# Job Aid: Project and Award Closeout Tool (PACT)

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# Contents

## Overview

### Objectives

- Reduce errors and the need for rework when preparing award closeouts.
- Reduce time taken by FGC to review and finalize the award closeout.

### Roles & Responsibilities

- Research administrators in RAS units are responsible for reconciling awards, meeting with PI's, preparing the draft ART, collecting documentation in support of the FSR/final invoice numbers, and finally preparing the award for closeout.
- FGC will perform a review of the closeout and supporting documentation and prepare the award for closeout in Compass.

### Documentation

- Job Aid: Closeout Milestone Query
- Closeout Checklist

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## Running Compass Query 15

1. Navigate to the Compass Production Environment: https://compass-login.emory.edu

| Favorites ▼ | Main Menu ▼ | > | Reporting Tools ▼ | > | Emory Custom Reports ▼ | > | University ▼ | > | Office of Grants and Contracts ▼ | > | EUOGC015 - GM Award Verify |

Depending on how you organize your Compass reports, either use an existing Run Control ID or create a new one.

2. **Existing** Run Control ID:
   a. If you cannot remember the name of the run control ID already set up, make sure you are on 'Find an Existing Value', leave the 'Run Control ID' field blank, and select 'Search'.
   b. This will return a list of Search Results – select the one you most recently saved.

**Run EUOGC015**

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

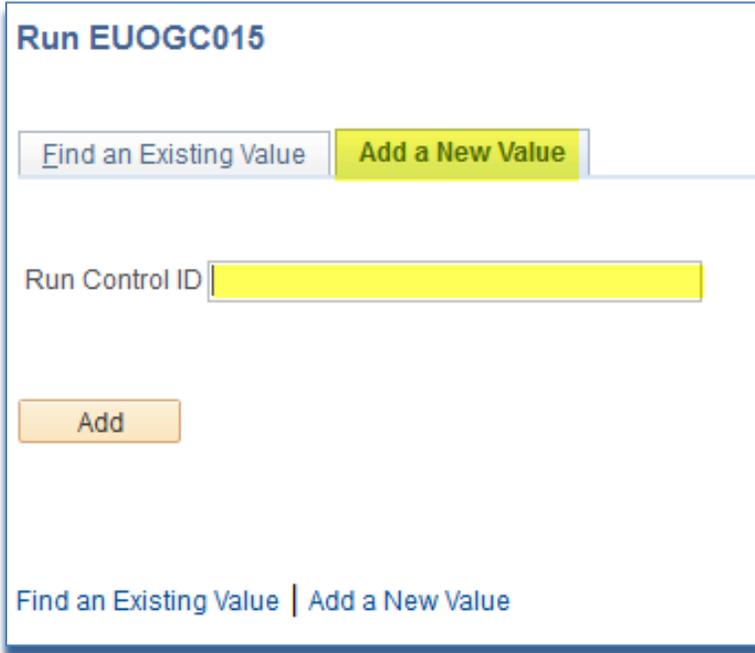| Find an Existing Value | Add a New Value |

▼ Search Criteria

Run Control ID  begins with  ▼  [                    ]

☐ Case Sensitive

[ Search ]  [ Clear ]   Basic Search  📇  Save Search Criteria

Find an Existing Value | Add a New Value

3.  To set up a **New** Run Control ID:
    a.  Select the tab 'Add a New Value', enter a value name that makes sense to you, then select 'Add'.

**Run EUOGC015**

| Find an Existing Value | **Add a New Value** |
|---|---|

Run Control ID [                    ]

[ Add ]

Find an Existing Value | Add a New Value

4.  On the **Run Control** page:
    a.  Enter the award number – you can use the search function with % as a wildcard, (for example %12345).
        i.  Pick the award you are looking for from the list returned by the Closeout Milestone Query.

    b.  Select either Detail or Summary.
        i.  Detail gives you the information needed for the tool

    c.  The 'As Of Date' defaults to today's date. If you want to run the reports up to a different date, then enter it using the pop-up calendar function.
        i.  For Closeout, always use today's date

    d.  Select 'Save'.
    e.  Select 'Run'.

