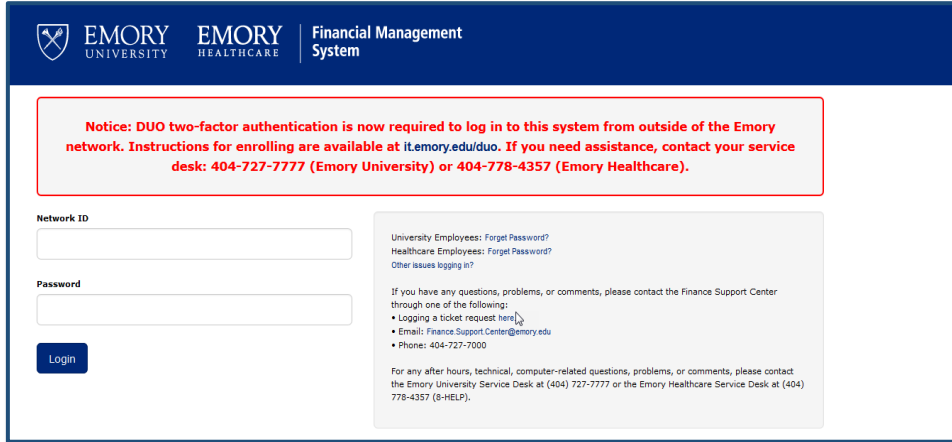


Closeout Milestone Query

Running the Query in Compass

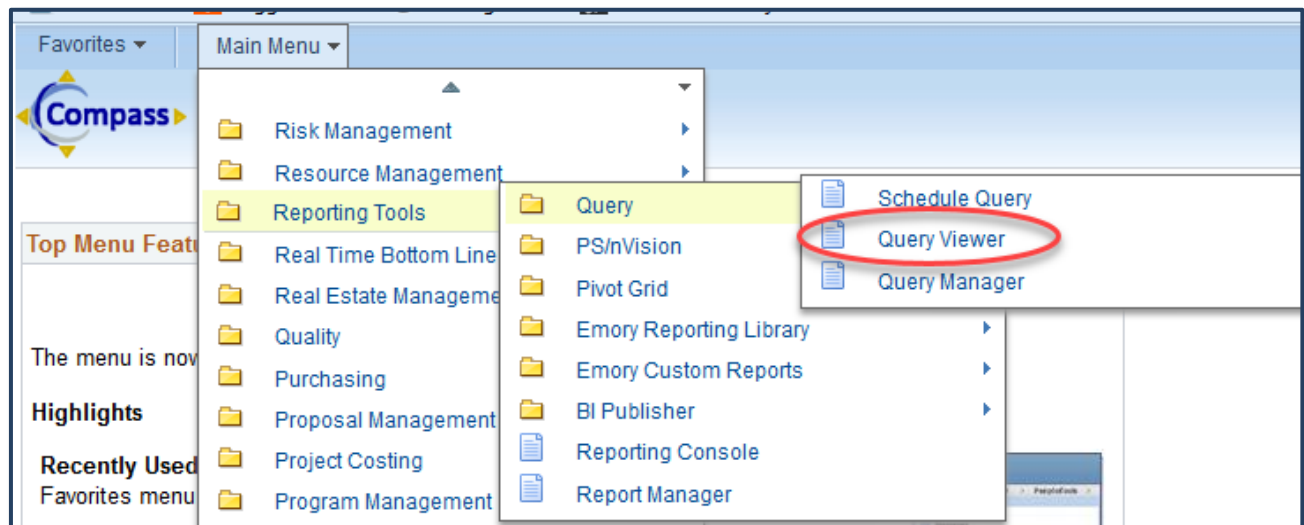
1. Navigate and log in to the Compass Production Environment: <https://compass-login.emory.edu>



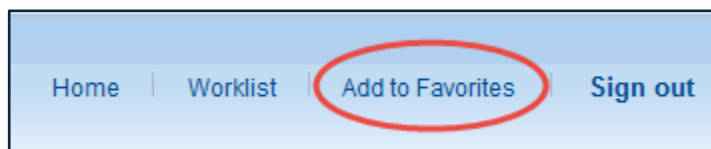
The image shows the Compass login page. At the top, there are logos for Emory University and Emory Healthcare, and the text "Financial Management System". Below this is a red-bordered box with a notice: "Notice: DUO two-factor authentication is now required to log in to this system from outside of the Emory network. Instructions for enrolling are available at it.emory.edu/duo. If you need assistance, contact your service desk: 404-727-7777 (Emory University) or 404-778-4357 (Emory Healthcare)." Below the notice are two input fields: "Network ID" and "Password". To the right of these fields is a "Login" button. Further right, there is a section for "University Employees: Forget Password?" and "Healthcare Employees: Forget Password?". Below this, there is a link "Other issues logging in?". At the bottom, there is a section for "If you have any questions, problems, or comments, please contact the Finance Support Center through one of the following:" with links for "Logging a ticket request here", "Email: Finance.Support.Center@emory.edu", and "Phone: 404-727-7000". At the very bottom, there is a note: "For any after hours, technical, computer-related questions, problems, or comments, please contact the Emory University Service Desk at (404) 727-7777 or the Emory Healthcare Service Desk at (404) 778-4357 (8-HELP)." The "Login" button is highlighted with a blue box.

2. In Compass navigate to:

Main Menu > Reporting Tools > Query > Query Viewer



3. Add **Query Viewer** to your **Favorites** by using the link at the top right of your screen:



4. In Query Viewer, Search for the Closeout Workload Query: EU_GM_CLOSEOUT_MILESTONES

Query Viewer
Enter any information you have and click Search. Leave fields blank for a list of all values.

*Search By: begins with

[Advanced Search](#)

***NOTE: Using the % before and after key words will return all items with that search parameter**

5. Click the **Favorite** link associated with the Query to add it to your Favorites.

Query				Personalize	Find	View All	First	1-2 of 2	Last
Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
EU_GM_AWD_CLOSEOUT_DT	award prd end date less prompt	Public	FGC OPS	HTML	Excel	XML	Schedule	Lookup References	Favorite
EU_GM_CLOSEOUT_MILESTONES	CLOSEOUT MILESTONE REPORT	Public	FGC OPS	HTML	Excel	XML	Schedule	Lookup References	Favorite

6. Select Desired Results: **HTML, Excel, or Schedule.**


a. **For this job aid we are using **Excel** as the output.*


7. Enter the dates for the Closeout Milestones that you would like to review for your assigned units by using the calendar or manually typing the dates into the cells.

Enter Closeout Due Date **From:** 01/01/2017

Enter Closeout Due Date **To:** 03/31/2017

EU_GM_CLOSEOUT_MILESTONES - CLOSEOUT MILESTONE REPORT

Report Due Date From (Req) 


Report Due Date To (Required) 

Status(BLANK = ALL or P,C,I)

Enter Dept From (Blank =All)

Enter Dept To (Blank =All)

RESEARCH UNIT(Blank = All)

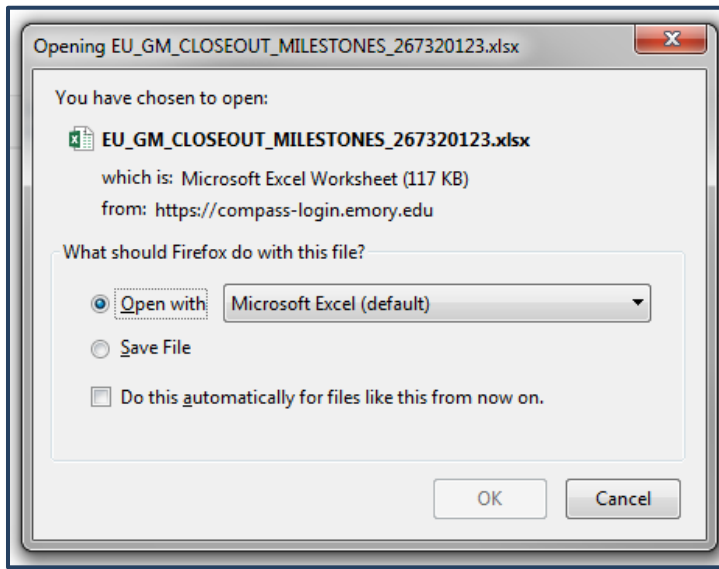
FRC (BLANK =ALL) 

Billing Authority (BLANK=ALL) 

Biller Specialist(BIANK = ALL)

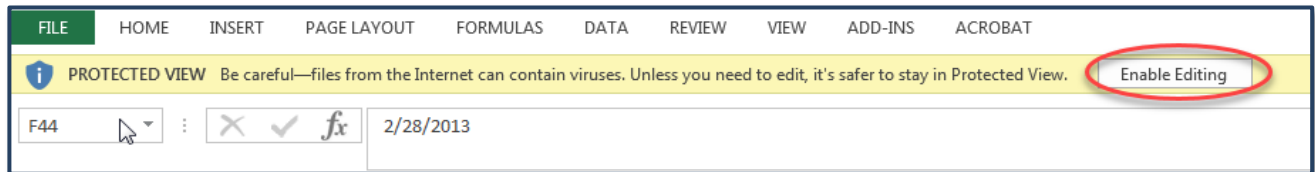
8. Click **View Results** Button.

