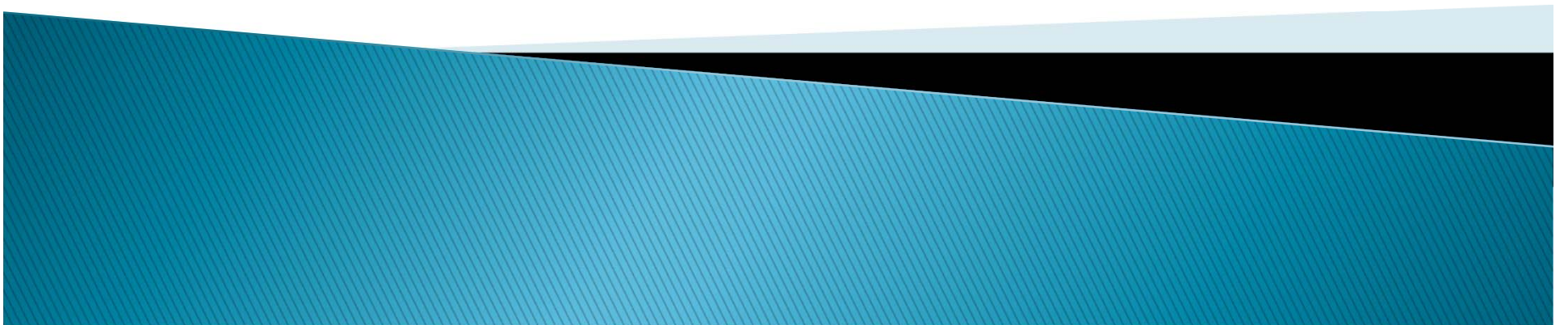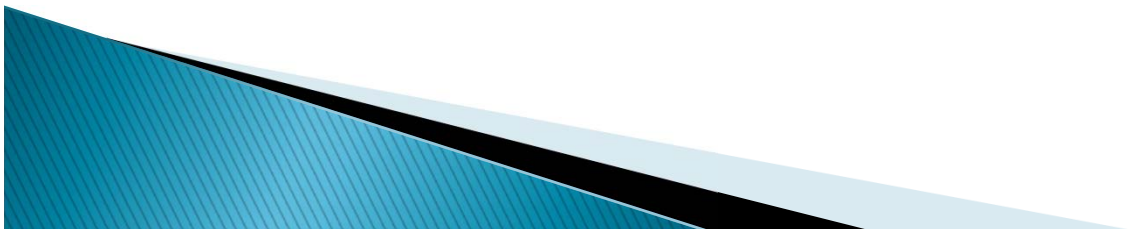# OGC Team Talks
Award Closeouts

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.)

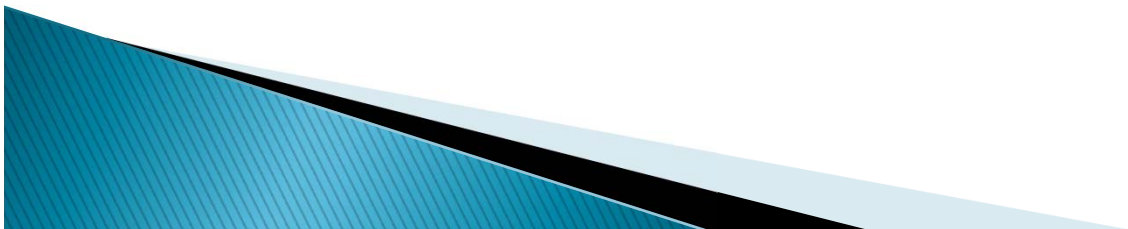- Revenue is recognized for BIL expenses.

