



Post Award Administration

Through the eyes of a Fund
Manager

Timelines

- * *Week 1*
 - (a) Payroll/Expense Projections
- * *Week 2*
 - (b) Ledger Sampling
- * *Week 3*
 - (c) MyFunds
- * *Week 4/5*
 - (d) Catch up



Week 1 - Payroll

UCSD UNIVERSITY OF CALIFORNIA, SAN DIEGO

Payroll Projections

Payroll Projections Editor Selection

Employee Name Employee ID **Find Employee**

Index Fund Organization Program

Sub-Account **Find IFOP**

Project Number **Find Project**

View Projections **Clear**

Payroll Projections

Distributions for: Project: phycjka

Emp ID	Name	Title	Appt	Dist	Index	Total
00052			32	PHYS182		530.33
00046			21	PHYS182		20,838.90
00048			22	PHYS182		10,419.46
00031			32	PHYS182		41,652.00
00040			92	PHYS182		31,266.52
00079			61	PHYS182		5,902.55
00085			41	PHYS182		5,902.55
00017			13	PHYS182		49,647.96
00026			13	PHYS182		9,409.27
00061			14	PHYS182		10,687.40

Projection Details

Name: Title: Rate Type:

Type	Sub	% Time	Rate	Index	Start Date	End Date	Amount

Edit Projection

Index: % Time:

Sub: Rate:

Start Date: Expiration Date:

End Date:

Save What If **Return**

UCSD UNIVERSITY OF CALIFORNIA, SAN DIEGO

Payroll Projections

Distributions for: Project: phycjka

Emp ID	Name	Title	Appt	Dist	Index	Total
05 23			30	32	PHYS182	530.33
05 20			20	21	PHYS182	20,838.90
05 20			22		PHYS182	10,419.46
05 30			32		PHYS182	41,652.00
05 90			92		PHYS182	31,266.52
66 60			61		PHYS182	5,902.55
66 40			41		PHYS182	5,902.55
52 10			13		PHYS182	49,647.96
52 10			13		PHYS182	9,409.27
52 10			14		PHYS182	10,687.40

Projection Details

Name: Rate Type: M

Type	Sub	% Time	Rate	Index	Start Date	End Date	Amount
PPS	1	0.0200	3,144.00	PHYS182	07/01/2010	12/31/2010	0.00
PR	1	0.0200	3,144.00	PHYS182	07/01/2010	12/31/2010	377.28
BN	6	0.0200	1,058.58	PHYS182	07/01/2010	12/31/2010	127.03
VC	6	0.0200	216.82	PHYS182	07/01/2010	12/31/2010	26.02

Edit Projection

Index: % Time:

Sub: Rate:

Start Date: Expiration Date:

End Date:

Save What Ifs **Return**

Things that could affect projects:
 Increase/decrease in %
 Summer Salaries
 Moving employee from one funding source to another

Expense Projects

- Updating Expenses to reflect actual and potential expenses - end of budget or grant, based on P.I.'s input.

Project Number: phyocjka
 Project Title: JULIUS KUTI
 PI Name: KUTI, JULIUS
 Fund Manager: COULIBALY, CHRISTINE,BANDA, LEE,YEN, HWEI-YING
 Funding Amount:
 Award Dates:
 Budget Period:

[back to Expense Projections Maintenance](#)

[Delete Selected Items](#) [Create New Projection](#) [Mass Projection Date Update](#) [Back](#)

Number listed: 21

edit	Delete	Index	Fund	Organization	Program	Account	Account Title	Start Date	End Date	Projection Rate	Projection Amount	Created By
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	634003	MAIL SVCS-POSTAGE/METERED MAIL	07/01/2010	06/30/2011	0.04	0.46	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	634015	NGN COMMUNICATION USER RECHARGE	07/01/2010	06/30/2011	95.99	1151.88	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	634021	TELECOM MONTHLY SVC/EQUIP RECHARGES	07/01/2010	06/30/2011	-1.09	-13.06	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	634022	TELECOM LOCAL/LONG DISTANCE RCHG	07/01/2010	06/30/2011	2.72	32.64	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	634044	TELECOM MONTHLY ANCILLARY SERV RECH	07/01/2010	06/30/2011	-0.65	-7.80	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	630050	IMPRINTS RECHARGE-COPIER SERVICE	07/01/2010	06/30/2011	0.10	1.20	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	636508	MINOR EQUIP-COMPUTING \$200-\$1,499	07/01/2010	06/30/2011	247.39	2988.68	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	637629	PHYSICS COMPUTER FACILITY RECHARGE	07/01/2010	06/30/2011	170.29	2043.48	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	637639	ACS SOFTWARE SVCS RECHARGE	07/01/2010	06/30/2011	35.90	430.80	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	636062	CHEMISTRY STORES	07/01/2010	06/30/2011	4.23	50.76	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	630079	COMP SOFTWARE PURCHASES & LICENSES	07/01/2010	06/30/2011	190.68	2280.16	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	639900	COMPUTING EQUIPMENT \$1500-4999	07/01/2010	06/30/2011	198.90	2386.80	
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	633000	TRANSPORTATION OF THINGS					phyoc
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	636056	HUMAN RES-TEMPORARY EMPLOYMENT SVCS					phyhyv
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	636200	BOOKS & MAPS					phyhyv
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	636202	BOOKSTORE RECHARGE-BOOKS					phyhyv
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	637290	MEALS-BUSINESS EVENTS					phyhyv
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	637590	DOCUMENTATION FEES					phyhyv
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	638070	OFFICE SUPPLIES					phyhyv
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	635174	BOOKSTORE MISCELLANEOUS GOODS					phyoc
	<input type="checkbox"/>	PHY5182	22436A	416250	440000	639000	EQUIPMENT \$1500-4999					phyoc
Projection Total												11334.0

