GRANT COORDINATOR MEETING 9/25/07
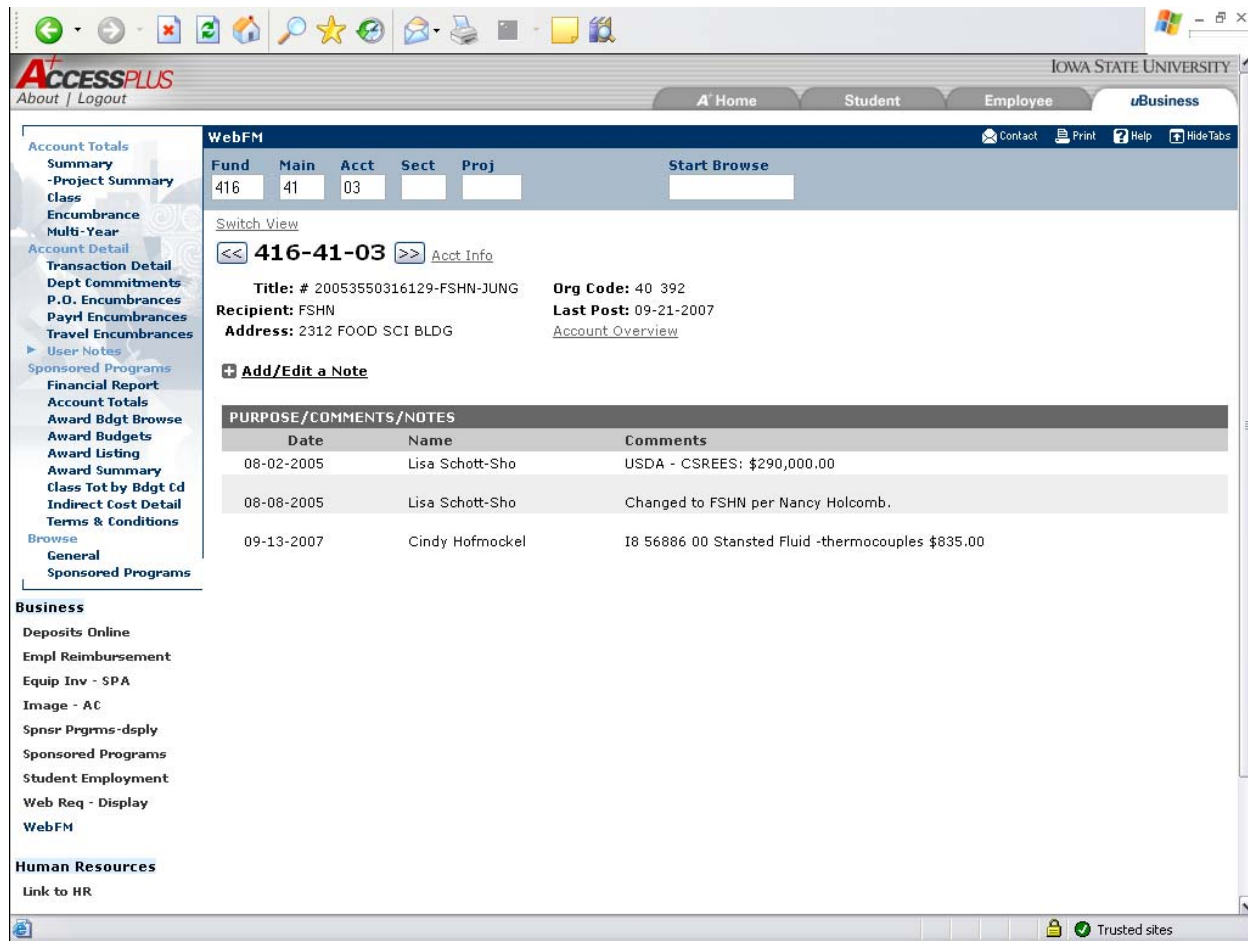**SPONSORED PROGRAMS ACCOUNTING (SPA)**

FISCAL YEAR END – Correction Vouchers, RETs and Budget Transfers

After July 1 but before fiscal year end close, it can be very confusing for SPA to determine if a transaction document is meant for the current fiscal year or for the next fiscal year. To identify your intentions, please mark all current fiscal year transaction documents with **"June Business"** in the upper right-hand corner of the document. Additionally, RETs and Budget Transfers should be dated 6/30/xx if they are to be processed in the current fiscal year being closed.

WebFM USER NOTES DEMONSTRATION

User Notes were developed in WebFM based on input from grant coordinator meetings and its attendees. All WebFM users can add notes for all fund accounts. WebFM users can only edit their own notes.

Three sets of information may be displayed. The first item listed is the purpose from the Account Title (AT) system that was entered when the account was established. The second set is comments added to the AT system by the Controller's Department staff. The third set of information displayed is the WebFM user notes.

WebFM DEMONSTRATION

A training manual for the Sponsored Programs information in WebFM is available at:
http://www.controller.iastate.edu/spa/trainingmanuals.html

Please ask questions.

OTHER ISSUES/CONCERNS/QUESTIONS

FUTURE GRANT COORDINATOR MEETING DATES

November 15, 2007   Campanile Room, MU
February 21, 2008   South Ballroom, MU
May 15, 2008   Gallery, MU