Introduction to Project Costing

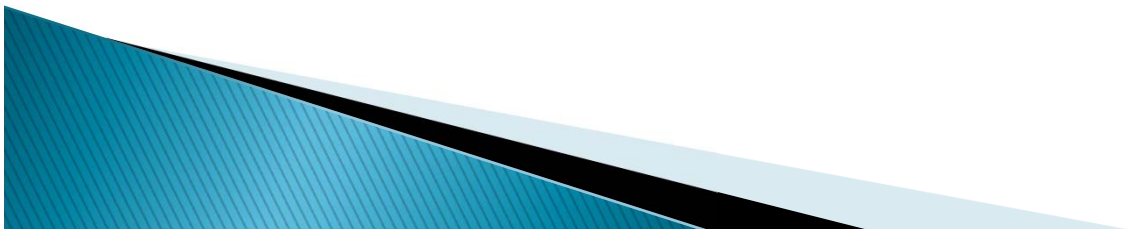Transaction Life Cycle – Cost Reimbursable Projects

- Expenses are Billed via billing jobs
  - Billed Expenses are changed to BLD
  - Invoice ID's are created

- Payments are Received and applied to invoices
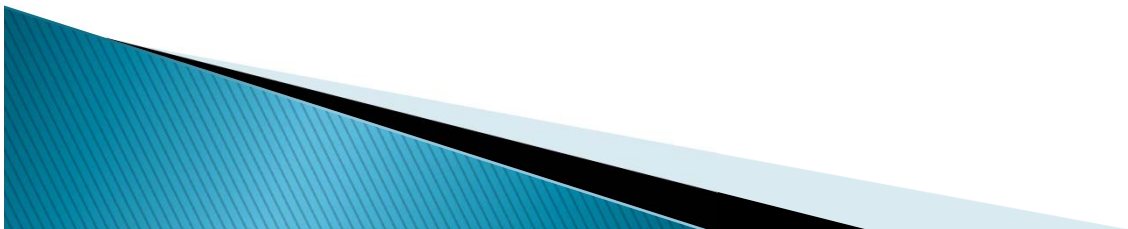 - Payments applied to invoice ID's in step above.

