

Bookkeeper Meeting

DECEMBER 15, 2021



Agenda

- Grant Accounting Staffing Update
- Time & Effort Reports
- Longevity Process for Grants
- Budget Revisions
- Match Guidelines
- Eagle Buy Approvals



Grant Accounting Staffing Update

- A recommendation has been made to fill the position of Grant Accountant.
- Pending completion of the background check, the scheduled start date is January 1, 2022.



Time & Effort Reports

- Time & Effort reports for August through December will be disseminated on January 21, 2022.
- When possible, the employee or student should sign their Time & Effort report. If the individual is no longer at TTU, the PI can sign their report.
- The reports will be due February 4, 2022.
- Time & Effort reports pull data from Banner HR payroll. Therefore, the reports reflect effort that was paid in the months of August through December (this may or may not be the same as the months worked).
- In some instances, the effort reflects units rather than hours. Please remember to convert units to hours and adjust the percentages accordingly.



Longevity Process for Grants

- The Budget Office pulls a report of restricted indexes each month that includes longevity.
- This report is sent to Grant Accounting to indicate if the longevity is allowable or not allowable to the grant.
- If the charge is not allowable, Grant Accounting will record the index it should be charged to based on information provided by the bookkeeper.
- Grant Accounting will send the completed report back to the Budget Office and to HR.
- The Budget Office will make any necessary budget revisions and HR will make any necessary reallocations.



Budget Revisions

- Budget cannot be transferred between restricted accounts (funds starting with “2”) and unrestricted accounts (funds starting with “1”). If you have an overage in an unrestricted account that can be appropriately covered with a restricted account, then the expenses can be moved from the unrestricted account to the restricted account.
- When activating a project that has match, voluntary or mandatory, you must submit the budget revisions to cover the match commitment with the activation.
- If the match is for a future fiscal year, please submit the budget revision designated with the year in which it needs to be processed. For example, if you submit an activation in April of 2021 that requires match for the next Fiscal Year, the budget revision would be for FY 21-22. The Budget Office will hold this revision until July 1.
- Likewise, if you would like to transfer the funds using the current Fiscal Year, that is also allowable. Match carries forward from year to year.



Budget Revisions - Match

- Budget revisions should be attached to the activation and completed with the FOAPAL source to fund the match, i.e., the “Transfer From – Decrease” line.
- Grant Accounting will complete the “Transfer To – Increase” line when the activation is processed and the match FOAPAL is established.
- When the budget revision is initiated, the Dean of the department funding the match account must sign.
- However, after the match account is established, any revisions should be signed by the Dean/Chair of the PI’s department.



Guidelines on Match Accounts

- When a grant requires a match index to be set up, the budget revision should be initiated and prepared by the department that is funding the match.
- For example, if the grant is being managed by the Manufacturing Center, but the match is being funded by Mechanical Engineering, then the budget revision will be initiated by Mechanical Engineering.
- Since the budget revision needs to be included with the activation, the Grant Bookkeeper will monitor and request any revisions of the department contact.
- If a grant has ended and all match obligations have been met, a budget revision should be initiated and prepared by the Grant Bookkeeper to move the funds back to the department that originally funded the match.
- If funds are left over in a match account and a new contract is awarded for the same purpose (i.e., SBDC that gets a new contract each year), the left-over funds may be directly transferred from the old match account to the new match account. This budget revision should be initiated by the Grant Bookkeeper.
- All budget revisions with a match index (begins with “:6” or “2” and has an activity code beginning with “M”) should be reviewed and approved by Grant Accounting before going to the Budget Office for processing.



Eagle Buy Approvals

- Grant Accounting approves Eagle Buy requisitions twice daily – morning and afternoon.
- Be sure sufficient available budget is in place before submitting the requisition. Otherwise, the request will remain in pending status until a budget revision has been processed.
- Be sure that the account code is correct and that all supporting documentation is attached.



Discussion and Questions

NEXT MEETING – FEBRUARY 16, 2022 – 10 AM

VIA TEAMS

