OGC Team Talks
Award Closeouts

July – August 2017
AGENDA

- Introduction to Project Costing
- Project Costing and Closeouts
- Closeout Population
- Closeout processes and future tools
- Next sessions in the Grants Team Talks series
Introduction to Project Costing

- Implementation of the grants module has changed the way awards operate significantly not only during the life of the award, but also closeout.

- 9.2 Grants Module includes Project Costing Ledger, this is a Ledger that is Separate from the GL

  - Now links transactions together through all modules i.e. Billing and AR.
Introduction to Project Costing

Transaction Life Cycle – Cost Reimbursable Projects

- Expenses are Booked
  - GLE (General Ledger Expense)
  - SFA (Sponsor F&A Expense)

- Expenses are Priced via a project costing job
  - BIL (Expense is within limit to be billed)
  - OLT (Expense is over the limit and not eligible to be billed.)

- Revenue is recognized for BIL expenses.
Introduction to Project Costing

Transaction Life Cycle – Cost Reimbursable Projects

◦ Expenses are Billed via billing jobs
  • Billed Expenses are changed to BLD
  • Invoice ID’s are created

◦ Payments are Received and applied to invoices
  • Payments applied to invoice ID’s in step above.
In 8.4, we had a project and speedtype (ST) – to close --

- Project/ST inactivated
- Billing and AR were reviewed
- FFRs/Final reports sent
Project Costing and Closeout

- In 9.2 the process is much more detailed --
  - There are many moving parts and all are tied together via the system
  - Now close an Award, Project, Contract, Bill Plan, Revenue plan, and ST
Project Costing and Closeout

- In 9.2 the process is much more detailed --
  - Grants cannot be closed while BIL or OLT rows exist
  - Grants cannot be closed until all bills have been created and payments received
Project Costing and Closeout

- Award
  - PI, Sponsor, Terms, Award Actions

- Project(s)
  - Department, Location, Project Team, F&A Rates

- Contract
  - Contract Lines(s), Product Type(s)

- Billing Plans
  - Billing or Payment Terms, Billing Limits

- Revenue Plans
  - Method for recognizing revenue
Project Costing and Closeouts

- Project Status life cycle
  - **Pre-Spending** – pre-award spending projects
  - **Open** – after awarded during life of award
  - **Ended** – Status inserted 1 day past the project End Date
    - Intended to stop new requisitions and purchase orders
Project Costing and Closeouts

Project Status life cycle --

- **Reporting** – automatically entered at 60 days after project end date (or manually by central user)
  - Used to make final billings or cash application, but not allow new costs

- **Closed** – Status manually entered and used after the project has ended.
  - Final reports have been sent to the sponsor, and the project has been reconciled and closed
# Project Costing and Closeouts

<table>
<thead>
<tr>
<th>Action/Status</th>
<th>Open</th>
<th>Ended</th>
<th>Reporting</th>
<th>Closed</th>
<th>Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>Actuals (Existing Payroll)</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>PET (Retro Payroll Expense Transfer)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Encumbrances</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>New Appointments</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Hourly Time Entry</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>FOPS/Speedtype</td>
<td>Active</td>
<td>Active</td>
<td>Inactive</td>
<td>Inactive</td>
<td>Inactive</td>
</tr>
</tbody>
</table>
Closeouts

- Now that we have reconciled and cleaned up data from conversion and stabilized the standard processes, we are able to close awards.

- This will take collaboration between departments and OGC – THANK YOU IN ADVANCE.

- Close out plan has been discussed with Senior Administrators at both campuses.
Closeouts

- Created categories for the close-outs and special teams dedicated to each

  - Projects ending July 1, 2015 to December 31, 2016
    - New team including –
      - Huron consultants
      - Two new hires – Jessica and Morgan
      - 3 personnel from Financial Services Compliance – Barb, Brooke & Caroline (part-time)

- Total of 1410 projects
Closeouts

- Current – projects ending January 2017 to current
  - Work with your Post Award Administrators
  - Total 588 plus
  - Start validating your expenses – closeout checklist
Historical Closeouts

- Historical projects still open with cash balances – ending June 30, 2015 or prior
  - Total 1410
  - Use Checklist – start reviewing to determine and resolve cash balance /overspending
  - OGC will determine how we can handle closing these with our 2 teams or if we need additional resources
  - Please be flexible and patient
Closeouts

- Closeout Team assignment is listed as project team member in PeopleSoft

- Goal/Deadline of 12/31/2017
  - Project Ending 7/1/2015–12/31/2016
Closeouts

What should I do as a grant administrator or fiscal manager?

