PROJECT STATUS AUTOMATION
TOWN HALL
OCTOBER 1, 2018
Agenda

• Recap from previous town halls - what is changing?
• Policy Update

• Business process changes:
  • Incremental Funding/Timing
  • Carryforward Restricted Projects
  • Extensions

• What happens when…
• 90, 60, 30 day notification update
• Stay Informed
What is changing?

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

https://www.colorado.edu/controller/project-status-automation
# Project Status & End Date Impacts

<table>
<thead>
<tr>
<th>Action / Status</th>
<th>Open / Pre-Award</th>
<th>Ended (+1 day)</th>
<th>Reporting (+60 days)</th>
<th>Closed</th>
<th>Hold</th>
</tr>
</thead>
<tbody>
<tr>
<td>HR/GL</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Payroll Expense Transfer (PET)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Procurement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Marketplace - New Requisitions</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Marketplace - Vouchers/Invoices on Existing Reqs</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Concur, Stratocore / Allocation</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Finance / Grants</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>GL Journal Entry / JE Upload</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
</tr>
<tr>
<td>Grants Pricing, Billing, AVR, and Cash</td>
<td>Yes (Open) No (Pre)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td>No**</td>
</tr>
<tr>
<td>PS Processing / SpeedType Status</td>
<td>Active</td>
<td>Active</td>
<td>Active</td>
<td>Inactive</td>
<td>Inactive</td>
</tr>
</tbody>
</table>

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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 (60 days and beyond)
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
Policy Update

• The Fiscal Management of Sponsored Projects policy defines roles and responsibilities associated with the following:
  • Fiscal management of sponsored awards
  • Fiscal regulations
  • 2 CFR 200 – Uniform guidance

• Departmental responsibilities
• CCO responsibilities

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Business Process Changes

• Incremental Funding/Timing
• Carryforward Restricted Projects
• Extensions (New mandatory forms starting 10/1)
  • No-Cost Extensions
  • At-Risk Extensions
    • CU as subrecipient
    • Options
    • Extensions during an award when Award = Project Date
Incremental funding/timing

- Anticipated PoP is clearly stated in award document
- No carryforward restrictions

- Authorized Dates:
  - IE Project End Date = PS Award End Date
- Anticipated Dates:
  - IE Anticipated POP = PS Project End Date

IE = InfoEd  PS = PeopleSoft
**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** = 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
No-Cost Extensions

• No-Cost Extension form has been 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 until…

• 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
At-Risk Extensions

- **Landing Page** with descriptions and instructions

**Request to Establish an At-Risk Extension**

An At-Risk Extension provides information necessary to request an extended end date from CCO during an award.

An at-risk extension may be requested when a PI anticipates a sponsor will provide official documentation of a new end date, with or without additional funding. This is a CU Boulder action and does not involve a request sent to the external sponsor.

**Disclaimer:** If an award action from the sponsor to extend the end date is not received, the department is responsible for charges incurred after the sponsor-approved end date.

If you are at the end of your award and need to request from the external sponsor, use the no-cost extension (NCE).
At-Risk Extension form

Departmental Request for Internal At Risk Extension

Proposal Number: *

Does this request apply to all SpeedTypes on this award? *
○ Yes
○ No

CU Boulder Sponsor Name: *

Requestor Name: *

Requestor Email Address: *

At Risk Extended Date: * [Month] [Day] [Year]

Departmental Guarantee Approver: *

Departmental Approver Email: *

Departmental Guarantee SpeedType: *
At-Risk Extensions

• Use the At-Risk Extension form in cases where the next modification is anticipated but has not yet been received
  • Ex: CU as subrecipient, contracts with options
• Project End Date will be changed in PeopleSoft.
• No updates to InfoEd dates until the official documentation is received. Then both InfoEd and PeopleSoft dates will be aligned
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 when…

• You receive a provisional extension
  • PS Project End Date will be updated
  • 90, 60, 30 day notifications will still continue until the formal sponsor authorization (mod) is received
  • Any funds spent during the provisional period are the department’s responsibility if extension is not approved by the sponsor

• You don’t receive the provisional extension
  • Can spend on departmental or suspense speedtype, then transfer expenditures upon receiving formal mod
90-60-30 Day Notifications

• 90-60-30 day notification are being updated to include:
  • Award End Date (authorized end date)
  • Project End Date (anticipated end date)

• These new notifications will also include descriptive information offering guidance on what action (if any) should be taken to submit an At-Risk or No-Cost Extension.

• Updated format anticipated for October month-end
Next Steps

• Campus data cleanup
  • Project Dates
  • HCM Funding Distribution

• Toolkit with links to helpful information

• Continue having conversations about this topic
Stay informed

• Drop in sessions
  • Wednesday, October 17 from 10-11 at UMC 247
  • Tuesday, October 30 from 10-11.30 at UMC 235

• CCO newsletter – 1\textsuperscript{st} of each month

• HCM blog

• Website: [https://www.colorado.edu/controller/project-status-automation](https://www.colorado.edu/controller/project-status-automation)
Questions?

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