

## Business Services - Accounting Standard Operation Procedures For Funding Request Process Overview

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SEQ	ROLE	TASK	Days to complete	Days to complete, if additional information is requested to complete transfer.
1	Accounting Department	Business Services receives Funding Request (FR)	0	0
2	Administrative Assistant	Log in the Tracking Log	0	0
3	Administrative Assistant	Forwards the FR to the Accounting Technician	0	0
4	Accounting Technician	<p><b>I.</b> Review the Funding Request Form for accuracy  <b>II.</b> Research and verify Project status  <b>III.</b> Research and verify the Source account information  <b>IV.</b> Processing VT4 in DEFINE  <b>V.</b> FAMIS with the PRELIMINARY Funding Information</p> <p>Reviews the FR and enters it in the Funding Log. If the information provided in the FR is accurate and sufficient, VT4 Document (Request for transfer of funds) is prepared.</p> <p>If the information provided in the FR is not accurate and sufficient, then the Accounting Technician notifies the Project Manager immediately.</p>	2	2
5	Project Manager	Responds within 7 days from the time of notification.	N/A	Up to 7
6	Accounting Technician	<b>VI.</b> Submit the Funding Request Form and the supporting documentation to the Supervisor for approval.	0	0
7	Supervisor	Approves it and forwards it to the Office of Accounting.	2	2

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		<b>Initial Processing Total</b>	<b>4</b>	<b>Up to 11</b>
8	Office of Accounting	Approves the transfer and an e-mail notification is received by Business Services.	Up to 5	Up to 5
9	Accounting Technician	<b>VII.</b> Notification of Approved Funding Request <b>VIII.</b> Update FAMIS with FINAL APPROVED funding information	2	2
10	Accounting Technician	<b>IX.</b> Notification of Project funding to Project Managers	Up to 3	Up to 3
11	Accounting Technician	<b>X.</b> Update Departmental Ledger in DEFINE and Tracking Log <b>XI.</b> Additional updates to Project Allocation Account such as Provost Log and R&R Plan report	1	1
12	Administrative Assistant	<b>XII.</b> Create Project Accounting File for New Project Funding (based on the CP Numbers)	1	1
		<b>Total</b> – The maximum number of days it could take if the information is accurate and sufficient.	<b>4 – 16</b>	
		<b>Total</b> - The maximum number of days if the information is not accurate and sufficient.		<b>4 – 23</b>