

# *Subaward Invoices and Workflow*

# *Why....*

## **UNIFORM GUIDANCE RULES**

### **30 Day Deadline**

### **Monitoring Responsibilities**

# *How...*

## **Workflow**

### **What will the communication look like?**

**From:** [workflow@unm.edu](mailto:workflow@unm.edu) [<mailto:workflow@unm.edu>]

**Sent:** Thursday, July 23, 2015 12:07 PM

**To:** Department Administrator Name <[xxxx@unm.edu](mailto:xxxx@unm.edu)>

**Cc:** PI Name <[xxxx@unm.edu](mailto:xxxx@unm.edu)>

**Subject:** New Subaward Invoice for Review

**\*\*WORKFLOW GENERATED EMAIL. DO NOT REPLY\*\***

Dear xxxx,

A new subaward invoice has been submitted for approval. Invoice details are found below.

Grant: 2RDK4

Subawardee: Sub Arizona State University

Invoice #: 7

Invoice Date: 23-Jul-2015 12:04:14 PM

Amount: 415

Principal Investigator: xxxxxx

Fiscal Monitor: xxxxxx

Login to workflow to review the scanned invoice and approve/disapprove.

1. Click on the link <https://workflow.unm.edu>
2. Login to Workflow using your NetID & password.

Thank you

### Human Resources

### Benefits

### LoboCare Network

**What is LoboCare?**

The LoboCare Network is a full set of clinical services provided by UNM HSC physicians and their care team to employees of UNM and UNM Hospitals and their dependents who are enrolled in a UNM or UNMH employer-sponsored health plan.

**LoboCare Clinic**  
(by appointment only)

**Hours:**  
Mon - Fri 8 to 5

**Location:**  
1101-4 Medical Arts, Building #4, Suite A

**Schedule Appointment:**

### LoboWeb For Employees

No current announcements.



**What is LoboWeb?**  
LoboWeb is the place for employees to view/update personal information, benefits and deductions, pay information, tax forms and more.

[Enter LoboWeb](#)

*LoboWeb is unavailable Saturday 7:00 pm - 8:30 pm.*

### Whats New in HR

### Employee and Organizational Development

### Staff Council

### UNM Business Applications

Transaction and Real-time Query Systems

- [Apply Yourself AppReview](#)
- [Internet Native Banner \(INTG\)](#)
- [LoboWeb \(INTG\)](#)
- [LoboAchieve](#)
- [LoboMart](#)
- [LoboTime](#)
- **[UNMJobs](#)**
- [Workflow](#)

Reporting

- [E-Print](#)
- [Enterprise Metrics Reporting \(EMR\)](#)
- [HR Reports \(INTG\)](#)
- [Hyperion \(will be retired. \[more info\]\(#\)\)](#)
- [MyReports \(Int\)](#)

Banner Resources

- [Banner Authorization Requests \(INTG\)](#)
- [Report a Duplicate Person/Non-person](#)
- [Search Class Schedule \(INTG\)](#)
- [Search Course Catalog \(INTG\)](#)
- [Electronic Forms](#)

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Workflow Help

Organization	workflow	Activity	Priority	Created
UNM	<b>2RCJ2, 889416, Sub West Virginia Univ Rsrch Corp</b> Ready	Dept Approval	Normal	05-Aug-2015 04:32:53 PM

Show Reserved Items

1 - 1 of 1 | First | Previous | Next | Last | Go to page: 1

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# Subaward Invoice Approval Form

[Workflow Help](#)

Grant: 2RCJ2  
Subawardee: Sub West Virginia Univ Rsrch Corp  
Invoice #: 212543  
Invoice Date: 04-Aug-2015 03:16:02 PM  
Amount: 5925.91  
Principal Investigator:  
Fiscal Monitor:

\* Approval


Approve

Disapprove

If disapproved, please provide a reason. This will be emailed to the Fiscal Monitor.

Reason for Disapproval:

## Attachments

 **2RCJ2 889416 subaward invoice**  
2RCJ2 subaward invoice.pdf (417 KB)  
05-Aug-2015 03:32:47 PM  
*Comments: West Virginia University Research Corporation invoice #212543 on Index 889416 is attached for review/approval.*  
[\[Update\]](#) [\[Remove\]](#)

# Approval Options

**The Department Administrator will be responsible for approving in Workflow**

**The PI is responsible for approving the invoice**



# Three options

- 1. Print Subaward invoice, PI manually signs**
- 2. Electronic signature of the PI on the Subaward Invoice Approval Form**
- 3. Attach Email approval from PI**

### Subaward Invoice Approval Form

Sponsor Name and Grant Title	Natl Institute of General Medical Sciences: "A Spatially coarse-grained, rule-based frame work
Encumbrance Number	E0002109
Grant/Index/Account Code	2RCJ2/889416/87W7
Approved Amount	5925.91
Financial Services Approval	Fiscal Monitor Name/Date

Is this the Final Invoice?                      Yes                       No

*As PI, I certify the following:*

1. All expenditures on the subaward invoice (through the date of the invoice), are allowable, allocable, reasonable, complete and within the period of availability.
2. All work for the invoice attached has been completed satisfactorily and the work is acceptable; including all progress, technical reports and/or deliverables.
3. All required progress reports, technical reports and/or deliverables due through the date of the invoice have been received, reviewed and accepted.
4. If this is the FINAL Invoice, I certify that I have received all work required, all required reports and all deliverables as required by the contract.

Certified:



Date:

Note> Monitoring of the subrecipient must include:

Reviewing financial and programmatic reports as required by UNM. It is the responsibility of the PI to ensure the programmatic requirements are met prior to approving invoices.

**Invoices must be paid within 30 calendar days after receipt of the billing, unless UNM reasonably believes the request to be improper.**

### Subaward Invoice Approval Form

Sponsor Name and Grant Title	Natl Institute of General Medical Sciences "A Spatially coarse-grained, rule-based frame work
Encumbrance Number	E0002109
Grant/Index/Account Code	2RCJ2/889416/87W7
Approved Amount	5925.91
Financial Services Approval	Fiscal Monitor Name/Date

Is this the Final Invoice?

