Instructions

In order to close an IS Project, a project’s Cash Balance and Balance Sheet Object Codes (<3999) must be equal to zero (excluding 17xx equipment object codes). Additionally, all Labor and Purchasing Commitments should be closed with all related POs “finally-closed”. All Internal Service Providers should be notified of the change prior to closure.

Note: This process is used for non-sponsored projects only. Please contact OSP if you have a grant or contract that needs to be closed.

Leverage the UBI Project Close Review module’s dashboard to verify your projects meet the required closing criteria.

Refer to the Project Close Review Module Quick Reference Guide for more information.

Once completed, please return this form to closed_projects@virginia.edu (closed_projects) or send us your UBI selections as a bookmarked link.

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Note: Submitted requests received at closed_projects@virginia.edu are considered to have the approval of the Project Preparer (the Reconciler) and the Project Approver.

Other Criteria to Consider:

1. “Finally-Closing” a PO is irrevocable. If there is any expected future activity on a PO (ordering, receiving, or invoicing/payment), it should not be “finally-closed”. See Instructions for Finally Closing a PO.
   a. If a Central Procurement buyer is listed, fill out the PO Change Form (behind NetBadge).
2. BBA Balance – While not a requirement, departments may want to un-fund and un-budget to have the BBA balance reduced to ‘0’

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Criteria:

A – Project Number

• The form can be used to request closure of multiple projects

B – Is this a Revenue Project?

• UBI GA_Reference module (Projects tab):
  o Filter the Project Common Attributes report by Project Number, scroll to the right and find the “Revenue Project Flag” field
Y = Yes, N = No

C – Is the Cash Balance = 0?

- If Revenue Project Flag = N, populate this column with N/A (non-revenue projects do not have a cash balance)
- If Revenue Project Flag = Y, use the UBI GL_Cash_Balance_Summary module:
  - Select the current Fiscal Period
  - Filter by Revenue Proj Num Name
  - Find the Project’s Cash Balance is found in “PJTD BEFORE Commits” column of the report

  - Note: Since the Cash Balance balance is not 0 (zero), the project cannot be closed.

D – List all Awards linked to the project

- Use the A-P-T tab in the UBI GA_Reference module.
- Filter by Project Num Name and list all associated awards.
E – Are Commitments = 0?

- Use the UBI GA_Analysis_Commits module.
- Select the current Fiscal Period.
- Filter by Project Num Name.
- If balance > 0, information about outstanding commitments can be found on the Detail tab – review and close out any commitments before requesting closure.

F – Are Balance Sheet Obj. Codes = 0? (obj. codes < 3999 excluding 17xx Equipment)

- Use the UBI GL_Balances module.
- Filter by Project Num Name.
- Select the current Fiscal Period.
- Use the “Fast Change” button to convert the report to a Pivot Table.
- Move the Object Code Column to the first field on the table and “Collapse All” dimensions so your report looks as follows:
Since this project has a balance in the 1225 OCode (object code < 3999), the project cannot be closed.

**G – Have all Labor Schedules been removed?**

- Use the UBI LD Schedules_Salaries module.
- Filter by Project Num Name to ensure there are no outstanding labor schedules on the project.

**H – Have all POs been “Finally Closed”?**

- Use the “PO Distribution” tab in the UBI PO Reporting module.
- Filter by PO Distr Project Num Name.
Request to Close an IS Project – Supplemental Details

- Review the PO Open Flag field. Any PO’s listed as “Y” will need to be finally-closed prior to closing the project.

I – Have all Internal Service Providers been notified?

- The project may continue to receive charges if the Internal Service Providers are not notified.

Visit the UBI Community for assistance using the reports used during this process.
Contact closed_projects@virginia.edu if you have any other process-related questions.