

Effortless Facts July 2020 Edition

From Financial Compliance for Research!

HAPPY NEW FISCAL YEAR 2021!



The **Certifier Salary Activity Report** is located in the Payroll/Cost Share category section of the ECC reporting menu. This report is helpful in identifying situations when a Designee is necessary. [Click here for more information on this report.](#)

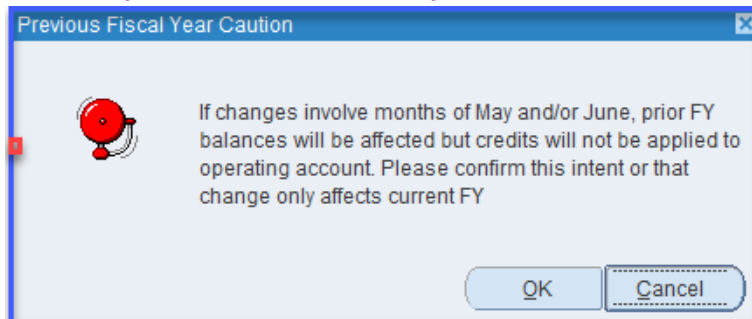


SPAR and ECC deliver **system-generated emails** using each person's **official Pitt email address**. FCR received authorization from the Provost to use the official University of Pittsburgh email address database for all electronic communications to the University community. Therefore, we cannot entertain individual requests to use other email addresses. Please remind PIs in your department that they need to monitor their Pitt email account for official University communications, including emails from SPAR and ECC. Your IT team may be of assistance in forwarding these pitt.edu emails to a preferred email address.



When **modifying May – August SPARs** from July 1 until November 30, the following pop-up box will appear when you click the Save button. This alert is to remind you that entity 02 lines on this SPAR with May and/or June dates will be subject to fiscal year end cut off rules:


- **Charges to an entity 02 or 03 account will appear in the new fiscal year (FY21).**
- **Credits to an entity 02 or 03 account will default to a General University account.**



Sponsored Project Accounting disables entity 05 accounts **90 days after the project end date** to prevent changes affecting final reports. Salary distribution based on a SPAR line with a non-zero Dist % at June 30 to a disabled entity 05 account will be defaulted to the responsible department operating account.

FCR receives a report of disabled entity 05 accounts with active salary distributions on the 20th of each month and notifies affected departments at that time. SPAR will close for the fiscal year on June 25. Please react promptly to any notice you receive from our department and zero out distributions to disabled accounts. If you feel an account involved in your area's notice has received an end date extension and should not be disabled, please confirm this with your representative in Sponsored Project Accounting. This will prevent payroll distributions from disabled entity 05 accounts defaulting to your department's 02 account. These transactions will be nontransferable when PRISM reopens in the new fiscal year.

July 2020

			1	2	3	4
					OBSERVANCE OF INDEPENDENCE DAY	
SPAR in query-only mode from 5:00 pm on 6/25 through 6:00 am on 7/10 for FY-end closing						
5	6	7	8	9	10	11
SPAR in query-only mode from 5:00 pm on 6/25 through 6:00 am on 7/10 for FY-end closing						
12	13	14	15	16	17	18
					SPAR in query-only mode from Midnight - 11:00 am for payroll processing	
19	20	21	22	23	24	25
		Deadline for Faculty to respond to 100% Sponsored Effort Surveys		PI Certification Deadline	Deans/Chairs notified of uncertified effort	
26	27	28	29	30	31	
				Last date to modify Jan-Apr SPARs and allow one business day for certification before Write-Off Date**	Last Date to modify Jan -Apr SPAR without 90-Day exception approval, but CAUTION – will not allow time for certification of federal effort*, **	

*Be certain no federal effort is involved in the modification

**SPAR modifications to January - June time periods will be subject to Fiscal-Year End Cut-Off rules

Write-Off of Uncertified Effort is at 7:00 am on Monday, August 3rd