

**Southern University System
Office of the Comptroller
Standard Operating Procedures
Unit of Sponsored Programs Accounting**



I.

INTRODUCTION

OVERVIEW

Sponsored Programs Accounting is a unit of the Comptroller's Office under the auspices of the Vice Chancellor for Finance and Administration, and reports to the Associate Vice Chancellor for Financial Operations through the Associate Comptroller. The operational functions of Sponsored Programs Accounting include Pre-award and post award financial administration and award close out for sponsored programs.

The Staff of the Sponsored Programs Accounting Unit serves as the financial liaison between funding agencies, faculty, staff, and other campus administrative offices on matters related to grants, contracts, and sponsored agreements. The Unit operates under two major principles-providing excellent customer service and maintaining fiscal responsibility to the University.

CUSTOMER SERVICE

- Provide the customer with accurate and timely financial information.
- Provide convenient services.
- Serve all customers with efficiency, respect and dignity.

FISCAL RESPONSIBILITY

- Protect University assets.
- Minimize delinquent, defaulted and uncollectible accounts.
- Manage accounts in accordance with requirements of the awarding agencies, Cost Accounting Standard, and Standard Accounting Procedures for Southern University.

The Unit of Sponsored Program Accounting is comprised of the following functional areas:

- 1) Financial Compliance and Budget Management
- 2) Billing and Receivables and Cash Collections
- 3) Financial Accounting and Reporting

These functional areas provide financial and administrative services by maintaining accounts and related accounting records; processing transactions; performing financial duties in response to internal and external needs; adhering to internal and external financial reporting requirements; providing internal management reports; review and approval of procurement documents; providing guidance on regulatory issues; and performing other appropriate services.

VISION STATEMENT

The Unit of Sponsored Programs Financial Compliance and Accounting exist to provide exemplary financial and support services to our students, faculty, staff, and other University constituents so that Southern University can compete and succeed as an institution of higher education.

MISSION-GOALS

To provide efficient, effective and professional services to all students, faculty, and staff of Southern University and University clients and customers as it relates to appropriate financial related functions.

To provide financial services through professionalism, efficiency, effectiveness, compliance with procedures and processes, and maintenance of sound and accurate financial records, while continuously seeking improvements and enhancements.

To safeguard University assets by ensuring adherence to regulatory requirements, policies, and procedures.

LOCATION and HOURS

The Unit of Sponsored Programs Financial Compliance and Accounting is located at:

1st Floor

Lottie Anthony Bldg

Southern University-Baton Rouge

The office phone number is:

225-771-0041

Our service hours are 8:00 A. M. to 5:00 P. M. Monday-Friday.

THE PURPOSE OF THIS MANUAL

These policies and procedures have been prepared for use by the administration and staff of the Southern University, Office of the Comptroller, and Unit of Sponsored Programs Financial Compliance, Accounting and Reporting. These procedures will define tasks related to the financial management and operations of the Unit and comply with Generally Accepted Accounting Principles, Southern University System Policies and Procedures, and Standard Accounting and Operating Procedures for Southern University.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

SCOPE

The policies and procedures contained herein pertain to Southern University at Baton Rouge Division of Finance and Administration, Office of the Comptroller, Unit of Sponsored Programs Financial Compliance, Accounting and Reporting.

DELEGATION

The Division of Finance and Administration has the vested responsibility for the financial management of all funds received by the University. It is the responsibility of the Vice Chancellor for Finance and Administration to implement and administer the provisions of policies and procedures in all areas under his jurisdiction. Accordingly, the staff must be kept abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the University, State, and Federal agencies. At a minimum, the Vice Chancellor for Finance and Administration shall:

- Designate the campus administrators responsible for insuring compliance with this policies/procedures manual.
- Ensure accounting records and supporting documentation are established and maintained by the responsible University department.
- Designate the campus administrators responsible for the management and day-to-day operation of the areas affected by these procedures.
- Ensure due diligence in the protection of University assets.

POLICY

Administrative and Fiscal Policies of the Southern University System are incorporated into these procedures by reference and/or attachment.

PROCEDURES AND REGULATIONS

- Establish and Maintain Sponsored Program general and subsidiary ledger accounts.
- Ensure that all procurements are in accordance with the terms and condition award documents.
- Prepare and submit Financial Report in accordance with the terms and conditions of the award document.
- Bill (invoice) accounts timely. All accounts shall be billed by the 25th of the month for disbursements made for goods are provided or services rendered by the end of the preceding month unless contractual requirements specify other billing terms. Payment terms shall be thirty days after bill date unless contractual requirements specify otherwise.
- Monitor Cash collections to ensure that the time elapsed between when funds are disbursed, billing submitted and funds received is minimal. Provide a monthly reconciliation of individual receivable activity to the general ledger control account. Receivables must be maintained in accordance with the Policy entitled “INVOICING COLLECTING AND MONITORING_NON-STUDENT ACCOUNTS RECEIVABLES”
Note: The Financial Records System does not maintain a detailed subsidiary. Therefore, it is the responsibility of the Accountant to maintain the subsidiary using an Excel Spreadsheet or Access Database. The control record is maintained in the General Ledger of the Financial Records System.
- Ensure that award files are maintained and that awards are properly closed out in accordance with the terms and conditions of the awards.

Non-compliance

Evidence of non-compliance with these policies/procedures shall be brought to the attention of the Vice Chancellor for Finance and Administration or the University’s Internal Auditor. Non-compliance with these policies may be grounds for termination of employment. The University’s Internal Auditor may audit compliance with policies/procedures at unannounced intervals.

EFFECTIVE SYSTEMS OF INTERNAL CONTROL

Policy The Office of the Comptroller’s, Unit of Sponsored Programs Financial Compliance, Accounting and Reporting, shall maintain an effective system of internal controls in order to monitor compliance with policies and procedures

established by the State of Louisiana and management of the Southern University System, Federal, State government.

General The Internal controls are divided into two areas: Administrative controls and Accounting controls. Administrative controls deal with the operations business policies and procedures, whereas the accounting controls deal with accounting, financial management, and operations. This manual focuses on internal accounting controls (although there may be some overlap between the two). These accounting controls are designed to achieve five basic objectives:

Validation

Validation is the examination of documentation with an understanding of the accounting system for evidence that a recorded transaction actually took place, and that it occurred in accordance with the established policies and procedures. The validation confirms that all relevant details of a transaction are properly recorded.

Accuracy

The accuracy of amount and account classification is achieved by establishing controls to check calculations, extensions, addition, and account classifications. The control's objective is to be certain that each transaction is recorded for the correct amount, in the appropriate account, and in the right accounting period. Controls, which ensure that transactions are recorded and reported in the proper accounting period, are essential to accurate financial reporting.

Completeness

Completeness of control tasks ensures that all transactions are initially recorded on a control document and accepted for processing once and once only. Completeness controls are designed to ensure proper summarization of information and proper preparation of financial reports. To ensure proper summarization of recorded transactions in the General Ledger, as well as a final check of completeness, subsidiary ledgers and journals with control accounts are maintained. Individual transactions are the source of the ultimate product-financial reports.

Completeness is achieved by using the following techniques: Sequentially number all transactions via documents as soon as the transactions occur and then apply the control task of accounting for all the numbered documents completed in the process. The use of "control totals" provides information by which control is exercised. This is done by totaling the critical numbers before and after processing. When the two totals agree, one assumes that the processing is complete.

Maintenance

The objective of the maintenance control is to monitor accounting records after the entry of transactions to ensure that they continue to reflect accurate financial information for each account. The control provides systematic responses to errors when they occur, to changed conditions, and to new types of transactions. The maintenance function is accomplished principally by the operation of the system itself. Control maintenance requires policies, procedures, decisions, documentation, and subsequent review by a responsible, authorized individual. Disciplinary control, such as supervision and segregation of duties, ensures that the internal control system is operating as planned.

Physical Security

It is important in the University's environment that assets are adequately protected. Physical security of assets requires that access to assets be limited to authorized personnel. One means to limit access to both assets and related accounting records is through the use of physical controls. Protection devices restrict unauthorized personnel from obtaining direct access to assets or indirect access through accounting records, which could be used to misappropriate assets. Locked storage facilities restrict access to inventories, and fireproof vaults prevent access to petty cash vouchers. Transaction recording equipment limits access to assets by limiting the number of employees involved in recording and posting transactions, thereby minimizing the possibility of fraudulent misrepresentation. Electronic cash registers record cash sales both on cash register tapes and at an off-site electronic storage facility, creating two records of a single transaction.

RESPONSIBILITY/ADMINISTRATION

The Unit of Sponsored Programs Financial Compliance, Accounting and Reporting is under the day-to-day management of the Associate Comptroller. An organizational chart for the area is included in the section entitled "Exhibits"¹. The functional areas, units and related processes are shown below.

Functional Unit: Unit of Sponsored Programs Financial Compliance, Accounting and Reporting

- Unit 1: Financial Compliance and Budget Management
- Unit 2: Billing and Receivables and Cash Collections
- Unit 3: Financial Accounting and Reporting

OPERATIONAL PROCESSES:

The following processes are performed within the Unit of Sponsored Programs Financial Compliance, Accounting and Reporting;

Pre-Award Administration:

- Application and approval of Interim funding (contingency account)

Post-Award Administration:

- Establishment of an account to identify financial activities
- Understanding Awards and Award types
- Insuring compliance with the financial terms and conditions of the award
- Budgetary management, compliance, and control
- Approving the procurement of goods and services
- Maintenance of General and Subsidiary Ledgers
- Financial Reporting and cash management

¹ Exhibit 1&2

- Managing Grants and contracts through monthly task assignments.
- Review of sub-recipient's awards
- Preparation of indirect-cost proposals
- Audit compliance

Award Termination and Closeout:

- Closeout and audit
- Record maintenance/Retention
- Archiving of Records

POLICIES AND PROCEDURES

PART I: Pre-Award Administration:

GOVERNING

Application and Approval of Interim funding (contingency account) (SU System Policy #36)

The University will not routinely establish an account prior to receipt of an award document. If a pre-award account is essential to ensure successful completion of the project, the PI/PD should submit a written request for a contingency account to the OSPRA providing justification for the need for a contingency account. This request must provide: (1) a detailed explanation indicating why the account is needed, (2) what activities will be undertaken during this period and (3) why the contingency account is essential to the successful completion of the project. Included should be any notification substantiating that the award has been made and the projected arrival date of the award document. The request for the contingency account must be submitted to the Chancellor for approval and must be in accordance with Southern University System Policy #36 (EXHIBIT __). If approved by the Chancellor, the approved request will then be submitted to the Associate Comptroller. A pre-award account will then be established according to the guidelines and regulations of the sponsoring agency and the University.

RESPONSIBILITIES AND PROCEDURES:

PRINCIPAL INVESTIGATOR

Submit written request for interim funding (contingency account). This request must be sent to the Office of Sponsored Programs. Specific guidance for submission is available by contacting the Office of Sponsored Programs at 225-771-2809.

OFFICE OF SPONSORED PROGRAMS

Receive the written request for interim funding (contingency account) from the Principal Investigator/Project Director. Certifies that a proposal has been submitted and that the request complies with the Southern University System Policy governing Application and Approval of Interim funding (contingency account) (SU System Policy #36). Submit a written request to the Chancellor for approval in accordance with the policy. Attach a copy of all support documentation received from the anticipated funding agency, or a statement based on conversations with program officers, etc., which indicates that funding is imminent, and transmits the request to the Budget Officer for approval prior to submission to the Chancellor's Office.

BUDGET OFFICE

Receive formal requests from the Office of Sponsored Programs. Identify funds to be used to pay the estimated costs during the interim period. Prepares appropriate budget revision forms to obligate funds for interim funding (contingency account) of grant personnel. Ensures that the grant authorizes or permits reimbursement of pre-award contract costs. Recommend Approval/disapproval of request and forward to the Chancellor's Office.

CHANCELLOR

Approves or disapproves the Interim funding (contingency account) Request. Return request to the Office of Sponsored Programs.

OFFICE OF SPONSORED PROGRAMS

Receive the Approved request. Prepares a request for a Contingency Account Number. Submits the request for account number assignment together with a copy of the interim funding request approved by the chancellor to the Comptroller's Office. A copy of all attachments must be submitted including the approved request, the budget information provided by the Budget Officer, the proposal and any documents received from the funding agency indicating that funding is imminent.

COMPTROLLER'S OFFICE GRANTS & CONTRACTS

Receive the approved contingency award packet for the Office of Sponsored Programs, Complete a contingency award data sheet ² and assigns an appropriate account number for the grant, contract, or sponsored project, pending receipt of the final documents and approves charges as authorized and approved by the Chancellor. Notify the Office of Sponsored Programs and Principal/Project Director of account number assignment. Establish project file. *Note: Contingency approval is valid for a period not to exceed 90 days from the date of approval of the start date indicated on the request which ever is soonest.*

² Exhibit

COMPTROLLER'S OFFICE BUDGET MANAGEMENT

Records budget revision to reflect formal obligation of funds in the current operating budget, pending receipt of the Approved award or contract. Files a copy of the budget information related to general fund in the project file.

POLICIES AND PROCEDURES

PART II: POST AWARD ADMINISTRATION

Post award administration of sponsored programs awards include:

Establishing an account to identify financial transactions

Budget Management and Control

Authorization and procurement of goods and services

Financial reporting, Invoicing and Cash Collection

Review and monitoring of financial activities of the sub-recipients

Maintenance of Financial Records

Audits

GOVERNING ESTABLISHING ACCOUNTS TO IDENTIFY FINANCIAL TRANSACTIONS

Whenever the University receives an award, the Office of Sponsored Programs Research Administration provides a written notification of the award to the comptroller's office. The Associate Comptroller usually receives these documents.

PROCESSING OF GRANTS, CONTRACTS, AND OTHER AWARDS

The grants and contracts section of the Comptroller's Office has the vested responsibility to ensure that the University is in compliance with applicable terms and conditions of all awards for sponsored programs activities. To ensure compliance, the following procedures should be followed when processing grants and contracts awards.

The award document is reviewed to ensure accuracy, completeness, and compliance. The award should be matched with a university-endorsed proposal immediately upon receipt. This step is essential in that it determines previous authorization and conformity between the proposal and the award agreement. If there is no proposal or existing project for the award, necessary action should be taken to secure a copy of any documents submitted to the agency as an application for these funds.

Step 1

Receive Award Packet from Office of Sponsored Programs.

- The Receptionist is the primary receiver and is responsible for the following:
 - Verifying award packet contents upon receipt for completeness before signing transmittal log.

Step 2

Document is clocked.

- The Receptionist is to make a copy of transmittal log.
- The Receptionist is to clock document in after verifying and receipt of award packet.
- The importance of the document being clocked is essential for documentation purposes on arrival time and date to the Comptroller's Office.
- The Receptionist is responsible for:
 - Transmitting document to the Grants and Contracts Awards Specialist in a timely manner. Timely is defined as no longer than one hour after receipt.

- Obtaining Grants and Contracts Awards Specialist signature on transmittal log (EXHIBIT XII) for acknowledgement of document transmittal.

Step 3

Award Packet is then submitted to the Grants and Contracts Awards Specialist. The Grants and Contracts Awards Specialist receives the award packet.