Project Costing and Closeout

▸ In 8.4, we had a project and speedtype (ST) – to close --

  ◦ Project/ST inactivated

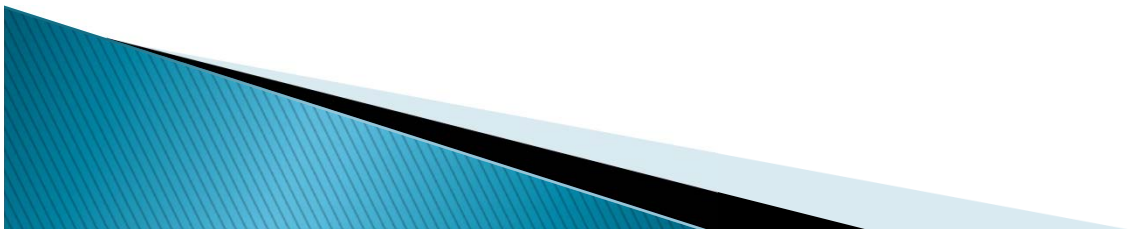 ◦ Billing and AR were reviewed

  ◦ 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

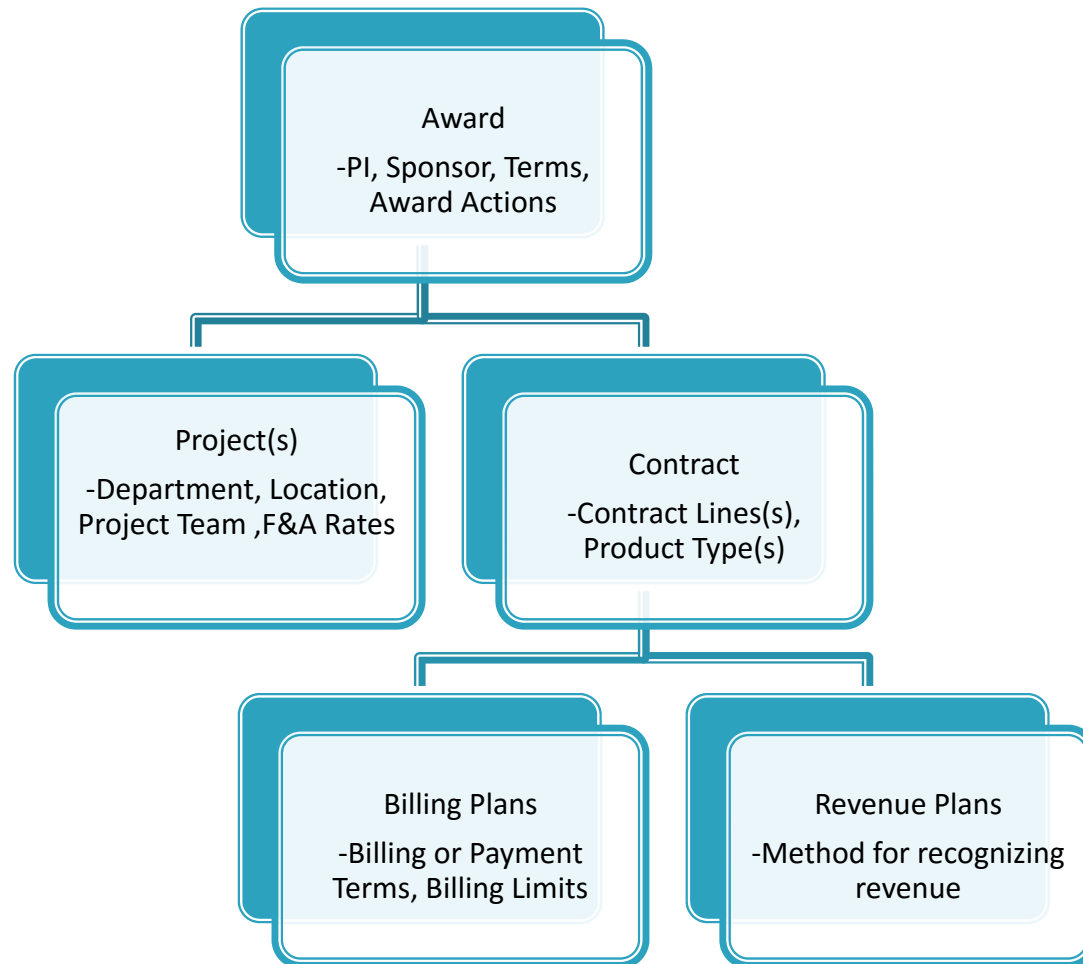# Project Costing and Closeout

- 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
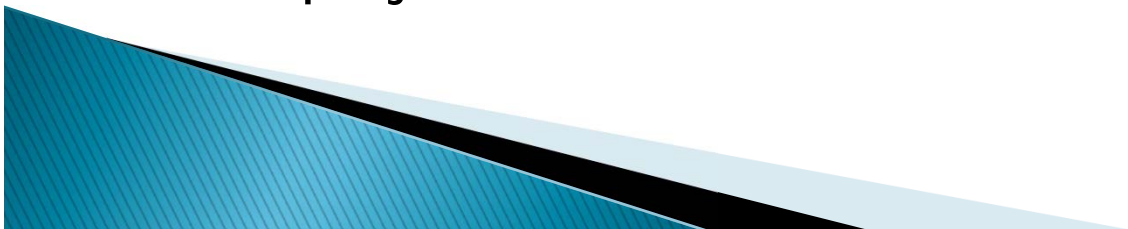
Project Costing and Closeouts

▸ 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

Action/Status	Open	Ended	Reporting	Closed	Hold
Actuals (Existing Payroll)	Yes	No	No	No	No
PET (Retro Payroll Expense Transfer)	Yes	Yes	No	No	No
Encumbrances	Yes	No	No	No	No
New Appointments	Yes	No	No	No	No
Hourly Time Entry	Yes	No	No	No	No
FOPS/Speedtype	Active	Active	Inactive	Inactive	Inactive
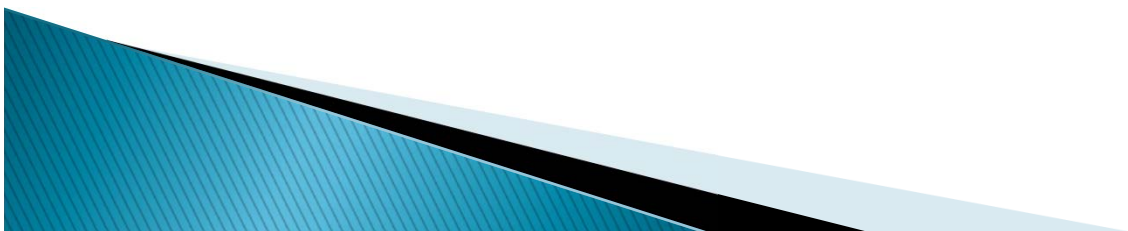
Closeouts