Yes

No

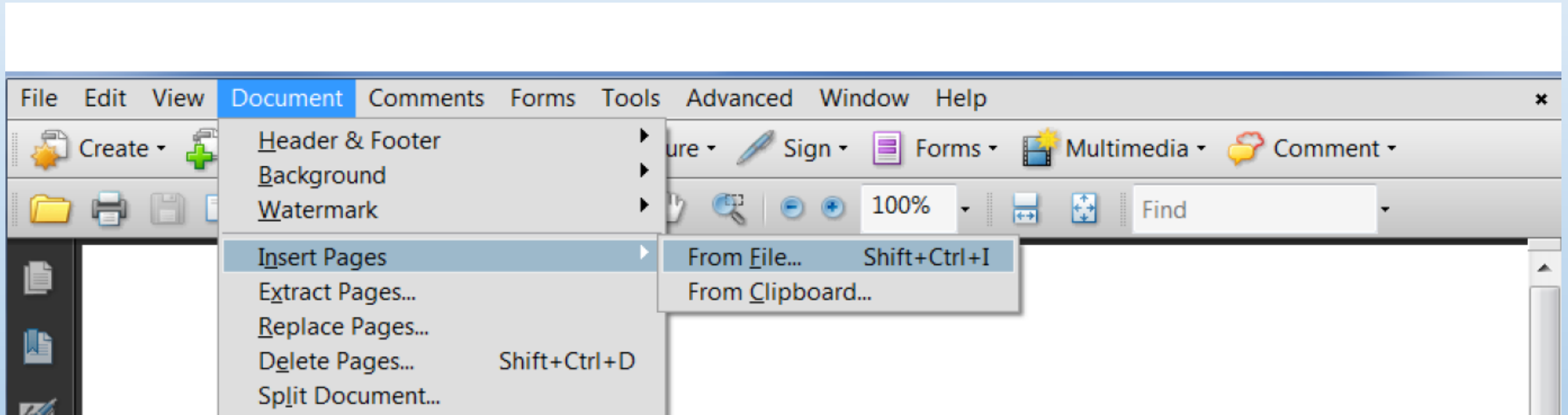


UNM HEALTH SCIENCES CENTER

*As PI, I certify the following:*

1. All expenditures on the subaward invoice (through the date of the invoice), are allowable, allocable, reasonable, complete and within the period of availability.
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# Adding documents to a PDF File



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# Subaward Invoice Approval Form

Workflow Help

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Invoice #: 212543  
Invoice Date: 04-Aug-2015 03:16:02 PM  
Amount: 5925.91  
Principal Investigator: xxxxx  
Fiscal Monitor: xxxxx

2


\* Approval  
 Approve  
 Disapprove

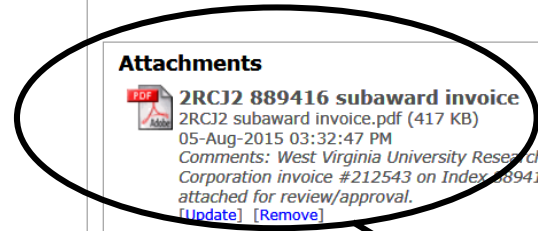
If disapproved, please provide a reason. This will be emailed to the Fiscal Monitor.

Reason for Disapproval:


3

## Attachments

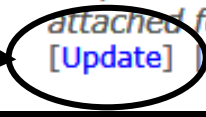
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[\[Update\]](#) [\[Remove\]](#)

1



\* Approval

Approve

Disapprove

If disapproved, please provide a reason. This will be emailed to the Fiscal Monitor.

Reason for Disapproval:

Current progress report has not been received. WVURC will re-submit invoice when the report is sent out.

**Complete**

**Save & Close**

**Cancel**



**UNM** HEALTH SCIENCES CENTER

# ***REMEMBER***

## **30 Day Deadline**

### **Document Legitimate Delays**

### **Keep Authorization Documentation**





# *How to setup a proxy to approve Subaward invoices*

### Human Resources

### Benefits

### LoboCare Network

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The LoboCare Network is a full set of clinical services provided by UNM HSC physicians and their care team to employees of UNM and UNM Hospitals and their dependents who are enrolled in a UNM or UNMH employer-sponsored health plan.

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- [Search Course Catalog \(INTG\)](#)
- [Electronic Forms](#)

# Proxy

File Edit View History Bookmarks Tools Help

UNM Oracle Fusion Middle... x Banner Workflow 8.1.0.6 (w... x +

https://appintg.unm.edu/workflow/user/deleteProxyAssignments.do

HSC Intranet : UNM H... MyUNM Help - IT Self Service Help Desk HSLIC FSM Forms :: Finance S... MyUNM INTG Banner Workflow 8.1.0...

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## User Information

[Workflow Help](#)

Logon ID: kcharles  
Last Name: Charleston  
First Name: Kathryn  
Middle Name:  
Email: KCharleston@salud.unm.edu  
Effective From: 12-May-2011 01:08:43 PM  
Effective To:

➤ [Notifications](#)

➤ [Launching](#)

## My Roles

Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
UNM	All Workflow Users	06-Feb-2013 06:29:07 PM		Primary	<a href="#">Add Proxy</a>
UNM	Contract & Grant Workflow Owner	03-Oct-2012 09:42:15 AM		Primary	<a href="#">Add Proxy</a>
UNM	Contracts & Grants Admin	03-Oct-2012 09:40:31 AM		Primary	<a href="#">Add Proxy</a>
UNM	Department Administrator	03-Oct-2012 09:41:00 AM		Primary	<a href="#">Add Proxy</a>
UNM	Finaid HSC Contracts and Grants	05-Feb-2013 12:12:31 PM	07-Jun-2013 11:59:42 AM	Primary	<a href="#">Add Proxy</a>
UNM	Fiscal Monitor	03-Oct-2012 09:42:42 AM		Primary	<a href="#">Add Proxy</a>
UNM	Principal Investigator	03-Oct-2012 09:41:26 AM		Primary	<a href="#">Add Proxy</a>
UNM	Restricted Accounting HSC Accountants	03-Oct-2012 10:13:12 AM		Primary	<a href="#">Add Proxy</a>
UNM	Supervisor for Secur App	15-Apr-2013 01:58:23 PM		Primary	<a href="#">Add Proxy</a>

## My Proxies

No proxy assignments found.

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Search

Find user login:

 Search

[Advanced Search Options](#)

User Information

## Proxy Details

[Workflow Help](#)

Organization - RoleName: UNM - Department Administrator

User: REGOMEZ

Effective From: 04-Sep-2015 01:55:18 PM ...

Effective To: 30-Sep-2015 01:55:47 PM ...