- Start looking at projects with these end dates
- Cleanup over-budget spending
- Validate expenses are valid, appropriate and incurred during project period
Closeouts

What should I do as a grant administrator or fiscal manager?

- Run mFin Trial Balances and payments received to ensure all payments have been applied correctly
- Contact Yves if you have not heard from anyone on closeout team to find out who you should be working with
Current Closeouts

- Post Award Team
  - Current Post Award Department Assignment
  - Kristin Maestas – Team Lead for current closeouts
  - Projects ending 1/31/2017 and forward

- Goal/Deadline 90 days after project end date
  - Federal Government starting to close documents and ability to draw after this date
Closeout processes and future tools

- New report – 90, 60, 30 Closeouts
  - Will be sent automatically in the near future

- OGC Postaward/Grant administrator meeting
  - At least quarterly
  - Please reach out if you have not been contacted

- OGC Postaward & Department Closeout checklist
Closeout processes and future tools

- 30/60/90 after end date notifications/reports – coming in near future

- Project statuses to control spending
  - Status change is manual now and does not control charging
  - In future status change will be automated and will not allow certain transactions (advanced notification will be sent before this is implemented and will only impact current ending projects, not historical project)
90 days prior to end date what should I be looking at?
   - Have you determined what your future expenditures will be?
     ◦ Do you have enough remaining funds to meet these expenditures?
     ◦ Do you have personnel that are being paid from this project that need to be reallocated to other efforts?
     ◦ Do you have outstanding PETs that need to be processed?
     ◦ Have you considered the related charges of employee benefits and F&A costs?
     ◦ Is all tuition appropriate?
     ◦ Have all campus service charges been updated to reflect new SpeedTypes?
     ◦ Have the encumbrances that are no longer needed been closed?
     ◦ Have all cost sharing requirements been met and documented?
     ◦ Have all equipment, inventions, patents, copyrights, technical, and progress reports been submitted?
90 days prior to end date (cont.)

- Is there additional action that needs be taken for managing the current or subsequent award?
  - If your project is in its final award year, do you require a no-cost extension? If so, please contact OCG.
  - Do you need a Pre-Award Activation set up for your new award? If so, please contact OCG.
  - If your award is from DHHS, will there be a positive balance which is available for carryover? If so and the amount is over 25 percent of your current award, please mention the estimated balance in your continuation/renewal application form. If your award does not authorize carry over, please contact OCG for instructions on applying for agency approval of carryover.
90 days prior to end date (Cont)

- Have you reviewed all previous mFIN reports for errors?
  - Are the charges valid and supportable?
  - Have you considered recent charges not yet recorded on the mFIN reports, such as cost transfers or subaward vouchers?
  - Any correction should be initiated as soon as possible. Cost transfers received in OCG 60 days after the Project End Date should only be considered in rare instances due to financial reporting requirements.

- Have you overspent or anticipate that you may overspend any restricted budget categories?
  - Have you requested rebudgeting for any overages, if required by the sponsor?
Closeout processes and future tools

