

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

Oracle Developer Forms Runtime - Web: Open > FTMFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Maintenance Form FTMFUND 7.2 (BANP)

Chart of Accounts:	<input type="button" value="v"/>	<input checked="" type="checkbox"/> Active Status	Last Activity Date:	22-NOV-2006	
Grant:	3R22X <input type="button" value="v"/>	New Mexico NIEHS Center			
Proposal:					
Fund:	322X1 <input type="button" value="v"/>	Title:	Year 4: 4/1/06 - 3/31/07		
Effective Date:	22-NOV-2006 <input type="button" value="grid"/>	Termination Date:	06-JUN-2008 <input type="button" value="grid"/>	Next Change Date:	
Expenditure End Date:	31-MAR-2009 <input type="button" value="grid"/>	<input checked="" type="checkbox"/> Data Entry			
Fund Type:	13 <input type="button" value="v"/>	CR HSC			
Predecessor Fund:	3R22X <input type="button" value="v"/>	New Mexico NIEHS Center			
Financial Manager:	100007992 <input type="button" value="v"/>	Burchiel, Scott W.			
Unbilled Accrual Account:	A243 <input type="button" value="v"/>	Unbilled AR LOC			
Revenue Account:	0410 <input type="button" value="v"/>	Federal Grants Contracts Gen			
Bank:	<input type="button" value="v"/>				
Cash Receipt Bank Code:	64 <input type="button" value="v"/>	HSC Grant Wire Clearing			
Capitalization Fund Indicator:	Cap Different or No Cap <input type="button" value="v"/>				
Capitalization Equity Account:	<input type="button" value="v"/>				
Capitalization Fund:	<input type="button" value="v"/>				
Multiple Fund Balance Indicator:	(None) <input type="button" value="v"/>				
Restriction Indicator:	(None) <input type="button" value="v"/>				

FRAGRNT – Acct Admin

Oracle Developer Forms Runtime - Web: Open > FRAGRNT

File Edit Options Block Item Record Query Tools Help

Grant Maintenance Form FRAGRNT 7.2 (BANP)

Grant: 3R22X Proposal: Text Exists: Y

Main Grant Agency Location Cost Code Personnel Billing User Defined Data

ID: 100011224 Yazzie-Toribio, Denneilia F.

Indicator: 004 Account Administrator

Chart of Accounts: U

Organization: 851Q IM NIEHS Center

Salutation:

Title:

Address Type: Address Sequence Number:

Phone Type: Phone Sequence Number:

Billing or Report Format:

Full Time Equivalency: Employee: N

Initial Workflow e-mail to AA(1)

Mail From: <workflow@unm.edu>

File Edit View Actions Tools Accounts Window Help

Close Reply Forward

Mail Properties Personalize Message Source

From: <workflow@unm.edu> 4/24/2008 2:35 PM
CC: Randall Whelan
Subject: (1) Fund Ending in Next 90 Days for Grant 2R012/ Fund20120/ Index 892005

According to our records, the following award will be ending 30-Apr-2008 12:00:00 AM.

Grant: 2R012
Fund: 20120
PI: Whelan
Index: 892005
Sponsor: Department of Transportation
Title: Nm/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.

- Review all expenditures to ensure they have been allocated and accounted for properly.
- Any cost transfers need to be submitted as soon as possible. Include the 90 day memo if applicable.
- 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/~ubppm/ubppmanual/toc3000.htm>). Also plan for pay-outs of any unused leave that will be charged to the Fund.
- Process the necessary personnel paperwork for all employees who will be transferred to another UNM index.
- 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.
- There should be no equipment purchases made during the last quarter of an award.
- A close-out reconciliation document will be sent 30 days prior to the Fund budget period end date.

