

# CFI Accounting Guidelines

## Account opening and closing

- Project Account numbers will be assigned when CFI winners are notified. LAPF economist (Andreas Gustavsson Fredlund) will create accounts with project names and account numbers.
- All CFI accounts must be opened by 15/1 and closed by 15/10 in the year of funding award.
- Final CFI invoices must be submitted NOT LATER than 15 September, the year of award.

## Posting project costs

All CFI project costs must be posted at LAPF with the following posting information:

- Kostnadsställe: 6440020
- Projekt: 56440066
- Fritt fällt: one for each project. Project numbers are assigned at notification of successful application.

Please be sure the “kostnadsställe”, “project” and “fritt fällt” are correct when making the posting.

Salary costs for LAPF personnel are an internal posting at LAPF.

Personnel costs from outside LAPF require an internal invoice from that institution to LAPF. Other costs should be posted to LAPF directly. For example, if a person from SOL orders something from external vendor, that vendor invoice shall be posted to LAPF directly on the specific project 644XXX.

## Invoices from external vendors

There is always a separate field in invoicing systems for customer reference; it is important that the invoice reference is typed there *only*. SLU has a specific system for invoice reference. It consists of three numbers followed by three capital letters, for example 123ABC. The text shall specify what has been ordered. It is in your own remarks as approvers where you shall state the posting information.

## Financial reporting

- Each project team will identify one ‘liaison’ to the LAPF economist, for budgeting questions.
- Each team is responsible for keeping track of their own project budget. The LAPF economist shall be of service to provide financial data to the project team “liaison” when necessary.
- CFI projects begin in January and close in September, every calendar year. Teams must submit all receipts no later than 15 September.
- Teams will deliver a financial statement of money spent to the SLUL Working Group before 15 October. Costs submitted after 15 October will be redirected to the institution of the person ordering the goods or services invoiced. The LAPF economist can help with the statement.
- By 31 October latest the LAPF Economist shall provide AEM and SOL economists with an overview of money not spent or overused as a total sum per Institution. Each individual project member has an equal share of the “result” and the sum per institution is the sum of the individual shares from the members of that institution.
- If AEM and SOL have unspent project money, they shall invoice LAPF their total no later than the 15 November. If an institution has overused their funding, LAPF will invoice AEM or SOL no later than 15 November. LAPF will remove its own share from the CFI project on the same date.