- **OGC Closeout Checklist**

<table>
<thead>
<tr>
<th>Item</th>
<th>Task Name</th>
<th>Task Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1–A</td>
<td>Grant Closure</td>
<td>Verify the award has ended and that the Project currently has a status of Ended or Reporting (as appropriate)</td>
</tr>
<tr>
<td>2–A</td>
<td>Encumbrances</td>
<td>Verify there are no outstanding encumbrances against the award (Salary, Benefits, Operating Expenses)</td>
</tr>
<tr>
<td>2–B</td>
<td>P-Card</td>
<td>Verify there are no pending p-card transactions that need to be approved/posted</td>
</tr>
<tr>
<td>2–C</td>
<td>Finance Cost Transfers</td>
<td>Verify there are no pending cost transfers that need to be approved/posted</td>
</tr>
<tr>
<td>2–D</td>
<td>PETs</td>
<td>Verify there are no pending PETs that need to be approved/posted</td>
</tr>
<tr>
<td>2–E</td>
<td>Review of Expenditures</td>
<td>Review expenditures for selected items of cost and timing of purchases (for both sponsored and cost share)</td>
</tr>
<tr>
<td>2–F</td>
<td>Review of Post-Term Transactions</td>
<td>Verify that all expenses posted after the Project End Date are valid costs</td>
</tr>
<tr>
<td>2–G</td>
<td>Cost Share</td>
<td>Verify that Cost Share obligations have been fulfilled, if applicable</td>
</tr>
<tr>
<td>2–H</td>
<td>F&amp;A</td>
<td>Verify that F&amp;A (Indirect Costs) are correct, which may include review of F&amp;A waiver</td>
</tr>
<tr>
<td>3–A</td>
<td>Final Invoice/FFR Submission</td>
<td>Verify that the Final Invoice or Final Financial Report has been submitted; if not, work with responsible person to submit</td>
</tr>
<tr>
<td>3–B</td>
<td>Final Invoice/FFR Amount</td>
<td>Verify Final Invoice/FFR final amount in PeopleSoft in the Amount 1 field; if not, update</td>
</tr>
<tr>
<td>3–C</td>
<td>Milestone</td>
<td>Update Milestone Status (if applicable)</td>
</tr>
</tbody>
</table>
## Closeout processes and future tools

### OGC Closeout Checklist Checklist Cont

<table>
<thead>
<tr>
<th></th>
<th>Residual or Overdraft Balance</th>
<th>4-A</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>If Residual: If CU can retain residual balance, prepare department form to transfer balance</td>
<td></td>
</tr>
<tr>
<td></td>
<td>If Overdraft: Verify overdraft balance exists, and work with department to transfer balance off the award</td>
<td></td>
</tr>
<tr>
<td>4-B</td>
<td>Receivables</td>
<td>Verify that there are no outstanding receivables and, if LC, that the final draw has been completed.</td>
</tr>
<tr>
<td>4-C</td>
<td>Liabilities</td>
<td>Verify all liabilities have been relieved</td>
</tr>
<tr>
<td>4-D</td>
<td>Revenue</td>
<td>Verify that revenue has accurately posted to the Project</td>
</tr>
<tr>
<td>4-E</td>
<td>Project Resource</td>
<td>Verify that no BIL, OLT, and DEF Analysis Type transaction rows exist</td>
</tr>
<tr>
<td>4-F</td>
<td>Trial Balance</td>
<td>Verify the trial balance for either the Project or SpeedType equal zero</td>
</tr>
<tr>
<td>5-A</td>
<td>Reduce Budget</td>
<td>Verify that Budget matches Expenses on Project</td>
</tr>
<tr>
<td>5-B</td>
<td>Inactivate SpeedType</td>
<td>Update SpeedType Status to &quot;Inactive&quot; with an Effective Date of today</td>
</tr>
<tr>
<td>5-D</td>
<td>Project Status</td>
<td>Update Project Status to &quot;Closed&quot;</td>
</tr>
<tr>
<td>6-A</td>
<td>Reduce Bill Limit</td>
<td>If ALL Projects on Contract Line are Closed – Verify Bill Limit is reduced to match Expenses</td>
</tr>
<tr>
<td>7-A</td>
<td>Bill Plan</td>
<td>If ALL Projects on Contract are Closed – Update Bill Plan to &quot;Closed&quot; for as-incurred and value-based billing methods</td>
</tr>
<tr>
<td>7-B</td>
<td>Revenue Plan</td>
<td>If ALL Projects on Contract are Closed – Update Revenue Plan to &quot;Closed&quot;</td>
</tr>
<tr>
<td>7-C</td>
<td>Award Status</td>
<td>If ALL Projects on Contract are Closed – Update Award Status to &quot;Closed&quot;</td>
</tr>
<tr>
<td>7-D</td>
<td>Contract Closout</td>
<td>If ALL Projects on Contract are Closed – Update Contract Status to &quot;Closed&quot;</td>
</tr>
</tbody>
</table>
Future Sessions

- Billing
  - Understanding billing and how to obtain billing information via pre designed queries

- Accounts Receivable
  - How to review payments received
QUESTIONS