Confidential:

Non-Confidential:

Save Delete Reset

[Top](#)

### My Roles

Organization	Role Name	Effective From	Effective To	Type	Proxy Assignment
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UNM	Finaid HSC Contracts and Grants	05-Feb-2013 12:12:31 PM	07-Jun-2013 11:59:42 AM	Primary	<a href="#">Add Proxy</a>
UNM	Fiscal Monitor	03-Oct-2012 09:42:42 AM		Primary	<a href="#">Add Proxy</a>
UNM	Principal Investigator	03-Oct-2012 09:41:26 AM		Primary	<a href="#">Add Proxy</a>
UNM	Restricted Accounting HSC Accountants	03-Oct-2012 10:13:12 AM		Primary	<a href="#">Add Proxy</a>
UNM	Supervisor for Secr App	15-Apr-2013 01:58:23 PM		Primary	<a href="#">Add Proxy</a>

### My Proxies

	User	Role	Organization	Confidential	Non-Confidential	Effective From	Effective To
<input type="checkbox"/>	<a href="#">REGOMEZ</a>	Department Administrator	UNM	No	Yes	04-Sep-2015 01:55:18 PM	30-Sep-2015 01:55:47 PM

[Delete Selected Proxies](#)

### I am Proxy For

No proxied users found.

### Change Password

Changing password has been disabled in Workflow. Changes must be done on your external authentication server.

*90-Day End Date  
Notice Grant  
Closeout/Extension  
Workflow Training*

# Why....

- **Increase efficiency in the close out process**
- **Comply with Uniform Guidance Documentation Rules**
- **Enhance communication, tracking, and accountability during various stages of the process**



## 90-Day End Date Notice

- **Workflow runs nightly and checks for Funds ending in 90 days.**
- **E-mail is sent to the Principal Investigator Financial Manager on FTMFUND**
- **Account Administrator Position 004 on the “Personnel” screen of FRAGRNT**



# Grant Reconciliation

CONTRACT OR GRANT CLOSE-OUT RECONCILIATION					
<b>RETURN TO FSD BY:</b>					
Return to:	MSC09 5225	[Fiscal Monitor's Name]	Total Budget:		
Grant Code:					
Fund Code:					
Index Code:					
End Date:			Expanded Authority? (check if yes)	<input type="checkbox"/>	
Funding Agency:					
Principal Investigator:					
Dept Account Administrator:					
Department:					
<b><u>This section completed by Department</u></b>					
Date of FRIGITD Screenprint:		Attach copy of Banner screen FRIGITD ("Grant Inception To Date").			
		A	B	C	D
		Project Year-to-Date	Adjustments	Final Total	Explanation of
		Amounts as of	(Additions /	of Expenses	Adjustments
			Subtractions)		
(Examples; use what's on FRIGITD)					
Acct Code	Description				
2000	Faculty Salaries			\$ 0.00	
2020	Admin Salaries			\$ 0.00	
2040	Technician Salaries			\$ 0.00	
20A0	GA TA RA PA Salaries			\$ 0.00	
20F0	Housestaff Salaries			\$ 0.00	
20J0	Student Salaries			\$ 0.00	
20L0	Federal Work Study			\$ 0.00	
20P0	Temporary Salaries			\$ 0.00	
21E0	Tuition Waiver			\$ 0.00	
21J0	Other Benefits			\$ 0.00	
3100	Office Supplies			\$ 0.00	

# Grant Reconciliation Required Certification

“By signing this report, I certify to the best of my knowledge and belief that the report is true, complete, and accurate, and the expenditures, disbursements and cash receipts are for the purposes and objectives set forth in the terms and conditions of the Federal award. I am aware that any false, fictitious, or fraudulent information, or the omission of any material fact, may subject me to criminal, civil or administrative penalties for fraud, false statements, false claims or otherwise. (U.S. Code Title 18, Section 1001 and Title 31, Sections 3729-3730 and 3801-3812).”

# FTMFUND - PI

Oracle Developer Forms Runtime - Web: Open > FTMFUND

File Edit Options Block Item Record Query Tools Help

Fund Code Maintenance Form FTMFUND 7.2 (BANP)

Chart of Accounts:	<input type="text" value="1"/> ▼	<input checked="" type="checkbox"/> Active Status	Last Activity Date:	<input type="text" value="22-NOV-2006"/>	
Grant:	<input type="text" value="3R22X"/> ▼ New Mexico NIEHS Center				
Proposal:	<input type="text"/>				
Fund:	<input type="text" value="322X1"/> ▼	Title:	<input type="text" value="Year 4: 4/1/06 - 3/31/07"/>		
Effective Date:	<input type="text" value="22-NOV-2006"/> [Calendar]	Termination Date:	<input type="text" value="06-JUN-2008"/> [Calendar]	Next Change Date:	<input type="text"/>
Expenditure End Date:	<input type="text" value="31-MAR-2009"/> [Calendar]	<input checked="" type="checkbox"/> Data Entry			
Fund Type:	<input type="text" value="13"/> ▼ CR HSC				
Predecessor Fund:	<input type="text" value="3R22X"/> ▼ New Mexico NIEHS Center				
Financial Manager:	<input type="text" value="100007992"/> ▼ Burchiel, Scott W.				
Unbilled Accrual Account:	<input type="text" value="A243"/> ▼ Unbilled AR LOC				
Revenue Account:	<input type="text" value="0410"/> ▼ Federal Grants Contracts Gen				
Bank:	<input type="text"/>				
Cash Receipt Bank Code:	<input type="text" value="64"/> ▼ HSC Grant Wire Clearing				
Capitalization Fund Indicator:	<input type="text" value="Cap Different or No Cap"/> ▼				
Capitalization Equity Account:	<input type="text"/>				
Capitalization Fund:	<input type="text"/>				
Multiple Fund Balance Indicator:	<input type="text" value="(None)"/> ▼				
Restriction Indicator:	<input type="text" value="(None)"/> ▼				

# FRAGRNT – Acct Admin

Oracle Developer Forms Runtime - Web: Open > FRAGRNT

File Edit Options Block Item Record Query Tools Help

Grant Maintenance Form FRAGRNT 7.2 (BANP)

Grant: 3R22X Proposal: Text Exists: Y

Main Grant Agency Location Cost Code Personnel Billing User Defined Data

ID: 100011224 Yazzie-Toribio, Denneilia F.

Indicator: 004 Account Administrator

Chart of Accounts: U

Organization: 851Q IM NIEHS Center

Salutation:

Title:

Address Type: Address Sequence Number:

Phone Type: Phone Sequence Number:

Billing or Report Format:

Full Time Equivalency: Employee: N

# Initial Workflow e-mail to AA(1)

Mail From: <workflow@unm.edu>

File Edit View Actions Tools Accounts Window Help

Close Reply Forward

Mail Properties Personalize Message Source

From: <workflow@unm.edu> 4/24/2008 2:35 PM  
CC: Randall Whelan  
Subject: (1) Fund Ending in Next 90 Days for Grant 2R012/ Fund20120/ Index 892005

According to our records, the following award will be ending 30-Apr-2008 12:00:00 AM.

