

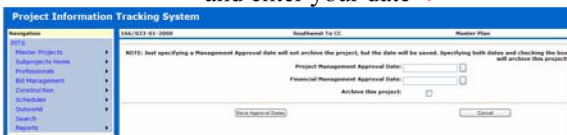
Accounts, PITS, and File Room Close-Out

CPCA Project Manager

- 1) Confer and agree with institution that project is complete
- 2) In PITS, Go to Master project Overview



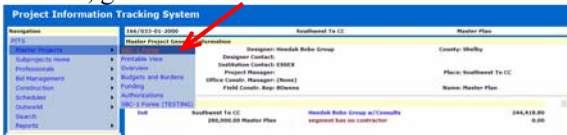
Select link to “Enter Archive Dates” and enter your date



- 3) In PITS, get a Master “Printable View” tracking sheet



- 4) In PITS, go to Master SBC-1 forms



and get a Master SBC-1 form “Printable View”



- 5) Fill out P.0961 with initials, date, and SBC#

Tennessee Board of Regents
Office of Facilities Development

Final Account Reconciliation & Transfer

Project Number: **166/ - -**

Use this form to indicate final accounting, create a final PITS SBC-1, and archive a project.
Your initials and date indicate that you have completed the activity described in your box.

Business Office fills in: Funds to be liquidated	PITS controller fills in: Line items modified
<input type="checkbox"/> Target <input type="checkbox"/> MACC <input type="checkbox"/> Designer Fees <input type="checkbox"/> Movable Equipment <input type="checkbox"/> Others <input type="checkbox"/> Miscellaneous	
From Project Manager initial & date	I have 1) determined that all project activities are complete, 2) dated my approval in PITS to archive the project, and 3) attached a Master Tracking sheet and Approved Current SBC-1 form.
From Business Office Barbara Jernigan	I have 1) reconciled project burden in PITS with STARS, 2) dated my approval in PITS to archive the project, and 3) indicated the remaining funds to be liquidated.

and send P.0961, tracking sheet, and SBC-1 to Business Office

CP Budget Coordinator

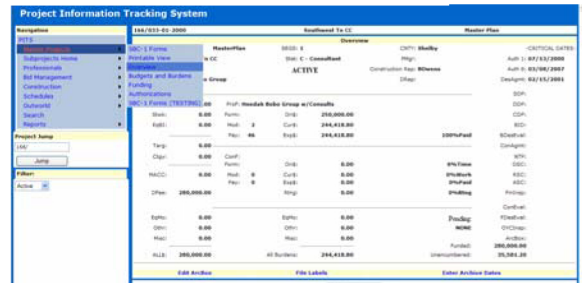
- 6) Reconcile PITS and STARS
- 7) Print STARS project file report
- 8) Note funds to liquidate on P0961
- 9) Enter PITS archiving approval date (like step #2)
- 10) Initial and date P0961 and route
- 11) Create SBC-1 form showing final accounting
- 12) Upgrade SBC-1 form to Submitting
- 13) Note SBC-1 allocation changes on P0961
- 14) Initial and date P0961 and route

AVP CP

- 15) Review closure nomination
- 16) Upgrade PITS SBC-1 form to Pending
- 17) Initial and date P0961 and route

CP Budget Coordinator

- 21) Enter PITS funding liquidations
- 22) Upgrade PITS SBC-1 to Approved Current
- 23) Invoke PITS project archiving function
- 24) Initial and date P0961 and route
- 25a1) Receive P0961 and backup
- 25a2) Add P0961 and backup to hardcopy file
- 25a3) Transfer hardcopy file to archive box
- 25a4) Go to Master project Overview



Select link to “Edit ArcBox” and enter date-formatted box number



Office of Business and Finance

- 25b1) Receive copy of P0961 and backup
- 25b2) Close accounts
- 25c1) Receive copy of P0961 and backup