

Little Things That Make a Big Difference: Keys to Successful Financial Grant Management

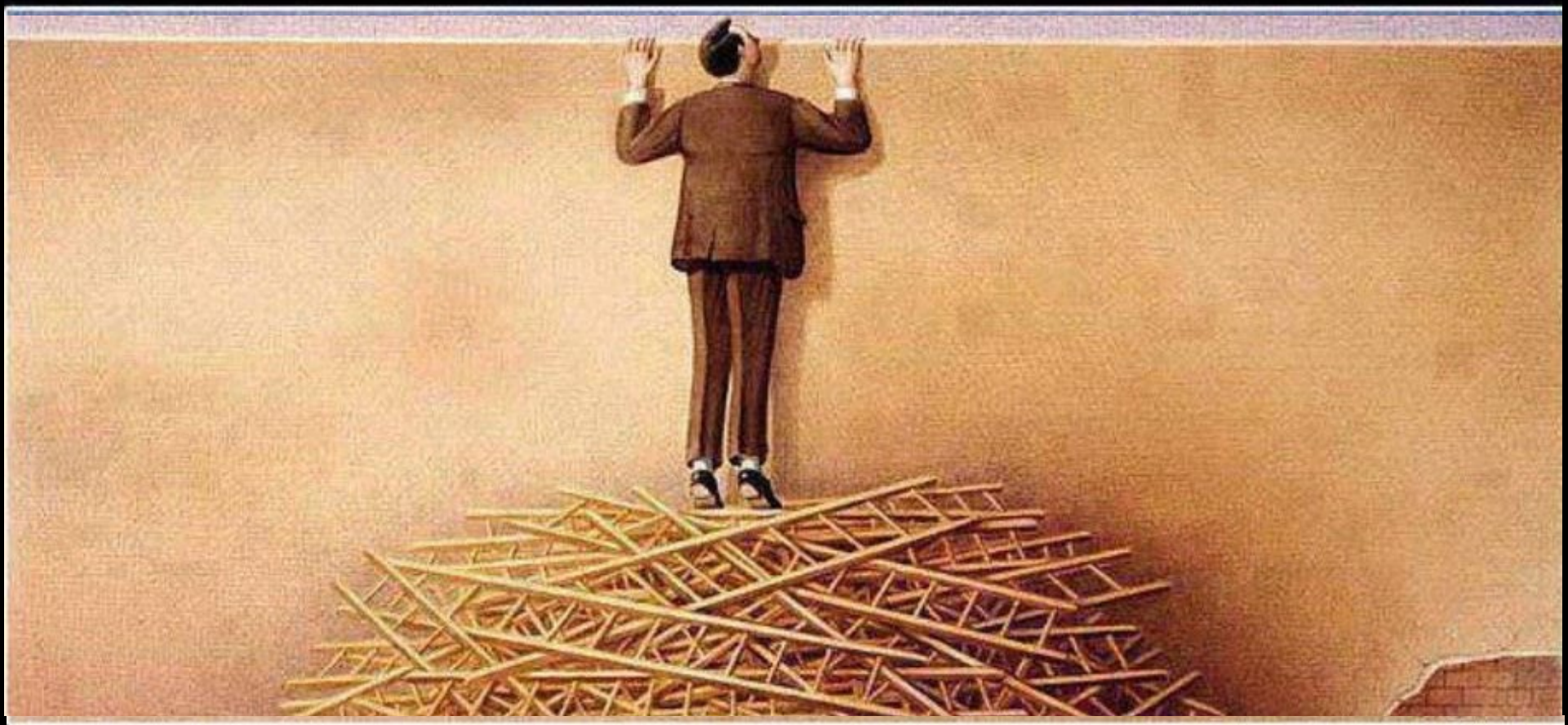
Ryan Hermreck, Sponsored Projects Accounting Manager



August 12, 2022



It doesn't matter how many "resources" you have.



If you don't know how to use them,
it will never be enough.

