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.

- Review and resolve funds check failures
- Review items posted to the suspense grant(s) and re-allocate to clear the grant to zero
- Check for un-released grants journals and either post or delete them
- Correct VAT errors as advised by the Finance Division, Tax & Property Finance section
- Check the status of all grants and take action to correct erroneous items/resolve overspends and under spends (Using appropriate COGNOS reports and/or Award Status Report from CUFS)
- Remove erroneous commitments from grants by closing purchase orders and their related requisitions

Further guidance can be found at