

CLARK ATLANTA UNIVERSITY

Policy 7.71: Grant Invoice Billings & Drawdowns



CLARK ATLANTA UNIVERSITY		
POLICY and PROCEDURE	Subject: Grant Invoice Billings & Drawdowns	
Department: Finance and Business Services/OCGA	Review/Revise Date: 07/01/09	Issued By: Vice-President Finance & Business Services
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Distribution: Controller's Office, Grants and Contracts Administration, Treasury, General Accounting and all departments and individuals at the University who are directly or indirectly associated with restricted grants and contracts.	Required Approval:	No. of Pages: 4
	Signature of Approver	
Date		

Table of Contents

Page

1.0 Policy Statement..... 3

2.0 Procedural Narrative..... 3

3.0 Entities Affected By This Policy..... 4

1.0 Policy Statement

Invoice billings are prepared on a monthly basis or as required by the funding agency. Drawdowns from federal agencies are prepared and initiated after each Clark Atlanta University semi-monthly payroll.

2.0 Procedural Narrative

The purpose of this procedure is to ensure that all restricted grants and contracts are properly billed and drawn down in an efficient and timely manner. The billing and drawdown process can only be initiated after a thorough analysis of all expenditures associated with the grant for a specified period is completed.

Invoice Billing

At the end of every month, the Grant Analyst runs a BANNER expenditure report (FGRODTA) for the entire fiscal year to determine if there is a need to produce a billing invoice for the specified grant. This expenditure report is analyzed by the Grant Analyst utilizing an excel spreadsheet that details each general ledger account code and the dollar amount associated with that account code. These year-to-date expenditures are compared with the year-to-date expenditure report from the prior month and the difference between the current period and the prior period determines the amount to be billed for the month. Once this analysis has been completed, the Grant Analyst prepares an invoice in the format determined by the funding agency. Once the invoice has been generated, the Grant Analyst submits the invoice and corresponding expenditure analysis to the Manager of Grants & Contracts for review and approval. If there is a discrepancy between the expenditure amount and the grant account receivable amount, the Grant Analyst runs an additional general ledger report to determine which expenditures do not coincide with the corresponding grant account receivable balance. Once the invoice has been thoroughly reviewed and approved by the Manager of Grants & Contracts, the invoice is signed by the Manager and provided to the Grant Analyst and logged into the grants accounts receivable log located on the N drive of the CAU network. The Grant Analyst mails the original plus two copies to the appropriate funding agency for payment.

Drawdown of Federal Funds

At the end of every Clark Atlanta University semi-monthly payroll, the Grant Analyst runs a BANNER fund activity report (FGRFAAC). The fund activity report is always run using the month ending date of the current period in which the draw request is being initiated. For example, after the payroll for the May 15th pay date has been posted, the Grant Analyst runs the fund activity report using May 31st as the end date. This process ensures all expenditures associated with the federal award are properly captured for the next draw request. The Grant Analyst takes the current fund activity report and compares the expenditure control amounts (control acct 3110) to the prior fund activity report from the last draw request. The difference between the current fund activity report's expenditure control amount and the last fund activity report's expenditure control amount determines the amount of the current draw request. The Grant Analyst takes the difference of the expenditure control amounts and reconciles the amount against the outstanding grant account receivable balance. After the expenditure control amount and the grant account receivable balance have been reconciled, the Grant Analyst completes an

agency draw down request form and submits to the Manager of Grants & Contracts for review and approval. Once the Manager of Grants & Contracts reviews the draw down request for accuracy, the Manager approves the request and logs onto the specified federal agency's payment website. The Manager logs on using a unique user ID and password and proceeds through the specific agency's process to request the funds based on the agency draw request form. Once the Manager completes the process, the funding agency approves the draw request and informs the user of when the funds are scheduled to be wired via ACH into Clark Atlanta University's general/federal bank account. The Manager prints the agency approval documentation and attach to the signed agency draw request. The Manager of Grants & Contracts gives all the documentation back to the Grant Analyst for proper filing in the agency draw request folder.

3.0 Entities Affected By This Policy

Controller's Office, Grants and Contracts Administration, Treasury, General Accounting and all departments and individuals at the University who are directly or indirectly associated with restricted grants and contracts.