

NOTR Form Instructions

The Notice of Termination Reply (NOTR) is the form used by the department to record any outstanding expenses for an account that is terminating. OSR uses the NOTR to prepare the financial report of expenses that is provided to the funding organization. Therefore, it is essential that thorough and complete information be recorded on the NOTR so there is no misunderstanding as to allowable expenditures that are within the budget period and the terms of the award.

The person preparing the report should obtain the most recent FBM 090/091 to identify current financial transactions and use the NOTR to record any outstanding charges, encumbrances, cost sharing, imprest cash funds or salary and benefits that are not reflected on the FBM 090/091. Any such charges must be before the budget end date of the award.

The Office of Sponsored Research receives the NOTR and prepares the Final Report of Expenditures for submission to the funding organization.

These instructions are printable and take you step-by-step through each section of the form. [Interactive instructions](#) and instructions regarding the [NOTR process in RAMSeS](#) are also available. The steps below take the user through the form starting at the top of the form going left to right and down:

Section 1 — Outstanding Obligations

1. Enter the account number for the terminating account.
2. Enter the budget period end date for the terminating award
3. Include the date that the NOTR is being completed.
4. Enter your contact information in case someone from OSR needs to get in touch with you.
5. Enter the date of the FBM 090/091 being used to calculate the final figures for this NOTR.
6. From the FBM 090/91, add together the *Total Direct Open Commitments* and the *Budget Balance Available* and enter the sum in the gray box over “(direct) BBA.”
7. In the top section of the form, record any outstanding:
 - Purchase Orders
 - Open Orders
 - Check Requests
 - Account Adjustments
 - Other UNC forms for goods and services
8. In the leftmost column, enter the Object Code (Sub Code) used in FRS to indicate the type of expense for each outstanding obligation.

9. Enter the date of the Purchase Order and Open Order along with the number for each outstanding obligation.
10. Enter the date and number for any Check Requests, Account Adjustments or Other UNC form for each outstanding obligation.
11. Enter the date the good or service was delivered. Note goods received after the budget termination date must be paid from another source.
12. Enter the name of the Vendor for each outstanding obligation.
13. Enter the Amount of each obligation.

Should you require additional lines for entering information, you may use the Excel feature for inserting rows within each section.

The ***Total Projected Required*** amount is calculated automatically at the bottom in the blue section.

Section 2 — Outstanding Imprest Cash Funds

Since Imprest Cash Funds are set up in a separate bank account and therefore do not appear in FRS, it is important to report any outstanding obligations in this section.

Cash Advances appear in FRS as Object Codes 8511 and 8512. Make sure to reconcile any cash advances so they can be recorded as expenses. Record any outstanding petty cash reimbursements or travel advances under the “Object Code” column.

The ***Total Projected Imprest Funds*** will be calculated automatically in the blue section.

Section 3 — Outstanding Salary and Fringe Benefits Adjustments (Payroll Transactions)

If there are a number of entries to be included in this section, you may need to prepare a separate spreadsheet and upload it in RAMSeS with the NOTR.

Finan\$eer, is a helpful tool for completing this section. It provides current account information including payroll transaction details. If you need more information about this web-based application, go to [Finance Central](#).

1. Record the actual bi-weekly (B 1-26) or monthly (M 1-12) pay period. If the individual was paid for part of a pay period, indicate the number of days during the pay period. If the individual was paid for more than one pay period, record each separately.
2. Record the person's name and base salary amount for the pay period being paid. If you do not have access to Finan\$eer or payroll information, OSR can assist you with completing the remaining fields in this section. In addition, you can refer to the current [Fringe Benefit Rates](#) linked here and on the form.
3. To calculate Social Security deductions for the pay period (1812 and 1813 Soc Sec columns), apply the current percentage rate to the base salary.

4. For State Retirement benefits and the current amount for Medical Insurance (1822 State Retirement and Medical Ins. columns), apply the current percentage rate to the base salary.

Individuals may have contributions to an Optional Retirement Program, such as TIAA, or disability benefits. You will need to determine which benefits the individual is having deducted and apply the appropriate rates to their base salary.

Other types of deductions may include a percentage for Severance Wages, Composite Benefit Fund, or Transit Fees.

As amounts are entered across the row, the totals are calculated in the far right column.

The ***Total Outstanding Salary & Fringe Benefit Adjustments*** are calculated automatically in this blue section.

Once all of the sections have been completed, the final unexpended balance is calculated automatically by subtracting (B), (C) and (D) from (A). Note, there should not be a negative balance.

5. Save the completed NOTR form using the following naming convention:
NOTR5XXXXXX.xls

Now the document is ready to be uploaded as an attachment in RAMSeS.

The NOTR Submitter uploads the document in RAMSeS and submits it for processing.

Notification is sent to the departmental NOTR Approver and the PI for their approval and certification.

It is important to note, an email will be sent to the department chair if the NOTR is not returned in a timely manner. Further delinquency will result in OSR preparing the final financial statement using the most current FBM 090/091. No adjustments will be made to the final report that is sent to the agency.

Questions about preparation of the NOTR should be directed to the financial reporter assigned to the account (as shown in RAMSeS).