Weill Cornell Medicine

Post-Award Transition

Grant & Contracts Finance Update
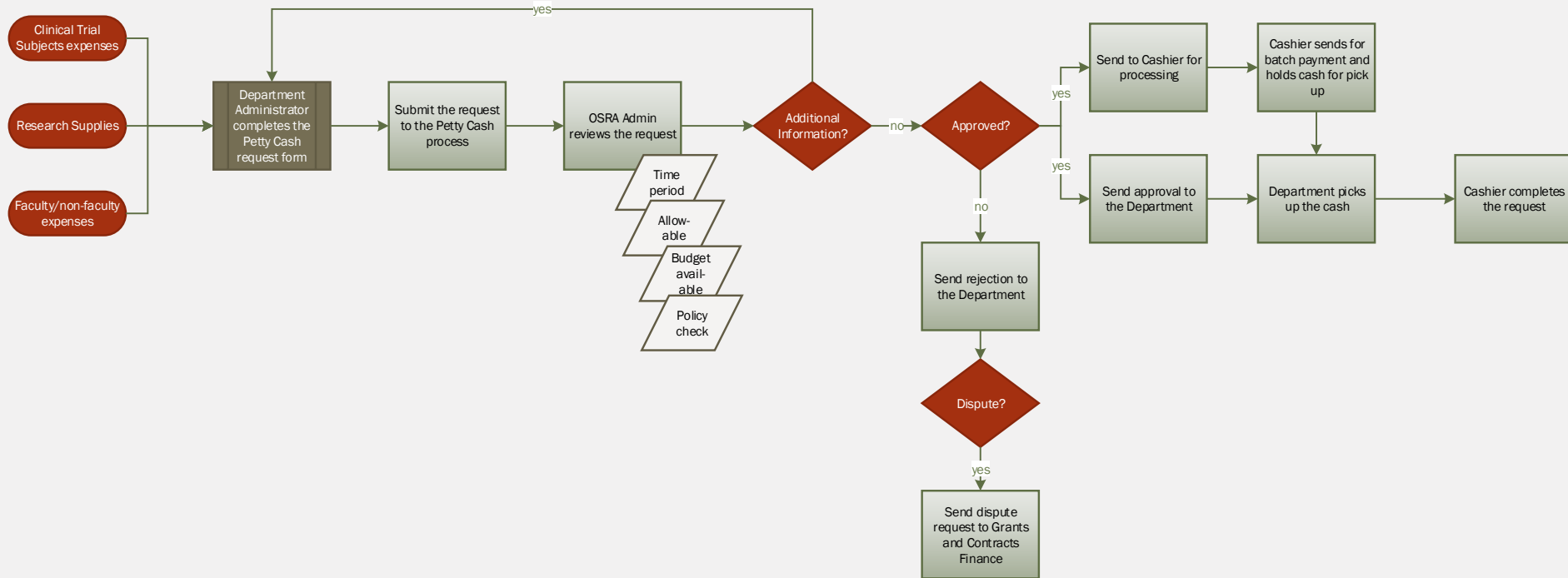
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10.12.15

Areas of Improvement

- Revised Grants Petty Cash Process
- Grants & Contracts Finance Restructure
- Accounts- Backlog Cleanup

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Revised Grants Petty Cash Process

New Process

Clinical Trial Subjects expenses

Research Supplies

Faculty/non-faculty expenses

Department Administrator completes the Petty Cash request form

Submit the request to the Petty Cash process

OSRA Admin reviews the request

Time period

Allow-able

Budget avail-able

Policy check

Additional Information?

yes

no

Approved?

yes

yes

no

Send to Cashier for processing

Cashier sends for batch payment and holds cash for pick up

Send approval to the Department

Department picks up the cash

Cashier completes the request

Send rejection to the Department

Dispute?

yes

Send dispute request to Grants and Contracts Finance

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Department Impact

- Cashier will no longer accept walk-up requests on grant accounts
- Petty Cash form must be emailed for approval
- OSRA staff will review the request and provide a disposition within 48 hours of request receipt
- **Dispositions are Approved, Rejected or Additional Information Required**
- Any concerns about the disposition should be addressed directly to the Grants & Contracts Finance management
- Cashier will process all approvals at 3pm everyday; if received before 3pm, the money will be available for pick up the following business day

Implementation

- Target effective date: 11/01/2015
- Shared mailbox deployment: 10/09/2015
- Pilot begin: 10/12/2015
- **2-3 departments will be used for participation**
- **Selected departments will submit any grant petty cash requests through the new process; all other departments will continue their current practice**
- Communication of go-live: 10/30/2015
- **After the 3-week pilot, a communication will be sent to everyone either confirming or postponing the target effective date of 11/1**

Grants & Contracts Finance Restructure

New Org Structure
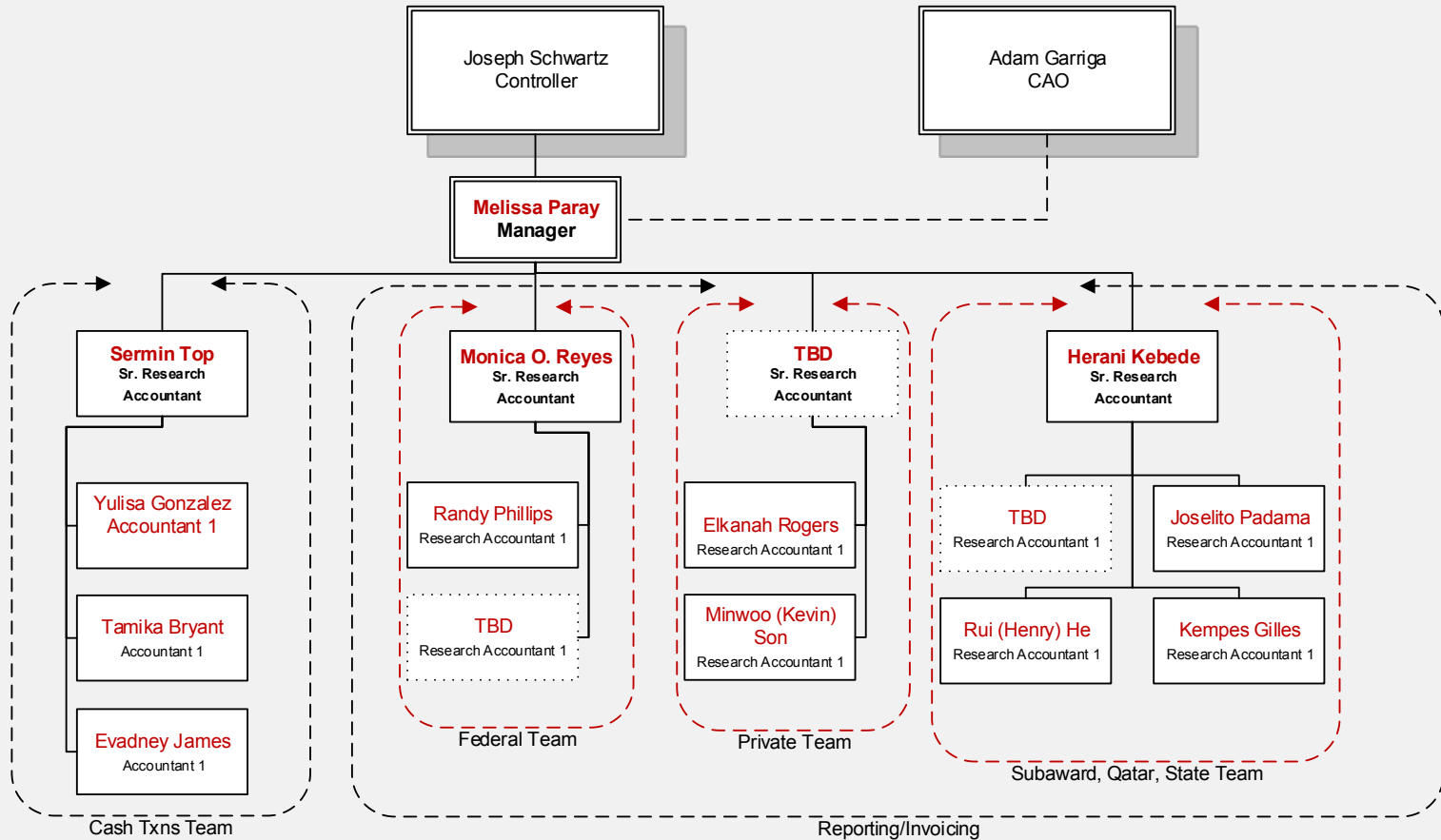
Department Impact

- Contacts
  - **Department will no longer have a single assigned accountant**
  - **Monthly meetings will continue as scheduled, and managed by the Sr. Accountants**
- In-flight work
  - **Accountant actively working on an account will continue to finalization**
  - **Sr. Accountant for that account type will be responsible for ensuring the account gets finalized**
- Transactions
  - **There is no impact to the current workflows for Travel Reimbursement, Payment Requisition, Change of Funding, and Shopping Carts**
  - **JV submissions require a new workflow**
- Escalations
  - **Departments should discuss problem accounts with the designated Sr. Accountant for that group**
  - **If a problem account cannot be resolved, then the Department should escalate to Grants & Contracts Finance management**

New JV Workflow

- JV submissions for grants will continue to be sent to Research_Accounting@med.cornell.edu
- **JVs where monies are being transferred to fund accounts should continue to be sent to General Accounting**
- **If an accountant is actively working on an account closeout, then the Department should copy that accountant on the email submission**

- Email 'title' must contain:
- **"JV"- Account# (one being transferred to)- CWID of PI- $Total**
- If multiple accounts are being transferred to then apply the following hierarchy:
1. NIH (account prefix 525, 526 or 528)
2. Sub-awards or State (account prefix 529 and 5429 respectively)
3. Private (account prefix 5327)
- Emails not formatted appropriately will be returned

Implementation

- New Org Structure effective: 10/12/2015
  - **Finalize current accounts being actively worked**
  - **Transition accounts to their respective team**
  - **Introductory communications from the Sr. Accountants will be made to individual Departments**
- New JV Workflow effective: 11/01/2015
  - **Standard Operating Procedure (SOP) will be shared**

Backlog Cleanup

Backlog Records

Backlog represents any account that is not complete based on the due date regardless of whether it is in progress.

Calendar	NIH	State & Local	Contracts/Subs	Qatar	Private	Soft Close
2010	0	13	130	0	65	3
2011	1	21	225	0	130	20
2012	1	4	168	3	85	4
2013	2	5	301	102	226	1
2014	5	12	154	47	122	36
2015*	22	18	151	60	206	157

* Numbers for 2015 include through 9/30/2015

Approach

- Cleanup Initial Focus
  - **ALL NIH accounts that are late or rejected**
  - **2014+ SubAwards that are outstanding**
  - **ALL NYSTEM accounts that are outstanding**
- Finance Support
  - **There will be 6 dedicated temps to resolve the backlog accounts until next fiscal end**
- Department Impact
  - **New and old accounts will be worked on at the same time**
  - **Monthly reporting provided to senior college management will include metrics of progress and performance of both central and departmental teams as per timelines in the SOP**