

Closeout Project Update

April 21, 2016

ORA Quarterly Meeting

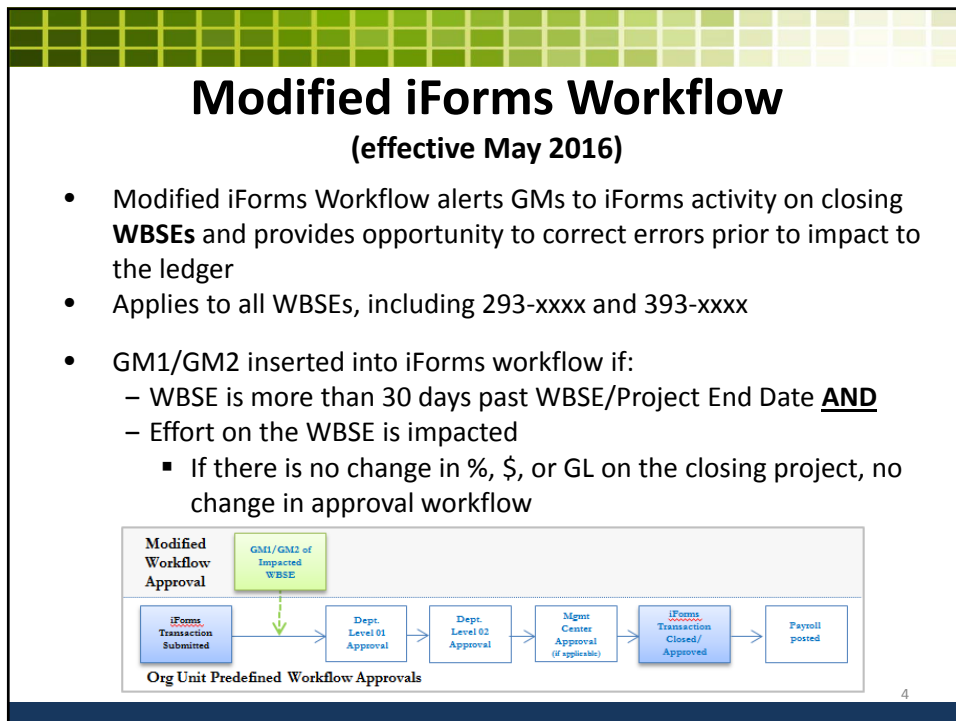
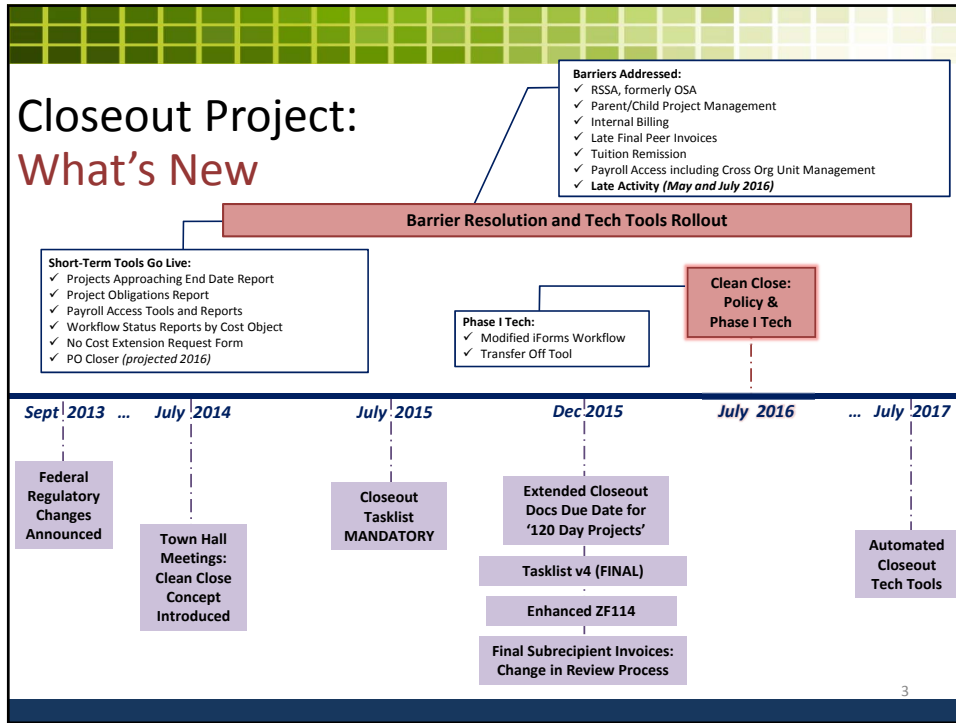
Moria Montalbano and SOM Implementation Team

RACI

Agenda

Clean Close

- Modified iForms Workflow
- Late Activity and Transfer Off
- Using WBSE Master Data
- Resources



Modified iForms Workflow

Modified iForms Workflow will trigger on a:

- Cost Distribution Change
- Supplemental Pay
- Manual Salary Cost Transfer
- Non-Compensatory (*electronic*)
- Hire
- Transfer

5

Modified iForms Workflow

When an iForm triggers the modified workflow...

