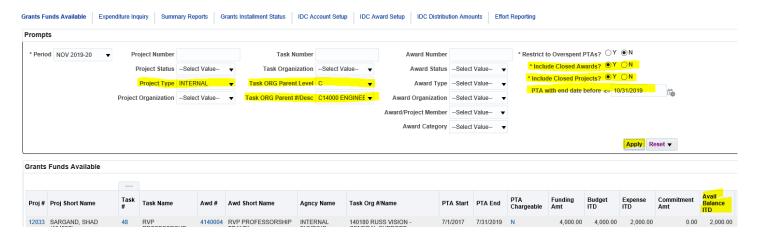# Find and Correct Expired Internal Awards

Objective

This document contains information on finding and correcting internal awards attached to projects that have passed the end date and have an available balance. Internal award accounts should be reviewed at least monthly.

How to run the OBI query to see expired PTA accounts through a specific end date

Select the following Prompts on the Grants Funds Available Dashboard in OBI:

- Project Type
  - Select INTERNAL
- Task ORG Parent Level and #/Desc & Award Type and Member
  - Use to refine your search
- Include Closed Awards (Defaults to N)
  - Select Y to include closed Awards (selecting Y includes awards that are closed to ensure the balance is correct for the award)
- Include Closed Projects (Defaults to N)
  - Select Y to include closed Projects (selecting Y includes projects that are closed to ensure the balance is correct for the project)
- PTA with end date before
  - End date is entered to view PTAs ending within a specific time period (selecting a specific date provides a list of PTAs that have ended through that date)
- Apply
  - On the resulting list, the "Avail Balance ITD" column should be zero.

Correcting available balances on expired PTA accounts

- Open commitments will need to be cleared to zero before adjusting any award amounts. A project member will need to request purchase order closure or adjustment.
- Project members should ensure all spending was correctly charged to the PTA.
- The award manager can decrease the award by the available balance amount. (Refer to Appendix G - number 1 of the Internal Award – How to Guide)
- The award manager can coordinate with the department on the project and extend end dates if allowable.