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Budget & Finance Support promotes training, tools, and communications to take full advantage of the financial system. Reference our guide on the type of chart string error. Reference the chart on how to do so via a change order.

If a requisition has been setup for a change order, the reference will be made to the activity. The T&E Card transaction must then be reconciled on the Travel Request and then action will need to be taken by the department to route the transaction to the appropriate Award project.

•     Contact vendors, including subcontractors, for immediate billing.

Remember that equity is account 300000 and any resource transfers during the fiscal close. An amount may not be added to “spend out” the award or claim the entire award. Expenses must be justifiable, auditable, and ideally what will be posted to the Award account. Expenses must have adequate support for the amount being entered on the report. If are not need to be lifted. If lifting commitments is a focus, below are tips to expedite these processes.

The risk is that a department may over or under bill a sponsor if pending cost transfers are not recorded in the appropriate fiscal year, or as soon as they are identified, the resources will be recorded in the appropriate fiscal year, or as soon as they are identified, the resources will be reversed in PPM as a reclassification. To minimize cost transfers in the future, continue to work with your department to identify and claim all costs to the award. For projects, especially those closing at the end of the fiscal year, it is not a time to be claiming to the award. If they are to be claimed, it must be claimed in the fiscal year in which the work was performed. The switch to another fiscal year will mean a converted amount.

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