- 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
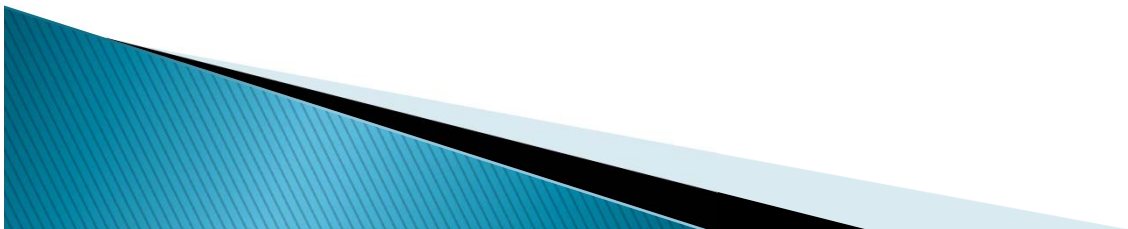
Closeouts

- 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

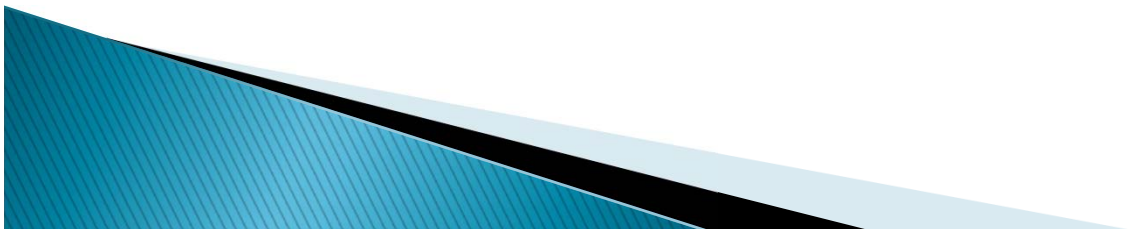# Closeouts

- 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
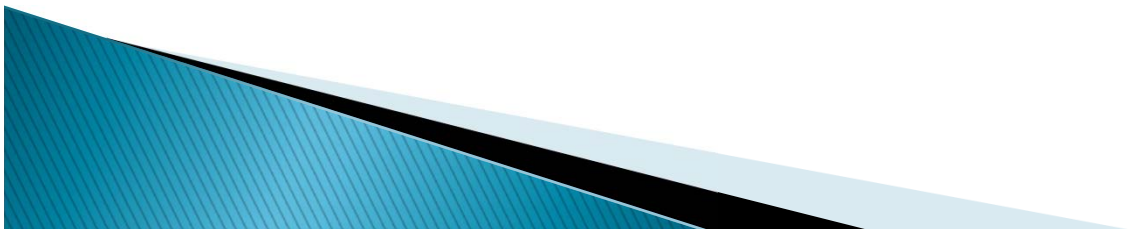
Closeouts

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

◦ Start looking at projects with these end dates

◦ Cleanup over-budget spending

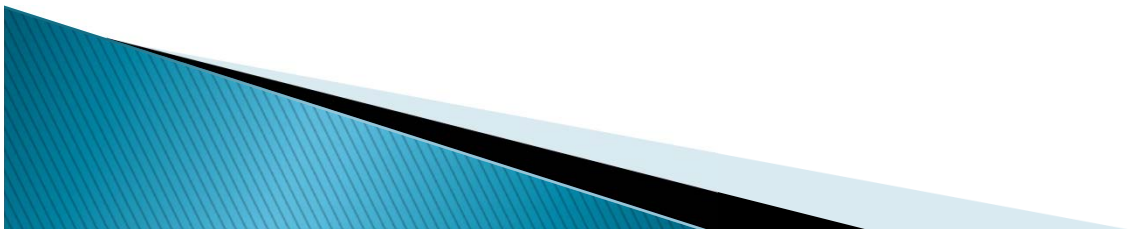◦ Validate expenses are valid, appropriate and incurred during project period

