

GM 14.0 AWARD CLOSEOUT

PEOPLESOFT 8.4



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GM 14.1 Identify Awards to be Closed

Once an award has been completed it is time to inactivate and/or close the award, contract and projects. There is a query in the system that will identify all awards where the end date is in the past.

1. Navigate to Reporting Tools > Query > Query Viewer. Enter the name of the report or a portion of the name of the report. The closeout report is called NDU_GM_AWD_CLOSEOUT.

The screenshot shows the 'Query Viewer' window. On the left is a 'Menu' tree with 'Reporting Tools > Query > Query Viewer' selected. The main area is titled 'Query Viewer' and contains a search section 'Find an Existing Query'. The search criteria are: 'Search by: Name' (dropdown), 'begins with' (dropdown), and 'NDU_GM' (text input). A 'Search' button is below. Below the search section is a 'Search Results' table with columns: Query, Customize, Find, View All, First, 1-28 of 28, Last. The table lists various queries, with 'NDU_GM_AWD_CLOSEOUT_DATE' highlighted in blue.

Query	Customize	Find	View All	First	1-28 of 28	Last
NDU_GM01_PAYROLL_JRNLS						
Payroll Journals-PC Update						
Public						
Run						
Schedule						
NDU_GM_ANALYSIS						
Public						
Run						
Schedule						
NDU_GM_AP_DST						
All Vouchers not Distrib to PC						
Public						
Run						
Schedule						
NDU_GM_AP_PAID						
All PC Vouchers Paid						
Public						
Run						
Schedule						
NDU_GM_AWD_CLOSEOUT_DATE						
End date for Award Closeout						
Public						
Run						
Schedule						
NDU_GM_BIL_LINES						
Check OLT lines in Projects						
Public						
Run						
Schedule						
NDU_GM_CNV_PI_DATA						
Eligible PI Table						
Public						
Run						
Schedule						
NDU_GM_CONTRACT_EVENT_TOBILL						
Fixed Billing to Bill now						
Public						
Run						
Schedule						
NDU_GM_CONTRACT_FIXED						
Contract Billing Status Fixed						
Public						
Run						
Schedule						
NDU_GM_CONTRACT_PROJECTS						
Shows Projects in a Contract						
Public						
Run						
Schedule						
NDU_GM_CONTRACT_STATUS						
Contract Billing Status						
Public						
Run						
Schedule						
NDU_GM_CPY						
COST SHARE						
Public						
Run						
Schedule						
NDU_GM_EP						
Public						
Run						
Schedule						

2. Select the appropriate report by clicking on the report name or the [Run](#) hyperlink.
3. Currently you are prompted for the business unit. The go-live report will prompt for the business unit and the end date. Currently you are pulling a report for all awards with an end date prior to June 30, 2004. Enter your business unit and click ok

The dialog box has a title bar 'NDU_GM_AWD_CLOSEOUT_DATE'. Below the title bar is a label 'Unit:' followed by a text input field containing 'UNDD01' and a search icon. At the bottom are two buttons: 'OK' and 'Cancel'.

- Download the query to Excel by clicking the hyperlink shown below. You now have a run of all awards and their associated projects that have an end date prior to June 30, 2004.

