

## APPENDIX 20: ANALYSIS OF TRANSACTIONS AFTER THE END DATE (ZF114)

### EXAMPLE

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### ANALYSIS OF TRANSACTIONS AFTER THE END DATE (ZF114)

This Worksheet is provided to assist in the timely and accurate closing of the sponsored project. Please review the expenses that have been paid by this project **after** the project ended and complete the required columns. In order to meet the Sponsor's deadline, the completed Worksheet must be returned to the Office of Sponsored Programs by **the deadline date indicated on the Worksheet**. Failure to reply by the deadline will cause all expenses paid after the end date to be considered unallowable on the project. Unallowable expenses are moved to the department's discretionary Cost Object. Return the completed Worksheet to the Office of Sponsored Programs, 705 Broad Street, Box 90491, (Lower Level Room 01), Durham, NC 27708-0491, fax 684-8377. If you have any questions please call your OSP contact person at 684-5442.

#### Instructions for completing the Worksheet

Any effort, goods or services incurred or obligated after the end date of the project are not allowable and must be transferred to another payment source.

1. A personnel cost is allowable on a project only when the effort was exerted during the period of the project.
2. A non-personnel cost may be allowable on a project only if the service was provided prior to the end date of the project or the Purchase Order was issued prior to the end date of the project. Enter in the **Date Incurred** column the date when the goods or services were provided or the date when the Purchase Order was issued.
3. If the cost is allowable on the project, enter in the **Allowable** column the amount.
4. If the cost is not allowable on the project, enter in the **Not Allowable** column either the
  - a. R/3 document number of the transaction(s) that moved the expense off the project, or
  - b. enter the unallowable amount and attach original transaction form(s) that will move the expense(s) off the project. If no paperwork is attached, the unallowable expense(s) will be moved to the department's discretionary Cost Object.
5. Enter in the blank spaces provided at the end of the report any **additional** expenses that are to be included as part of the final expenses associated with this project. Either the R/3 document number must be provided or the original transaction form(s) must be attached before these expenses can be added to the final expenditure report submitted to the Sponsor.
6. For **302XXXX Training projects**, complete the attached **Obligations for Training Grants Worksheet**. The worksheet should indicate any training expenses that will be paid to individuals after this project's end date. These expenses will be reported as Obligations.

Duke University	BFR	600885123	Award Amount	150,000.00
Sponsored Programs	Project:	3130000	Total Expenses to Date	155,000.00
Analysis of Transactions	P. I. :	DOE, J	Balance/(Overdraft)	(5,000.00)
After the End Date	Start-End Dates:	09/01/00 - 08/31/0X		

GL Account	Document Number Comp Year	Charge Description	Amount	Date Incurred	Amount Allowable	Amount Not Allowable To be Transferred
601600	600015123	F/S P/R ENDING 09-30-0X	1,318.75	/ /		<b>1,318.75</b>
601600	152316789	ADJ. 100-1000-0000 JUL	2,373.75	<b>07/30/0X</b>	<b>2,373.75</b>	
607200	61234597	B/W P/R ENDING 09-15-0X	397.20	/ /		<b>397.20</b>
607200	61234588	B/W P/R ENDING 09-29-0X	397.20	/ /		<b>397.20</b>
610000	61234589	F/S P/R ENDING 09-30-0X	288.81	/ /		<b>288.81</b>
610000	61234589	B/W P/R ENDING 09-15-0X	90.96	/ /		<b>90.96</b>
610000	61234589	B/W P/R ENDING 09-29-0X	90.96	/ /		<b>90.96</b>
610000	123154899	ADJ. 100-1000-0000 JUL	519.85	<b>07/30/0X</b>	<b>519.85</b>	
645000	501234569	DUML INVOICE #03018	1.78	<b>08/15/0X</b>	<b>1.78</b>	
645000	501234570	DUML INVOICE #03018	2.25	<b>08/15/0X</b>	<b>2.25</b>	
645900	501234571	COPIES SEPTEMBER	1.50	/ /		<b>1.50</b>
646000	501234568	DUML INVOICE #03018	6.00	<b>08/15/0X</b>	<b>6.00</b>	
646000	501234566	DUML INVOICE #03018	3.50	<b>08/15/0X</b>	<b>3.50</b>	
698600	501234565	LARRY	862.72	<b>09/10/0X</b>		<b>862.72</b>
693600	501234564	22685 FEDEX	22.50	<b>08/29/0X</b>	<b>22.50</b>	
693600	501234563	UPS THRU 7 2001	19.89	<b>07/19/0X</b>	<b>19.89</b>	
698000	501234562	LONG DIST CHARG THRU 8/2	35.41	<b>08/02/0X</b>	<b>35.41</b>	
698400	501234545	TRUCK USE THRU 9/17	25.25	<b>09/17/0X</b>		<b>25.25</b>
694600	501234546	0203 IDC CLAIM	3,487.47			
645000	502011111	Invoice #05068		<b>08/30/0X</b>	<b>56.00</b>	
698600	60512345	IC 428409, M Woodall		<b>08/21/0X</b>	<b>526.00</b>	
693600	60135646	Postage		<b>08/31/0X</b>	<b>12.00</b>	
				/ /		

This Worksheet is provided to assist in the timely and accurate closing of the sponsored project.

Instructions on how to complete the worksheet are provided as a separate attachment.

In order to meet the Sponsor's deadline, the completed worksheet must be returned

To: The office of Sponsored Programs, 705 Broad Street, Box 90491, (Lower Level Room 01), Durham, NC 27708-0491 BY: November 10, 200X

## OBLIGATIONS FOR TRAINING GRANTS (302 WBS Elements)

CODE/WBSE: \_\_\_\_\_ Org Unit \_\_\_\_\_ PRINCIPAL INVESTIGATOR \_\_\_\_\_

NAME	DATES	STIPEND	FEE	TRAVEL
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

INFORMATION FURNISHED BY; \_\_\_\_\_ DATE \_\_\_\_\_

For 302 Training Projects, complete this worksheet by indicating any training expenses that will be paid to individuals after the training project's end date. These expenses will be reported as Obligations. Return the worksheet to the Office of Sponsored Programs by the deadline date indicated on the Analysis of Transactions After the End Date Worksheet.