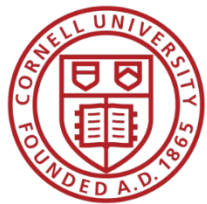


# SFS Update

Accountability, Requisition and Payment  
Review, Budget Adjustments



SFS Update

# Responsibility and Accountability



# Announcement

## Changes Beginning November 2, 2020

### Requisition and Disbursement Voucher Reviews

As has always been the case, units are responsible for understanding the terms and conditions of the sponsored awards they administer and preparing and approving well-documented and compliant disbursement vouchers and purchasing documents. SFS will stop routine pre-transaction reviews of the following:

1. Purchase requisitions and purchase order amendments at all levels.
2. Disbursement vouchers, except for those for subrecipient payments.

### Budget Adjustments

When moving budget allocation between two accounts on the same project, the administering unit approving the budget allocation should initiate Budget Adjustment e-docs in KFS. Currently, units provide information to SFS, and SFS initiates the document, which is then ad hoc routed within SFS for review and approval. With this change, e-docs will be ad hoc routed from units to SFS for review and blanket approval. The Fiscal Officer of each account affected by the e-doc will continue to receive FYI notification.

### Training for Units to Manage the above Changes

A refresher training on purchase requisition, disbursement voucher review, and creating Budget Adjustment e-docs is scheduled for October 28, from 10:00 – 11:30. Advance registration is required at this [link](#). This session will be recorded and available on-demand, along with web-based procedures for these tasks.

## Statement on Ethical Conduct

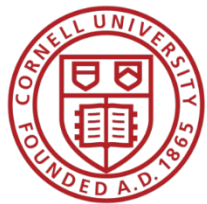
*All executive officers, trustees, faculty, principal investigators, staff, student employees, and others acting on behalf of the university are expected to comply with relevant laws, grant and contract requirements, regulations, policies and practices, and all applicable university and professional standards. No unethical practice will be condoned on the grounds that it is "customary" or that it serves worthy or honorable goals.*

# Responsibilities

- eDoc Initiator
  - Responsible for preparing a [DV] and must understand the institutional need for a [DV] financial transaction. This individual may or may not be the same as the requestor. Before initiating a [DV] transaction on behalf of the university, the initiator is responsible to assess whether the proposed transaction supports the university's mission.
- Account Fiscal Officer
  - The individual who is responsible for the financial transactions of a particular account and ensuring that they are compliant with university policies and procedures. Most transactional documents route to the fiscal officer for approval.
- Everyone
  - Conduct, process, and report all financial transactions with integrity.
  - Adhere to grant and contractual obligations of the university, including proper allocation of expenses.
  - Comply with applicable laws and regulations governing the receipt and disbursement of sponsored funds.

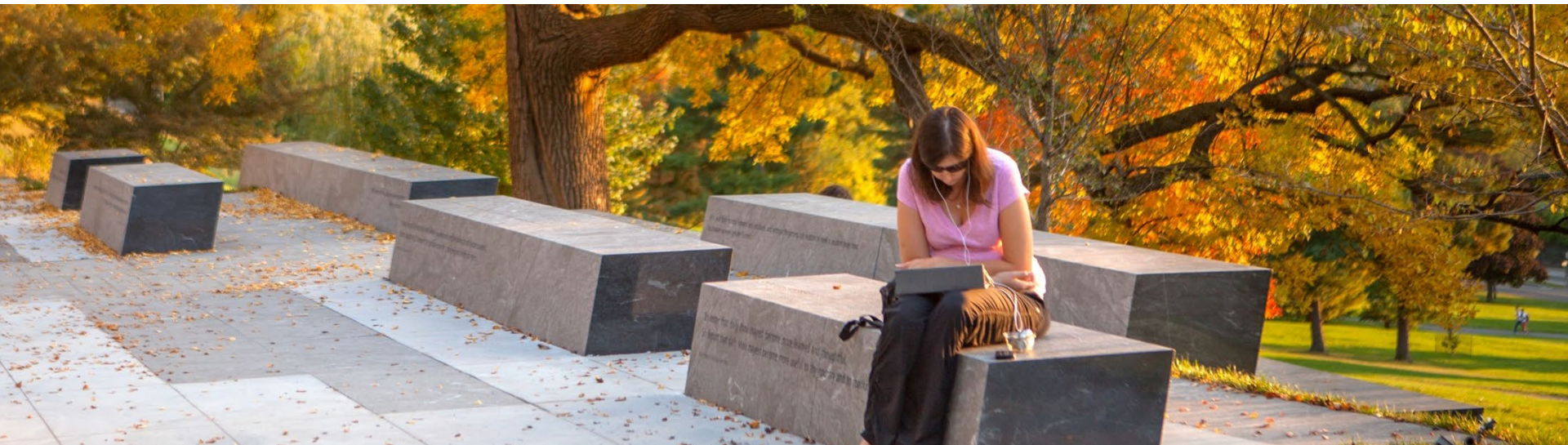
## Special Concerns for Disbursement Vouchers, Requisitions or PO Amendments

- Always: 2 CFR 200.403
- Correct eDoc
- Proper substantiation (business purpose, allocation)
  - Including no improper documentation
- Delivery location
- Reasonableness and documentation of allocation
- Necessity
  - near-term, post-term
- Sufficient funds
- Conformance with award
  - Normally indirect costs
- Object code usage
- For split sources is ownership compatible?
- Cornell and sponsor policy conformance



SFS Update

# Budget Adjustment Documents



## Cornell's Standard Budget Categories (object code)

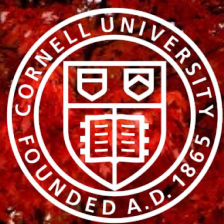
- Salary & Wages (5396 / [GRA Stipend = 5500])
- Compensation, Graduate & Sabbatical (Generally GRA = 8645 / 8635)
- Employee Benefits (5495)
- Capital Equip & Fabrication in Progress (3630 [Fabrication 3800])
- Participant Support (6915\*)
- Travel - Domestic (6750)
- Travel - Foreign (6760)
- Student Aid (Generally Graduate Fellowship = 8100 / 8120 / 8128)
- Materials & Supplies (6540)
- Publication Costs (6641)
- Services (6735\* / [Interdepartmental 6725])
- Subcontracts (6650)
- Limitation of Funds (6905)
- Conference & Seminar (6385)
- Other Direct Expenses (6900\*)
- Indirect Expenses (9070 [Gift 9080])

\*If additional detail is known in budget justification, additional object codes may be used



## Recording Budgets to General Ledger

- The authorized obligation is recorded in the general ledger by SFS
- Goal: within two weeks of distribution, or by the end of the month, if possible
  - Depends on timing related to the distribution
  - Receive a variance report every other month between RASS budget and General Ledger budget
- Unit can record budget to more detailed object codes within a cost category
  - Example: 5396 (Salary & Wages) to 5180 (Post Doc)
  - Is it necessary?
- Transferring budget between project accounts
  - Use awarded cost categories
    - Do not create negative budget categories



For further information contact us at [sfs-help@cornell.edu](mailto:sfs-help@cornell.edu)