NDU_GM_AWD_CLOSEOUT_DATE - End date for Award Closeout

Unit = UND01

[View All](#) | [Rerun Query](#) | [Download to Excel](#) ←

First 1-100 of 181 Last

	Contract	Unit	Project	Period	Ref Awd #	Begin Date	End Date	Funded Amt	Currency	Purpose	Name	Customer	Name
1	UND0004001	UND01	UND0004001	1		11/01/2001	12/31/2003	113418.000	USD	RES	De Silva,Shanaka	FED_470000	National Science Foundation
2	UND0004020	UND01	UND0004020	1		01/01/2003	12/30/2003	36771.000	USD	RES	Marsh,Ronald Arthur	PRIV_22200	Denet Labs
3	UND0004025	UND01	UND0004025	1		09/15/2000	08/31/2003	1.000	USD	RES	Perkins,Dexter	FED_470000	National Science Foundation
4	UND0004026	UND01	UND0004026	1		09/15/2000	08/31/2003	19342.000	USD	RES	Hartman,Joseph H	FED_470000	National Science Foundation
5	UND0004027	UND01	UND0004027	1		09/15/2000	08/31/2003	39605.000	USD	RES	Borysewicz,Henry W	FED_470000	National Science Foundation
6	UND0004035	UND01	UND0004035	1		05/15/2000	04/30/2004	220000.000	USD	RES	Young,Kevin	FED_470000	National Science Foundation

- Verify that the awards to closeout have no residual balances. If there is a residual balance and business unit equals MISU1 or UND01, go to training document 14.4 Residual Balances. If no residual balance or NDSU1, proceed with closing down each aspect of the award.

GM 14.2 Inactivate and Close Projects/Budgets

From the spreadsheet you just ran select an award/contract to close. Navigate to all project pages and the project budget and inactive all.

- Close the project by defining the project status as closed. Navigate to Grants > Awards > Projects > Project Summary hyperlink > Project Status hyperlink.

The screenshot shows a software interface for project management. On the left is a 'Menu' with options like Sourcing, Engineering, and Awards. The main area is titled 'Project General' and contains the following information:

- Business Unit: UND01 University of North Dakota
- Project: UND0004001
- Description: DYNAMICS OF PLINIAN ERUPTIANS
- Integration: UND01 University of North Dakota
- Project Type: FED
- Status: Active

Buttons for 'Create New Project', 'Add to My Projects', and 'My Projects' are visible. A sidebar on the right lists 'My Projects', 'Project Summary', 'Project Team', and 'Project Activities'.

Project Summary

Unit: UND01 **Project:** UND0004001 **Description:** DYNAMICS OF PLINIAN ERUPTIANS

Project Summary Information

Project Type: FED FED

Project Manager: 7008589 De Silva,Shanaka

[Project Status:](#)

% Complete:

Project Details: [Project General](#)

Activities: [Project Activities](#)

Budgets: [Project Budgets](#)

Resources: [Project Resources](#)

Description:

Schedule Summary

Early Start Date:

Early Finish Date:

Actual Start:

Actual Finish:

Baseline Start:

Baseline Finish:

Project Status

Unit: UND01 **Project:** UND0004001 **Description:** DYNAMICS OF PLINIAN ERUPTIANS

Project Status [Find](#) | [View All](#) First ◀ 1 of 1 ▶ Last

Effective Date: **Sequence:**

***Status:** Closed

Start Date:

End Date:

% Complete:

Priority:

Interest Calculation Factor:

Comments:

Schedule Summary

Early Start Date:

Early Finish Date:

Actual Start:

Actual Finish:

Baseline Start:

Baseline Finish:

[Return to Project Summary](#)

- Change the Project Status to C for Closed using the magnifying lookup or typing a 'C' in the Status field. Click the Save button. Click the [Return to Project Summary](#) hyperlink.

Project Summary

Unit: UND01 Project: UND0004001 Description: DYNAMICS OF PLINIAN ERUPTIANS

Project Summary Information

Project Type: FED FED
 Project Manager: 7008589 De Silva,Shanaka
 Project Status: C Closed
 % Complete:
 Project Details: [Project General](#)
 Activities: [Project Activities](#)
 Budgets: [Project Budgets](#)
 Resources: [Project Resources](#)
 Description:

Schedule Summary

Early Start Date:
 Early Finish Date:
 Actual Start:
 Actual Finish:
 Baseline Start:
 Baseline Finish:

Customize | Find | View All | First 1 of 1 Last

Do Flexible Analysis Drilldown [Flexible Analysis Configuration](#) [Return to Project General](#)

