

Quick Reference Sheet: #eSR5493 Financial Closeout Process for Contract Accounting

The financial close-out of non-DOE awards will utilize the notification functionality of eSRA in the process and will be documented in the history of the award in eSRA.

The process starts with the Resource Analyst (RA) and is completed by Contract Accounting (CA).

When the RA indicates “Costs are Final” an email notification will go to CA at ARHelp@lbl.gov and the award will be displayed in the “Awaiting CA Closeout” tab in the personal workspace of those with Contract Accounting role.



Contract Accounting

Page for Gyozo Lorincz
Click on 'Proposals' or 'Awards' on the top left hand corner.

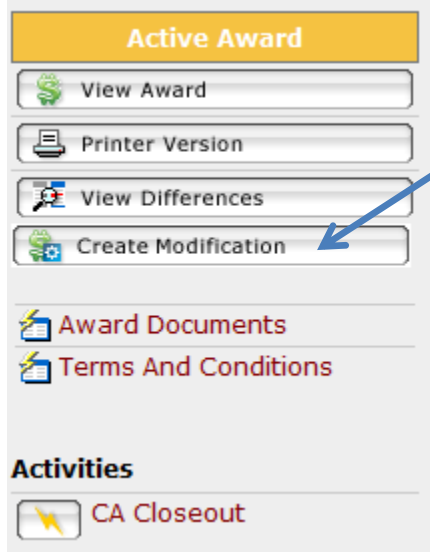
My Roles
Contract Accounting
Contract Accounting Financial Terms
Read Only
Registered User

Award Prep Complete **Awaiting CA Closeout**

Filter by ID Go Clear Advanced

ID	Name	SmartForm	Date Modified	State	ID	Sponsor	PI	Funding Proposal	Project ID	Start Date	End Date	Sponsors Award
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Current State



Active Award

View Award

Printer Version

View Differences

Create Modification

Award Documents

Terms And Conditions

Activities

CA Closeout

De-Obligation, if needed:

- Create Modification
- Add Funding Allocation line.
- Fill in first View.
- Sponsor’s Modification ID is optional.
- On 2nd View, Click “Add” to add a funding allocation line for the amount of the de-obligation.

1.2 Award Modification

Modification Details
Award ID: AWD00000018
Award Name: CETP Mechanism

1.2.a * Name:
De-Obligation

1.2.b Brief Description of Changes:
Notes, if any, can be entered here.

1.2.c Sponsor's Modification ID:

1.2.d * Award Modification Events:
 Contract Accounting De-Obligation
Clear

Award Modification Funding Allocations

Add new or edit not-yet authorized funding allocations

1.0 Funding Allocations:

Name	Description	Start Date	End Date	Proposed Total	Originally Awarded Total	Authorized Total	Funding Proposal	Authorized Date	RAPID Description
Authorized, test0304A cannot edit.		3/1/2014	1/31/2015	\$415,903	\$10,000.00	\$10,000.00	CETP Mechanism	3/4/2014	NEW
Authorized, FP34 cannot edit.		5/1/2014	4/30/2015	\$0	\$0.00	\$100,000.00	CETP Mechanism	4/18/2014	SUPPLEMENT
<input type="button" value="Update"/>	year 2	2/1/2015	1/31/2016	\$0	\$200,000.00		CETP Mechanism		
<input type="button" value="Update"/>	year 3	2/1/2016	1/31/2017	\$0	\$200,000.00		CETP Mechanism		

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- Enter the Details of the Funding Allocation De-Obligation.
Please ensure that the amount to be de-obligated is not more than the balance available on the contract. If it is more, the transaction will fail when it tried to de-obligate the contract billable limit in FMS.
- Click “OK” when done.
- Confirm the Funding allocation line is entered correctly, and then click “Continue.”

Funding Allocation
Create or Edit Funding Allocation

2.a.1 * Sponsor Award Reference Number or name for this Allocation:
De-Obligation

2.a.2 Description:
Enter brief description, if needed

2.a.3 * Associated Funding Proposal:

ID	Name	Principal Investigator
FP00000034	CETP Mechanism	Gang Ren

2.a.4 * Start Date:
5/1/2014

2.a.5 * End Date:
4/30/2015

2.a.6 Authorized: RAPID Short Description:
CLSOUTDEOB

2.a.7 Enter Totals:

Proposed	Awarded	Authorized
\$0	\$0.00	-5634.12

* Required OK OK and Add Another Cancel

<< Back Save | Exit | Hide/Show Errors | Print... | Jump To: Funding Allocations Continue >>

Award Modification Funding Allocations
Add new or edit not-yet authorized funding allocations

