Workflow Training
90-Day End Date Notice
Grant Closeout/Extension
Purpose

Close-out workflow process can:

• Increase efficiency in the close out process for the Principal Investigator, Department/unit, and Pre-award and Contract & Grant Accounting departments.

• Enhance communication, tracking, and accountability during various stages of the process.
90-Day End Date Notice

• Workflow runs nightly and checks for Funds ending in 90 days.

• E-mail is sent to the
  – Principal Investigator
    • Financial Manager on FTMFUND
  – Account Administrator
    • Position 004 on the “Personnel” screen of FRAGRNT
FTMFUND - PI
FRAGRNT – Acct Admin
Initial Workflow e-mail to AA(1)

Subject: [l] Fund Ending in Next 90 Days for Grant 201207/ Index 892005

According to our records, the following award will be ending 30-Apr-2008 12:00:00 AM.
Grant: 201207
PI: Whelan
Index: 892005
Sponsor: Department of Transportation
Title: New Mexico Border Index
Budget Period of Fund: 01-Apr-2008 01:00:00 AM to 30-Apr-2008 12:00:00 AM

If continued funding is expected, or if you need to request a no-cost extension, please contact your Contract and Grant Administrator in the Pre-award office. A Request to Spend Funds form can be used to extend the end date if the extension paper work is in process with the Pre-award office.

If this Fund is ending, please follow the guidelines below to appropriately closeout the Fund:
1. Review all expenditures to ensure they have been allocated and accounted for properly.
2. Any cost transfers need to be submitted as soon as possible. Include the 90 day memo if applicable.
3. Any regular staff employees who will not be transferred to another UNM index need to be given lay-off notices per UNM Personnel policies (http://www.unm.edu/officeHR/comp/hires/1000.html). Also plan for pay-outs of any unused leave that will be charged to the Fund.
4. Process the necessary personnel paperwork for all employees who will be transferred to another UNM index.
5. Read the terms of the award to ensure all work has been or will be completed by the end date. Please prepare and submit any technical reports due. The fiscal monitor in Post-award will prepare and submit any final financial reports such as a final invoice, expenditure report (Financial Status Report), and property report.
6. There should be no equipment purchases made during the last quarter of an award.
7. A close-out reconciliation document will be sent 30 days prior to the Fund budget period end date.

Workflow Instructions:
1. Click on the link: http://unmhelp.unm.edu:7779/jwdev.
2. Logon to Workflow using your UNM ID & password.
3. NOTE: Your browser does not require Java. Please visit the following website: unmhelp.unm.edu
   Here's a link to a FASTINFO on the topic of turning off popup blockers:
   http://unmhelp.unm.edu/unmhelp.php?zendesk_id=1077
   There's a section on 'Enable Pop-up Block' which may be helpful.
4. Click on the link 'Extend or Close' from your workflow to open the webpage. Give it a few seconds, maybe 20-30, to come up.
5. If the webpage doesn't come up, it means that you probably have popup blockers on. Go back to step 3.
6. If you closeout the award, workflow will send an email notification to the fiscal monitor who will forward you the Raco Report. If you extend the award, workflow will send email to notify Pre-Award of your intent. If you cancel, you can come back to it later.

If you have any questions or problems, please contact the LINK Service Center by phone at 277-8229 or by submitting an Ask A Question at http://fastinfo.unm.edu.
Initial Workflow e-mail to PI(14)

According to our records, the following award will be ending 31-May-2008 12:00:00 AM. Your Account Administrator Randall Whelan has also been notified. If you have any questions regarding this notice, please contact the Account Administrator.

Grants: 29002
Fund: 20120
PD: Whelan
Index: 892005
Sponsor: Department of Transportation
Title: North/South Border Index
Budget Period of Fund: 01-May-2008 12:00:00 AM to 31-May-2008 12:00:00 AM
Extend or Close Fund
Fund is already extended in Banner e-mail to AA/PI(12)
Pending e-mail to AA(13)

From: workflow@unm.edu

CC: Randall Whelan

Subject: (13) Pre-Award Approval in Pending Status for Grant 2012-1 Fund 201201 Index 892005

Comment entered by Pre-Award.
Fund Extended e-mail to AA/PI (11)
Extension not approved e-mail to FM(9)
Close-out e-mail to AA(4)

From: workflow@umn.edu
To: Randall Whealan
Subject: (4) Award Close-Out Grant 201202 Fund 201200 Index 892005

Grant: 2012
Fund: 201200
PI: Whealan
Sponsor: Department of Transportation
Title: Northeast Border Index
Budget Period of Award: 01-May-2008 12:00:00 AM to 31-May-2008 12:00:00 AM
Grant Budget Amount: 100000

Attached is the close-out reconciliation form for your grant 201202, Fund 201200. Please complete and return it to the appropriate Post Award office by the due date. All adjustments identified on the reconciliation must be moved on/off the Fund by the due date specified on the reconciliation.