Step 4

On the same day that documents are received, the Grants and Contracts Awards Specialist completes the Routing and Review Form³ following the instructions:

Steps for Completing Grants and Contracts Routing and Review

1. Enter date received from Office of Sponsored Programs.
2. Perform cursory review of award packet to determine type of award. Based on award document received from the agency. Determine whether it is a grant/ contract, sub-grant, or other. "Other" will be defined as private grants, donations and gifts, or cooperative agreements.
3. The agency award number is found on the face sheet of the award document received from the agency. (EXHIBIT XXV)
4. The SU award number is the account number that will be assigned to the award after review and completion by all steps 15a-d.
5. The comptroller's office extension is the name of the responsible accountant for financial management of the award. (EXHIBIT XXVI)
6. The type of funds depend on award instruments; These types are as follows:
 - a. Federal Appropriations
 - b. Government Grant & Contract- Federal
 - c. Government Grant & Contract- State
 - d. Government Grant & Contract- Local
 - e. Private Gift, Grant & Contact
7. The agency number is???
8. The contract number is the same as the award number, as shown in #3.
9. Delivery Order is???
10. Perform cursory review to determine if the document is a modification to an existing agreement. If it is a modification or if the modification is a change in funds, allocations, and time, enter the modification number in block #10.
11. The initiator is the person completing the Routing and Review Form.
12. Enter the total amount of the award as shown in the award document's budget.
13. The procurement file should always be attached, except in the case of a modification. Check one that applies.

³ Exhibit

14. Enter the name of the program that is funded, usually found on the face sheet of the award document.
15. Determine by the type of review, to ensure all steps are followed in establishing project files are complete and accurate.

Step 5

Within one working day, the Grants and Contracts Awards Specialist review the award packet to determine if the award packet is complete and include required documents listed below. **Read the agreement thoroughly.** The file must contain, at a minimum, the following: **NOTE: If discrepancies exist please send written notice⁴ to the Office of Sponsored Programs with copy to Principal Investigator or Program Manager.**

1. Award or agreement accepted or agreed to by an authorized representative of the University. Signature authority is only vested with the President, Chancellor, or the Vice Chancellor of Research and Strategic Initiative (Dr. Mildred Smalley) through signature authority designation given by the Chancellor.
2. Copies of all attachments.
3. Copies of all terms and conditions.
All terms and conditions of the award are incorporated either by attachment or reference. **Note: If conditions are attached by reference, the accountant is "REQUIRED" to obtain a copy of the reference document for review and reference.**
4. Copy of University endorsed proposal (Must have the cover page with authorized signatures).
5. A copy of agency Policies and Procedures applicable to the fully executed award/contract.
6. A copy of all reporting and billing forms.
7. A copy of the final negotiated and approved budget.
8. A copy of the budget by object classification in accordance with the established classification of the University. Approved budget that reconciles to the amount awarded and to the final budget negotiated and approved by the agency.

Note: The Grants and Contracts Award Specialist must complete the Award Check List shown below:

⁴ Exhibit

Award Review Checklist

Read the agreement thoroughly. Determine if the award packet is complete and include required documents listed, and the file must contain at a minimum, the following:

1. _____ Award or agreement accepted or agreed to by an authorized Representative of the University.
2. _____ Signature authority is only vested with the President, Chancellor, or the Vice Chancellor of Research and Strategic Initiative (Dr. Mildred Smalley) through signature authority designation given by the Chancellor.
3. _____ Copies of all attachments.
4. _____ Copies of all terms and conditions.
1. _____ Approved budget that reconciles to the amount awarded.
6. _____ Copy of University endorsed proposal (Must have the cover page with authorized signatures).
7. _____ Copy of listing agency Policies and Procedures applicable to the fully executed award/contract.
8. _____ Copy of all reporting and billing forms.
9. _____ Copy of final negotiated and approved budget.
10. _____ Copy of the budget by object classification in accordance with the established classification of the University.
11. _____ Cost share approval from the Vice Chancellor for salaries budgeted as matching.
12. _____ Detailed budget for cost share.
13. _____ Detailed budget for modification providing increased funding.

Mandatory Reviewing Elements:

- Review Award Documents insuring compliance with procedures provided. Verify that all required documents have been provided.
- Complete Data Sheet.
- Establish Project Files.
- Load or update Account to FRS chart of accounts information insuring completion of Screens, 002, 006 and 009.
- Update database, reporting the cash management requirement and schedule of other financial deliverables.

Signature: _____ Date: _____

- Determine if the University is required to provide matching funds. Determine the Cost Share type (i.e, in-cash, in-kind, third part contribution)
- Identify the source and type of matching funds (EXHIBIT XV- Identifying types of awards).
- Determine account number grouping based on the awarding agency in accordance with the attached Chart of Accounts structure (EXHIBIT XVI). Determine other structure data elements (i.e., expense purpose, fund group). See required data elements on the Data Sheet referenced. Note: If the university is required to cost share, a cost share account must also be established.

Step 6

Grants and Contracts Awards Specialist shall complete section 1 of the Data Sheet (EXHIBIT XVII).

Step 7

Create file using 6 part divider files. Set up Project file consistent with established guidelines. Note: All files are to be maintained in a centralized filing system in accordance with the following format. The award/contract index checklist should be fastened to the inside front of the file. By referring to the index, anyone using the file can immediately locate the document.

Step 8

Determine account number assignment and responsible accountant. To find the account number you would go to screen 028. On screen 028 you would go to the field that says exclude ledger put a “y”, then where it says SL Account, you would put the first range of numbers next to the fund group and press enter two times, and finally you would press enter until you get to the last number available in that range. To find the responsible accountant, you would look up the list of grant accountants and find the accountant that has the selected account number in their range of account numbers.

Step 9

1. Complete data input form for account number. Steps to filling out the FRS Screen Forms:

Screen 002 - GL Account Create/Modify Form

- a. Account Number- This number is the assigned account number.
- b. Account Description- This is the title of the award.
- c. Address and Responsible Person- Fill in the name and address of the responsible person whose name appears on the award.

- d. Year-End Processing- You would put a “P” for all account numbers that start with a 5, and all account numbers that start with a 6 or 210, you would put an “F”.
- e. Security Code and Report Distribution- You would put N/A, unless specified differently.
- f. Executive Level- This code identifies the executive level officer responsible for this account’s financial activity.
- g. Division- This code identifies the organizational division that has fiscal responsibility for this account.
- h. Department- This code identifies the department or organizational unit that has fiscal responsibility for this account.
- i. School, Sub Department, Account Purpose, and AICPA Reporting- You would put N/A, unless specified differently.
- j. Fund Group- Put the assigned fund group number used on the General Ledger and Subsidiary Ledger Accounts. (Look up on the assigned numbers list next to the corresponding Funding Source and General Ledger).
- k. Reclassification- You would put the number two, unless specified differently. This code indicates whether this account must be reclassified for reporting purposes.
- l. Old Account Number- This is the last account number used for that particular award or if there is not an old account number, you would put NONE.
- m. Created by and Date- This is the name of the person that is creating the file and the date created.

Screen 006 – SL Account Create/Modify Form

- a. Account Number- This number is the assigned account number.
- b. Account Description- This is the title of the award.
- c. Address and Responsible Person- Fill in the name and address of the responsible person whose name appears on the award.
- d. ABR Rule- You would put the number one, unless specified differently.
- e. GL Map Code- This is the last five digits of the assigned account number.
- f. Year-End Processing- You would put a “P” for all account numbers that start with a 5, and all account numbers that start with a 6 or 210, you would put an “F”.
- g. Security Code and Report Distribution- You would put N/A, unless specified differently.
- h. Executive Level- This code identifies the executive level officer responsible for this account’s financial activity.
- i. Division- This code identifies the organizational division that has fiscal responsibility for this account.
- j. Department- This code identifies the department or organizational unit that has fiscal responsibility for this account.
- k. School, Sub Department, Account Purpose, and AICPA Reporting- You would put N/A, unless specified differently.

- l. Fund Group- This is the assigned fund group number used on the General Ledger and Subsidiary Ledger Accounts. (Look up on the assigned numbers list next to the corresponding Funding Source and General Ledger).
- m. Expense Purpose- This value identifies the function of expense for this account in accordance with AICPA recommended guidelines.
- n. Revenue Source- This value identifies the source of revenue for this account in accordance with AICPA recommended guidelines.
- o. Major Fund Source- This code identifies the primary source of funding for this account.
- p. Minor Fund Source- This is the assigned number that corresponds to the name of the awarding agency.
- q. Reclassification- You would put the letter "O", unless specified differently. This code indicates whether this account must be reclassified for reporting purposes.
- r. Old Account Number- This is the last account number used for that particular award or if there is not an old account number, you would put NONE.
- s. Created by and Date- This is the name of the person that is creating the file and the date created.

Screen 005 – GL Grant/Contract Attributes

- a. Sponsor Award Number and Federal/State ID- You would put the award number assigned by the funding agency.
- b. Account Number- This is the assigned account number.
- c. Proposal Number- This field is generally left blank.
- d. Sponsor- This is the name of the awarding agency.
- e. Principle Inventory Number- You would put N/A, unless specified differently.
- f. Grant/Contract- This code identifies the type of instrument used for this sponsored program. (i.e. grant, contract, cooperative agreement)
- g. Research Type- This code identifies the type of research performed for the project.
- h. Field of Science- This code identifies the area of science for the project's research.
- i. Overhead Base- This is the indirect cost amount.
- j. Start Date- This date is the beginning date of the award.
- k. Project Year- This is the current fiscal year.
- l. Reporting Frequency- This is the specified frequency that the reports are due.
- m. Technical Report Date- This field is generally left blank.
- n. Renewal Report Date- This is the date that the final report is due. (Generally 45 days after the end date of the award or as specified by the awarding agency.)
- o. Funding Type- This code identifies the source of funding for sponsored programs where letter of credit arrangements have been established. (This field is generally EXCHANGE, unless specified differently).
- p. Research Purpose- This code is the first two numbers of the Expense Purpose.
- q. Designation- On a grant account, the Designation distinguishes grants requiring cost share (matching) from grants with no cost share requirements.
- r. Overhead Rate- This is the amount of the indirect cost rate.

- s. End Date- This date is the ending date of the award.
- t. Status- This field identifies the status of the award (i.e. open, closed)
- u. Fiscal Report Date-
- v. Inventory Report Date- You would put N/A, unless specified differently.
- w. Created by and Date- You would put the name of the person that is creating the file and the date created.

Screen 009 – SL Grant/Contract Attributes

- a. Sponsor Award Number and Federal/State ID- This is the award number assigned by the funding agency.
- b. Account Number- This is the assigned account number.
- c. Proposal Number- This field is generally left blank.
- d. Sponsor- This is the name of the awarding agency.
- e. Principle Inventory Number- You would put N/A, unless specified differently.
- f. Grant/Contract- This code identifies the type of instrument used for this sponsored program. (i.e. grant, contract, cooperative agreement)
- g. Research Type- This code identifies the type of research performed for the project.
- h. Field of Science- This code identifies the area of science for the project's research.
- i. Overhead Base- This is the indirect cost amount.
- j. Start Date- This date is the beginning date of the award.
- k. Project Year- This is the current fiscal year.
- l. Reporting Frequency- This is the specified frequency that the reports are due.
- m. Technical Report Date- This field is generally left blank.
- n. Renewal Report Date- This is the date that the final report is due. (Generally 45 days after the end date of the award or as specified by the awarding agency.)
- o. Funding Type- This code identifies the source of funding for sponsored programs where letter of credit arrangements have been established. (This field is generally EXCHANGE, unless specified differently).
- p. Research Purpose- This code is the first two numbers of the Expense Purpose.
- q. Designation- On a grant account, the Designation distinguishes grants requiring cost share (matching) from grants with no cost share requirements.
- r. Overhead Rate- This is the amount of the indirect cost rate.
- s. End Date- This date is the ending date of the award.
- t. Status- This field identifies the status of the award (i.e. open, closed)
- u. Fiscal Report Date-
- v. Inventory Report Date- You would put N/A, unless specified differently.
- w. Created by and Date- This is the name of the person that is creating the file and the date created.

Step 10

Submit to Associate Comptroller for approval.

Step 11

After Approval, load the Account Number to the FRS files. The following Screens must be completed:

2. Screen 002 - General Ledger Account Maintenance
3. Screen 006 - Subsidiary Ledger Account Maintenance
4. Screen 005 - General Ledger Grant/Contract Attributes
5. Screen 009 - Subsidiary Ledger Grant/Contract Attributes

The assigned account number is loaded in this order:

Screen 002-General Ledger Account Maintenance

SUBR Mainframe - myEXTRA! Enterprise

File Edit View Tools Session Options Help

002 GL Account Create/Modify
Baton Rouge Campus
Screen: ___ Acct: 020859

WIDE-GAP & NANOSEMIC
Fiscal Year: 05

Acct Description: WIDE-GAP & NANOSEMIC
Responsible Person: DR. DIOLA BAGAYOKO
Address: 232 WILLIAM JAMES HA

Year-End Processing: P
Rpt Distribution: N/A
Division: 87
Department: 87600
Fund Group: 22
Acct Purpose: ___

Security Code: N/A
Executive Level: 80
School: ___
Sub Department: ___
AICPA Reporting: N/A
Reclassification: 2
Old Acct Number: NONE

PO Authorization 1: _____
PO Authorization 2: _____
PO Authorization 3: _____
Long Description: 12.300-BASIC AND APPLIED SCIENTIFIC RESE
ARCH

Date Created: 11-10-2004
Date Last Attr Chg: 11-10-2004
Last Changed By: 4079

Next ID: _____

4B :00.1 04/10

Connected to host subrvvm.subr.edu [10.51.0.1] NUM 10:44 AM

Screen 006-Subsidiary Ledger Account Maintenance

SUBR Mainframe - myEXTRA! Enterprise

File Edit View Tools Session Options Help

006 SL Account Create/Modify
 Baton Rouge Campus
 Screen: ___ Acct: 520859

WIDE-GAP & NANOSEMIC
 Fiscal Year: 05

Acct Description: WIDE-GAP & NANOSEMIC
 Responsible Person: DR. DIOLA BAGAYOKO
 Address: 232 WILLIAM JAMES HA

ABR Rule: 1
 Year-End Processing: P
 Rpt Distribution: N/A
 Division: 87
 Department: 87600
 Fund Group: 22
 Expense Purpose: 2000
 Major Fund Source: 40
 Acct Purpose: ___

GL Map Code: 20859
 Security Code: N/A
 Executive Level: 80
 School: ___
 Sub Department: ___
 AICPA Reporting: N/A
 Revenue Source: 0300
 Minor Fund Source: 402
 Reclassification: 0
 Old Acct Number: NONE

PO Authorization 1: _____
 PO Authorization 2: _____
 PO Authorization 3: _____

Next ID: _____

Date Created: 11-10-2004
 Date Last Attr Chg: 11-10-2004
 Last Changed By: 4079

4B :00.2 04/10

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Screen 005-General Ledger Grant/Contract Attributes

SUBR Mainframe - myEXTRA! Enterprise

File Edit View Tools Session Options Help

005 GL Grant/Contract Attributes WIDE-GAP & NANOSEMIC
Baton Rouge Campus Fiscal Year: 05
Screen: ___ Acct: 020859

Proposal Number: _____	Sponsor Awd Number: _____
Sponsor: DOD	Federal/State ID: N00014051000
Prin Inv Number: _____	
Grant/Contract: G	Funding Type: 01
Research Type: PY	Research Purpose: 20
Field of Science: P	Designation: Y
Overhead Base: _	Overhead Rate: 43.6
Start Date: 10-01-2004	End Date: 09-30-2005
Project Year: 2005	Status: A
Reporting Frequency: _	Fiscal Rpt Date: 00-00-0000
Technical Rpt Date: 00-00-0000	Inventory Rpt Date: 00-00-0000
Renewal Rpt Date: 12-01-2006	

Next ID: _____

4/10 :00.1 04/10

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Screen 009-Subsidiary Ledger Grant/Contract Attributes

009 SL Grant/Contract Attributes
 Baton Rouge Campus
 Screen: ___ Acct: 520859

WIDE-GAP & NANOSEMIC
 Fiscal Year: 05

Proposal Number: _____
 Sponsor: DOD
 Prin Inv Number: _____

Sponsor Awd Number: _____
 Federal/State ID: N00014051000

Grant/Contract: G
 Research Type: PY
 Field of Science: P
 Overhead Base: 1
 Start Date: 10-01-2004
 Project Year: 2005

Funding Type: 01
 Research Purpose: 20
 Designation: Y
 Overhead Rate: 1
 End Date: 09-30-2006
 Status: A

Reporting Frequency: _
 Technical Rpt Date: 00-00-0000
 Renewal Rpt Date: 12-01-2006

Fiscal Rpt Date: 00-00-0000
 Inventory Rpt Date: 00-00-0000

Next ID: _____

4B :00.1 04/10
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Step 12

Notice to PI and OSPRA. Within 2 working days following the receipt of the award packet, the grants and contracts specialist shall prepare formal notification of Account Number to be sent to the Project Director/Program Manager or Administrator with a copy to the Office of Sponsored Programs. This notice must be signed by the Associate Comptroller. A copy must be filed in the award file.

