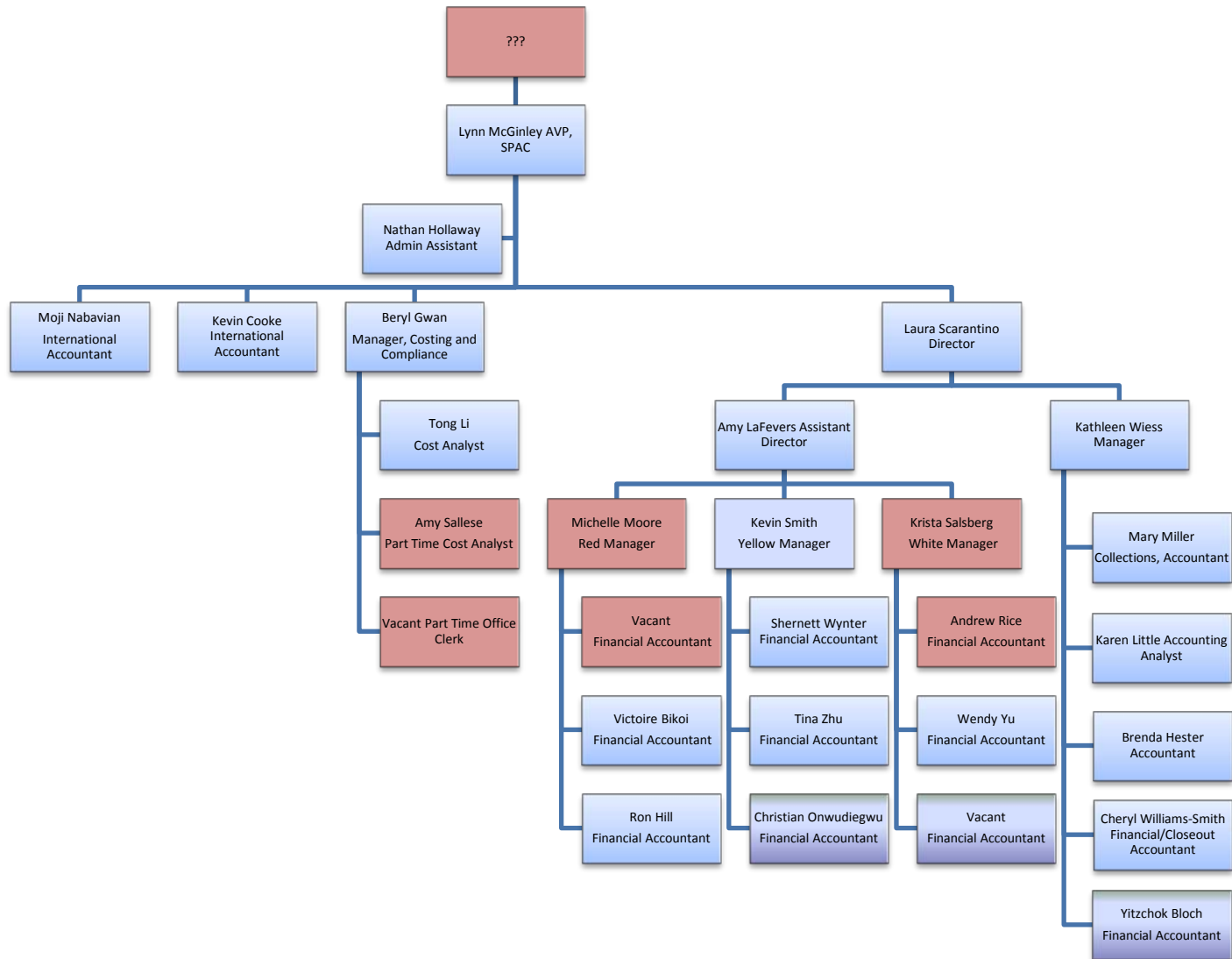
SPAC Updates 4th Quarter 2015

November 19, 2015

2:30 – 4 pm

Pharmacy Hall: S201 Lecture Hall

SPAC ORGANIZATION CHART





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Calendar Year End Deadlines

New Effort Reporting Schedule

- January 1 pay (pay period 16-13) moved to December 31
- Pay Period 16-13 shifted from the March effort form to the December Effort Form
- Effort Forms will be initiated after the holiday break
- New Reporting Periods Schedule is on the Cost website
- September Effort Forms are due next Tuesday!