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
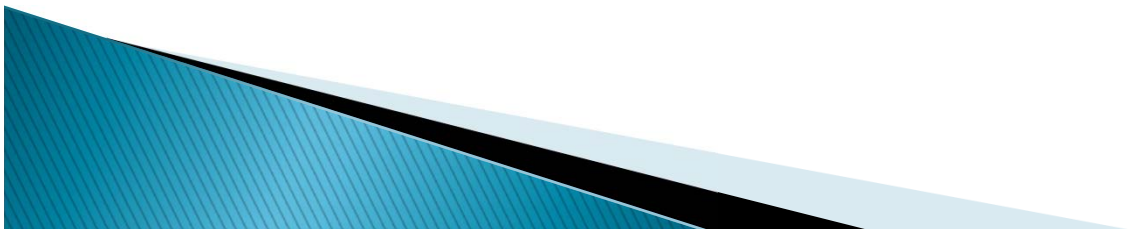
Current Closeouts

- **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**
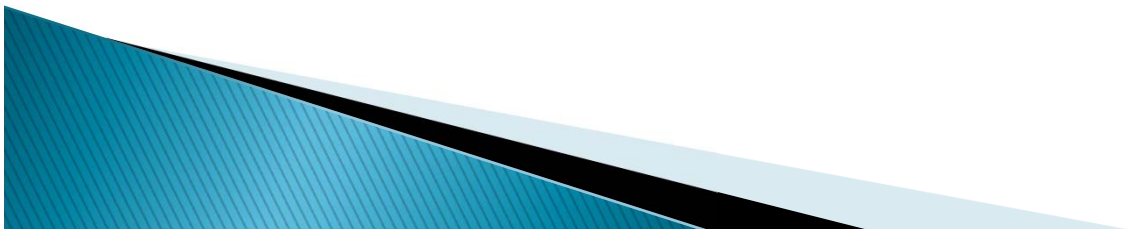 - Federal Government starting to close documents and ability to draw after this date

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)

Current Closeouts

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?
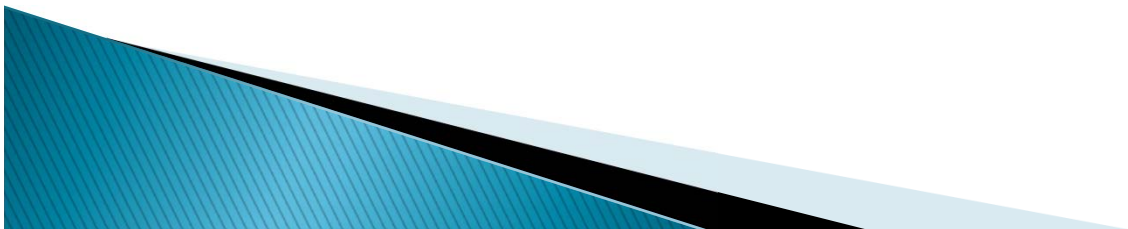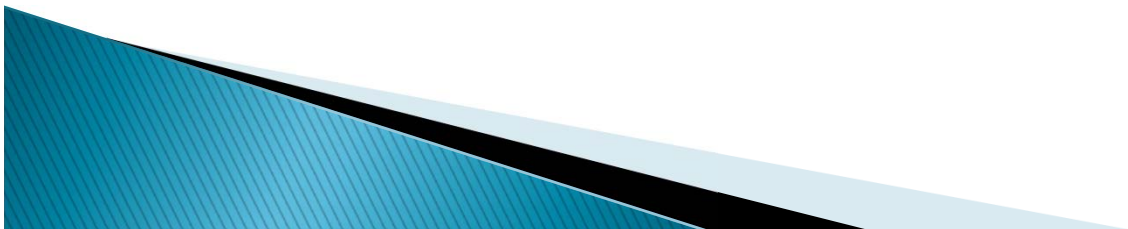
Current Closeouts