9. A pop-up window will appear to open the Excel spreadsheet.



10. Click **OK**.

11. Click on **Enable Editing** button.



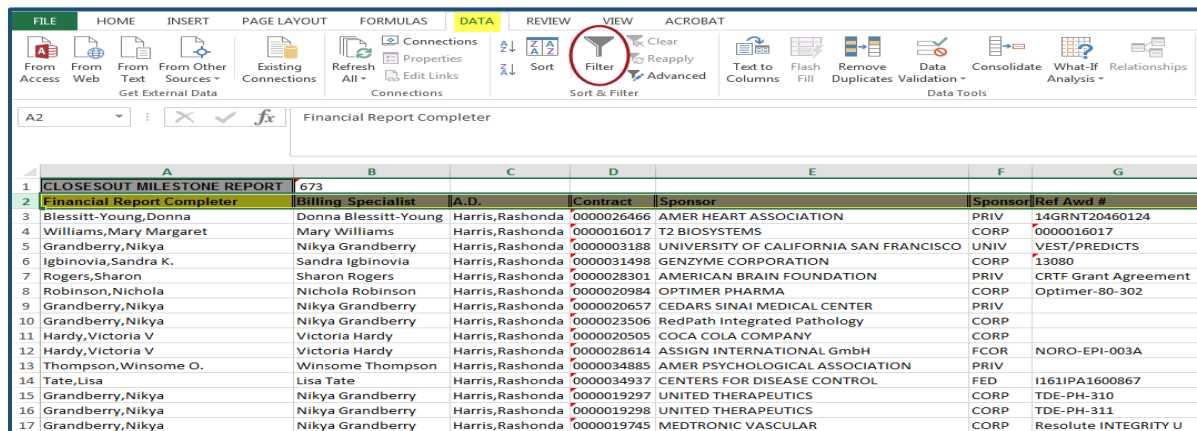
The Excel spreadsheet opens...

CLOSEOUT MILESTONE REPORT				
1	CLOSEOUT MILESTONE REPORT	673		
2	Financial Report Completer	Billing Specialist	A.D.	Contract
3	Blessitt-Young, Donna	Donna Blessitt-Young	Harris, Rashonda	0000026466
4	Williams, Mary Margaret	Mary Williams	Harris, Rashonda	0000016017
5	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000003188
6	Igbinovia, Sandra K.	Sandra Igbinovia	Harris, Rashonda	0000031498
7	Rogers, Sharon	Sharon Rogers	Harris, Rashonda	0000028301
8	Robinson, Nichola	Nichola Robinson	Harris, Rashonda	0000020984
9	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000020657
10	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000023506

Sorting & Filtering the Data:

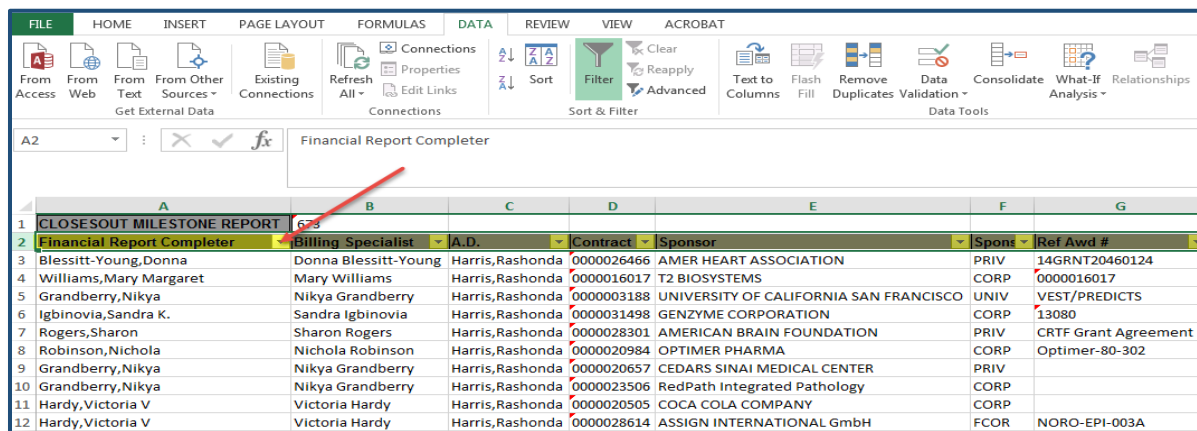
Note: You must sort the entire population of data to look at the specific awards pertaining to your unit.

