



G&CAlert!

Yale University
Grant and Contract Administration
Grant and Contract Financial Administration
Volume 3, Issue 1
Week of July 4 - 8, 2011

Alerts:

- **Enhancements to Financial Status Reporting (FSR) Process and BUG 203a – GC Financial Status Report**

Improvements to Financial Status Reporting (FSR) Process and BUG 203a – GC Financial Status Report

The Office of Grant and Contract Financial Administration (GCFA) staff is pleased to announce a streamlined financial status reporting (FSR) process and recent enhancements to the BUG 203a – GC Financial Status Report.

FSR Process Updates

Recent modifications to the Bug Library version of the BUG 203a offer administrators *self-service* financial status reporting capability. Removing the practice of passing reports multiple times between GCFA and the department(s) will streamline submissions and assist in meeting deadlines. With this new self-service function available to departments, GCFA accountants will not distribute the BUG203a as a means to prompt the department to begin the reporting process.

Effective July 2011, GCFA will provide departments with a list of awards detailing applicable due dates and any special reporting requirements. Department administrators will now be responsible for executing the BUG203a for the awards listed, for the applicable fiscal period. When all reporting activities are complete, the administrator will submit the complete and certified Report with Commitments to his/her GCFA accountant prior to or on the required Institutional due date.

GCFA accountants will continue to provide departments, during annual reviews and closeout of sponsored awards, with the high risk expenditure review report.

BUG 203a Enhancements

The following features were added to the BUG Library of the BUG 203a in support of this simplified process.

1. Principal Investigator/Administrator certification line has been added as well as the ability to indicate a No Cost Extension and confirm all outstanding advances have been cleared.
 - Reminder – if a NCE has not yet been approved by the sponsor, any required reports are still due and a note will be added that a NCE has been requested.
2. Columns for adjustments and the [manual] calculation of an adjusted total are provided.
 - The report will show any outstanding commitments. All commitments must be cleared prior to award closeout.
3. A column has been added to accommodate the inclusion of MR0340 – Other Receivables (advances).
4. The addition of an option to process the query for a department or organization.

Note: When processing the query for the department or organization, a comparison will be made between the fiscal period end date entered and installment end date for all awards owned by the department/organization. Only those awards with installment end dates equal to the fiscal period end date will be provided in the results. **For example**, the fiscal period entered is 201111 (May 2011). The fiscal period end date is May 31, 2011. The department has three awards. Award A ends on June 30, 2011; Award B ends on May 31, 2011; Award C ends on July 31, 2011. A report will be created only for Award B. The reports ‘with’ and ‘without’ commitments have been consolidated to one report.

Please direct FSR process questions to your GCFA staff accountant. For questions related to the BUG report including processing, contact the certifying authority, ga.usersupport@yale.edu.

Grant & Contract
Administration
47 College Street, Ste 203
Phone: (203) 785-4689
FAX: (203) 785-5938

Grant & Contract
Financial Administration
47 College Street, Ste 216
Phone: (203) 785-3630
FAX: (203) 737-5837

www.yale.edu/grants