



ORS Newsletter

June 2020

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PREPARING FOR FISCAL YEAR-END (FYE) 2020

In preparation for FYE, please perform the following prior to the [scheduled year-end cutoff dates](#):

- Reclassify transactions posted to continuation accounts to the intended account.
- Clear account deficits.
- Review and reconcile payroll transactions and process salary transfers prior to creation of the annual Effort and Cost Shared Effort Certifications. Once the annual Effort Certifications and Cost Shared Effort Certifications are certified, salary transfers cannot be processed.
- Record all FY 2020 cost shared amounts. **Refer to the article on Fiscal Year-End Reminders for Cost Sharing in this newsletter.**
- Submit requests to extend advance accounts ending on or before June 30, 2020 prior to the advance account expiration date, as appropriate. Advance accounts expiring on or prior to June 30, 2020 that are not being extended should be closed per the requirements of [AP 12.405 "Advanced Funding Accounts for Externally Financed Programs and Activities."](#)
- Complete and confirm closeout of awards and accounts in a timely manner.
- Reallocate PCard transactions - refer to [Fiscal Year End Closing Schedule](#) available on the FMO website under "General Accounting - Overview - Calendar for Fiscal Year End Close."
 - Note: For additional guidance, please refer to [AP 8.926 "Administrative and Financial Management Requirements for Extramurally Financed Research and Training Programs/Activities of the University of Hawaii."](#)

Should you have any questions, please contact Suzanne Efan, Extramural Funds Accounting Manager, at efhans@hawaii.edu or (808) 956-4061.

FISCAL YEAR-END REMINDERS FOR COST SHARING

Distribution of Income and Expense (DI) eDocs to record cost sharing must be PROCESSED or FINAL in the Kualii Financial System (KFS) by June 29, 2020 at 5:00 pm. ORS requests that all accounts with committed cost sharing be reviewed and any necessary cost sharing eDocs be submitted as soon as possible. As a reminder, please note the following:

- Cost sharing for direct costs is based on expenses recorded to the KFS source account during the fiscal year and should be recorded in the applicable fiscal year.
- Cost sharing for UH personnel salaries and fringe should reflect payroll dates through June 30, 2020; therefore, estimates may be used for the June 15, 2020 and June 30, 2020 pay periods, if necessary.
- Annual certification of cost sharing effort for FY 2020 is required and will be due by September 30, 2020 (further information regarding the certification process will be forthcoming).
- Do not include cost sharing for periods beyond June 30, 2020.
 - Please review your accounts to ensure that cost sharing is recorded in the CS001 subaccount and cost sharing object codes are used appropriately. **If transactions were incorrectly posted to cost sharing object codes, please make corrections prior to fiscal year-end.**

Should you have any questions, please contact Suzanne Efan, Extramural Funds Accounting Manager, at efhans@hawaii.edu or (808) 956-4061.

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES ACT)

The CARES Act is a \$2 trillion economic relief package that was signed into law on March 27, 2020 to provide assistance to protect against the public health and economic impacts of COVID-19. The University applied for and received a total of \$44.9 million through the [CARES Act Higher Education Emergency Relief Fund \(HEERF\)](#) administered by the U.S. Department of Education. The University of Hawaii (UH) qualified for funding under the following parts of HEERF: 1) Student Aid, 2) Institutional Portion and 3) Minority Serving Institutions. Award amounts were based on an allocation established by law and funding is available for a one-year period.

Part 1 (Student Aid) provides funding for emergency financial aid grants to students whose lives have been disrupted as a result of COVID-19. Each of the UH campuses developed the criteria and processes for distributing Part 1 aid to their students. For additional details, refer to the respective campus announcements:

- Manoa - <https://manoa.hawaii.edu/emergency/coronavirus-update/cares/>
- Hilo - <https://hilo.hawaii.edu/covid19/cares-act/>
- West Oahu - <https://westoahu.hawaii.edu/covid-19/cares/>
- Community Colleges (CC) - <http://uhcc.hawaii.edu/cares/>

CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT (CARES ACT) (CONTINUED)

Part 2 (Institutional Portion) can be used to cover any costs associated with significant changes to the delivery of instruction due to the coronavirus so long as such costs do not include payments to contractors for the provision of pre-enrollment recruitment activities, including marketing and advertising; endowments; or capital outlays associated with facilities related to athletics, sectarian instruction, or religious worship. No less than fifty percent (50%) of the total expended for Parts 1 and 2 must be used for emergency financial aid to students.

Part 3 (Minority Serving Institutions) may be used to defray expenses incurred by UH, including lost revenue, reimbursement for expenses already incurred, technology costs associated with a transition to distance education, faculty and staff trainings, and payroll. UH may also use this award for grants to students for any component of a student's cost of attendance.

Campus	Total Allocation	Part 1: Student Aid	Part 2: Institutional Portion	Part 3: Minority Serving Institution
UH at Manoa	\$20,576,671	\$5,504,934	\$5,504,933	\$9,566,804
UH at Hilo	\$5,686,028	\$1,497,363	\$1,497,362	\$2,691,303
UH West Oahu	\$2,633,257	\$697,500	\$697,500	\$1,238,257
Hawaii CC	\$2,164,327	\$573,613	\$573,613	\$1,017,101
Honolulu CC	\$2,048,215	\$553,694	\$553,693	\$940,828
Kapiolani CC	\$3,723,344	\$1,011,471	\$1,011,470	\$1,700,403
Kauai CC	\$1,008,208	\$267,842	\$267,842	\$472,524
Leeward CC	\$3,843,313	\$1,033,945	\$1,033,944	\$1,775,424
UH Maui College	\$2,229,317	\$593,954	\$593,953	\$1,041,410
Windward CC	\$1,017,851	\$275,549	\$275,549	\$466,753
Grand Total	\$44,930,531	\$12,009,865	\$12,009,859	\$20,910,807

Should you have any questions, please email orscomp@hawaii.edu.

ORS HELPLINE FREQUENTLY ASKED QUESTIONS

What is the Unique Entity Identifier (UEI)?

The Unique Entity Identifier, or the UEI, is the official name of the “new, non-proprietary identifier” that will replace the Dun and Bradstreet DUNS as the official identifier for doing business with the federal government.

How will the UEI be used by federal grant applicants?

The UEI will be used in the same way that the current DUNS is used. Any form fields that are currently labeled DUNS will be updated to UEI.

Will the number change?

Currently, the UEI will be the same number as the DUNS. The appropriate UEI for each campus can be found on the ORS website: <http://www.ors.hawaii.edu/index.php/apply/institutional-profile>.