



Posting Expenditure after the End Date

In the *Grants module* there are three key dates which govern the period of research.

The sponsor's start date	When the research starts. After this date, expenditures can be charged to the project.
The sponsor's end date	When the research will finish. After this date, no new expenditure can be incurred and this date cannot be extended without the permission of the sponsor.
The close date	The date that the award is closed for posting expenditures to the project.

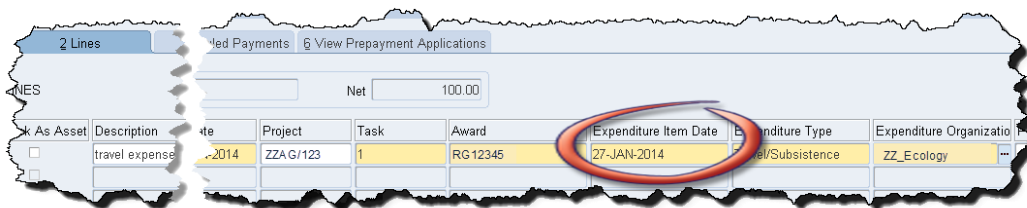
With the exception of EC grants (only 7 days), there is usually two months between the end and close dates.

During this time you can still:

- Match an invoice to an existing purchase order, if the goods have been received **prior** to the end date, and approve for payment.
- Pay an invoice or travel claim dated after the end date **if** the expenditure was incurred **during the active period** of the grant (i.e. after the start date and prior to the end date).

In the AP Module:

When paying an invoice or travel claim which is not being matched to a Purchase Order, it is important to ensure that the **Expenditure Item Date in Distributions** is changed from the invoice date (which defaults) to the date that the expenditure was **actually incurred**. This must be **during the active period** of the grant.



- Post a journal (misc. transaction) for which the expenditure lines have an item date of **on** or **before** the end date (i.e. the expenditure was incurred **during the active period** of the grant).

In the Grants module

When entering a grants journal, the system defaults the date from the batch header as the **Expenditure Item Date**. This **must** be changed to be the date that the expenditure was **actually incurred**, which must be **during the active period** of the grant.

How to check the start, end and close dates of an award

The start, end and close dates are shown on the **Award Status Report** as part of the header information, at the top right of the report and also in the **Award Status enquiry** screen.