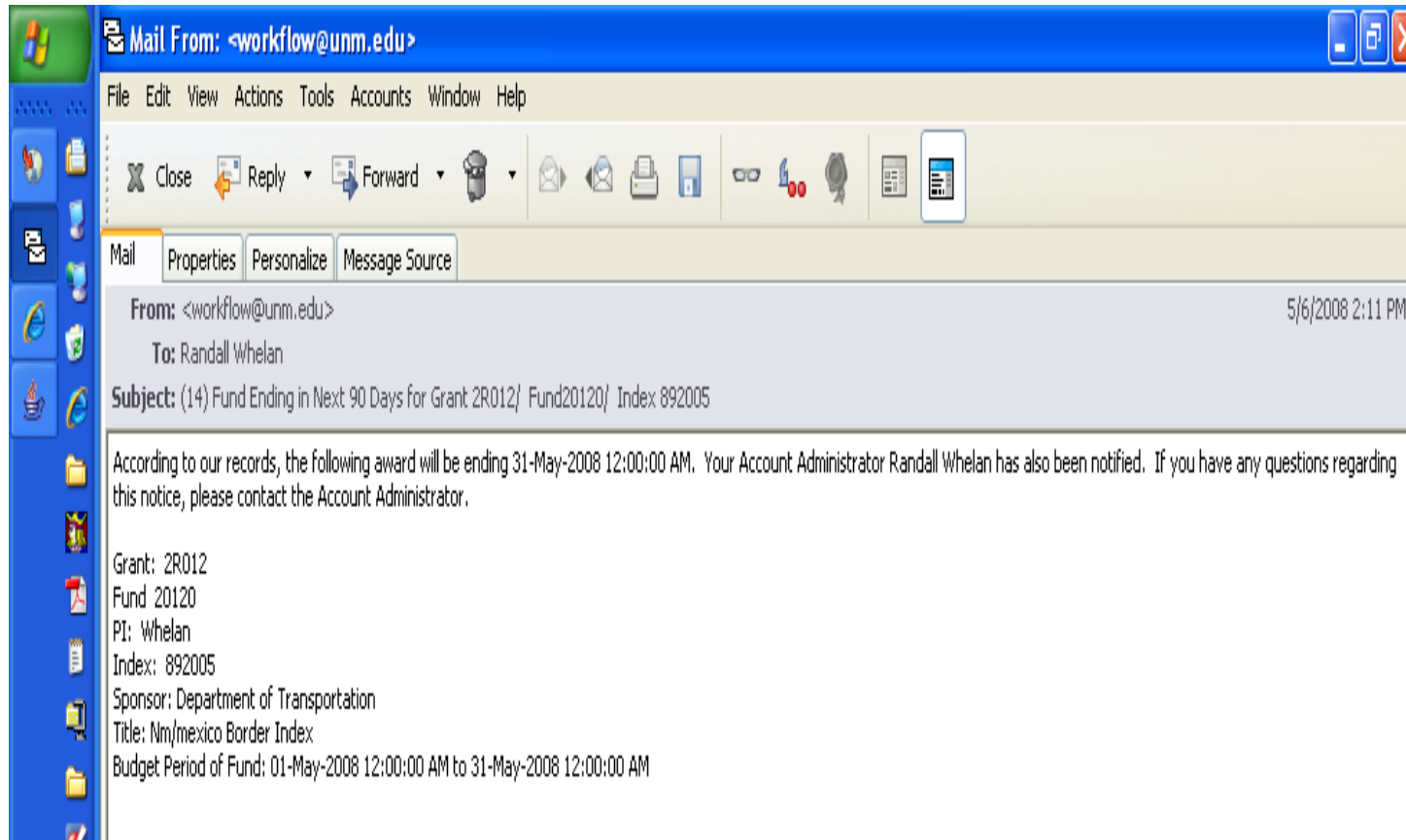
Workflow Instructions:

- Click on the link <http://tucana.unm.edu:7779/wfdevl..>
- Login to WorkFlow using your NetID & password.
- NOTE!!!: Your browser pop-ups must be enabled for the following website: pollux.unm.edu
Here's a link to a FASTINFO on the topic of turning off popup blockers:
http://unm.custhelp.com/cgi-bin/unm.cgi/php/enduser/std_adp.php?p_faqid=1077
There's a section on 'Toolbar Pop-up Blocker' which may be helpful.
- Click on the link 'Extend or Close' from your worklist to open the webpage. Give it a few seconds, maybe 20-30, to come up.
- If the webpage doesn't come up, it means that you probably have popup blockers on. Go back to step 3.
- If you closeout the award, workflow will send an email notification to the fiscal monitor who will forward you the Recon 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 277-8220 or by submitting an Ask A Question at <http://fastinfo.unm.edu>.

2:40 PM

Initial Workflow e-mail to PI(14)



Extend or Close Fund

The screenshot shows a web browser window titled "Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer". The address bar shows the URL: <http://tucana.unm.edu:7779/wfdevl/home/newLaunch.do?workItemPK=965176>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The page content is organized into several sections:

- Home**: Worklist, Workflow Status Search, Workflow Alerts.
- User Profile**: My Processes, User Information, Change Password.
- Administration**: Business Component Catalog, Enterprise Management, User Management, Role Management, Business Events, Work Calendars, In-process Monitoring, Workflow Modeler, Workflow System Administration.