Grant: 2R012  
Fund: 20120  
PI: Whelan  
Index: 892005  
Sponsor: Department of Transportation  
Title: Nm/mexico Border Index  
Budget Period of Fund: 01-Apr-2008 01:00:00 AM to 30-Apr-2008 12:00:00 AM

If continued funding is expected, or if you need to request a no-cost extension, please contact your Contract and Grant Administrator in the Pre-award office. A Request to Spend Funds form can be used to extend the end date if the extension paper work is in process with the Pre-award office.

If this Fund is ending, please follow the guidelines below to appropriately closeout the Fund.

- § Review all expenditures to ensure they have been allocated and accounted for properly.
- § Any cost transfers need to be submitted as soon as possible. Include the 90 day memo if applicable.
- § Any regular staff employees who will not be transferred to another UNM index need to be given lay-off notices per UNM Personnel policies (<http://www.unm.edu/~ubppm/ubppmanual/toc3000.htm>). Also plan for pay-outs of any unused leave that will be charged to the Fund.
- § Process the necessary personnel paperwork for all employees who will be transferred to another UNM index.
- § Read the terms of the award to ensure all work has been or will be completed by the end date. Please prepare and submit any technical reports due. The fiscal monitor in Post-award will prepare and submit any final financial reports such as a final invoice, expenditure report (Financial Status Report), and property report.
- § There should be no equipment purchases made during the last quarter of an award.
- § A close-out reconciliation document will be sent 30 days prior to the Fund budget period end date.

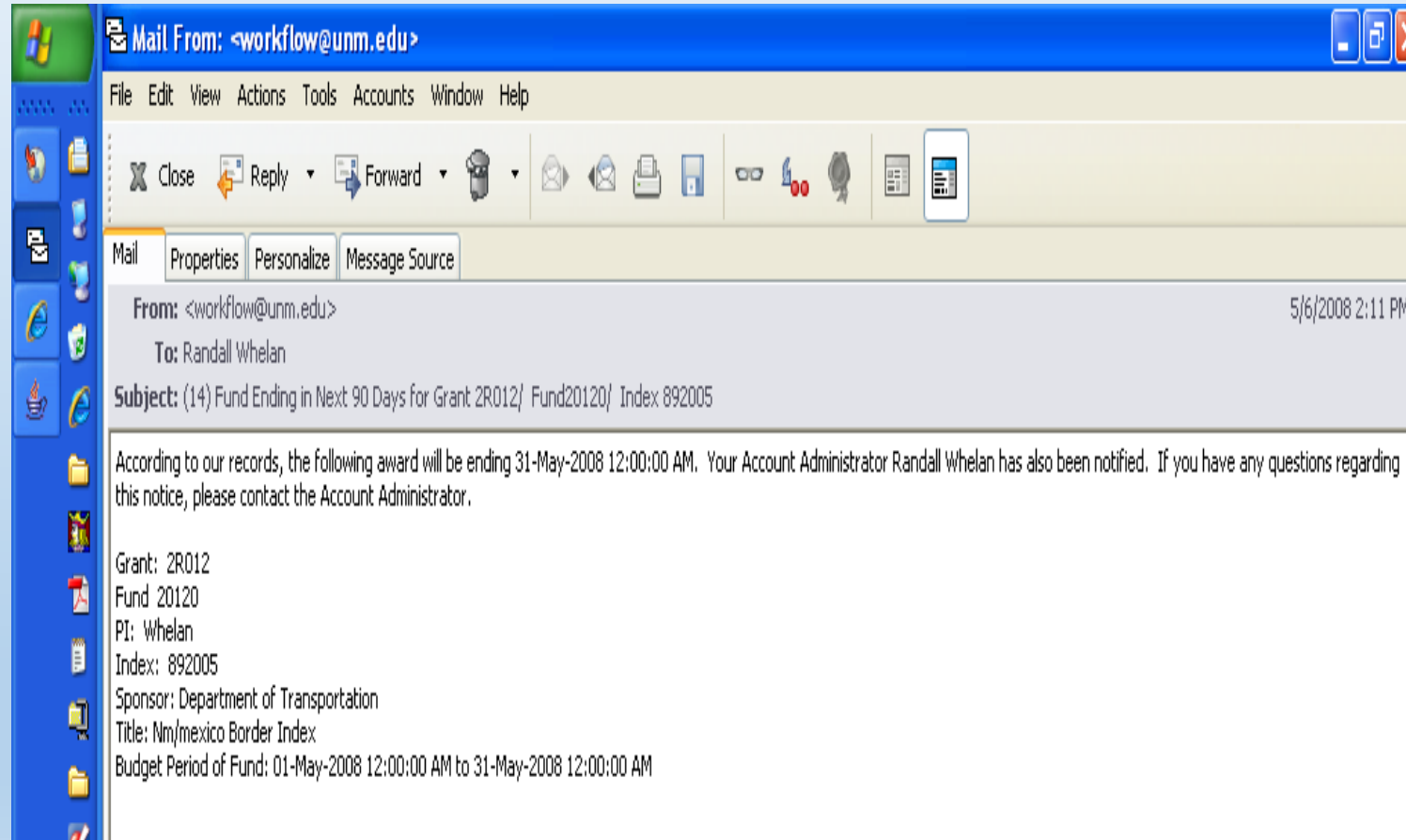
Workflow Instructions:

1. Click on the link <http://tucana.unm.edu:7779/wfdevl>.
2. Login to WorkFlow using your NetID & password.
3. NOTE!!!: Your browser pop-ups must be enabled for the following website: pollux.unm.edu  
Here's a link to a FASTINFO on the topic of turning off popup blockers:  
[http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std\\_adp.php?p\\_faqid=1077](http://unm.custhelp.com/cgi-bin/unm.cfg/php/enduser/std_adp.php?p_faqid=1077)  
There's a section on 'Toolbar Pop-up Blocker' which may be helpful.
4. Click on the link 'Extend or Close' from your worklist to open the webpage. Give it a few seconds, maybe 20-30, to come up.
5. If the webpage doesn't come up, it means that you probably have popup blockers on. Go back to step 3.
6. If you closeout the award, workflow will send an email notification to the fiscal monitor who will forward you the Recon Report. If you extend the award, workflow will send email to notify Pre-Award of your intent. If you cancel, you can come back to it later.

If you have any questions or problems, please contact the LINK Service Center by phone at 277-8220 or by submitting an Ask A Question at <http://fastinfo.unm.edu>.

2:40 PM

# Initial Workflow e-mail to PI(14)



# Extend or Close Fund

Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer

http://tucana.unm.edu:7779/wfdevl/home/newLaunch.do?workItemPK=965176

File Edit View Favorites Tools Help

Workflow 4.4.1 (wfdevl) - rwhelan

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- User Management
- Role Management
- Business Events
- Work Calendars
- In-process Monitoring
- Workflow Modeler
- Workflow System Administration

**Worklist**

## Extend Or Close Out Grant

Hide Menu Logoff Help

Grant: 2R012  
Fund: 20120  
PI: Whelan  
Index: : 892005  
Sponsor: Department of Transportation  
Title: Nm/mexico Border Index

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\* Status

Close  
 Extend

If extending the grant, enter the new end date:

New Date:  ...

