Next GCA Brown Bag  
Tuesday, January 23, 2018, 11 a.m. - Noon, Foege N130A  
If you would like to suggest a topic for the Brown Bag,  
please email gcahelp@uw.edu.

Fall 2017

Advanced/Temporary Extension PAC vs. Advanced Renewal Budgets
GCA notes that there is often confusion when additional funds and time are being added to an award and how it will be processed through OSP and GCA. Setting up an advance renewal budget or getting a temporary extension to your current budget number are both mechanisms that work effectively the same, but can be logistically problematic if the incorrect one is chosen.

Advanced Renewal Budget Number
An advanced renewal budget is best utilized when authorized carryover of an unobligated balance between budget periods is not automatic, or when separate final invoicing or reporting are required each budget year. A good check would be to see if
there are prior budgets on the project, and the reason they were set up each year. If the terms of the award are not changing, an advanced renewal budget request would likely be the best option.

**Advanced or Temporary Extension PAC**

In cases where automatic carryover authority is already in place, a final financial report or invoice is not due at the end of the budget period, or the sponsor has confirmed that a No-Cost Extension has been approved, then requesting an advanced or temporary extension PAC from OSP to extend the current fully effective award is likely the best option.

**What’s this open balance on my newly established budget?**

In September, GCA discovered that open balances from prior biennia stay open in ARIBA until they are closed, and they remain on the associated budget if the budget number is later recycled. This means that an open balance from 2012 will show up on a newly established award budget.

For this reason, GCA is asking departments to clear open balances in ARIBA before we close the budget to status 4. If you have any open balances, please clear them or email pcshelp@uw.edu for assistance.

Our future colleagues in 2023 will thank us!

**Timing Between Workday and GCA Budget Setup**

The transition to Workday has changed GCA’s schedule for setting up or extending budgets to meet the University’s final pay calculation date (aka payroll cutoff).

Workday requires a budget to be established in FIN and open in status 1 **two working days prior to the final pay calculation date**. To meet this deadline, GCA must receive budget setup actions according to the following schedule:

3 working days before the final pay calculation date:
- Advance Budget Request and TRANSPASU forms (departmental requests) must be received in GCA no later than 3:00 PM.
- OSP actions (FAs and PACs) must be received in GCA by the end of the day.

**2 working days before the final pay calculation date:**
The following requests must be received by GCA no later than 3:00 PM:

- Opening a budget in status 2 or 3 to status 1.
- Extending the end date of a sub budget.
- Exercising Expanded Authorities to change the start date of a budget.

Please follow this schedule to ensure your budgets are available for payroll. In the case of unavoidable delays, GCA recommends setting up an advance budget whenever possible to avoid the need for later salary transfers. If you are unsure of where a funding action is in the process, the [MyResearch](#) Portal allows you to track and follow up on these items as needed.

**What do I do with this check we received?**
Typically, departments will receive checks for two purposes: sponsor payment or a refund for goods/services purchased.

1. **Sponsor payment:** With the exception of Clinical Trials, sponsors should remit payment to GCA as detailed in the award or contract. If you receive a payment from a sponsor, please write the budget number on the back of the check and route it to GCA at Box 354966. Keep a copy of the check for your records.
2. **Refund:** If you receive a check for a full or partial refund against an expense incurred on a grant or contract, those funds must be returned to the budget that incurred the original charge. If the budget has closed, please contact GCA for assistance.
It is very important that you follow Banking and Accounting’s Reverse Expenditure Cash Transmittal (CT) process to correctly credit the appropriate expenditure code.

For example, if you receive a refund check for an overpayment on a sub-award the GL/Exp/Rev Code must be 03-62. Failure to provide this information on the CT defaults in the refund being applied to the award’s revenue and the budget will be out of balance.

In these instances, GCA will ask you to reverse the CT and resubmit the form using the correct code.

Departments may occasionally receive checks for other reasons, e.g. funds from a partner institution to help defray trainee costs. Revenue from other parties should never be applied for an award. Please contact GCA before processing these payments. We will review the options available to you so that the check may be deposited and the funds utilized in a manner that is compliant with the sponsor and University regulations.

Lastly, revenue should never be transferred to grant, contract or gift budgets. Please contact GCA Help before submitting a JV to move funds to/from a grant or contract, and the Gift Services, gifts@uw.edu, for questions related to donor funds.