The main content area is titled "Worklist" and "Extend Or Close Out Grant". It displays the following grant details:

- Grant: 2R012
- Fund: 20120
- PI: Whelan
- Index: : 892005
- Sponsor: Department of Transportation
- Title: Nm/mexico Border Index

Below the details, there is a section for selecting the status:

* Status
 Close
 Extend

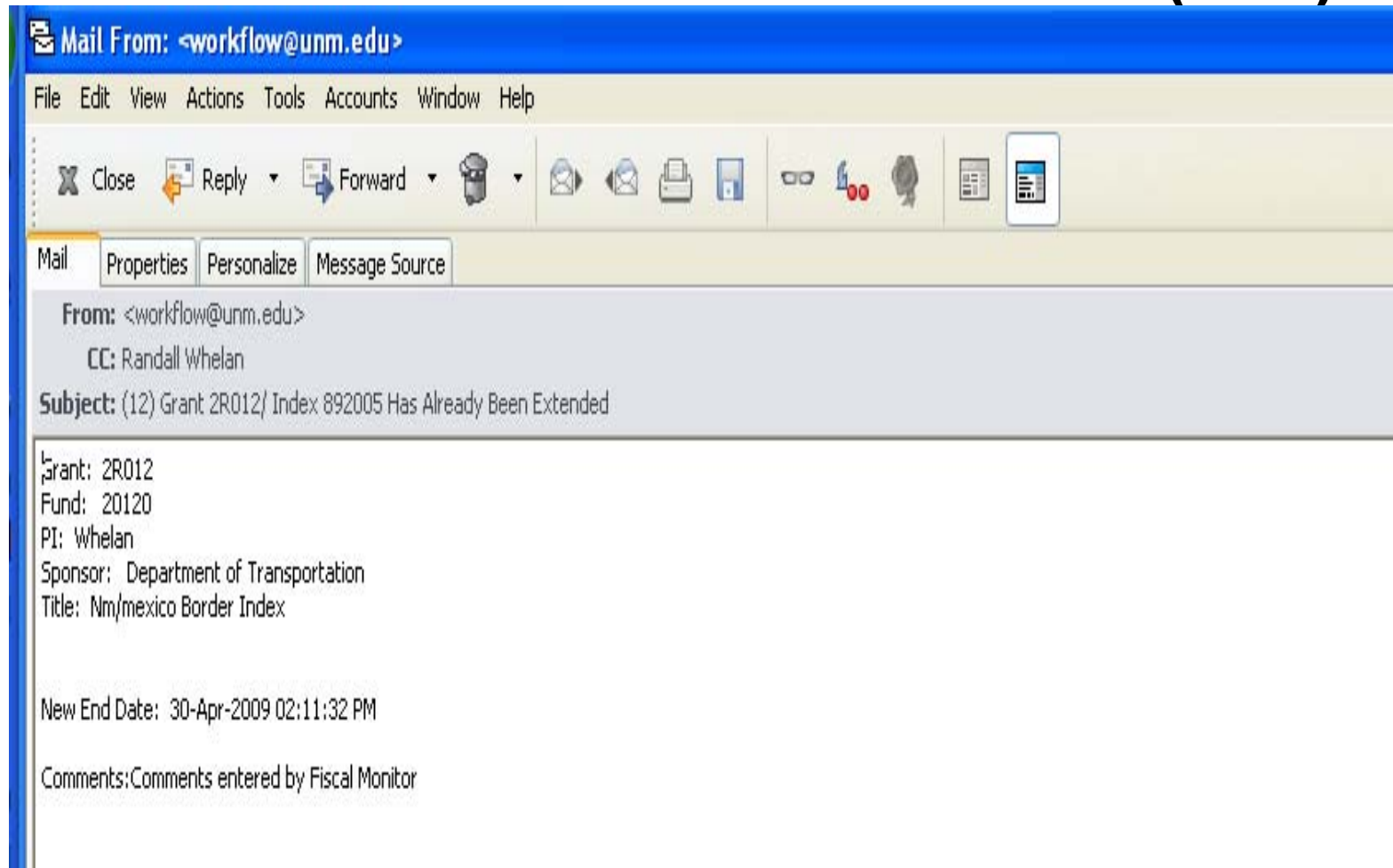
If extending the grant, enter the new end date:
New Date:

* Comments:

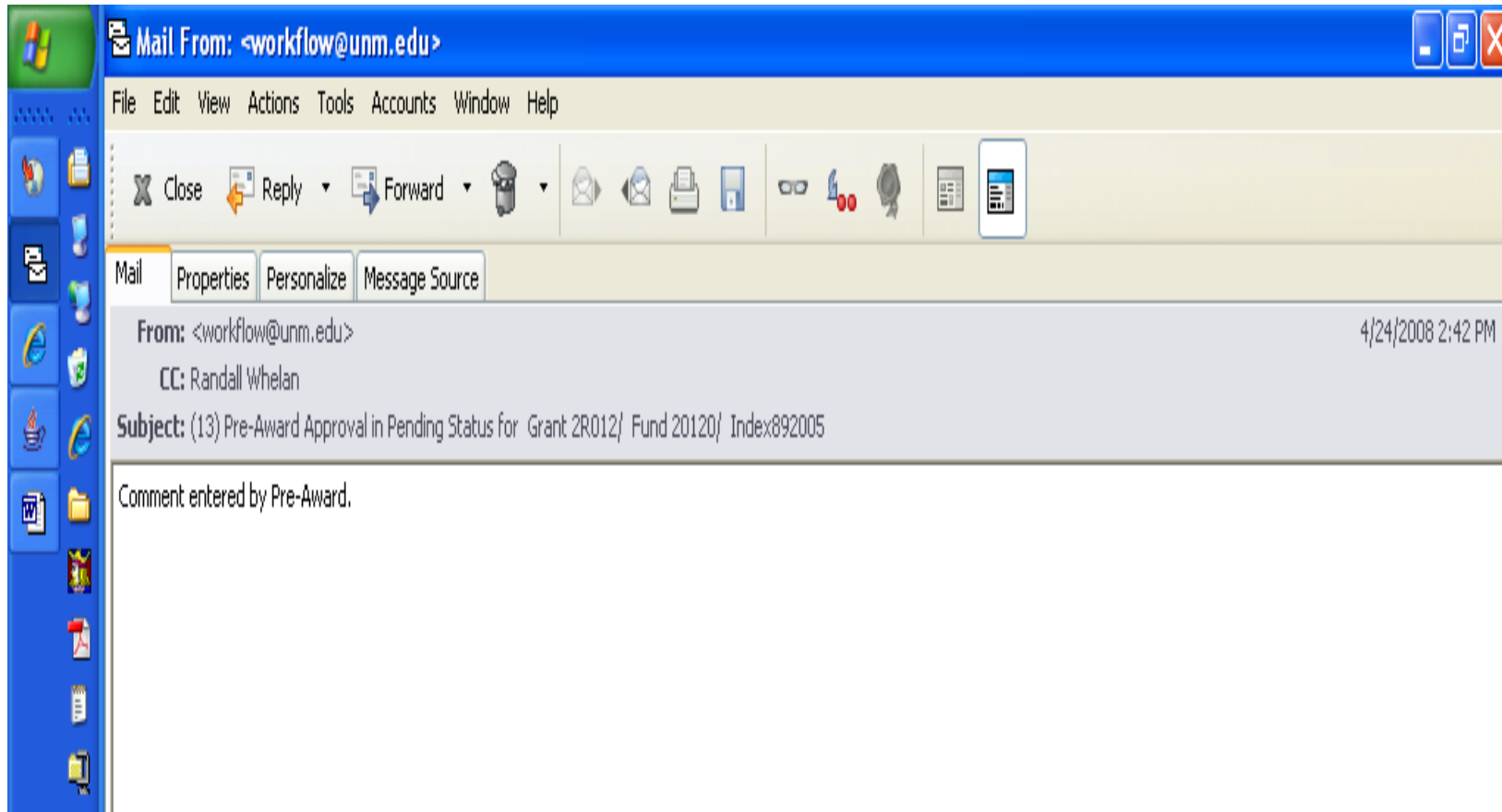
At the bottom of the form are three buttons: Complete, Save & Close, and Cancel.

The footer of the page includes "Top" and "powered by SUNGARD HIGHER EDUCATION". The browser's status bar shows "Done", "Internet", and "100%".