12. Highlight **Row 2**, and select the 'Filter' Option under the **Data** tab in Excel.



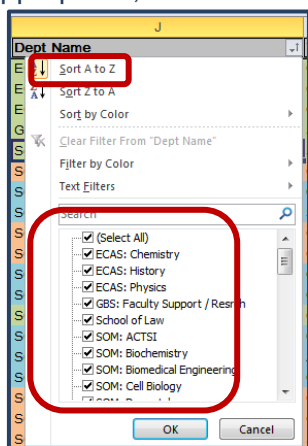
	A	B	C	D	E	F	G
1	CLOSEOUT MILESTONE REPORT	673					
2	Financial Report Completer	Billing Specialist	A.D.	Contract	Sponsor	Sponsor	Ref Awd #
3	Blessitt-Young, Donna	Donna Blessitt-Young	Harris, Rashonda	0000026466	AMER HEART ASSOCIATION	PRIV	14GRNT20460124
4	Williams, Mary Margaret	Mary Williams	Harris, Rashonda	0000016017	T2 BIOSYSTEMS	CORP	0000016017
5	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000003188	UNIVERSITY OF CALIFORNIA SAN FRANCISCO	UNIV	VEST/PREDICTS
6	Igbinovia, Sandra K.	Sandra Igbinovia	Harris, Rashonda	0000031498	GENZYME CORPORATION	CORP	13080
7	Rogers, Sharon	Sharon Rogers	Harris, Rashonda	0000028301	AMERICAN BRAIN FOUNDATION	PRIV	CRTF Grant Agreement
8	Robinson, Nichola	Nichola Robinson	Harris, Rashonda	0000020984	OPTIMER PHARMA	CORP	Optimer-80-302
9	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000020657	CEDARS SINAI MEDICAL CENTER	PRIV	
10	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000023506	RedPath Integrated Pathology	CORP	
11	Hardy, Victoria V	Victoria Hardy	Harris, Rashonda	0000020505	COCA COLA COMPANY	CORP	
12	Hardy, Victoria V	Victoria Hardy	Harris, Rashonda	0000028614	ASSIGN INTERNATIONAL GmbH	FCOR	NORO-EPI-003A
13	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034885	AMER PSYCHOLOGICAL ASSOCIATION	PRIV	
14	Tate, Lisa	Lisa Tate	Harris, Rashonda	0000034937	CENTERS FOR DISEASE CONTROL	FED	I161IPA1600867
15	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000019297	UNITED THERAPEUTICS	CORP	TDE-PH-310
16	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000019298	UNITED THERAPEUTICS	CORP	TDE-PH-311
17	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000019745	MEDTRONIC VASCULAR	CORP	Resolute INTEGRITY U

*Drop down tabs will now appear on the column headers in row two so that you can sort/filter.