Today's Agenda

01

How certain dates affect invoicing and reporting at UNC

02

How to receive, review & update award mgmt info

03

How taking an extra step can speed up the process

04

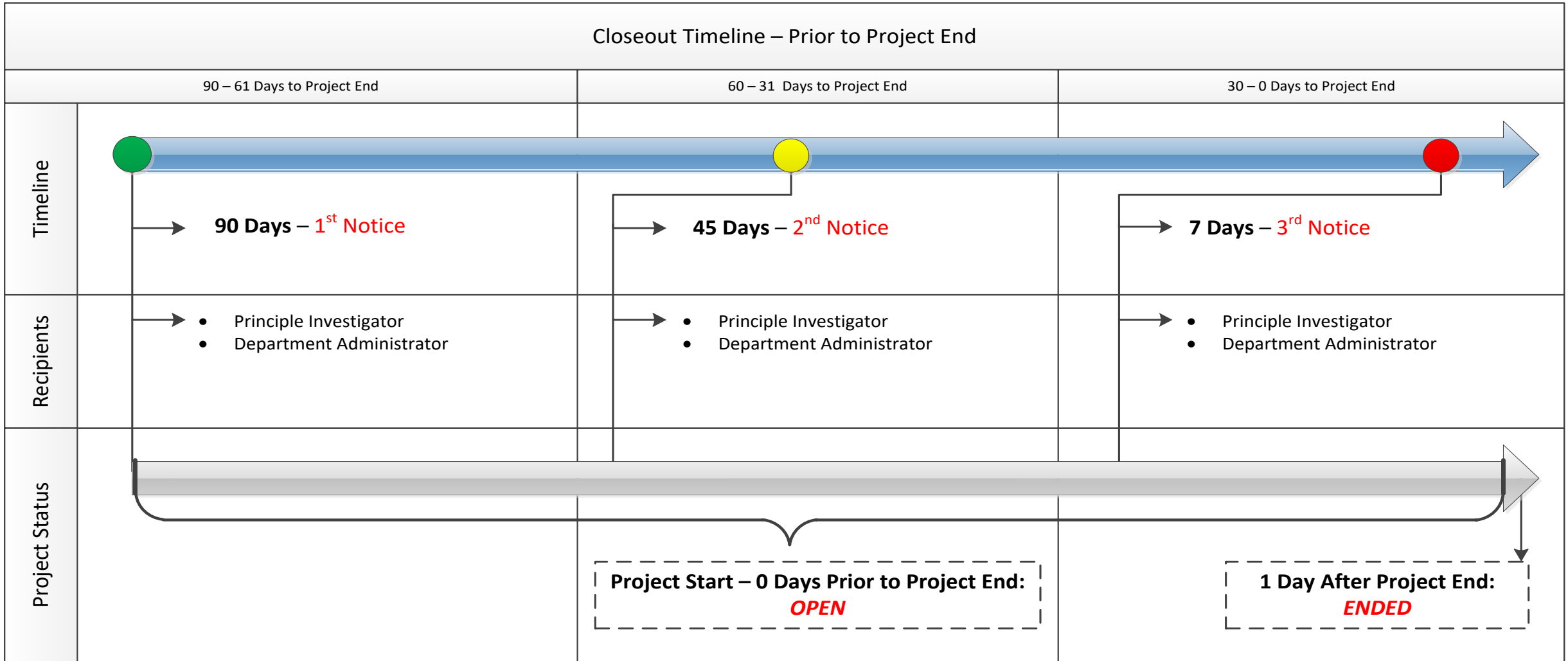
A quick review of the stuff nobody tells you about



How Certain Dates Affect Invoicing and Reporting at UNC

End Date in Connect Carolina vs RAMSeS

KK Date: What it means & why you need to care!



**Why the End Date Matters &
 Why RAMSeS Backbone Needs to be Up-to-Date**

Things to Work on with your OSP Sponsored Project Specialist (SPS) *Before* the Award End Date



No Cost Extension

- If needed the PI should request an NCE with their SPS at least 30 days prior to the end date. Specific NCE policies will be sponsor-dictated.

