FINAL REVIEW CHECKLIST FOR RSP ACCOUNTANTS

Eligibility and Scope
☐ **Award Ended: Review of NOA indicates no additional funding, confirmation award is Ending is received from Departmental Contact**
☐ **No Pending Modifications in RAMP**
☐ **Department has confirmed all expenditures have posted and work is complete**
Final Review Work/Send Computational Email
☐ **Computational Email Compiled**
☐ **Ensure award line status is "Adjustments Only" to prevent expenses from posting**
Pull the Award Budget vs. Actuals Report
☐ Review obligations column to validate $0.00 Balance in Obligations/Commitments, if balances have department correct in computational email
☐ For any remaining salary obligations, have department update to the end of the grant period in computational email
☐ Run the High-Risk Transaction (UW) report to review expenses that are higher than $2,999 that posted within the last 90 days, include for department to provide justification in computational email
☐ Validate IDC charges are correct
☐ Program income addressed
☐ Review graduate salary to determine if there are any tuition remission expenses that have not posted yet and include in computational email
☐ Confirm final invoice is received and paid for all subawards
Cost Share Requirements Validated
☐ If 3rd Party or IDC needed, follow process to do so
☐ If direct expenses, add to computational email for department to correct
Validate Award Billing Summary
☐ Resolve any transactions in Pending Award Line Date net to $0
☐ Review transactions on hold
☐ Resolve any balance in Unbillable
☐ **Computational Email Sent; Unallowable Expenses Resolved**
Expense and Activity Validation - Department
☐ Computational Email Response Received; Unallowable Expenses Resolved
☐ Department confirmed - All Expenditures Posted
☐ Overspents or Unallowable Transactions removed via Journal
Billing Types: Installment or Prepaid
All Funds Received from Sponsor?
☐ No - Is there a payment on account that needs to be applied? If not, work with Rev Management on follow-up on invoice.
☐ Yes - Is a Refund Needed? (Expenses < Receipts) If so, process a refund?

☐ No - Not a refund, then is Residual Balance Transfer Needed?
Validate Award Billing Summary for Award:
☐ $0 Pending Award Line Date Review
☐ $0 Balance in On Hold
☐ $0 Balance in Awaiting Settlement, email contact to settle expense
☐ $0 balance in Unbillable
Validate GL Balances in Converted Award Ledger Balances (UW)
Is a consumption invoice needed If so, process the invoice.
Final Cost Reimbursable Invoice/SF425 Needed
☐ **Department moved unallowables, if not follow suspense process**
☐ **Cost Share Requirements Met**
☐ **Process any F&A Adjustments necessary (pull out of Pending Award Line Date Review prior to generating an invoice)**
Validate Award Billing Summary for Award:
☐ $0 Pending Award Line Date Review
☐ $0 Balance in On Hold
☐ $0 Balance in Awaiting Settlement, email contact to settle expense
☐ $0 balance in Unbillable
☐ **Generate Final Invoice/SF270 (Non-LOC) or SF425, includes $0.00 Invoice**
☐ **Send Final Invoice/SF270 (Non-LOC) or SF425**
☐ **Award Tasks: Complete All Sponsor Financial Reporting and mark Complete and add date completed**
☐ **Award Tasks: Complete All Sponsor Non-Financial Reporting tasks and mark Complete and add date completed**
☐ **Update Award Life Cycle Status to "Closed"**
☐ **Validate GL Balances in Converted Award Ledger Balances (UW); Run Consumption Invoice if Balance in Deferred Revenue**
Internal Use Only
☐ Checklist completed by:
☐ Uploaded to PC/Docfinity by: