Management of Late Activity Notifications

Clean Close is the expectation that all activity related to a sponsored project be recorded to the general ledger prior to the timely submission of closeout documents. Any transactions posted after the submission of the closeout documents are deemed to be late activity.

Note: This process only applies to reportable WBSE (20x-28x; 30x-38x).

Identifying Late Activity

Once the closeout documents have been submitted to closeoutdocs@duke.edu, the status of the WBSE is manually updated. Any transaction that occurs after the status update is late activity and is subject to the process described in this guide (with the exception of F&A and balance/cost overrun transfers). All late activity will result in a system generated email that will be sent to the GM1/GM2 for the impacted WBSEs detailing the late transactions. Some activity will be included in a transfer off process which will re-allocate the expense to the closing WBSEs’ backstop code. If this occurs, a second email will be sent to the RFP1/RFP2 (RFP=Responsible Financial Person) or GM1/GM2 associated with the backstop code.

WARNING!!!
If you notice late activity post, do not attempt to make adjustments prior to receiving email notification. Actions taken in advance of the transfer off tool could result in duplicate postings. Consult with your Implementation Team to identify the best course of action.
Management of Late Activity Notifications

If late activity occurs, email notifications will be sent from FIBATCH to the responsible parties of the codes impacted.

I. SAP will generate a single email nightly to each GM1/GM2 of WBSEs with late activity. Multiple WBSEs will be combined in a single email, if applicable.

II. If postings are included in the transfer off process, SAP will generate a separate single email nightly to the RFP1/RFP2 or GM1/GM2 for the backstop code, informing them of transfer off transactions that have posted to their code.

These notifications are time sensitive! Review the transactions listed and take the appropriate actions in a timely manner.

I. Notification to GM1/GM2 identifying ALL late activity

Subject: Action Required - Late Postings

The following items have been posted to the ledger for sponsored research projects for which Closeout Tasks have already been submitted. Those indicated have been transferred off to the appropriate backstop code.

Review all transactions to determine what additional actions are required.

<table>
<thead>
<tr>
<th>WBSE</th>
<th>WBSE Description</th>
<th>Org Doc#</th>
<th>G/L</th>
<th>G/L Description</th>
<th>AMT $</th>
<th>Backstop Code</th>
<th>Transfer Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>3131224</td>
<td>FA1234-12-1-1234</td>
<td>10000104</td>
<td>601000</td>
<td>SPONSORED RESEARCH</td>
<td>45.00</td>
<td>3431224</td>
<td>No</td>
</tr>
<tr>
<td>2121224</td>
<td>FA1234-12-1-1234</td>
<td>10000104</td>
<td>601000</td>
<td>FR BEN SUPPLEMENT</td>
<td>10.00</td>
<td>3431224</td>
<td>No</td>
</tr>
<tr>
<td>3121224</td>
<td>SR01-AB-123456-05</td>
<td>10000104</td>
<td>601000</td>
<td>LAB &amp; RESEARCH S. M&amp;E</td>
<td>65.00</td>
<td>3431224</td>
<td>No</td>
</tr>
<tr>
<td>2121224</td>
<td>SR01-AB-123456-05</td>
<td>10000104</td>
<td>601000</td>
<td>LAB &amp; RESEARCH S. M&amp;E</td>
<td>65.00</td>
<td>3431224</td>
<td>No</td>
</tr>
<tr>
<td>2001224</td>
<td>SR01-AB-123456-05</td>
<td>10000104</td>
<td>601000</td>
<td>SPONSORED RESEARCH</td>
<td>45.00</td>
<td>3431224</td>
<td>No</td>
</tr>
</tbody>
</table>

A. WBSE data: Fund code and description of WBSE impacted by late activity. Single email can contain multiple WBSEs.
B. Transaction Information: Original transaction information to determine type and the financial impact.
C. Backstop code: Identifies funding source impacted if original transaction is included in the transfer off tool.
D. Transfer off: Identifies if item was included in the transfer off tool. Yes indicates the activity is included in transfer off tool and moved to the backstop. No indicates the activity was excluded from the transfer off tool and remains on the ledger for this WBSE.

II. Notification to RFP1/RFP2 or GM1/GM2 for backstop code

*ONLY sent when items are included in transfer off process

Subject: Transfer Off Notification

The following items have been transferred off today from a Sponsored Research Code to the backstop code(s) noted below. Please evaluate for any actions required.

<table>
<thead>
<tr>
<th>Backstop Code</th>
<th>WBSE Description</th>
<th>Transfer Doc#</th>
<th>G/L</th>
<th>G/L Description</th>
<th>AMT $</th>
<th>PI Name</th>
<th>GMI Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>3512222</td>
<td>3331224</td>
<td>6010826</td>
<td>640000</td>
<td>LAB &amp; RESEARCH S. M&amp;E</td>
<td>70.00</td>
<td>ROGERS, STEVE</td>
<td>NATASHA ROMANOFF</td>
</tr>
<tr>
<td>3512222</td>
<td>3331224</td>
<td>6010826</td>
<td>640000</td>
<td>LAB &amp; RESEARCH S. M&amp;E</td>
<td>2.00</td>
<td>ROGERS, STEVE</td>
<td>NATASHA ROMANOFF</td>
</tr>
<tr>
<td>3512222</td>
<td>3331224</td>
<td>6010826</td>
<td>640000</td>
<td>OFFICE SUPPLIES AND</td>
<td>40.00</td>
<td>WILSON, SAM</td>
<td>CLINT BARTON</td>
</tr>
<tr>
<td>3512222</td>
<td>3331224</td>
<td>6010826</td>
<td>640000</td>
<td>LAB &amp; RESEARCH S. M&amp;E</td>
<td>12.00</td>
<td>WILSON, SAM</td>
<td>CLINT BARTON</td>
</tr>
<tr>
<td>3512222</td>
<td>3331224</td>
<td>6010826</td>
<td>640000</td>
<td>TRAVELING EXP-DOM</td>
<td>33.00</td>
<td>WILSON, SAM</td>
<td>CLINT BARTON</td>
</tr>
</tbody>
</table>

A. Backstop code: Identifies funding source impacted by the transfer off tool.
B. WBSE with late activity: Identifies fund code and description of WBSE impacted by late activity in the original transaction.
C. Transaction information: Transfer document information to determine type and the financial impact.
D. Responsible parties for originally impacted WBSE: Identifies the PI and GM1 for the WBSE impacted by the late activity.
It may be necessary for individuals other than the recipients of the email notifications to monitor Late Activity included in the transfer off tool. The transfer off transactions can be easily identified in SAP line item reports by their Doc Type of YF. Report variants have been created to aid in monitoring these transactions.

**In the SAP GUI, launch transaction CJI3. Call up the report variant by clicking the “Get Variant” icon (SHIFT+F5)**

1. If your NetID is present in the Created By field, remove it and leave the field blank. Enter “transfer off” in the Variant field and execute (F8).

2. Select the desired criteria for your report and execute (F8). The results returned will only include transfer off transaction (doc type YF).

3. A. **Dynamic Selections:** Additional selection criteria (related to the master data) to run the report by. The “transfer off” variant has the BFR as an active field. To run the report by business unit, click this icon, and replace the wildcard “*” with the BFR desired.

B. **Further Selection Criteria:** Additional selection criteria (related to transaction attributes) to run the report by. Doc Type “YF” is the only active criteria in the “transfer off” report variant.

C. **Project:** WBSE selection (single, range or multiple selection) used in combination with the other reporting criteria narrow returned results by WBSEs. If you are running by BFR, put an “*” in the Project field.

D. **Cost Element:** GL account selection (single, range, or multiple selection) used in combination with the other reporting criteria narrow returned results by GL Accounts.

E. **Posting Date:** Results are returned by date range as opposed to fiscal period. Only transactions posted within the date range selected and meeting the other report criteria are returned.

**Note:** If monitoring the cost center line items activity, the report selection criteria will appear different. Please refer to institutional guidance for executing cost center line items reports for additional assistance, [https://finance.duke.edu/resources/training/stepbystep/UnivRptNonRestricted/2b.pdf](https://finance.duke.edu/resources/training/stepbystep/UnivRptNonRestricted/2b.pdf)
Management of Late Activity Notifications

All types of late activity require analysis and can be broken down into 2 categories:

- Excluded from transfer off process
- Included in transfer off process

Late Activity: Payroll

Late payroll activity includes all payroll, fringe benefits/supplements, cost sharing credits and any associated tuition remission once the closeout documents have been submitted to closeoutdocs@duke.edu. These transactions are excluded from the transfer off process.

### GLs covered:
- 60xxxx
- 61xxxx
- 634100
- 634700
- 808000

**Steps for prevention:**

- Reallocate effort to reflect actual effort distribution(s) by WBSE end date.
- Run the Project Obligations Report prior to the submission of closeout documents to verify no outstanding effort/salary exists after WBSE end date, including individuals at a zero rate of pay.
- Run the iForms Workflow Status by Cost Object report to ensure no iForms are in process that may impact the closing WBSE.

