



# Sponsored Projects Accounting

## Meet SPA's Newest Team Members

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### A big welcome to two new SPA team members:

**SPA would like to welcome Larry Bowlby.** Larry graduated from UT with a degree in Accounting. Larry and his wife have 2 cats but Larry also claims to be a dog lover as well. Larry has many interests but at the top of that list is bowling.

**Another addition to the SPA family is Matt Rankin.** Matt graduated from ETSU while studying English and Journalism. Matt and his wife Jennifer have a giant Yorkie named Oliver. Matt enjoys hiking, biking, astronomy and reading. He is also a big sports fan with a focus on soccer.

Welcome aboard!



## SPA Upcoming Trainings

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### Advanced Topics and Subcontract Monitoring

December 10, 2019

Blount Hall A004

8:30-11:30

Please register through [K@TE](mailto:K@TE)!

### **Inside this issue:**

New IRIS Transaction for Additional Pay	2
Reminders from past issues	3
Equipment Story has current review info!	3
Stress Management Tool	4

People who wonder whether the glass is half empty or half full are missing the point.

The glass is REFILLABLE

# New IRIS Effort Certification Report for Additional Pay

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As most of you know, SPA and the IRIS team have been working to develop a transaction that will allow departments to pull reports showing all individuals in need of additional pay effort certifications, including those who are not housed within your departmental structure. The fact that departments could only see effort certification requirements for those who are under their fund centers has been a huge hurdle for departments.

We are happy to announce that a new IRIS transaction has been developed to overcome this obstacle. The new transaction ZPR\_ECR\_UNCERT\_ADPAY is live and available for departments to now use. Please note this transaction will only allow you to see those persons in need of certification. If the person is located outside of your college's unit, you will not have access to certify on their behalf. You will either need to get in touch with the person or the PI on the project they were charged to, and have them ensure the person certifies.

The information for the report is listed in the image below. You can run this report with various account selections or by an individual per #. Again, this new transaction isn't giving you control to certify these records, it is only giving you awareness of who needs to certify effort.

The fact that departments don't have access to these records to certify on their behalf does not remove the accountability for PI's to ensure those who perform work on their projects certify timely. However, it can be a helpful tool for the PI's and the departmental staff.

SPA's hope is that this transaction will allow departments to identify all effort certification needs without having to wait for SPA to generate a report and contact you about them.

Give this new transaction a try. We think you will agree it is helpful. We welcome any feedback you are willing to share. This is new, so if you find something that isn't working appropriately or there is an additional selection criteria that would be helpful for you, let us know.

Thank you!

The screenshot shows the SAP report selection interface for 'Uncertified additional pay'. The title bar is purple with the text 'Uncertified additional pay' in blue. Below the title bar is a green icon with a white arrow pointing down. The main area is divided into sections: 'Uncertified effort selection', 'Effort Certification', and 'Selection'. The 'Effort Certification' section has two input fields: 'Begin Date' with the value '01/01/2018' and a calendar icon, and 'End date' with the value '12/31/9999'. The 'Selection' section has four rows of input fields: 'Personnel Number', 'WBS Element(s)', 'Cost Center(s)', and 'Fund Center(s)'. Each row has a 'to' field and a right-pointing arrow icon. At the bottom, there is an 'ALV Layout Variant' field with a blank input box.

# Past Newsletter Process Announcement Reminders!!!!

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## **Bookkeeper in CJ20N**

Be mindful that SPA is changing how we record who is listed in the bookkeeper section of CJ20N. We've had a few departments ask why the business manager is listed here instead of the person who is working day-to-day with the project. As a repeat from the last Newsletter, the decision was made to define this selection box as the business manager, so that it is crystal clear who is responsible for the financial accounting for that unit and final approval authority for financial/payroll.

Too often, financial decisions were being made affecting a departmental account without the knowledge of the business manager or department head. This change will ensure the appropriate people are aware of these decisions. Also, it is necessary to take this step due to the initiatives that have been underway in SPA. These initiatives, such as Power BI and e-invoicing, use this field to consistently disseminate information to personnel ultimately responsible for managing financials.

Please ensure that your department is communicating all the needed information to those who are managing sponsored projects for your area!

## **Supplemental Equipment Procedure Reminder**

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Beginning July 2019, departments are required to attach documentation showing that prior written approval has been received when posting equipment to a sponsored project. The supporting documentation can consist of proposal, approved budget justification, or an approved Award Action Form. Keep in mind, if you are attaching a proposal or budget justification, a budget line for equipment is not sufficient to be considered as approved. Each item, or unit, costing more than \$5,000 must have specific approval.

UTK has adopted a supplement for this process and it can be located on the [UTK Fiscal Policy Page](#).

In addition to attaching prior approval, SPA's compliance team will monitor 100% of all equipment transactions charged to sponsored projects each quarter for compliance with the new process.

SPA has recently been contacting departments based on the first quarter compliance review for this new procedure. The data for this review consisted of just a little over 200 line items that made up a total of 34 assets.

SPA is currently working with departments on this new process, as all new processes take time to adjust to. This is our first testing round, so we are giving departments the opportunity to attach items after-the-fact. Going forward, SPA will have to take necessary steps to ensure compliance for departments who continue to remain out of compliance with this process. For those departments who can't provide prior approval, the equipment must be moved to a departmental account, as there are no allowances for after-the-fact approval when prior approval is a requirement of the sponsor.

For questions, please contact SPA Compliance at our new email address. [SPACompliance@utk.edu](mailto:SPACompliance@utk.edu)

Take a moment to yourself. Enjoy the coloring sheet below!