\* Comments:

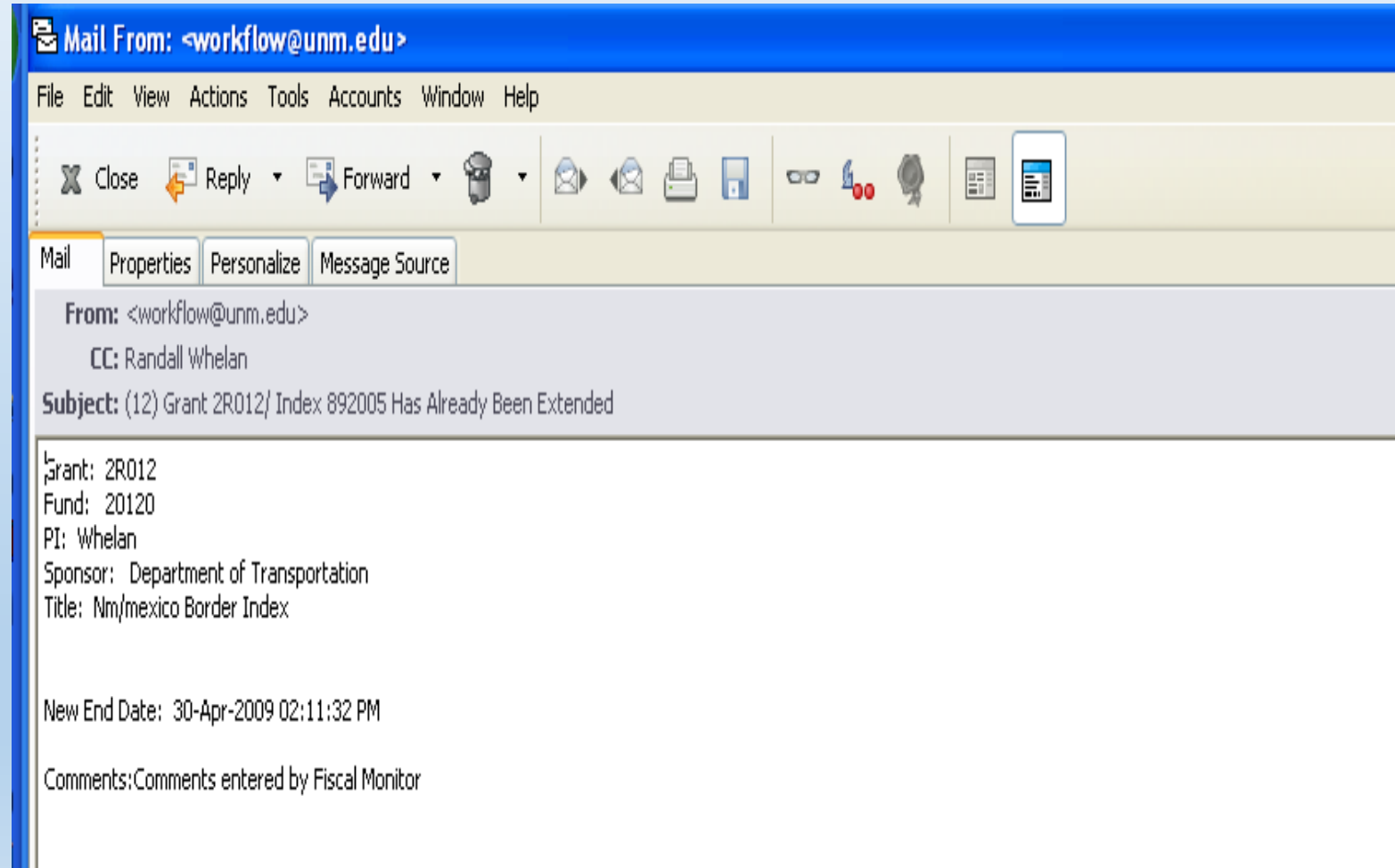
Complete Save & Close Cancel

Top powered by **SUNGARD** HIGHER EDUCATION

