

UNIVERSITY OF ALASKA SOUTHEAST

Information Manual for Research and Other Sponsored Projects *Updated: October 2007*

GM 5: Billing, Financial Reporting of Projects and F&A Calculations

Billings and Reports

The Budget and Grant Office prepares the billings and financial reports for UAS awards. Copies of billings and reports are on file in the Budget and Grants Office, and will be made available to the Dean, PI or financial manager upon request.

Before the final billing or fiscal report is prepared, the Grant Administrator will work with the unit to ensure that all proper charges are in the account. (Please monitor your award on the Q-Menu Website: Project Administration. Notice of Grant and Fund terminations are posted there.)

The Budget and Grant Office will work with the unit after the contract ending date to see if all direct charges are in the project. The account is then closed to prevent any entries into the account after the end date. (See Closeout Procedures.)

Grant Cost Overruns/Uncollectible Bills

Grant cost overruns and bad debt are the responsibility of the department. UAS does not have liability funds to cover overexpenditures on grants, or agencies that do not pay their bills. Please monitor your funds closely. Prior to charging the debt to the unit, every effort will be made to collect, including submitting to the accounts receivable office for collections.

Charging of Facilities and Administrative (F&A) Costs

In most cases, F&A will be calculated and charged automatically. In rare cases where the F&A charge cannot be calculated and posted by the accounting system, the entry will be manually calculated and posted via journal voucher by the Budget and Grant Office.