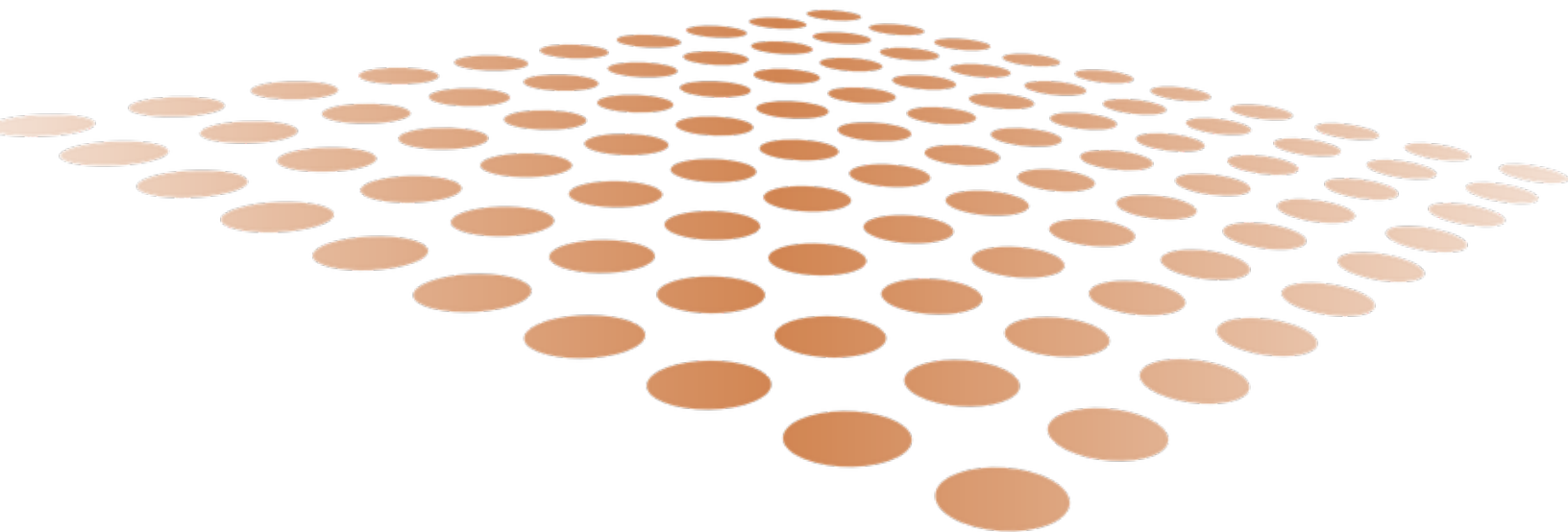


ADOA – General Accounting Office

QUICK REFERENCE GUIDE: PROCESSING A GRANT CLOSE - OUT DOCUMENT (GTCO)



Processing a Grant Close - Out Document (GTCO)

Grant Close-Out (GTCO) documents are used to close Grant ID's in the Grant Lifecycle Management (GLM) module of AFIS. GTCO documents are the only GLM documents within AFIS which require manual creation and approval. All other grant related documents in AFIS are created by the one-way e-Civis to AFIS interface.

Grant ID's are ready to be closed when:

- The grant activities have ended and the performance period is over.
- The federal awarding agency accepts the final Federal Financial Report (FFR).
- All financial transactions are complete and the cost structure elements within AFIS reflect the expenditures and revenues on the final FFR.

Grant ID's must always be closed in e-Civis before processing a GTCO to close the Grant ID in AFIS.

Please review SAAM Topic 70 - **Grants**, Section 35 – **Close-outs and Records Retention When the State is the Grant Recipient** for more information regarding grant close-outs and record retention.

