PROJECT STATUS AUTOMATION
TOWN HALL
AUGUST 24, 2018
Agenda

• Recap from May town hall - what is changing
• Proposed business process changes
  • Incremental Funding/Timing
  • Carryforward Restricted Projects
  • Extensions
• What happens if
• Next Steps
• Stay Informed
What is changing

• Automate changes to Project Status
• Impact to payroll expenditures
• Impact to non-payroll expenditures
  • (i.e. Concur, Marketplace)
Changes to project status

• Project Status in FIN will be automated to change to “Ended” and “Reporting” based on days beyond the end date
  • E – Ended – Project End Date +1 day
  • R – Reporting – Project End Date +60 days

• Project Status will be added to m-Fin Reports
Impact on payroll expenditures

• Funding Entry
  • Lines that include a project speedtype:
    • Cannot have funding end date beyond project end date
    • Cannot have funding end date be blank

• PETs
  • Will be allowed, subject to CCO secondary approval, while project status is Open or Ended (up to 60 days beyond project end date)
  • System will not allow project speedtype to be entered in a PET once status has moved to Reporting or Closed (61 days and beyond)
CU Funding Entry

<table>
<thead>
<tr>
<th>Department Budget and PET History</th>
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<tbody>
<tr>
<td><strong>Request Type</strong></td>
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<tr>
<td>HRG Request 5</td>
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<tr>
<th>Clear New Distribution End Apply to Next Fiscal Year</th>
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<th>Now Distribution Data</th>
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<tr>
<td><strong>Department</strong></td>
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<td><strong>Person</strong></td>
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<th>Attachments</th>
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<td><strong>Attached File</strong></td>
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Be Boulder.
Through FINANCIAL STEWARDSHIP
CU Funding Entry

The Funding End Date cannot be blank or greater than the Project End Date. Please populate the Funding End Date field with a date that is less than or equal to the Project End Date.
Impact to non-payroll expenditures

• Marketplace
  • New Requisitions will only be allowed on Open projects
    • Once moved to Ended, no new requisitions
  • Vouchers/Invoices on existing requisitions will continue to be paid

• Concur
  • Expenses can continue to be allocated to travel and expense reports while Open or Ended status
    • Will no longer be able to allocate to project once in Reporting status
Proposed business process changes

• Incremental Funding/Timing
• Carryforward Restricted Projects
• Extensions
  • No Cost Extensions
  • Other “At Risk” Extensions
    • CU as subrecipient
    • Options
Incremental funding/timing

- No carryforward restrictions
- Authorized: The Project End Date in InfoEd will equal the Award End Date in PeopleSoft Finance (PS)
- Anticipated: The Anticipated POP End Date in InfoEd will equal the Project End Date in PeopleSoft Finance (PS)
Incremental funding/timing (visual)

Definitions

- **Authorized** = timeframe in which we are able to bill, invoice, draw, recognize revenue. This is the contractual period of performance for awards that are not incrementally “timed.”
- **Anticipated** = promised period of performance for awards in which we receive incrementally “authorized subsets of time.”
Carryforward restricted projects

- All years will be set up at the time of the award
  - Each year’s Project/Speedtype will have Project Begin Date and Project End Date reflecting the beginning and end of the respective budget period
  - Budget will be loaded upon receipt of award documentation
New landing page for “At Risk” extensions

• To support the “At Risk” extension process, (link) new landing page will direct with explanation to the NCE or At Risk forms.
No cost extensions

- No Cost Extension form will be revised to send to OCG and CCO simultaneously
- OCG submits extension request to the sponsor
- CCO will review and provisionally extend the Project End Date in PeopleSoft
  - Award Date will remain intact as original authorized date
- When approval is received from sponsor, OCG will process through InfoEd which will update the Award Dates in both systems to the newly approved date.
No cost extensions

**Step 1:** PI uses 30-60-90 End Date Notifications to proactively review their projects to determine whether NCE request is needed.

**Step 2:** PI submits the NCE request form

**Step 3:** Form routes simultaneously to OCG and CCO

**Step 4:** OCG submits official NCE request to sponsor.

**Step 5:** CCO reviews and processes a provisional Project End Date extension in PeopleSoft

**Step 6:** CCO monitors award until Sponsor approval of no cost extension is received

**Step 7:** OCG receives and processes Sponsor approved no cost extension in InfoEd

**Step 8:** CCO processes the Sponsor approved no cost extension in PeopleSoft
Other “At Risk” Extensions

• A revised At-Risk form will be used in cases where the next modification is anticipated but has not yet been received.
  • Examples: CU as subrecipient, contracts with options

• Project End Date will be changed in PeopleSoft.

• No updates to InfoEd dates until when official documentation is received. At which time, systems will both be updated to be in alignment.
Other “At Risk” extensions

**Step 1:** PI/DRA uses 90,60,30 End Date Notifications to proactively review their projects to determine whether at-risk extension request is needed.

**Step 2:** PI/DRA submits the At-Risk Extension Form

**Step 3:** Form routes CCO

**Step 4:** CCO reviews and processes at-risk Project End Date extension in PeopleSoft

**Step 5:** CCO monitors award until award documentation is received

**Step 6:** OCG receives and processes Sponsor approved modification in InfoEd

**Step 7:** CCO processes the Sponsor approved modification in PeopleSoft
What happens if:

• Receive at-risk extension
  • 90, 60, 30 day notifications will still continue until the formal sponsor authorization (mod) comes through
  • Acknowledge any funds spent during the at-risk extension timeframe will be department’s responsibility if the mod doesn’t come through

• Don’t receive the at-risk extension
  • CCO decision based on risk criteria
  • Can follow-up with CCO to discuss why this should be allowed
  • Can spend on department or suspense speedtype and transfer expenditures upon receiving formal mod
Next steps

• Campus data cleanup
• Testing
• Finalize forms and business process
• Training
  • No intended “formal classroom” training
  • Instead will leverage:
    • Town Halls
    • Drop-in Sessions
    • Newsletter
    • Existing meetings such as: RAM, FAAB, CU After Lunch and Tuesday Talks existing meetings to share information
  • Toolkit with links to helpful information
Stay informed

• Additional town hall meetings
  • October 1, 2018
• Drop in sessions
  • September 5, September 19
  • October 17, October 30
• CCO newsletter - 1st of each month
• HCM blog
• Website: https://www.colorado.edu/controller/project-status-automation
Questions?

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