



**Financial System Closeout Checklist
For Sponsored Projects
8/26/2016**

- ✓ **Final invoice or report completed**
- ✓ **Run Sponsored Award Overview report**
- ✓ **Payroll distribution:**
 - **Move employees paid on project to non-sponsored program**
 - **Includes direct payroll and cost share (if applicable)**
- ✓ **Release and close encumbrances**
- ✓ **Remove overdrafts**
- ✓ **Fixed price transfer**
 - **Forward non-sponsored program chartfield string to SFR**
- ✓ **Fund cost share (CSR) to the full detail chartfield string (program/project)**
- ✓ **F & A Redistribution – Process by RRC Manager**