Financial System Closeout Checklist for Sponsored Projects

- Final invoice or report completed.
- Run Sponsored Overview Report.
- Payroll distribution:
  - Move employees paid on project to non-sponsored program.
  - Includes direct payroll and cost share (if applicable).
- Release/close encumbrances.
- Capital Assets/Equipment - complete Asset Transfer form UM 1556.
- Remove overdrafts.
- Fund Cost Share to the full detail Chartfield string (Program-Project)
- Fixed price transfer:
  - Forward non-sponsored program Chartfield string to SFR.
- F & A redistribution – (process by RRC manager).