

UAS GM 17: Billing and Financial Reporting

The Grant Office prepares the billings and financial reports for UAS awards. Grants are billed either monthly or quarterly depending upon agency terms and conditions. Bills are prepared on a specific month-end close date to ensure integrity of the billing system, and to provide a framework for audit of these expenditures. If a PI gets a request for a bill, please refer them to the Grants Office.

Copies of bills and reports are on file in the Grants Office, and will be made available to the Dean, PI or financial manager upon request.

Before the final bill or fiscal report is prepared, the Grant Administrator will work with the unit to ensure that all proper charges are in the account.

PIs should monitor the fiscal activity of their award on the Q-Menu Website: Project Administration for notification of the end date of your award. Q-Menu provides 90 day, 60 day, and 30 day notification of grants and funds expiring. If you need assistance in accessing the site, and/or interpreting information displayed regarding your award, please contact your grant administrator for assistance.

The 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 Close-Out Procedures).

Gant cost overruns and bad debt are the responsibility of the department. UAS does not have liability funds to cover over expenditures 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.