Step 13

Within 2 working days following the receipt of the award packet, the grants and contract specialist shall transfer the file to the Sponsored Programs Compliance Coordinator. Send notice of award to the assigned accountant. The Accountant is required to acknowledge receipt by signature and date. (EXHIBIT XXII)

Step 14

The Sponsored Programs Compliance Coordinator shall review the file to ensure that all required documents are enclosed, update the database including the reporting and cash management requirement and schedule of other financial deliverables.

Determine deliverable/reporting requirements:

- Which reports are required?
 - How often are reports required?
 - Is there a “due by” date? If so, what is the date?
 - Are you required to use special forms? If so, which forms? Are copies of the forms included in the award Packet?
 - Are you required to submit any other documents with the financial report or fund request (i.e., status report)?
 - When is the final report due? What is the required format?
- b. Prepare a quick reference index card. Note: This card represents an “at a glance” reference point for important information relative to the award. (See sample attached which shows minimum requirements.
 - c. Complete section 2 of the Award Data Sheet.
 - d. Review budget to determine completeness and accuracy. Complete budget form based on FRS accounting Structure. (EXHIBIT XVIII). The completed budget form is routed to the Budget Management for posting to the Financial Records System.
 - e. Request BRS Subcode (EXHIBIT XX). Complete BRS Subcode request form, obtain required approvals, and submit to the Bursar’s for assignment. This step is required.
 - f. Prepare Tracking Log for approving Salaries and/or Scholarships and Stipends (EXHIBIT XXI). Attach a copy of the budget page relative to salaries to the tracking log for reference. Place in binder as required.
 - g. Place project file in the centralized filing system.

Additional information relative to fiscal compliance and account management

Fiscal Compliance Requirements:

As a part of establishing the project file, the Grants and Contracts Award Specialist shall provide a formal notice of the award to the accountant. To ensure compliance, the following compliance steps are required.

1. The grant accountant must carefully review the award files and become thoroughly knowledgeable of all policies and procedures governing this award. Because the grant accountant is vested with the day-to-day responsibility to ensure compliance with terms and conditions of the award, the grant accountant is required to know all the requirements of the award relative to fiscal compliance. The key to success in this area is Read! Read! Read!
2. The accountant is required to continuously monitor the project to ensure that all required deliverables are submitted accurately and timely. A deliverable schedule must be established defining all deliverable requirements.
3. The accountant is required to update and maintain a deliverable schedule for financial reporting. The schedule must be in the following format and contain the following information:
 - i) Account number including campus code
 - ii) Related cost Share Account Number
 - iii) Account name
 - iv) Program manager/Project director
 - v) Funding Agency
 - vi) Agency Account
 - vii) Start Date
 - viii) End Date
 - ix) Type reporting required
 - x) Reporting frequency (how often reports are due)
 - xi) Reporting format (specific forms required)
 - xii) Date report is due to the agency
 - xiii) Indirect cost rate/base/amount
 - xiv) Cost share type/amount

4. Accountants are required to monitor and ensure the accuracy of the financial accounting ledgers.
5. Accountants are required to ensure accurate and timely invoicing and financial reporting.
6. The accountants are required that all activity related to the award related to closing the financial records is completed accurately and timely.
7. The accountants are required to ensure that all award a closed financially in accordance with standard procedures and the requirement of the funding agencies.

GOVERNING REVISION OF BUDGET AND PROGRAM PLAN

The budget plan is the financial expression of the project or program as approved during the award process. It may include either the Federal and non-Federal share, or only the Federal share, depending upon Federal awarding agency requirements. It shall be related to performance for program evaluation purposes whenever appropriate.

DUTIES AND RESPONSIBILITIES

Budgets Codes and Responsible Parties

Receiving

- Budgets related to grants, contracts and Sponsored agreements are received by the Grants Management Specialist.
- The recipient must clock in all budget revisions to show the date and time received. The recipient must initial the document immediately below the stamp to verify receipt.
- All budget and budget modifications must be logged in to maintain a tracking system for reference.

Compliance Review

Compliance review is performed by insuring that all compliance requirements have been meet. Requirements like restrictions on transferring or re-budgeting salaries and fringe benefits.

1. The budget modification must be completed in its entirety using approved forms and formats to include the budget amount, increase/decrease, and revised budget amounts to include totals.
2. All original budgets must be listed as original and all budget revisions must be sequentially numbered.
3. Verify that all required signatures are present on each budget revision. All budget and budget modifications/revisions require second tier approval. These signatures include: Budget Head, Department Head, and Chancellor. The Budget Officer must approve all budgets for the General fund. **All budget and budget revisions must have 2nd tier approval. (I.e. Principal investigator , Dean, and Vice Chancellor.**

4. All revisions from the Board and System campus must be signed by the Vice President for Finance and the President.
5. Modifications to carryover fund balances to the next year's operating budget must have the signatures of the Department head/principal investigator, dean, vice chancellor of finance and administration, Chancellor and President.
6. Ensure that the following support documentation is attached for all budget modifications to ensure that the budget modification is accurate and adequately supported and that funds are available:
 - Current copy of screen 018 and 022
7. Review the award document for all budget modifications related to Sponsored Program Accounts to make sure there are no restrictions to prevent the revisions to the budget. Southern University is required to report deviations (changes) from budget and program plans, and request prior approvals for budget and program plan revisions for any of the following reasons:
 - 1) Change in the scope or the objective of the project or program (even if there is no associated budget revision requiring prior written approval).
 - 1) Change in a key person specified in the application or award document.
 - 2) The absence for more than three months, or a 25 percent reduction in time devoted to the project, by the approved project director or principal investigator.
 - 3) The need for additional Federal funding.
 - 4) The transfer of amounts budgeted for indirect costs to absorb increases in direct costs, or vice versa, if approval is required by the Federal awarding agency.
 - 5) The transfer of funds allotted for training allowances (direct payment to trainees) to other categories of expense.
 - 6) Unless described in the application and funded in the approved awards, the sub-awarding, transfer, or contracting out of any work under an award. This provision does not apply to the purchase of supplies, material, equipment, or general support services.
8. Modifications to transfer funds between line items must have the signatures of the principal investigator and their immediate supervisor/dean. A written justification and approval from Sponsored Programs must accompany the request if it affects the following account balances/line items:
 - a) Salaries
 - b) Equipment
 - c) Travel

- d) Professional Services
 - e) Change in any line item in excess of 10%
 - f) Adding a line item not approved in the original budget contained in the award document.
9. Review Agency Fund Budget Revisions to ensure that fund allocation does not exceed available resources.
10. Verify that the amounts shown in the revised budget column on screen 22 (summarized by budget pool) equals the amount of the budget before modification as shown of the budget modification document submitted for approval. If they do not equal, the budget must be returned to the originator for correction. **Note:** **Comptroller's Office employees must never change a document after the document has been approved.**
11. Verify the availability of funds. The available balance on Screen 019 must be sufficient to support the transfer. In the case of salaries and scholarships, you must verify the availability of funds using the Salary and Scholarship tracking log. You must post the revision to the tracking log. A copy of the tracking log must be attached to the budget modification.
12. Validate extension and footings.
13. Place the transaction code on the document to show the type of transaction.
- a) 20 - Original Budgets
 - b) 21 - Revised Budgets
 - c) 26 - Carryover Budgets
14. Sign document indicating approval.
15. Submit to Supervisor for review and approval. The Supervisor of Sponsored Programs Accounting is required to approve all budget modification for Sponsored Program Accounts (5-2XXXX, 6-34XXX, 6-35XXX, and 6-36XXX).

Processing Notes:

Note 1: All budget revision for externally funded sponsored program activities that increases or decreases a line item by more than 10%, or creates a line item not included in the original budget requires the approval of the Associate Comptroller.

Note 2: The instructions for posting budgets and budget revisions to the Financial Records Systems shown below are for informational purposes only. Immediately following

compliance validation, all budgets and/or budget revisions are transmitted to the Budget Management Section of the Comptroller's Office for posting.

PROCEDURES FOR PROCESSING

Step 1 - Assigning Reference Numbers

All budget revisions are assigned a reference number to use for identification and in keying.

Examples: **General Fund - BR4001**

BR (budget revision) 4 (for fiscal year '04)001 (revision number)

Deseg, Auxiliary, and Plant/Sinking Fund - BRN4001

BRN (budget reference number) 4 (fiscal year '04) 001 (sequential number)

Board and System - BS4001

BS (board and system) 4 (fiscal year '04) 1, 2, ... (revision number)

Step 2 - Opening A Batch

When opening a session, each campus is assigned their own batch number. Only open a session for the campus you are processing for.

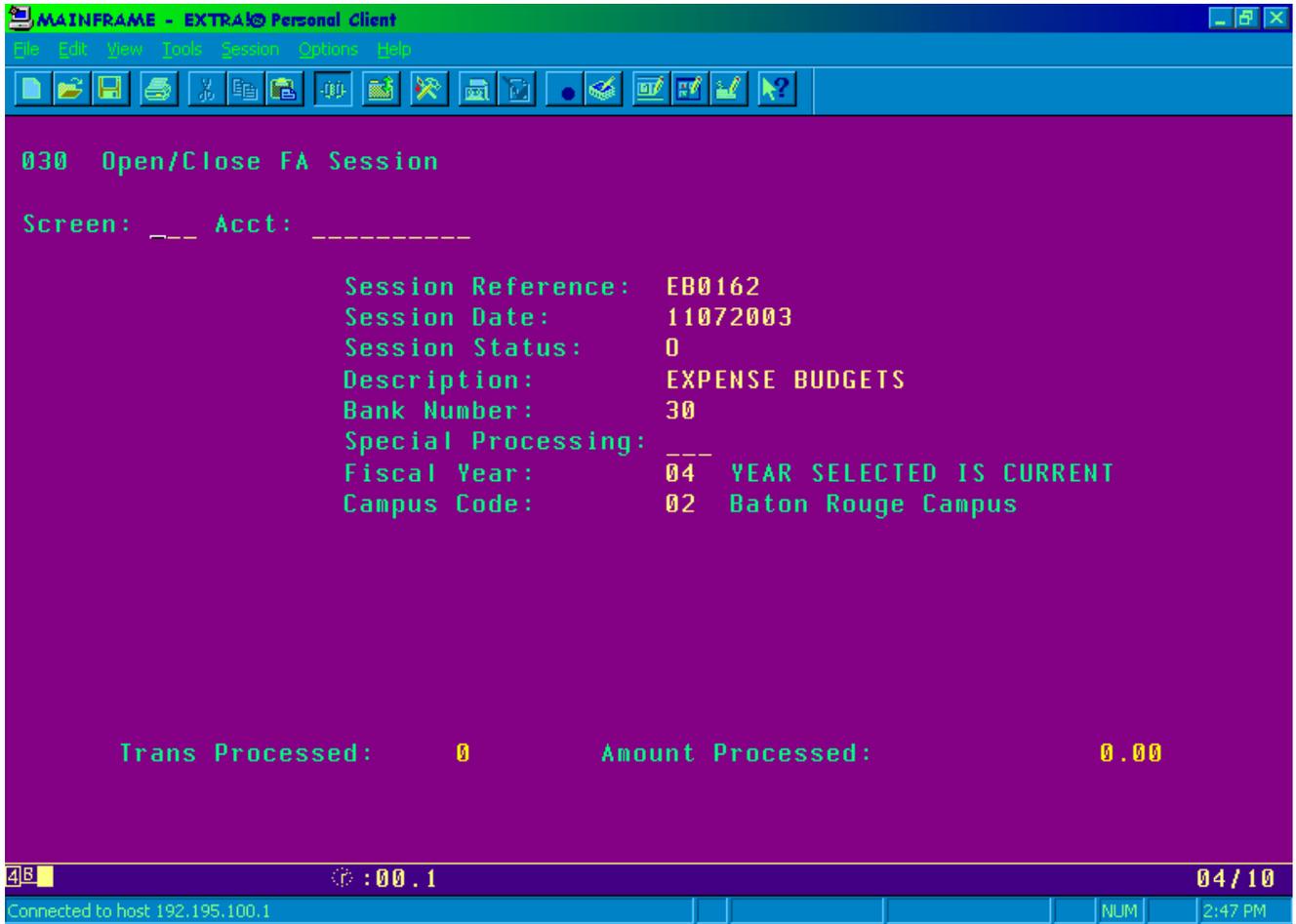
Example:

**SOUTHERN UNIVERSITY SYSTEM
BATON ROUGE CAMPUS
EXPENSE BUDGET LOG
FISCAL YEAR 2003 - 2004**

BATCH NUMBER	CAMPUS CODE	DATE	INITIALS
EB0100			
EB0101			
EB0102			
EB0103			
EB0104			
EB0105			

Step 3

Using the FRS system, go to screen 030 and open a session using the EB # assigned for the campus being processed. Once at this screen there are four important fields that must be filled.