**Payroll related expenses that post as late activity are assumed erroneous and an adjustment should be in process.**

Analyze the activity by using the Accounting View of Payroll Report and the Employee Data Search on the GM Tab (may need to work with your Payroll rep to answer the questions below)

- Who is the employee being paid?
- When did the effort occur? (within project period)
- Is this A/A/R compliant (allowable/allocable/reasonable)?

If it is determined that the late payroll activity should remain on the WBSE, please contact your Implementation Team for further instructions.

Late Activity: Credits

Late credits may post to the WBSE once the closeout documents have been submitted to closeoutdocs@duke.edu. This type of activity has high potential for occurrence. These transactions are excluded from the transfer off process.

### GLs covered:
- All

**Credits that post as late activity are assumed to be allocable to the project and will be included in the final reporting/invoicing of the WBSE.**

Analyze the activity by using the Doc # in SAP transaction FB03 (may need to work with the original requisitioner to ensure proper allocation)

- Ensure that the credit was not erroneously made to the project.

If it is determined that the credit is not appropriate, please contact your Implementation Team as soon as possible to receive guidance regarding the re-allocation of the credit to the appropriate WBSE.
Management of Late Activity Notifications

Late Activity: Subrecipient Invoices

Subrecipient final invoice payments may post to the WBSE once the closeout documents have been submitted to closeoutdocs@duke.edu. This type of activity has high potential for occurrence. These transactions are excluded from the transfer off process.

Subrecipient invoices that post as late activity are assumed to be appropriate and will be included in the final reporting/invoicing of the WBSE.

Analyze the activity by using the Doc # in SAP transaction FB03
- Confirm appropriate authorization was followed during approval of the electronic Accounts Payable Check Request (eCR).
- Verify the amount agrees with expected amount.

If it is determined that the posted subrecipient invoice is not appropriate, please contact your Implementation Team for further instructions.

Steps for prevention:
- Maintain early and consistent communication with the external subrecipients regarding invoicing expectations and deadlines.
- Ensure that eCR are approved in a timely fashion.

Subrecipient Invoices posted as late activity vs Late Subrecipient Invoices

<table>
<thead>
<tr>
<th>Late subrecipient Invoice</th>
<th>Subrecipient invoice posted as late activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Invoice is received after the due date defined in the subaward agreement</td>
<td>Payment is posted after the closeout documents have been submitted</td>
</tr>
<tr>
<td>Requires business unit review prior to release of payment to subrecipient, as the expense may be uncollectable by the prime sponsor.</td>
<td>Requires review after the posting occurs to ensure that the posting is appropriate.</td>
</tr>
</tbody>
</table>

Here are a few scenarios and whether they are considered a late subrecipient invoice, a subrecipient invoice posted as late activity, or both.

- Invoice is received after the due date defined in the subaward agreement, but prior to submission of closeout documents. It is determined that the invoice will be paid and the invoice posts to the ledger prior to closeout document submission. ➡️ Late subrecipient invoice
- Invoice is received before the due date defined in the subaward agreement, but in order to meet the sponsor due dates, the closeout documents are submitted before the invoice is posted to the ledger. ➡️ Late activity
- Invoice is received after the due date defined in the subaward agreement and after the submission of closeout documents. It is determined that the invoice will be paid. ➡️ Both
Management of Late Activity Notifications

Late Activity:
Transfer Off
Transactions

Late activity that is included in the transfer off process is comprised of all other transactions not covered by the previous sections of this guidance document, and that post once the closeout documents have been submitted to closeoutdocs@duke.edu. Activity included in the transfer off process generates two distinct sets of notifications. See page 2 for further breakdown of the email notifications I and II pictured below.

**If you received notification as GM1/GM2 of the closing WBSE**

<table>
<thead>
<tr>
<th>WBSE</th>
<th>WBSE Description</th>
<th>Org. Doc.</th>
<th>GL</th>
<th>GL Description</th>
<th>AMT $</th>
<th>Backstop Code</th>
<th>Transferred Off</th>
</tr>
</thead>
<tbody>
<tr>
<td>3531234</td>
<td>SR01-LW-123445-03</td>
<td>10039745</td>
<td>65000</td>
<td>LAB &amp; RESEARCH S, MEE</td>
<td>80.00</td>
<td>631000</td>
<td>Yes</td>
</tr>
<tr>
<td>3531234</td>
<td>SR01-LW-123456-03</td>
<td>10039865</td>
<td>65600</td>
<td>TRAVELING EXPENSE</td>
<td>33.00</td>
<td>435000</td>
<td></td>
</tr>
</tbody>
</table>

GLs covered:
- 62xxxx
- 63xxxx*
- 64xxxx
- 65xxxx
- 66xxxx
- 67xxxx
- 68xxxx
- 69xxxx*
- 7xxxx*
- 8xxxx*

*Excluding: 634700, 697160, 691660, 808000, 691641-691659, 691675-691679, 697141-697159, 697175-697179

Any late transaction included in the transfer off process is assumed to be erroneous and will be transferred to the backstop code the night of the original posting.

