



Tips and Tricks for Monthly Grant Reconciliation

Why should monthly grant reconciliation be performed?

Monthly grant reconciliation is a systematic review of general ledger transactions (debits or credits) posted to an account against source documents to verify that transactions were correctly posted. By performing monthly grant review and reconciliations, we can identify transaction errors and ensure that award expenditures are complete (i.e. all budgeted/projected items are posting on a timely basis).

Roles and Responsibilities

Grants Manager	Perform monthly grant reconciliation. Review award expenditures with the Principal Investigator (PI).
	Prepare summary of grant expenditures for PI review to ensure all expenditures are captured (complete), allowable, and reasonably allocated, including expenditures by subcontractors and on part-of accounts.
	Identify and correct erroneously-posted transactions in a timely manner, preferably within the same accounting period.
	Provide PI with a look ahead at expected encumbrances so PI can verify (or changes can be discovered ahead of time).
Principal Investigator	Meet with Grants Manager and review the GL on a monthly basis to ensure the charges are appropriate.
	Update Grant Manager on a timely basis of changes in effort allocation.
	Ensure that expenditures are made for the intended purpose of the grant or contract in accordance with sponsor requirements as well as University policies and procedures.
	Certify, signature and date after reviewing summary of GL expenditures with Grants Manager.

Best practices for ensuring grants are reconciled and up-to-date throughout their lifecycle

- Each month, review and reconcile the prior month’s grant transactions by the 20th of the month to allow time for any corrections before the month end.
- Use a budgeting tool (Oracle ADI sponsored budget) to track monthly expenditures against the approved sponsor budget.
- Upload the approved Oracle ADI sponsored budget* or other approved School budget system (e.g., Wasabi at HSPH, FASSPAR at FAS.) *Job aids for utilizing Sponsored Budget ADI process are [available on Eureka](#).
- Update any budget changes to Oracle ADI Budget or other approved School budget system to ensure the comparison of actual expenditures against the grant budget is accurate and informative.
- Input salary and fringe encumbrances into the grant shadow system (many departments are using pre-formatted excel templates) for the entire project period; this ensures an accurate fund balance.
- Update the salary allocation (“costing”) in PeopleSoft and in the grant shadow system if the PI has requested changes in effort.
- Run Detail Listing, Period Expense Report (PER) and Sponsored Invalid Code Combinations reports on a monthly basis. Review and reconcile GL transactions, comparing original source documents against approved budget.



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- Confirm that expenses are allowable, reasonable and appropriate by reviewing individual transaction lines (Detail Listing report).
- Correct errors/incorrect postings/allocations in a timely manner (i.e. within the same accounting period).
- Process journals and cost transfers to ensure corrections and adjustments are completed in the GL.
- Ensure expenditures do not exceed available award balance (PER Report).
- Follow up with the sub-awardee if the invoicing hasn't been received according to the schedule. Contact OSP* if assistance with sub-awardee invoice collection is needed. *this is a new escalation procedure
- Contact sub-awardees/part-of accounts about variances from budget.
- Notify OSP if F&A variances in the GL have been identified; ask for adjustment to be made to fix variances.
- Monitor award end dates.

Preparing for the award end date

2 to 3 months before end date:

- PI confirms project will be completed as scheduled. If not, request no-cost extension via GMAS and coordinate with your pre-award partner for any projects that require the project period to be extended.
- Request Carry Forward (when not automatic) if a remaining balance is anticipated at the end of the award.
- Run the CREW Committed Funds report to check for expenses that have not yet posted to the GL. Follow up with AP on any outstanding payments.

1 month before end date:

- Update payroll costing to reallocate personnel effort to other projects.
- Notify all internal service centers, postdocs, research staff, and lab managers of updates to 33-digit coding for project future expenditures.
- Review the CREW Committed Funds report to identify AP payments that were in process and confirm posting in GL. Supplies and services ordered must be received before the award end date.

As award end date approaches:

- Contact HCOM team to close out any standing POs.
- Update the default billing info in HCOM.
- Follow up with sub-awardees on invoices not received to be sure they are paid.
- Ensure all outstanding expenses have posted (e.g. vendor invoices, travel expenditures, tuition, cost transfer journals, service and recharge center billings, subcontract invoices) .
- Remove over-expenditures.
- Correct Invalid Code Combinations.
- Identify Cost Share expenditures (if applicable). Ensure actual cost share expended (in companion GL account) matches the cost share committed. Submit a Detail Listing report to OSP to validate cost share expenditures.

Remember: Supporting documentation must be retained for audit purposes!



Tips and Tricks for Monthly Grant Reconciliation

Helpful CREW reports to run on a monthly basis

Period Expense Report

Purpose	The Period Expense Report (PER) provides a summary of the account balance (award income and expenses at an object code level for the current period and since inception of the award). If a budget has been entered into Oracle for your award, the PER will indicate the balance remaining and % balance expended. This report helps to view the fund balance, as it includes all income (invoices collected or income drawn by letter of credit) and transactions that have posted to the award in a concise and easy to read manner.
Parameters	Run for current award budget period to last close period. Keep parameters to a minimum (only include fund #). De-select "active accounts only" so that you can see the entire picture and all expenses.