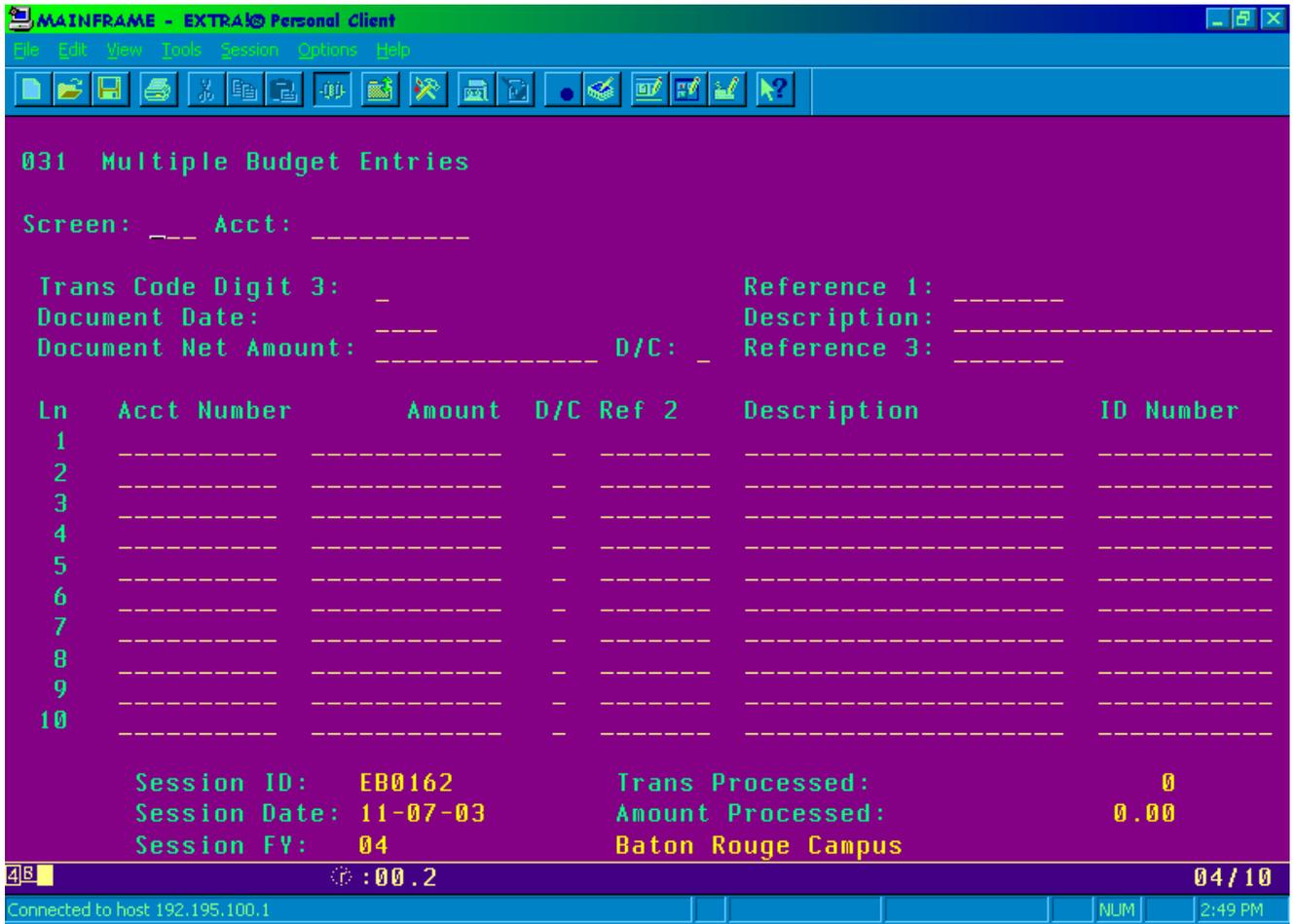


- **Session Reference** – This is your EB #.
- **Session Status** – Use the letter “O” for open and the letter “C” for close. Two sessions cannot be open at the same time. You must close the current session in order to open another one.
- **Description** – For entering budgets, the description is “Expense Budgets”.

- **Campus Code** - This indicates the campus for which you are opening the session for. The campus may also be changed on screen 881 before opening the session.
- Press **ENTER**. All of the other areas will default.

Step 4

Proceed to screen 031, which allow you to make multiple budget entries. When entering a budget revision, it is important to know whether it is an original budget or a revision.



The important fields are:

- **Trans Code Digit 3** – Use a “0” to indicate an original budget and a “1” for a budget revision and “6” for carryover budgets.
- **Reference 1** – This is the reference number assigned to each revision as explained in Step 1.
- **Document Net Amount** – This is the net amount of the budget revision.

Each line of the budget revision must be entered separately. There are only three columns used when entering a revision:

- **Account Number** – Indicates the five-digit account number and the four-digit line item that is being affected.
- **Amount** – The debit/credit amount being affected on a particular line item.
- **D/C – Debit/Credit Indicator**–This indicates whether the account/line item is being increased or decreased. When the expense budget line is decreased, use a “C”, when the expense budget line is increased use a “D” in this field. When the revenue budget is increased use a “C”, and when decreased use a “D”. Continue to enter the information until each line is entered.
- Press **ENTER** for the system to accept the information.
- Stamp the revision with the **Budget Modification Form** stamp and fill out the appropriate information.

Example:

Step 5

After the budget revisions have been loaded, a copy should be sent to the department for their records.

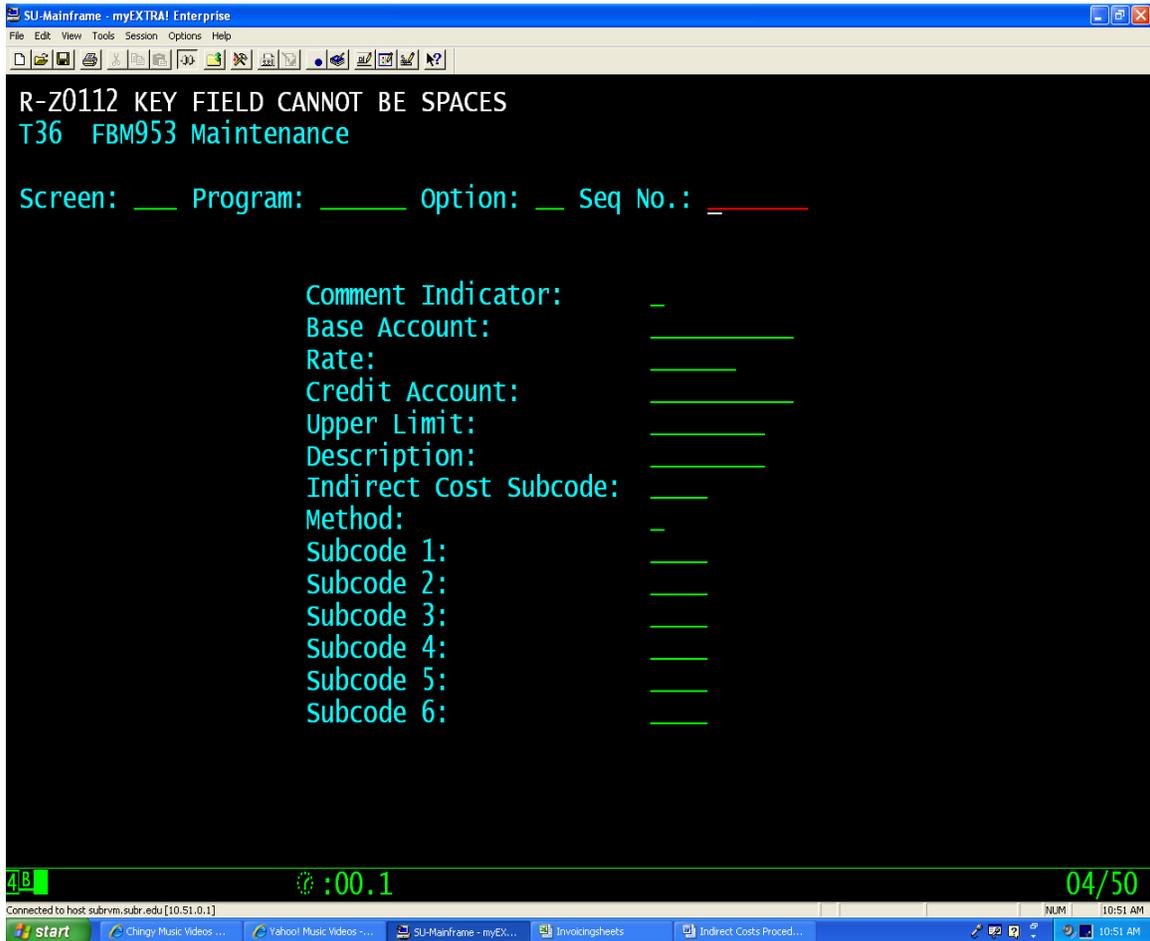
- **General Fund** – Remove the top copy, attach it to the supporting documentation and file it. Take the second copy and send it to the respective department.
- **Board and System** – Make a copy and send it to the budget head or the department. Keep the original in a desk file.

- **All Other Budget Revisions** – Make a copy of the revision and send it to the department. Give the original back to the responsible person located in the office.

PROCEDURES FOR INDIRECT COST, UNEMPLOYMENT COMPENSATION AND

Procedure for Updating the Indirect Cost Tables

1. Log on to the FRS Utilizing established Procedure
2. Go to Screen T36



3. Enter the required Information:
 - a. Program: FBM953
 - b. Option :A1
 - c. Sequence No:_____

NB. The sequence number should be the next available number per T02. If a sequence number is entered and other fields populate STOP and determine the correct number.

```

W-Z0137 - SECURITY - YOU MAY NOT UPDATE ON THIS SCREEN
T02 RDF Table Listing Search

Screen: __ Program: FBM953 Option: A1 Seq No.: 0769200 Next Seq No.: 0769218
Search String: _____ Max Match: _ Begin Col: __ End Col: __
Fn Seq No. ....V...10....V...20....V...30....V...40....V...50....V...60....V...
0769200 FBM953A1*5272580000043600110006024100039022REC-IDC 901011XXX
0769201 FBM953A1 5208200000043600110006024100077628REC-IDC 901011XXX
0769202 FBM953A1 5272740000043600110006024100018218REC-IDC 901011XXX
0769203 FBM953A1 5208750000043600110006024100015260REC-IDC 901011XXX
0769204 FBM953A1 5205520000043600110006024100030251REC-IDC 901011XXX
0769205 FBM953A1 5213490000008000110006024100012763REC-IDC 9010282xx9010
0769206 FBM953A1 5208770000043600110006024100008720REC-IDC 901011XXX
0769207 FBM953A1 5277670000043600110006024100011654REC-IDC 901011XXX
0769208 FBM953A1 5277660000043600110006024100011654REC-IDC 901011XXX
0769209 FBM953A1 5277730000043600110006024100006849REC-IDC 901011XXX
0769210 FBM953A1 5213420000008000110006024100003704REC-IDC 9010282xx9010
0769212 FBM953A1 5213460000008000110006024100033515REC-IDC 901029010
0769213 FBM953A1 5282940000022000110006024100031513REC-IDC 901011XXX
0769214 FBM953A1 5205530000043600110006024100025222REC-IDC 901011XXX
0769215 FBM953A1 5226440000043600110006024100012515REC-IDC 901011XXX
0769216 FBM953A1 5277760000008000110006024100013001REC-IDC 901029010
0769217 FBM953A1 5272800000010000110006024100007102REC-IDC 901029010

Copy transaction from _____ to _____

4 B :00.1 04/10

```

4. Press Enter.
5. All Fields should be Blank except the “Current Indicator”. It will contain a *.
6. Remove the * in the “Current Indicator” field, and replace with an underscore (_).

7. When entering the "Base account", always end fill the number with 4 zeros, ensuring that there are a total of 10 characters.
 8. Remove the decimal from the "Rate" and also end fill with zeros to equal a total of 6 characters.
 9. The "Credit Account" Number always stays the same.
 10. The Upper Limit is the Budget and is always front filled with Zeros to equal a total of 8 characters.
 11. The "Description" always remains the same. (REC -IDC)
 12. The "Indirect Cost Subcode" always remains the same. (9010)
 13. The Method is a number which indicates whether to Include or Exclude the "Subcodes". Can vary from # 1-4.
 14. Enter the Subcodes provided.
- NB. The entry 1XXX will include all subcodes that begin with 1
15. Upon ensuring that the information is correct, Press "Enter" to complete the process and register the Indirect Cost Table in the FRS.

Procedure for Updating the Unemployment Compensation Tables

The same as the established Procedure for the Indirect Cost Tables with the Following differences:

1. The Credit Account # is always end filled with "2145"
2. The "Method" is always 4.
3. The Description is always REC-UNEMP
4. The "Subcode" is always 10XX

Upon Completion of the above

1. Enter Sequence Number on the Header of each form
2. Sign and date each Form to indicate that the update was performed
3. Print a copy of each screen for Validation

Procedure for Rectifying Indirect Cost Errors

ERROR TYPE	POSSIBLE CAUSES	PROCEDURE
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<p>1. Debits and Credits Reversed</p>	<p>1. The Indirect cost has been over recorded and it is over the budget. 2. A duplication has been made in the system</p>	<p>Cause 1 1. Go to Screen T36 and input the Sequence #. 2. Print screen T36. 3. Pull the file from the filing room. 4. Print screen 023 and review to identify any credits on the system. 5. If there are, then the system is correcting the indirect cost calculation and screen 023 needs to be attached to the error report.</p> <p>Cause 2 1. To determine whether there is a duplication in the system, reference screen T02, Program: FMB953, Option: A1 and review. 2. When the duplication is found place a * in the Comment Indicator column found on the T36 screen.</p> <p>(This will tell the system to ignore one of the duplications, thereby eliminating the error.)</p>
<p>2. Account not found</p>	<p>1. Account # was entered in incorrectly</p>	<p>1. Pull the file from the File Room. 2. Submit to the Associate Comptroller for Sponsored Programs Accounting, Policy development and Operational Compliance for further review and so</p>

		corrections can be made to the account.
3.Upper Limit would be exceeded	2. The calculated amount would surpass the budget, consequently the system then only allows the amount to go up to the limit, not past it.	<p>1. Go to screen T36.</p> <p>2. Type in the sequence #.</p> <p>2. Ensure that the calculated amount equals the Upper Limit amount.</p> <p>3. Place a * in the Comment Indicator column. (This will tell the system to ignore it, thereby eliminating the error.)</p>
4. Upper Limit Reached	1. The Upper Limit equals the calculated amount.	<p>1. Go to screen 019, input the Account # and print.</p> <p>2. Go to screen T36, input the Sequence # and print.</p> <p>3. If that the Upper Limit equals the calculated amount, place a * in the Comment Indicator column.</p> <p>4. File both the 019 and T36.</p> <p>If it does not equal the calculated amount:</p> <p>1 Complete a “Request for Corrective Action form.</p> <p>2. Submit to Associate Comptroller for Sponsored Programs Accounting, Policy development and Operational Compliance for review.</p>
5. Account Deleted or	1. The Final report has	1. Pull the file.

