



Month End Tasks for Departments

The *Grants module* records expenditure and income for the University's research grants and contracts. Research grants are governed primarily by the length of the grant rather than accounting periods (months). The following tasks should be undertaken both at the month and year end.

Tasks to be undertaken monthly by the departmental grants administrator	Refer Section
<input type="checkbox"/> Review and resolve funds check failures	3
<input type="checkbox"/> Review items posted to the suspense grant(s) and re-allocate to clear the grant to zero	4
<input type="checkbox"/> Ensure Credit Card expenses are cleared to correct grant	5
<input type="checkbox"/> Check for un-released grants journals, and either post or delete them	7
<input type="checkbox"/> Correct VAT errors as advised by the Finance Division, Tax & Property Finance section	11
<input type="checkbox"/> Check the status of all grants and take action to correct erroneous items/resolve overspends and under spends. (Use appropriate COGNOS reports and/or the Award Status Report from UFS)	13
<input type="checkbox"/> Remove erroneous commitments from grants by closing purchase orders and their related requisitions (Use iProc Open Purchase Order report from UFS)	14

Further guidance on month end procedures can be found at

<http://www.admin.cam.ac.uk/cam-only/offices/finance/procedures/monthend/>