



# **Kuali Financial System (KFS) Purchasing and Accounts Payable (PURAP) Subaward Orientation**

*Presented by:  
SPA Subaward Team and  
Kuali Coeus Team*

# Agenda



- What is a subaward?
- Overview of KFS
- Overview of PURAP
- Current process
- New process
- Training opportunities
- Questions

# What is a Subaward, anyway?



- Agreements issued by the University under an extramural award, the purpose of which is to transfer a portion of the research or substantive effort of the prime award to another \*institution or organization.

*\*In the event the institution is another UC Campus, the agreement is titled Multi-campus award (MCA).*

# Kuali Financial System (KFS)



- The Kuali Financial System (KFS) is a new, comprehensive software that integrates UC Irvine's core financial functions, including general ledger, procurement, budget, disbursement, and travel reimbursement. It will replace UC Irvine's legacy financial systems.

# Kuali Financial System (KFS)



- The following Kuali Financial modules will replace UCI's legacy systems:
  - Chart of Accounts
  - General Ledger
  - Financial Transactions
  - Contracts and Grants (post award)
  - **Accounts Payable / Purchasing (PURAP)**
  - Capital Asset Management
  - Travel and Entertainment Management
  - Kuali Budget Management
  - Decision Support

# KFS Purchasing and Accounts Payable (PURAP)



- Department and central users:
  - can request goods and services from vendors via a requisition in the system
  - generate and transmit purchase orders (PO) to vendors\*
  - process invoices and credit memos received from vendors

*\*For the purpose of financial processing, subawards are processed in KFS (PURAP) in the same manner as Purchase Transactions however, Purchase Orders which are generated as a result of a subaward are **not** transmitted to the Subrecipient*

# Current Subaward Process – SPA

*New subawards and amendments to existing subawards*



1. Department completes and sends Subaward Request Form (SRF) to SPA via [subawards@research.uci.edu](mailto:subawards@research.uci.edu)
2. SPA reviews SRF along with subrecipient's proposal documents (Subrecipient Commitment Form, SOW, Budget, etc.) and conducts compliance review (IRB, COI)
3. SPA drafts subagreement/amendment
4. Partially executed draft is forwarded to subrecipient

# Current Subaward Process – SPA

*New subawards and amendments to existing subawards*



*continued*

5. SPA negotiates terms of the subagreement/amendment if necessary and forwards to subrecipient
6. Upon receipt of fully executed subagreement / amendment, SPA enters data into Sponsored Projects database and finalizes the subaward synopsis cycle
7. Subaward synopsis is sent to PI, department, and C&G Accounting



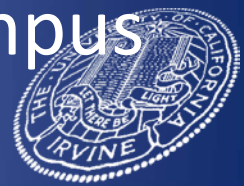
# Current Subaward Process - Financial



1. C&G Accounting uses data from subaward synopsis to enter Purchase Order in Purchasing Accounting System (PAL) (Type M-Purchase Order) to encumber the funds on the contract and grant account
  - C&G Accounting sets object codes in system (7300 and 7350)
2. PI reviews, approves, and signs invoice
3. Account and fund are included on the invoice
4. Invoices are sent to Accounts Payable for payment
  - **Final** invoice received from subrecipient and must be marked as **“final”**

*Exception – Multi-Campus Awards (MCA)*

# Process for New and Amended Multiple Campus Awards (MCA) beginning July 1, 2014



1. Department: send Subrecipient Request Form (SRF) to [subwards@research.uci.edu](mailto:subwards@research.uci.edu)
2. SPA: Reviews SRF along with UC Campus' Multiple Campus Commitment form and proposal documents (SOW, Budget, etc.)
3. SPA: Sends MCA to appropriate UC campus
4. Subaward synopsis is sent to PI, department, and General Accounting
5. General Accounting issues Intercampus Transfer of Funds