Frozen	been completed, but the system may still be expecting an entry	<p>2. Compare the calculation for Indirect cost on the final and reconcile to the Financial Record System's figures.</p> <p>3. If they are identical, then Make a copy of the page of the report that contains the errors.</p> <p>4. Complete a "Request for Corrective Action form" stating the system is attempting to record and Indirect cost entry for acct #'s that have been deleted or frozen and need to be reopened.</p> <p>5. Attach the copy of the report to the request</p> <p>6. Submit the report to the Associate Comptroller for Sponsored Program Accounting, Policy Development and Operational Compliance for their signature.</p> <p>7. Submit request to the Grants And Contracts Administrator for their initials and the appropriate corrective action.</p> <p>8. Follow up on each request that was submitted.</p> <p>IF THEY ARE NOT THE SAME:</p>
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		<p>1. Make a copy of the page of the report that contains the errors.</p> <p>2. Complete a “Request for Corrective Action form” stating that the Indirect Cost Figures on the Final and the FRS do not reconcile and corrective measures need to be taken to figure out which one is accurate.</p> <p>3. Attach the copy of the report to the request.</p> <p>4. Submit the report to the Associate Comptroller for Sponsored Program Accounting, Policy Development and Compliance Operations for their signature.</p> <p>5. Submit request to the Grants And Contracts Administrator for their initials and the appropriate corrective action.</p> <p>6. Follow up on each request that was submitted.</p> <p>(P.S. If the final report has been submitted, then no changes are to be made in the system)</p>
<p>6. Credit Account Subcode Invalid</p>	<p>1. Data entry error</p>	<p>1. Check the sequence # to ensure that the credit Account # was keyed in correctly.</p>

GOVERNING
PROCESSING PROCUREMENT DOCUMENT

The Grants and Contracts Division is responsible for insuring procurements of goods and services where the source of funds is applicable. A sponsored program award complies with established policies and procedures. All documents shall be processed within 24 hours of receipt. The documents for Procurement of goods and services include the following:

STEPS FOR PROCESSING PROCUREMENT DOCUMENTS

Document Type	Processing Steps	Responsible Employee
Departmental Invoices	<ul style="list-style-type: none"> ✓ Receive Document from Purchasing Department or Receptionist. ✓ Clock document to validate date and time received. ✓ Log document into tracking data base. ✓ Verify accounting distribution and signature authority. ✓ Verify Expiration Date; Record expiration date in the lower left hand corner of the document. ✓ Determine if costs are 	Grants and Contracts Award Specialist

Document Type	Processing Steps	Responsible Employee
	<p>allowable and allocable.</p> <ul style="list-style-type: none"> ✓ Stamp and sign document indicating approval. ✓ Transmit approved documents to Accounts Payable. <p><u>Note: If document cannot be approved complete the document return letter and return to the originator.</u></p> <ul style="list-style-type: none"> ✓ Record transmission in tracking log. 	
Purchase Requisitions	<ul style="list-style-type: none"> ✓ Receive Document ✓ Clock document to validate date and time received. ✓ Log document into tracking data base. ✓ Verify accounting distribution and signature authority. <p><u>If a requisition is coded to object codes 5XXX or 84XX you must have a copy of the contract with the requisition.</u></p> <ul style="list-style-type: none"> ✓ Verify Expiration Date ✓ Determine if costs are allowable and allocable. <p><u>Note: The Compliance Accountant must approve all procurement for Equipment-70XX, Travel 2XXX, Professional Services-5XXX and</u></p>	<p>Grants and Contracts Award Specialist & Compliance Accountant</p>

Document Type	Processing Steps	Responsible Employee
	<p><u>sub-agreements-84XX.</u></p> <ul style="list-style-type: none"> ✓ Stamp and sign Document indicating approval. ✓ Transmit documents to the Purchasing Department <p><u>Note: If document cannot be approved complete the document return letter, attach the letter to the requisition and return to the Purchasing Department.</u></p> <ul style="list-style-type: none"> ✓ Record transmission in tracking log. 	
Travel Requests		Compliance Accountant
Inter-Departmental Transfers-Non-cash Journal Vouchers		Grants and Contracts Specialist
Professional Service Contracts	<p><u>Grants and Contracts Award Specialist</u></p> <ul style="list-style-type: none"> ✓ Receive Document; <u>A Requisition and a contract are required to process.</u> ✓ Clock document to validate date and time received. ✓ Log document into tracking data base. ✓ Verify accounting distribution and signature authority. ✓ Verify Expiration Date ✓ Transmit document to Compliance Coordinator. <p><u>Note: The Compliance Accountant</u></p>	Grants and Contracts Award Specialist & Compliance Coordinator

Document Type	Processing Steps	Responsible Employee
	<p><i>must approve all procurement for Equipment-70XX, Travel 2XXX, Professional Services-5XXX and sub-agreements-84XX.</i></p> <p><u>Compliance Coordinator</u></p> <ul style="list-style-type: none"> ✓ Determine if costs are allowable and allocable. ✓ Stamp and sign Purchase Requisition indicating approval. <p><i><u>Note: If document cannot be approved complete the document return letter.</u></i></p> <ul style="list-style-type: none"> ✓ Return document to Grants and Contracts Award Specialist for final disposition. <p><u>Grants and Contracts Award Specialist</u></p> <ul style="list-style-type: none"> ✓ Transmit documents to the Purchasing Department <p><i><u>Note: If document cannot be approved complete the document return letter, attach the letter to the requisition and return to the Purchasing Department.</u></i></p> <ul style="list-style-type: none"> ✓ Record transmission in tracking log. 	
Subcontracts to awards	<p><u>Grants and Contracts Award Specialist</u></p> <ul style="list-style-type: none"> ✓ Receive Document; <u>A Requisition and a contract are required to process.</u> ✓ Clock document to validate date and time 	<p>Grants and Contracts Award Specialist & Compliance Accountant</p>

Document Type	Processing Steps	Responsible Employee
	<p>received.</p> <ul style="list-style-type: none"> ✓ Log document into tracking data base. ✓ Verify accounting distribution and signature authority. ✓ Verify Expiration Date ✓ Transmit document to Compliance Coordinator. <p><u>Note: The Compliance Accountant must approve all procurement for Equipment-70XX, Travel 2XXX, Professional Services-5XXX and sub-agreements-84XX.</u></p> <p><u>Compliance Coordinator</u></p> <ul style="list-style-type: none"> ✓ Determine if costs are allowable and allocable. ✓ Stamp and sign Purchase Requisition indicating approval. <p><u>Note: If document cannot be approved complete the document return letter.</u></p> <ul style="list-style-type: none"> ✓ Return document to Grants and Contracts Award Specialist for final disposition. <p><u>Grants and Contracts Award Specialist</u></p> <ul style="list-style-type: none"> ✓ Transmit documents to the Purchasing Department <p><u>Note: If document cannot be approved complete the document return letter, attach the letter to the requisition and return to the Purchasing Department.</u></p>	

Document Type	Processing Steps	Responsible Employee
	<ul style="list-style-type: none"> ✓ Record transmission in tracking log. 	
Personnel Action Forms	<p><u>Grants and Contracts Award Specialist</u></p> <ul style="list-style-type: none"> ✓ Receive Document ✓ Clock document to validate date and time received. ✓ Log document into tracking data base. ✓ Transmit document to Compliance accounting for processing. <p><u>The Compliance Accountant completes the following:</u></p> <ul style="list-style-type: none"> ✓ Verify accounting distribution and signature authority. ✓ Verify Expiration Date ✓ Determine if costs are allowable and allocable. ✓ Record the PAF information into the tracking log to determine if funds are available. (See exhibit____) ✓ If approved, Stamp and sign Document indicating approval on the reverse side of document. Place complete accounting distribution and expiration date of the award directly below the Compliance Stamp. <p><i>Note: If document cannot be</i></p>	Grants and Contracts Award Specialist & Compliance Accountant

Document Type	Processing Steps	Responsible Employee
	<p><u>approved complete the document return letter, attach the letter to the PAF and return to the originator.</u></p> <ul style="list-style-type: none"> ✓ Transmit documents to the Budget Management Section. <p><u>The Budget Management Section will assign a position number and forward document for final approval.</u></p>	
Scholarship/Stipend award authorization requests	<p><u>Grants and Contracts Award Specialist</u></p> <ul style="list-style-type: none"> - ✓ Receive Document ✓ Clock document to validate date and time received. ✓ Log document into tracking data base. ✓ Transmit document to Compliance accounting for processing. <p><u>The Compliance Accountant completes the following:</u></p> <ul style="list-style-type: none"> ✓ Verify accounting distribution and signature authority. ✓ Verify Expiration Date ✓ Determine if costs are allowable and allocable. ✓ Record the Scholarship/Stipend Award information into the tracking log to determine if funds are available. (See 	Grants and Contracts Award Specialist & Compliance Accountant

Document Type	Processing Steps	Responsible Employee
	<p>exhibit____)</p> <ul style="list-style-type: none"> ✓ If approved, Stamp and sign Document indicating approval on the reverse side of document. Place complete accounting distribution and expiration date of the award directly below the Compliance Stamp. <p><i>Note: If document cannot be approved complete the document return letter, attach the letter to the PAF and return to the originator.</i></p> <ul style="list-style-type: none"> ✓ Transmit documents to the Budget Management Section. <p><i>The Budget Management Section will assign a position number and forward document for final approval.</i></p>	
<p>Student Worker authorization Request Letter</p>	<p><u>Grants and Contracts Award Specialist</u></p> <p>-</p> <ul style="list-style-type: none"> ✓ Receive Document ✓ Clock document to validate date and time received. ✓ Log document into tracking data base. ✓ Transmit document to Compliance accounting for processing. <p><u>The Compliance Accountant completes the following:</u></p> <ul style="list-style-type: none"> ✓ Verify accounting 	<p>Compliance Accountant</p>

Document Type	Processing Steps	Responsible Employee
	<p>distribution and signature authority.</p> <ul style="list-style-type: none"> ✓ Verify Expiration Date ✓ Determine if costs are allowable and allocable. ✓ Record the Scholarship/Stipend Award information into the tracking log to determine if funds are available. (See exhibit____) ✓ If approved, Stamp and sign Document indicating approval on the reverse side of document. Place complete accounting distribution and expiration date of the award directly below the Compliance Stamp. <p><i>Note: If document cannot be approved complete the document return letter, attach the letter to the PAF and return to the originator.</i></p> <ul style="list-style-type: none"> ✓ Transmit documents to the Budget Management Section. <p><i>The Budget Management Section will assign a position number and forward document for final approval.</i></p>	

RECEIPT OF THE PROCUREMENT DOCUMENT

The documents are received by the Comptroller's Offices through various offices and personnel. All procurement documents received by the Comptroller's Office must be received via transmittal and clocked in. All procurement documents relative to the Grants and Contracts Section must be received by the Grants and Contracts Awards Specialist. In the absence of the Grants and Contracts Awards Specialist, documents should be received by the Compliance Accountants, who will be responsible for logging in the documents. Should the accountant receive or other staff member receives any documents they must be immediately forwarded to the Grants and Contracts Specialist for tracking.

All Purchase requisitions must be received via formal transmittal from the Purchasing Department.

All Departmental invoices with the exception of travel reimbursements must be received by transmittal from the Purchasing Office.

All travel related documents must be received from the Accounts Payable/Travel division of the Comptroller's Office.

All Professional Service Contracts and subcontractor agreements must be received via transmittal from the Purchasing Office and must be accompanied by a purchase requisition.

All Personnel Action forms are received from the Chancellor's Office.

All requests for inter-departmental cost transfers shall be received by the receptionist for transfer to the appropriate staff member in accordance with procedures.

Non-cash Journal Vouchers to record Inter-Departmental Cost Transfers originate within the Comptroller's Office.

DETERMINING ALLOWABLE COST

Cost allowable under the terms of grants and contracts issued to Southern University by the Federal government must be in compliance with the Office of Management and Budget (OMB) Circular A-21 and the approved budget. This circular established principles for determining applicable project costs. The grants and contracts administrator and the grants and contracts accountant must be carefully reviewed to determine governing authority in this area. To ensure compliance the grants and contracts accountant shall:

1. Review the proposals, contracts, grants, or award documents to become familiar with the applicable regulations governing procurement of personnel and non personal services, materials/ supplies, and equipment.
2. Review applicable regulations carefully determining what constitutes allowable cost and what special provisions apply.
3. Review budget to become familiar with budget allocation by line items. In the areas of travel, equipment, and personnel, careful consideration is given to allowable trips, equipment listing, position listing, and allocations (For personal action, please refer to the enclosed procedures for processing PAF's).
4. Receive procurement documents.
5. Review documents:
 - a. Authorized signatures based on the award document. NOTE: The Project Director or Program Administrator as shown on screen 006 is required to sign all procurement documents, and the Department head is also required to approve. (2 tier approval is always required) ⁵
 - b. Check Expiration date of the award. Goods or services must be received before the expiration date. NOTE: Requisition processing must be discontinued 90 days prior to award expiration date. Exceptions require the approval of the Associate Comptroller. *The expiration date must be noted in the lower left hand corner of the procurement document.(i.e. Exp=06/30/05)*
 - c. Determine Allocability:
 - Equipment - Determines the type of equipment being purchased. If general-purpose equipment, a check for funding agency approval is made. NOTE: The purchase of general-purpose equipment is unallowable unless prior written approval is granted by the funding agency. In the case of special purpose equipment, the budget and contracts are checked for provisions of purchase (i.e., equipment listing, agency approval, agency classification).
 - Personnel Services (Salaries and Wages) - Budgets and contracts are reviewed for position listing, allowable remuneration, and period of performance. The Period of Service must fall within the award period.
 - Review procurement to determine their relationship to the project and the allowable under Procurement Regulations.
 - Travel - Review document to determine the purpose of the trip. Determine if the purpose corresponds with the Statement of Work in the Grant agreement and budget. If travel is budgeted, is it trip specific? If the request is for International travel, is agency approval required and does it have the approval of the Division of Administration which is required for all International travel.

- Professional Service Contracts and other Subcontract - Review document to determine the service provided. Does the service relate to project and support the project objectives. Is the use of professional service consultant or other type sub-agreements approved in the award document?
- d. Validate accounting distribution including the campus code-six digit account number and object code. The object code is the code that FRS uses to classify cost items (i.e. supplies, equipment, etc.) This code must correspond to the type of good and/or services being processed. (Please refer to the object code listing shown as Exhibit _____. **Costs must never be charged (coded) to the budget pool. They must be charged to the sub line levels. Budget pools are listed below:**

BUDGET POOL	OBJECT CODE
1000	Salaries and Wages
2000	Employee Benefits
3000	Operating Services
4000	Supplies
5000	Professional (Consultant) Services
6000	Other Charges
7000	Equipment
7300	Library Acquisition
8000	Student Scholarships and Stipends
8300	Participant Training Cost
8400	Sub-Agreements
9000	Administrative Cost
9500	ABR=2 (Pool Budgeting excluding Salaries and Fringe Benefits)

- f. Check for the availability of funds based on the approved budget by object of expenditure. Note: Funds availability is check by either Account Payable (Direct Payment Vouchers) or Purchasing (requisitions) when the procurement document is key into the Financial Records System. Salaries and Scholarships/Stipend budgets are controlled using a manual tracking log.

GOVERNING
FUND MANAGEMENT OF TITLE IV PROGRAM FUNDS

The Sponsored Programs Accounting Unit of the Comptroller's Office has the vested responsibility to ensure that all restricted funds received by the University from external sources are managed in accordance with the policies and procedures governing the program under which the awards are made. The staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the awarding agency, the State and the University. The accountants in this office function as the financial liaison between awarding agencies and the faculty, staff, and other campus administrative offices on matters related to externally funded programs.

By the 15th working day of each month, the fund management accountant shall prepare a reconciliation of the awards made to the student per Financial Aid to the disbursement records as maintained in the financial records system. This process is accomplished for Pell, Federal Student Loans and Federal Work study.

The reconciliation process for Federal Loans and Pell Awards is managed through the use of a focus program that is designed to compare data in one file to the data transactions contained in another file. In the case of federal loans, the program compares the Sallie Mae roster of funds received to disbursement made in Financial Aid Management System (FAMS). In the case of Pell awards, the program compares the Pell awards per the U. S. Department of Education to the Pell award disbursements in FAMS.

The reconciliation process for Federal Work study is completed using a data base that compares a file submitted to the Comptroller Office by the Office of Student Financial Aid to the payroll history file maintained by the Payroll unit.

A report of discrepancies is sent to the Office of Student Financial Aid for resolution and corrective action.

POLICIES AND PROCEDURES GOVERNING THE RECONCILIATION OF THE FFEL ACCOUNT

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines for reconciling the FFEL account (040906-2170). This policy sets forth guidelines to ensure that the FFEL subsidiary detail account activity is reconciled to the general ledger on a periodic basis and ensure compliance with Title IV guidelines.

OVERVIEW

The Sponsored Program (SPA) Accounting Section of the Comptrollers Office has the vested responsibility for the financial reconciliation of the FFEL account for Southern University at Baton Rouge. Accordingly, the staff must keep abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of federal and state agencies and University operating procedures. The accountants in this office functions as the financial liaisons between funding agencies, project directors, faculty, staff, and other campus administrative offices on financial matters related to recordkeeping, reconciling, and monitoring financial transactions for Title IV awards.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements is vested with the Office of the Comptroller, Sponsored Program Accounting Section through the Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable regulations, policies and procedures is vested with the Office of the Comptroller: Sponsored Program Accounting Section.

DELEGATION AND RESPONSIBILITIES

The Sponsored Program Accountant within the Comptroller's Office is responsible for ensuring the FFEL account is reconciled in detail to the General Ledger on a periodic basis. Once a detailed reconciliation is completed and agreed to the general ledger control account (#040906-2170) the report is formally transmitted to the Director of Financial Aid for further analysis and clearing discrepancies between the amounts received from Sallie Mae, the amounts disbursed to student and the amounts returned to the lender.