Budget Revision

- 30-90 days before the end date the department should review expenses and see if a budget revision is needed.
- Some awards will not let you do a revision before the end date.

KK Dates

- ServiceNow can only override the budget check. Your SPS can help you change the KK Date.

Project Status Changes Start with the End Date

Expense/Status	OPEN	ENDED	REPORTING	CLOSED
Salary	Allow	Allow	Reject	Reject
Requisition	Allow	Reject	Reject	Reject
PO	Allow	Reject	Reject	Reject
AP Voucher	Allow	Allow	Reject	Reject
Journal Entry	Allow	Allow	Reject	Reject
Data Collect Batches (<u>e.g.</u> recharges)	Allow	Allow	Reject	Reject
Budget	Allow	Allow	Warn	Reject

Why the Project Status Matters

Open Status

- Allows you to engage in all types of spending



Ended status

- Payroll posts to suspense
- PAATs, JEs & Vouchers are allowed
- Requisitions & POs are rejected



Reporting Status

- Final report has been submitted and no transactions can post without additional engagement



Closed Status

- Award is closed, NO transactions can post

KK Dates in ConnectCarolina

- Based on reporting requirements for the sponsor
- Serve as our internal system deadline for budget control
- Represent the final date that allows pending and other obligating transactions to post to the project
 - *No transactions are allowed after the KK End Date without prior approval.*
 - *Please contact your SPA if you have transactions that need to occur after the KK End Date.*



Going past the KK date?

- Once the KK date has passed that means OSP will start working on the final invoice or report. The KK date give us time to review and work within this requirement.
- There is a brief window of time between the end date and KK date. Do not wait to process transactions.
- If expenses must post after the KK date, you need to work with your SPA.



How to Receive, Review, and Update Award Management Info

RAMSeS

- It is not just for grant managers, ask for it today!

RAM Reports

- Gives a quick snapshot of billing & accounts receivable.

Infoporte

- The Grants tab gives a quick overview.

Other Systems

- How they affect you and who to contact.

Backbone is an ORIS-maintained **central repository of person and department data**, with built-in functionality enabling individuals designed as Backbone Role Managers to assign and removed roles for department personnel.

- Backbone may be accessed by anyone with valid ONYEN or UNC Hospital credentials to search for departments and view a listing of departmental role assignments, including who the designated Role Manager(s) are for any department.
- To request a role assignment for your own, or a particular department, please contact the Role Manager(s) indicated for that department.





RAMSeS Automated Emails

Closeout Reminders


- 90 Day
- 45 Day
- 7 Day

Project Notifications

- Award Received
- New PS Project ID
- LOG Established
- Change in Principal Investigator
- Change in Budget **not including account code 559510*
- Change in Project Dates

If you upload a closeout checklist, please email your SPA. RAMSeS does not notify us that the closeout checklist is uploaded.




RAMSeS: Attachments and Award Management Details

 **RAMSeS** UNC-CH Proposal and Award Development

HOME MY DASHBOARD HELP REPORTING ADMIN LOGOUT

Project Administration

Project No: **A19-0867 (Prime:)** Lead PI: [Juan Prieto](#) Project Dates: 12/01/2018 - 12/31/2019
PS Project ID Manager: [Amanda Teer](#) [JoEllen Barnhardt](#) Sponsored Projects Specialist: [Kaylie Orlan \(62\)](#) Total Obligated : \$6,000.00
Project Title: Integrative Predictors of Temporomandibular Osteoarthritis

General Awards PS Project IDs Billing Personnel Proposals Subcontracts Visual Compliance Events   

Add Attachment

Click Browse to select a file: No file chosen



Document Type

Select Attachment or File Type to filter the list of attachments below.
NOTE: Invoice and financial report attachments may be viewed via the Billing tab.