5. Selecting the 'Run' button will give you a pop-up screen for the 'Process Scheduler Request' (it does not yet 'run' the reports).
   a. You can select 'HTML' or 'Email', the preference is Email.
   a. PACT requires a file type of 'CSV'
   b. Select 'Email', click on 'Distribution' to provide the email information



Leave these three fields blank

Select the report by clicking on the checkbox

Click 'Distribution' to go to next screen

6. This will give you another pop-up screen for the 'Distribution Detail'
   a. Add the 'Email Subject' – for ease input the award number and which report you are running, i.e. 15 12345
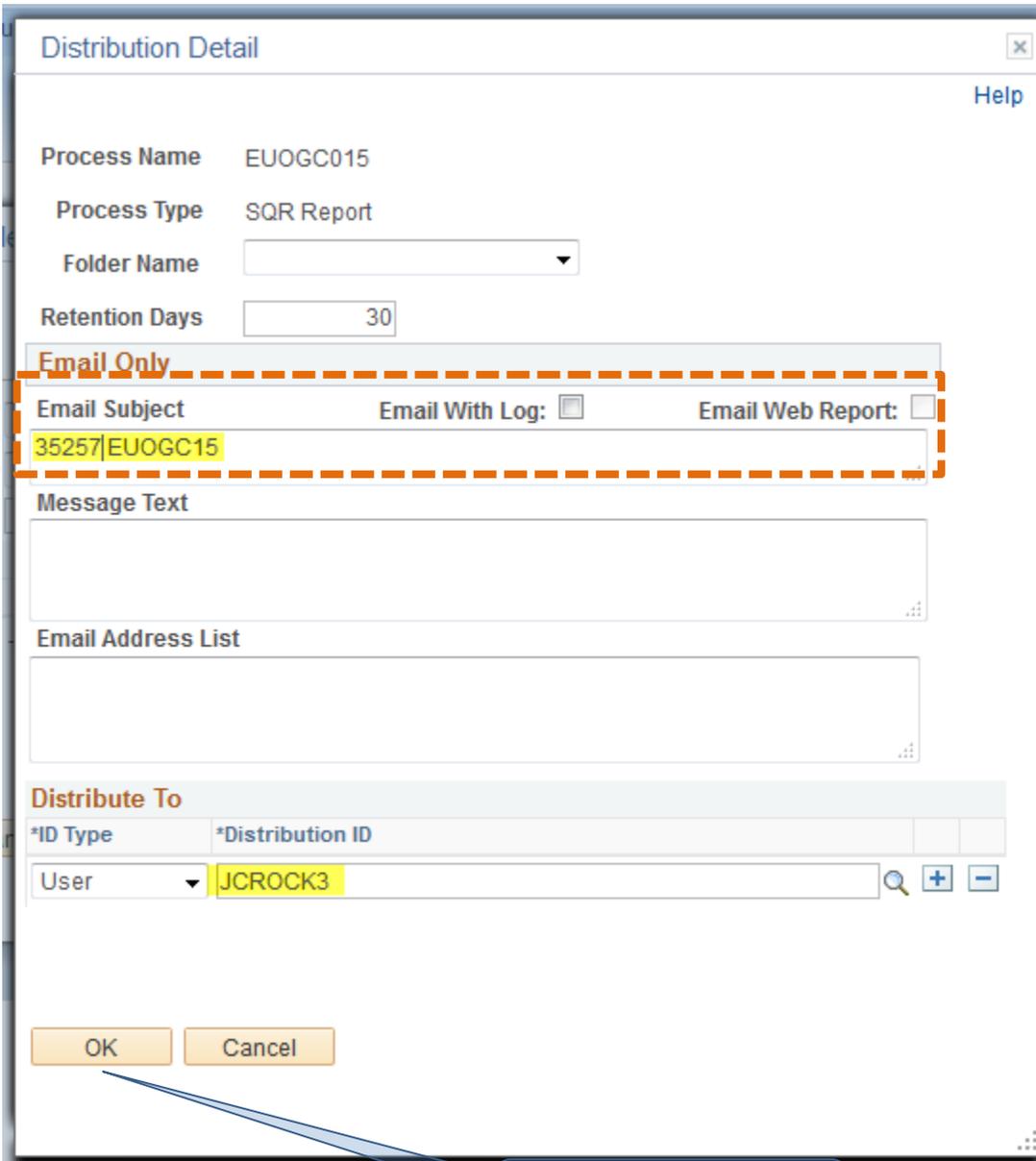