Analyze the activity by using the Doc # in SAP transaction FB03
- Determine if the expense is project related and should be allocated to a continuation WBSE or another code associated with the project.
- If the expense is not associated with the project, research to determine the appropriate funding source for the transaction.
- Determine if the appropriate backstop code was used for the transfer off process.
- Coordinate next steps and any correcting entries with the RFP1/RFP2 or GM1/GM2 of the backstop code.

Steps for prevention:
- Run the Project Obligations Report (found on the GM tab) throughout the closeout process and immediately prior to submission of the closeout documents to ensure PO obligations are clear.
- Run the Workflow Status Report by Cost Object (found on GM Tab) throughout the closeout process and immediately prior to submission of the closeout documents to ensure no additional expenses (i.e. eCR, JV, Travel, Buy@Duke) are in progress through workflow.
- Update funding source with all internal service providers, using CoreResearch@Duke where applicable.
- Ensure that all applicable action items on the Closeout Tasklist have been addressed completely prior to submission of the closeout documents.

**If you received notification as RFP1/RFP2 or GM1/GM2 of the backstop**

<table>
<thead>
<tr>
<th>Backstop Code</th>
<th>WBSE</th>
<th>WBSE Description</th>
<th>Transfer Doc #</th>
<th>GL</th>
<th>GL Description</th>
<th>AMT $</th>
<th>PI Name</th>
<th>GM Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>391876</td>
<td>303976</td>
<td>NSF-305-14-1234</td>
<td>60017266</td>
<td>65000</td>
<td>LAB &amp; RESEARCH S, MEE</td>
<td>70.60</td>
<td>ROGERS, STEVE</td>
<td>NATASHA ROMANOFF</td>
</tr>
</tbody>
</table>

GM of closing WBSE

The backstop code is responsible for all charges included in the transfer off process. The transfer is identifiable as a journal entry with a YF doc type.

Contact the GM of closing WBSE with any question regarding these transactions.
### Management of Late Activity

**Resources**

The first point of contact for closeout questions is your Implementation Team. In addition, the Quick Reference Guides, Timelines and other resources can help you avoid late activity postings. Below is a listing of resources supporting clean close and for assistance in preventing late activity.

| Closeout          | Implementation Teams | Campus: campus.implementation@duke.edu  
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>SOM: <a href="mailto:som.implementation@dm.duke.edu">som.implementation@dm.duke.edu</a></td>
<td></td>
</tr>
<tr>
<td><strong>Quick Reference Guides, Tools and Resources</strong></td>
<td><a href="https://finance.duke.edu/raci/closeout/resources/index.php">https://finance.duke.edu/raci/closeout/resources/index.php</a></td>
<td></td>
</tr>
<tr>
<td><strong>GAP</strong></td>
<td>200.150 – Cost Transfers on Federally Sponsored Projects</td>
<td><a href="https://finance.duke.edu/accounting/gap/m200-150.php">https://finance.duke.edu/accounting/gap/m200-150.php</a></td>
</tr>
<tr>
<td></td>
<td>All Sponsored Research GAPs</td>
<td><a href="https://finance.duke.edu/accounting/gap/index.php#SPS">https://finance.duke.edu/accounting/gap/index.php#SPS</a></td>
</tr>
<tr>
<td><strong>Duke@WORK</strong></td>
<td>Grants Management Guide</td>
<td><a href="https://finance.duke.edu/resources/training/stepbystep/grants/GrantManagementGuide.pdf">https://finance.duke.edu/resources/training/stepbystep/grants/GrantManagementGuide.pdf</a></td>
</tr>
<tr>
<td><strong>SAP</strong></td>
<td>Step-by-Step instructions (all)</td>
<td><a href="http://finance.duke.edu/systems/training/steps.php">http://finance.duke.edu/systems/training/steps.php</a></td>
</tr>
</tbody>
</table>