- The GM1/GM2 of the impacted WBSE will receive a notification for iForms requiring review***
- Access the iForm from your UWL
- Warning message in the iForm alerts you to the WBSE that is past end date

***If you are NOT an iForms Approver in your Org Unit, then any iForm in your UWL is due to the Modified iForms Workflow!!!

6

Modified iForms Workflow

When an iForm triggers the modified workflow...

- Determine if you are the appropriate approver and take action! These are time sensitive!
 - ✓ If you are not directly responsible for the effort being updated, coordinate immediately with the Effort Manager for the WBSE or your unit's Payroll Rep
 - ✓ Contact the iForm Initiator if you need more information

7

Modified iForms Workflow

If you determine an iForm may impact the ledger...

- Confirm if the proposed iForm change is appropriate
 - Keep in mind the project dates!
- If the iForm will impact the ledger after closeout submission **OR** if you are unsure of the posting timeframe, *contact the Implementation Team immediately*



8

Modified iForms Workflow

Associated Resources

- Modified iForms Workflow Quick Reference Guide
 - Will be available on the Closeout Project website
- Modified iForms Workflow Video
 - Look for it on the Closeout Project Website in June

Closeout Project Website: <http://finance.duke.edu/raci/closeout/resources/index.php>

9

Late Activity and Transfer Off

This is clean close...

- Effective July 1st:
 - No more ZF114, no more anticipated activity
 - When you submit your closeout documents to closeoutdocs@duke.edu, you are done and all activity has **posted**
 - Transfer Off Tool is activated for reportable sponsored projects
 - Transfer Off Tool is **not** activated for all non-reportable codes, including industry sponsored research
- Proactive management will greatly minimize the risk for late activity



10

Late Activity and Transfer Off

If late activity occurs...

- Notification email is sent to GM1/GM2

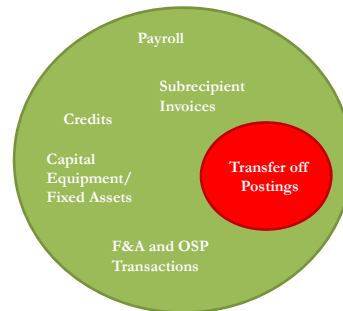
WBSE	WBSE Description	Orig. Doc#	G/L Orig. Doc#	G/L Description	AMT \$	Backstop Code	Transferred Off
3130429	FA9550-12-1-0491 SUB #1-P3130388	9211830102			514.40	4510192	No
2038590	SUI0-HL084904-09 Sub #7-P2038583	9211830102			514.40	3936798	No
2038590	SUI0-HL084904-09 Sub #7-P2038583	100300544	601600	SPONSORED RESEARCH	45.00	3936798	No
2038590	SUI0-HL084904-09 Sub #7-P2038583	100300544	610100	FR BEN SUPPLEMENT	8.00	3936798	No
2038590	SUI0-HL084904-09 Sub #7-P2038583	100300544	645000	LAB & RESEARCH S,M&E	65.00	3936798	Yes

11

Late Activity and Transfer Off

If late activity occurs...

- All types of late activity require analysis and determination of next steps
- Late activity is either:
 - Excluded from the Transfer Off process
 - Payroll, Sub Invoices, Credits, Fixed Assets, Month End Transactions
 - Included in the Transfer Off process



12

Late Activity and Transfer Off

Expenses Excluded in the Transfer Off Process

- Expenses excluded from the Transfer Off Tool remain on the ledger until action is taken to remove the posting
- The Late Activity Quick Reference will review, in detail, considerations for these expenses
- Contact the Implementation Teams for further instructions

Coming Soon! **Late Activity Quick Reference Guide** will be available in May on the Closeout Project Website: <http://finance.duke.edu/raci/closeout/resources/index.php>

13

Late Activity and Transfer Off

Expenses Included in the Transfer Off Process

- When expenses transfer off, a notification email is sent to the FRP1/FRP2 or GM1/GM2 of the Backstop Code
- Follow-up and determine if this expense needs to be moved
 - Is it a project-related expense that belongs on a continuation year WBSE?
 - Is this an erroneous expense that was intended for another project?