Click "OK" to go back to the previous screen

## The significance of the "As-of Date"

The Compass report, EUOGC15 will collect data for Budget, Actual, Encumbrances and Project Resources across two time periods:

| As-of Date | First time period reported | Second time period reported | Award data not captured |
|---|---|---|---|
| Today's date (the default) | from Award Start Date to Award End Date | from Award End Date to today's date | All data that is in Compass for this award is captured |
| If the As Of Date is before the Award End Date | from Award Start Date to As Of Date | from As Of Date to Award End Date | Data from the Award End Date to today's date is not captured |
| If the As Of Date is after the Award End Date but before today's date | from Award Start Date to Award End Date | from Award End Date to As Of Date | Data from the As Of Date to today's date is not captured |
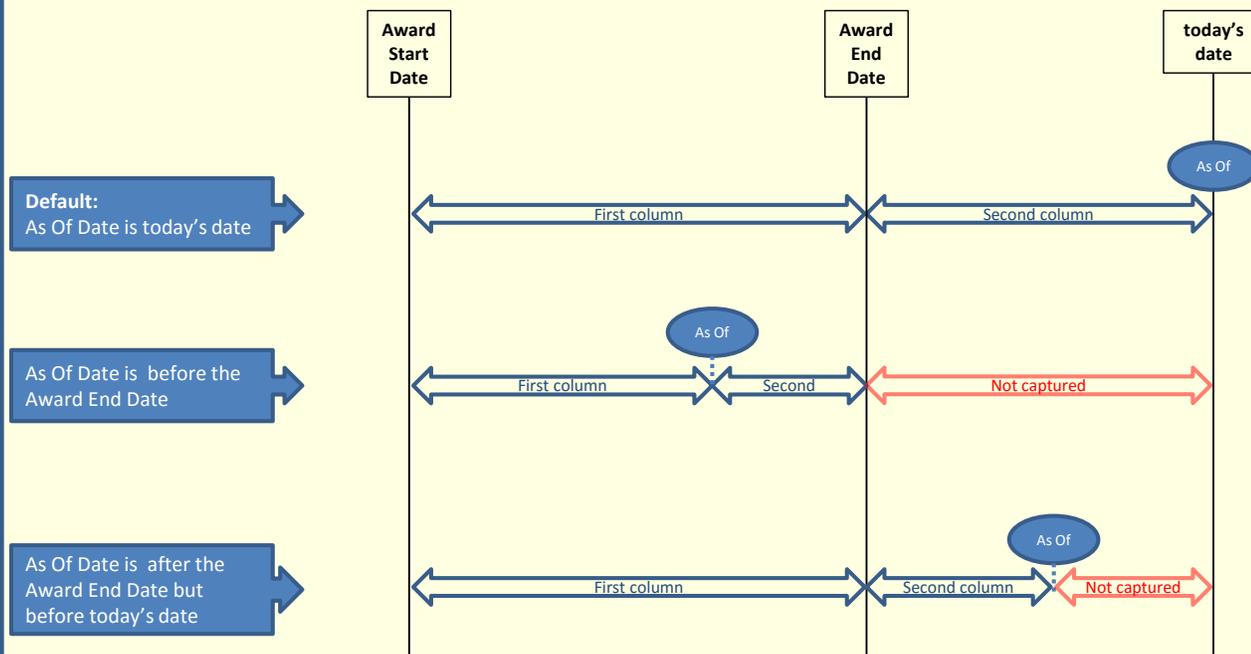


The significance of this will become clearer when you see the output created by the EUOGC15 report.

NOTE: If you do not select the two boxes in step 5 above, when you select 'OK' on step 5 your next screen will not display the Process Instance ID's displayed below.



**EUOGC015 - GM Award Verification**

Run Control ID OGCA_PACT          Report Manager   Process Monitor   Run

Process Instance:6070698

The system assigns a Process ID to the report

**Report Request Parameters**

Award/Contract:   0000035257

As of Date:   03/01/2017

**Summarize By**

◉ Detail

○ Summary

Save   Return to Search          Add   Update/Display

Clicking on "Process Monitor" brings up a list of all of the reports that you have generated under the "Process Control ID" that you specified on the first Compass run control page (see screenshot on page 6)

**Process List**   Server List

**View Process Request For**

User ID JCROCK3      Type [        ] Last [        ]   1  Days      Refresh

Server [        ]   Name [        ]   Instance [    ] to [    ]

Run Status [        ]   Distribution Status [        ]   ☑ Save On Refresh

**Process List**          Personalize | Find | View All | 🔳 | 📊   First ◀ 1 of 1 ▶ Last

| Select | Instance | Seq. | Process Type | Process Name | User | Run Date/Time | Run Status | Distribution Status | Details |
|--------|----------|------|--------------|--------------|------|---------------|------------|---------------------|---------|
| ☐ | 6070698 | | SQR Report | EUOGC015 | JCROCK3 | 03/04/2017 8:47:24AM EST | Success | Posted | Details |

