

NEWS FROM GCA

GRANT & CONTRACT ACCOUNTING



February 2019

Suspended Operations for GCA

This February GCA was able to test our remote access and then define and refine our processes when operations are suspended. Since we had multiple days out of the office, we were able to make adjustments pretty quickly!

GCA Help is able to respond to most GrantTracker requests and emails when working remotely. Although our phone line is closed when we aren't in the office, we will return any messages left on our voicemail.

During suspended operations, GCA will prioritize work based on items that are time-sensitive:

- New budget requests (Funding Actions, Advance Budget Requests, and Transpasus)
- Post Award Changes (PACs) from OSP, prioritizing those where the budget isn't usable unless the change is processed, e.g. expired budgets past their final action date or restricted by the sponsor.
- Financial reports and invoices that are due in the next day or two

Fortunately, most reports are due either in the middle of or at the end of the month. The timing of the snow this month was good in that the mid-month volumes in February are low. Our monthly invoicing process was delayed by a few days until UW resumed normal operations.

We hope you all stayed warm and were happy to get back to your offices!



Biennium Close and Non-FEC Cost Share Tagging

As Biennium Close approaches, now is the time for you to reconcile your State Budgets for any expenditures that need to be tagged for Non-FEC Cost Share. When the crossover is completed, you will not be able to access transactions that occurred on these budgets during the prior biennium.

While the best practice is to review and tag your Non-FEC Cost Share every quarter, if you are not current with this process, now is the time to start. More frequent reconciliation may be needed as we get closer to the crossover period over the summer.

We will have more information about the upcoming Biennium Close in the next newsletter.

Ariba Open Balances

In 2017, we noticed that some newly established budgets had open balances from 2011 or 2012. We have worked with Procurement Services and discovered that open balances stay active in Ariba even after the associated budget is purged from the financial system. If that budget number is reused in a later biennium, the open balance will then show on the recycled budget, even after 4-6 years!

GCA and Procurement Services have joined forces on a project to clear all open balances on budgets that were purged prior to 2015. In early 2019, we began liquidating the eProcurement Orders, which begin with EI, and are associated with purged budgets. Once those are liquidated, we will liquidate the Blanket Purchase Orders (BPO). We expect to complete this project by April 2019.

We do not foresee any impact to campus customers, except that all new budgets will be cleared of past open balances! We do want to let you know that if a vendor comes to you with an invoice on one of these Purchase Orders, you will need to set up a new PO as we will have closed out the old one.

If you wish to change or close an EI or BPO order, [Procurement Services offers guidance](#).

Late Charges on Grant/Contract Budgets

GCA recommends that campus avoid late-posting charges, i.e. expenses posting after the Final Action Date (FAD). While we recognize that this presents challenges—subcontractors submit late invoices, travel and Procard charges can be slow to post—the risks to the PI, department, and UW itself from late charges are significant:

- Failure to comply with the terms and conditions of the award agreement
 - Increases audit risk
 - Impacts the reputation of the University
- Damage to relationship with sponsor
 - Influences sponsor decisions on future funding
 - Risk of non-payment of late charges

We recommend taking proactive steps now to ensure your department mitigates these risks.

If late-posting charges are unavoidable, you must submit a [Pending Transaction Form](#) to GCA as soon as possible, ideally on or before the FAD. A GCA manager will review your request. If approved, you will then have two weeks to post the charges.

But how is the FAD calculated?

The FAD is calculated based on the due date of the final invoice and/or report. Note that the FAD always falls **before** the invoicing/reporting deadline. This is to give GCA sufficient time to reconcile and prepare all of the reports and invoices due on that date.

Since sponsor invoicing and reporting deadlines vary, please note the FAD (displayed in GrantTracker) as soon as a new award budget is established and plan accordingly.

Revenue Transfers and GCA Budgets

Recently there has been an update to the online Cash Transmittal form that campus uses to book cash transactions to UW budgets through MyFD. While sometimes these transactions are appropriate for GCA-managed budgets (e.g. deposits to clinical trial or program income budgets), in most cases revenue deposited to GCA budgets outside of our regular process causes the award and revenue figures to fall out of balance.