PROCEDURES FOR RECONCILING THE FFEL STUDENT ACCOUNT ACTIVITY DETAIL TO THE GENERAL LEDGER:

1. ISD submits a copy of the EFT database showing student detail for amounts disbursed to the University and deposited into the FFEL bank (14) account by Sallie Mae. The EFT database is maintained and updated collectively by the Information Systems Division (ISD), Bursar, and Financial Aid offices in the following manner.

The Financial Aid Office is responsible for drawing down the funds from Sallie Mae and submitting an electronic file of draw downs to ISD; ISD accumulates the file of draw downs by dates and submits the file to the Bursar. The Bursar verifies that the amounts by dates agree to the funds deposited in the EFT bank account.

Note: If EFT data base is not received by the 10th of each month a written notification should be sent to the offices listed above advising that information to complete the FFEL account reconciliation has not been received.

ISD programmer generates an excel spreadsheet once this process is complete, which shows the following information by student detail: Sequence Number (Column A), Student ID (Column B), Data Base Amount (Column C), 409 Amount (Column D), and Difference, Data Base & 409 Amounts (Column E). SIS Screen 409 includes the following sub codes: 91090, 91091, 91092, 91095, 91306 and 91309. The ISD programmer will also include a separate column for SIS Screen 409 sub code 61003, Withdrawal Refunds.

The Student Information System (SIS) programmer is responsible for submitting this report to the Sponsored Program accountant. The database should be updated and submitted to the Sponsored Program accountant monthly.

2. The SP accountant will insert columns for Return to Lender (RTL) disbursements upon receiving the electronic spreadsheet from ISD. The SP accountant will adjust the formulas in the excel spreadsheet to recalculate the "Difference" column, taking into consideration the insertion of the new "RTL" column.

Note: The RTL student detail must be obtained from the General Accounting Section of the Comptroller's Office. This section is responsible for maintaining an excel spreadsheet which totals back to the cumulative amount of the Financial Accounting Disbursement (FAD) vouchers that were posted to the general ledger account 040906-2170 for the period of the reconciliation.

3. The SP accountant will print a copy of the general ledger screen (018) for the FFEL Account (0-40906-2170). The Year-to-Date actual amount on screen 018 should equal the amount in the "Difference" column on the excel spreadsheet.
4. If the Year-to-Date actual amount on screen 018 for account control 2170 does not equal the amount in the "Difference" column on the excel spreadsheet; analyze and account for all transactions posted to the FFEL account and post any missing transactions to the excel spreadsheet. This can be accomplished by running the focus program described in step 5 below and reviewing for missing transactions.
5. The SP accountant will request a focus program (FRS013) showing the detail for the FFEL (2170 account control object) transactions. The detail transactions on the focus report should agree to the total amount shown in the year-to-date actual column for account control 2170 on screen 018.
6. The SP accountant must reconcile the amount in the "Difference" column on the excel spreadsheet to the general ledger (0-40906-2170-FRS Screen 018);
7. The SP accountant formally transmits to the Financial Aid Office (through the Associate Comptroller) the excel spreadsheet requesting that all amounts in the "Difference" column be researched and cleared by one of the following actions: (1) disburse funds to student; (2) return funds to the lender; or (3) post a correcting entry to student's SIS account to clear the balance.
8. Note: Financial Aid must clear ALL student balances in the "Difference" column

on the excel spreadsheet. The SP accountant is responsible for monitoring the account balances in the FRS ledger and following up with Financial Aid staff to ensure that all amounts in the "Difference" column nets to zero.

FINANCIAL REPORTING

One of the most important components for successful program administration and award compliance is cash management and financial reporting. The Grants and Contracts Section of the comptroller's office has the vested responsibility to ensure that all financial reports are submitted to the awarding agency as required by award specifications both timely and accurately. The Grants and Contracts Accountant must be cognizant of the reporting requirements and ensure compliance with all award specifications. Accordingly the Grants and Contracts accountant must ensure that reports involving fiscal activities be prepared and submitted to the awarding agency as required by award specifications. The type of reports required will vary depending on the agency. However, much of the data required in the preparation of the reports is common to all.

For the purpose of reporting on federal grants and cooperative agreements, please review the award document and the Attachment of G to OMB circular No. A-110. This circular prescribes procedures for recipients to: summarize expenditures made and Federal funds unexpended for each award, report the status of federal cash advanced, request advances and reimbursement when the letter of credit method is not used, and illustrate standard forms related thereto. When letter of credits are used as the method of payment, the funding agency will normally provide as a part of the award packet, instructions to recipient organization for the receiving of federal funds using the letter of credit. Contracts are unique however, with respect to financial reporting. Accordingly, the type of report and amount of data that will be required will vary. The accountant shall always refer to the award document or attachments thereto that will provide directives on reporting requirements.

These requirements are usually incorporated into the agreement either by attachment or by reference.

Whenever directives are given by reference, it is encumbered upon the Supervisor of Sponsored Programs accounting and the Accountant to ensure that a copy of the referenced document is on hand. If the document is not on hand, a copy must be

requested from the awarding agency. When the projects are received and files are established, the Supervisor of Sponsored Programs accounting and the Accountant shall develop a reporting schedule. This schedule should detail all reporting and cash management requirements including:

- 2) Which reports are required and the appropriate format
- 3) Frequency of submission
- 4) The date the reports are required by the agency
- 5) Report distribution: who should the report be submitted to and the number of copies required
- 6) Point of delivery/ address of recipient

The comptroller's office is responsible for the submission of all reports that affect financial accountability. These reports include but are not limited to:

- 1) Financial reports
- 2) Report of equipment and property purchases
- 3) Report of subcontracts, sub grants, and any other sub agreement
- 4) Report of Socioeconomic programs

Intermittent Reporting Guidelines/ Instructions are shown below:

**Southern University-Baton Rouge
Office of the Comptroller
Financial Reports Submission Requirements
Grants, Contracts and Other Sponsored Agreements**

Account Number _____

For the Period ended: _____

<u>#</u>	<u>ACTION REQUIRED:</u>	<u>COMPLETION STATUS</u>
1.	Assemble needed Materials: You will need the following <ol style="list-style-type: none"> 1. Award File 2. Ledgers information as noted in item 3. 3. A copy of the Salary Tracking Log (Exhibit ____) 4. A copy of the Scholarship Tracking Log. (Exhibit____) 	

	<p>5. A copy of EBC 440. (Exhibit ____)</p> <p>6. Copies of the required forms. (Sample forms attached)</p>	
2.	Review award file to determine the correct reporting format, frequency of submission and distribution requirements.	
3.	Secure a copy of the appropriate ledger documents. You must include both the General ledger (FJM094 or screen 018) and the Subsidiary ledger (FJM090 or screen 019) for all accounts that are being reported. For detail for each account you may use either screen 023 if available on line or Report FJM091, the detail account transactions report. A copy of the ledgers for each year of the award is required.	
4.	Reconcile the Subsidiary ledger to the general ledger. Revenue minus Expenditures should equal fund balance. If it does not, you must research discrepancies and take immediate corrective action to ensure timely resolution. <i><u>Note: It is the responsibility of the accountants to ensure the accuracy of the financial records. If corrective action does not bring about successful resolution, the accountant must notify the Grants and contracts Supervisor of the discrepancies in writing using the memo for records form. Notification must take place within 24 hours.</u></i>	
5.	Review the general ledger and subsidiary ledger for accuracy. Ensure that all account balances are correct. Prepare journal voucher or other corrective action document for submission with appropriate documentation.	
6.	Print a copy of Screen 022. Complete budget reconciliation. Validate that the amount shown as "original budget" equals the amount of the initial award. To complete the reconciliation, post the original budget on to a work sheet, add any subsequent modifications and or amendments. The resulting balance should equal the revised budget. If it does not research and correct any differences. All amendments must be on file. Ensure that all amendments are in accordance with award requirements.	
7.	Prepare salary analysis. You must show the amounts paid by employee as compared to amounts authorized	

	per Personnel Action Forms (PAF) or student award letters. Ensure that salaries authorized reconciles to the amounts posted as expenditures per the financial records. You must balance the amount budgeted per your salary payment code- book to the amounts of salaries budget, paid and the available balance to the financial records. <u><i>You must attach a complete copy of the codebook together with a copy of the detailed report of payments to personnel (i.e., EBC440 or EBC425). Reconcile reports to ledger.</i></u>	
8.	Analyze Scholarships and/or stipend authorized to the amounts posted to the financial records. Research and correct all discrepancies. <u><i>Note: A copy of the tracking log for scholarships must be attached for review and reference.</i></u>	
9.	Review ledger for un-paid obligations. <u><i>All encumbrances must be "analyzed" prior to report submission. Please remember that you should send a reminder notice of impending grant closures to the Accounts payable Supervisor at least 30 days before grant expiration date.</i></u>	
10.	Review the General Ledger for any unclear advances. Submit formal notice to the Accounts Payable-Travel Section to request immediate corrective action.	
11.	Identify all un-posted adjustments including indirect cost and fringe benefits. Prepare Journal Vouchers to record adjusting entries. Submit for review with documentation to support action.	
12.	Prepare summary report of expenditures with adjusting entries. (see sample attached)	
13.	Prepare request for any reimbursement for any expenditures not previously reported.	
14.	Determine Cost-sharing requirements. Prepare a Summary Report of Expenditure by cost category for costs share/matching. The report must be submitted with documentation to support all expenditures reported. <u><i>Note: It is the accountant's responsibility to ensure that accounts are continuously monitored to ensure that cost share and matching requirements are being met. Please do not wait until a report is due. Cost share monitoring is an on-going task and must comply with the terms of the agreements. If Documentation is not received to support cost sharing the report must be submitted together with a notice of deficiency to the</i></u>	

	<u>agency and PI. (See sample attached) The grants supervisor must suspend spending by freezing the account on screen 035 until all requirements are met.</u>	
15.	Prepare a reconciliation of Revenue to adjusted expenditures. Show any request for payments not yet paid or booked. The resulting balance must equal the amount now being requested.	
16.	Prepare reconciliation on Claim on Cash per the General ledger account control 1100 to amount of the current request. Make appropriate adjustments for any funds requested not received or booked. <u>Attach "copies" of each reports posted to the claim on cash reconciliation. Show date of each report submission. You must show all collections efforts undertaken in the comment section of the Claim on Cash Reconciliation report.</u>	
17.	Age all outstanding requests for reimbursements. Review award to validate payment requirements. If reimbursements are not received timely, you are required to call the agency representative to discuss payment status and determine the reason for the delay in making payment. You must follow up with a formal demand letter to the agency advising them that they have violated the terms of the agreement. Send copies of the communication to the Office of Sponsored Programs. (See sample of 30, 60, 90 days and over 90 days.) You must update the file using a memorandum of record.	
18.	Complete all required forms in accordance with the terms of the agreement and agency instructions. Validate all extensions and footings for accuracy. Validation must be completed before and after typing.	
19.	Prepare transmittal letter ensuring accurate distribution. Note a copy must always be sent to OSPRA and a copy to the program manager.	
20.	Complete approval routing slip.	
21.	Submit report for approval ensuring that all required documentation is attached.	

The Undersigned hereby certify the attached financial report and/or Invoice has been prepared in accordance with the terms and conditions of the above referenced agreement and agency guideline and regulation incorporated into the agreement either by attachment or reference. I also certify that I have reviewed the ledgers

associated with this account and certify that all posting are correct and all costs reported are allowable.

Signature of Grant Accountant

Date

The following steps are handled by the Receivable Management Specialist

22.	COMPLETE DISTRIBUTION AND RECEIVABLE MANAGEMENT
23.	Disseminate report insuring correct distribution.
24.	Enter invoicing information into data base
25.	File report as required.

Certification of completion of steps 21-24

Signature of Receivable Management Specialist

Date

**POLICIES AND PROCEDURES
GOVERNING
INVOICING, COLLECTING AND MONITORING
NON-STUDENT ACCOUNTS RECEIVABLES**

PURPOSE

The purpose of this Operating Policy/Procedure (OP) is to establish the procedures and guidelines to ensure that funds advanced to employees for business related expenses or accounts receivables related to the sale of goods and services and miscellaneous transactions are invoiced and received in a timely manner. This policy set forth guidelines to ensure that invoices are submitted and monitored timely so that the time elapsed between the recognition of the receivable, the issuance of an invoice and collection of payment is minimal.

OVERVIEW

State agencies to which an account receivable is owed is responsible for collecting the account receivable. In fulfilling this responsibility, a State agency shall establish internal policies and procedures for the management and collection of accounts receivable and shall submit its internal policies and procedures to the Office of Statewide Reporting and Accounting Policy and to the Cash Management Review Board for review and approval.

SCOPE

This policy pertains to amounts due Southern University at Baton Rouge. It does not apply to student receivables, loans to students or third party tuition receivables. Petty cash and advances made from the petty cash account are not considered receivables for the purposes of invoicing and reporting.

DELEGATION

The Division of Finance and Administration has the vested responsibility for the financial management of all funds due the University. It is the responsibility of the Vice Chancellor for Finance and Administration to implement and administer the provisions of this policy in all areas under his jurisdiction. Accordingly, the staff must be kept abreast of constantly changing policies and procedures to ensure compliance with the policies and procedures of the

University, State, and Federal agencies. At a minimum, the Vice Chancellor for Finance and Administration shall:

- Designate the campus administrators responsible for the management and collection of accounts receivable.
- Ensure due diligence in the collection of all amounts due the University.
- Ensure accounts receivable records and supporting documentation are established and maintained by the responsible University department.

DEFINITIONS

Accounts Receivable - An asset of the University reflecting a debt that is owed to the University and payment has not been received. The term includes claims, damages, fees, charges for goods and services on account, fines, forfeitures, advances to employees to fund business related expenses (i.e. Travel, vendor prepayments) overpayments, and accrued interest.

Grants and Contracts Receivables - Expenditures/expenses that have been incurred under a grant or contract but have not been reimbursed.

Debtor - An individual, a fiduciary, a firm, a partnership, an association, a corporation, a unit of government, or another group acting as a unit who owes an account receivable.

Invoice-- An invoice is a request for payment based on an outstanding debt.

Past Due Receivable - Receivables for which payment has not received by the due date.

Delinquent Account - Receivables for which payment has not been received within 90 days after the due date.

Allowance for Doubtful Accounts - A contra-asset account that is credited with an estimated amount of uncollectible receivables. This account is offset against gross receivables so that net receivables reported by the University are not overstated.

Write-off - A transaction to remove from the University's financial accounting records an account that management has determined to be uncollectible. Authorization to write-off an account receivable does not constitute a forgiveness of the indebtedness. The debtor remains obligated to the University.

Recoveries of Accounts Written Off - Amounts collected on accounts that have previously been written off.

AUTHORITY FOR WRITING, UPDATING AND INTERPRETATION

The authority for writing, updating and interpreting the applicable policies and procedures is vested with the Office of the Vice Chancellor for Finance and Administration.

The authority for compliance with these requirements rest with the Office of the Comptroller, Division of Fiscal Compliance through the Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller.

RESPONSIBILITY FOR NOTIFICATION OF CHANGES

The responsibility for notification of changes in applicable laws, regulations, policies and procedures is vested with the Office of the Comptroller, Financial Compliance Division.

