

GRANT COORDINATOR MEETING 09/18/14 SPONSORED PROGRAMS ACCOUNTING (SPA)

NEW SPA STAFF MEMBER

Pam Olson is the new Program Coordinator in the SPA office. Her contact information is 294-4569 or polson@iastate.edu.

EASE FORMS

The 2014-06 EASE forms were distributed to EASE coordinators last week. The Controller's Department requests that ALL of these forms be returned by Friday, October 3rd to Pam Olson in SPA. We appreciate your efforts and assistance in getting these EASE forms returned to the Controller's Department in a timely manner.

SPECS

SPECS is once again being offered and will start on Tuesday, September 23, 2014. SPECS is offered jointly by the Office of Sponsored Programs Administration (OSPA) and Sponsored Programs Accounting (SPA). It is a 10-session certification training program that covers a full range of topics related to the successful management of sponsored projects at ISU. Topics include all Pre-Award and Post-Award functions, research compliance, technology transfer and related issues. The participants attend 5 sessions in the fall and 5 sessions in the spring. Enrollment for 2014-2015 is currently at capacity and closed. An email will be sent out to the Grant Coordinator list next summer with information about signing up for the class next year.

NEW EDATA CUSTOM REPORT – RESEARCH EXPENDITURES

Many people have asked about research expenditures for a specific department or PI for FY14. To get this report, follow this path:

[Public Folders](#) > [Custom Reports](#) > [University Wide](#) > [KFS-Financial Reports](#) > [Research Expenditures](#)

When selecting the report, choose Fiscal Year 2014, and Month JUNE to return all expenditures through June 30, 2014. The report can be run by Org Unit, Org Dept or PI.

- This report does NOT include Transfers Out. (**Expenditures** + Transfers Out = Expenses)

GENERAL ERROR CORRECTIONS (GEC) ON SPONSORED PROGRAMS ACCOUNTS

When using the GEC to move expenses onto a sponsored programs account, having the correct information listed will assist in an efficient and quick review of the edoc. The following items are areas where errors are more likely to occur:

- Object Code – please ensure that the object code on the From line matches the object code used in original transaction.
- Original Transaction Date-Description – this field should include the original date and description of the transaction as listed in the transactional detail report.

General GEC Tips & Tricks

- The GEC does not allow negative amounts. If a negative amount is showing on the eData report, flip the **From** and **To** sides of the transaction.
- If a deposit is made with a revenue object code when it really should have been a negative expense with an expense object code, you will need to **enter both lines on the From side**. This decreases the expense (creates a negative expense) and it also decreases the revenue.
- Attaching a copy of the transactional detail of the items being corrected or moved is extremely helpful for the review and can eliminate the need for additional follow up or questions.