

For additional assistance email [lisa.ahern@uni.edu](mailto:lisa.ahern@uni.edu) or call 319-273-6148

## INSTRUCTIONS FOR COMPLETING THE FINAL ACCOUNTING PACKET

If you have cost share, program income or participant costs, read the following. Inaccurate accounting of cost share, program income and/or re-budgeted participant costs will affect the final direct costs of the project.

1. **Does the Project have Cost Share?**
  - a. If yes, has the final allowable costs share amount been documented with RSP?
  - b. If it has been documented, does it satisfy the sponsor's costs share requirement?
  - c. If you answered no to either of these questions, email Lisa Ahern before proceeding.
2. **Does this project have Program Income?**
  - a. If yes, all program income must be spent and you must close out the account with your project account.
3. **Does this project have Participant Costs?**
  - a. Unobligated / unspent participant costs cannot be spent on any other budget item without prior permission of the sponsor

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**Before you begin you must have these two items:**

1. **Grants and Contracts Accounting Financial Summary Report (GCAFS)** – monthly report sent by RSP.
2. **Access to on-line MEMFIS reports:** - do not use any report with a reporting period after the end date of your project.

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**GCAFS Report Date:** On the Final Accounting and Closeout Certification Form, enter the date of the GCAFS you are using to complete the packet. The GCAFS report date is the "As of" date listed in the header at the top of the page (e.g. **As of Nov-23**).

**Oracle Account Number:** Enter the Oracle Account number on each worksheet

**Cumulative Total Direct Costs:** On the Final Accounting and Closeout Certification Form, write the cumulative total direct costs from the GCAFS of your project on line 1. These costs are the total project costs minus the indirect costs. Include expenses in object code 99 as part of the total direct costs.

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**WORKSHEET ONE:** Use this worksheet to show **additional** expenses to be charged to your project. These are expenses which have been obligated or expensed on or before the ending date of your project and have not yet posted to the MEMFIS system. These expenses must be allowable and allocable to your project.

**NOTE:** If you have hourly paid staff being charged to this project, you will need to calculate the salary to be posted to this grant account in the month following grant expiration. Contact [payroll](#) for help.

- **Vendor/Payee:** Enter the name of the person, contractor, supplier, etc. to be paid. Use full names and avoid abbreviations and/or initials.
- **UNI Reference or Description:** This is found on the MEMFIS report.
- **Details:** Explain why this is an acceptable transfer – what makes it allowable and allocable to the project. Explain why was this not charged to the project when the expense originally occurred.
- **Expense Object Code:** Enter the object code the expense will be posted to.
- **Amount:** Enter the amount of the expense.
- **Total the Amount Column.** Enter this number on the bottom of the worksheet and on **line 2** of the Final Accounting and Closeout Certification form.

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**WORKSHEET TWO:** Use Worksheet 2 to show the allowable expenses which have been posted to another University account, but should have been posted to this project. These are allowable expenses of the project to be transferred to this project.

- **Vendor/Payee:** Enter the name of the person, contractor, supplier, etc. to be paid. Use full names and avoid abbreviations and/or initials.
- **UNI Reference or Description:** This is found on the MEMFIS report.
- **Exp. Object Code:** Enter the object code the expense was posted to.
- **Amount:** Enter the amount of the expense
- **Transferred in from Acct Number:** Enter the account number the expense was posted to
- **Total the Amount Column:** Enter this number on the bottom of the worksheet and on **line 3** of the Final Accounting and Closeout Certification Form.
- Attach documentation from relevant reports with transactions highlighted.

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**WORKSHEET THREE:** Use Worksheet 3 to show expenses posted to this account, but need charged to another account.

- **Vendor/Payee:** Enter the name of the person, contractor, supplier, etc. to be paid. Use full names and avoid abbreviations and/or initials.
- **UNI Reference or Description:** This is found on the MEMFIS report
- **Exp. Object Code:** Enter the object code the expense was posted to.
- **Amount:** Enter the amount of the expense
- **Transferred to Acct Number:** Enter the account number the expense should be charged to.
- **Total the Amount Column:** Enter this number on the bottom of the worksheet and on **line 4** of the Final Accounting and Closeout Certification Form.

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**CALCULATING FINAL TOTAL DIRECT COSTS:** Once you have completed all worksheets, you are ready to calculate the final total direct costs of your project. On the Final Accounting and Closeout Certification Form, add lines 1, 2, and 3 and subtract line 4. Enter this number on line 5.

- **Final Total Direct Costs:** The final total direct costs (line 5) cannot exceed the total direct costs awarded. If they do, you must determine which expenses are to be assigned to another account and edit the appropriate worksheet.
- **Fixed Price Contracts:** If this is a fixed price contract with funds remaining, they must be transferred to another account. Enter this account number on the Final Accounting and Closeout Certification Form.

**Certification:** Once the Project Director and Department Head have reviewed the Final Accounting Packet and accompanying documentation, they must sign the Final Account and Closeout Certification Form. Each worksheet must have the name of the person completing it and the Project Director's initials.

**Completed Packets:** Email completed packets and applicable worksheets with backup documentation to [financialreports@uni.edu](mailto:financialreports@uni.edu)

**Supplemental Worksheet 1A:** Use this worksheet as a tool to help you finalize all costs for this project, including those that are not billed to the sponsor. These expenses are not included on the GCAFS. Transfer these charges to another account once they do post. The sponsor will not be invoiced for any of these expenses and they will not be included as part of the final project costs.