PREPARATION

1. Verify Account Requires Closeout
   * Coeus Check
     + Review the anticipated amount and final end date as compared against obligated amount and end date to confirm that additional time/funding is not forthcoming.
     + Confirm that the pre-award section is empty
   * SharePoint Check
     + Review the Activations Task List to verify that a No-Cost Extension (NCE) or other modification is not in process.
   * Advantage Check
     + Compare Advantage and Coeus budget against the sponsor award
   * Agreement Check (when ASU is a subrecipient)
     + Review agreement to confirm if contractor release forms are required. If so, proceed with the following steps:
     1. Open SharePoint folder ACCTG > Closeouts and locate the “Contractor’s Assignment of Refunds, etc” and “Contractor’s Release” forms. Save the forms in the SharePoint Agency/Org Miscellaneous folder before making any edits.
     2. Complete the forms, save, print, sign, scan PDF copy and save in SharePoint Agency/Org Submitted Financial Report and Invoices folder using naming convention <ACCOUNT/Coeus #> Contractor Release <DATE SENT> CO.
     3. Add comment to final WorkSchedule item in Coeus to include contractor release form with final invoice/financial report.
2. Update Coeus Account
   * Open account in “Edit” mode and complete the following changes
     1. Turn off Indirect Costs (IDC)
        1. Open the Indirect Costs window
        2. For accounts with an IDC rate greater than 0%, on first line, enter yesterday’s date as the End Date.
        3. Add a 2nd line with 0% rate, same Type as line 1, current Fiscal Year, Start Date as today’s date, same Campus code as line 1, and same Recovery Type as line 1. No End Date should be added to the 0% IDC line.
        4. Click OK
     2. Change award status from Active to Terminated.
     3. Save changes
3. Create a pdf package of the following documents:
   * G210-W report for the last full month of the project
   * 611E-W report covering period from G210-W to present
     + Note: for reports that have several post-term expenses, the report can be printed to Excel and saved in the Working File as “<ACCOUNT> 611EW PT”
     + Clearly write “No Post-Term Expenses” on reports showing no post-term expenses.
   * 400-W report as of present and highlight exclusions.
   * USR6 report if there are direct cost encumbrances on the 400-W report

EXPENSE & ENCUMBRANCE REVIEW

1. Post Term Expense

*Validate post-term expenses via the 611E, which can be positive or negative amounts. The goal of a post-term expense review is to validate the Unit or ORSPA has appropriate documentation on file to support the allowability of the post-term expense as these expenses are subject to a higher degree of scrutiny when audited. The guidance below will assist in validating post-term expenses however professional judgment will need to be used. The* [*Sponsored Projects Allowability Job Aid*](http://researchadmin.asu.edu/files/sponsored-projects-allowability-job-aid) *can be used as guidance in determining if an expense is allowable.*

* + Payroll & ERE - Confirm these are within the allowable spending period by using iAward Tool or MyReports query.
  + Travel - Verify dates for travel expenses (TP# transaction ID) via Advantage
    1. Leaf to the DHIS table in Advantage and enter the TP# found on the 611E-W in the search fields.
    2. Write down (or copy) the Employee ID# from the DHIS screen.
    3. Leaf to the OTH1 table in Advantage and enter the Employee ID# and TP# in the search fields.
    - The search return should provide you with the trip dates. Write in the trip dates on the 611E-W report.
  + Non-Equipment Expenses
    - Check to see if encumbered before the award end date – if so, treat as allowable if it was included in the budget.
  + Non-Payroll Cost Transfers (JV SPN or PV IX)
    - Treat as allowable because the allowability review should have been completed when the J1 SPN or IX was approved.

1. Categorical (400-W report)

*Use 400-W report and sponsor approved budget to review expenses based on expense category. Review categories and if any category doesn’t fall in line with the budget then locate expense using the 611E-W report to determine allowability. Add 611E-W report to backup documentation with comment explaining why the expense is allowable or unallowable.*

* + 7390-41
    - Review and re-code to object codes/sub-object codes which more appropriately match the type of expense.
  + 7390-99
    - Review and, *if able*, re-code to object codes/sub-object codes which more appropriately match the type of expense.

1. Cost Share (if any)
   * Review cost-share requirements and whether it has been met.

EXPENSE AND ENCUMBRANCE RECONCILIATION

1. Contact Department RA requesting the following:
   * Confirm final expenses have posted
   * Confirm department reconciliations have been finalized
   * Request resolution of any outstanding direct-cost encumbrances
     + Provide encumbrance detail via USR6 report
   * Request confirmation of the allowability of any questionable post-period/categorical expenses, and request confirmation that these were incurred within the project period
     + Provide expense detail via 611E report
   * Request resolution of any unmet cost share
   * Communicate deadline for finalizing account activity. Request estimated date of completion. Prefer at least 30 days before report due date; hard deadline is 15 days before report due date. Follow up as needed.
2. Work with Department RA to do the following:
   * Obtain copies of unpaid invoices that are not expected to post by the time the final backup is completed
   * Review expenses in 7390-41 & 7390-99 and, if able, re-code to object codes/sub-object codes which more appropriately match the type of expense
   * Remove any unallowable expenses
   * Clear direct cost encumbrances

IDC RECONCILIATION

1. Prepare account/project IDC reconciliation spreadsheet
   * Header information should include “Used for Final Financial Report/Invoice”
2. Print to pdf and place as 1st page of pdf backup documentation
3. Process J1 to un-encumber and/or adjust IDC as needed. Reference the “Creating and Using J1s” Job Aid for instructions on how to prepare the J1.