SRS Quarterly BA Meeting

June 15, 2017

Welcome
Automated Labor Verification Statement Update

Lisa Deckard – Director
Government Cost Compliance
Pilot Update

• Emails went out to pilot participants on 5/30/2017

• Statements will be distributed to PI’s on 6/25/2017
Automated Labor Verification System Updates

- The 1st batch of statement will go out on August 25, 2017

- All Sponsored Projects with a grant budget end date between January – July 2017 will be distributed to the principal investigators on 8/25/2017

- Notifications will be sent to the business administrators and principal investigators 30 days and 60 days prior to the LVS being generated

- Statements will be generated in UCflex on the MSS tab

- Training must be completed for the LVS role to be added
# LVS Notifications

<table>
<thead>
<tr>
<th>Notification Date</th>
<th>Recipients</th>
<th>Notification Information &amp; Requests</th>
<th>Actions Needed</th>
</tr>
</thead>
</table>
| 60 days prior to the LVS being generated | Business Administrator CC: Principal Investigators | ✓ Project Number & budget period needing approval  
✓ Request to process corrections if needed  
✓ Date statement will be generated | ✓ Review effort & process Salary Cost Transfers & PCRs needed  
✓ Take training if needed |

| 30 days prior to the LVS being generated | Business Administrator CC: Principal Investigators | ✓ Project Number  
✓ Request to process corrections if needed  
✓ Date statement will be generated  
✓ Request to Notify PI of any changes being processed  
✓ Training request and training link | ✓ Review effort & process Salary Cost Transfers & PCRs if needed  
✓ Notify Principal Investigator of any changes being processed  
✓ Take training if needed |

| The 25th of the month following the grant budget year end | Principal Investigators | ✓ Project # of LVS available for review  
✓ Approval due date | ✓ Review Effort  
✓ Approve LVS if all information is accurate prior to the due date  
-OR-  
✓ Send LVS to the Business Administrator if changes are needed |
Hello and welcome to training for the automated Labor Verification Statement (LVS) System. Go ahead and click Start Course to begin.
On the left sidebar, you can access the Principal Investigator Approval Tutorial.

You can also view the Principal Investigator Correction Tutorial.

The screencasts can be viewed multiple times by clicking on the tutorial.
On the left sidebar, you can access the Department Administrator Approval for Change tutorial.

The screencast can be viewed multiple times by clicking on the tutorial.
Congratulations, you have completed the training!

To receive credit for completing the Labor Verification on Sponsored Projects course:

Step 1. Click the Course Credit button below. This will open a pre-populated email. If you have feedback or questions, include them in this email.

Step 2. Click the SEND button within the email. This will notify Business Core Systems of your completion status.

Course Credit
Substantial Effort Justification

- Faculty with substantial sponsored effort and have taught classes and/or worked on grants submittals will still need to justify their effort every semester

- This will continue to be administered by Government Cost Compliance
Questions?
Concur Update
John Ungruhe, Director SRS Acctg.

- Data from UCFlex is uploaded nightly
- Common errors SRS has resolved are missing GL derivations for sponsored classes such as Other Direct Expense and Workshops
- Concur system set to allow postings to grants up to 30 days past end date of grant in Grant Master
I cannot find the GL I want to use in Concur:

- If the GL you wish to use isn’t on a drop down list the sponsored class and/or GL most likely needs to be requested.
- Look up the GL desired on the Non-Salary GLs and Assigned Sponsored Classes tables located on the website as a PDF or tabs within the A323 Long Form. (Instructions are provided at the top of table 1 and 2.)
Research How2 Website: (Under Search Resources type in GL)

**Non-Salary GLs and Assigned Sponsored Classes (PDF)**

General ledger codes for sponsored projects

**Contact Office:** SRS

**Modified:** 04/27/2017

**A323 Long Form:**

<table>
<thead>
<tr>
<th>T1. Std Non-Salary Classes</th>
<th>T2. Non-Salary GLs Upon Request</th>
<th>T3. All Non-Salary by GL Code</th>
</tr>
</thead>
</table>

**Column Headings on Table 1 and 2:**

<table>
<thead>
<tr>
<th>Table 1. G/L Account and Description</th>
<th>Sponsored Class</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>530900 Advertising &amp; Development</td>
<td>ADVERTISRG &amp; DEVELPMT</td>
<td>A-21 allo</td>
</tr>
</tbody>
</table>
Table 1: If a grant has the sponsored class in column three on the Grant Master Dimension tab of Grant Master, then any of the GLs in column one assigned to that sponsored class should be available for use.
Concur – Troubleshooting

- Table 2: This table identifies GLs that may or may not be allowed for grant expenditures and typically require justification and approval from the awarding agency. There are some sponsored classes that have GLs on Table 1 and Table 2. (Lab Expense and Publications as an example.) Others, like Other Direct Expense and Workshops, only have GLs identified on Table 2.

- What do you do if you need a GL from Table 2?
Concur – Troubleshooting

- Step 1: Identify the specific GL needed (column one) for the expense and identify the sponsored class needed (column three).
- Step 2: Check the Dimension tab on Grant Master for the existence of the sponsored class needed.
- Step 3: Request the addition of the sponsored class (if missing form the Dimension tab) and the derivation of the specific GL and provide appropriate justification.
Example: Membership Dues for an American Heart Award

- **GL and Sponsored Class Identification:**
  - Sponsored class does not exist:
  - Send a formal email using the AD05-A11 to request the addition of the Other Direct Expense sponsored class and the derivation of GL 531100.

- AHA guidelines allow for the payment of AHA memberships and should be included as part of the justification.
What do I do if there isn’t a GL on Table 1 or 2 that fits my expense?

- Peruse the Controller’s Office list of UC General Ledger Codes to identify possible GLs. [http://www.uc.edu/af/controller/resources/AccountingInformation.html](http://www.uc.edu/af/controller/resources/AccountingInformation.html)
- Contact the SRS AD GA and discuss the GL and options for coding. Additional actions will be dependent on results of conversation between the department BA and the SRS GA.
Cost Transfer Procedure Update
John Ungruhe, Director SRS Acctg.

- Procedures Updated and on the SRS Website.
  - New streamlined process for making adjustments for Trainees and Fellows to match Statement of Appointments.
  - Please see items in red for other updates to the process.
  - With account assignment changes, double check the Grant Master Contact tab for appropriate AD GA number.

http://researchhow2.uc.edu/docs/default-source/bulkupload/uc-cost-transfer-procedure.pdf?sfvrsn=38fccce_0
Any Questions???