# Process with PURAP beginning July 1, 2014

## New Subawards



*Exception – Multi-Campus Awards (MCA)*

1. Department: Verify that subrecipient is set up in vendor database:  
<https://imaging.oit.uci.edu/KVO> .

*If not, send link included in SRF to subrecipient for vendor onboarding:  
<https://imaging.oit.uci.edu/KVO/Request>*

2. Department: Send Subrecipient Request Form (SRF) to  
[subawards@research.uci.edu](mailto:subawards@research.uci.edu)
3. SPA: Reviews SRF along with subrecipient's proposal documents (Subrecipient Commitment Form, SOW, Budget, etc.) and conducts compliance review (IRB, COI)

# Process with PURAP beginning July 1, 2014

## New Subawards



*continued*

*Exception – Multi-Campus Awards (MCA)*

4. SPA: Sends UNSIGNED agreement to subrecipient and cc department
  - *Department's trigger to enter a requisition in KFS PURAP module*
  - *SPA: Negotiates subagreement with subrecipient if necessary*
  - *SPA receives partially executed agreement back*
  
5. SPA: Review and approve Purchase Order (PO) in KFS
  - *This action encumbers the funds; a KFS derived notification is not sent*

# Process with PURAP beginning July 1, 2014

## New Subawards



*continued*

*Exception – Multi-Campus Awards (MCA)*

6. SPA: Signs and sends fully executed agreement back to subrecipient and cc department and our PI
  
7. SPA adds Purchase Order number to subaward synopsis, enters in remaining data and finalizes subaward synopsis
  - *Synopsis is sent to PI and department upon finalization*

# Process with PURAP beginning July 1, 2014

## *Amendments to Existing Subawards*



*Exception – Multi-Campus Awards (MCA)*

1. Department: send Subrecipient Request Form (SRF) to [subwards@research.uci.edu](mailto:subwards@research.uci.edu)
2. SPA: Reviews SRF along with subrecipient's proposal documents (Subrecipient Commitment Form, SOW, Budget, etc.) and conducts compliance review (IRB, COI)
3. SPA: Sends UNSIGNED amendment to subrecipient and cc department
  - *Department's trigger to enter a PO Amend in KFS PURAP module*
  - *SPA: Negotiates amendment with subrecipient if necessary*
  - *SPA receives partially executed amendment back*

# Process with PURAP beginning July 1, 2014

## *Amendments to Existing Subawards*



*continued*

*Exception – Multi-Campus Awards (MCA)*

4. SPA: Review and approve PO Amend in KFS
  - *This action encumbers the funds; a KFS derived notification is not sent*
  
5. SPA: Signs and sends fully executed amendment back to subrecipient and cc department and our PI
  
6. SPA adds Purchase Order number to subaward synopsis, enters in remaining data and finalizes subaward synopsis
  - *Synopsis is sent to PI and department upon finalization*

# Process with PURAP beginning July 1, 2014

## Financial



1. Funds are automatically encumbered when SPA approves the PO
2. PI reviews, approves and signs invoice
3. Invoice is sent to Accounts Payable
  - *KFS PO number must be included on each invoice*
  - ***Final** invoice received from subrecipient and must be marked as “final”*
4. Accounts Payable enters invoice into KFS and credits it against PO
5. For payments > \$10,000, invoice routes to fiscal officer and accounting line reviewer for approval
  - *For < \$10,000, FYI routes to fiscal officer and account line reviewer*
6. Check is issued by Accounts Payable



# Training Opportunities



- Hands on training
  - Process workflow in detail
  - Enter a requisition for a new subaward
  - Enter an amendment to an existing subaward
- Posted in UCLC
  - June, July and August
- Attend training prior to requesting subawards after July 1, 2014

# Questions



- Subaward process, functions or data entry (PURAP)
  - SPA Subaward team
    - Nancy Lewis, Sandra Stevens, Grace Park, Nina Crow
  - SPA Kualii Coeus team
    - Barbara Inderwiesche, Jonathan LewE-mail: [Subawards@research.uci.edu](mailto:Subawards@research.uci.edu)
- Accounts Payable questions
  - Karen Miller, Accounts Payable Manager
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