

UNIVERSITY of WASHINGTON

NEWS FROM GCA

GRANT & CONTRACT ACCOUNTING



2022 3rd Quarter Newsletter

Next GCA Forum

Thursday, November 17 11 a.m. – Noon

Zoom info will be sent prior to event.

If you would like to suggest a topic please email gcahelp@uw.edu.

Recording and slides from past forums can be found [here](#).

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Updates and Important Reminders

Useful Websites

Please bookmark these sites as your go-to sources for sponsored project administration questions at UW:

- [Grant & Contract Accounting](#)
- [Post Award Fiscal Compliance](#)
- [CORE \(Collaborative for Research Education\)](#)
- [Office of Research](#)
- [Office of Sponsored Programs](#)

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GCA Intro

If you're new to grants management at UW, you may be wondering what our office does and how we can support your work. And if you've been here awhile, this overview may serve as a helpful refresher!

The Big Picture

[Grant & Contract Accounting](#) (GCA) is a department within [UW Finance](#) and is responsible for post-award fiscal management for grant and contract budgets. In partnership with other central offices, department staff, and sponsors, we work with these budgets from setup through invoicing and financial reporting all the way to closeout. We also assist with the setup and closeout of gift, endowment, surplus, and discretionary budgets.

The majority of GCA staff are Budget Fiscal Analysts assigned to one of four "streams"—Budget Setup, Invoicing, Reporting, and Closing. Their work is largely driven by the requirements and deadlines dictated in the terms and conditions of sponsor award agreements.

The five-member Grant Analyst (GA) team triages all incoming inquiries and messages from sponsors, campus departments, and other UW central offices. Incoming items the GAs cannot resolve directly are routed to the appropriate stream or streams. The GAs share access to and responsibility for the gcahelp@uw.edu email account and the GCA Help phone line, and each team member is responsible for a set of [Grant Tracker](#) topics on a quarterly rotating basis.

When and How to Contact GCA

Make us your go-to resource for questions related to:

- Budget setup and revisions, including sub budgets
- Sponsor invoicing and payments
- Financial reporting
- Cost share
- Closeout of grant budgets

We are available via Grant Tracker, email, and phone:

- For inquiries related to a specific budget number and involving *internal UW contacts only*, use [Grant Tracker](#)
-

- Email us at gcahelp@uw.edu for general questions or for any inquiry including an external contact (e.g. a sponsor, a PI who has left UW, or anyone else without a uw.edu email address)
- Call us – we’re available 9 AM – noon and 1 – 4 PM at 206-616-9995

Tips for Working with GCA

- Provide up-to-date contacts in Grant Tracker for the budgets you manage. Instructions on adding or updating contacts can be found here: <https://finance.uw.edu/gca/training-outreach/updates-contact-grant-tracker>
- Do not use multiple contact methods for the same question or issue (e.g. Grant Tracker and email)
- Respond promptly to Grant Tracker or email requests for information
- Notify us if you receive a payment (or payment advice) for a grant/contract budget

When NOT to Contact GCA (and Where to Go Instead)

- Outgoing subcontracts/subawards ([OSP Subaward Team](#))
- Pre-award issues ([OSP](#))
- Faculty effort and GCCRs ([Management Accounting & Analysis](#))
- Purchasing Issues ([Procurement Services](#))
- Clinical Trial Invoicing ([Institute of Translational Health Sciences Clinical Research Handbook](#))
- Non-grant budgets ([Budget Contacts by Prefix](#))

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Researching Mystery Transactions

With the exception of indirect costs, GCA does not post expenditures to budgets; however, GCA Help receives a fair number of campus inquiries asking for help in identifying the source of a charge. Here are a couple of quick tips track down this information.