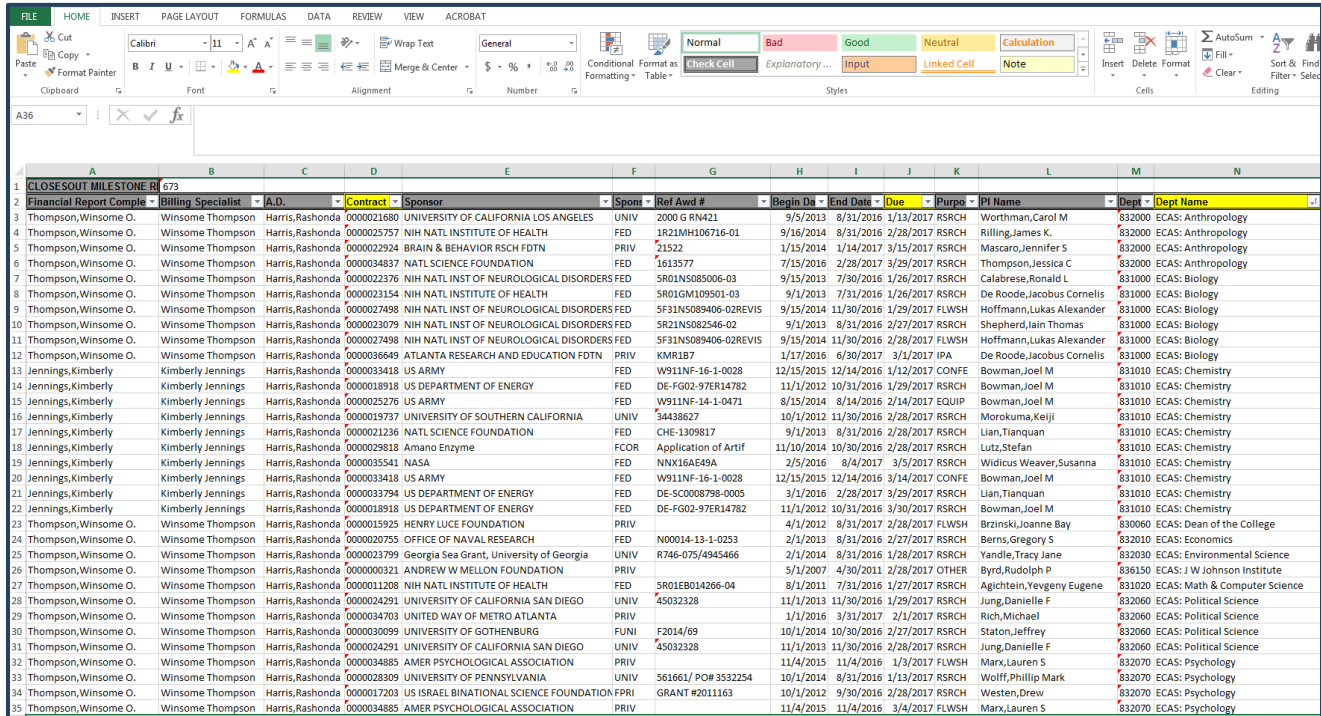
	A	B	C	D	E	F	G
1	CLOSEOUT MILESTONE REPORT	673					
2	Financial Report Completer	Billing Specialist	A.D.	Contract	Sponsor	Sponsor	Ref Awd #
3	Blessitt-Young, Donna	Donna Blessitt-Young	Harris, Rashonda	0000026466	AMER HEART ASSOCIATION	PRIV	14GRNT20460124
4	Williams, Mary Margaret	Mary Williams	Harris, Rashonda	0000016017	T2 BIOSYSTEMS	CORP	0000016017
5	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000003188	UNIVERSITY OF CALIFORNIA SAN FRANCISCO	UNIV	VEST/PREDICTS
6	Igbinovia, Sandra K.	Sandra Igbinovia	Harris, Rashonda	0000031498	GENZYME CORPORATION	CORP	13080
7	Rogers, Sharon	Sharon Rogers	Harris, Rashonda	0000028301	AMERICAN BRAIN FOUNDATION	PRIV	CRTF Grant Agreement
8	Robinson, Nichola	Nichola Robinson	Harris, Rashonda	0000020984	OPTIMER PHARMA	CORP	Optimer-80-302
9	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000020657	CEDARS SINAI MEDICAL CENTER	PRIV	
10	Grandberry, Nikya	Nikya Grandberry	Harris, Rashonda	0000023506	RedPath Integrated Pathology	CORP	
11	Hardy, Victoria V	Victoria Hardy	Harris, Rashonda	0000020505	COCA COLA COMPANY	CORP	
12	Hardy, Victoria V	Victoria Hardy	Harris, Rashonda	0000028614	ASSIGN INTERNATIONAL GmbH	FCOR	NORO-EPI-003A

13. On Column N, 'Dept Name', select the drop down tab, and select **Sort A to Z**. To filter, select the appropriate, individual departments and click **OK**.



14. If sorting, start by deleting any Awards that do not pertain to your unit.

- e.g. If you are only working on **ECAS** (for job aid purposes), delete all other Awards.
- By deleting those that do not pertain, instead of the 673 delivered in the original report, you are left with only 35. But, you are not yet done sorting.