Attachment Filter:

Attachment	File Type	Final	Upload Type	Attachment Type	Access	
5112953.pdf Uploaded by: Lauren Magnuson Uploaded on: 2/18/2020 at 10:02 AM	Final Invention Statement	<input type="checkbox"/>	Admin Office	Award Project	All Parties	Delete
5112953_Fully_Executed_Amendm Uploaded by: Martika Jenkins Uploaded on: 5/29/2019 at 1:17 PM	Amendment	<input type="checkbox"/>	Admin Office	Proposal	All IPF Parties	Delete

RAMSeS Billing Tab: Invoices and Reports



General Awards PS Project IDs **Billing** Personnel Proposals Subcontracts Events

Billing Team Code: 02 ▼

Sponsored Projects Accountant: 28 - Ryan Hermreck ▼

Reporting Form: ... ▼

Payment Basis: Cost Reimbursement / Scheduled Payment ▼

Payment Method: (11) Periodic Billing ▼

Invoice Frequency: (08) Monthly - no invoice ▼

Pre-Audit ID: ... ▼

Invoice Instructions:

Billing Attachment List

Select File Type to filter the list of attachments below.

Attachment Filter: All ▼

Attachment	File Type	Final	Upload Type	Attachment Type	Access
5112953_GM00147748.pdf Uploaded by: Lauren Magnuson Uploaded on: 5/8/2019 at 3:17 PM	Interim Invoice	<input type="checkbox"/>	Admin Office	Award Project	All Parties

View 1 - 1 of 1

RAM Reports: Billing & Accounts Receivable

Award Summary

Date of Report 08/04/2022

Award [A22-0439-001](#)
Award Title Research-Policy and Practice Collaboration
Project ID [5122728](#)
PI Name Hong,Sandra L
Sponsor 17401 - NCDHHS Division of Child Development
Sponsor Award # 43213

Award Dates 09/30/2021 - 06/30/2022
Award Purpose Organized Research (110) (OR)
Department 631200 - FPG Child Development Inst

Financial AR Personnel Monthly Reports

Financial Info

FY 2023

Period 2-August

Apply

 [Download](#)



Category	Budget	Expense MTD	Expense FYTD	Expense LTD	Current Balance	Pre-Enc / Encumbrance	Payroll Projection	Projected Balance
Salaries	220,016.00	0.00	7,171.39	148,273.99	71,742.01	0.00	0.00	71,742.01
Salaries	166,401.00	0.00	5,513.58	112,999.35	53,401.65	0.00	0.00	53,401.65
Fringe Benefits	53,615.00	0.00	1,657.81	35,274.64	18,340.36	0.00	0.00	18,340.36
Other	41,895.00	0.00	0.00	3,168.32	38,726.68	0.00	0.00	38,726.68
Consultant-Contracted Services	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Travel Domestic	3,917.00	0.00	0.00	0.00	3,917.00	0.00	0.00	3,917.00
Communications	2,800.00	0.00	0.00	0.00	2,800.00	0.00	0.00	2,800.00
Printing & Binding	8,000.00	0.00	0.00	0.00	8,000.00	0.00	0.00	8,000.00
Supplies	4,626.00	0.00	0.00	0.00	4,626.00	0.00	0.00	4,626.00
Trainee Tuition & Fees	10,152.00	0.00	0.00	2,370.82	7,781.18	0.00	0.00	7,781.18
Miscellaneous Expense	12,400.00	0.00	0.00	797.50	11,602.50	0.00	0.00	11,602.50
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RAM Reports: View Invoices & Funds Received



<https://ramreports.unc.edu/>

Award AR

Date of Report 08/04/2022

Award [A22-0439-001](#)
Award Title Research-Policy and Practice Collaboration
Project ID [5122728](#)
PI Name Hong,Sandra L
Sponsor 17401 - NCDHHS Division of Child Development
Sponsor Award # 43213

Award Dates 09/30/2021 - 06/30/2022
Award Purpose Organized Research (110) (OR)
Department 631200 - FPG Child Development Inst

Total Award Amount	288,102.00	Total Invoiced	158,698.70	Award Amount to be Billed	129,403.30
		Total Payments and Adjustments	(106,859.95)	Open Invoice Amount	51,838.75