Reminder: NIH Sub Accounting Means Stricter Close-Out

- Expenses must be posted in RAVEN to be sure that we not only report timely on an FFR, but draw the funds before the funds expire in PMS
- December deadlines
 - NIH 8/31/15 end dates
 - Due dates for draws and FFR 12/29/15
 - Non NIH 9/29/15 and 9/30/15 end dates
 - Due dates for draws and FFR 12/28/15 or 12/29/15
- **PAY PERIOD 16-13 WILL NOT POST IN TIME!!!**

For Posting in Time for December Due Dates

Transaction Description	Deadline Date
Approved employee travel expense eforms for inclusion in Pay Period 16-12 (Pay Date 12/18/15)	Thursday- December 4
Approved non-employee travel expense eforms and supporting documentation for inclusion as a payment in December submitted to FS-Travel	Thursday- December 17- noon
Working Fund checks for inclusion as a payment in December submitted to FS-Working Fund	Thursday- December 17- noon
Accounts Payable invoices for inclusion as a payment in December submitted to FS-Accounts Payable	Thursday- December 17- noon
International wire requests for payment in December submitted to Moji Nabavian (SPAC)	Tuesday- December 15- noon
Payroll Adjustment Forms for inclusion in Pay Period 16-12 (Pay Date 12/18/15) submitted to FS-Payroll	Thursday- December 4
December Journal Entries for Fund 18X cost transfers submitted in eUMB-Financials	Friday- December 18
Final Timesheet approval in eUMB-HRMS for PP16-12 (Pay Date 12/18/15)	Monday- December 9
Direct Retros and EFPs for PP16-12 submitted to SPAC-Costing and Compliance	Wednesday- December 15 - 2PM



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Account Set Up Metrics

Account Set Up Metrics

- Implementation of Negotiation Module in Kualu COEUS has allowed us to start tracking again
- Goal – Complete all actions within 3 working days

Account Set Up Metrics

	Sept - Oct 2015	FY 14	Change
Average Workdays	2.27	6.90	-4.63
% Completed in 3	80.1%	52.7%	27.4%

458 actions were processed in Sept – Oct 2015
All three teams average was below 3 days

Federal Register Notice 9/11/2015

- Announced Technical Corrections to 2 CFR Part 200
 - Extended to ability to delay the implementation of the procurement changes until 7/1/2017
 - Fixed inclusion of tuition benefits in fringe benefit rates
 - Fixed a lot of typos and misreferences
- FAQs were also revised on 9/11/2015

2 CFR 200.308 (c) – Change in Scope

- Reduction of effort levels are considered a change in scope if:
 - Key personnel will withdraw from the project entirely,
 - The PI will be disengaged from the project for 3 months or more, or
 - The PI will reduce effort by 25% or more from the level that was approved at the time of award.

New UMB Policies Related to the Uniform Guidance

- VIII-3.00(A) UMB Policy on Adopting Federal OMB Uniform Guidance Procurement Standards
- VIII-99.06 - UMB Authority to Certify and Sign Sponsored Project Financial Reports and Vouchers



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On-line DIRRF Form

Fast Facts About a DIRRF

- Deliverable Invoice/Receivable Request Form
- 00185 Federal
- 00188 State and Local Government
- 00192 Non-Governmental
- Studies, Per Patient, Clinical Trials, Milestone
- This form is not for Standard Grants

Old DIRRF

DELIVERABLE INVOICE / RECEIVABLE REQUEST FORM (DIRRF)

For use with Deliverable Projects (Studies, Per Patient, Clinical Trials - under PCBU's 00185, 00188 and 00192)

PCBU and Project ID

Date Requested

Requested by:

Requestor's ext:

Requestor's email

Protocol # and Title:

Complete Billing Address (please print clearly)

Billing Instructions (attach a copy of the invoice)

Record Receivable Only
 Date Sent to Sponsor: _____

Record Receivable AND Mail/Email Invoice
 Date Sent to Sponsor: _____

	Description	No. of Units	Price Per Unit	Total
Item 1			X \$	\$ 0.00
Item 2			X \$	\$ 0.00
Item 3			X \$	\$ 0.00
Item 4			X \$	\$ 0.00
Item 5			X \$	\$ 0.00

TOTAL INVOICE 0.00

Please forward this completed form, a copy of the invoice, and any necessary documentation to your assigned team within SPAC. Team assignments are available at <http://www.fincsvc.umaryland.edu/af/contact.cfm>. The fax number for SPAC is 410-706-2902.