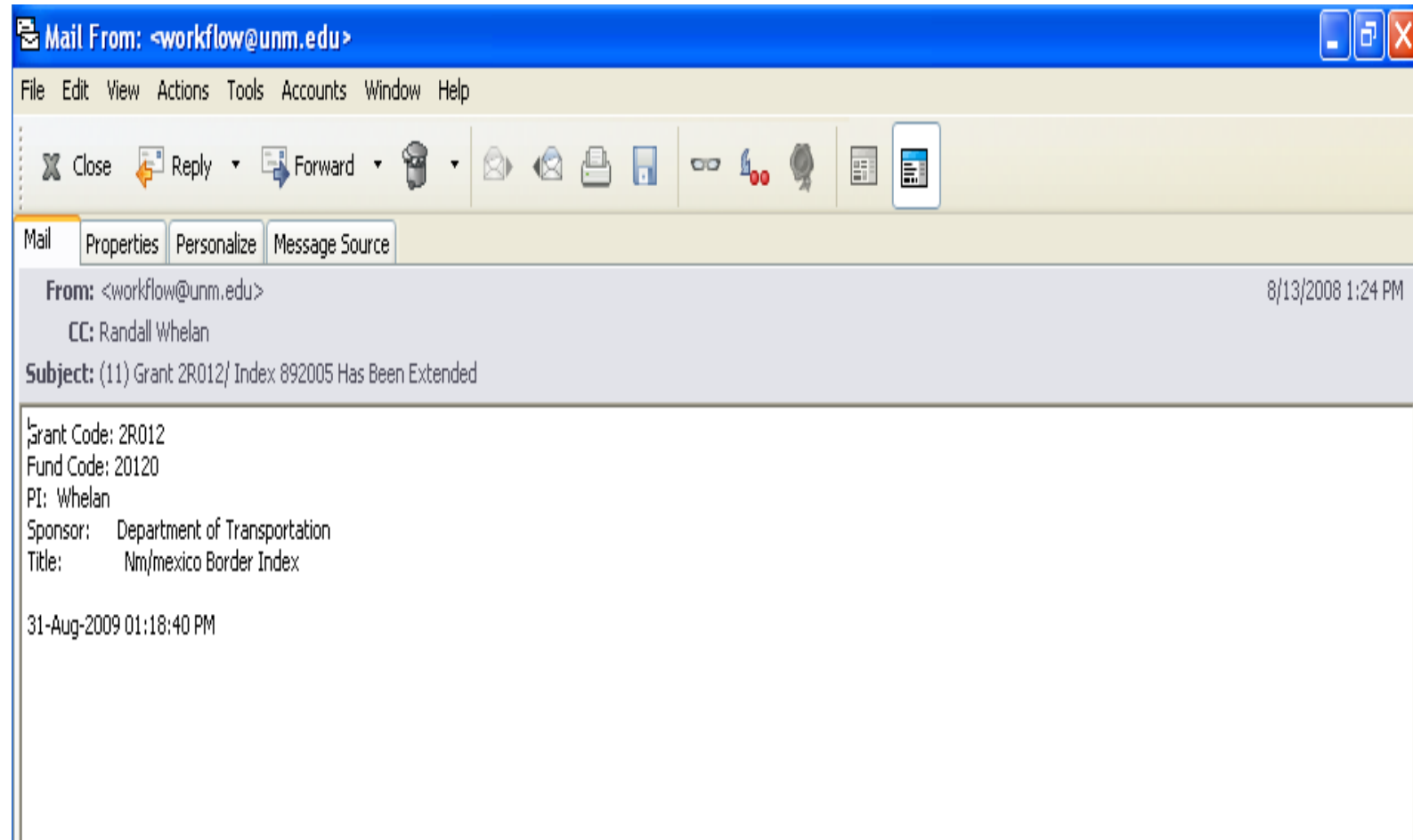
Fund is already extended in Banner e-mail to AA/PI(12)



