Changing Reimbursable Projects from WIP to RSFF

WIP projects are reimbursable projects that have associated reimbursable agreements and can be easily billed by CFS for total accrued costs charged to the project. Reimbursable Sales/Fixed Fee (RSFF) projects are reimbursable projects that have been identified for manual billing based on the nature of the billing. RSFF projects are typically billed based on a fixed price for a product or service per instructions from the Line Office/FMC, not on actual accrued costs.

If it is determined that a reimbursable project was initially established as a WIP project on the CM004 Project Code Maintenance Screen *(project type is REIMBA or REIMBW and WIP flag is checked)* and should have been established as a RSFF project *(project type of SALEB6, AOTHER, SALER7, or ROTHER and WIP flag not checked),* the following procedures should be followed:

I. If it is a new project and no costs have yet been obligated or accrued:
    A. The Line Office (LO) should consult with their Finance billing contact about the change and the reason for the change.

    B. The LO must request Budget Execution to change the project type and WIP flag for the existing project on CM004.

    C. No further action is required.

II. If costs have accrued on the project:
    A. The LO should consult with their Finance billing contact about the change and the reason for the change.

    B. The LO must complete a Project Code Request Form for the new RSFF project and submit it to Budget Execution along with an explanation of the change being requested.
        i. For advance reimbursable projects (funds 05 & 06), the project type must be SALEB6 or AOTHER. Either is acceptable, they process the same.
        ii. For non-advance reimbursable projects (fund 07), the project type must be SALER7, or ROTHER. Either is acceptable, they process the same.
        iii. WIP Project? Check "No".

    C. Once the new RSFF project is active, the LO/FMC must stop charging to the old WIP project.
        i. The Line Office should request Budget Execution to put an end date on the tasks for the old project.

    D. The LO/FMC must complete two Reimbursable Project Allotment/UCO Request Forms and forward copies of both through their LO headquarters reimbursable contact to Budget Execution and Finance.

i. The first form is a request to reduce the Unfilled Customer Order (UCO) and allotment for the old WIP project to zero. A note should be included indicating why the LO/FMC is requesting the transfer and referencing the new RSFF project code.

ii. The second form is a request to record a new RSFF UCO and allotment for the new project *(amount should equal that of old project).* A note should be included indicating why the LO/FMC is requesting the transfer and referencing the old WIP project code. Billing instructions should also be included for Finance.

E. The LO/FMC user must reduce the BOP to zero for the old WIP project before Budget Execution can reduce the allotment.

F. Budget Execution will reduce the allotment for the old WIP project as much as possible and record an allotment for the same amount to the new RSFF project. *(Budget may not be able to transfer the full amount of the allotment until all costs have been transferred to the new RSFF project.)*

G. Once the allotment for the new RSFF project is established, the LO/FMC should record the new BOP and begin charging to the new project.

H. The LO/FMC must move all open obligations and current year costs to the new RSFF project.
   i. The LO/FMC user will prepare SLT transactions to transfer all paid costs for the current fiscal year from the old WIP project to the new RSFF project.
   ii. If there are undelivered orders (UDOs) in CFS charged to the old WIP project, the LO/FMC requisitioner must complete and process the appropriate change order forms for each outstanding obligation and send it to the appropriate office (Finance, Procurement, etc.) based on the document type.

I. Once all accrued costs and UDOs have been transferred to the new RSFF project, the LO/FMC should notify Budget Execution to complete the transfer of the remaining allotment balance.

J. The Finance Office will move all open bills and collections recorded in the current fiscal year from the old WIP project to the new RSFF project.
   i. If there are open bills related to the old project with a receivable type other than AUTWIP, Finance must do a bill adjustment of Change MDL to change the project code on the ACCS.
   ii. If there are open bills related to the old project with a receivable type of AUTWIP, Finance must cancel the bills. When collections are received, Finance will record them to the new RSFF project.
   iii. In the case where collections have already been recorded to the old project, Finance must transfer the collections to the new RSFF project using the unbilled collection screen.

      iv. Once Finance has completed the transfer of open bills and collections, they will notify Budget Execution.

K. At the end of each month, Finance will run the WIP billing process in CFS. The process should recognize all corrections to the old WIP project and, when all adjustment and transfer transactions are completed, restore the full amount of the unfilled customer order to the old WIP project.

L. Finance will notify Budget Execution when all UDOs, costs, bills, and collections have been moved from the old WIP project.

M. Budget Execution will then process the Reimbursable Project Allotment/UCO Request form to reduce the RADG003 Unfilled Customer Order for the agreement related to the old WIP project to zero and make it inactive. *(At this point, the RADG003 transaction should not reflect any billed or unbilled WIP costs or advance balance.)* Budget will notify the LO/FMC user when this is complete.

N. Finance should then deactivate the old WIP project on the CM004 Project Code Maintenance Screen.

O. The LO/FMC user should then void the RADG002 Agreement transaction associated with the old WIP project and deactivate the RADG002 record.

P. Budget Execution will then process the Reimbursable Project Allotment/UCO Request form to record a RADG003 Unfilled Customer Order transaction for the new RSFF project.