



CLARA Paths

The CLARA Closeout Robotic Assistant offers users four automation pathways for contract closeout support. Users can select from the following:

- Prepare a Contract's Release of Claims
- Conduct a Contract's Financial Review
- Conduct a Contract's Financial Review and close the Contract
- Draft a Contract Deobligation Modification

PBS BI reports used for closeout and deobligation mod eligibility reflect Pegasys and EASi values as of close-of-business from the prior business day. Any financial activity after that cutoff is not included in the report.

Automation Paths	CLARA runs the following process:	Requirements for use	Restrictions	Errors or Denied Requests
Release of Claims	<p>Searches EASi using the contract number submitted on the google form. The Award title populates the contract description on the GSA 1142 form. Line item location information or the building number identified in the contract accounting string populates the place of performance.</p> <p>If no place of performance can be identified this field is left blank on the form.</p>	<ul style="list-style-type: none"> • Contract number entered on google form must match exact format in EASi including dashes if applicable (for migrated awards, the new EASi award number is required). 	None	<p>The award number cannot be found in EASi The system award search screen page is slow to load for the automation causing a false report that the award cannot be found.</p> <p>Requestor should confirm that the contract number matches the exact format in EASi including dashes if applicable, and resubmit.</p>
Financial Review Report	<ul style="list-style-type: none"> • Searches PBS Business Intelligence and runs a Financial Review Report using the contract number submitted on the google form. • Using the Financial Review Report, CLARA searches the Finance systems and compiles invoice and payment data into a single excel report with multiple tabs. 	<ul style="list-style-type: none"> • Contract number entered on google form must match exact format in EASi including dashes if applicable (for migrated awards, the new EASi award number is required) 	<ul style="list-style-type: none"> • Report only includes fund codes 192,442, 992, and 262. • Report may not provide a full picture for LoGO actions with multiple PDNs. • Due to financial coding errors payment amounts in the report may include interest payments and cause the total to exceed the overall obligation • If the contract has had zero open items for more than 90 days the report will display 'No Results' on the Financial Review Summary tab but will display results on the Receiving Report CLIN Distribution tab. 	<p>The award number cannot be found in EASi</p> <p>The system award search screen page is slow to load for the automation causing a false report that the award cannot be found.</p> <p>Requestor should confirm that the contract number matches the exact format in EASi including dashes if applicable, and resubmit.</p>
Deobligation Mod	<p>Searches PBS Business Intelligence and runs a Financial Review Report using the contract number submitted on the google form.</p> <ul style="list-style-type: none"> • Logs into EASi and creates a unilateral deobligation mod in accordance with the PBS BI report. • Files deobligation supporting information in ECF and notifies the Contracting Officer that the mod is ready for review and signature. • Checks daily for mod execution status. Once the mod is awarded, CLARA creates and routes a PR decommitment mod request to reduce excess funds on the Procurement Request. 	<ul style="list-style-type: none"> • Contract number entered on google form must match exact format in EASi including dashes if applicable (for migrated awards, the new EASi award number is required). • Contract has excess funding that is not tied to a Receiving Report 	<ul style="list-style-type: none"> • The report will only pull results for fund codes 192,442, 992, and 262 so we are unable to process deobligations for other fund code values. • The report may not provide a full picture for LoGO actions with multiple PDNs so we are unable to process LoGO deobligations. 	<p>The award number cannot be found in EASi</p> <p>The system award search screen page is slow to load for the automation causing a false report that the award cannot be found.</p> <ul style="list-style-type: none"> • The requestor is not part of the EASi award team (either as a CS or CO). • The contract has cost transfers. • The contract is funded by a code other than 192,442,992 or 262. • The contract is a LoGO contract. • There is no open balance. • There is pending financial activity such as an open receiving report that has not been invoiced against or reduced to allow for deobligation. • Invoices tab total and Invoiced Amount on the Financial Review Summary are not matching.
Contract Closeout	<p>Logs into PBS Business Intelligence and runs a Financial Review Report and Invoice and Payment Financials sites using the EASi award number submitted on the google form.</p> <ul style="list-style-type: none"> • Logs into Pegasys and downloads invoice images for all vendor invoice submissions. • Logs into EASi and uploads these attachments and creates the Closeout Checklist and closes the award in EASi. • CLARA sends an email to the CO and requestor notifying them of the contract closure and includes the Financial Review Report, screenshot of the EASi Closeout Award details screen. <p>If CLARA detects that there are zero open items and the award is eligible for closeout but final payment is still processing, CLARA will message the requestor to confirm it will closeout the award but will continue to check for final payment before it takes that action in EASi. Once final payment is detected CLARA will proceed with the normal closeout and confirmation steps.</p>	<ul style="list-style-type: none"> • Contract number entered on google form must match exact format in EASi including dashes if applicable (for migrated awards, the new EASi award number is required). • Award is in 'Awarded' status the business day prior to CLARA submission. CLARA reads the status of the award in BI which updates overnight from EASi. • Requestors must respond the following questions on the form: <ol style="list-style-type: none"> 1. Release of Claims Received? 2. Final past performance evaluation has been completed? 3. Contract audit is completed (Required for CMc contracts)? 4. The COR contract file has been turned over to the CO? 	<p>The report will only pull results for fund codes 192, 442, 992, and 262 so we are unable to closeout other fund code values.</p>	<p>The award number cannot be found in EASi</p> <p>The system award search screen page is slow to load for the automation causing a false report that the award cannot be found.</p> <ul style="list-style-type: none"> • The Financial Review Report indicates one of the following: the contract has open items (an obligation, receiving report, or retainage balance, open task/delivery orders or calls), the contract is not in Awarded status on the report or the contract has an FPDS Draft or Errored report that needs to be resolved. • The contract has an obligation in EASi but no Obligation PDN. • The contract is funded with a fund code other than 192, 442,992, or 262 and CLARA cannot determine financial readiness.