Go back to Run EUOGC015

Save   Notify

Process List | Server List

## Outlook Inbox

7.  The report will be delivered to the email address specified on the distribution page.
    a.  The **EUOGC15** report generally takes approximately 10-15 minutes for a typical award (i.e., with only a couple of projects), as it pulls every transaction on an award. For a very large award this report could take longer to run.
    b.  The name of the CSV file uses the system assigned Process ID so it is important to specify the award number in the subject line of the email as previously outlined in the **Distribution Detail** steps. This allows you to recognize them when they appear in your inbox.

*It is recommended to run the reports at the end of the day before you leave work so that they are in your inbox the next morning when you arrive at work.

8.  Save the attachment to your drive (network drive or hard drive – in a folder where you can easily find them).
    a.  The recommended approach is to add the 4 or 5 significant digits of the award number to the end of the file name:
        (e.g. EUOGC15_6070698_35257 in this case)

do_not_reply@emory.edu
35257 EUOGC15
8:57 AM
Message from Process Scheduler
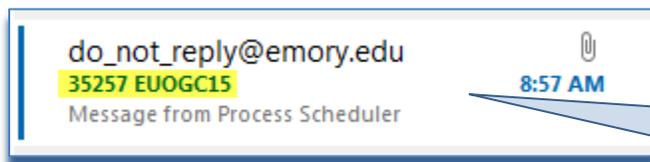
The report is attached to the email as previously specified CSV-type files.

## PACT Template Overview

### Definition/Description:

The **Project and Award Closeout Tool (PACT)** is designed to streamline the final closeout review process and is available to central, departmental, and RAS research administrators across campus. It is prepared by the RAS/department on behalf of the Principal Investigator (PI), and submitted to the Office of Finance: Grants & Contracts (FGC) as part of the Closeout package.

> *As of April 1, 2014, a **PACT** is required for final closeout of all sponsored awards (invoiced, reported, or otherwise). The **PACT** is required as a part of the final package that is reviewed and approved by authorized university officials.*

### How Does the PACT Work?

An Excel template **with the following information:**

- A **DEFICIT** column that aggregates every project, but does not include any manual adjustments (Dept/RAS - pink).
- A **REFUNDS/RESIDUALS** column that highlights the potential need for a refund or residual (Dept/RAS - pink).
- An **ENCUMBRANCE** column that highlights open encumbrances for the award (Dept/RAS - pink).
- A **BUDGET = EXPENSE** column that highlights variances where budget does not equal expense for the award (Dept/RAS/FGC – Purple).
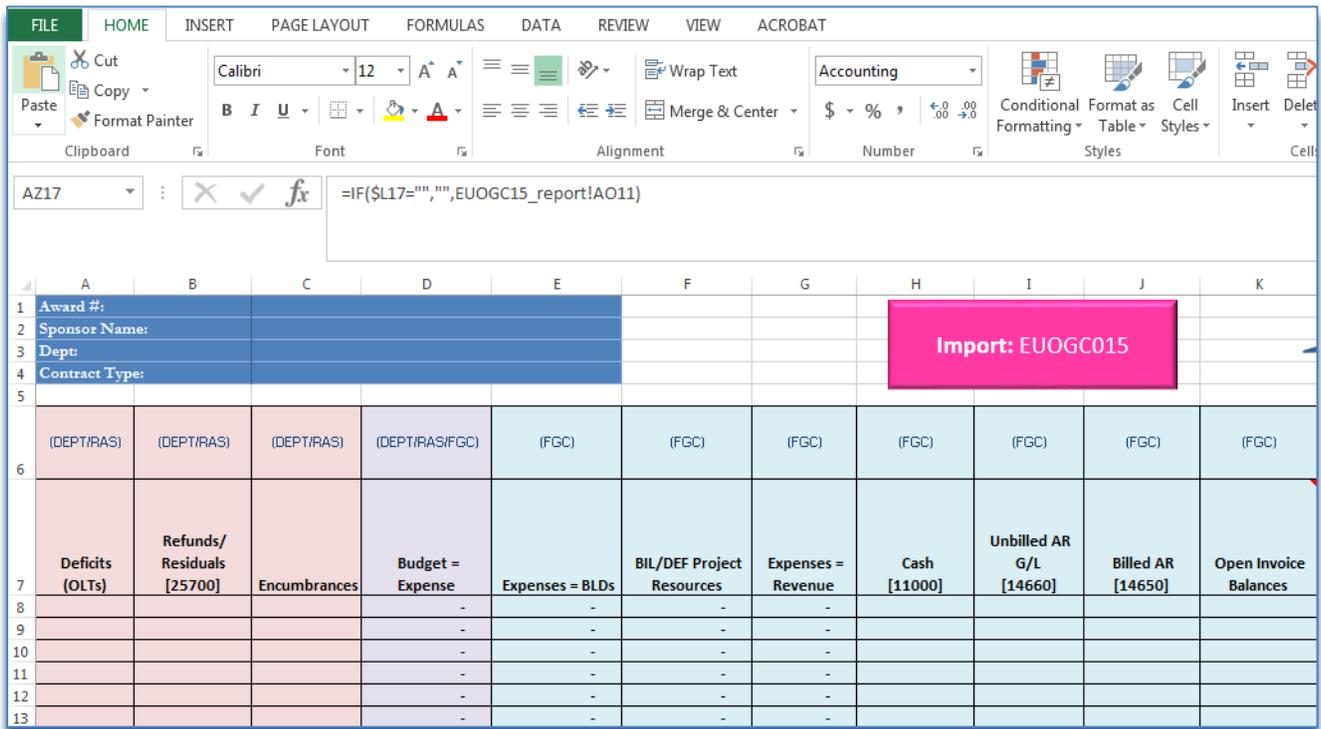
## PACT Template Download

