

CAMPUS INFORMATION SESSION: SPONSOR FINANCIAL REPORTING

Grant & Contract Accounting

July 31, 2024

UNIVERSITY *of* WASHINGTON



INTRODUCTIONS

- > **Lily Gebrenegus**
- > **Session
Presenter**



- > **Meg Russo**
- > **Session
Moderator**



HOUSEKEEPING

- > **Sessions are recorded**
- > **Please enter questions in the Q&A not Chat**
- > **We may unmute you if clarification is needed**
- > **Written questions will be posted to the webpage after the session (new)**



AGENDA

- > **Setting Up Report Award Tasks**
- > **GCA's Reporting Process**
- > **Common Problems**
- > **Demo: Find Award Tasks**
- > **Workday Reports and Resources**
- > **Q&A**



REPORT AWARD TASKS

- 1. GCA reviews each award document**
 - Identifies financial reporting requirements
 - Determines if GCA or Campus is responsible for preparing report
- 2. GCA adds report requirements to ASR/MOD Comments & History**
- 3. GCA processes ASR/MOD and notification is sent to Award Preparers**
- 4. GCA creates a Workday award task for each financial report**
 - Frequency, format, due date, responsibility



WHERE TO REVIEW AWARD TASKS

1. **Award Tasks tab in the Workday award**
2. **Open Tasks section of the award in Award Portal**
3. **Workday Award Tasks R1228 report (demo)**
4. **Cost Center Reports in Award Portal**



HOW TO REVIEW WORKDAY AWARD TASKS

Award Lines Plan **Award Tasks** Billing & Receivables Additional Reports Set Up & History

Due Next 90 Days **Award Tasks** Award Tasks Due Next 90 Days or Overdue

Award Tasks
Frequency and Format
of 10 items

Award Task Type	Task Type Group	Award Line	Billing Milestone	Closeout Task	Report Period		Sponsor Deadline	Completed On	Responsibility	Status
					Start Date	End Date	Due Date		Role Assignments	
Agency Annual Report	Annual Financial Reports	Line 2 GR		No	12/03/2021	12/02/2022	03/02/2023	02/24/2023	1	Complete
Agency Annual Report	Annual Financial Reports	Line 3 GR		No	12/03/2022	12/02/2023	01/31/2024		1	Pending
Agency Final Report	Final Financial Reports	Line 1 GR		Yes	12/03/2021	12/02/2024	01/31/2025		2	Not Started
Agency Final Report	Final Financial Reports	Line 4 GR		Yes	12/03/2023	12/02/2024	01/31/2025		1	Not Started



AWARD TASK ROLE ASSIGNMENTS

Click on the Role Assignments number to see who the award task is assigned to

The screenshot shows a modal window titled '1' with a 'Done' button. The modal contains a table with the following structure:

Assigned To	Workers
Grant/Grant Manager	[List of workers]

The background table has the following columns: Start Date, End Date, Due Date, Completed On, Role Assignments, and Status. A purple arrow points from the 'Role Assignments' column of the background table to the 'Workers' column of the modal window.

Start Date	End Date	Due Date	Completed On	Role Assignments	Status	
12/03/2021	12/02/2022	03/02/2023	02/24/2023	1	Complete	
80-0724 - 2021	No	12/03/2022	12/02/2023	01/31/2024	1	Pending
P - 80-0719 - 2021 (Primary)	Yes	12/03/2021	12/02/2024	01/31/2025	2	Not Started
80-0726 - 2021	Yes	12/03/2023	12/02/2024	01/31/2025	1	Not Started



WHO IS RESPONSIBLE: GCA OR CAMPUS?

GCA is responsible for preparing sponsor financial reports when UW Authorized Official/Financial Officer signature is needed

GCA's approach is to submit the report or complete as much as possible then reach out to Campus for help

Send us an Award Portal ticket if you think there's an error



BEST PRACTICES: AT TIME OF AWARD

- > **Read the award document and ASR/MOD Comments & History for reporting requirements**
- > **Review Workday award tasks to see if GCA assigned a task to you**
- > **Create a calendar for yourself so you don't miss a deadline or the Final Action Date**
- > **Make sure all the right people are listed as Award Portal contacts**
 - Prevents tickets from going unanswered
 - Grant Managers are automatically added
 - [Managing Campus Contacts in Award Portal](#)



GCA'S REPORTING PROCESS

- 1. GCA waits until month-end close (interims) or Final Action Date (finals) to start preparing report**
 - Determines if outreach is needed
- 2. GCA sends Award Portal ticket with the request and deadline**
 - Award Task status change to "Pending" with a Comment
- 3. Once we receive a response, or if no outreach is needed, GCA submits the report to sponsor or to the department to submit to the sponsor**
 - Award Task status change to "Complete"
- 4. Completed report is posted on Award Portal**



"PENDING" AND COMMON REPORT PROBLEMS

GCA uses the "Pending" status when there is a reason to stop the report process

Top reasons include:

- 1. Expenditures are not posted by FAD ("late charges")**
- 2. Waiting for copy of the department-prepared report**
- 3. Discrepancy between department-prepared report and Workday**
- 4. Unmet cost share**



LATE CHARGES

- > **Charges that don't post by the Final Action Date are not included in the final report**
- > **GCA can submit a revised report if campus gets sponsor approval**
- > **Other considerations:**
 - **Sponsor reimbursement for late charges**
 - **NIH policy on reopening PMS accounts after 120 days**
 - **Audit risk, loss of Expanded Authorities, future funding**



BEST PRACTICES: PREVENT LATE CHARGES

- > **Send reminders to subrecipients before their final invoice due date**
- > **Monitor Workday reports to ensure all expenses are posted by Final Action Date**
 - Procurement Services How to Pay



BEST PRACTICES: DEPT-PREPARED REPORTS

1. Check award document for restrictions and unallowable expenditures
2. Run the Workday R1234 report
3. Review expenditures for allowability and add a note if excluding certain expenditures and why
4. Send draft report to GCA for review and signature, if needed
 - a. Please provide 1-2 weeks for GCA review
5. Send copy of submitted report to GCA

Resource: [Department-Prepared Reports](#)



BEST PRACTICES: COST SHARE

- > **Use the Workday R1234 Report to monitor cost share on a quarterly basis**
- > **Salary and other direct expenses must be charged to the Cost Share Award Line Worktags to be documented as a Cost Share Contribution**

Resource: [Cost Share Best Practices](#)



BEST PRACTICES: GENERAL

- > **Reconcile expenses monthly or quarterly**
- > **Maintain cost share expenses quarterly**
- > **Monitor trainee and fellow stipends closely-
corrections can take months to complete**
- > **Reply to Award Portal tickets by stated deadline**
- > **Make sure expenses are posted by Final Action Date**
- > **Provide deficit worktag when GCA posts final report**



DEMONSTRATION: AWARD TASKS R1228

WORKDAY REPORTS AND RESOURCES

- > [Award Tasks R1228](#)
- > [GCA Reporting Your Award](#)
- > [Workday Award Task Statuses](#)



LIVE QUESTIONS

Time to answer questions from the audience

Please put your questions into the Q&A



WRAP UP

- > **Session recording, slides, links, Q&A will be posted within 2 business days on the [Campus Information Sessions webpage](#)**
- > **Please fill out our [survey](#)**
 - **Link is available in the Chat and the CIS webpage**
 - **Deadline: EOD Wednesday, August 7, 2024**
- > **Next session is Wednesday, August 14 on Sponsor Invoicing**
 - **Submit questions ahead of time using [this form](#)**

