

## Quick Reference Sheet: #eSR5491 Financial Closeout Process for Resource Analysts

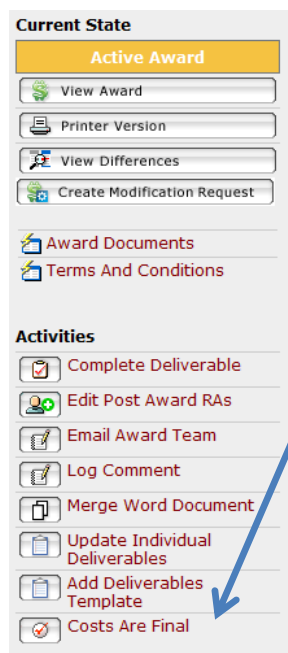
The financial and award close-out process of non-DOE awards has been coordinated in eSRA. This will utilize the notification functionality of eSRA in the process and the steps document in the history of the award in eSRA.

**Financial Closeout:** Resource Analyst (RA) indicates costs are final. Contract Accounting (CA) does the final closeout of the award.

**Contract Closeout:** PI (with assistance from RA) meets all contractual and reporting requirements. Contracts Officer (CO) or Admin will request a closeout checklist from PI, if necessary. CO or Admin will indicate the award is closed.

**Award will not be changed to “Closed” until both financial and contract closeouts are complete.**

The process starts with the RA. Once it has been determined all costs are final, including the final processing of any adjustments, RA will go into eSRA and document this.



**Current State**

**Active Award**

- View Award
- Printer Version
- View Differences
- Create Modification Request

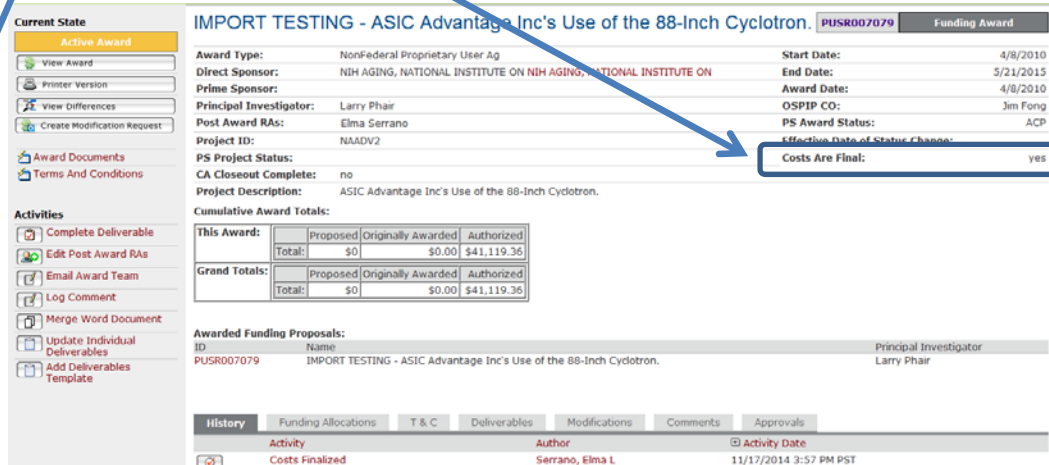
**Award Documents**

- Terms And Conditions

**Activities**

- Complete Deliverable
- Edit Post Award RAs
- Email Award Team
- Log Comment
- Merge Word Document
- Update Individual Deliverables
- Add Deliverables Template
- Costs Are Final**

- **RA indicates “Costs are Final”** in any award state
- “Costs are Final” Check box is noted on eSRA award workspace



**Current State**

**Active Award**

- View Award
- Printer Version
- View Differences
- Create Modification Request

**Award Documents**

- Terms And Conditions

**Activities**

- Complete Deliverable
- Edit Post Award RAs
- Email Award Team
- Log Comment
- Merge Word Document
- Update Individual Deliverables
- Add Deliverables Template

**IMPORT TESTING - ASIC Advantage Inc's Use of the 88-Inch Cyclotron** PUSR007079 Funding Award

**Award Type:** Non-Federal Proprietary User Ag  
**Direct Sponsor:** NIH AGING, NATIONAL INSTITUTE ON NIH AGING, NATIONAL INSTITUTE ON  
**Prime Sponsor:**  
**Principal Investigator:** Larry Phair  
**Post Award RAs:** Elma Serrano  
**Project ID:** NAADV2

**PS Project Status:**  
**CA Closeout Complete:** no  
**Project Description:** ASIC Advantage Inc's Use of the 88-Inch Cyclotron.

**Cumulative Award Totals:**

This Award:	Proposed	Originally Awarded	Authorized
Total:	\$0	\$0.00	\$41,119.36

Grand Totals:	Proposed	Originally Awarded	Authorized
Total:	\$0	\$0.00	\$41,119.36

**Awarded Funding Proposals:**

ID	Name	Principal Investigator
PUSR007079	IMPORT TESTING - ASIC Advantage Inc's Use of the 88-Inch Cyclotron.	Larry Phair

**History** Funding Allocations T & C Deliverables Modifications Comments Approvals

Activity	Author	Activity Date
Costs Finalized	Serrano, Elma L	11/17/2014 3:57 PM PST

- System changes the Project Status Spending Control in FMS to “Costs are Final.”
- eSRA sends a notification to Contract Accounting so they can complete the financial Closeout.
- The financial close-out isn’t final until CA indicates “Closeout Complete.”

CA completes financial close. (Separate instructions are posted for that process.)

### **For more information**

eLearning Module eSR5490 covers the entire closeout process.

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

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