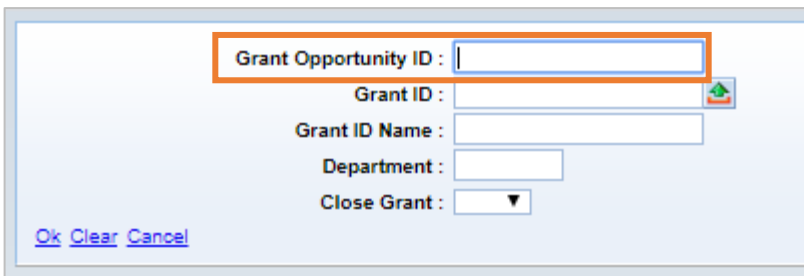
There is also an online training in Tracorp, **Grants Lifecycle Management**, which reviews GLM navigation, the e-Civis to AFIS interface and the manual creation of GTCO documents.

GTCO documents are created by using the copy forward functionality on the most recent Grant Award Document (GTAW) or Grant Award Revision Document (GTAWR) to have written to the Grant Award Status Folder of the Grant ID to be closed out.

Creating and Processing a GTCO Document

Log into **AFIS**. Navigate to the Grant Close-Out/Audit Status Folder of the Grant ID to be Reopened or closed.

1. In the **Jump to** field, type **GTAWSF**
2. Click **Search**, a pop up window will appear
3. In the **Grant ID** field, type the Grant ID which is to be closed
4. Click **OK**



The screenshot shows a search form with the following fields and controls:

- Grant Opportunity ID :** A text input field with an orange border.
- Grant ID :** A text input field with a green arrow icon on the right.
- Grant ID Name :** A text input field.
- Department :** A text input field.
- Close Grant :** A dropdown menu.
- Buttons: [Ok](#), [Clear](#), [Cancel](#)

This will take you to the Grant Close-Out/Audit Status Folder for the Grant ID.

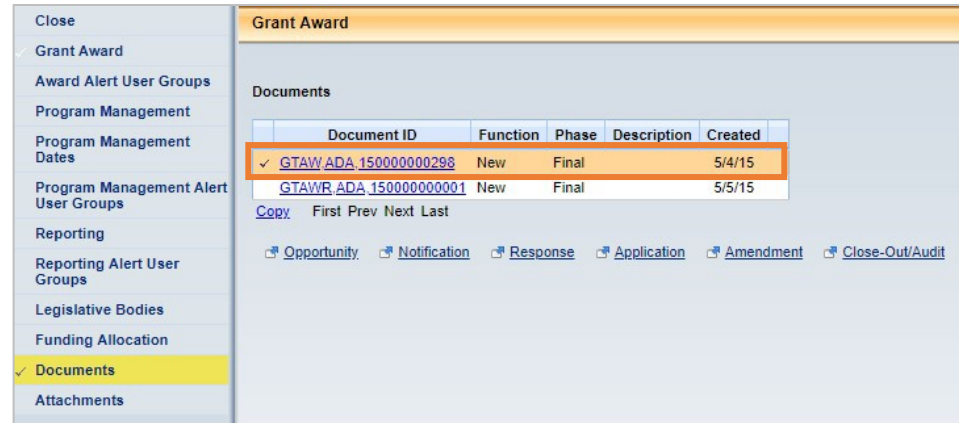
Create a **GTCO** using **Copy Forward** functionality.

