



UNIVERSITY *of* MARYLAND

SPA & SPAC UPDATE MEETING

FOURTH QUARTER

2012

TODAY'S AGENDA

- Effort Update and Fringe Reminders
- SPAC Personnel Update
- Bank information for wires/ACH payments
- 30/60/90 Closeout Report Distribution and Report Manager Demo
- Account Set-Up Statistics
- Closing status for Closeout Project and the Ongoing Population

EFFORT UPDATE AND REMINDERS

- Direct Retros - now accepted via email
 - DRetros@af.umaryland.edu
 - Improved tracking for DRs submitted by email
- Effort calendar - updated through CY2013
- Upcoming Effort Training classes
 - November 6, 2012 (Tuesday) 9:00-4:00
 - March 22, 2013 (Friday) 9:00-4:00

FRINGE REMINDERS

- Fringes follow wages
- No more “redirect” option on EFPs
 - Any grant related anomalies handled case by case by Cost & Compliance
 - Contact Linda Ward

SPAC PERSONNEL UPDATE

- Creation of new Closeout Accountant position responsible for:
 - Quarterly deliverables closeout
 - Processes to close standard awards are being developed
 - Continue to work with SPAC Teams to ensure
Expenses in RAVEN = Expenses reported on FSR & Final Bills
 - Coordinating post-award closeout of PI's who leave UMB
- Effective 10/22, Cheryl Williams-Smith is our Closeout Accountant

SPAC PERSONNEL UPDATE

- Libre' Jones will be focusing on the closeout project of awards ending prior to 6/30/09 through the end of the year.
- SPAC Teams and Collections will report to Shari Swisher.

NEW BANKING INFORMATION

- Our lockbox address has not changed and all sponsors should be directing payments to:
University of Maryland, Baltimore
P.O. Box 41428
Baltimore, MD 21203-6428
- We're updating this information on our invoices and ORD/SPA will begin to incorporate this into award agreements.

NEW BANKING INFORMATION

- ACH Payments
 - Bank Account Number: 003938707582
 - ACH Routing Number: 052001633
 - Beneficiary's Account Name: R31, University of Maryland, Baltimore
 - Reference/Notes: R31 PCA24528 and invoice number

NEW BANKING INFORMATION

- Wires or International Payments
 - Bank Account Number: 003938707582
 - Banks Routing Number: 026009593
 - Beneficiary's Account Name: R31, University of Maryland, Baltimore
 - Reference/Notes: R31 PCA24528 and invoice number
 - SWIFT Code: BOFAUS3N

30/60/90 REPORT DISTRIBUTION

Complete
Security Form

Receive Email
Notification from
SPAC the report
is available

Retrieve report
from Report
Manager in eUM
Financials

30/60/90 REPORT DISTRIBUTION

- Security form is available at:
<http://www.umaryland.edu/eumb/documents/Financials/UserAuthorizationFormEmployeeFinancials.docx>
- Return the form to CITS.
- Distribution will begin in November, once October ledgers are closed.

ACCESSING REPORT MANAGER

- If you're already logged into myUM Portal, click on the link below and then click on the "Administration" TAB to view your reports:
 - https://www.finance.umaryland.edu/psp/fnprod/EMPLOYEE/ERP/c/REPORT_MANAGER.CONTENT_LIST.GBL?FolderPath=PORTAL_ROOT_OBJECT.PT_REPORTING_TOOLS.PT_CONTENT_LIST_GBL&IsFolder=false&IgnoreParamTempl=FolderPath%2clsFolder
- If you're not logged into myUM Portal, follow the navigation shown below:
 - Login to MyUM Portal > eUM Financials > Reporting Tools > Report Manager, and then click on the "Administration" TAB to view your reports.

FY 12 ACCOUNT SETUP STATISTICS

- Set up 1,531 new projects
- Created just over 6,000 non-LOC invoices
 - 1,895 different awards
 - 693 different sponsors

FY 13 ACCOUNT SETUP STATISTICS

- Processed 516 actions in the first quarter
- On average, handled in 3.5 days
- 92% handled in a week or less

CLOSING STATUS: CLEANUP POPULATION

- Awards ending prior to 7/1/2009
- ~ 4,500 projects
 - 1,355 remain (30%)
- Deliverable – 54 projects remain
 - All departments have been contacted
- Standard/Non-LOC – 824 remain
 - Department contact is in progress
- Standard/LOC – 477 projects remain
 - All departments have been contacted
- Scheduled to have all completed by 12/31/2012

CLOSING STATUS: ON-GOING POPULATION

- 3,237 projects with award end dates between 7/1/2009 and 2/29/2012

	Closed	Total	% Closed
Deliverable	503	695	72%
Standard-LOC	242	876	28%
Standard- Billable	874	1,666	52%
Total	1,619	3,237	50%

Questions & Answers

- The presentations are available on the SPA and SPAC websites.
- Thank you for joining us today!