PROCEDURES:

- Bill accounts timely. All accounts shall be billed when goods are provided or services rendered unless contractual requirements specify other billing terms. Payment terms shall be thirty days after bill date unless contractual requirements specify otherwise.
- Maintain control records summarizing the receivable transactions and a detailed record of individual receivable transactions.
- Provide a monthly reconciliation of individual receivable activity to the general ledger control account. Note: The Financial Records System does not maintain a detailed subsidiary. Therefore, it is the responsibility of the Accountant to maintain the subsidiary using an Excel Spreadsheet or Access Database. The control record is maintained in the General Ledger of the Financial Records System.
- Provide an aged trial balance of all receivables. Southern University at Baton Rouge requires the following age categories for reporting and record management purposes.
 - 1-30 days
 - 31-60 days
 - 61-90 days
 - 91-120 days
 - 121-180 days
 - 181 days- 1 year
 - Over 1 year
- Provide information relative to specific collection efforts on each past due account. Provide monthly (15th of each month for the preceding month) management reports on the collection status of each account.
- Provide a realistic estimate and properly account for doubtful accounts and provide adequate documentation on the methodology used to determine when an account reaches doubtful account status.
- Write off receivable when accounts are determined to be uncollectible.
- Provide a quarterly Accounts Receivable Report in prescribed format to the Office of Statewide Reporting and Accounting Policy forty-five (45) days after the end of each quarter.

DUTIES AND RESPONSIBILITIES

The accountants within the Comptroller’s Office are responsible for maintaining the subsidiary ledger and for the preparation and submission of invoices related to outstanding accounts receivable.

All invoicing must be prepared and remitted by the Comptroller’s Office. The invoices shall be processed in accordance with the terms and conditions of the contracts or other agreements and the applicable University, Federal, and State Regulations. The deadlines for submission of invoices is fifteen days after the close of the month for non agency specified due dates or by the deadline specified per contractual terms and written agreements for all other receivables.

Invoices are based on information reflected in the ledger or in accordance with the language of written agreements.

Payees are instructed to forward all checks directly to the Controllers Office. Checks received by the department must be forwarded immediately to the Comptroller’s Office for deposit.

The steps required for processing are outlined below.

- Invoice processing shall begin on the 1st working day of the month for outstanding debts as of the end of the previous month.
- The accountant shall on the 3rd working day of the month review the general ledger and contract files to determine invoicing requirements and the amounts.
- By close of business on the 5th working day of the month each Accountant shall prepare and submit a schedule of receivables for which invoicing is required. A copy of the schedule must be sent to the Associate Comptroller through the Financial Compliance Manager. The schedule must show the type of invoicing required and the required completion date for each invoice. The required completion date must be assigned to ensure completion of all invoicing by the 15th of the month. The schedule must include the following certification:

“The undersign hereby certify that I have reviewed the accounts for which I have been assigned responsibility. The attached invoicing schedule represents a complete listing of all accounts for which invoicing is required.”

- The accountants shall by the 10th working day of the month complete an aged receivable analysis. This analysis must include the following information.
 1. Name and address of the debtor
 2. Account number
 3. Nature of goods or services provided or and explanation of the debt.
 4. Schedule payment amounts with scheduled due dates. *Note: The accountants are required to include a listing of all receivables recorded per the financial records.*
 5. The age (number of days outstanding) of each receivable.
 6. Comments relative to collection status.
- By the 15th working of the month, the accountant shall prepare and submit all invoices. The required action is noted below.

#	ACTION REQUIRED

1.	Complete all required forms in accordance with the terms of the agreement and agency instructions. Validate all extensions and footings for accuracy. <u>Validation must be completed before and after typing.</u> (Please refer to procedures on “How to Prepare Invoices and Reports”).
2.	Prepare transmittal letter ensuring accurate distribution. <i>NOTE: A copy must always be sent to the program manager.</i>
3.	Complete approval routing slip. Submit for approval of supervisor or functional manager and Associate Comptroller.
4.	Invoices are submitted by the accountant to the Receivables Management Specialist. The Receivables Management Specialist will ensure that all required documentation is attached prior to transmitting to the Associate Vice Chancellor for Financial Operations and Comptroller for final approval.
<i>NOTE: The following steps will be preformed by the Receivables Management Specialist.</i>	
5.	Disseminate invoices insuring correct distribution.
6.	Enter invoicing information into data base.
7.	Return a copy of the approved invoice to the originator. A copy of the request must also be held in the pending file until funds are received. (See invoice monitoring procedures below).

PROCESSING NOTES FOR INVOICE SUBMISSION:

The documents are submitted for final approval by the Associate Vice Chancellor for Financial Operations and Comptroller through the Financial Compliance Manager and the Associate Comptroller. The full accounting distribution code and any special delivery instructions must be included on the signature routing slip. The invoices and reports shall be given to the Receivables Management Specialist. A log sheet for transmittal and signature is prepared for submission to the Associate Vice Chancellor for Financial Operations and Comptroller. The Receivables Management Specialist shall monitor return receipt from the Associate Vice Chancellor for Financial Operations and Comptroller. After the Associate Vice Chancellor for Financial Operations and Comptroller approval signature is obtained, the Receivables Management Specialist shall make copies record and distribution. The original shall be mailed to the debtor for reimbursement. The Receivables Management Specialist shall maintain a database to monitor receipt of funds. Upon receipt of the check or electronic transfer, the Receivables Management Specialist shall receipt the funds based on the accounting distribution provided on the signature routing slip. The Receivables Management Specialist will notify the Accountant as funds are received.

IMPORTANT: The Receivables Management Specialist is responsible for sending delinquent notices for any invoice when payment is not received within 30 days.

INVOICE COLLECTION, MONITORING, AND FOLLOWUP:

All invoices not paid within 30 days of the invoice date are considered delinquent. The table below sets forth the responsibility and requirements for monitoring invoice payments.

DELINQUENT PERIOD	RESPONSIBILITY	ACTION REQUIRED
1-30 Days	None	These payments are considered current; no action required.
31-45 Days	Receivables Management Specialist/Accountant	The Receivables Management Specialist is required to contact the debtor on a weekly basis or until full payment is received. The accountants are required to denote past due invoices on the current invoice.
30-60 Days	Receivables Management Specialist	The Receivables Management Specialist is required to send a written notice of the deficiency to the funding agency on the 5th of each month. The letter is generated using the invoice tracking data base. The notice must indicate the number of days past due. The number of days past due is computed based on the date the invoice was submitted.
Over 60 Days	Receivables Management Specialist	The Receivables Management Specialist must submit a report to the Associate Comptroller on all requests for payments that have not been paid. The Associate Comptroller is required to review the file to determine why payment has not been made. If it is determined that the account has reached default status, the Associate Comptroller must promptly notify the Vice Chancellor for Finance and Administration through the Associate Vice Chancellor for Financial Operations and Comptroller. A letter is prepared for the Chancellor's approval notifying the debtor of the deficiency and the consequence for failure to pay.
90 Days to 1 Year	Receivables Management Specialist	Continue sending delinquency notices; establish allowance for doubtful accounts

- The Receivables Management Specialist is required to complete a memorandum for record detailing the following information: account number, amount past due and date invoice is submitted, the date and time of each attempt to contact, whether or not contact was made, the name and title of the agency representative, the phone number of the individual to whom he/she spoke with, and the full descriptive notation of the content of the

conversation. In outlining specific reasons for non payment, a copy of the memo for record must be attached to the unpaid invoice in a pending file until full payment is received or until written notice that the debt is considered uncollectible is provided by the Associate Comptroller. A copy must be placed in the award file under "miscellaneous correspondences".

- The Receivables Management Specialist shall prepare a report of outstanding invoices that have been received every Friday to be submitted to the Accountant, Financial Compliance Manager, the Associate Comptroller and the Associate Vice Chancellor for Financial Operations and Comptroller. The Receivables Management Specialist must also prepare a report of all invoices submitted. This report must be submitted on Friday of each week showing all invoices (regardless of status submitted during the month). This report is due to the Associate Comptroller through the Financial Compliance Manager weekly without exception.
- The Financial Compliance Manager is required to review the pending file on a weekly basis to validate collection efforts. The Financial Compliance Manager must promptly notify the Associate Comptroller in writing of any instances of noncompliance by University personnel both fiscal and/or programmatic that prevents or contribute to the nonpayment of invoices. The Financial Compliance Manager shall prepare formal notice (to be signed by the Associate Vice Chancellor for Financial Operations and Comptroller) to the principal investigator notifying him or her of any programmatic differences that prevents payment of invoices. A copy of the notice must be sent to the Deans and Vice Chancellor of the affected area.
- If a positive response noting corrective action is not received within ten (10) days, the Financial Compliance Manager shall immediately prepare a second notice of deficiency. This notice must be sent under signature to the Associate Vice Chancellor for Financial Operations and Comptroller to the Vice Chancellors of the respective areas with a copy to the Vice Chancellor for Finance and Administration.
- Collection of receivables related to travel advances and responsibility forms are managed in accordance with Board Policy and the agreement signed by the employee. This policy require that funds not properly accounted for within the agreed upon time period shall be payroll deducted without further notice. The Receivables Management Specialist will submit each Friday to the Payroll Accounting Division, a schedule of advances for which compliance has not been met. The reported amount shall be taken from the employee's next available pay check.

ALLOWANCE FOR DOUBTFUL ACCOUNTS:

After an account remains past due for a period of at least 1 year the accountant shall take appropriate action to establish a reserve allowance for the doubtful accounts receivable. The establishment of an allowance for doubtful accounts receivable is established to ensure that the University's accounts receivable balances are not overstated on the financial records. The estimate for the allowance shall be based on historical data or other information relative to the receivable in question. If a positive response has not been received from the debtor within one year, the account is considered doubtful of collection.

Once an account reaches doubtful status, the account shall be referred to the Comptroller's Office Collections and Receivable Division for submission to the State of Louisiana Department of Justice. Past due accounts shall also be referred to the local Credit Reporting Agency.

ACCOUNTS RECEIVABLE WRITE-OFFS:

Uncollectible accounts are written off after remaining in doubtful status for a period of at least 1 year. *Note: Accounts written off are removed from the University's Financial Records System and are recognized as uncollectible for "financial reporting purposes only." The legal obligation to pay the debt remains. All accounts written off require the following approvals:*

- ✓ Associate Vice Chancellor For Financial Operations and Comptroller
- ✓ Vice Chancellor for Administration and Finance

GOVERNING
FISCAL COMPLIANCE AND LEDGER MAINTENANCE

Reference	Task Assignment	Frequency	Due Date
	Prepare budget projections for Board & System and SUBR, Agency Fund.	M	10th
	Reconcile Fund Balance per the FJM061 to the General Ledger(FBM094). Identify and correct differences.	M	10th
	Compare actual registration revenue for Fall, Spring and Summer semesters to budget. Notify depts. to adjust budgets if actual falls below budget. Suspend spending if no response. This task is applicable to Fee based Agency Fund accounts.	S	10th day following last date to pay fees.
	Prepare reconciliation of Pell and SEOG expenditures per Financial Aid to BRS and FRS. Reconcile differences.	M	15th
	Reconcile FWSP disbursements with Financial Aid.	* M	15th
	Prepare comparison schedule of indirect cost (object 9010) per grant funds to indirect cost revenues per general funds.	M	20th
	Prepare JV to record Indirect Cost and Fringe Benefits.	M	20th
	Prepare reconciliation of revenue for Department of Education Awards per the financial records to GAPS	M	20th
	Prepared salary analysis for grants & contract accounts. Validate that all persons are correctly charged to the correct account. Take appropriate action to correct any discrepancies.	M	20th
	Review deferred revenue accounts. Transfer to revenue if eligibility criteria has been met.	M	20th
	Prepare preliminary FISAP Report. Reconcile to GL.	Q	20th

Prepare reconciliation of current year revenues to the amounts drawn per letter of credits *	M	20th
Prepare cash reconciliation's for all grants. Account Control 1100 (Claim on Cash) ; This task should be completed in conjunction with Financial reporting and Invoicing.	M	25th
Prepare grant Invoices/billings according to grant agreements.	M	25th
Prepare JV to record all adjusting entries that are posted and reported on grant reports.	M	25th
Prepare recap on Fin. Aid Title IV awards. Compare expenditures to budget to detect over spending.	M	25th
Prepare receivable analysis for grants and contracts. Age receivables.	M	25th
Prepare salary analyses to ensure that employees working on grants or paid as release time are charged correctly. Correct discrepancies.	M	25th
Submit Schedule of impending grant closures to accounts payables.	M	5th
Prepare L/C draw downs for all grant funds.	B-M	8th /25th
Submitted schedule of expired grants with negative cash balances.	W	Tuesday

Reconciling General Ledger Fund Balance to Revenue and Expenditures per the Subsidiary Ledger.

The purpose of this operation procedure is to ensure that the Subsidiary ledger and General ledgers remains in balance at all time. These procedures provide guidance for completion of the following task(s)

- Reconcile Fund Balance per the FJM061 to the General Ledger (FBM094). Identify and correct differences.
- Reconcile and correct beginning balances GL and SL; Submit reconciliation for review. Prepare Schedule to compare Fund balance per the GL (Screen 018, Report FJM094) to Net balance per the SL (Screen 019, Report FJM061)

By the 15th working day of the month each account shall prepare a reconciliation of the net of revenue and expenditures per the subsidiary ledger (SL) to the fund balance account control per the general ledger (GL).

The sum of the detail transactions for revenue and expenditures for project year account should always reconcile to the Fund balance as recorded per the General Ledger. The accountants within the grants and contracts area are required to validate the accuracy of the ledgers each month. To complete this task the following steps are recommended.

PRELIMINARY REVIEW

- 1) Prepare a listing of subsidiary ledger accounts using the FJM061. Identify the related map code (general ledger account)
- 2) Using Screen the subsidiary ledger summary (screen 019 or report FJM061) and the General Ledger summary (screen 018 or report FJM094) prepare a schedule to compare the account total (difference between the total revenue and expenditures) for subsidiary ledger accounts with the same GL as shown on the subsidiary ledger to the Fund Balance per the General Ledger. The two must equal.
- 3) Identify all accounts where the account total (net balance) and the fund balance do not equal.
- 4) Identify the year the error occurred. Starting at the current year and working backward, print screen 018 and the last page of screen 019. Review each year, validate that the account total equal the fund balance. Repeat this step for each year until you account for the total that the ledger is off.
- 5) Print screen 023 or use the FJM091 for the year preceding the year that the ledgers differ. For example if the ledgers for FY=04 do not equal, print the detail for FY=03.

- 6) Identify the source of the error. The errors are usually the result of the following transactions:
 - i) A transaction that posted to the subsidiary ledger account 5-XXXXXX after the new fiscal year has been open and before the last fiscal year is closed. These transactions will have a posting date of greater than the date that grants and contract (Project Year) accounts are opened for the new fiscal year (usually after July 15) and before the final Year end processing takes place. (Usually around September).
 - ii) A beginning balance transaction that posted incorrectly. Beginning balance transactions are identified on the subsidiary ledger or general ledger report of detailed transactions (screen 023 or report FJM091) with a transaction code of 098.
 - iii) Posting of a transaction to the general ledger account 0-XXXXXX using a fund addition (account control 4XXX or fund deduction, account control 5XXX).
- 7) Pull detail for transaction to correct.
- 8) Prepare GAO, beginning balance correction entry.
- 9) Submit for review and approval.

Processing Notes:

- ✓ You must prepare schedule for reconciliation purposes or attach a calculator tape for single entries which show the calculation. When using a calculator tape, it should be pasted or taped to the ledger sheet for the year where difference is detected.
- ✓ You must attach the summary ledger documentation (screen print or report) for the current year and each year to the point that the required entry is identified.
- ✓ You must attach the detailed ledger (screen 023 or report FJM091) and identify the specific entries to be corrected.
- ✓ You must attach copies of the source documentation for entry being corrected.
- ✓ You must attach a reconciliation of revenue and expenditures for each account where an entry is made to revenue.

COMPREHENSIVE REVIEW

Print screen 018 and 019 for all years that the account has been in existence. Get the sum total of the following accounts for all years.

