

# Bookkeeper Meeting

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# Agenda

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Grant Accounting Staff Changes

Position Numbers

Presented by Terri McWilliams

Match/Cost Share Budget Revisions

Bonus Reallocations

Longevity Update

Backup for Requested Signatures

Cost Transfer Form Update

Closeout Form Update and University Archives Procedure

Signature Clarifications

Discussion / Questions

# Grant Accounting Staff

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Lauren Hall's last day in Grant Accounting was Friday, 1/15/21. She started in the Budget Office as Budget Specialist on Tuesday, 1/19/21.

Lauren will continue to help out in Grant Accounting until the end of January.

The vacant grant accountant position was requested on Friday, 1/15/21, and should be posted soon!

# Position Numbers

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## Sequencing of Position Numbers

- Exhausting of position numbers

- Use of letters

- Reuse of obsolete position numbers

- Last 3 digit position type

Work



# Budget Revisions - Match

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## Reminders

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.

# Bonus Reallocation Spreadsheet

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Please complete Column R for your respective grants by end of day today, 1/20/2020.

Save a copy and send to me. I will update and save the spreadsheet version to be submitted to the Budget Office and to Payroll.

[M:\Business Office Training\Forms\Grants\Bonus NHIDIST export\\_12312020.xlsx](M:\Business Office Training\Forms\Grants\Bonus NHIDIST export_12312020.xlsx)

# Longevity Update

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Meeting

# Signature Requests

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If requesting a signature from Dr. Stinson or other administrative personnel, please include all supporting documentation, including progress reports, financial reports, and other pertinent data.

Submitting a signature page only without reference as to the content that the signature pertains to will result in the document being returned to you.

If you submit all supporting documentation with your initial signature request, processing time will be greatly reduced.



# Cost Transfer / Labor Reallocation / Benefits Reallocation Forms Update

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The three forms listed above that we are currently using will be updated very shortly to include language requiring all transfers requested more than 90 days after the occurrence to be approved by the Dean or Appropriate Vice President.

Both the Office of Research and the Office of Planning & Finance recognize how troublesome cost transfers over 90 days can be.

A report will also be generated by Grant Accounting to update the Office of the Research and the Office of Planning & Finance of all costs transfers / labor reallocations / benefit reallocations being requested, with the first report being for the month of January 2021.

# Closeout Form / Final Reports

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In response to a discussion in our last meeting, the closeout form





# Discussion and Questions

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NEXT MEETING- FEBRUARY 17, 2021 – 10 AM

VIA TEAMS