Financial Report	Billing Specialist	A.D.	Contract	Sponsor	Spons	Ref Awd #	Begin Date	End Date	Due	Purpose	PI Name	Dept	Dept Name
CLOSEOUT MILESTONE R 673													
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000021680	UNIVERSITY OF CALIFORNIA LOS ANGELES	UNIV	2000 G RN421	9/5/2013	8/31/2016	1/13/2017	RSRCH	Worthman, Carol M	832000	ECAS: Anthropology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000025757	NIH NATL INSTITUTE OF HEALTH	FED	1R21MH106716-01	9/16/2014	8/31/2016	2/28/2017	RSRCH	Rilling, James K.	832000	ECAS: Anthropology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000022924	BRAIN & BEHAVIOR RSCH FDTN	PRIV	21522	1/15/2014	1/14/2017	3/15/2017	RSRCH	Mascaro, Jennifer S	832000	ECAS: Anthropology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034837	NATL SCIENCE FOUNDATION	FED	1613577	7/15/2016	2/28/2017	3/29/2017	RSRCH	Thompson, Jessica C	832000	ECAS: Anthropology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000022376	NIH NATL INST OF NEUROLOGICAL DISORDERS	FED	SR01NS085006-03	9/15/2013	7/30/2016	1/26/2017	RSRCH	Calabrese, Ronald L	831000	ECAS: Biology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000023154	NIH NATL INSTITUTE OF HEALTH	FED	SR01GM109501-03	9/15/2013	7/31/2016	1/26/2017	RSRCH	De Roo, Jacobus Cornelis	831000	ECAS: Biology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000027498	NIH NATL INST OF NEUROLOGICAL DISORDERS	FED	5F31NS089406-02REVIS	9/15/2014	11/30/2016	1/29/2017	FLWSH	Hoffmann, Lukas Alexander	831000	ECAS: Biology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000023079	NIH NATL INST OF NEUROLOGICAL DISORDERS	FED	5R21NS082546-02	9/15/2013	8/31/2016	2/27/2017	RSRCH	Shepherd, Iain Thomas	831000	ECAS: Biology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000027498	NIH NATL INST OF NEUROLOGICAL DISORDERS	FED	5F31NS089406-02REVIS	9/15/2014	11/30/2016	2/28/2017	FLWSH	Hoffmann, Lukas Alexander	831000	ECAS: Biology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000036649	ATLANTA RESEARCH AND EDUCATION FDTN	PRIV	KMR187	1/17/2016	6/30/2017	3/1/2017	IPA	De Roo, Jacobus Cornelis	831000	ECAS: Biology
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000033418	US ARMY	FED	W911NF-16-1-0028	12/15/2015	12/14/2016	1/12/2017	CONFE	Bowman, Joel M	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000018918	US DEPARTMENT OF ENERGY	FED	DE-FG02-97ER14782	11/1/2012	10/31/2016	1/29/2017	RSRCH	Bowman, Joel M	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000025276	US ARMY	FED	W911NF-14-1-0471	8/15/2014	8/14/2016	2/14/2017	EQUIP	Bowman, Joel M	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000019737	UNIVERSITY OF SOUTHERN CALIFORNIA	UNIV	34438627	10/1/2012	11/30/2016	2/28/2017	RSRCH	Morokuma, Keiji	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000021236	NATL SCIENCE FOUNDATION	FED	CHE-1309817	9/1/2013	8/31/2016	2/28/2017	RSRCH	Lian, Tianquan	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000029818	Amano Enzyme	FCOR	Application of Artif	11/10/2014	10/30/2016	2/28/2017	RSRCH	Lutz, Stefan	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000035541	NASA	FED	NNX16AE49A	2/5/2016	8/4/2017	3/5/2017	RSRCH	Widicus Weaver, Susanna	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000033418	US ARMY	FED	W911NF-16-1-0028	12/15/2015	12/14/2016	3/14/2017	CONFE	Bowman, Joel M	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000033794	US DEPARTMENT OF ENERGY	FED	DE-SC0008798-0005	3/1/2016	2/28/2017	3/29/2017	RSRCH	Lian, Tianquan	831010	ECAS: Chemistry
Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000018918	US DEPARTMENT OF ENERGY	FED	DE-FG02-97ER14782	11/1/2012	10/31/2016	3/30/2017	RSRCH	Bowman, Joel M	831010	ECAS: Chemistry
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000015925	HENRY LUCE FOUNDATION	PRIV		4/1/2012	8/31/2017	2/28/2017	FLWSH	Brzinski, Joanne Bay	830060	ECAS: Dean of the College
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000020755	OFFICE OF NAVAL RESEARCH	FED	N00014-13-1-0253	2/1/2013	8/31/2016	2/27/2017	RSRCH	Berns, Gregory S	832010	ECAS: Economics
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000023799	Georgia Sea Grant, University of Georgia	UNIV	R746-075/4945466	2/1/2014	8/31/2016	1/28/2017	RSRCH	Yandle, Tracy Jane	832030	ECAS: Environmental Science
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000000321	ANDREW W MELLON FOUNDATION	PRIV		5/1/2007	4/30/2011	2/28/2017	OTHER	Byrd, Rudolph P	836150	ECAS: J W Johnson Institute
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000011208	NIH NATL INSTITUTE OF HEALTH	FED	5R01EB014266-04	8/1/2011	7/31/2016	1/27/2017	RSRCH	Agichtein, Yevgeny Eugene	831020	ECAS: Math & Computer Science
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000024291	UNIVERSITY OF CALIFORNIA SAN DIEGO	UNIV	45032328	11/1/2013	11/30/2016	1/29/2017	RSRCH	Jung, Danielle F	832060	ECAS: Political Science
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034703	UNITED WAY OF METRO ATLANTA	PRIV	F2014/69	1/1/2016	3/31/2017	2/1/2017	RSRCH	Rich, Michael	832060	ECAS: Political Science
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000030099	UNIVERSITY OF GOTHENBURG	UNIV	45032328	10/1/2014	10/30/2016	2/27/2017	RSRCH	Staton, Jeffrey	832060	ECAS: Political Science
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000024291	UNIVERSITY OF CALIFORNIA SAN DIEGO	UNIV	45032328	11/1/2013	11/30/2016	2/28/2017	RSRCH	Jung, Danielle F	832060	ECAS: Political Science
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034885	AMER PSYCHOLOGICAL ASSOCIATION	PRIV		11/4/2015	11/4/2016	1/3/2017	FLWSH	Marx, Lauren S	832070	ECAS: Psychology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000029309	UNIVERSITY OF PENNSYLVANIA	UNIV	561661/ POW 3532254	10/1/2014	8/31/2016	1/13/2017	RSRCH	Wolff, Phillip Mark	832070	ECAS: Psychology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000017203	US ISRAEL BINATIONAL SCIENCE FOUNDATION	PRIV	GRANT #2011163	10/1/2012	9/30/2016	2/28/2017	RSRCH	Westen, Drew	832070	ECAS: Psychology
Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034885	AMER PSYCHOLOGICAL ASSOCIATION	PRIV		11/4/2015	11/4/2016	3/4/2017	FLWSH	Marx, Lauren S	832070	ECAS: Psychology

