



Suspense grant

Some types of costs that are imported into the Grants module, such as payroll, are not validated until the import process is run. The system rejects expenditure if the item fails the validation and therefore the expenditure is not imported onto the project.

Included in the standard validation process are checks to make sure that the

- project and award codes exist
- expenditure item date falls within the project dates
- project status allows transactions
- expenditure type is valid for the project
- employee is active in the HR Table

And at **task** level that the

- expenditure item falls within task dates
- transaction controls are set to allow the type of charge being made
- task number quoted exists

Your departmental suspense grant

A project and award with the format **RG00000 (department code cost centre)** for the award code and **department code cost centre/000** for the project code has been set up for each departmental award organisation.

Example: RG00000(EWAG) and EWAG/000

All rejected items which fail the validation detailed above will be transferred to this project/award. The majority of rejected items will be from the payroll but there may occasionally be items from other month end processing such as telephone charges.

At month end departments should ensure that postings made to their suspense grant have been correctly charged out to the appropriate grants to leave a zero balance.

If you require assistance with clearing any rejected items, please contact your awards administrator in the Research Operations Office.

Finding what has been charged to suspense

Responsibility:	GM Administrator
Navigate:	Expenditures > Expenditure Enquiry

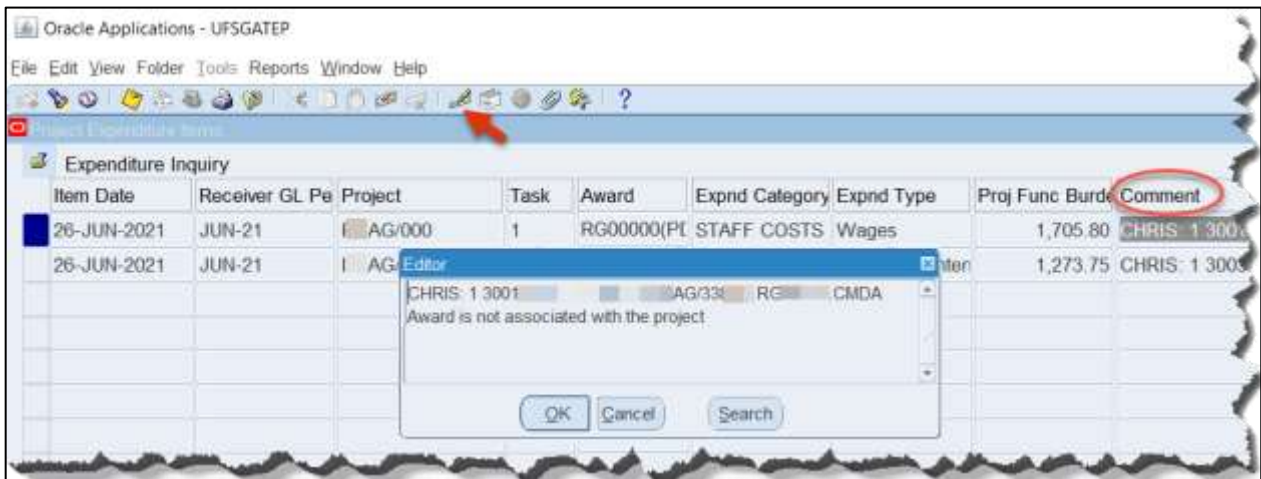
1. Enter the details for your suspense project in the **Project Number** field

The **Exclude Net Zero Items** box automatically ticks. This means that any transactions that were previously cleared using the **Tools and Transfer** tool will not be displayed. To avoid further duplications of already matched items, you can also click on the **GL Dates** tab and enter **Provider GL Dates** parameters e.g. the previous month. If you are carrying out this process every month, you can increment the date accordingly, therefore displaying the most up to date transactions that require attention.



2. Click **Find**.
3. All expenditure items posted to these suspense projects will retain the original expenditure item date.

The **Comment** field will contain the original project, award and task number that the department intended to charge and the reason for rejection. To view the full comment you can click on the pencil icon.



NB: To clear items from your Suspense grant, see **Tools and Transfer** function.