3. Click the Return to Project General hyperlink.

Project General [Project Department](#) [Definition](#) [Manager](#) [Location](#) [Phases](#) [Approval](#)

Business Unit: UND01 University of North Dakota
 *Project: [Create New Project](#)
 *Description: [Add to My Projects](#)
 *Integration: University of North Dakota
 Project Type: FED
 Status:
 Description Find | View All First 1 of 1 Last

[My Projects](#)
[Project Summary](#)
[Project Team](#)
[Project Activities](#)

4. Change the Project Status to Inactive using the pull down arrow. Click the save button on the bottom of the page.
5. Navigate to the Project Activity. Grants > Awards > Project Activity.

Activity Details | Definition | FA Rates | Schedule Status | Location | Quality | Rates | Use

Unit: UND01 **Project:** UND0004001 DYNAMICS OF PLINIAN ERUPTIANS
Activity ID: 1 DYNAMICS OF PLINIAN ERUPTIANS

Status: Inactive (dropdown) **Sys Source:** PPC (dropdown) [Activity Team](#)
[Resources](#)

Act Type: GRANT (dropdown) Grant

Description | Find | View All | First 1 of 1 Last | + -

- Change the Project Activity Status to Inactive by using the pull down arrow. Save the page.

GM 14.3 Close Award and Contract

We are now ready to closeout the award and contract.

- Navigate to the Award Profile page, Grants > Awards > Award Profile. Search for and open the award you are closing. Change the status to Closed using the pull down arrow. Save the page by clicking the button at the bottom of the page.

Profile | Sponsor | Funding | Certifications | Terms | Milestone | Attributes | Notepad

Award: UND0004001 **Business Unit:** UND01 **Project PI:** De Silva,Shanaka **Currency:** US

Reference Award Number: EAR-0296108 [Award Modifications](#) [View Contract](#)

Award PI: 7008589 (dropdown) **Name:** De Silva,Shanaka (dropdown) **Co-PI:** (dropdown)
Short Title: DYNAMICS OF PLINIAN ERUPTIANS (dropdown) **Long Title:** (dropdown)
Proposal: UND0004001 (dropdown) **Version:** V1 (dropdown)
Award from: 11/01/2001 (calendar) **To:** 12/31/2003 (calendar) **Customer:** National Science Foundation
Award Type: Grant (dropdown) **Purpose:** RES (dropdown) **Status:** Closed (dropdown)

Comments | Find | View All | First 1 of 1 Last | + -




Type: (dropdown)

[Grant Administrator](#) [Sponsor Website](#)


[Customize](#) | Find | View All | First 1 of 1 Last

PC Bus Unit	Project
1 UND01	UND0004001

- Click the View Contract hyperlink on the Award Profile page. It will open the Contract General page.

Contract General		Contract Lines	Contract Amendments	Billing Options	Additional Information	Attachments
Contract:	UND0004001		Description:	DYNAMICS OF PLINIAN ERUPTIANS		
Amendment:	0000000000					
Business Unit:	UND01 University of North Dakota	Contract Status:	CLOSED 	Processing Status Active		
Sold To Customer:	FED_470000  National Science Foundation	Contract Type:	CRB_LOC	Add to My Contracts		
		Legal Entity:	UND01			
Original Amount		Current Amount		<input type="text" value="Copy From..."/>		

- Using the magnifying glass lookup icon located by the Contract Status field, change the Contract Status to CLOSED. Save the page.
- Now we need to stop the contract from billing. Marking the Bill Plan with a status of completed does this. Navigate to the Contract Lines tab, click on the Billing subtab.

