**GRANT COORDINATOR MEETING 11/21/13**

**SPONSORED PROGRAMS ACCOUNTING (SPA)**

**ACCOUNT DELEGATES**

An Account Delegate is a person who is given permission to act as a proxy in the absence of the Fiscal Officer on an account. The Account Delegate takes on the role of an absent Fiscal Officer by responding to action items related to that account. A few important things to note:

* Account Delegates need to be assigned on an account-by-account basis.
* The Account Delegate edoc allows a user to add one or many delegates to an account.
* To notify someone that they have been set up as an Account Delegate, add them as an FYI in the Ad Hoc Recipient panel of the Account Delegate edoc.
* The Account Delegate Global (ADG) edoc can be used when assigning one person to many accounts or assigning many people to one account. It can also be used to remove existing Delegates by replacing them with new Delegates.
  + The Account Delegate Global (ADG) edoc always replaces the existing values, it does not add to values that currently exist.

For step-by-step instructions on processing these edocs, please see <http://www.kuali.iastate.edu/training/kfs/>.

**CORRECTIONS TO INTRAMURAL BILLINGS**

When a selling agency has made an error on an intramural billing, the department should contact the selling agency to correct the transaction. The correction should be done with either an IB or SB and can be processed one of two ways:

* Use the error correction feature on the original IB or SB to reverse the entry and then create a new corrected IB or SB. Note, however, that if you have multiple entries on the original IB or SB, all will be reversed so this may not be the appropriate option if you want to reverse one entry out of many.
* Initiate an IB or SB to reverse the entry and use negative dollar amounts on both the income and expense sides. You would continue to use the same income object code and expense object code as the original transaction.

If the selling agency correctly processed the intramural charge, but it is determined that it needs to be moved to a different account, then you may process a GEC to move the expense to the correct account. GECs should **NOT** be used to make corrections to an incorrect IB or SB due to a selling agency error.

**DRAW TRANSITION FOR THE DEPARTMENT OF HEALTH & HUMAN SERVICES (HHS) AWARDS**

In the past, when Health & Human Services (HHS) accounts were set up, Sponsored Programs Accounting would transfer funds from the HHS control account to the new account for the entire amount of the award. This resulted in the cash balance being equal to the unspent balance of the award in eData. The account would normally have a positive cash balance, unless the account was in overspent status.

Due to process changes by HHS, Sponsored Programs Accounting will no longer transfer funds for the full amount of the award into the account for **new** HHS awards. Instead, funds will be requested from HHS based upon the expenditures on the account on a monthly basis. Existing HHS awards will remain as they were initially setup for the time being. HHS will begin to transition existing accounts to the new drawdown process in October 2014.

Please note that this change will not result in any changes to your award. The only difference will be that you will need to refer to your Sponsored Programs Financial Report to view the unspent balance of your award, as the cash balance will no longer be equal to the unspent balance for new HHS awards.

**EASE SUMMARY SCREEN**

The effort reporting system, EASE, is a legacy system that is still being used in conjunction with Kuali. There is an “EASE Summary” link on the eData Sponsored Programs Financial Report which will take you to this system.

Please be aware that due to the EASE system’s parameters, it will show all of the EASE information loaded for the past ten years on an account number. Therefore, if the account number was used previously and had EASE entered, it will show up. This is easily identifiable by looking at the term and year of the EASE entries. Any entries outside of your award period should not be included in the cost share documentation.

**KUALI FEEDBACK BUTTON**

This is just a reminder that if you have concerns or suggestions for system enhancements, please use the Kuali Feedback button on the Kuali website. Go to: [www.kuali.iastate.edu](http://www.kuali.iastate.edu), the feedback button is on the lower right-hand side.

