



CLOSING A GRANT

Close out of grant funds require diligence and oversight to ensure compliance with grantors and to maintain the integrity of funding.

Steps to close out grant funds...

- Know grant timelines and criteria for closing*
- Review open purchase orders*
- Review personnel positioned in grant*
- Review expenses, encumbrances, available balances*
- Submit all extra service payroll*
- Submit all expense vouchers and invoices against purchase orders.*
- Submit all expense transfer journal requests*

Grant Timelines and Criteria

- When does your grant end?
 - Review the Project Master dates and notes. Contact Grants & Awards if unsure. [Project Master Inquiry](#)
- Does the grant close with or without encumbrances?
 - With encumbrances – you have until the ending date to encumber funds. NOTE: Requisitions must be converted to purchase orders before the final date.
 - Without encumbrances – funds must be encumbered 60-90 days before the ending date. This ensures the services/products will be completed and paid before the last day of the grant.

Review Open Purchase Orders

- Make sure all services/products have been completed and/or received.
- Enter all receiving tickets online. (NOTE: entering a receiving ticket does not automatically pay an invoice. Accounts Payable must have an invoice to pay from)
- Verify that invoices have reached Accounts Payable (You may have to call the vendor and request they fax or email an invoice)
- Submit PO Maintenance forms for any purchase order needing to be closed so funds are released.

Review Position Control (Personnel Positioned In Grants)

- Review Position Control report from received Grants & Awards or Financial Planning & Budget
- Move positioned personnel to new funding sources (Contact Budget office or Human Resources for assistance)
- Follow staffing guidelines and procedures received from Financial Planning & Budget

Review Expenses and Available Balances

- Run a detailed MTD Project Budget Report
- Review expenses – make sure they are all in compliance to what the grant was to be used for.
- Submit expense transfers to correct if necessary.
- Make sure you have submitted all internal invoices (material productions, postage/mailings, CRC charges, transportation, etc.)
- Submit budget amendments to clear all negative available balances. The grant cannot close with these.

Submit/Enter Extra Service Payroll

- All extra service must be submitted by the timelines that payroll communicates.
- Close programs accordingly to be able to pay all extra service during the grant period.
- Review payroll that has posted. Make sure people paid actually worked for the specific grant.
- Contact Grants & Awards of problems or errors.

Submit all expense vouchers and invoices against purchase orders.

- Submit all vouchers with supporting documentation to Grants & Awards by the timelines given.
- Submit to Accounts Payable all invoices that are to be paid against Purchase Orders.
- Review all closing correspondence received from Grants & Awards.

Submit all expense transfer journal requests

- All corrections to non-payroll expenses already posted to MUNIS must be corrected through an expense transfers.
- Must submit supporting documentation with the transfer (invoice copies, glinqury screen shot, purchase orders, etc.)
- Must provide a valid MUNIS Org – Object – Project that the expense will be charged to. NOTE: Funds must be available in the account code receiving the expense.
- Payroll corrections – You must contact Grants & Awards since these must be done through the payroll system. If they involve KTRS then they must be processed through regular payroll. These types of transfer should be avoided as they create a red flag for audit.

Questions????

We are here to help you. Please contact us using the links below.

Grants & Awards [G & A Contacts](#)

Financial Planning & Budget [Budget Office](#)