[Delete Selected Items](#) [Create New Projection](#) [Mass Projection Date Update](#) [Back](#)

Operating Detail -

- Express Card Transaction
- NGN
- IMPRINTS
- TELECOM

P.I. acknowledges transactions with a signature.
At this time we are able to check Rule Class codes
For correct account codes.

Week 2

Ledger Sampling

- Ledger sampling (reports are run by projects)
- Check for allowability -
- Research other transactions making sure the packing slips and signature authority are on file.
- Stamp “SAMPLED”
- NO OFFICE SUPPLIES

Week 3

MyFunds

- MyFund reports are generated on the 3rd Monday of first full week by the Fund Manager. Fund Manager reviews any potential problems with the Business Office Manager and corrections are made no later than the Week 2 (Wednesday), so the P.I. will be able to view their MyFunds.
- *Note: Use COA override (Fiscal closing)
MyFunds not accurate!!!!

Week 4/5

Catch - up

- Check on blanket P.O.'s
- Take continuing education classes
- Meeting with P.I.s if requested
- Work on Closeouts
- Filing
- Enter Allocations
- Attend weekly staff meetings, etc.



Quarterly Audit Reports

PHYSICS QUARTERLY COMPLIANCE OPERATIONAL AUDIT
Or
PQCOA

Purpose:

Ensure upfront processes are in place and functional
Ensure ledger sampling is being performed on a timely basis
Ensure filing system is consistent and items are retrievable with minimum effort

When:

Quarterly, after the last month's ledger closes within a calendar quarter and the ledger sampling timeline is completed. Example: Q1 Jan – Mar, window of time for task April 20th thru May 8th. Audit is to be completed with supporting documentations no later than May 8th.

Tools:

Financial Link Ledger Reviewer

Process:

Using the Ledger Reviewer and the Marketplace and SAS projects run a report the for entire quarter being audited.

Select 5 items to audit; (1) item showing that it had been sampled and reviewed. (1) item the requires a packing slip, (3) items that were not selected for sampling.

Verification;

Verify that the item sampled was truly sampled and the documentation complete for the expenditure.
Verify that the packing slip is in file and that the check box is checked on the ledger reviewer.
Verify that items not sampled have complete documentation, are allowable and benefit the project.

Note any discrepancies on Audit form.

- *Reports are done: (Jan-Mar) - (April - June) - (July- Sept) & (Oct - Dec)*

Audit Form

• PQCOA AUDIT FORM

- Period of Coverage: (Jan 10 – March 10)

- DATE: _____
- SAMPLED ITEM: _____

• HVPO PO RECHARGE - PAYAUT TRAVEL

- Index Number _____
- Vendor Name _____ Amount \$ _____

• Documentation complete? Yes or No

• If No provide explanation: _____

• PACKING SLIP ITEM: PO/ HIGH - LOW Date: _____

- Index Number _____
- Vendor Name _____

• Box checked on Ledger Reviewer? Yes or No

• Packing slip filed properly? Yes or No

• If No on any questions provide explanation: _____

• (3) UNSAMPLED ITEMS:

• Index Numbers (1) _____ (2) _____ (3) _____

- Vendor Name (1) _____ (Pay Auth) - Doc # _____
- Vendor Name (2) _____ (Travel) - Event # _____
- Vendor Name (3) _____ (Recharge) - Doc # _____
- Vendor Name (4) _____ (Express) - Doc # _____

• Was all documentation complete? Yes or No (Vendor #1)
• All necessary signatures: Yes or No

• Was all documentation complete? Yes or No (Vendor #2)
• All necessary signatures: Yes or No

• Was all documentation complete? Yes or No (Vendor #3)
• All necessary signatures: Yes or No

• Was all documentation complete? Yes or No (Vendor #4)
• All necessary signatures: Yes or No

• If No provide explanation: _____

• Attach copies of the documentations for all transactions audited: