

Grants & Contracts Accounting Updates



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Agenda:

- **Departmental Metrics**
- **Budget Control and Single Use WBS**
- **Cost Transfer Policy**

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Departmental Metrics For Post Award Activities



Report Details

- **Due Dates for invoices and reports are currently being entered at account creation and tracked in SAP**
- **Departmental Statistics Report is based on financial reports and invoices submitted to the sponsors on or before the due date**
- **Soft closes are not included as part of the departmental metrics**
- **The department completion rate is the completion rate for all post award activities, which includes invoices and financial reports for Federal, Contracts, Subcontracts and Private awards**
- **Monthly reports will be sent to the Departmental Administrators with the department and divisional account details**

Departmental Post Award Activities

Calendar 2016 Performance (01.01.16 - 02.29.16)

Department	Comp Rate
Department 1	100%
Department 2	100%
Department 3	100%
Department 4	100%
Department 5	100%
Department 6	100%
Department 7	100%
Department 8	100%
Department 9	100%
Department 10	100%
Department 11	100%
Department 12	100%
Department 13	100%
Department 14	94%
Department 15	93%
Department 16	92%
Department 17	91%
Department 18	91%
Department 19	89%
Department 20	86%
Department 21	81%
Department 22	80%
Department 23	80%
Department 24	80%
Department 25	63%
Department 26	55%
Department 27	0%
Grand Total	89%

Departmental Post Award Activities

Department	2015 Month-End Actual Performance		Month-End Average	2015 Performance YTD	2016 Month-End Actual Performance					Month-End Average	2016 Performance YTD
	Nov	Dec			Jan	Feb	Mar	Apr	May		
Department 1	—	100%	100%	75%	33%	100%	—	—	—	67%	100%
Department 2	75%	75%	75%	85%	60%	67%	—	—	—	64%	86%
Department 3	67%	80%	73%	98%	40%	90%	—	—	—	65%	92%
Department 4	—	100%	100%	64%	100%	—	—	—	—	100%	100%
Department 5	100%	50%	75%	98%	100%	67%	—	—	—	84%	80%
Department 6	—	—	—	—	—	100%	—	—	—	—	—
Department 7	100%	100%	100%	100%	—	—	—	—	—	—	—
Department 8	—	—	—	100%	100%	—	—	—	—	100%	100%
Department 9	—	—	—	100%	—	—	—	—	—	—	—
Department 10	100%	—	100%	100%	0%	—	—	—	—	0%	0%
Department 11	—	—	—	0%	—	—	—	—	—	—	100%
Department 12	—	—	—	100%	—	—	—	—	—	—	—
Department 13	71%	43%	57%	80%	50%	83%	—	—	—	67%	80%
Department 14	50%	—	50%	88%	100%	—	—	—	—	100%	100%
Department 15	100%	100%	100%	100%	83%	100%	—	—	—	92%	100%
Department 16	100%	—	100%	50%	—	—	—	—	—	—	—
Department 17	74%	90%	82%	91%	62%	96%	—	—	—	79%	91%
Department 18	50%	67%	58%	98%	86%	100%	—	—	—	93%	91%
Department 19	100%	100%	100%	100%	50%	100%	—	—	—	75%	100%
Department 20	100%	80%	90%	98%	100%	100%	—	—	—	100%	100%
Department 21	—	—	—	100%	—	—	—	—	—	—	—
Department 22	100%	100%	100%	100%	50%	100%	—	—	—	75%	100%
Department 23	50%	—	50%	75%	100%	100%	—	—	—	100%	100%
Department 24	—	—	—	100%	100%	—	—	—	—	100%	100%
Department 25	75%	80%	78%	89%	64%	80%	—	—	—	72%	89%
Department 26	75%	89%	82%	92%	70%	83%	—	—	—	77%	93%
Department 27	0%	67%	33%	79%	33%	50%	—	—	—	42%	55%
Department 28	80%	100%	90%	99%	36%	86%	—	—	—	61%	81%
Department 29	86%	86%	86%	94%	71%	100%	—	—	—	86%	100%
Department 30	—	0%	0%	100%	—	—	—	—	—	—	—
Department 31	67%	100%	83%	95%	83%	75%	—	—	—	79%	80%
Department 32	100%	0%	50%	76%	17%	0%	—	—	—	9%	63%
Department 33	—	100%	100%	100%	—	—	—	—	—	—	—
Department 34	100%	100%	100%	94%	100%	100%	—	—	—	100%	100%
Department 35	75%	100%	88%	100%	67%	89%	—	—	—	78%	94%
Grand Total	75%	85%		92%	63%	89%				76%	89%

