BU BUworks Online Help

BW Job Aid for Grant Reconciliation

Monthly Checklist for Administrators and Principal Investigators

In general, any discrepancies a PI notices should be reported to the grant administrator, who will take action to rectify the problem.

EXPENDITURES

Salaries
- Were all salaries that belong on this award charged?
- Were any salaries that don't belong on this award charged?

Other direct
- Do I recognize all of the charges posted this month?
- Are there charges I expected to see that didn't post this month?
- Do I see any anomalies -- amounts charged twice with identical document numbers, for example?

F&A

- Does the rate in the "F&A Rate" column agree with what I expect for this award?
- Does the F&A charged this month agree with the rate shown? Remember that some expenditures, e.g., capital or fabricated equipment, participant support, and subcontracts > $25,000 are not usually subject to F&A.

GENERAL

- Are all ISR's or Encumbrances closed?
- Is the budget up to date? (Remember that for some awards, funding subsequent to Year One will be placed in a separate account. When that happens, salaries may need to be reassigned to the new account number. Always run BW reports at the grant level to ensure you capture all Internal Order numbers for the grant.)
- Do I have enough money to cover all anticipated expenditures through the end of the budget period? (Check the Balance column, and remember to add salaries, fringe, and F&A to the Commitments column, either in your head or by exporting the Grant Expense by Sponsored Class summary report to Excel and adding the encumbrances.)
- Identify grants that have been closed out by PAFO. Note: not all grants that have been closed are marked as CLOSED. PAFO will leave closed accounts in "PAFO/OSP" status for one year after reconciliation prior to moving to "closed" status.