Closeout Project Update

April 21, 2016
ORA Quarterly Meeting

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Agenda

Clean Close

- Modified iForms Workflow
- Late Activity and Transfer Off
- Using WBSE Master Data
- Resources
Closeout Project: What’s New

Barrier Resolution and Tech Tools Rollout

Barriers Addressed:
- RSSA, formerly OSA
- Parent/Child Project Management
- Internal Billing
- Late Final Peer Invoices
- Tuition Remission
- Payroll Access including Cross Org Unit Management
- Late Activity (May and July 2016)

Short-Term Tools Go Live:
- Projects Approaching End Date Report
- Project Obligations Report
- Payroll Access Tools and Reports
- Workflow Status Reports by Cost Object
- No Cost Extension Request Form
- PO Closer (projected 2016)

Clean Close: Policy & Phase I Tech

Phase I Tech:
- Modified iForms Workflow
- Transfer Off Tool


Federal Regulatory Changes Announced

Clean Close: Policy & Phase I Tech

Automated Closeout Tech Tools

Modified iForms Workflow (effective May 2016)

- Modified iForms Workflow alerts GMs to iForms activity on closing WBSEs and provides opportunity to correct errors prior to impact to the ledger
- Applies to all WBSEs, including 293-xxxx and 393-xxxx
- GM1/GM2 inserted into iForms workflow if:
  - WBSE is more than 30 days past WBSE/Project End Date AND
  - Effort on the WBSE is impacted
    - If there is no change in %, $, or GL on the closing project, no change in approval workflow
Modified iForms Workflow

Modified iForms Workflow will trigger on a:

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

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!!!
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

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**
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


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
Late Activity and Transfer Off

If late activity occurs...

• Notification email is sent to GM1/GM2

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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
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](http://finance.duke.edu/raci/closeout/resources/index.php)

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?
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

Using WBSE Master Data

Where do I find Master Data in SAP?

• SAP Transaction CJ03: Project/Work Breakdown Structure
Using WBSE Master Data

Verifying Key Fields

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

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

**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](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

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

More Information

Management of Selected Post Award Issues (MSPAI)

• 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

Questions?