INTERNAL OPERATING MEMORANDUM

Memorandum No. ____________

| Subject: | Preparation of Federal Cash Transactions Report |
| Authority: | Grantor Terms and Conditions | Date |
| Related References | OMB Circular A-21 |
| Purpose | To establish procedures for the preparation of the Federal Cash Transactions Report |
| Signature of Approving Authority | Sharma |

DEFINITIONS

A. Standard Form (SF) 270, Request for Advance of Reimbursement
B. Standard Form (SF) 272, Federal Cash Transaction Report (FCTR)
C. Standard Form (SF) 269, Financial Status Report
D. Departmental Ledger – A report of cash allocated, encumbrances, and actual expenditures paid
E. PeopleSoft – The automated financial accounting system used by the University

GENERAL

The federal funding agencies require recipients to prepare and submit forms SF 270, SF 272 and SF 269, according to the terms and conditions of each award. Other funding agencies provide specific formats as specified in the award agreement. Submission timelines are also based on the requirements of the sponsoring agency.

All fiscal reports are prepared using the following procedures:

- **Step 1**- Legacy payroll expenditures for the period being reported or invoiced are requested from the Enterprise Information Technology office. This request should include the payroll account number and the specific dates or information being requested.

- **Step 2**- A query using FAMGM_PROJECT_EXPENSES_IN_GL1 and/or the FAMGM_PROJECT_PROJECT_EXPENSES_IN_GL2 is run from the PeopleSoft system by project number for all other expenditures. The GL1 includes all expenditure information but is rolled up by account number and date. The GL2 includes regular expenditures only, but provides
individual expenditure information with more detail. The General Ledger Activity(GLS7002) report is also pulled to verify information in the GL1 and GL2 is posted when submitting a final report or invoice. For projects with a beginning date prior to June 30, 2004, a department ledger must be extracted from the CD tower.

Note: In most cases the GL1 is used for reporting purposes, however, if there is a budget for travel, the GL2 should be run to verify that all travel expenditures have been captured.

- **Step 3**: The results from the query in Step 2 is saved into an excel document.

- **Step 4**: An excel worksheet is then prepared using the reports from step one and two above, to reflect life to date expenditures as well as expenditures for the current reporting period.

- **Step 5**: After completing the worksheet, the appropriate reporting/invoicing form must be completed for submission to the funding agency. The format will differ based upon the funding agency and the requirements of the grant. Some federal agencies require a Request for Advance or Reimbursement (SF270) for invoicing purposes. Other federal agencies require a Federal Cash Transactions Report (SF272). For agencies other than federal, there may be a specific requirement as to the reporting and/or invoicing form.

- **Step 6**: The invoice is submitted electronically or via hard-copy according to the funding agency requirements.

**RECORDS**
The appropriate record retention guidelines should be followed for the retention and disposition of documents. Generally, documentation should be maintained for three years following the submission of the final financial report unless sponsoring agency requires it to be maintained for a longer time period.
CONTRACTS & GRANTS INVOICING PROCESS

Reporting Period ends

Payroll History is requested from EIT through Task Management

Query GL 1 is from run Peoplesoft for expenditures other than payroll

Project contains budget for travel or stipends paid thru student financials

yes

GL 2 expense query is run

Create spreadsheet with budget line items for project

Enter expenditure amounts into spreadsheet columns

Create (online or paper) proper invoicing document based on agency requirements (SF270, SF272, FAMU Inv., Agency Required)

Submit or mail to agency