

1/30/2007

Award Closeout Worklog: BSC/Dept Review: Tips and Tricks

Setup

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- Disable all pop-up blockers (Internet Explorer, Yahoo, Google, etc.)

Navigation

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- Use the SUBMIT WORKFLOW button to leave workflow. This will save your work and creates fewer issues than the RELEASE WORKFLOW button.
- Refresh the worklist if information looks incorrect.
- If a worklist item is in "performing" state rather than "ready" state then other users with access to this workflow will not be able to see it. (Hit the details icon at the end of the worklist record and then click on the release button).
- When entering workflow form, all you see is the REQUEST ID. Just enter NEXT BLOCK to see the related information.
- Workflow will time out after about 30 minutes. If you are working in the award closeout form in Banner and return to the Workflow list and are unable to enter another document, your workflow session is probably timed out. Log in again.

Clearing Items from Worklist: Signal an extension of time

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- In header block: enter Y in NO COST EXT field; SUBMIT workflow
- Note: this does not replace the business process of requesting a no-cost extension from a GCA; this just clears the item from the worklist and changes the status code on the GRNT table.

Clearing Items from Worklist: Reviewing and Cleaning-Up Funds

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Item	Test	To Pass Test	Where to go for more info	Comment
There are no material encumbrances	All encumbrances >= \$100 must be removed.	Enc Clr = Y or Enc Ovr = Y	FRIGITD	Don't forget to leave information in FOATEXT when choosing to override.
Cost-sharing has been fulfilled	Revenue = expense Expense >= expense budget	CShr OK = Y or CShr Ovr = Y	FRIGITD	Don't forget to leave information in FOATEXT when choosing to override. Note: the cost-sharing expenses can be greater than the budget.
Program income has	Revenue = expense = expense budget	Pgmlnc OK = Y or Pgmlnc Ovr = Y	FRIGITD	Don't forget to leave information in FOATEXT when choosing to override.

been properly recorded				
There are no active job records	There are no NBAJOB records that are active beyond the end date.	Jobs Clear = Y	WEBI: HR 50240	
Expenses are reviewed for allowability		ExpRev Allow = Y		There is no system test for this. The reviewer needs to inspect the expenses for allowability and assert to this by entering "Y." If the grant is not being extended, this field <u>must</u> be satisfied with a "Y" prior to the grant passing to a status level "3".
All expenses are final.		Exp Final = Y	Project Director	There is no system test for this. The reviewer needs to follow business practices to ensure that all expenses are final and assert to this by entering "Y." If the grant is not being extended, this field <u>must</u> be satisfied with a "Y" prior to the grant passing to a status level "3".
Review the budget status	Are the expenses and encumbrances <= expense budget	Bud OK = Y	FRIGITD	The value in this field does not prevent an award from clearing the worklist. If the value is N, you might want to alert OSR to the reason why.
Review expenses after the end date	Are there expenses after the project end date?	Exp Aft End Dt = Y	WEBI 20300	The value in this field does not prevent an award from clearing the worklist. The user should examine the transactions and ensure that they occurred within the project dates.
Date of last expenditure			WEBI 20300	The date of the last expenditure is reported regardless of its relationship to the project end date.