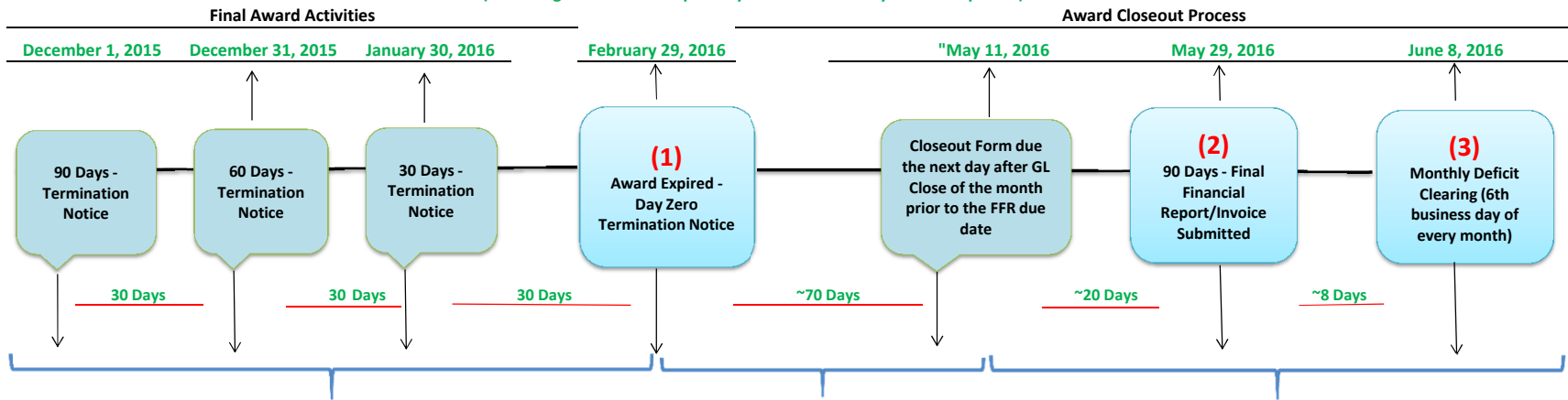


## Closeout Timeline

(dates in green is an example only based on a 90-days closeout period)



### Pre-Expiration Period

#### RA/Departments

- Request final invoices from vendors and subrecipients
- Change payroll chartstring for future distributions
- Request recharge changes or cessation
- Request no-cost extension if needed

### Adjustment Period

#### RA/Departments

- Transfer expenses and deficits
- Transfer payroll via UPAY
- Accrue unposted expenses
- Close POs
- Submit Closeout Certification along with:
  - Documentation
  - Cost share report
  - Unliquidated obligations

### Final Closeout Period

#### CGA

- Verify costs for FFR and final invoice
- Review for unallowable expenses
- Review cost share report
- Ad-hoc deficit clear at award level
- Submit FFR and final invoice to sponsor
- Update milestone and finalize activity status
- Place the Billing Plan on hold
- Run monthly deficit clearing
- Inactivate fund (if there are no pending transactions)

### Status Values and Effect on Transactions

CGA Process	Process description	Fund Status	Contract Status	Award Status	Project Status	Activity Status	Milestone Status	Effect on Transactions
<b>Generate/Set up Award</b>	Notice of Award is interfaced into C&G module from SPO. RA/DEPT uploads the budget and the CGA Award Analyst (CGA-AA) generates the Award. Sent to CGA Supervisor for approval.	Active	Pending	Accepted	Budget Only	N/A	Pending	Transactions rejected.
<b>Supervisor Approves Award and Finalizes Budget</b>	CGA Supervisor reviews and approves the Award and budget and finalizes it. The Contract is activated, and the Project and Activity status is Open.	Active	Active	Accepted	Open	Open	Pending	Transactions allowed.
<b>(1) Activity Ends (Award expired)</b>	Upon Award end date, the Project and Activity status automatically update to "Ended"	Active	Active	Accepted	Ended	Ended	Pending	Transactions allowed (warning issued)
<b>(2) - Ad-Hoc Deficit Clearing - Milestone Updated and Activity Finalized (Award is closed) - Billing Plan on hold</b>	The CGA-AA will perform an ad-hoc deficit clearing to move any deficit amount off of any award with a Final Financial Report (FFR) due as part of the closeout process. After the FFR/Final Invoice has been sent to the sponsor, the CGA-AA changes the Milestone to "Completed", and sets Activity status to "Final". For awards with accrued expenses, CGA will wait until the following month to change the Activity status to "Final" to allow the actual expenses which were accrued to post to the award.	Active	Active	Accepted	Final	Final	Completed	Transactions will be rejected except for: Payroll, AR, closing PO, auto-reversal of accrued expenses, and deficit clearing.

### Status Values and Effect on Transactions

CGA Process	Process description	Fund Status	Contract Status	Award Status	Project Status	Activity Status	Milestone Status	Effect on Transactions
<b>(3) Monthly Deficit Clearing *</b>	CGA will perform the monthly deficit clearing process on all awards with milestone status "Completed" and activity status "Final" at the beginning of the month following the closeout period.	Active	Active	Accepted	Final	Final	Completed	Transactions will be rejected except for: Payroll, AR, closing PO, auto-reversal of accrued expenses, and deficit clearing.
<b>(3) Fund Inactivated</b>	After clearing all pending transactions (COA Inactivation returns no result), Fund is inactivated, the Activity and Project(s) and Contract are set to Closed	Inactive	Closed	Closed	Closed	Closed	Completed	All transactions rejected
<b>Archived</b>	Seven years after the Project's status has been set to Closed the Project and associated Activities are set to Archived	Inactive	Archived	Closed	Archived	Archived	Completed	All transactions rejected

\* CGA will perform an annual deficit clearing process on open awards (excluding approved waiver requests on awards in deficit and awards with FFR due date between May 31<sup>st</sup> and September 1<sup>st</sup>).

## Status Values and Effect on Transactions

### Where to Find Statuses:

#### **FUND STATUS:**

Main Menu – Set Up Financials/Supply Chain – Common Definitions – Design Chartfields – Define Values – Chartfield Values (“Old BFS Fund Page”)

#### **CONTRACT STATUS:**

Award Profile – View Contract hyperlink

-or-

Main Menu – Customer Contracts – Create and Amend – General Information

#### **AWARD STATUS:**

Main Menu – Grants – Awards – Award Profile

#### **PROJECT STATUS:**

Main Menu – Grants – Awards – Project, or click the project # from Award Profile

#### **ACTIVITY STATUS:**

Main Menu – Grants – Awards – Project- Activity (click on Activity status hyperlink)

#### **MILESTONE STATUS:**

Main Menu – Grants – Awards – Award Profile

**NOTE: DISREGARD “PROCESSING STATUS” FIELDS- THESE DO NOT AFFECT TRANSACTIONS.**