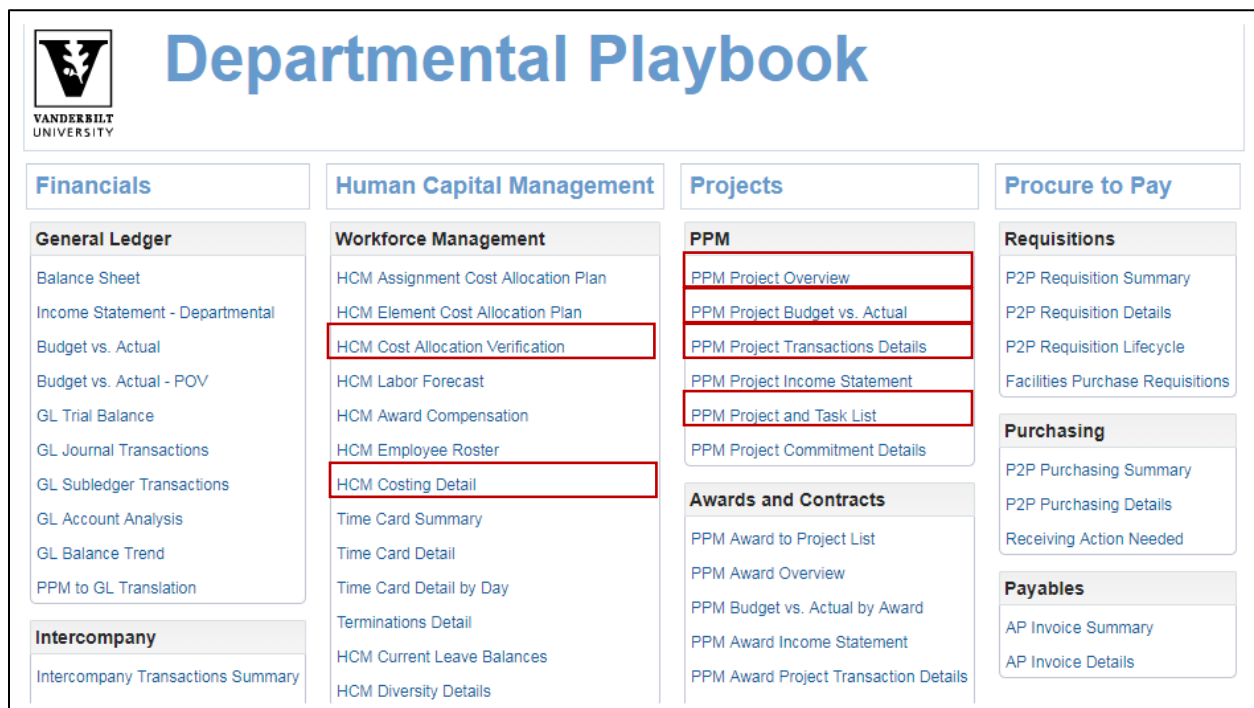


Retroactive Reallocation of Costs – Frequently Asked Questions

Last Updated
May 2019

Q: How do I know whether costing on a grant is assigned to an expired project?

A: Run the *HCM Cost Allocation Verification* report in Oracle and review the *Expiring Projects* tab



Departmental Playbook

Financials	Human Capital Management	Projects	Procure to Pay
General Ledger Balance Sheet Income Statement - Departmental Budget vs. Actual Budget vs. Actual - POV GL Trial Balance GL Journal Transactions GL Subledger Transactions GL Account Analysis GL Balance Trend PPM to GL Translation Intercompany Intercompany Transactions Summary	Workforce Management HCM Assignment Cost Allocation Plan HCM Element Cost Allocation Plan HCM Cost Allocation Verification HCM Labor Forecast HCM Award Compensation HCM Employee Roster HCM Costing Detail Time Card Summary Time Card Detail Time Card Detail by Day Terminations Detail HCM Current Leave Balances HCM Diversity Details	PPM PPM Project Overview PPM Project Budget vs. Actual PPM Project Transactions Details PPM Project Income Statement PPM Project and Task List PPM Project Commitment Details Awards and Contracts PPM Award to Project List PPM Award Overview PPM Budget vs. Actual by Award PPM Award Income Statement PPM Award Project Transaction Details	Requisitions P2P Requisition Summary P2P Requisition Details P2P Requisition Lifecycle Facilities Purchase Requisitions Purchasing P2P Purchasing Summary P2P Purchasing Details Receiving Action Needed Payables AP Invoice Summary AP Invoice Details

Q: If an expired project receives a No Cost Extension (NCE), what steps should be taken?

A: An NCE is when the sponsor allows more time for the grant work to be completed, but no additional funds are awarded. The steps are as follows:

1. Department receives notice of NO COST EXTENSION (NCE)
2. Department notifies OCGA immediately by email (with attached NCE approval notice)
3. OCGA changes original project end date to NCE end date in Oracle
4. Department can see change in PPM system in real time
5. END

Q: If informal notification is received that a sponsor is authorizing new funding to replace an expired/expiring project, what steps should be taken while awaiting a formal Notice of Grant Award (NOGA)?

A: A NOGA is the official communication OCGA receives when an award has been granted. The steps are as follows:

1. Department receives notice that a NOGA will be forthcoming
 2. Department sends a Request for New Award form to OCGA via email
 3. OCGA sets up Award before NOGA is officially received
 4. OCGA shares new Award and Project numbers with Department via email
 5. Department begins to charge activity (e.g., salary distributions) to the new Project number
 6. When NOGA is received, department sends it along with final budget information to OCGA to enter into Oracle
 7. END
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Q: How do I review the expenses hitting a project and whether they are accurate?

A: Run the PPM Project Overview report

- Project Cost Trending
 - o BvA by expenditure category
 - o Actual monthly trending
 - o Accounting date helps reconcile to GL
 - o Labor trending by person and type (if have access to HCM)
-

Q: If I see something that does not look right on a grant, how I can review the underlying details?

A: Run the Project Transaction Details report

- In Oracle, go to Projects > Costs
 - o Manage Project Costs
 - o Search for project name
 - o Search for expenditures
 - o Drill into the Transaction Number and get more details
 - Invoice Number, images, Purchase Order, Payments

Q: How can I reconcile compensation on a grant?

A: Run the HCM Costing Detail report. Note that if a charge is there but not on the grant, it is in Unprocessed.

Q: How can I review the budget vs. actuals related to a project?

A: Run the PPM Project Budget vs. Actual report

- Can run by Principal Investigator (PI)
 - Look at all projects
 - Drill to project overview
-

Q: What general resource are available for finding project information?

A: Run the PPM Project and Task List report

- To translate project to COA
- Project Owning Org, Project List, Task List
 - o Project Owning Org has owning org name or # - use this to look up in the Work Unit Entity and Financial Unit report (to get entity and financial unit)
- Expenditure type to Account