Posting Expenditure after the End Date

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

The sponsors start date: when the research starts, after this date expenditures can be charged to the project.

The sponsors 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: is the date that the award is closed for posting expenditures to the project.

During the two months between the end date and the close date you can post the following to the grant.

1) Match an invoice to an existing purchase order, if the goods have been received prior to the end date, and approve for payment.

2) 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 in to be the date that the expenditure was actually incurred, which must be during the active period of the grant.

3) 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 in the date from the batch header as the Expenditure Item Date, this should 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.