Contract General		Contract Lines	Contract Amendments	Billing Options	Additional Information	Attachments			
Contract:	UND0004001	Amendment:	0000000000 						
Business Unit:	UND01 University of North Dakota	Contract Status:	CLOSED	Processing Status Active					
Sold To Customer:	FED_470000  National Science Foundation	Contract Type:	CRB_LOC	Currency Code: USD					
Contract Lines Find View All First <input type="text" value="1 of 1"/> Last									
General		Neg Amt Summary	Customer Info	Accounting Distribution	Billing	Rev Rec	Projects	Renewals	
Line	Offering ID	Price Type	Billing Plan	Description	Billing Method	Billing Plan Status	Limit Amount	LOC	Doc ID
1	GRANT	Rate	B101	DYNAMICS OF PLINIAN ERUPTIANS	As Incurred	Ready	113418.00		<input type="text" value="EAR-0296108"/>

- Click on the Billing Plan hyperlink.

Billing Plan General | [Events](#) | [Tax Parameters](#) | [History](#)

Contract: UND0004001 BI Unit: UND01
 Sold To Customer: FED_470000 National Science Foundation Bill To: FED_470000 National Science Foundation
 Billing Plan: B101 Currency: USD

Description: [Billing Header Note](#)

Billing Method: Billing Status:

Customer Information

BI Unit: University of North Dakota [Billing Default](#)
 Bill To Customer: National Science Foundation Addr Num:
 Bill To Contact:

Responsibilities

Billing Inquiry:
 Billing Specialist:

Project Options

Bill Currency:
 Items previously held as Retainages
 Bill Write-off Hold

- Using the pull down arrow change the Billing Status to Completed. Save the page. Notice all fields are no longer editable on this page. Also notice the Bill Plan is automatically changed to Hold under the Project Options header. This contract will no longer bill transactions to the agency.
- Click the [Return to Contract Entry](#) hyperlink located on the bottom of the page. Then click the Rev Rec tab and click the Rev Rec Plan hyperlink.

[Contract General](#) | **Contract Lines** | [Contract Amendments](#) | [Billing Options](#) | [Additional Information](#) | [Attachments](#)

Contract: UND0004001 Amendment: 0000000000

Business Unit: UND01 University of North Dakota Contract Status: CLOSED **Processing Status**
 Sold To Customer: FED_470000 National Science Foundation Contract Type: CRB_LOC Active
 Currency Code: USD

Contract Lines Find | View All First 1 of 1 Last

[General](#) | [Neg Amt Summary](#) | [Customer Info](#) | [Accounting Distribution](#) | [Billing](#) | **Rev Rec** | [Projects](#) | [Renewals](#) |

Line	Offering ID	Price Type	Rev Rec Plan	Rev Rec Method	Rev Rec Plan Status	Limit Amount
1	GRANT	Rate	R101	DYNAMICS OF PLINIAN ERUPTIANS	As Incurrd Ready	113418.00

Rev Rec Plan

Contract: UND0004001 **Business Unit:** UND01 **Foreign Currency:** USD
Sold To Customer: FED_470000 National Science Foundation **To GL Unit:** UND01
Revenue Recognition Plan: R101 **GL Currency:** USD

Description

Description:
'Rev Rec Status: **Hold** 12/14/2004

Revenue Recognition Method **Total Amount**

As Incurred **Remaining Pct:** 100.00000000
 Apportionment **Remaining Amt:** 0.00
 % Complete
 Milestone

Event Detail Customize | Find | View All | First 1 of 1 Last

Event #	Event Type	Event Status	Accounting Date	MS Orig	Milestone Nbr	Days Lag	Description	Milestone Status	Project	Notes
1	<input type="text" value=""/>	<input type="text" value="New Event"/>	<input type="text" value=""/>	<input type="text" value=""/>					<input type="text" value="Project"/>	<input type="text" value="Notes"/> <input type="button" value="+"/> <input type="button" value="-"/>

- Note the **Hold** 12/14/2004 hold check box by the Rev Rec Status field. Click the hold box and note today's date appears next to the box. Click the save button on the bottom of the page. Click the [Return to Contract Entry](#) link on the bottom of the page. You have successfully closed this award in the system. It will no longer allow transactions, billing or payments to be processed.