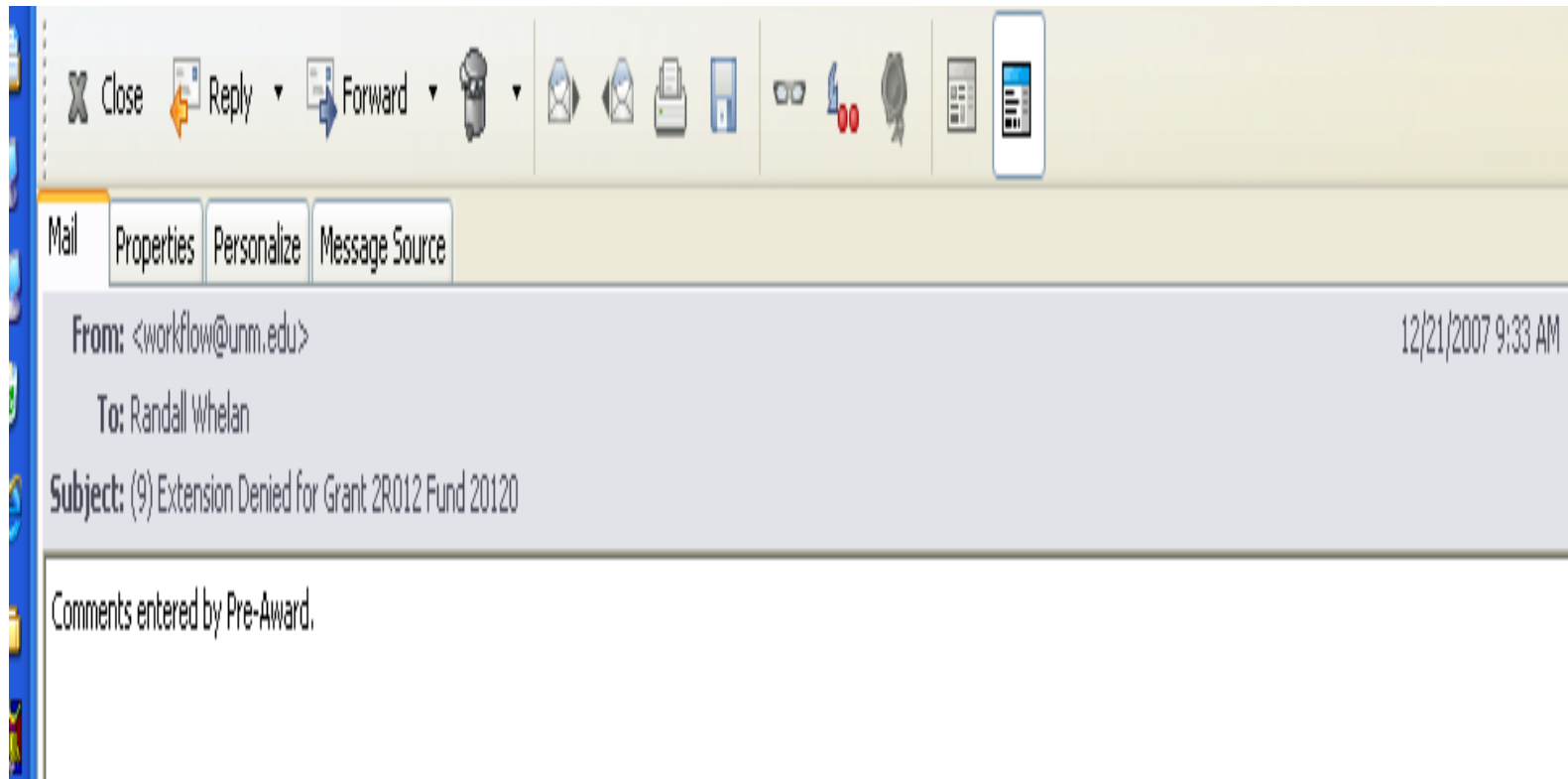
Pending e-mail to AA(13)



Fund Extended e-mail to AA/PI(11)



Extension not approved e-mail to FM(9)



Close-out e-mail to AA(4)

Mail | Properties | Personalize | Message Source

From: <workflow@unm.edu> 5/6/2008 11:16 AM
To: Randall Whelan
Subject: (4) Award Close-Out Grant 2R012/ Fund 20120/ Index 892005

Grant: 2R012
Fund: 20120
PI: Whelan
Sponsor: Department of Transportation
Title: Nm/mexico Border Index
Budget Period of Award: 01-May-2008 12:00:00 AM to 31-May-2008 12:00:00 AM
Grant Budget Amount:: 1000000

Attached is the close-out reconciliation form for your grant #2R012, Fund#20120. 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-11o. 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.71. 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://tucana.unm.edu:7779/wfdevl>.
2. Login to Workflow using your NetID & 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 Recon 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://fastinfo.unm.edu>.

 Message
 emails.doc

AA Workflow for Close Out

Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer

http://tucana.unm.edu:7779/wfdevl/home/worklist.do

File Edit View Favorites Tools Help

Workflow 4.4.1 (wfdevl) - rwhelan

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Administration

- Business Component Catalog
- Enterprise Management
- User Management
- Role Management
- Business Events
- Work Calendars
- In-process Monitoring
- Workflow Modeler
- Workflow System Administration

Worklist

Logoff Help

Organization	Workflow	Activity	Priority	Created
Root	Grant Code 2R012 Ready	ProgressReport	Normal	21-Dec-2007 09:36:51 AM
Root	Grant Code 2R012 Ready	CompleteRecon	Normal	21-Dec-2007 09:36:50 AM

[Show Reserved Items](#)

1 - 2 of 2 | First | Previous | Next | Last | Go to page: 1

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9:45 AM http://tucana.unm.edu:7779/wfdevl/home/worklist.do Internet 100%

AA Close out

The screenshot shows a web browser window with the following elements:

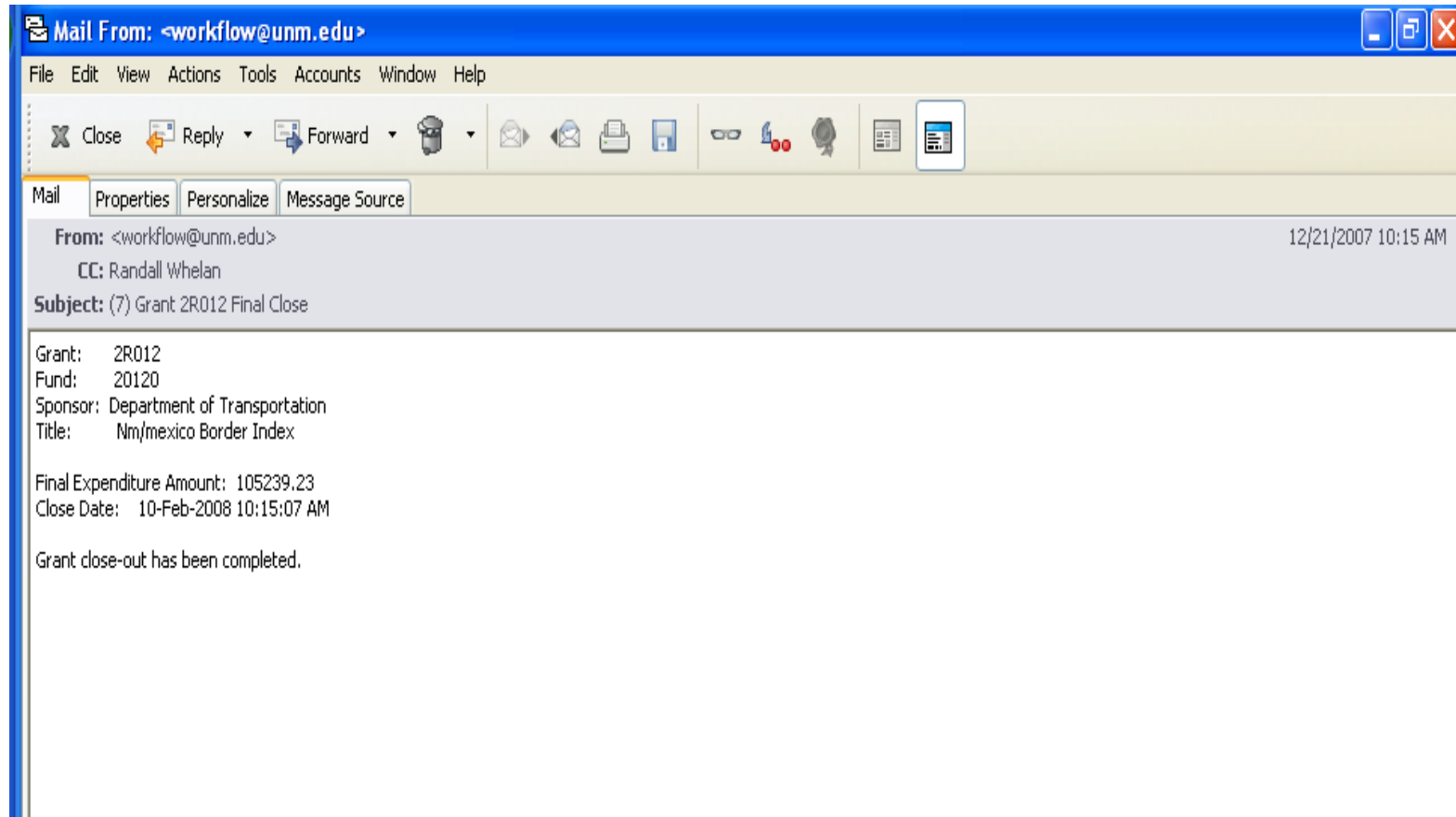
- Browser Title Bar:** Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer
- Address Bar:** http://tucana.unm.edu:7779/wfdevl/home/newLaunch.do?workItemPK=965841
- Navigation:** Home, Workflow Status Search, Workflow Alerts
- User Profile:** My Processes, User Information, Change Password
- Administration:** Business Component Catalog, Enterprise Management, User Management, Role Management, Business Events, Work Calendars, In-process Monitoring, Workflow Modeler, Workflow System Administration
- Worklist Section:**
 - Complete Recon Report** (with Hide Menu, Logoff, Help links)
 - Grant: 2R012
 - Fund: 20120
 - PI: Whelan
 - Index: 892005
 - Sponsor: Department of Transportation
 - Title: Nm/mexico Border Index
 - * Comments: [Text Area]
 - Buttons: Complete, Save & Close, Cancel
- Attachments Section:**
 - ✓ Other Misc Reports
 - email.doc (96 KB)
 - 24-Apr-2008 02:18:00 PM
 - [Update] [Remove]
 - Attach File button

System tray at the bottom shows the time as 2:20 PM and the browser status as Internet, 100% zoom.

