

AWARD CASH MANAGEMENT SERVICE (ACM\$) PROCEDURE

1. On a quarterly basis, the Grant Accountant runs the KSB1 and Trial Balance reports for NSF Grants.
2. The Grant Accountant prepares/updates the Excel spreadsheet "Budget to Actual" for each NSF grant.
3. The Grant Accountant uses the spreadsheets to calculate cash draw totals including indirect costs when applicable. The cash draw is for reimbursement of allowable costs already expended as part of the grant program for that time period.
4. The Grant Accountant accesses the ACM\$ and follows the instructions.
5. The Grant Accountant prepares and posts a journal entry to record the Revenue and Accounts Receivable in SAP as of the date of the cash draw. The Accounts Receivable amount is equal to the reimbursement funds, plus indirect costs where applicable, that are due at the time of the cash draw.
6. The Grant Accountant give backup paperwork to the Comptroller for review prior to his review, certification and submission of the ACM\$ financial report and approval of the journal entry.
7. The Grant Accountant supplies a copy of the approved journal entry to the fiscal technician in the Comptroller's Office to clear the cash draw when it is received in the bank account.
8. When the cash is cleared by the fiscal technician, the Grant Accountant books a journal entry to record the cash and reduce the Accounts Receivable amount to zero in SAP. If this passes over fiscal years, the Grant Accountant includes the Accounts Receivable total for each NSF grant on the year-end A/R list provided to the auditors for their review.
9. The Grant Accountant files all documents and backup in the NSF Binder for the specific grant.