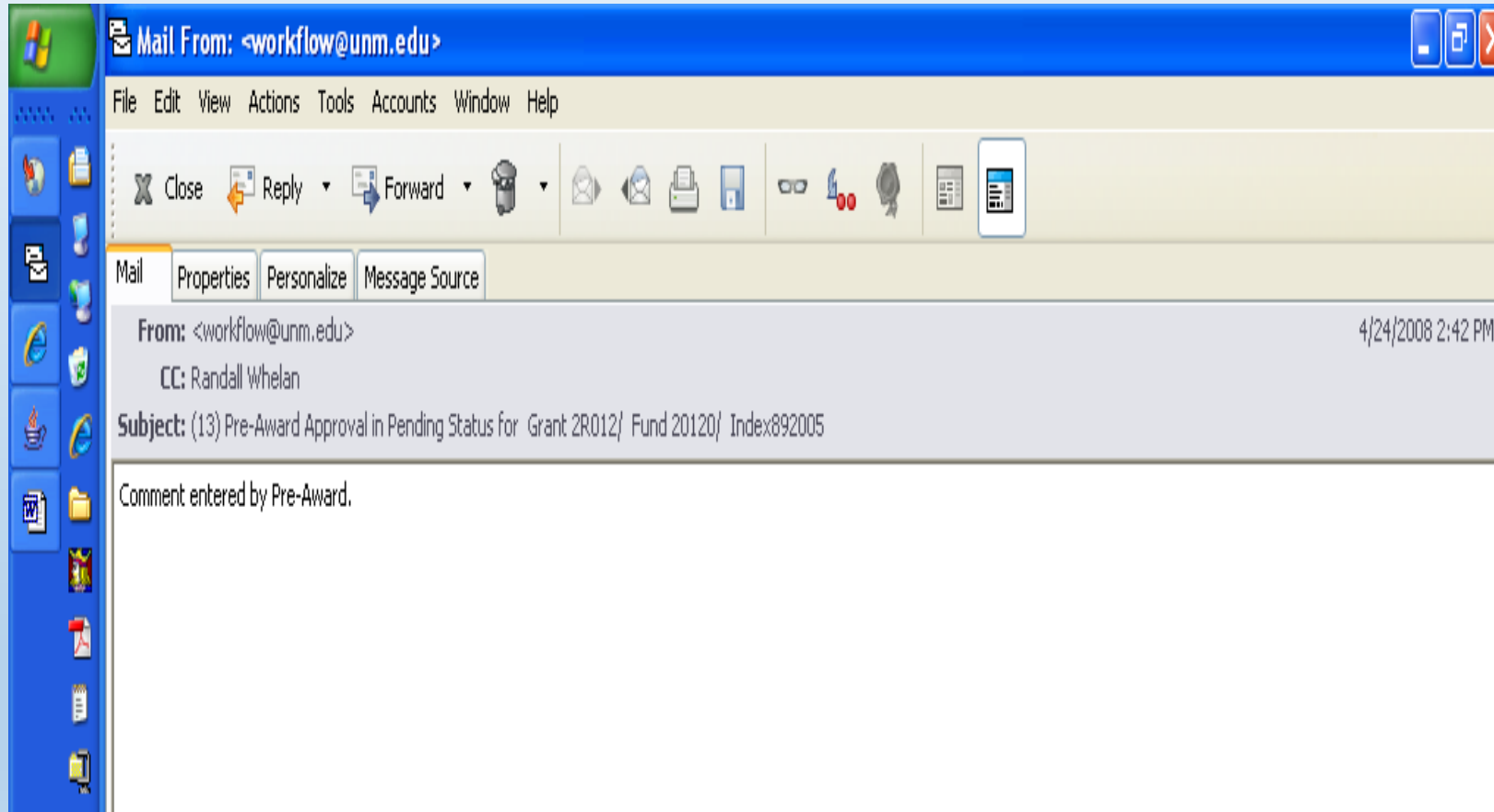
2:11 PM Done Internet 100%



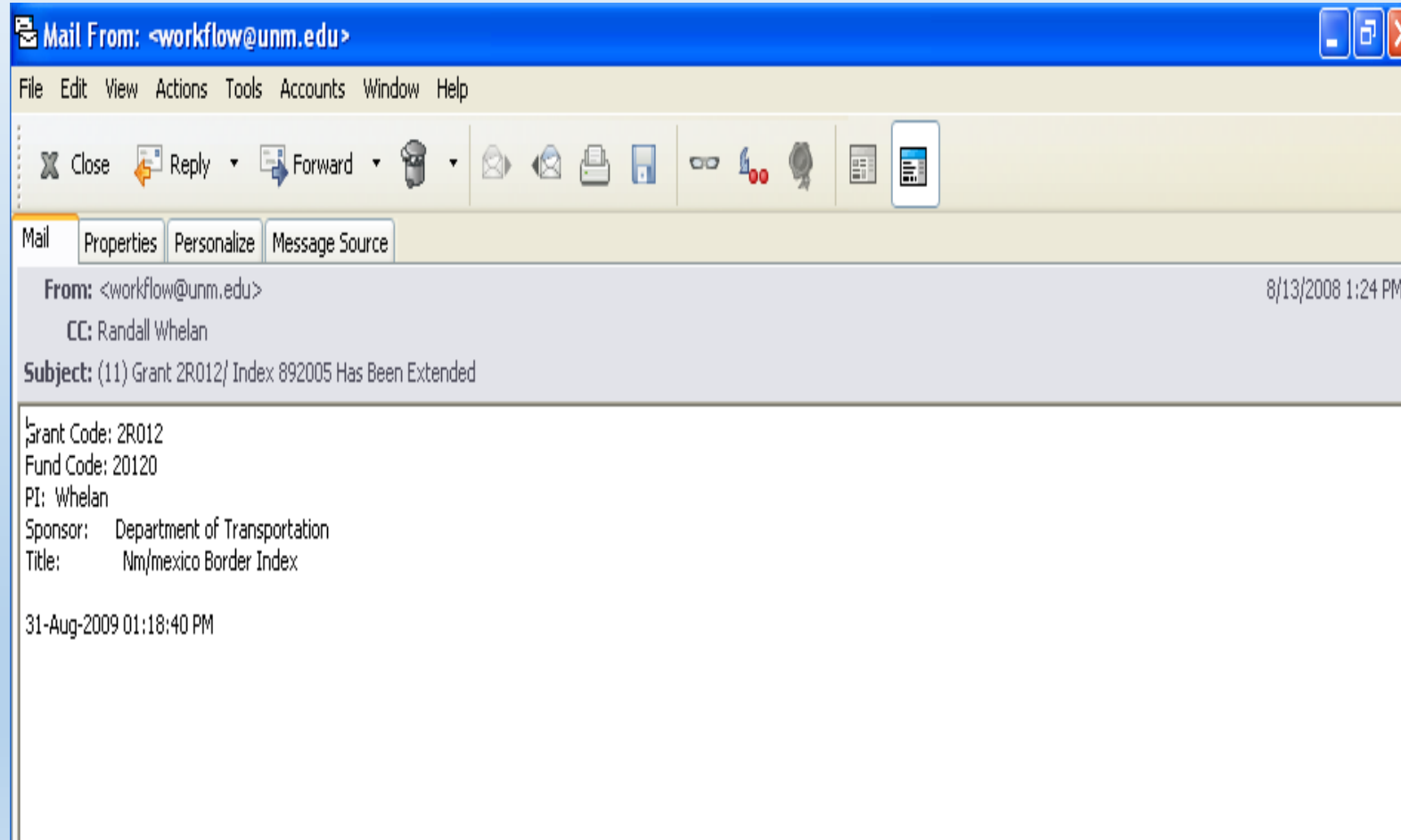
# Fund is already extended in Banner e-mail to A/PI(12)