1: MyFD

In this sample, a charge was transferred on to a closed budget. Who did that? Click on the object code or Description, which are blue hyperlinks, to get to the transaction detail

Home > Reports > TRANSACTION SUMMARY							
View Budget #			TRANSACTIONS		REPORTS		
View Budget # <input type="text"/>			Aug <<	September	2022	>> Oct Go	
Reporting Period: September 2022							
+		SUB	Profile	Budget period: 07/01/2021 - 06/30/2022		Status: Closed to revenue and expenditures; open to exp transfers if grant bdgt or salary exp transfer	
Account Code	Description	Transaction Date	Reference	Reference	FTE	Amount	
03	OTHER CONTRACTUAL SERV					\$75.00	
03-32	OUT-PATIENT HOSP CHGS.					\$75.00	
03-32-00	RG1121559-26046894	09/13/2022	JV# JVH4898			\$75.00	
TOTAL EXPENDITURES						\$75.00	
9 Click on any of the links to get to the charge profile						TOTAL REVENUE	\$0.00

Scroll down to Originating Area Code to see which department initiated the charge:

Organization Code	3040112182	PULM & CRIT CARE HMC
Originating Area Code	HM	Harborview Medical Center
Originating System Code	M	FASTRANS System

The Transaction Detail shows that that Harborview Medical Center originated the charge, and the Organization Code identifies the department within HMC that initiated it.

2: Decision Support

For JV copies or transaction detail, use Decision Support, aka BI Portal. This system can be accessed from MyFD by using the drop down on the far right to select Decision Support.

The screenshot shows a 'TRANSACTION SUMMARY' report. A table lists transactions with columns for Account Code, Description, Transaction Date, Reference, FTE, and Amount. A dropdown menu on the right side of the interface is open, and 'Decision Support' is selected. Other options include 'Budget Search', 'Cost Share', 'Non-FEC Cost Share', 'Arba Reports', 'Effort Reports', 'Grant Tracker', and 'Procurement Reports SAGE'.

Once there, scroll to Journal Voucher Detail and run the report. For best results, enter a date range and the JV number, then click View Report .

The screenshot displays the 'Enterprise Reporting & Analytics' interface for the University of Washington. It shows the 'Journal Voucher Detail' report for JVH4898, covering the date range from 9/1/2022 to 9/21/2022. The report includes a table with columns for Organization Code, Organization Name, Budget Number, Budget Name, Tran Posting Date, Transaction Amount, Journal Voucher, Tran Reference 3, Transaction Description, Original Tran Posting Date, Position Number, Tran FTE, and Account Code. The entry for 'PULM & CRIT CARE HMC' is highlighted with a red box.

Organization Code	Organization Name	Budget Number	Budget Name	Tran Posting Date	Transaction Amount	Journal Voucher	Tran Reference 3	Transaction Description	Original Tran Posting Date	Position Number	Tran FTE	Account Code
3120201000	HMC ADMIN SUPPORT	2	AR EPIC RSRCH JV CLEAR	09/15/2022	(\$14,805.96)	JVH4898		GRANT PT INCOME	09/13/2022		0.00	9-420-84
3040112142	NEPHROLOGY HMC	2	TRMNT OPT INSOM ESRD	09/15/2022	\$50.00	JVH4898		RG1418001-26046768	09/13/2022		0.00	03-32-00
3040912183	MED PCC DC SLU	3	WEST MELIROIDOSIS_R01	09/15/2022	\$445.55	JVH4898		RG1812003-26046833	09/13/2022		0.00	03-32-00
3040112181	PULM & CRIT CARE UH	2	LEARY R61 2020_PROG	09/15/2022	\$1,650.00	JVH4898		RG1819001-26046844	09/13/2022		0.00	03-32-00
3040120000	RADIOLOGY	3	CHENGCHENG ZHU R00	09/15/2022	\$75.00	JVH4898		RG1121469-26046730	09/13/2022		0.00	03-32-00
3040112018	AIDS CENTER	3	GRITSTONE	09/15/2022	\$75.00	JVH4898		RG1121487-26046748	09/13/2022		0.00	03-32-00
3040112192	RHEUMATOLOGY HMC	4	C19 ANDREWS K23 SUPPL	09/15/2022	\$631.71	JVH4898		RG1121383-26046866	09/13/2022		0.00	03-32-00
3040126000	NEUROLOGY	5	ADRC CLINICAL CORE Y3	09/15/2022	\$474.47	JVH4898		RG4416000-26046746	09/13/2022		0.00	03-32-00
3040113000	NEUROLOGICAL SURGERY	7	KO RESET-RA	09/15/2022	\$87.92	JVH4898		RG1122057-26046864	09/13/2022		0.00	03-32-00
3040915000	OPHTH SLU	7	DOVETAIL	09/15/2022	\$75.00	JVH4898		RG1121376-26046801	09/13/2022		0.00	03-32-00
3040126000	NEUROLOGY	7	ATHIRA ACT-AD OLEX	09/15/2022	\$75.00	JVH4898		RG1121666-26046916	09/13/2022		0.00	03-32-00
3040123400	SURGERY-HMC	7	VICTORY STUDY	09/15/2022	\$50.00	JVH4898		RG3320099-26046807	09/13/2022		0.00	03-32-00
3040112082	GASTROENTEROLOGY HMC	5	NCO48F-02 HBV	09/15/2022	\$75.00	JVH4898		RG1121527-26046728	09/13/2022		0.00	03-32-00
3040112018	AIDS CENTER	3	xxxADVxxxANCHOR Y7-12	09/15/2022	\$50.00	JVH4898		RG 0116008-26046763	09/13/2022		0.00	03-32-00
3040915000	OPHTH SLU	3	ADVISE	09/15/2022	\$50.00	JVH4898		RG2520001-26046790	09/13/2022		0.00	03-32-00
3040112172	BREAST ONCOLOGY	2	BRE 354	09/15/2022	\$219.51	JVH4898		RG1121512-26055680	09/13/2022		0.00	03-32-00
3040128400	EM RESEARCH	5	JOHNSON_ACTIV4-HT	09/15/2022	\$175.00	JVH4898		RG1122126-26046729	09/13/2022		0.00	03-32-00
3040112044	CARDIOLOGY VAH	3	AZ SGLT2 MR	09/15/2022	\$69.38	JVH4898		RG0418009-26046880	09/13/2022		0.00	03-32-00
040112182	PULM & CRIT CARE HMC	0	C19 BHATRAJU UT SUB	09/15/2022	\$75.00	JVH4898		RG1121559-26046894	09/13/2022		0.00	03-32-00
3040112043	CARDIOLOGY PAC MED CTR	5	VICTORION-2 PREVENT	09/15/2022	\$75.00	JVH4898		RG1121942-26046863	09/13/2022		0.00	03-32-00

