

Award Cash Management Service (ACM\$) Procedure

1. On a monthly basis, The Grant Accountant prepares/updates the Excel spreadsheets detailing expenditures for each grant and sends those reports to the appropriate Principal Investigator (PI) and the Institute for Public Service and Sponsored Programs (IPSSP) for review.
2. The Grant Accountant uses the spreadsheets to calculate cash draw totals including indirect costs when applicable. The cash draw is for reimbursement of allowable costs already expended as part of the grant program for that time period.
3. The Grant Accountant accesses the ACM\$ system and follows the instructions to submit and certify the draw down.
4. The Grant Accountant prepares and posts a journal entry to record the Revenue and Accounts Receivable in SAP as of the date of the cash draw. The Accounts Receivable amount is equal to the reimbursement funds, plus indirect costs where applicable, that are due at the time of the cash draw.
5. The Grant Accountant supplies a copy of the approved journal entry to the Revenue Accountant to clear the cash draw when it is received in the bank account and they book a journal entry to record the cash and reduce the Accounts Receivable amount to zero in SAP.
6. The Grant Accountant archives all documentation and backup in the files for each individual NSF grant.