

Frequently Asked Questions

Project and Setup Questions

1. How will I know which projects are ending?
 - a. At the end of each month OGC sends out reports to the Project's Fiscal Manager (GADM) a report of projects that are approaching their end date in 90, 60, or 30 days. If you are not a fiscal manager, you may want to work with your fiscal manager to have this report forwarded. There are also M-fin reports available in CU-Data that can be run based on project end date. Please see next question for details.
2. Are there M-fin reports that can be run to determine what projects are ended or ending?
 - a. In CU- Data in the Finance Project reports folder there are two reports available the Project one-liner and Speed Type one-liner reports both have options to run for projects based on a range of end dates. On the project version you can look for projects based on end date under your org. On the Speed type version you can look up projects ending by PI and or Org.
3. What do I do if my project is ending or has ended and I am expecting an amendment that will change the end date of an existing project?
 - a. It is advised for most awards that when you are 90-60 days out from your end date you request a preaward continuation. This may be a new project being issues for the next budget period or an extension of an existing project based on carryforward restrictions.
4. Will I need to request a new project number each year?
 - a. We will determine when processing a new award if a new project is required each year or not based on if there are carry-forward restrictions. If there is pre approval for carryforward without request or restriction we will extend the existing project for the new period. If carry forward is required we will setup a new project each year.
5. What types of awards are currently automatically extended for preaward periods?
 - a. Federal direct grants with-in non-competing segments will be extended when the InfoEd proposal is complete and RPPR has been submitted if applicable. These automated extensions should be complete around 60 days prior to the end date.
6. What can we do about setup delays when our award has been received but we are still waiting for a new number?
 - a. You can always request a preaward for a new project. REMINDER: Not all sponsors allow for prepending expenses prior to the start date of a grant award and rarely prior to the start of a contract. It will be up to the department to be in compliance with sponsor pre-spending's policies.
7. My Clinical Trial is approaching the PeopleSoft project end date but my study is not complete, how can I get this extended?
 - a. Please work with your OGC Grant Accountant to get project extended and determine a better end date for completion of work. Note- Clinical Trials are setup for 5 years. If the Clinical Trial is completed early please contact your OGC Grant Accountant to close out the project.

Questions about Expenses and Project Status

8. What will happen to my historical projects that are already past the end date that may still need transactions to clean up?
 - a. This change will only affect projects with budget end dates after 10/22/2018. Projects that are already past their end date when this change is put in place will remain in current status. Projects with end dates <or= 12/31/2017 that are open will remain a part of OGC's closeout initiative project, and you may be working with OGC staff other than your assigned Grant Accountant on those historical projects.

9. How long after the project end date do I have to ensure that all expenses are booked?
 - a. Most projects will have 60 days after the end date to finalize expenses. Projects will cycle to "Ended" status the day after the project budget end date and stay in ended for 60 days. New marketplace voucher will not be allowed during this time, however existing voucher can be paid. Note: Some awards require FINAL invoices at 45 days after end dates. Please note if you have these projects. For these awards your OGC Billing Specialist and Grant Accountant will need to accelerate the typical schedule.
10. How will this change affect how I setup Funding Distributions for employees in HCM?
 - a. Funding Distributions cannot be setup to continue past the project's budgeted end date. HCM will have a hard stop in place and you will be required to set the funding end date to the project end date or prior.
11. What will happen in cases where I already have funding distributions setup past the end date in HCM?
 - a. We are beginning work to communicate to departments where changes are needed to current funding setups. It will be required that all funding is corrected to project end date or less prior to October 22nd implementation.
12. For employees paid Bi-Weekly including student hourly that worked through the end of the budget period but bi-weekly payroll occurs after the budget end date, will they be impacted or will those post okay?
 - a. If any part of the payroll period is prior to the end date you should be able to setup that pay in proper proportion. Please see the funding step by step guide on the OGC project webpage.
13. How long after payroll has occurred can I make corrections (PETS) to redistribute salary?
 - a. Payroll expense transfers can be completed in "Ended" Status. This will be up to 60 days past the end date.
14. What statuses allow existing PO's to go through for our projects? What statuses will not and how can we work to get those through?
 - a. Existing PO's can be completed in "Ended" Status. This will be up to 60 days past the end date. Once a project has entered the reporting period at 61 days past end date you will need to talk over open PO's with your OGC Grant Accountant to determine what is needed. New PO's cannot be entered after a project has cycled to ended status.
15. What if it is necessary to create a Payment Voucher after a project has ended? Hospital affiliate payments?
 - a. Payments needing posted after the end date will be at the discretion of the OGC Grant Accountant and payment terms with sponsor. If you know you will have a late voucher you should be working with your OGC Grant Accountant to communicate that as your project is closing and being reported.
16. How can we handle subcontracts that bill us more than 60 days past the end date?
 - a. These expenses should be reported on your financial report and unliquidated obligations for expected charges. It is important that these expected charges are communicated with your OGC Grant Accountant. It may be necessary for your Grant Accountant to open up a project for these charges. If these charges are not communicated they may become part of a carry forward request and expended in the continuation year if approved.
17. How do we handle travel that occurs towards the end of a grant? Will their reimbursement or travel card charges still be able to post in the following month once the expenses hit our system?
 - a. Travel expenses should be finalized while the projects is in "Ended" status which is up to 60 days past the end date. It will be important that close attention is paid to travel taken at the end of a project period to get these expense posted quickly. Fiscal Managers may need to monitor that employees reconcile timely to ensure a smooth process. As the travel policy allows up to 60 days following travel to reconcile there may be times you have to work with GACT to explain and determine if late charges can be posted.

18. How can I determine what project status my project is in?
 - a. OUC is currently working to modify many of the M-Fin Project oriented reports to display the new Project Status of S-Prespending, O-Open, E-Ended, R-Reporting and C-Closed. Once reports are updated OGC will communicate the details via OGC announce and in OGC Newsletter.

19. A charge has hit my award and I am unclear as to what it is and who posted it. How can research the charge and determine who I can contact?
 - a. Please use the M-Fin Source Code Lookup to determine what office you may be able to contact about the charges. The lookup can be found in the CU DATA Team folder under Finance and Lookups. If you are still not able to determine how to get the charge corrected please contact your OGC Grant Accountant.

20. When is my ST valid in ilabs?
 - a. When an active ST is setup it will go over to ilabs. It will remain available to charge up to 60 days past the end date of a project, at that time the project will go into reporting status and ilabs charges should no longer occur.

Internal Service Centers Expenses

21. OIT frequently does not stop charges after department has communicated new ST?
 - a. OGC has contacted OIT and they have indicated they have a process for making updates to a new Speed type. Please reach out to OIT directly if you feel these changes are not being made. Project stays in ended status for 60 days after project end. Departments need to update Speed types for charges so when you have a project coming to an end it is important to contact them about the change to get ST's updated if needed to continuation year.

22. OLAR often charges after the fact up to 60 days. How can we make sure we are billed timely at month end and late charges do not come through?
 - a. OGC has contacted OLAR about these charges and they have indicated to us that all charges are within 30 days after the month end. Therefore, departments need to monitor that the final expected charges post within ended period. Project stay in ended status for 60 days after project end. OLAR have a process to update Speed types for charges so when you have a project coming to an end it is important to contact them about the change to get ST's updated if needed to continuation year.