NOTE: Always use the most up to date, blank, version of the PACT template; which can be found on the FGC website at: http://www.fgc.emory.edu/postawardmgt/index.html

**9. Download the PACT for your award**

    a. Unlike the ART templates available in 10 projects or less, 200 projects or less, and 300 projects or less, there is **only one** PACT template regardless of the number of projects.activities within the award.

This is what the opening page of the Template looks like on the '**Condition Working File**' tab:

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## Import Compass Query 15

10. Import the 15 Compass Report saved on your workspace.
    a. Click the pink '**Import: EUOGC15**' button to take you to the tab where the data will be imported (see image on p. 12),
    b. This opens the dialogue box for you to find the CSV file on your working drive.
        i. Make sure that you point to the 15 CSV file for the Import: EUOGC15 button that you pressed
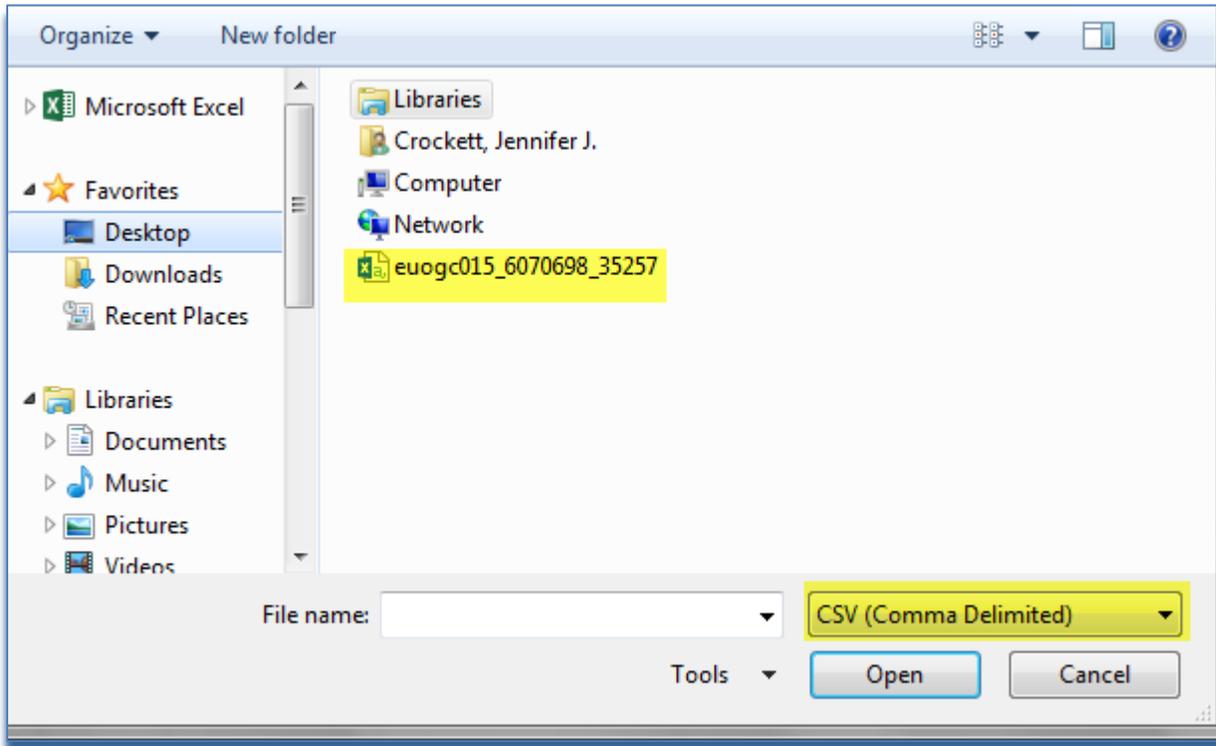