Finance Post Award Activities

As of Feb 29th, 2016

	FFR				State				Private				SubContract				NPRP				Soft Close				Overall % Complete	Overall % Complete w/o soft close
	Due	Comp	IP	NS	Due	Comp	IP	NS	Due	Comp	IP	NS	Due	Comp	IP	NS	Due	Comp	IP	NS	Due	Comp	IP	NS		
2011	137	137	0	0	49	49	0	0	559	429	15	115	1220	1004	73	143	85	85	0	0	366	349	0	17	85%	83%
2012	118	117	1	0	43	43	0	0	450	373	60	17	1205	1049	131	25	131	130	1	0	413	411	0	2	90%	88%
2013	98	96	2	0	61	61	0	0	528	322	18	188	1131	902	27	202	179	161	18	0	449	447	2	0	81%	77%
2014	89	88	1	0	93	92	0	1	541	438	40	63	1215	1194	16	5	123	117	6	0	364	333	24	7	93%	94%
2015	98	94	4	0	106	101	5	0	564	459	77	28	1124	1092	27	5	178	162	16	0	348	237	85	26	89%	92%
Jan-15	3	3	0	0	19	19	0	0	90	69	13	8	112	111	1	0	11	9	2	0	0	0	0	0	90%	90%
Feb-15	2	2	0	0	3	3	0	0	29	24	2	3	77	77	0	0	16	15	1	0	12	8	4	0	93%	95%
Mar-15	4	4	0	0	6	5	1	0	17	15	0	2	100	96	4	0	16	15	1	0	10	6	4	0	92%	94%
Apr-15	5	5	0	0	20	20	0	0	50	40	5	5	137	132	2	3	17	14	3	0	14	6	6	2	89%	92%
May-15	4	4	0	0	7	7	0	0	34	27	4	3	77	77	0	0	16	15	1	0	26	13	8	5	87%	94%
Jun-15	7	7	0	0	7	6	1	0	32	26	5	1	107	105	2	0	15	14	1	0	27	13	8	6	88%	94%
Jul-15	8	8	0	0	12	12	0	0	161	132	27	2	110	105	5	0	17	15	2	0	29	18	9	2	86%	88%
Aug-15	9	9	0	0	9	9	0	0	38	27	11	0	89	87	2	0	15	14	1	0	57	38	13	6	85%	91%
Sep-15	30	28	2	0	7	7	0	0	30	24	4	2	79	76	1	2	15	14	1	0	124	100	21	3	87%	93%
Oct-15	11	9	2	0	11	10	1	0	40	33	5	2	98	95	3	0	15	14	1	0	31	20	9	2	88%	92%
Nov-15	7	7	0	0	2	1	1	0	26	26	0	0	62	59	3	0	13	12	1	0	14	12	2	0	94%	95%
Dec-15	8	8	0	0	3	2	1	0	17	16	1	0	76	72	4	0	12	11	1	0	4	3	1	0	93%	94%
2016	82	4	10	68	29	10	0	19	358	93	20	245	485	149	12	324	68	20	5	43	421	5	13	403	19%	27%
Jan-16	4	4	0	0	9	9	0	0	68	56	12	0	92	87	5	0	14	12	2	0	0	0	0	0	90%	90%
Feb-16	1	0	1	0	1	1	0	0	40	37	3	0	69	62	6	1	10	7	3	0	5	5	0	0	89%	88%

Comp – Complete
 IP – In Progress
 NS – Not Started

Grants & Contracts Accounting Activities

Staff	2015 Month-End Actual Performance		Month-End Average	2015 Performance YTD	2016 Month-End Actual Performance				Month-End Average	2016 Performance YTD
	Nov	Dec			Jan	Feb	Mar	Apr		
Team A										
Accountant 1	67%	93%	80%	96%	82%	88%	–	–	85%	93%
Accountant 2	63%	70%	67%	98%	95%	100%	–	–	98%	97%
Accountant 3	87%	87%	87%	81%	67%	88%	–	–	77%	88%
Accountant 4	87%	86%	87%	93%	66%	82%	–	–	74%	89%
Team B										
Accountant 1	53%	83%	68%	94%	100%	100%	–	–	100%	100%
Accountant 2	33%	17%	25%	78%	100%	100%	–	–	100%	100%
Team C										
Accountant 1	45%	33%	39%	70%	16%	80%	–	–	48%	67%
Accountant 2	100%	100%	100%	78%	54%	94%	–	–	74%	95%
Accountant 3	75%	86%	81%	67%	48%	100%	–	–	74%	95%
Grand Total	68%	86%		98%	62%	90%				90%

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Budget Control & Single Use WBS



What is Budget Control?

Budget control is a SAP standard feature that would help avoid deficits on sponsored projects.

There will be two versions of budget control, one for modular and private awards and one for more restrictive awards, such as NYSTEM and Qatar.

For the modular version, there will be sponsored class groups for budgets and expenses, such as:

Personnel – all salary, stipends and fringe related items

OTPS – all supplies, travel, miscellaneous, auxiliary and other expenses

Equipment, consortiums, Tuition and fees and patient care would have their own category since this would affect indirect costs.

For the NYSTEM and Qatar Awards, the budget control will be at the sponsored class level.

How will this affect you?

Department would not be able to process expenses over the budget at the sponsored class groups or sponsored classes (depending on the type of award)

The department or finance would receive errors when trying to process change of funding, payment requisitions, travel requisitions, cost transfers, purchase order creation and auxiliary expenses if there is no available budget or if the charge would put the account in deficit

Budgets will need to be monitored on a regular basis to ensure that the expenses are in accordance with the budget and plan ahead for budget modifications

Single Use WBS

Single use WBS would be used for all federal modular awards and private awards that does not require separate accounts

This transition would be for all new awards, accounts that are already created would continue to be used.

Single use WBS would reduce the need for soft closes, carryovers and account assignment changes for expenses.

Next Steps

Four Areas will be part of the budget control pilot;

- Department of Weill Cancer Center
- Department of Neurological Surgery
- Division of Cardiology
- Division of Gastroenterology

Pilot will start in **April, 2016**

Expected Go-Live for Single Use WBS and Budget Control is **July, 2016**

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Cost Transfer Policy For Sponsored Projects



Cost Transfer Policy

Cost transfers should be processed as soon as possible after the original transaction, and should not be later than 90 days after the date of the original transaction.

All cost transfer (personnel and non-personnel changes) must be clearly explained with supporting documentation.

The written explanation and supporting documentation should clearly address all of the following:

- A description of the expenses being transferred, including when the original charge(s) occurred
- Why the receiving account was not originally charged
- Why it is appropriate to charge the receiving account and how the expense is allocable to that account.

Updated cost transfer policy can be found on the finance intranet:

<http://intranet.med.cornell.edu/finance/policies-procedures/>