To prevent this, you will see a pop-up alert if you try to post revenue to a budget type/class whose award and revenue amounts are managed by GCA. The pop-up will prompt you to contact gcacash@uw.edu in order to complete your deposit.

New Budget, Old Data

We've received a number of inquiries from campus wondering why their brand new budget looks completely wrong in MyFD.

The issue is that we have to recycle budget numbers. Once a budget is closed to status 4, it is purged from the UW's financial system and remains inactive for two biennia (at least four years). Once two biennia have passed, the budget number becomes part of a pool available to be reassigned. However, it remains associated with the prior budget data in MyFD.

When GCA assigns a new budget, it takes one business day for the new budget details to update to the new budget number. We notify you the day we assign the budget number, but the budget will not be ready for use until the next day. If you view the budget in MyFD, using the 'activity to date' view, on the same day the budget number is assigned, you will see the prior budget name and data. If you look at the budget the next day, you will see your budget name and data.

Budget Setup Turnaround Times for Payroll Cutoff

As you may be aware, for a budget to be available for payroll in Workday, it must be open and in status 1 in FIN by close of business two working days prior to the final pay calculation date. GCA has a [budget setup deadline page](#) detailing when advance budget requests and Transpasu forms must be received from campus, along with FAs and PACs from OSP, to enable us to meet these deadlines. This page is updated regularly with specific dates for the next two payroll periods.

Update on Budgets allocated to 38 by GCA

In October of 2018, GCA and OSP changed how we handle Funding Actions where the budget is either missing or inaccurate. Instead of returning the FA to OSP and delaying the budget setup process, GCA now allocates funds to account codes 38 (Unallocated) and 25-99 (Indirect Cost) if there are no budget restrictions cited in the award document.

We hope this new process has reduced the wait time for new budgets.

You can send a [GrantTracker](#) Note to request that GCA reallocate the funds into other account codes. You can let us know how much to allocate from 38 into the other account codes, or use our [Rebudgeting form](#), which will do the math for you! Just enter your current budget numbers in the Current Budget Column and then use the Amount Rebudgeted Column to indicate where the changes need to occur. Approvals are not required for moving funds out of 38.

When Departments Respond to GrantTracker via Email

When a GrantTracker Note is updated, an email is automatically sent to all contacts listed on the email and CC lines. This email is for notification purposes only. However, we have noticed that sometimes we will get a reply to that email rather than a response in the GrantTracker system. This can lead to duplicated communication and/or delay in conveying your response to the person or team who is working on the issue.

Note that the GrantTracker tool is internal and available for UW users only. If you need to include non-UW contacts, or if you do not have a budget number yet, please contact us by email or phone.

Researchers Wanted!

Do you have a researcher in your department who is doing amazing work AND loves to share their work with others?

If you do, GCA would love to hear from you! Each quarter, GCA invites a PI to give a 30-45 minute presentation for us. These presentations help us to connect to the fantastic work that's being done here at the UW and how the research we support every day is changing the world.

Please email gcahelp@uw.edu with your suggestions.

How are we doing?

The GCA Help team would love your feedback to help us better meet your needs. Please take a moment to respond to the questions below. You may email your responses to gcahelp@uw.edu, or, if you prefer to remain anonymous, return them via campus mail to Box 354966.

1. What topics would you like to see covered in a future newsletter or GCA Forum?
2. On a scale of 1 to 5, where 1 = Not at All Helpful and 5 = Very Helpful, how would you rank the following GCA communication tools?
 - a. GCA Newsletter
 - b. GCA Forum (formerly GCA Brown Bag)
 - c. GCA Website
3. Please offer your suggestions for improving any of the above.

Upcoming Events

The spring GCA Forum is scheduled for Wednesday, April 24 from 11:00-12:00 in Foegen N130A. We hope to see you there!

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