1.0 Funding Allocations:

Name	Description	Start Date	End Date	Proposed Total	Originally Awarded Total	Authorized Total	Funding Proposal	Authorized Date	RAPID Description
Authorized, test0304A cannot edit.		3/1/2014	1/31/2015	\$415,903	\$10,000.00	\$10,000.00	CETP Mechanism	3/4/2014	NEW
Authorized, FP34 cannot edit.		5/1/2014	4/30/2015	\$0	\$0.00	\$100,000.00	CETP Mechanism	4/18/2014	SUPPLEMENT
<input type="button" value="Update"/>	De-Obligation Enter brief description, if needed	5/1/2014	4/30/2015	\$0	\$0.00	(\$5,634.12)	CETP Mechanism		CLSOUTDEOB
<input type="button" value="Update"/>	year 2	2/1/2015	1/31/2016	\$0	\$200,000.00		CETP Mechanism		
<input type="button" value="Update"/>	year 3	2/1/2016	1/31/2017	\$0	\$200,000.00		CETP Mechanism		

Funding Allocations hold the Financial Funding Actions related to a Funding Proposal for a period of time.

Correction to a funding allocation already authorized is done by adding funding allocation(s) with correcting

- Review the details of the modification, and then click “Approve Modification.”

Current State

Draft Modification

My Activities

De-Obligation AWD00000018-MOD005 Modification

Parent Award: CETP Mechanism Approved Date:

Modification Created By: Gyoza Lorincz Modification Created Date: 11/18/2014 8:47 AM

Modification Type: Contract Accounting De-Obligation

Description: Notes, if any, can be entered here.

Funding Allocations Created or Modified by this Modification:

Name	Description	Start Date	End Date	Proposed Total	Originally Awarded Total	Authorized Total	Funding Proposal	Authorized Date	RAPID Description
De-Obligation	Enter brief description, if needed	5/1/2014	4/30/2015	\$0	\$0.00	(\$5,634.12)	CETP Mechanism		CLSOUTDEOB

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Approve Modification

I Approve this Modification Request.
Funds availability for De-Obligation has been confirmed.

* I Agree:

Comments:

Attachments:

Add

Document	Description
There are no items to display	

OK Cancel

- Click “I Agree.”
- Comments and Attachments are optional and will be stored in the history of the Modification.
- Click “OK.”

The Modification has now been approved. Use the path in the top navigation bar to go back one level and return to the award workspace.

Proposals > CETP Mechanism > CETP Mechanism > De-Obligation Layout

Current State

Modification Approved

Edit Award Modification
Printer Version
View Differences

De-Obligation AWD00000018-MOD005 Modification

Parent Award: CETP Mechanism Approved Date: 11/18/2014
 Modification Created By: Gyozo Lorincz Modification Created Date: 11/18/2014 8:47 AM
 Modification Type: Contract Accounting De-Obligation
 Description: Notes, if any, can be entered here.

Funding Allocations Created or Modified by this Approved Modification:

Name	Description	Start Date	End Date	Proposed Total	Originally Awarded Total	Authorized Total	Funding Proposal	Authorized Date	RAPID Description
De-Obligation	Enter brief description, if needed	5/1/2014	4/30/2015	\$0	\$0.00	(\$5,634.12)	CETP Mechanism	11/18/2014	CLSOUTDEOB

Sponsor Award Documents:

Document	Description
There are no items to display	

History Approvals

Activity	Author	Activity Date
Modification Approved	Lorincz, Gyozo	11/18/2014 8:59 AM PST

You are now ready to complete the Financial Closeout.

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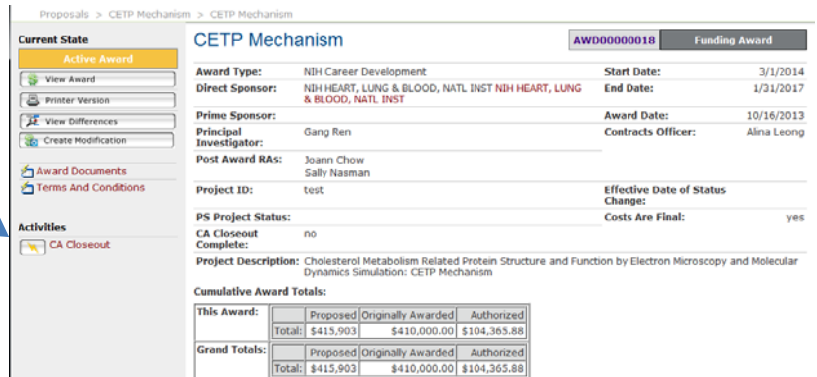
Contract Accounting Closeout:

Note: The Financial and Contract Accounting Closeout process can occur on an award regardless of the state of the award.

