Financials 9.1
Grant Closeout Enhancements

1) Ability to upload attachments

Grant Closeout Users will now have the ability to upload supporting documentation. Users will be able to upload files in Word, Excel, and Adobe (PDF) format.

Please use discretion on the size of files to be uploaded.

Note: Do NOT upload copies of reports that can be easily regenerated in <u>FINANCIALS</u> by C&G Staff, such as WRS printouts, screenshots, or other reports.

Listed below are situations for uploading supporting documentation:
- The "Extension/Continuation/Funds Pending" Box is checked
  - If the "Extension/Continuation/Funds Pending" Box is checked due to receipt of an approval notice from the agency, and this communication was ONLY sent to the PI, the user must supply a copy of the approval communication.

- Cost Share
  - Supporting documentation should include, but may not be limited to, a copy of the TEARS printout(s), and all other documentation to support the claimed Cost Share figures.

2) Ability for C&G to uncheck the Extension/Continuation box and re-route a closeout.

- The Office of Contracts & Grants will be able to remove the Ext/Funds Pending check and re-route a closeout to the college units for processing. This allows the history of the closeout to be maintained and removes the requirement for Contracts & Grants to delete and re-issue a closeout to return it to the approval routing process.

3) Total Direct Budget amount will be as of current date, rather than previous month end.

- When a budget adjustment must be processed and posted after the close of the accounting period, the Departmental Bookkeeper, TEARS approver, or CBO now have the ability to update the Total Direct and F&A Budget Amounts by pressing the "Get Project Costs" button. This function will pull in current budget information. However, expenditure information will still be as of the previously closed month end period.

4)

Allow College approvers the ability to change answers to Certification questions a or b before routing closeout to C&G.

- The college units are no longer required to recycle a closeout to change the certification answers for questions a or b.

5) Add two additional certification questions regarding Supplies and Materials.

> f. All supplies and materials purchased have been used for this award only?
>
> g. Are there any unused supplies and materials?

6) Additional College Business Manager (CBM) workflow option provided on the Approval page.

> College Business Manager: [   ] 🔍
> (if applicable)

- This additional functionality is provided for college units where the user is a College Research/Business Officer but also manages departmental accounts. This functionality allows a CBO to delegate final college approval to a CBM.

7) College Research/Business Officers will have the ability to approve closeouts at the College and Department levels only, when they also have the TEARS role.

- A New checkbox under the Action box on the Approval page will display when the CBO has the TEARS role and their name is in the Department Bookkeeper box.

> Principal Investigator: RICHARDSON/JOHNSON
> Sponsor: NC DOT
> Department: 110901 - Crop Science
> Fiscal Manager: (Y) W. BRENT LEMONS
> C & G Due Date: 09/15/2011
> Agency Due Date: 09/30/2011
> Bookkeeper(s): [   ] 🔍 [   ] 🔍 [   ] 🔍 [   ] 🔍
>
> Action
> Approval Status: Pending
> [Approve]   [Recycle]
> ☐ Approve at College and Department Level Only

- This function is especially beneficial for an additional level of approval within the college unit.

8) C&G will have the ability to remove closeouts that are at any approval level. An email will be generated and sent to the appropriate CBO when a closeout has been removed from the process.

- College units are no longer required to recycle a closeout to Contracts & Grants for removal. The Office of Contracts & Grants will now be able to remove a closeout regardless of the current level. A standard email will be generated when the closeout is removed. The email will be sent to the CBO with the removal reason.

9) C&G will have the ability to record adjustments made to the Total Direct Cost necessary for proper accounting of the project expenditures and closeout information.
    - C&G Staff will be able to record the adjusting entries made to Total Direct Cost necessary to closeout a project. A box has been provided to briefly explain the purpose of the adjustment.

> **Project Direct Costs**
>
> Final expenditures should include only actual cash outlays.   All transactions related to this project should be reflected in Financials PRIOR to 11/15/2012. If this is not possible, ALL reconciling items MUST be listed on the Reconciliation form.
>
> [Get Project Costs]
>
> [Enter Recon Items]
>
> Adjust to Close Comment
> [   ]
>
> Total Direct Budget $862,453.24   As Of 03/31/2011
> Total Direct Costs $862,171.97   As Of 03/31/2011
> Reconciling Items $281.27
>   51891 Fringe Costs
> C & G Adjust to Close   [   ]
>
> Final Direct Costs $862,453.24
> Direct Balance Available