This option provides more detail on the JV, which can help identify who to contact regarding the charge

If you'd like more information, this topic was covered in greater detail in the Fall 2020 Forum. The recording is located on our website under Training and Outreach. Click [here](#) to go to the list of Forum recordings.

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Restricted Funds 101

Restricted funds on an award can mean one of two things: Funds may be restricted for a specific purpose, or they may be restricted pending sponsor approval to be released for expenditure. How we treat the funds depends on which scenario we are encountering.

If funds are restricted for purpose, GCA will make a note on the Funding Action (FA) notification that there are funds restricted for a specific use. The department has the option to request that a sub budget be established to track the separate funds, but in most cases this is not required.

Restricted funds that are not released are treated a bit differently. A common example of this is carryforward funds awaiting sponsor approval. If there are funds remaining at the end of one period, but we do not have automatic carryover, we will move the funds forward, but they will be restricted until we receive sponsor approval authorizing the carryover. While this is the most common reason for restricted funds pending sponsor approval, there are other scenarios where it can occur. E.g. on multi-year awards, funding for later years may be restricted pending receipt of annual reports, or funding may be restricted until activity is authorized for different award subtasks.

In all of these cases, we will make note of the restriction on the FA notification, but we will also put the funds in the restricted category 37-99 on the budget. These funds will show up in Grant Tracker, but they will be encumbered as not yet available for use. Additionally, when we use the 37-99 object code, the funds will not display as available on any invoices sent to the sponsor. When the funds are released by the sponsor, we will move the funds out of 37-99 into usable object codes and remove the encumbrance for the restricted funds.

It is important to be aware of any restricted funds on your budgets to prevent overspending. If you are solely viewing the award and revenue in Grant Tracker, you may miss that some of the funds are restricted and not available yet. If you spend over the amount available and the funds are never released by the sponsor, this will result in a deficit to your department. Please read your FA notifications carefully and review how your budget is allocated in the MyFD Budget Summary view.

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If you have any questions about topics discussed in this newsletter or would like to suggest topics for future newsletters, please contact us via email at gcahelp@uw.edu. Inquiries related to a specific budget should be sent via [Grant Tracker](#).

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