Detail Listing Report

Purpose	Indicates expenses by transaction, and can be sorted many ways. To easily compare with the PER, select sub-activity as the first sort. By looking at individual transaction lines, one can determine if all charges are accurate and appropriate. Also, mis-codings (i.e. wrong activity / sub-activity / object code) can be easily identified using this report. If your sub-activity totals do not match the PER totals, that is an indication that there may be invalid transactions posted to this account. A review of the Detail Listing will help you confirm that all applicable charges were posted correctly to your sponsored account.
Parameters	Run this report by month at the last closed period (report period =most recent month). Keep parameters at a minimum - fund only yields the richest results. The DL report can be sorted many ways: by object code, sub-activity, employee ID. For training grants, we suggest the first sort be object code and the second sort be employee ID.

Sponsored Invalid Code Combinations Report

Purpose	Identifies transactions posted to an invalid fund/activity/sub-activity/fund combination. These transactions do not appear on the PER or in GMAS, and are not included in invoices or financial reports to our sponsors. If not corrected promptly, the department may need to post them to unrestricted accounts as they cannot be reported to or reimbursed from the sponsor. This report indicates the last time a transaction was posted to each invalid code. Run a Detail Listing to review all transactions to that fund/activity/sub-activity combination.
Parameters	Enter your org value (or leave blank and let your security settings determine the results). Run this report by month at the last closed period (report period =most recent month)

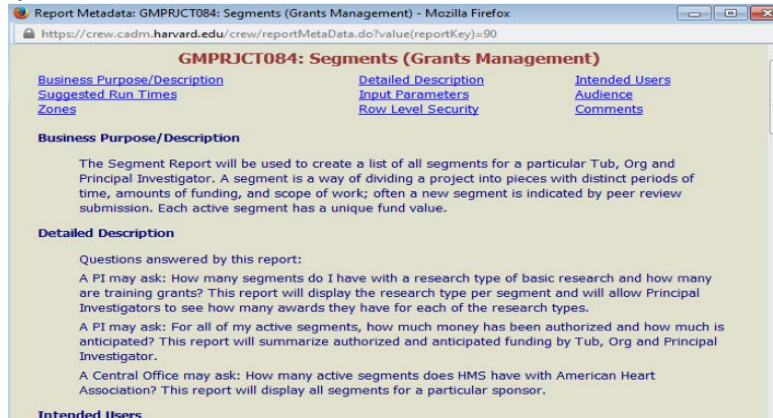
Segments Report

Purpose	The Segments Report provides a list of awards that are active and/or ending within the selected period. It also gives information at the Fund level by providing the total expenses and total income so far on each award.
Parameters	See screenshot on following page for details.



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Segments Report (continued)



CREW COMMON REPORTING ENVIRONMENT FOR THE WAREHOUSE

Home New Request Selection Sets Load Status System Msgs Links Logout December 10, 2014

GMPRJCT084: Segments

Parameter Set: (Reset) [Go] [Delete]

My Request Name
Segments Report for HMS Genetics

My Portfolio Only
Check this box to only select segments for which you play an administrative role.

Tub
520
Enter tub codes separated by commas or dashes for ranges. For example 100, 105, 110-120

Org
45314
Enter org codes separated by commas or dashes for ranges. For example 45300, 45310, 45312-45315

Fund
Enter fund codes separated by commas or dashes for ranges. For example 123456, 123458-123460

Principal Investigator
Enter HUID or use lookup to find HUID

Sponsor
Enter in sponsor key or use lookup to find sponsor key by sponsor name.

GMAS Project ID-Segment Number
Example 123456-01

Obligated Start Date Range
-None-
Select an option from list or "Other..." to enter a custom date range.

Obligated End Date Range
-None-
Select an option from list or "Other..." to enter a custom date range.

Anticipated Start Date Range
-None-
Select an option from list or "Other..." to enter a custom date range.

Anticipated End Date Range
-None-
Select an option from list or "Other..." to enter a custom date range.

Output Type (Required)
Microsoft Excel (xls)

Segment Status
Active
Closed
Not funded
Pending
Select one or more segment statuses or leave blank for all

Research Type
Basic research and all other
Fellowship
Task order
Training grant
Select one or more research types from list or leave blank for all

Funding Type
(FG) Federal Grants & Contracts
(NE) Non-Federal Awards
(NG) Non-Federal Sponsored Grants
Select one or more funding types or leave blank for all

Sponsor Type
Federally Funded Research & Development Center
Foreign Foundation
Foreign Government
Foreign Industry/business
Foreign Other
Select one or more sponsor types or leave blank for all

ARRA (Stimulus) Funding Only
Check this box to only select ARRA funded awards.

Active Awards During Selected Period
Next 120 Days
Select an option from list or "Other..." to enter a custom date range.

Save as Parameter Set: My Default [Save] [Cancel] [Submit Now] [Schedule]

Home New Request Selection Sets Load Status System Msgs Links Logout December 10, 2014

Enter:

- Report Name
- Tub
- Org
- PI, if you want to narrow down further

Enter output type (Excel is recommended)

Select Period
Select a date four months from now in "Obligated End Date" field to get a list of all awards ending in next four months.

Another option
Next 120 days is recommended – this will give you a list of all awards active during next four months.