1. Click **Documents** near the bottom of the menu bar on the left side of the screen

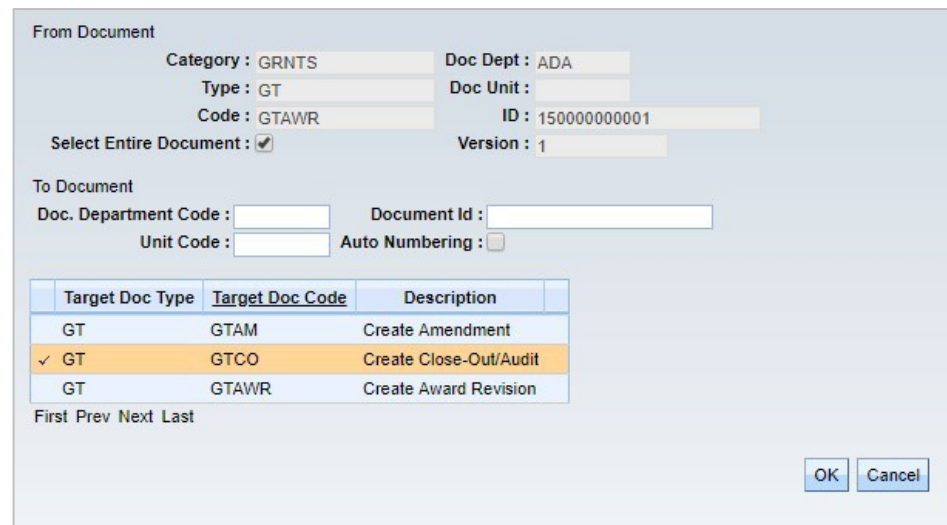
2. Click the **Document ID** link for the most recent GTAW or GTAWR document. *This will open the document*

Click **Copy Forward**

3. Select **GTAW** as the **Target Doc Type**
4. In the **Doc. Department Code** field, type your agency code
5. In the **Document ID** field, type a document ID
6. Click **OK**



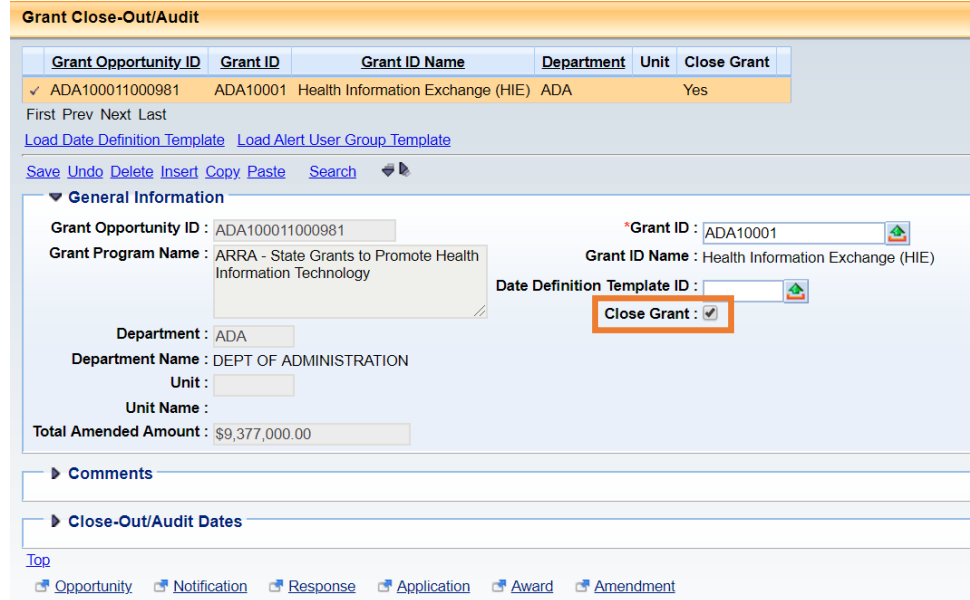
A listing of all GTAW and GTAWR documents which have updated the Grant Award Status Folder for this Grant ID will appear.



Note: It is recommended to include the Grant ID in the Document ID naming convention to make the document easier to find and research.

Process the **GTCO** to close the Grant ID


1. Open the **Grant Close-Out/Audit component** of the GTCOR document
2. Check the **Close Grant checkbox** in the General Information tab of the Grant Close-Out/Audit section of the document.
3. Click **Validate and Submit** the document



Grant Close-Out/Audit

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Unit	Close Grant
ADA100011000981	ADA10001	Health Information Exchange (HIE)	ADA		Yes

First Prev Next Last
[Load Date Definition Template](#) [Load Alert User Group Template](#)

[Save](#) [Undo](#) [Delete](#) [Insert](#) [Copy](#) [Paste](#) [Search](#) 

General Information

Grant Opportunity ID : ADA100011000981
 Grant Program Name : ARRA - State Grants to Promote Health Information Technology
 Department : ADA
 Department Name : DEPT OF ADMINISTRATION
 Unit Name :
 Total Amended Amount : \$9,377,000.00

*Grant ID : ADA10001
 Grant ID Name : Health Information Exchange (HIE)
 Date Definition Template ID :
Close Grant :

[Comments](#)

[Close-Out/Audit Dates](#)

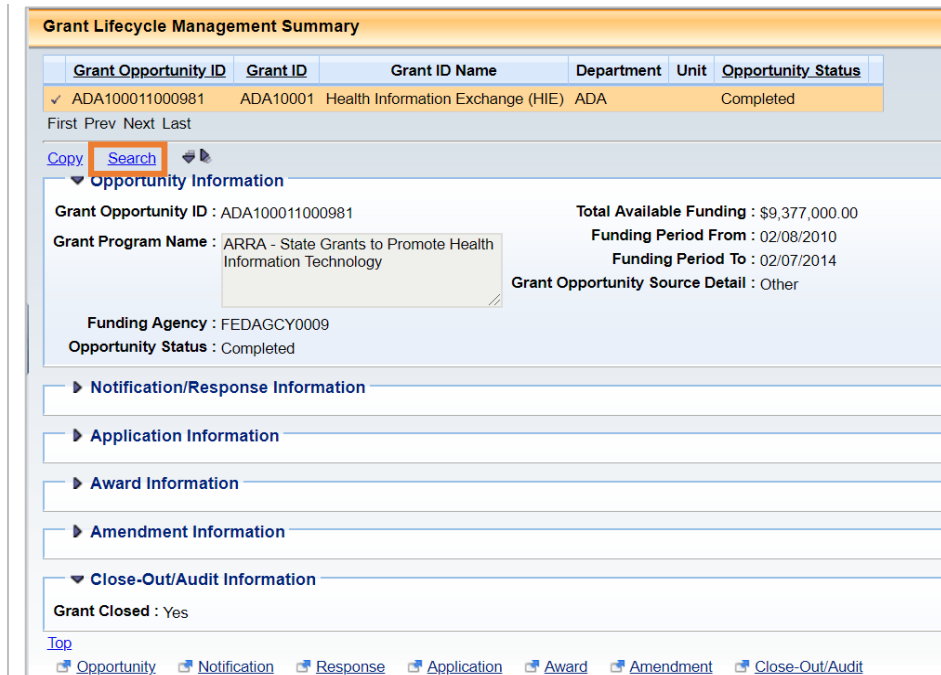
[Top](#)
[Opportunity](#) [Notification](#) [Response](#) [Application](#) [Award](#) [Amendment](#)

After submitting the GTCO document, the document will flow into the worklist of your agency's Grant Management approver. Once approved, the GTCO document will be finalized and the Grant ID will be closed.

Verifying a Grant ID is Closed


The status of a Grant ID can be verified by viewing the Grant Lifecycle Management Summary.

1. In the **Jump to** field, type **GRNTSUM**
2. Click **Search** below the Grant ID list. A search box will pop up.
3. In the **Grant ID** field, type your **Grant ID**
4. Expand the **Close-Out/Audit Information** section to see if the grant is open or closed.



Grant Lifecycle Management Summary

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Unit	Opportunity Status
ADA100011000981	ADA10001	Health Information Exchange (HIE)	ADA		Completed

First Prev Next Last
[Copy](#) [Search](#) 

Opportunity Information

Grant Opportunity ID : ADA100011000981
 Grant Program Name : ARRA - State Grants to Promote Health Information Technology
 Funding Agency : FEDAGCY0009
 Opportunity Status : Completed

Total Available Funding : \$9,377,000.00
 Funding Period From : 02/08/2010
 Funding Period To : 02/07/2014
 Grant Opportunity Source Detail : Other

[Notification/Response Information](#)

[Application Information](#)

[Award Information](#)

[Amendment Information](#)

Close-Out/Audit Information

Grant Closed : Yes

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