SPAC USE ONLY

Prepared by _____

Date _____

Invoice Number _____

Where to Find the DIRRF

Costing and Compliance

Sponsored Projects Accounting
and Compliance (SPAC)

Announcements

About the Office

Federal Regulations

Forms

Policies and Procedures

Meeting Updates

Facilities and Administrative Cost
Rates

Forms

- [Budget Modification Form](#)  PDF
- [Carryover Allocation Form](#)  PDF
- [Child Project Request Form](#)  DOC [\(PDF Format\)](#)  PDF
- [Contractors Release Form \(NIH 1943 Form\)](#)  PDF
- [Contractors Release Form for Contracts \(NIH 2582 Form\)](#)  PDF
- [Deliverable Invoice/Receivable Form](#)  XLS [\(PDF Format\)](#)  PDF
- [Preaward Spending Request Form](#)  PDF

New Online DIRRF

Sponsored Projects Accounting and Compliance (SPAC)

Costing and Compliance

Sponsored Projects Accounting and Compliance (SPAC)

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Deliverable Invoice - Receivable Request Form

DELIVERABLE INVOICE / RECEIVABLE REQUEST FORM

DELIVERABLE INVOICE / RECEIVABLE REQUEST FORM (DIRRF)

This form is only for Deliverable Projects (Studies, Per Patient, Clinical Trials – under PCBU 00185, 00188 and 00192)

Action *

PCBU *

Project ID *

Must be between 8 and 8 digits. *Currently Used: 0 digits.*

Requestor: *

Requestor Email: *

Requestor Phone #: *

 - -

####

[link](#)

DIRRF Email

From: Sponsored Projects Accounting and Compliance [<mailto:no-reply@wufoo.com>]

Sent: Tuesday, November 17, 2015 10:24 AM

To: Scarantino, Laura B.

Subject: [#15] | 13213213 | | Laura | UMB | 1200. | Revised

Thank you. You have successfully submitted the form. Keep this copy for your records.

DELIVERABLE INVOICE / RECEIVABLE REQUEST FORM

Action *	Revised
Form Number from Original Submission *	01926
PCBU *	*00185
Project ID *	10012396
Requestor: *	Laura Scarantino
Requestor Email: *	lscarantino@umaryland.edu
Requestor Phone #: *	(410) 706-2562
Title and/or Protocol # *	1111
Sponsor Name: *	UMB

When To Use the Online DIRRF

- Beginning December 1, 2015
- Revisions – use the online form, use the form number from your original DIRRF

Subject: [#15] 13213213 | Laura | UMB | 1200. | Revised

- Was a receivable created? Check online GPV
- Questions – contact your team



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Change in Deliverable Close-Out Schedule

Current Deliverable Schedule

- Every 3 months
- Email sent to the Distribution emails
- Departments have 30 days to reply

New Deliverable Schedule

- Every 4 months
- April, August, November
- Email sent to the Distribution emails
- Departments have 30 days to reply

3x's per Year!



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Gift Card System

Questions: Larry Miller

Gift Card System

- Unused Gift Cards in your Department?
- Financial Services has developed a system to advertise unused Gift Cards
- Departments basically sell and buy cards by providing accounts to charge from and to
- The actions still mimic a working fund request

Gift Card System: Seller

1. Selling department enters all unused cards into an inventory list
 - The vendor name
 - Quantity g
 - Amount of the cards are required
2. Seller is now finished.
 - Process is similar to listing tickets on StubHub.



Gift Card System: Buyer

1. Buyer reviews the inventory and selects the desired cards.
 - It can be all, or a portion of the cards listed by a department
 - All cards selected go into the buyer's Shopping Cart
 - These cards and are removed from the inventory list.
2. Buyer clicks the Checkout button
 - An email pops up that will require the buyer to attach justification for the cards (same documentation as a WF request would require).
3. Buyer forwards the email to Disbursements.
 - This must be done in 24 hours, or the cards will automatically be returned to the inventory.

Gift Card System: Financial Services

1. Disbursements will review the documentation
 - If appropriate they will click an approval button
 - An email will automatically generate that is forwarded to both the buyer and seller.
 - This will be completed within 24 hours of receiving the email.
2. It is then up to the two parties to make the arrangement to transfer the cards.
3. Disbursements will complete the JE using the information provided when the buyer and seller began the process.

Gift Card System: Where/When



- The link will be on the FS web site, in the Disbursements section.
- Targeting the first several weeks of December
- The system is simple and intuitive
- Questions: Larry Miller, AD Financial Services

Financial Services

- Announcements
- About the Office
- Disbursements
- General Accounting
- Payroll
- Policies and Procedures
- Student Accounting
- eUMB Financials
- Financial Reports

Welcome to Finar...
We provide quality se...
to the campus in area...
financial expertise.

Sections

[Disbursements](#)

- [Accounts Payable](#)
- [Travel](#)
- [Working Fund](#)