

GCO After Term Tool – Departmental User Guide

05/23/2015; Updated 5/12/2016

After-term report is generated in excel format containing following tabs –

- **Award Summary**

This tab contains a general summary of the award (Screenshot shown below). This summary will match the Banner form FZIGITD for the same date range.

	A	B	C	D	E	F	G
1			AWARD SUMMARY - ALL FUNDS				
2			(7/1/2008 - 12/31/2010)				
3	NAME OF SPONSOR:	Avera Research Institute			PRINCIPAL INVESTIGATOR:	Cheryl Schraeder	
4	GRANT TITLE:	Avera Research Institute			BUSINESS MANAGER:	Colleen	
5	GRANT:	E5362			ORGANIZATION:	929000	
6							
7					Prepared by:	Niharika	
8	GRANT PERIOD:	7/1/2008 - 12/31/2010			Ext:		
9					Date:	6/26/2015	
10							
11							
12							
13	Summary from 7/1/2008 to 12/31/2010						
14	Level 2 Account	Level 2 Title	Adjusted Budget	Expenditures	Commitments	Available Balance	
15	20	Academic Salary	201,327.00	187,425.12	3,241.27	10,660.61	
16	21	Assistant Salary		20,346.72	-	(20,346.72)	
17	23	Wages		2,333.34	-	(2,333.34)	
18	25	Benefit Costs	65,391.00	62,326.21	1,113.70	1,951.09	
19	12	Materials and Supplies	3,546.00	3,998.94	-	(452.94)	
20	13	Transportation Services	20,451.00	11,646.44	-	8,804.56	
21	14	Services	6,000.00	29,369.58	-	(23,369.58)	
22	18	Miscellaneous	28,859.00		-	28,859.00	
23	1A	Indirect Costs Pool	32,556.00	31,744.75	4,124.26	(3,313.01)	
24	TOTAL		358,130.00	349,191.10	8,479.23	459.67	
25							
26							
27	Indirect Costs Detail						
28	Account	Title	Adjusted Budget	Expenditures	Commitments	Available Balance	
29	198120	Fac and Adm Costs-TDC	32,556.00	26,335.50	435.50	5,785.00	
30	198130	Fac and Adm Costs-MTDC		4,645.03	3,688.76	(8,333.79)	
31	198180	Fac and Adm Costs-Adjustment		764.22	-	(764.22)	
32	TOTAL		32,556.00	31,744.75	4,124.26	(3,313.01)	
33							
34							
35							

The header section has the following information –

	A	B	C	D	E	F
1			AWARD SUMMARY - ALL FUNDS			
2			(7/1/2008 - 12/31/2010)			
3	NAME OF SPONSOR:	Avera Research Institute			PRINCIPAL INVESTIGATOR:	Cheryl Schraeder
4	GRANT TITLE:	Avera Research Institute			BUSINESS MANAGER:	Colleen
5	GRANT:	E5362			ORGANIZATION:	929000
6						
7					Prepared by:	Niharika
8	GRANT PERIOD:	7/1/2008 - 12/31/2010			Ext:	
9					Date:	6/26/2015
10						

The first table shows a summary by Level 2 Account Codes of all transactions between the **Summary Start and End dates**.

Summary from 7/1/2008 to 12/31/2010						
Level 2 Account	Level 2 Title	Adjusted Budget	Expenditures	Commitments	Available Balance	
20	Academic Salary	201,327.00	187,425.12	3,241.27	10,660.61	
21	Assistant Salary		20,346.72	-	(20,346.72)	
23	Wages		2,333.34	-	(2,333.34)	
25	Benefit Costs	65,391.00	62,326.21	1,113.70	1,951.09	
12	Materials and Supplies	3,546.00	3,998.94	-	(452.94)	
13	Transportation Services	20,451.00	11,646.44	-	8,804.56	
14	Services	6,000.00	29,369.58	-	(23,369.58)	
18	Miscellaneous	28,859.00		-	28,859.00	
1A	Indirect Costs Pool	32,556.00	31,744.75	4,124.26	(3,313.01)	
TOTAL		358,130.00	349,191.10	8,479.23	459.67	

The second table shows a detailed breakdown by Account Code of the 1A Indirect Costs category.

Indirect Costs Detail						
Account	Title	Adjusted Budget	Expenditures	Commitments	Available Balance	
198120	Fac and Adm Costs-TDC	32,556.00	26,335.50	435.50	5,785.00	
198130	Fac and Adm Costs-MTDC		4,645.03	3,688.76	(8,333.79)	
198180	Fac and Adm Costs-Adjustment		764.22	-	(764.22)	
TOTAL		32,556.00	31,744.75	4,124.26	(3,313.01)	

- There is a set of tabs for each fund –

- **Fund Summary**

The fund summary is similar to the award summary tab but is specific to a particular fund and NOT the entire award.

FUND SUMMARY (7/1/2008 - 12/31/2010)						
NAME OF SPONSOR: Avera Research Institute			PRINCIPAL INVESTIGATOR: Cheryl Schraeder			
FUND TITLE: 929 Avera Research Institute			BUSINESS MANAGER: Colleen			
GRANT: E5362			ORGANIZATION: 929000			
COA: 2						
FUND: 492051			Prepared by: Niharika			
BUDGET PERIOD:			Ext:			
F&A BASIS: 2XT007			Date: 6/26/2015			
F&A RATE: 10.00						
TUITION REMISSION RATE:						
Summary from 7/1/2008 to 12/31/2010						
Level 2 Account	Level 2 Title	Adjusted Budget	Expenditures	Commitments	Available Balance	
20	Academic Salary	201,327.00	187,425.12	3,241.27	10,660.61	
21	Assistant Salary		20,346.72	-	(20,346.72)	
23	Wages		2,333.34	-	(2,333.34)	
25	Benefit Costs	65,391.00	62,326.21	1,113.70	1,951.09	
12	Materials and Supplies	3,546.00	3,998.94	-	(452.94)	
13	Transportation Services	20,451.00	11,646.44	-	8,804.56	
14	Services	6,000.00	29,369.58	-	(23,369.58)	
18	Miscellaneous	28,859.00		-	28,859.00	
1A	Indirect Costs Pool	32,556.00	31,744.75	4,124.26	(3,313.01)	
TOTAL		358,130.00	349,191.10	8,479.23	459.67	
Indirect Costs Detail						
Account	Title	Adjusted Budget	Expenditures	Commitments	Available Balance	
198120	Fac and Adm Costs-TDC	32,556.00	26,335.50	435.50	5,785.00	
198130	Fac and Adm Costs-MTDC		4,645.03	3,688.76	(8,333.79)	
198180	Fac and Adm Costs-Adjustment		764.22	-	(764.22)	
TOTAL		32,556.00	31,744.75	4,124.26	(3,313.01)	

The header section of fund summary tab has some additional information regarding the fund, including the F&A Basis, F&A Rate, and Tuition Remission Rate.

Note: Budget Period is not entered automatically, but may be entered manually.

FUND SUMMARY (7/1/2008 - 12/31/2010)						
NAME OF SPONSOR: Avera Research Institute			PRINCIPAL INVESTIGATOR: Cheryl Schraeder			
FUND TITLE: 929 Avera Research Institute			BUSINESS MANAGER: Colleen			
GRANT: E5362			ORGANIZATION: 929000			
COA: 2						
FUND: 492051			Prepared by: Niharika			
BUDGET PERIOD:			Ext:			
F&A BASIS: 2XT007			Date: 6/26/2015			
F&A RATE: 10.00						
TUITION REMISSION RATE:						

- **Non-Payroll After Term Charges**

This tab shows all the non-payroll transactions after the **Summary End date**.

Note: F&A transactions are NOT included; however, Tuition Remission transactions ARE included.

10	Check to Include	Justification	Enter Additional Details	Original Amount	Adjusted Amount (if Needed)	After Term Amount	OL Detail Transaction Date	OL Expense Amount	Account Code	OL Detail Description	Original Document Number	Grant	COA	Fund	Org	Program	Account Title	Acc
11	<input type="checkbox"/>			-			7/24/2012	95.00	129200	printingcharges J1759520	H8235	2	598267	960000	191100	Printing - On Campus	12	
12	<input type="checkbox"/>			-			7/24/2012	(500.00)	153900	Destiny_transfe J1759548	H8235	2	598267	960000	191100	Professional/Artistic Services	14	
13	<input type="checkbox"/>			-			7/24/2012	(40.00)	153900	Lamajiah_trans J1759550	H8235	2	598267	960000	191100	Professional/Artistic Services	14	
14	<input type="checkbox"/>			-			7/24/2012	(27.83)	121100	officesupplies J1759551	H8235	2	598267	960000	191100	Office Supplies	12	
15	<input type="checkbox"/>			-			7/24/2012	(200.00)	153900	WWP_transfer J1759553	H8235	2	598267	960000	191100	Professional/Artistic Services	14	
16	<input type="checkbox"/>			-			7/25/2012	202.47	132130	Odoms-Young, J TM000YJ4	H8235	2	598267	960000	191100	In State Travel-Mileage-Empl Rein	13	
17	<input type="checkbox"/>			-			7/25/2012	199.80	132130	Odoms-Young, J TM000YJ4	H8235	2	598267	960000	191100	In State Travel-Mileage-Empl Rein	13	
18	<input type="checkbox"/>			-			7/25/2012	164.84	132130	Odoms-Young, J TM000YJ4	H8235	2	598267	960000	191100	In State Travel-Mileage-Empl Rein	13	
19	<input type="checkbox"/>			-			7/25/2012	146.52	132130	Odoms-Young, J TM000YJ4	H8235	2	598267	960000	191100	In State Travel-Mileage-Empl Rein	13	
20	<input type="checkbox"/>			-			7/25/2012	146.52	132130	Odoms-Young, J TM000YJ4	H8235	2	598267	960000	191100	In State Travel-Mileage-Empl Rein	13	
21	<input type="checkbox"/>			-			7/25/2012	134.64	132130	Odoms-Young, J TM000YJ4	H8235	2	598267	960000	191100	In State Travel-Mileage-Empl Rein	13	
22	<input type="checkbox"/>			-			7/25/2012	134.64	132130	Odoms-Young, J TM000YJ4	H8235	2	598267	960000	191100	In State Travel-Mileage-Empl Rein	13	
23	<input type="checkbox"/>			-			7/25/2012	134.64	132130	Odoms-Young, J TM000YJ4	H8235	2	598267	960000	191100	In State Travel-Mileage-Empl Rein	13	
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- **Payroll After Term Charges**

This tab shows all the payroll related transactions after the **Summary End date**.

Note: Transactions that net to zero (e.g. a result of labor redistributions) are omitted when possible. Pay that occurs in July cannot be match up and omitted as in other months.

Tip: If there are many entries for Workers Comp and other transactions that are difficult to correctly identify, the Grant Specialist may choose to have the department ignore these transactions and instead compute the correct amounts when preparing the ROE.

	A	C	D	E	F	G	H	I	J	K	L
1	AFTER TERM PAYROLL CHARGES										
2	By including a charge below, you are certifying that to the best of your knowledge, the expense is allowable under the terms of this award.										
3	Charges must be incurred within the project period and provide a direct benefit to the project.										
4	For each valid after-term charge, check the box in Column A. Select a Justification in column C & add details in column D. Enter an adjusted dollar amount in Column F, if needed.										
5	Within 7 business days of receipt, return this completed report to your grant specialist & REMOVE invalid charges in Banner to allow final cash draw and fund closeout to proceed without delay.										
6	All expenditures are subject to Grants & Contracts Office final review and determination as to their allowability.										
7											
8	Total After Term (Direct + Tuition Remission):										
9	-										
10	Check to Include	Justification	Enter Additional Details	Original Amount	Adjusted Amount (if Needed)	After Term Amount	Employee Name	Pay Period Start	Pay Period End	OL Detail Description	OL Detail Transacti
35	<input type="checkbox"/>			-						IC212 - Term Sick Lv/Vacation	12/
36	<input type="checkbox"/>			-			Fitzgibbon, Marian			HR Payroll 2012 MN 999 0	
37	<input type="checkbox"/>			-			Gerber, Ben S			HR Payroll 2012 MN 999 0	
38	<input type="checkbox"/>			-			McGown, Molly Frances			HR Payroll 2012 BW 998 0	
39	<input type="checkbox"/>			-			McGown, Molly Frances			HR Payroll 2012 BW 999 0	
40	<input type="checkbox"/>			-			Mitchell-Terrell, Roslyn E			HR Payroll 2012 BW 998 0	
41	<input type="checkbox"/>			-			Mitchell-Terrell, Roslyn E			HR Payroll 2012 BW 999 0	
42	<input type="checkbox"/>			-			Odoms-Young, Angela			HR Payroll 2012 MN 999 0	
43	<input type="checkbox"/>			-			Odoms-Young, Angela			HR Payroll 2012 MN 999 0	
44	<input type="checkbox"/>			-			Porter, Summer Joy			HR Payroll 2012 BW 998 0	
45	<input type="checkbox"/>			-			Porter, Summer Joy			HR Payroll 2012 BW 999 0	
46	<input type="checkbox"/>			-			Sampson, Jameika Adia			HR Payroll 2012 MN 999 0	
47	<input type="checkbox"/>			-			Fitzgibbon, Marian	4/16/2012	5/15/2012	HR Payroll 2012 MN 5 1	
48	<input type="checkbox"/>			-			Fitzgibbon, Marian	4/16/2012	5/15/2012	HR Payroll 2012 MN 5 4	
49	<input type="checkbox"/>			-			Ojinjideka, Nefertiti	4/16/2012	5/15/2012	HR Payroll 2012 MN 5 7	7/
50	<input type="checkbox"/>			-			Ojinjideka, Nefertiti	4/16/2012	5/15/2012	HR Payroll 2012 MN 5 7	7/
51	<input type="checkbox"/>			-			Ojinjideka, Nefertiti	4/16/2012	5/15/2012	HR Payroll 2012 MN 5 7	7/
52	<input type="checkbox"/>			-			Ojinjideka, Nefertiti	4/16/2012	5/15/2012	HR Payroll 2012 MN 5 7	7/
53	<input type="checkbox"/>			-			Adamczyk, Kathleen Ann	5/16/2012	6/15/2012	HR Payroll 2012 MN 6 2	7/
54	<input type="checkbox"/>			-			Adamczyk, Kathleen Ann	5/16/2012	6/15/2012	HR Payroll 2012 MN 6 2	7/
55	<input type="checkbox"/>			-			Adamczyk, Kathleen Ann	5/16/2012	6/15/2012	HR Payroll 2012 MN 6 2	7/
56	<input type="checkbox"/>			-			Adamczyk, Kathleen Ann	5/16/2012	6/15/2012	HR Payroll 2012 MN 6 2	7/
57	<input type="checkbox"/>			-			Odoms-Young, Angela	5/16/2012	6/15/2012	HR Payroll 2012 MN 6 4	7/
58	<input type="checkbox"/>			-			Odoms-Young, Angela	5/16/2012	6/15/2012	HR Payroll 2012 MN 6 5	7/
59	<input type="checkbox"/>			-			Odoms-Young, Angela	5/16/2012	6/15/2012	HR Payroll 2012 MN 6 4	7/
60	<input type="checkbox"/>			-			Odoms-Young, Angela	5/16/2012	6/15/2012	HR Payroll 2012 MN 6 5	7/

For both payroll and non-payroll transactions, you can select a particular transaction by clicking the check box in that row. The entire row gets highlighted and the expense amount is populated in the columns – ‘Original Amount’ and ‘After Term Amount’.

If only part of the transaction should be included (e.g. monthly salaries), the amount to be included should be entered into the ‘Adjusted Amount’ column.

Total After Term shows the total of the After Term amounts that are highlighted.

Check to Include	Justification	Enter Additional Details	Original Amount	Adjusted Amount (if Needed)	After Term Amount	OL Detail Transaction Date	OL Expense Amount	Account Code	OL Detail Description	Original Document Number	Grant	COA	Fund	Org	Program	Account Title
<input type="checkbox"/>			-			1/13/2011	6.00	219240	IC172 - WC UIC Trust	AI024021	E5362	2	492051	929000	191200	Workers Compensation
<input checked="" type="checkbox"/>			62.39		62.39	1/13/2011	62.39	219260	IC212 - Term Sick Lv/Vacation	AI024025	E5362	2	492051	929000	191200	Termination Sick Leave Other
<input type="checkbox"/>			-	(4.05)		1/19/2011	(4.05)	219240	IC172 - WC UIC Trust	AI024065	E5362	2	492051	929000	191200	Workers Compensation
<input type="checkbox"/>			-	(43.77)		1/19/2011	(43.77)	219260	IC212 - Term Sick Lv/Vacation	AI024069	E5362	2	492051	929000	191200	Termination Sick Leave Other
<input checked="" type="checkbox"/>			0.78		0.78	3/15/2011	0.78	219240	IC172 - WC UIC Trust	AI024621	E5362	2	492051	929000	191200	Workers Compensation
<input type="checkbox"/>			-			6/17/2011	(758.91)	124900	trans o/d to ICR E5362	J1556348	E5362	2	492051	929000	191200	Supplies - Other

Check to Include	Justification	Enter Additional Details	Original Amount	Adjusted Amount (if Needed)	After Term Amount	Employee Name	Pay Period Start	Pay Period End	OL Detail Description	OL Detail Transaction Date	OL Expense Amount	Account Title
<input type="checkbox"/>			-			Berger, Carrie	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 2	1/18/2011	393.35	Research Asst Recvng Tuition V
<input type="checkbox"/>			-			Berger, Carrie	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 5	3/11/2011	865.45	Research Asst Recvng Tuition V
<input checked="" type="checkbox"/>			24.39		24.39	Berger, Carrie	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 2	1/18/2011	24.39	Social Security without Medica
<input type="checkbox"/>			-			Berger, Carrie	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 5	3/11/2011	53.65	Social Security without Medica
<input type="checkbox"/>			-			Berger, Carrie	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 2	1/18/2011	5.70	Medicare Matching
<input type="checkbox"/>			-			Berger, Carrie	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 5	3/11/2011	12.55	Medicare Matching
<input checked="" type="checkbox"/>			19.04		19.04	Berger, Carrie	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 2	1/18/2011	8.66	Graduate Assistants Health Be
<input checked="" type="checkbox"/>			19.04		19.04	Berger, Carrie	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 5	3/11/2011	19.04	Graduate Assistants Health Be
<input type="checkbox"/>			-			Shelton, Paul S	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 2	1/18/2011	1,773.23	Administrative/Professional Si
<input type="checkbox"/>			-			Shelton, Paul S	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 2	1/18/2011	179.81	SURS Retirement Benefit
<input checked="" type="checkbox"/>			22.23		22.23	Shelton, Paul S	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 2	1/18/2011	22.23	Medicare Matching
<input type="checkbox"/>			-			Shelton, Paul S	12/16/2010	1/15/2011	HR Payroll 2011 MN 1 2	1/18/2011	403.77	Employer Paid Health/Life Insu

- **Subsequent Charges**

If there are any other charges on the grant that are not been documented, they should added to this tab with justification and details.

1	SUBSEQUENT CHARGES								
2	By including a charge below, you are certifying that to the best of your knowledge, the expense is allowable under the terms of this award.								
3	Charges must be incurred within the project period and provide a direct benefit to the project.								
4	Document any charges not yet in Banner below. All columns must be filled in.								
5	These charges must post to Banner 15 days before the final report or invoice is due (consult your contract) or they may not be allowed by the sponsor.								
6									
7			Direct	Indirect					
8			-	-					
9	Total Subsequent Charges:								
10	Date	Justification	Direct Cost	Indirect Cost	COA	Fund	Org	Account	Program
11									
12									
13									
14									
15									
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