

# Replacement Account Process

## Background.

SAP is configured for a single responsible unit per WBS with no date delimiters for account attributes. Changing an attribute when date delimiters are not available, such as the responsible unit, would cause account history loss impacting audit data and institutional, as well as, unit reporting.

Since SAP configuration does not support the changing of key attributes\* with date delimiters, a replacement WBS\*\* would be needed for key attribute change. Having multiple accounts open for the same award or award period creates an administrative burden and may lead to over-expenditure of the authorized award amount.

## Replacement Accounts.

For the reasons outlined above, the Office of Sponsored Projects Administration (OSPA) in coordination with Research Financial Services will allow replacement accounts in the following exceptional circumstances:

- If the responsible unit will be changed from one College to another College
- If the responsible unit will be changed to another Sector
- If the sponsor changes
- If the sponsor changes payment methods (i.e. from ACH to letter of credit)

For responsible unit changes that cross colleges or sectors, if the award is a multi-year award, the replacement account must start with the next budget year. This account must be created in anticipation of the next budget year and not after the account has already been extended or established. Creating replacement WBS accounts on the budget year is consistent with the requirements for cost centers. Note: If the project is ending in the next 3-6 months, it is strongly encouraged to not create a replacement account and allow the current responsible unit to remain through account close-out. For replacement accounts required by sponsor change or sponsor payment change, the replacement account will coincide with the sponsor requirements.

## Process to Request a Replacement Account.

Complete the Request for Revision Action Form: <https://www.research.uky.edu/uploads/action-revision-form-revised-july-28-2021> The form must be signed by the Chair/Director for the new responsible unit and the Associate Deans for Research of both the current and new responsible units if applicable. For incrementally funded projects, the replacement account will be established for the new year budget amount. Unless sponsor prior approval is required, any unobligated funds from the original account will be added to the replacement account after the original account is financially closed. For projects that are not incrementally funded, indicate an estimated unobligated balance and budget on the Revision Action Form.

The request and IAF, if required, must be submitted to OSPA in enough time to establish an account prior to the budget year start date to prevent cost transfers relating to an increased audit risk.

\*Key attributes: business partner, responsible unit, functional area, billing rule after budget release and some methods of payment.

\*\*Replacement WBS account is defined as a WBS account to be created that replaces an existing account or a partial period of an existing account. When a multi-year account requires a new account number with each budget segment, the department number may be updated on the IAF when routed.

## Frequently Asked Questions

### 1. Does this apply to scope accounts?

Yes. For the purpose of this policy, there is no difference between a prime and scope account. Both are WBS Elements with no date delimiters for account attributes.

### 2. What is an example of a responsible unit change to another “Sector”?

A responsible unit change from within a College or Center to a responsible unit under the Office of President or EPPHA Finance is an example of a “Sector” change.

### 3. How do I handle a replacement account when the PI leaves in the middle of the budget year of a multi-year award and the new PI is in another college?

The Research Administrator will need to update the original account to reflect the new PI. The Research Administrator can't create the replacement account with the new responsible unit until the start of the next budget year. The RA will need the revision to the IAF and the fully signed Revision/Action Form.

The business officers of the two different departments will have to coordinate posting and reconciling expenses until the replacement account is established.

The College Grants Officer will assist with the revision to the IAF (to change the PI) as well as assisting with routing a Request for Revision Action Form for the replacement account.

### 4. Who signs the Request for Revision/Action Form for Replacement Accounts?

For a responsible unit change between two colleges or between a college and sector, the signatures required from the new responsible unit are the Chair/Director and college's Associate Dean for Research. The signature required from current responsible unit is the college's Associate Deans for Research, if applicable.

### 5. Where do I get the unobligated balance for the original account?

The unobligated balance should be determined by running ALN. S\_ALN\_01000003 -Annual Budget Vs. Commitment/Actual Lin. This report updates instantaneously when postings occur. The unobligated balance can change once all expenses have been reconciled.

ALN Report Quick Reference Card available on the RFS page here:

<http://www.uky.edu/ufs/sites/www.uky.edu.ufs/files/QRC-%20ALN%20report%20-%20Line%20Item%20Detail.pdf>

### 6. Does this apply to a responsible unit change that occurs within a College? I have a change of PI within the College; for example, the original account is in Civil Engineering, but the new PI is in Mechanical Engineering and a new account needs set up with a responsible unit in Mechanical Engineering.

Yes. If the project is a multi-year award, the new account cannot be established until the start of the new budget year.