9350 REVENUE SUMM-LEDG 5
9650 ENCUM-SUMMARY LEDG 5

Compare the sum total of revenue to the cumulative per screens 18 (all years) control object 9350) to the total revenue in the actual column on screen 019. The two must equal. Repeat the same process for expenditures (object code 9650 screen 018) comparing the sum total to the total expenditures on screen 019. Again the amounts should. If it does not, analyze each year to determine when the error occurred.

- 1) Identify the year the error occurred. Starting at the current year and working backward, print screen 018 and the last page of screen 019. Review each year, validate that the account total equal the fund balance. Repeat this step for each year until you account for the total that the ledger is off.
- 2) Print screen 023 or use the FJM091 for the year preceding the year that the ledgers differ. For example if the ledgers for FY=04 do not equal, print the detail for FY=03.
- 3) Identify the source of the error. The errors are usually the result of the following transactions:
 - iv) A transaction that post to the subsidiary ledger account 5-XXXXXX after the new fiscal year has been open and before the last fiscal year is closed. These transactions will have a posting date of greater than the date that grants and contract (Project Year) accounts are opened for the new fiscal year (usually after July 15) and before the final Year end processing takes place. (Usually around September).
 - v) A beginning balance transaction that post incorrectly. Beginning balance transactions are identified on the subsidiary ledger or general ledger report of detailed transactions (screen 023 or report FJM091) with a transaction code of 098.
 - vi) Posting of a transaction to the general ledger account 0-XXXXXX using a fund addition (account control 4XXX or fund deduction, account control 5XXX).
- 4) Pull detail for transaction to correct.
- 5) Prepare GAO, beginning balance correction entry.
- 6) Submit for review and approval.

Processing Notes:

- ✓ You must prepare schedule for reconciliation purposes or attach a calculator tape for single entries which show the calculation. When using a calculator tape, it should be pasted or taped to the ledger sheet for the year where difference is detected.
- ✓ You must attach the summary ledger documentation (screen print or report) for the each year as noted above
- ✓ You must attach the detailed ledger (screen 023 or report FJM091) and identify the specific entries to be corrected.
- ✓ You must attach copies of the source documentation for entry being corrected.
- ✓ You must attach a reconciliation of revenue and expenditures for each account where an entry is made to revenue.

These steps may not be all inclusive; however they should provide a minimum foundation for this process. It is the responsibility of the accountants to understand the Accounting system, related transaction and the affects of each transaction on the ledger. The accountant must also possess sufficient analytical skills to analyze and resolve problems and discrepancies and protect the integrity of the ledger.

POLICIES AND PROCEDURES

PART III: AWARD TERMINATION AND CLOSEOUT

Closeout
Audit
Record Retention/ Archiving of Records

GOVERNING
Award Closeout

PURPOSE

To establish procedures to ensure that grant contracts and other sponsored programs are financially closed in accordance with closeout requirements.

OVERVIEW

As a part of contractual requirements and management circulars, Southern University – BR must ensure that all fiscal requirements as set forth by the awarding agency are met. These requirements include but may not be limited to report of final disbursements, final audit, close out of final records and record retention. It is the responsibility of Supervisor of Sponsored Programs Accounting to ensure that all Grant Close Out requirements are met.

DUTIES AND RESPONSIBILITIES

Sponsored Programs Accountant

1. Prepares final financial report in accordance with procedures for annual and final financial report submission requirements.

NOTE: All final reports must be completed within 45 days of the grant expiration date or within 15 days of date identified in the agreement which ever is earliest.

Annual and Final Financial Reports Submission Requirements

<u>#</u>	<u>ACTION REQUIRED:</u>	<u>COMPLETION STATUS</u>
1.	Review award file to determine the correct reporting format and distribution requirements.	
2.	Make a copy of the award document noting specific requirement for submission of annual and/or final reports. Attach a copy of the completed award data sheet. In lieu of the aforementioned, the accountant may attach the award file.	
3.	Secure a copy of the appropriate ledger documents. You must include both the General ledger (fjm094 or screen 018) and the Subsidiary ledger (Fjm090 or screen 019) for all accounts that is being reported. For detail for each account you may use either screen 023 if available on line or Report FJM091, the detail account transactions report. A copy of the ledger for each year of the award is required.	
4.	Reconcile the Subsidiary ledger to the reports to the general ledger. Revenue minus Revenue should equal fund balance. If id does not, you must research discrepancies and take immediate corrective action to	

	insure timely resolution. <u>Note: It is the responsibility of the accountants to insure the accuracy of the financial records.</u>	
5.	Prepare salary analysis. You must show the amounts paid by employee as compared to amounts authorized per Personnel Action Forms (PAF) or student award letters. Insure that salaries authorized reconciles to the amounts posted as expenditures per the financial records. You must balance the amount budgeted per your salary payment code- book to the amounts of salaries budget, paid and the available balance to the financial records. <u>You must attach a complete copy of the codebook together with a copy of the detailed report of payments to personnel (i.e., EBC440 or EBC425). Reconcile reports to ledger.</u>	
6.	Analyze Scholarships and/or stipend authorized to the amounts posted to the financial records. Research and correct all discrepancies. <u>Note: A copy of the tracking log for scholarships must be attached for review and reference.</u>	
7.	Review ledger for un-paid obligations. <u>All encumbrances must be “clear” prior to report submission. Please remember that you should send a reminder notice of impending grant closures to the Accounts payable Supervisor at least 30 days before grant expiration date.</u>	
8.	Review General Ledger any unclear advances. Interact with Budgetary control to insure immediate corrective action.	
9.	Identify all un-posted adjustments including indirect cost and fringe benefits. Prepare Journal Vouchers to record adjusting entries. Submit for review with documentation to support action.	
10.	Prepare summary report of expenditures with adjusting entries.	
11.	Prepare request for any reimbursement for any expenditures not previously reported.	
12.	Determine Cost-sharing requirements. Prepare a Summary Report of Expenditure by cost category for costs share/matching. The report must be submitted with documentation to support all expenditures reported. <u>Note: It is the accountant’s responsibility to insure that accounts are continuously monitored to insure that cost share and matching requirements are being met. Please do not wait until a final or annual report is due.</u>	
13.	Prepare comparison of Revenue to adjusted expenditures. Show any request for payments not yet paid or booked. The resulting balance must equal the amount now being requested.	
14.	Prepare reconciliation on Claim on Cash per the General ledger account control 1100 to amount of the current request. Make appropriate adjustments for any funds requested not received or booked. <u>Attach “copies” of each reports posted.</u>	
15.	Complete all required forms in accordance with instructions. Validate all extensions and footings for accuracy.	
16.	Prepare transmittal letter insuring accurate distribution. Note a copy must always be sent to OSPRA and a copy to the program manager.	
17.	Complete approval routing slip.	
18.	Submit report as required	
19.	Disseminate report insuring correct distribution.	

2. Obtain Form CF002 Close Out Data Sheet from the web site - www.home.subr.edu. Copies are available from the Sponsored Programs Supervisor upon request.
3. Complete Close Out Data form and submit completed form with the required documentation for approval to the Sponsored Programs Supervisor.

Sponsored Programs Supervisor

4. Audits close out packet verifying that all required documents are attached to the Close-Out Data form, all expenditures have been reported, and all revenue has been received. If revenue has not been received, a receivable must be set up to reflect funds due on the ledger balanced. The close out packet must be returned to the Sponsored Programs Accountant if there are missing documents or the balances do not equal.
5. Upon approval of the close out packet, the Sponsored Programs Supervisor must set the freeze flag on screen 035 to 1. Change project year indicator on screen 002 and screen 006 from 1 to F (final). Change status flag on screen 009 and screen 005 from A (active) to C (closed). Print screens after each change is attached to close out packet as validation.
6. The Sponsored Programs Supervisor must formally transmit copies of the close out packet to the Vice Chancellor for Research and Strategic Initiatives.
7. The Sponsored Programs Supervisor must forward the original close out packet and the grant file to Operational Auditing for review and purging.

Operational Auditing:

8. The Operational Auditing Supervisor shall audit files to ensure that all required reporting has been completed and that copies of all reports are

available in the file for audit purpose.

9. Prepare the file for auditing and record retention. The file is prepared using the following checklist:

Grant Close Out Check List

GRANT CLOSE OUT CHECKLIST TO MAKE SURE THE FILE IS COMPLETE
PROIR TO SUBMITTING THE GRANT FILE TO THE DIRECTOR OF ACCOUNTING
SERVICES TO FREEZE THE ACCOUNT NUMBER

GRANT NAME:

GRANT SU NUMBER:

PERIOD OF GRANT:

REPORTING FREQUENCY:

GENERAL DOCUMENTS:

IS THE ACCOUNT NUMBER ASSIGNMENT FOR NEW AWARD CORRESPONDENCE
IN THE FILE? ___YES ___NO

HAS A DATA SHEET BEEN COMPLETED AND IS INCLUDED IN THE FILE? ___YES ___NO

IS THE AWARD/CONTRACT FILE INDEX CHECKLIST INCLUDED IN THE FILE? ___YES ___NO

FINANCIAL REPORTS AND SUPPORTING DOCUMENTATION:

NUMBER OF REPORTS THAT SHOULD BE INCLUDED IN THE FILE:

ARE ALL OF THE INTERIM FINANCIAL REPORTS INCLUDED IN THE FILE? ___YES ___NO

IF ALL OF THE REPORTS ARE NOT IN THE FILE, PROVIDE THE DIRECTOR OF ACCOUNTING
SERVICES

A WRITTEN EXPLANATION STATING WHY THE REPORTS WERE NOT COMPLETED AND
INCLUDED IN THE FILE.

IS THE FINAL FINANCIAL REPORT INCLUDED IN THE FILE? ___YES ___NO

DATE OF FINAL REPORT:

IF THE FINAL REPORT IS NOT IN THE FILE, PROVIDE THE DIRECTOR OF ACCOUNTING
SERVICES

WITH A WRITTEN CORRESPONDENCE EXPLAINING WHY THE REPORT IS NOT COMPLETED
AND INCLUDED
IN THE FILE.

IS A COPY OF THE LEDGERS (Screens 018, 019, 023 or their equivalent) INCLUDED IN THE FILE
FOR EACH YEAR

OF THE AWARD?

NOTE: DO NOT SUBMIT WITHOUT A COPY OF THESE LEDGERS OR THEIR EQUIVALENT FOR EACH YEAR INCLUDED IN THE GRANT PERIOD.

HAS THE SALARY ANALYSIS WITH CORRESPONDING CODE BOOK AND AND LEDGERS BEEN PREPARED AND IS INCLUDED IN THE GRANT FILE? YES NO N/A

HAS THE SCHOLARSHIP ANALYSIS WITH CORRESPONDING CODE BOOK AND AND LEDGERS BEEN PREPARED AND IS INCLUDED IN THE GRANT FILE? YES NO N/A

HAS A SCHEDULE OF ALL EQUIPMENT PURCHASED FOR EACH YEAR OF THE GRANT BEEN PREPARED AND INCLUDED IN THE AWARD FILE? YES NO N/A

IS THE COST SHARING SCHEDULE AND SUPPORTING DOCUMENTATION INCLUDED FOR EACH YEAR APPLICABLE?

IS THE TIME AND EFFORT CERTIFICATAIONS AND SUPPORTING DOCUMENTATION INCLUDED FOR EACH YEAR APPLICABLE? YES NO N/A

AGREEMENT AND MODIFICATIONS:

IS A COPY OF THE GRANT AGREEMENT/CONTRACT IN THE FILE? YES NO

IF NOT, HAVE YOU MADE A DILIGENT EFFORT TO OBTAIN A COPY OF THE GRANT AGREEMENT/CONTRACT

TO INCLUDE IN THE FILE PRIOR TO SUBMITTING FOR FINAL CLOSURE? YES NO

WERE THERE ANY MODIFICATIONS TO THE AGREEMENT? YES NO

IF YOUR RESPONSE IS YES, ARE ALL OF THE MODIFICATIONS INCLUDED IN THE FILE BASED UPON

SEQUENTIAL NUMBER? YES NO

IF NO, HAVE YOU MADE A DILIGENT EFFORT TO OBTAIN A COPY OF ALL MODIFICATIONS MADE TO

THE AGREEMENT? YES NO

BUDGET REVISIONS/MODIFICATIONS:

WERE THERE ANY BUDGET MODIFICATIONS: YES NO

IF YOUR RESPONSE IS YES, ARE THEY ALL INCLUDED IN THE FILE BASED UPON SEQUENTIAL NUMBERING SYSTEM: YES NO

IF NOT, HAVE YOU MADE A DILIGENT EFFORT TO LOCATE A COPY FOR THE FILE PRIOR TO
SUBMITTING

FOR FINAL CLOSURE: ____YES____NO

ARE ALL OF THE DOCUMENTS INCLUDED IN THE FILE IN CHRONOLOGICAL ORDER BASED UPON
THE

INDEXING REQUIREMENTS? ____ YES ____NO

GRANT ACCOUNTANT (*Signature and Date*)

The Operational Auditing Section will send purged files to the Records Manager
who will archive the files on CD and place on the Comptroller's Office web site.

Steps for Completing Grants and Contracts Data Sheet

1. S U Account Number: Enter account number assigned by Southern University.
2. GL Map Code: Enter the code that relates the SL account to a fund ID in the associated GL account.
3. FG Code:???
4. Campus: Enter proper system campus code.
5. FY Processing: Enter the proper code that determines how the account will be processed at the end of the year.
6. Award name/Grant title: Enter full name of the award.
7. Program Manager: Enter the name of the person appointed program manager of the award.
8. Federal award number: Enter number of federal award or project number.

9. Address: Enter address of the program manager.
10. Funding agency: Enter funding agency's name.
11. Award amount: Enter award amount in full only if the budget is for all periods. Enter the current budget amount if the budget is in increments.
12. Start/End date: Enter beginning and ending dates of award.
13. Indirect cost amount: Enter indirect cost amount found on budget sheet.
14. IDC Base:???
15. IDC Rate:???
16. CFDA#: Enter only if applicable.
17. Program name: Name of program assigned by CFDA (only if there is a CFDA number will there be a program name).
18. Cost share amount: Amount of cost shared by Southern University.
19. Cost share type: Enter the way in which the cost share will occur (in-kind or in-cash).
20. ABR Rule:???
21. Major Fund Source: This code identifies the primary source of funding for this account.
22. Reclassification: This code indicates whether this account must be reclassified for reporting purposes.
23. Division: This code identifies the organizational division that has fiscal responsibility for this account.
24. Minor Fund Source: This code identifies a secondary source of funding for this account. The source may or may not be a subset of the major funding source.
25. Security Code: This code is security to restrict access of information about an account.
26. Department: This code identifies the department or organizational unit that has fiscal responsibility for this account.
27. Expense Purpose: This value identifies the function of expense for this account in accordance with AICPA recommended guidelines.
28. Revenue Source: This identifies the source of revenue for this account in accordance with AICPA recommended guidelines.
29. Executive Level: This code identifies the executive level of the officer responsible for this account's financial activity.
30. Award Type: ???
31. Designation: This distinguishes a direct award from flow thru award.
32. Reporting Frequency: This code indicates how often a fiscal report for the grant account must be prepared and produced.
33. Research Type: This code identifies the type of research performed for the project.

34. Account Purpose: This code identifies the reason the account was created.
35. Field of Science: This code identifies the area of science for the project's research.
36. Funding Type: This code identifies the source of funding for sponsored programs where letter of credit arrangements have been established.
37. Reporting Format: ???
38. Final Report Due Date: Date Final Report is due.
39. Comments: ???
40. Grant Acct's signature: Signature of accountant responsible for that particular award.
41. Prepared by: Signature of person completing data sheet
42. Loaded by: Signature of person loading data.