FCM Accounting / Program Responsibilities

ABS (Award Budget Sheet)
Program completes the ABS and submits to FCM Accountant for review. The Program then emails the ABS to FSD, and will cc: the FCM Accountant and FCM Research Network (Carolyn Lara-Smith, Beth Sanchez). FSD will enter the budget into Banner.

Salary Allocation and Reallocation
Program discusses salary reallocations with FCM Accountant. FCM Accountant fills out salary reallocation for staff and faculty, obtains signatures and submits to FSD.

Monitoring Revenues and Expenditures
Program will periodically monitor indexes (using Hyperion) for revenue, correct salary and non-salary expenditures on the index and correct account codes.

Reconciliation
Indexes will be reconciled periodically by FCM Accountant.

Journal Vouchers
Program initiates journal vouchers and FCM Accountant approves them.

P-Cards
Supervisors of p-card users monitor their use making sure that the business description is complete and all charges are accurate, allowable and allocated to the correct index and account codes. P-Card users makes sure the default index is changed when indexes close.

Final Reports
FCM Accountants prepare the final reconciliation for the PI's review, approval and signature and submits it to FSD for preparation of the Final Report.

Communications with Funding Agencies
For Example:
No-Cost Extensions
Carry-Forward Requests
Etc.
** Principal Investigator is responsible for communicating with Funding Agencies.

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