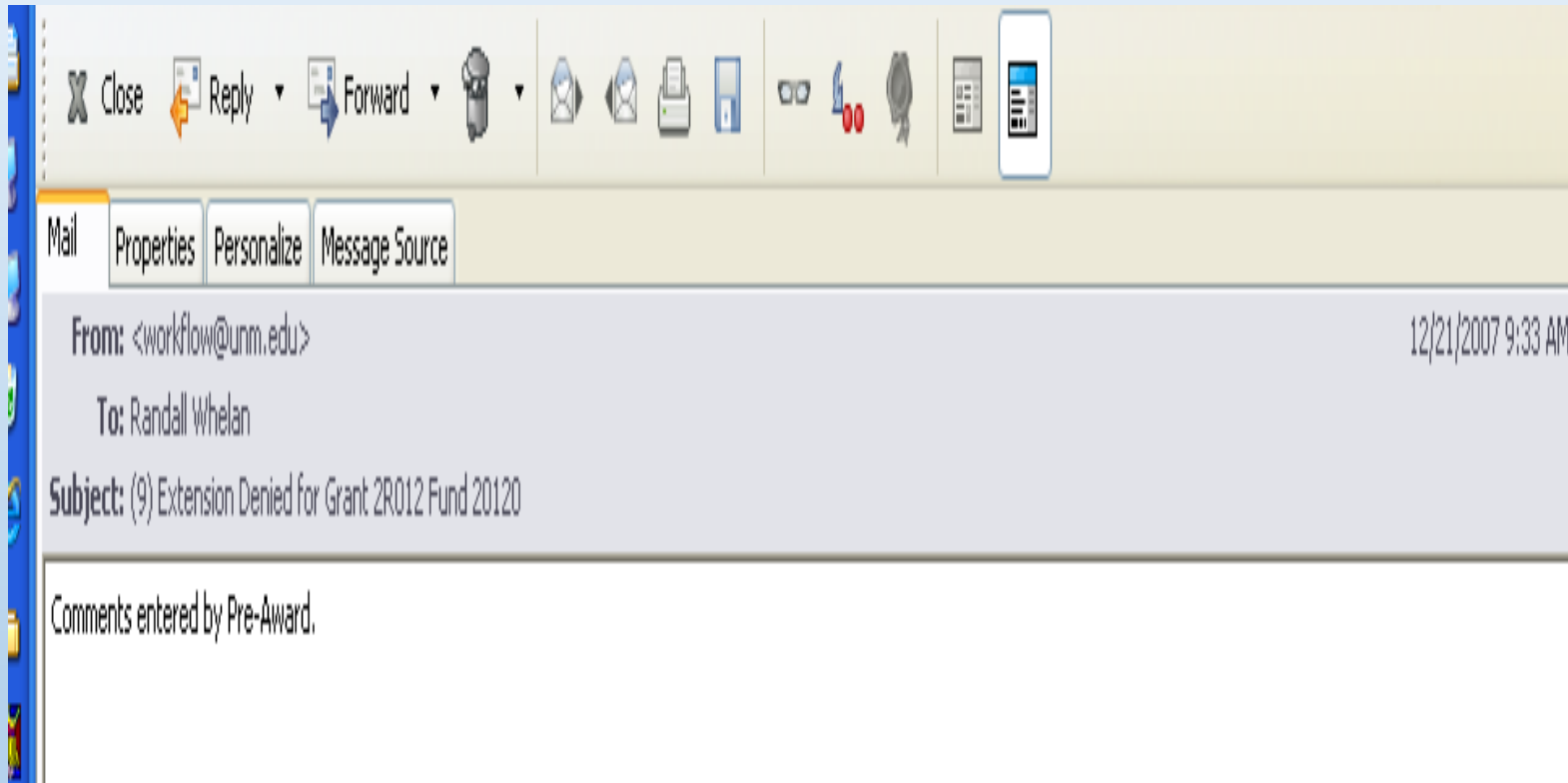
# Pending e-mail to AA(13)



# Fund Extended e-mail to AA/PI(11)



# Extension not approved e-mail to FM(9)



# Extend or Close Fund

Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer

http://tucana.unm.edu:7779/wfdevl/home/newLaunch.do?workItemPK=965176

File Edit View Favorites Tools Help

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- Workflow System Administration

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## Extend Or Close Out Grant

Hide Menu Logoff Help

Grant: 2R012  
Fund: 20120  
PI: Whelan  
Index: : 892005  
Sponsor: Department of Transportation  
Title: Nm/mexico Border Index

-----

\* Status

Close

Extend

If extending the grant, enter the new end date:

New Date:

\* Comments:

Complete Save & Close Cancel

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2:11 PM Done Internet 100%

# Close-out e-mail to AA(4)

Mail | Properties | Personalize | Message Source

**From:** <workflow@unm.edu> 5/6/2008 11:16 AM  
**To:** Randall Whelan  
**Subject:** (4) Award Close-Out Grant 2R012/ Fund 20120/ Index 892005

Grant: 2R012  
Fund: 20120  
PI: Whelan  
Sponsor: Department of Transportation  
Title: Nm/mexico Border Index  
Budget Period of Award: 01-May-2008 12:00:00 AM to 31-May-2008 12:00:00 AM  
Grant Budget Amount:: 1000000

Attached is the close-out reconciliation form for your grant #2R012, Fund#20120. Please complete and return it to the appropriate Post Award office by the due date. All adjustments identified on the reconciliation must be moved on/off the Fund by the due date specified on the reconciliation. Post-award will close the Fund after the due date regardless of whether the reconciliation has been returned and /or charges moved on/off Fund in order to be compliant with OMB Circular A-110. Please see below.



If you have a pending No Cost Extension request filed through Pre-award, please let us know as this due date can then be extended.

Closing Funds within 90 days of their Budget Period End Date is a Federal requirement under OMB Circular A-110 Section D.71. In order to be compliant with Federal requirements, we need to have reconciliation forms returned and charges moved within the established time frames. Please note that if this reconciliation is not returned by the due date, the final amounts will be taken from Banner.

Additional Comments: Comments entered by Fiscal Monitor.

Workflow Instructions:  
1. Click on the link <http://tucana.unm.edu:7779/wfdevl..>  
2. Login to Workflow using your NetID & password.  
3. Two activities per grant should appear on your worklist:-- CompleteRecon & ProgressReport.  
4. When you complete the CompleteRecon, workflow will send an email notification to the fiscal monitor who will compare the Recon to Banner.

If you have any questions or problems, please contact the LINK Service Center by phone at 277-8220 or by submitting an Ask A Question at <http://fastinfo.unm.edu>.

   
Message emails.doc

# AA Workflow for Close Out

Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer

http://tucana.unm.edu:7779/wfdevl/home/worklist.do

File Edit View Favorites Tools Help

Workflow 4.4.1 (wfdevl) - rwhelan

Home

- Worklist
- Workflow Status Search
- Workflow Alerts

User Profile

- My Processes
- User Information
- Change Password

Administration

- Business Component Catalog
- Enterprise Management
- User Management
- Role Management
- Business Events
- Work Calendars
- In-process Monitoring
- Workflow Modeler
- Workflow System Administration

Worklist

Logoff Help

Organization	Workflow	Activity	Priority	Created
Root	Grant Code 2R012 Ready	ProgressReport	Normal	21-Dec-2007 09:36:51 AM
Root	Grant Code 2R012 Ready	CompleteRecon	Normal	21-Dec-2007 09:36:50 AM

Show Reserved Items

1 - 2 of 2 | First | Previous | Next | Last | Go to page: 1

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9:45 AM http://tucana.unm.edu:7779/wfdevl/home/worklist.do Internet 100%

# AA Close out

The screenshot shows a Windows Internet Explorer browser window titled "Workflow 4.4.1 (wfdevl) - rwhelan". The address bar contains the URL "http://tucana.unm.edu:7779/wfdevl/home/newLaunch.do?workItemPK=965841". The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The page content is organized into several sections:

- Home:** Worklist, Workflow Status Search, Workflow Alerts.
- User Profile:** My Processes, User Information, Change Password.
- Administration:** Business Component Catalog, Enterprise Management, User Management, Role Management, Business Events, Work Calendars, In-process Monitoring, Workflow Modeler, Workflow System Administration.
- Worklist:** Complete Recon Report (with "Hide Menu", "Logoff", and "Help" links).