Close the Fund



Close the Fund e-mail to AA/PI(7)



Progress Report

The screenshot shows a web browser window titled "Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer". The address bar contains the URL "http://tucana.unm.edu:7779/wfdevl/home/newLaunch.do?workItemPK=965840". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is divided into a left sidebar and a main area. The sidebar has three sections: "Home" with links for "Worklist", "Workflow Status Search", and "Workflow Alerts"; "User Profile" with links for "My Processes", "User Information", and "Change Password"; and "Administration" with links for "Business Component Catalog", "Enterprise Management", "User Management", "Role Management", "Business Events", "Work Calendars", "In-process Monitoring", "Workflow Modeler", "Workflow System Administration", and "Administration". The main area is titled "Worklist Progress Report" and includes a "Hide Menu", "Logoff", and "Help" menu. Below the title, the following information is displayed: Grant: 2R012, Fund: 20120, PI: Whelan, Index: 892005, Sponsor: Department of Transportation, and Title: Nm/mexico Border Index. A dashed line separates this information from a form area. The form contains a radio button selection for "Progress Report Not Required" and "Progress Report Required". Below the form is a "Date Submitted:" field with a date picker icon. At the bottom of the form are three buttons: "Complete", "Save & Close", and "Cancel". In the bottom right corner of the page, there is a "Top" link and the text "powered by SUNGARD HIGHER EDUCATION".

Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer

http://tucana.unm.edu:7779/wfdevl/home/newLaunch.do?workItemPK=965840

File Edit View Favorites Tools Help

Workflow 4.4.1 (wfdevl) - rwhelan

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Administration

- Business Component Catalog
- Enterprise Management
- User Management
- Role Management
- Business Events
- Work Calendars
- In-process Monitoring
- Workflow Modeler
- Workflow System Administration
- Administration

Worklist

Progress Report

Hide Menu Logoff Help

Grant: 2R012
Fund: 20120
PI: Whelan
Index: 892005
Sponsor: Department of Transportation
Title: Nm/mexico Border Index

*
 Progress Report Not Required
 Progress Report Required

Date Submitted: ...

Complete Save & Close Cancel

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How to release a workflow

The screenshot shows a web browser window with the URL <http://tucana.unm.edu:7779/wfdevl/home/worklist.do>. The page title is "Worklist" and it includes a "Logoff" and "Help" link. The main content is a table with the following data:

Organization	Workflow	Activity	Priority	Created	
Root	Testing Grant 3 Performing	ProgressReport	Normal	24-Apr-2008 02:18:59 PM	
Root	Testing F0002 Performing	InputInvoiceNbr	Normal	24-Jan-2008 02:26:09 PM	

Below the table, there is a pagination control: "1 - 2 of 2 | First | Previous | Next | Last | Go to page: 1". A link "Show Reserved Items" is also visible. The browser's address bar and menu bar are also visible.

Click Release button to release the workflow

The screenshot shows a web browser window titled "Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer". The address bar shows the URL: <http://tucana.unm.edu:7779/wfdevl/home/viewWorkItemDetails.do?workItemPK=965840>. The page content includes a sidebar with navigation links under "Home", "User Profile", and "Administration". The main area is titled "Worklist Work Item Details" and contains a toolbar with buttons: Start, Reserve, Complete, Skip, Release, Status, and Stop Workflow Reque. The "Release" button is circled in red with a black arrow pointing to it. Below the toolbar, the workflow details are displayed: Organization: Root, Workflow Name: Testing Grant 3, Activity Name: ProgressReport, Created Date: 24-Apr-2008 02:18:59 PM, Priority: Normal (dropdown), and Status: Performing. At the bottom, there are tabs for "Workflow Attachments", "Notes", "Metrics", "Details", and "Proxy". Under "Workflow Attachments", there is a checked item "Other Misc Reports" with a file icon, "email.doc (96 KB)", and a timestamp "24-Apr-2008 02:18:00 PM". Links for "[Update]" and "[Remove]" are provided. An "Attach File" button is located at the bottom right of the attachment section.

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)

Emails, cont'd

- (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?