



Office of Budget & Fiscal Planning
Grant Reporting & Reimbursement Systems (GRRS)
GRRS Simple – FAQ's

Grant Reporting & Reimbursement System (GRRS)
FREQUENTLY ASKED QUESTIONS...OSU Foundation Reimbursement Disapproval Messages

Insufficient Funds

- The Project ID used in your Reimbursement does not have a sufficient balance (funds) to cover the expenses listed.

Next Steps:

- Delete transactions (line items) from the Reimbursement request.
- Change the Project ID to a Foundation account, which has sufficient funding to cover the expense.
- Request a Foundation Funds Transfer
- Delete the Reimbursement (refer to *Deleting a Reimbursement* for assistance).

Pending Transfer from an Endowment

- Pending transfer from an endowment has the same meaning as Insufficient Funds.

Next Steps:

- Take no action. The Reimbursement will be placed on a 90-day hold, and processed automatically when the quarterly endowment transfer is completed. (**Note:** If the endowment monies transferred is insufficient to cover the expense, the reimbursement will be disapproved due to Insufficient Funds.)
- Request a Foundation Funds Transfer
- Delete transactions (line items) from the Reimbursement request.
- Delete the Reimbursement (refer to *Deleting a Reimbursement* for assistance).

The Cash Balance exceeds the approved balance-Use Clearing Fund to offset the expense

- The OSU fund cash balance exceeds the allowable balance, greater of \$2,500 or one month Payroll Encumbrance.

Next Steps:

- Edit the Reimbursement and change the Foundation Project ID to the CLRF-xxxxx Fund and resubmit.
- FS Clearing Fund report (OSU Reimbursement System Reports menu) lists the CLRF-xxxxx funds by Index.

Insufficient Information

- Not enough information provided in the Business Purpose block on the OSU Index Reimbursement Request page.

Next Steps:

- Payroll reimbursement requires the employees' names and payroll period are included in the Business Purpose. Revise Reimbursement including names and payroll dates.
- Information provided did not clearly state the nature of the expense. Revise Reimbursement providing enough detail to clarify the purpose of the expenditure.
- Incomplete or cryptic information provided. Revise Reimbursement using generally understood words and including detailed explanation for those more complicated items.

Invalid Expense

- Expense items included are not reimbursable under the Gift Agreement.

Next Steps:

- Delete expenses from the Reimbursement, which are not allowed.
- Use different funding source or Unrestricted Foundation Project ID for disallowed items.
- Request a review by the Foundation.
- Request a change in the Gift Agreement (very difficult and not often approved).

Scholarship Expense

- Scholarships are not reimbursable through the OSU Reimbursement System. Scholarships are processed using the Scholarship System.

Next Steps:

- Scholarship Expense **SHOULD NEVER** be processed using the Reimbursement System. If scholarship expense slips through the Reimbursement System approvals process, unfortunately it requires a lot of time to reverse these transactions.