Financial **AR** Personnel Monthly Reports

Invoices

☒ All ☐ Open ☐ Closed

[Download](#)

Show 10 entries

Search:

Invoice	Entry Type	Status	Balance	Orig Amount	Acct Date	Due Date	Last Activity	Sponsor
GM00188129	Invoice (IN)	Open (O)	18,829.83	18,829.83	07/12/2022	07/12/2022	07/12/2022	NCDHHS Division of Child Development
GM00187070	Invoice (IN)	Open (O)	20,679.79	20,679.79	06/06/2022	06/06/2022	06/06/2022	NCDHHS Division of Child Development
GM00185914	Invoice (IN)	Closed (C)	0.00	22,137.57	05/05/2022	05/05/2022	07/12/2022	NCDHHS Division of Child Development
GM00184440	Invoice (IN)	Closed (C)	0.00	19,745.77	04/06/2022	04/06/2022	06/10/2022	NCDHHS Division of Child Development

Infoporte: Grants Tab – A Quick Award Overview



<https://infoporte.unc.edu/>

Project ID **5112953**

Project Start Date **12/1/2018**

Project End Date **12/31/2019**

Project Description **Integrative Predictors of Tem**

KK Begin Date **12/1/2018**

KK End Date **2/19/2020**

Project Type **N-PFT – Nonprofit**

Processing Status **C – Closed**

Child OPTN **2 – Track w/o Budget**

Project Department **412250 – Psychiatry – Research**

Rebudgetary Allowability **(000) No rebudgeting allowed**

Prime/Sub Indicator **Prime**

Prime Account Number **5112953**

Invoice Frequency **(08) Monthly – no invoice**

Prime Project Start Date **12/1/2018**

Prime Project End Date **12/31/2019**

OSR Post-Award Administrator **()**

OSR Financial Reporter **Rusty Privett (702352960)**

Original Proposal **19-1871**



Other Financial Systems You Might Use



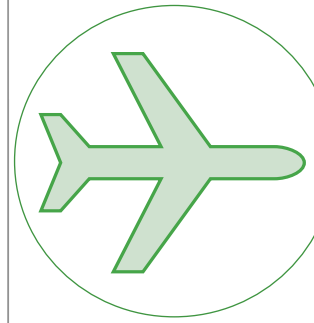
GradStar

- Fellowship stipends, tuition, fees & health insurance



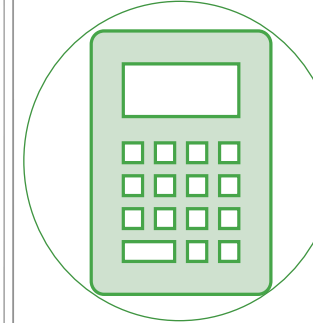
ACAP

- DCM (Animal Billing)



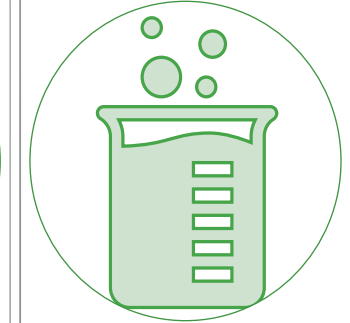
Travel

- Concur (Faculty, Staff, Postdocs)
- WebTravel (Grad Students, Guests)



CBM

- FedEx, Work Study Salary, Carolina Inn



iLabs

- Recharge Core Billing

How Taking an Extra Step Can Speed Up the Process

**Don't just enter it and walk away!*

1. PAATs

2. Journals

3. Cash Advances

All these processes are affected by the end date of the award and the KK date.





Once all steps of a PAAT have been approved there are still other factors.

In general, and depending on the volume, PAAT distribution is usually run every workday morning EXCEPT for payroll confirm/distribution days, the last business day of the month, or during major system updates/outages.