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.
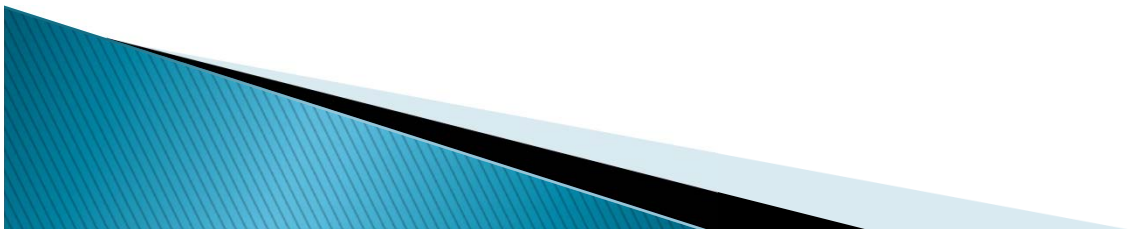
Current Closeouts

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

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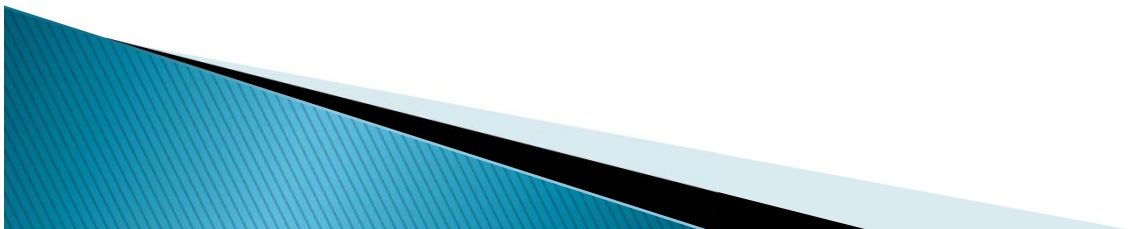
Closeout processes and future tools

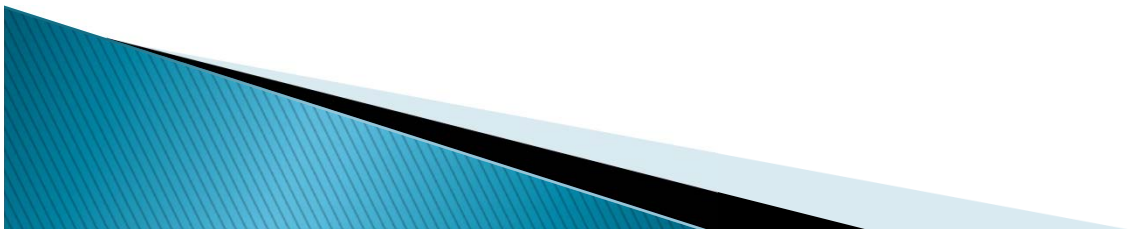- OGC Closeout Checklist Cont

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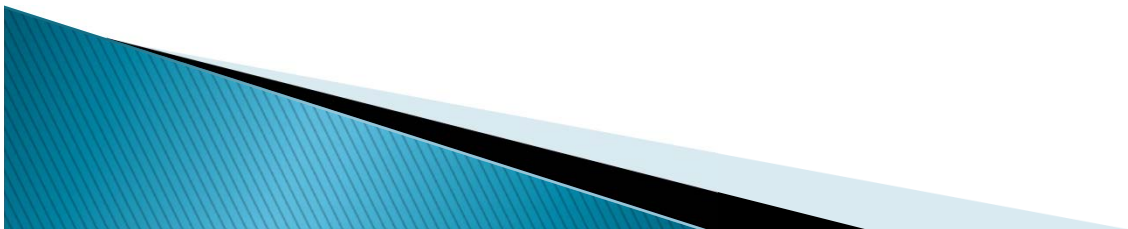
Future Sessions

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

- **Accounts Receivable**
  - How to review payments received

QUESTIONS