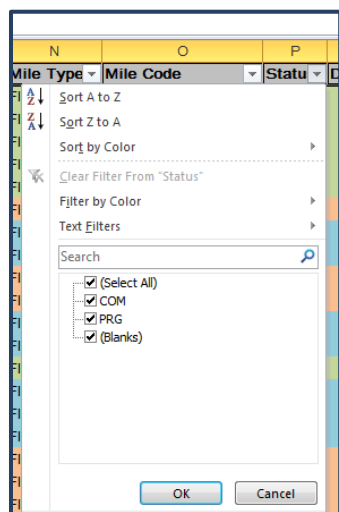
15. Review the awards listed in Column D, **Contract**, and identify any duplicate lines.

- Use **Sort A-Z** and highlight the duplicates.
- Duplicates are generally found because there is a milestone line for RAS and for FGC.
- Removing the duplicate lines will give you a better understanding of the workload.

Job Aid: Closeout Milestone Query

FILE HOME INSERT PAGE LAYOUT FORMULAS DATA REVIEW VIEW ACROBAT				
<div> <div> <div>Cut Copy Paste</div> <div>Format Painter</div> </div> <div> <div>Clipboard</div> </div> </div> <div> <div> <div>Calibri 11</div> <div>A⁺ A⁻</div> </div> <div> <div>B I U</div> <div>Font</div> </div> </div> <div> <div> <div>Wrap Text</div> <div>Merge & Center</div> </div> <div> <div>Alignment</div> </div> </div> <div> <div> <div>General</div> </div> <div> <div>\$ %</div> <div>Number</div> </div> </div>				
D32 : X ✓ f _x 0000034885				
A	B	C	D	E
1	CLOSEOUT MILESTONE R	673		
2	Financial Report Comple	Billing Specialist	A.D.	Contract
3	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000000321 ANDREW W MELLON FOUNDATION
4	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000011208 NIH NATL INSTITUTE OF HEALTH
5	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000015925 HENRY LUCE FOUNDATION
6	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000017203 US ISRAEL BINATIONAL SCIENCE FOUNDATION
7	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000018918 US DEPARTMENT OF ENERGY
8	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000018918 US DEPARTMENT OF ENERGY
9	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000019737 UNIVERSITY OF SOUTHERN CALIFORNIA
10	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000020755 OFFICE OF NAVAL RESEARCH
11	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000021236 NATL SCIENCE FOUNDATION
12	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000021680 UNIVERSITY OF CALIFORNIA LOS ANGELES
13	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000022376 NIH NATL INST OF NEUROLOGICAL DISORDERS
14	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000022924 BRAIN & BEHAVIOR RSCH FDTN
15	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000023079 NIH NATL INST OF NEUROLOGICAL DISORDERS
16	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000023154 NIH NATL INSTITUTE OF HEALTH
17	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000023799 Georgia Sea Grant, University of Georgia
18	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000024291 UNIVERSITY OF CALIFORNIA SAN DIEGO
19	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000024291 UNIVERSITY OF CALIFORNIA SAN DIEGO
20	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000025276 US ARMY
21	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000025757 NIH NATL INSTITUTE OF HEALTH
22	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000027498 NIH NATL INST OF NEUROLOGICAL DISORDERS
23	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000027498 NIH NATL INST OF NEUROLOGICAL DISORDERS
24	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000028309 UNIVERSITY OF PENNSYLVANIA
25	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000029818 Amano Enzyme
26	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000030099 UNIVERSITY OF GOTHENBURG
27	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000033418 US ARMY
28	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000033418 US ARMY
29	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000033794 US DEPARTMENT OF ENERGY
30	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034703 UNITED WAY OF METRO ATLANTA
31	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034837 NATL SCIENCE FOUNDATION
32	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034885 AMER PSYCHOLOGICAL ASSOCIATION
33	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000034885 AMER PSYCHOLOGICAL ASSOCIATION
34	Jennings, Kimberly	Kimberly Jennings	Harris, Rashonda	0000035541 NASA
35	Thompson, Winsome O.	Winsome Thompson	Harris, Rashonda	0000036649 ATLANTA RESEARCH AND EDUCATION FDTN

16. On Column T, **Status**, Sort A to Z, to see Closeout Milestone Status:



COM - Completed

PRG - In progress

17. Review the following columns to further identify your workload:

- On Column W, **Action**, Sort Z to A, to differentiate between RAS and FGC Workload
- On Column J, **Due**, Sort Oldest to Newest to see what is due now

Note: Some milestones may not be assigned appropriately, so use caution before deleting lines.

***The example results in the image below and for job aid purposes assumes that you are in a RAS Unit. You've deleted all other rows and find that you have 12 Closeouts due in the next few months:**

1															
2	End Date	Due	Purpo	PI Name	Dept	Dept Name	Type	Award St	Contra	Mile Ty	Mile Co	STA	Date	More Info	Actio
3	10/31/2016	1/29/2017	RSRCH	Bowman,Joel M	831010	ECAS: Chemistry	CR_NON_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS
4	11/30/2016	2/28/2017	RSRCH	Morokuma,Keiji	831010	ECAS: Chemistry	CR_NON_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS
5	11/30/2016	1/29/2017	RSRCH	Jung,Danielle F	832060	ECAS: Political Science	CR_NON_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS
6	11/30/2016	1/29/2017	FLWSH	Hoffmann,Lukas Alexander	831000	ECAS: Biology	CR_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS
7	10/30/2016	2/27/2017	RSRCH	Staton,Jeffrey	832060	ECAS: Political Science	SCHED_PAY	Accepted	ACTIVE	CLOSE	CCCZ				RAS
8	12/14/2016	1/12/2017	CONF	Bowman,Joel M	831010	ECAS: Chemistry	CR_NON_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS
9	2/28/2017	3/29/2017	RSRCH	Lian,Tianquan	831010	ECAS: Chemistry	CR_NON_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS
10	3/31/2017	2/1/2017	RSRCH	Rich,Michael	832060	ECAS: Political Science	SCHED_PAY	Accepted	ACTIVE	CLOSE	CCCZ				RAS
11	2/28/2017	3/29/2017	RSRCH	Thompson,Jessica C	832000	ECAS: Anthropology	CR_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS
12	11/4/2016	1/3/2017	FLWSH	Marx,Lauren S	832070	ECAS: Psychology	AUTO_SCHED_PAY	Accepted	ACTIVE	CLOSE	CCCZ				RAS
13	8/4/2017	3/5/2017	RSRCH	Widicus Weaver,Susanna	831010	ECAS: Chemistry	CR_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS
14	6/30/2017	3/1/2017	IPA	De Roode,Jacobus Cornelis	831000	ECAS: Biology	CR_NON_LOC	Accepted	ACTIVE	CLOSE	CCCZ				RAS