

Closing Checklist

_____ If there have been Boise payments, notify Don Missel to inactivate Boise account.
_____ Date Don was notified. Takes two days to close.

_____ Final Reporting has been done.

_____ All funds have been received.

_____ Run GLSA. Balance is zero. If balance is not zero move incidentals to clearing, close to IDC, reduce award, etc. BE# _____ JE# _____ Date _____

_____ Change status to I on Database and enter today's date in Modify Date cell. Don't close on Database until after the next month's Datatel/Database balancing, as the JE will be involved in the current month's balancing.

If necessary, reduce award on Database to _____

_____ Run GTD report and compare budget total to award amount on Database.

_____ Freeze accounts on Datatel (e-mail Mary).

_____ Inactivate account on mainframe (change 01 Active to 04 Closed).

At least one month has to occur between the last posting and the closing so Datatel and Database can be balanced. After that:

_____ Go back to Grant Data module and enter the close date in the Modify Date cell.

_____ Change the status to C.

_____ Notify RSP of closed account RSP# _____ PI _____

Include in file:

_____ GLSA excluding 329999. Available balance should be 0.

_____ GLSA including 329999. Actual column should be zero. Exception is beginning of a new year before prior year is closed.

_____ GTD report

_____ Is grant over four years old? Check the date the earliest expenses were paid. Pull any expense files that may be thrown out. Current record retention is six full fiscal years.