The main content area displays the following information:

- Grant: 2R012
- Fund: 20120
- PI: Whelan
- Index: 892005
- Sponsor: Department of Transportation
- Title: Nm/mexico Border Index

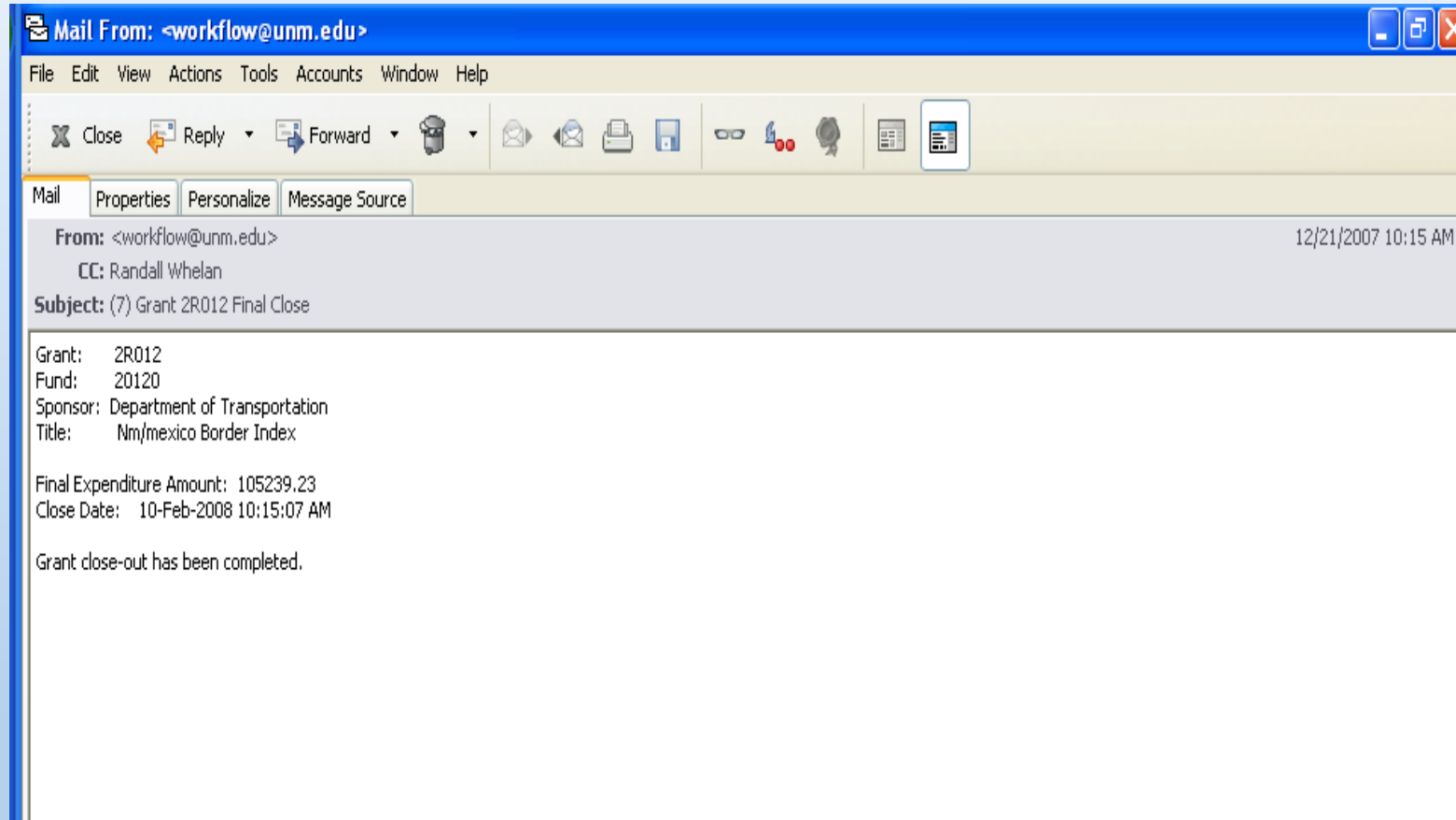
Below this information is a "Comments" section with a text area and a "Complete" button. At the bottom of the main content area are "Save & Close" and "Cancel" buttons.

The "Attachments" section at the bottom shows a file named "Other Misc Reports" (email.doc, 96 KB) with a timestamp of "24-Apr-2008 02:18:00 PM" and links for "[Update]" and "[Remove]". An "Attach File" button is located below the attachment list.

The Windows taskbar at the bottom shows the time as 2:20 PM and the system tray includes "Internet" and "100%" zoom level.



# Close the Fund e-mail to AA/PI(7)



# Progress Report

Workflow 4.4.1 (wfdevl) - rwhelan - Windows Internet Explorer

http://tucana.unm.edu:7779/wfdevl/home/newLaunch.do?workItemPK=965840

File Edit View Favorites Tools Help

Workflow 4.4.1 (wfdevl) - rwhelan

**Home**

- Worklist
- Workflow Status Search
- Workflow Alerts

**User Profile**

- My Processes
- User Information
- Change Password

**Administration**

- Business Component Catalog
- Enterprise Management
- User Management
- Role Management
- Business Events
- Work Calendars
- In-process Monitoring
- Workflow Modeler
- Workflow System Administration

**Worklist Progress Report** Hide Menu Logoff Help

Grant: 2R012  
Fund: 20120  
PI: Whelan  
Index: 892005  
Sponsor: Department of Transportation  
Title: Nm/mexico Border Index

\*  
 Progress Report Not Required  
 Progress Report Required

Date Submitted:  ...

Complete Save & Close Cancel

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# Extension with Carryforward Request

- As part of the Federal Financial Report (FFR) in the Remarks section we document that a carryforward request will be completed at a later date
- It is the Department's responsibility to complete the carryforward request.

# Things to remember

- **Emails are processed thru Workflow**
- **Workflow utilizes Banner for information**
  - **FRAGRNT**
    - **Fiscal Monitor**
    - **Account Administrator**
- **Notify Fiscal Monitor of errors / updates**
  - **In advance if possible**
  - **As identified**
- **Grant Reconciliation is required to be returned to C&G**

# Questions



**Kate Charleston 505-272-8047**

**Jason Galloway 505-272-0163**