No PAAT processing on:

Weekend

Holiday / University Closed

Last business day of the month

Biweekly Payroll Confirm/Distribution - PAAT processing MAY be done early on Payroll confirm day and MAY be done in late morning/afternoon on day 2 after Payroll is posted to Finance (beginning Feb 2022)

Monthly Payroll Confirm/Distribution - PAAT processing MAY be done early on Payroll confirm day and MAY be done in late morning/afternoon on day 2 after Payroll is posted to Finance (beginning Feb 2022)

Summer School Payroll Confirm/Distribution






PAAT processing	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
December 2021	XX			XX	XX						XX	XX		AM	XX		AM	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX	XX
January 2022	XX	XX						XX	XX		AM	XX			XX	XX	XX				AM	XX	XX	XX	XX	AM	XX		XX	XX	XX
February 2022					XX	XX		AM	PM			XX	XX					AM	XX	XX	PM		AM	PM		XX	XX	XX			
March 2022					XX	XX		AM	PM			XX	XX						XX	XX		XX	XX			XX	XX	AM?	PM	XX	XX
April 2022		XX	XX		AM	PM			XX	XX					XX	XX	XX		AM	PM			XX	XX		AM	XX		XX	XX	
May 2022	XX		AM	PM			XX	XX						XX	XX		AM	PM			XX	XX			AM	PM		XX	XX	XX	XX
June 2022	XX		XX	XX	XX					XX	XX	XX		XX	XX			XX	XX		XX				AM	XX	AM	XX	XX	XX	
July 2022	XX	XX	XX	XX				XX	XX	XX		AM	PM			XX	XX			PM		AM	XX	XX	PM?	AM?	PM		XX	XX	XX
August 2022						XX	XX		AM	PM			XX	XX						XX	XX	AM?	PM			AM	XX	XX	PM		XX
September 2022			XX	XX	XX	AM?	PM			XX	XX							XX	XX		AM	PM			XX	XX		AM	PM		XX
October 2022	XX	XX		AM	PM			XX	XX						XX	XX		AM	PM				XX	XX		AM	PM		XX	XX	XX
November 2022	AM?	PM			XX	XX						XX	XX		AM	PM			XX	XX	AM	PM		XX	XX	XX	XX		AM	XX	
December 2022			XX	XX						XX	XX		AM	PM			XX	XX	AM	PM		AM	XX	XX	XX	XX	XX	XX	XX	XX	XX

PAAT Processing Calendar

PAAT Workflow Example

Contact Effort:
ecrt_help@unc.edu

Direct Retro Approval

Transaction ID = 237976:Approved
State Retro Approval
<div>Auto Approved</div> <div>  Shannon Alderman - Neuroscience Funding Dept Approvers 06/27/22 - 8:21 AM </div>
<div>Auto Approved</div> <div>  Sandra B Carter - Genetics Funding Dept Approvers 06/27/22 - 9:31 AM </div>
<div>Auto Approved</div> <div>  Robert Statts - Neuroscience Funding Dept Approvers 06/27/22 - 8:21 AM </div>
<div>Auto Approved</div> <div>  Robert Smith, III - Neuroscience Funding Dept Approvers 06/27/22 - 8:21 AM </div>
<div>Auto Approved</div> <div>  Kristin LeGrow - Neuroscience Funding Dept Approvers 06/27/22 - 8:21 AM </div>
<div>Auto Approved</div> <div>  Justin Stiles - Neuroscience Funding Dept Approvers 06/27/22 - 8:21 AM </div>
<div>Auto Approved</div> <div> Jennifer A Blair - Neuroscience </div>