The state options are:

- Active Award = Run out of funds before the end of the Performance Period.
- Expired = Period of Performance has ended.
- Awaiting Contract Accounting Review = Period of Performance has ended and Contract Closeout (reporting) has been completed.

- Click “I Agree,” and then “OK” to complete the Contract Accounting Closeout.



Proposals > CETP Mechanism > CETP Mechanism

Current State
Active Award

CETP Mechanism AWD00000018 Funding Award

Award Type: NIH Career Development Start Date: 3/1/2014
 Direct Sponsor: NIH HEART, LUNG & BLOOD, NATL INST NIH HEART, LUNG & BLOOD, NATL INST End Date: 1/31/2017
 Prime Sponsor: Gang Ren Award Date: 10/16/2013
 Principal Investigator: Joann Chow Contracts Officer: Alina Leong
 Sally Nasman
 Post Award RAs: Joann Chow
 Sally Nasman
 Project ID: test Effective Date of Status Change:
 PS Project Status: Costs Are Final: yes
 CA Closeout Complete: no

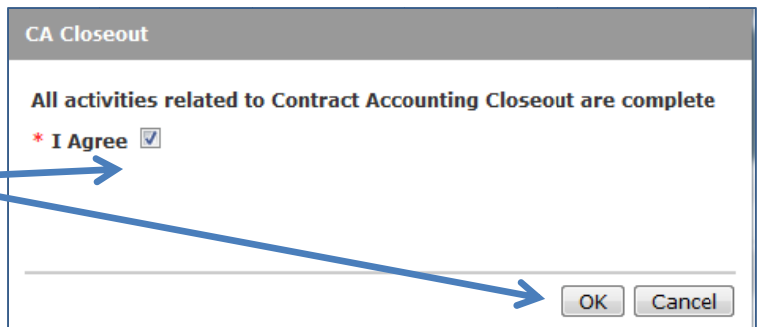
Project Description: Cholesterol Metabolism Related Protein Structure and Function by Electron Microscopy and Molecular Dynamics Simulation: CETP Mechanism

Cumulative Award Totals:

This Award:	Proposed	Originally Awarded	Authorized
Total:	\$415,903	\$410,000.00	\$104,365.88

Grand Totals:	Proposed	Originally Awarded	Authorized
Total:	\$415,903	\$410,000.00	\$104,365.88

Activities
CA Closeout



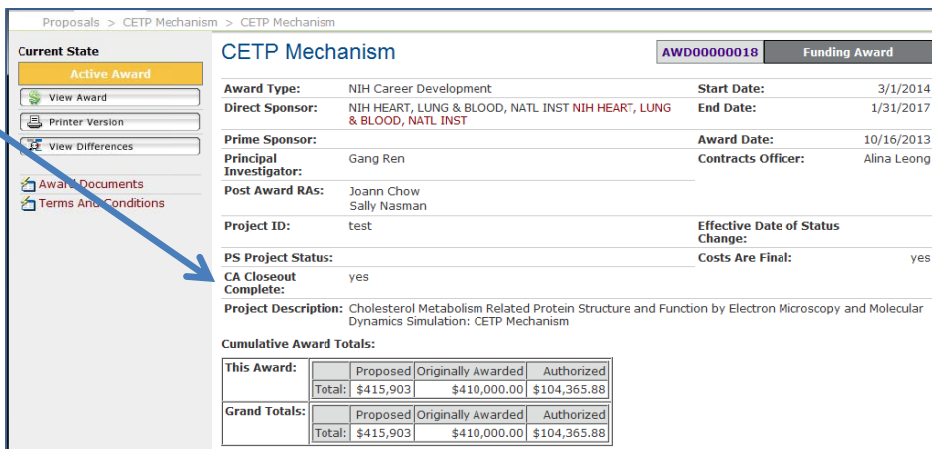
CA Closeout

All activities related to Contract Accounting Closeout are complete

* I Agree

OK Cancel

System Updates Project Status Spending Control in FMS to “Closed,” which is reflected in the eSRA Award Workspace.



Proposals > CETP Mechanism > CETP Mechanism

Current State
Active Award

CETP Mechanism AWD00000018 Funding Award

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Grand Totals:	Proposed	Originally Awarded	Authorized
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For more information

eLearning Module eSR5490 covers the entire closeout process.

Additional eSRA reference materials and eLearning modules are available at <http://esra.lbl.gov/training>.