    c. *You will be taken back to the 'Condition Working File' tab after the CSV file has been imported (this takes less than a second and all you will see is the screen 'blink').

11. Review the information on the 'Conditions Working File' tab
    a. Review steps in Checklist
    b. Analyze output from Compass
        i. Deficits
        ii. Refunds/Residuals
        iii. Encumbrances
        iv. Budget + Expenses
    c. Compare PACT to internal reconciliation documents
    d. If there are no amounts in any of the first four columns then the verification by RAS is complete.
    e. If there are amounts in any of the first four columns than the RAS should take the actions outlined in the Closeout Checklist to ensure that the final reported expenditures correspond to the amounts recorded in Compass

| | A | B | C | D | E | F | G | H | I | J | K |
|---|---|---|---|---|---|---|---|---|---|---|---|
| Award #: | 0000035257 | | | | | | | | | | |
| Sponsor Name: | NIH NATL INSTITUTE OF HEALTH | | | | | | | | | | |
| Dept: | 832070 | | | | | | | | | | |
| Contract Type: | CR_LOC | | | | | | | | | | |

Import: EUOGC015

| (DEPT/RAS) | (DEPT/RAS) | (DEPT/RAS) | (DEPT/RAS/FGC) | (FGC) | (FGC) | (FGC) | (FGC) | (FGC) | (FGC) | (FGC) |
|---|---|---|---|---|---|---|---|---|---|---|
| Deficits (OLTs) | Refunds/ Residuals [25700] | Encumbrances | Budget = Expense | Expenses = BLDs | BIL/DEF Project Resources | Expenses = Revenue | Cash [11000] | Unbilled AR G/L [14660] | Billed AR [14650] | Open Invoice Balances |
| - | - | | | - | - | - | (12,075.51) | - | - | - |
| - | - | 239.00 | 321,479.30 | 12,075.51 | 12,075.51 | - | - | 24.98 | 12,050.53 | - |
| | | | | - | - | - | | | | |
| | | | | - | - | - | | | | |
| | | | | - | - | - | | | | |
| | | | | - | - | - | | | | |

| Step # | Description | √ or Not Applicable (NA) | Refer to | Record Values/Notes Here for Future Reference |
|---|---|---|---|---|
| 1. | RAS/DEPT Deficits (OLTs) | | Clear deficit to final reported expenditures to sponsor. | |
| 2. | RAS/DEPT Refunds/Residuals | | Check terms and conditions for disposition of unobligated balance. If we are allowed to keep remaining funds, complete the 'Request for Residual Balance Transfer Form'. If the funds need to be returned to the sponsor, complete the 'Request for Refund Form'. Submit the form to the appropriate OGCA Team Help Desk. | |
| 3. | RAS/DEPT Encumbrances | | Remove Encumbrances. Any issues contact Emory A/P. | |
| 4. | RAS/DEPT/OGCA Budget=Expense | | Does the Expenses on Ledger = the Final Reported Expenditures to Sponsor? If Expenses > Budget = Possible Deficit. Deficit needs to be removed. If Expenses < Budget = Possible Budget Adjustment completed by OGCA. | |

## Completing the Review

12. When all of the adjustments have been made:
    a. Save the PACT file using a name that includes the award number.

    b. Collect all of the supporting documentation.

    c. Scan any paper documents and save them with a filename that is descriptive of the contents and includes the award number.

    d. Complete the Closeout Checklist – save it with a filename that is descriptive of the contents and includes the award number.

    e. Attach and submit the approved Closeout Checklist, PACT Template and supporting documentation to FGC through Salesforce.


13. Complete any remaining adjusting entries in Emory's systems so that the university's systems are updated with the adjustments you have made in the Template.