14

Late Activity and Transfer Off

Key Points to Remember

- Transfer Off Tool is activated when you submit the closeout documents
- Transfer Off Tool uses a unique doc type, YF
- The Late Postings and Transfer Off Notifications are **time sensitive** and require analysis and action
- If you notice late activity post to the ledger, **do not attempt to fix it** prior to reaching out to the Implementation Teams

15

Using WBSE Master Data

Where do I find Master Data in SAP?

- SAP Transaction CJ03: Project/Work Breakdown Structure

The image displays two screenshots of the SAP Transaction CJ03 interface. The left screenshot, titled "Display Project: Initial Screen", shows a form with "Project Def." set to "2033556" and "WBS Element" empty. A red arrow labeled "1" points to the "Project Def." field. The right screenshot, titled "Display Project: Project Definition", shows a similar form with "Project Def." set to "2033556" and "WBS Element" set to "SR01-HL067459-10". A red arrow labeled "2" points to the "WBS Element" field. Below the right screenshot, a context menu is open with "Project definition customer fields" highlighted. A red arrow labeled "3" points to this menu item.

16

Using WBSE Master Data

Verifying Key Fields

- **Backstop Code:**
 - CC/WBS Backstop

CC Backstop	WBS Backstop
-------------	--------------

- **WBSE Roles and Assignments:**
 - GM1/GM2
 - Workflow Approvers
 - Payroll Reconciler
 - Travel Alt 1/2
 - SRM Alt
 - AP Check Request 1/2

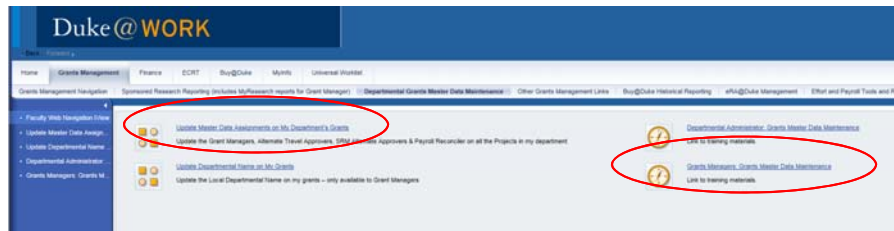
Project Definition	Payroll Reconciler
Project Period Dates	Grant Manager 2
Dept. Administrator	Travel Alt Approver 1
Grant Manager 1	SRM Alt Approver
Person Responsible (PI) #2	AP Check Request Approver 1:
Dept. Project Name	AP Check Request Approver 2:

Coming Soon! Master Data Quick Reference Guide will be available in May on the Closeout Project Website: <http://finance.duke.edu/raci/closeout/resources/index.php>

Using WBSE Master Data

Updating the Backstop Code

- Verify what is listed in Master Data and update if necessary!
- Maintained in Duke@Work GM/Finance Tab
- OSP will use the backstop code **currently in the system** for write-offs and Transfer Off Tool, **not what is listed on the Closeout Tasklist**



Using WBSE Master Data

Verifying the WBSE Roles and Assignments

- Verify the GM1/GM2 and the individuals assigned as Approvers. Request updates if necessary!
- If you need to verify the GM1/GM2 across a BFR or multiple codes, run the ZF600
- Modified iForm Workflow and Late Activity notifications involve the GM1/GM2 – ***it is critical to make sure the WBSE Roles and Assignments are correct!***
- As you prepare for closeout, proactive communication with the Approvers associated with your WBSE will reduce the risk of surprises

19

Resources

Take a look!
The Closeout Project website has been updated!

- Add it to your Favorites
- Organized by topic for easy navigation
- Includes the “Last Modified Date” so you will know you are using the most up-to-date information
- As new resources become available, they will be posted on the website

Closeout Project Website: <http://finance.duke.edu/raci/closeout/resources/index.php>

20

More Information

Management of Selected Post Award Issues (MSPA)

- Closeout Project will be presenting at MSPAI
- Be sure to attend for more information on Clean Close and preparing for July 1st

Implementation Team Outreach

- Cookies & Closeouts! Come and join the Implementation Teams -- next session is **April 26th** from 1-5pm at Erwin Square, Suite 420
- Meetings with each business unit will be scheduled to provide more information and support

21

Questions?

22