Reconciliation Report of Active and Pending Closure Cost Centers: Responsible Person; Financial Assistant (To Distribute to the Reconcilers)

Purpose of the Report: To verify that cost centers for each reconciler are reconciled for the given month.

Find Criteria:

Sort by PI. Select the “Principal Investigator” column heading.
Report of Cost Centers Closing in 90 days; Responsible Person; Financial Assistant
(To Distribute to the Reconcilers)

Purpose of the Report: To identify cost centers that are about to expire so that reconcilers can initiate the Grant Closing Checklist activities, including notification of PI and department financial staff.

Find Criteria:

Sort by reconciler.

C:\Documents and Settings\Iria\Desktop\Reports_Account Info.doc
Report of Grant Cost Centers Closing in 8 months: Responsible Person; Financial Assistant (To Distribute to the Reconcilers)

Purpose of the Report: To identify cost centers that are about to expire so that reconcilers can notification PI and department financial staff about any equipment purchases on grants that need to be made. Most grants do not allow equipment purchases within the last 6 months of the grant. Reconciler must verify the cost centers and identify those that have this requirement and notify PI/department financial staff.

Find Criteria:

2nd find request record to omit the “NA” Project Codes, so that you can get a report of grant cost centers only.

Date range = the 1st – 30/31st of the 8th month:
mm/dd/yy..mm/dd/yy
Example: If today is December 15, 2005 then 8 months from December is the month of June, so you would enter: 06/01/06..06/30/06

Find Results:

Sort as needed. Select column headings to sort the records.