A detailed look at PAAT posting dates

2022

CALENDAR YEAR

AUGUST

CALENDAR MONTH

SUNDAY

FIRST DAY OF WEEK

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31 No PAAT Processing! On Weekends	01	02	03	04	05	06 No PAAT Processing! On Weekends
07 No PAAT Processing! On Weekends	08	09 *POSSIBLE* PAAT processing in early morning ONLY! Bi- weekly Payroll Confirm/Distribution	10 *POSSIBLE* PAAT processing in afternoon after Bi-weekly Payroll Distributed to Finance	11	12	13 No PAAT Processing! On Weekends
14 No PAAT Processing! On Weekends	15	16	17	18	19	20 No PAAT Processing! On Weekends
21 No PAAT Processing! On Weekends	22 *POSSIBLE* PAAT processing in early morning ONLY! Bi- weekly Payroll Confirm/Distribution	23 *POSSIBLE* PAAT processing in afternoon after Bi-weekly Payroll Distributed to Finance	24	25	26 *POSSIBLE* PAAT processing in early morning ONLY! Monthly Payroll Confirm/Distribution	27 No PAAT Processing! On Weekends
28 No PAAT Processing! On Weekends	29 *POSSIBLE* PAAT processing in afternoon after Monthly Payroll Distributed to Finance	30	31 No PAAT Processing! On last business day of the month	01	02	03

- KK end date = 20th
- Final invoice or report due = 30th.
- There is a **small window** of time to work with your SPA in getting PAATs submitted, approved and posted.

Journals and how to get them approved

< Admin WorkCenter

Create/Update Journal Entries
hermreck — FSPRD

Header

Lines

Totals

Errors

Approval

Unit

UNCCH

Journal ID

0000873634

Date

08/04/2022

Submit

Approval Status

Unit

UNCCH

Approval Check Active

Y

Approval Status

Pending Approval

Approval Action

Approve

Deny Comments

254 characters remaining

PreAudit Stage

Unit UNCCH, ID 0000873634, Date 2022-08-04, Line Unit UNCCH:Pending

UNCCH OSR Path V

Pending

Multiple Approvers

NC_WF_CH_OSR_MANAGER

Approval History

Save

Return to Search

Notify

Refresh

Header

Lines

Totals

Errors

Approval

https://fs.cc.unc.edu/psc/fsprd_4/EMPLOYEE...

fs.cc.unc.edu/psc/fsprd_4/EMPLOYEE/ERP/s/WEBLIB_EO.

Approver #11

Name:

Jennifer Teixeira

Description:

Jennifer Teixeira

Approver #12

Name:

Ryan Hermreck

Description:

Ryan Hermreck

Approver #13

Name:

Michelle Edgell

Description:

Michelle Edgell

Approver #14

Name:

Mrs Dzenita Sukurica Blackwell

Description:

Mrs Dzenita Sukurica Blackwell

Approver #15

Name:

Dawn M DiLello

Description:

Dawn M DiLello

Approver #16

Name:

Colleen Williams

Description:

Colleen Williams

Approver #17

Name:

Ben Wright

Description:

Ben Wright

Types of Cost Share

Cash Matching (GL, UNC Pays)

- Hard dollars or funds specifically appropriated for and allocated to the project.

Contributed effort (GL, UNC Pays)

- Faculty and staff effort funded by non-sponsor sources (documented in eCRT)

In-Kind Matching (JE to GL, Third Party Pays)

- Third party contribution
- Donated/Volunteer Services
- Requires documentation from the third party
- This is done with a journal
- <https://research.unc.edu/wp-content/uploads/sites/61/2021/07/OSR-Creating-a-Cost-Share-Journal-Entry.pdf>

Unrecovered Indirect Costs (JE to GL, UNC Pays)

- If solicitation doesn't address unrecovered indirect costs, then sponsor must give prior approval
- Must be provided for in the approved budget when submitted application to the sponsor

Please Reconcile your Cash Advance within 60-90 days of cash receipt.

- Cash Advance is not an expense and thus will not show on the GL. You will need to do a reconciliation journal before the end date of the award.
<https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=132319>
 - 500.14 – Cash Advances
 - 500.14 Procedure 1 – Cash Advance Requests and Reconciliation
- **You must reconcile the cash advance with the same Fund, Source and Department ID that was used when the cash advance was requested. Otherwise, it will create an additional line in account code 559510 and will not show as reconciled.**

A quick review of the stuff nobody tells you about.



[This Photo](#) by Unknown Author is licensed under [CC BY-SA-NC](#)

1. Info needed to bill and or report.
2. Maintenance that is needed and what to do.

P.O.s and Portal Access

- Many sponsors will set up purchase orders at their institution in order to pay UNC. That information is frequently shared only with the PI. If you ever receive any details about a purchase order from a sponsor, please forward that you your SPS and SPA.
- Many sponsors have specific portals for their grant management. It's important that OSP be aware of that portal and have access to it.



Encumbrances

- Frequently related to open requisitions
- Policy for encumbrances
 - <https://policies.unc.edu/TDClient/2833/Portal/KB/ArticleDet?ID=131532>
- Must be liquidated by purchasing services
 - In order to liquidate, you need confirmation from the vendor they can't or won't ship the item ordered.

DEPOSIT MEMO

SUBMITTED FROM

Department Name

Dept Contact Name

Phone: 919-xxx-xxxx

CB #:

Email:

SUBMITTED TO *

OSP Cash Management

Dawn DiLello

Phone: 919-962-4684

CB #: 1350

Email: dawn_dilello@unc.edu

DATE: _____

PAYEE / SPONSOR: _____

CHECK #: _____

AMOUNT: _____

FUND	SOURCE	ACCOUNT	DEPT	PROJECT ID	ACTIVITY	PROGRAM	CC1	CC2	CC3

SPECIAL INSTRUCTIONS (if refund/reimbursement, include original voucher number below):

NOTE: A check should be sent to OSP when it falls into any of the following categories:

- Payment towards a sponsored project (sponsor payment, invoice payment)
- Clinical Trial payments
- Cash Advance reconciliation
- Refunds (of vouchers, subcontracts, etc.)

Include copies of supporting documentation for refund checks or cash advance reconciliations (department retains all originals).

Departments do not process CHOSR/CHOSP deposits - all checks that fall into the above categories should be sent to the Office of Sponsored Programs (OSP)

****Drop off at OSP front desk 104 Airport Drive Suite 2200 Chapel Hill, NC 27599 OR
Use the green drop off box (labeled for OSP) on the ground floor entrance as same address**

version dated | 7/6/2022

What to do when you receive a check/payment?

Clinical Trials and Early Terminations

- Department completes the [Ledger 4 Clinical Trial Date Change Request online form](#) requesting a date change or closeout, including attachments
 - Correct overall amount
 - Payments posted
 - Correct F&A rate, SPA works with department to remove expenses as needed
 - Wait for residual journal to post, if applicable



Transferring Residual Funds to your Department Account

Part 1

At the end of the performance period, residual balances on sponsored projects can be transferred to the administering department when all the following conditions are met:

- ☐ All direct charges and project revenue have been accounted for properly
- ☐ All project deliverables have been provided and accepted by the sponsor
- ☐ All project payments have been received from the sponsor
- ☐ The applicable amount of indirect costs generated by the project's expenditures have been recovered
- ☐ The sponsored agreement terms do not require the University to return the residual balance
- ☐ Justification for residual balances greater than 25% of the Total Award Amount - insufficient justification will require further documentation prior to processing a residual request



Transferring Residual Funds to your Department Account

Part 2

- Projects with minimal or no direct expenses will be charged the full amount of indirect costs from the residual balance based on the Total Award Amount.
- **Exclusions**
- *Indirect costs will not be applied to residual balances except in the following instance:*
- Applicable residual balances will be reduced to recover indirect costs if the project received a full or partial Facilities and Administrative (F&A) waiver or if a reduced indirect rate was otherwise awarded by the sponsor. The amount charged will be up to the total amount of indirect costs that would have been incurred had the project not received a waiver, based on the current direct costs.

We all hold a
piece of the
puzzle and only
by working
together can
we create a
complete
picture.



Contact & Resources

Ryan Hermreck
Main OSP Billing Inbox
Main OSP Inbox
ConnectCarolina
RAMSeS



Questions?





THE UNIVERSITY
of NORTH CAROLINA
at CHAPEL HILL