Post award will close the Fund after the due date regardless of whether the reconciliation has been returned and/or charges moved on/off Fund in order to be compliant with OMB Circular A-110. Please see below.

If you have a pending No Cost Extension request filed through Pre-award, please let us know as this due date can then be extended.

Closing Funds within 90 days of their Budget Period End Date is a Federal requirement under OMB Circular A-110 Section D.7. In order to be compliant with Federal requirements, we need to have reconciliation forms returned and charges moved within the established time frames. Please note that if this reconciliation is not returned by the due date, the final amounts will be taken from Banner.

Additional Comments: Comments entered by Fiscal Monitor.

Workflow Instructions:
1. Click on the link http://fiscal.umn.edu/7779/4454/.
2. Login to Workflow using your NCID & password.
3. Two activities per grant should appear on your worklist: -- CompleteRecon & ProgressReport.
4. When you complete the CompleteRecon, workflow will send an email notification to the fiscal monitor who will compare the Recons to Banner.

If you have any questions or problems, please contact the LINK Service Center by phone at 277-8220 or by submitting an Ask A Question at http://fiscal.umn.edu.
AA Workflow for Close Out
AA Close out
Close the Fund

😊!
Close the Fund e-mail to AA/PI(7)

From: workflow@umn.edu

Subject: (7) Grant 2P012 Final Close

Grant: 2P012
Fund: 20120
Sponsor: Department of Transportation
Title: Ninnesota Border Index

Final Expenditure Amount: 105299.23
Close Date: 10-Feb-2008 10:15:07 AM

Grant close-out has been completed.
Progress Report

Grant: 2R012
Fund: 20120
PI: Whelan
Index: B92005
Sponsor: Department of Transportation
Title: Nm/mexico Border Index

- Progress Report Not Required
- Progress Report Required

Date Submitted: 

[Buttons: Complete, Save & Close, Cancel]
How to release a workflow
Click Release button to release the workflow
Things to remember

• Emails are processed thru Workflow
• Workflow utilizes Banner for information
  – FRAGRNT
    • Fiscal Monitor
    • Account Administrator
• Notify Fiscal Monitor of errors / updates
  – In advance if possible
  – As identified
Reports

• Available for each step in process
  – FRGGRWF - Closeout Workflow for Funds Ending on Contracts and Grants (MyReports)

• Provided to departments and Pre-award by Contract & Grant Accounting team
  – As requested
List of Workflow Emails

(1) Fund ending in Next 90 Days for Grant 12345 and Fund 12345 (from workflow to AA)
(2) Request to Extend Grant XXXXX Fund XXXXX (from AA to FM)
(3) Notification to Close Grant 12345 Fund 12345 (from AA to FM)
(4) Award Close-Out Grant 12345 Fund 12345 (from FM to AA)
(5) Revised Recon Report for Grant 12345 Fund 12345 (from AA to FM)
(6) Recon does Not Match Banner for Grant 12345 Fund 12345 (from FM to AA)
(7) Grant 12345 Final Close (from FM to AA cc PI)
(8) Request to Extend Grant 12345 Fund 12345 (from FM to Pre-Award)
(9) Extension Denied for Grant 12345 Fund 12345 (from PA to FM)
(10) Grant Extension Approved by Pre-Award for Grant 12345 Fund 12345 (from PA to FM)
Emails, cont’d

(11) Grant 12345 Has Been Extended (from FM to AA/PI)
(12) Grant 12345 Has Already Been Extended (from FM to AA)
(13) Pre-Award Approval in Pending Status for Grant 12345 Fund 12345 (from PA to AA)
(14) Fund Ending in next 90 days for Grant 12345 (from workflow to PI)
Q&A

• Any questions?