East Stroudsburg University

Award Cash Management $ervice (ACM$) Procedure for Sponsored Projects

Purpose

The purpose of this procedure is to ensure that East Stroudsburg University adheres to and complies with sponsor agency guidelines and/or regulations regarding budget modifications of grants, contracts, and other sponsored projects. This procedure applies to all University faculty members and other employees who perform research, educational services, or other activities by a grant, contract, or other sponsored agreement.

Procedure

The Grant and Compliance Accountant reconciles the grant Fund/WBS in SAP, using Trial Balance, Budget to Actual, and Project Cost Ledger, to an Excel spreadsheet of actual costs maintained for that grant. The Excel spreadsheet is also used to calculate any indirect costs. Indirect costs are recorded in the SAP general ledger prior to the quarterly drawdowns in the ACM$ system.

Once reconciled the Grant and Compliance Account totals all expenses through the cash draw down date and reduces the total by the previous cash draw downs.

The Grant and Compliance Accountant accesses the ACM$ and follows instructions to enter the financial report review draw down. The Grant and Compliance Accountant will fill out a Request for Drawdown and submit it to the Director of Budget and Special Accounting and Controller for approval along with all applicable backup. The Director of Budget and Special Accounting and the Controller will sign off on the Request for Drawdown. Once completely signed, the Director of Budget and Special Accounting will perform the certification and submission of the ACM$ financial report draw down. At the same time the Grant and Compliance Accountant prepares and posts a journal entry to record the cash draw down Revenue (421100) and Accounts Receivable (120300). The amounts are equal to the total cash drawdown, which is the reimbursement for direct expenses as well as any indirect costs as applicable, that are due at the time of the cash drawdown.

The Grant Accountant will make the entry to relieve the Accounts Receivable (120300) when the funds are transferred via an ACH Deposit.