

## Adjustments on Finals Policy

Due to the timing of processing, some transactions that were incurred during the active period of a project will post after the project end date. In the past, Sponsored Projects Administration, Post Award has included manual adjustments on final invoices / reports to collect all charges for meeting sponsors' deadlines. This practice introduced risk and the potential for errors. Manual adjustments required additional follow up and sometimes caused revisions to invoices and reports.

To align with post award best practices and better utilize the UGA Financial Management System billing functionality, manual adjustments will no longer be included on final invoices / reports for sponsored projects. The UGA Financial System's delivered functionality is designed to generate invoices based on posted expenditures to ensure accurate billing, recording of revenue and tracking accounts receivable.

Beginning 7/1/2019 charges to be included on a final invoice / report need to post to the project within 45 days after the project has ended. Situations involving short final deadlines should be managed proactively. Following this guideline will improve UGA's invoicing process, reduce the amount of post final cleanup and provide better visibility of our accounting of revenue and accounts receivable.

In cases of sponsor final deadlines less than 45 days, an 'Adjustments on Finals Request Form' should be completed and submitted to the SPA billing team member to be reviewed and approved by Post Award management. Also this form can be used for final sub-award invoices scheduled to be received after the 45 day mark.

We recommend that all departments review their current process of posting expenditures to sponsored projects to ensure all expenses will post within 45 days after the project end date. Please work with your SPA billing team member found at the link below for closeout of your sponsored projects.

[Adjustments on Finals Request Form](#)

<http://spa.uga.edu/find-spa-representative/>

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