<table>
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<th>Department Responsibilities</th>
<th>Recommended Action</th>
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| Task 1: Review A0014 Fund (Sponsored Research Temporary Holding Account) | 1. Run the Spendable Balance by Fund Report (FIN010) an input A0014  
2. Click on the expenses amount (Column D) to drill to the Transaction by Chartstring Report (FIN015)  
3. Review expenditures and transfer to the appropriate sponsored projects, if applicable  
4. A0014 fund is commonly used to temporarily charge sponsored expenses while awaiting award approval or determining where costs should be properly charged and allocated.  

*Important Note:*  
*Cost transfers onto a G0001 chartstring that are requested more than 90 days after the end of the month in which the cost was originally incurred require a Cost Transfer Justification Form and additional approvals by the Principal Investigator and SRA.* |
| Task 2: Review Deficit Balances | 1. Run the Award Management Report (FIN023)  
2. Review awards/projects with deficit balances that will end on or before 6/30/16  
3. Remove expenditures to the appropriate chartstring  

*Important Note:*  
*Cost transfers onto a G0001 chartstring that are requested more than 90 days after the end of the month in which the cost was originally incurred require a Cost Transfer Justification Form and additional approvals by the Principal Investigator and SRA.* |
| Task 3: FY15 and FY16 Labor Accounting Transfers | 1. Labor accounting transfers *specific* to special payments, accrued vacation and severance pay and charged to sponsored projects must be corrected by SRA via the offline paper process.  
2. Deadline to submit form for FY15 transfers is 6/15/16.  
3. Deadline to submit form for FY16 transfers is 6/30/16.  
4. The *Labor Accounting Salary Cost Transfer Request* form is located in the Form Library of the Finance & Treasury website under Budget and Planning. Once completed, email form to sra@princeton.edu by the appropriate deadline.  

*Important Note:*  
*Cost transfers onto a G0001 chartstring that are requested more than 90 days after the end of the month in which the cost was originally incurred require a Cost Transfer Justification Form and additional approvals by the Principal Investigator and SRA.* |
### Task 4: Special Year End Close Spreadsheet Journals for Sponsored Projects

A separate spreadsheet journal must be prepared for sponsored project and cost share corrections and sent to [sra@princeton.edu](mailto:sra@princeton.edu) for validation and submission. Departments should not include non-sponsored related corrections on this spreadsheet journal.

Last day to submit the special YE close spreadsheet journals is 6/22/16.

### Task 5: Faculty Summer Salary – June Payroll

As a reminder, the deadline to submit Faculty Summer Salary for the June payroll via Labor Accounting is 6/20/16 at 12:00pm.

### Task 6: Review Labor Accounting Report - FIN052 (Commitments, Paid & Encumbrances)

As part of the year end close clean-up activities, departments are encouraged to review FIN052 to ensure commitments, paid amounts and encumbrances are charged and properly allocated to the correct sponsored project chartstrings.

Please refer to the [Labor Accounting Job Aid](#) for detailed guidance.

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### SRA Responsibilities (with Departmental Involvement as needed)

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| **Task 1: Account Code Cleanup Review** | 1. SRA will review the account codes below to determine if departmental action is required to make corrections.  
   - 6352 (Office/General Supplies) change to 6456 (Scientific/Medical Supplies)  
   - 6360 (Office/General Specialty Supplies) change to 6456 (Scientific/Medical Supplies)  
   - 6361 (Office/General Capital Equipment) change to 6551 (Scientific/Medical Equipment) |
| **Task 2: Dept. No Clean-up [Chartstrings in which the Dept. charged is NOT the project owning department]** | 1. Sponsored project chartstrings should always include the Dept. No. that owns the project. This ensures proper workflow, review and approval of all expenses by the owning department.  
   2. SRA will review FY16 chartstrings to determine if any contain incorrect Dept. No. and work with the affected departments to correct. |
| **Task 3: G-Fund Clean-up (Misclassification of G0001 and G0002 in chartstrings)** | 1. SRA will correct chartstrings in which the incorrect fund of G0001 or G0002 was entered. |