

ADOA – General Accounting Office AZ360 MANUAL: GRANTS LIFECYCLE MANAGEMENT





Grants Lifecycle Management

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All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.



Grants Lifecycle Management

The Grants Lifecycle Management (GLM) manual is for users who setup, maintain, research and close out grants in AZ360, the statewide financial management system.

Manual Objectives

- Review basic information and navigation related to GLM.
- Process a Grant Close-Out Transaction (GTCO).
- Process a Grant Close-Out Revision Transaction (GTCOR).

Overview and Navigation of Grant Lifecycle Management (GLM)

Overview

The GLM subsystem of AZ360 contains the programmatic information related to grants and projects which interface from the eCivis grants management system into GLM. The eCivis system is managed for the State of Arizona by the Grants and Federal Resources Team at the Arizona Governor's Office of Strategic Planning and Budgeting. GLM overview and navigation instructions are also available as a separate quick reference guide (QRG) **Overview and Navigation of Grant Lifecycle Management (GLM)** available on the Federal & Cost Accounting and Training sections of the GAO website at https://gao.az.gov/financials/federalcost-accounting and https://gao.az.gov/resources/training/gao-training-resources respectively.

For eCivis specific questions and assistance, please contact gfr@az.gov.

The GLM subsystem consists of status folders that contains various programmatic information. The status folders that are updated by the eCivis interface and their respective AZ360 page codes are:

- Grant Opportunity Status Folder (GTOPSF)
- Grant Application Status Folder (GTAPSF)
- Grant Award Status Folder (GTAWSF)
- Grant Amendment Status Folder (GTAMSF)

The eCivis to AZ360 interface creates Grant ID records in GLM (AZ360 Grant ID's are also known as State Award Identifier or SAI Numbers in eCivis). Detailed grant information associated to the Grant ID is automatically populated to the GTOPSF, GTAPSF, GTAWSF and GTAMSF status folders by the interface.

The eCivis to AZ360 GLM interface occurs each weekday in the late afternoon. The interface does not occur on weekends. *It can take up to three weekdays after all required information is entered into eCivis for the data to interface into GLM.* This is due to timing differences between when data is picked up from eCivis, and when the data extract from eCivis is used during a run of the interface.

It is best practice to not manually enter information into the GLM subsystem of AZ360. Any information manually entered in GLM will be overwritten by data from the interface.



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The Close-Out/Audit Status Folder (GTCOSF) is the only GLM status folder populated by manually created AZ360 transactions instead of the interface. The GTCOSF is populated through a Grant Close-Out Transaction (GTCO), which is used to close a Grant ID, and Grant Close-Out Revision Transactions (GTCOR), which can be used to reopen and reclose the Grant ID.

Navigation

GLM records can be viewed using the Grant Lifecycle Management Summary (GRNTSUM) in AZ360. The steps below detail how to research GLM records.

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GRNTSUM

Transaction

Inquiry

Reference

GRNTSUM Grant Lifecycle Management Summary

🏹 Page Code

GRNTSUM

Log in to the **AZ360** Home Page. Research a GLM record.

- 1. Click the **Expand** caret next to the **Global Search** field.
- 2. Select the Page Code option.
- 3. In the **Global Search** field, enter *GRNTSUM*.

- In the drop down menu that generates, select GRNTSUM Grant Lifecycle Management Summary. The GRNTSUM page will generate.
- 5. In the **Grant ID** field, enter the specific Grant ID that is being researched.
- 6. Click Search.

| ~ Search | | - | | ۵ |
|----------------------|-------------------|-----|--------------|--------|
| Grant Opportunity ID | Grant ID ADA15003 | Gri | rant ID Name | |
| v | | | | Search |

7. A record for the Grant ID will appear in the grid results at the bottom of the screen.

Q



8. The 3-dot menu on the generated grant record can be used to navigate to information in the various status folders for the Grant ID. In this scenario, click the **3-dot menu**. Then click on **Related Pages**, and select **Opportunity** in order to navigate to the Grant Opportunity Status Folder (GTOPSF) page for the Grant ID record.

| Grant Lifecycle Management Summary | û | | | | | | ; | |
|------------------------------------|----------------------|---------------------------|------------|--------------------|-----------------|-----------------|-----------------|---|
| ~ Search | | | | Opportun | ity | Related Pag | jes | > |
| Grant Opportunity ID | Grant ID ADA15003 | 民 | c I | Applicatio | n | | | |
| Opportunity Status | | | | Award | | | | |
| | | | | Amendme | ent | | | |
| | | - | | Close-Out | /Audit | | | |
| Grid Actions V | | View per Page - 20 50 100 | | | | < | < Page1of1 > >> | , |
| Grant Opportunity ID 💠 | Grant ID 💠 | Grant ID Name | Department | $\mathbf{\Lambda}$ | Opportunity Sta | itus 🗢 | | |
| ADA1500335319 | ADA15003 | SBI Program | ADA | | Completed | | | |
| | | | | | | Opportunity | Related Pages | > |
| | | | | | N I | Application | | |
| | | | | | | Award | | |
| | | | | | | Amendment | | |
| | | | | | | Close-Out/Audit | | |

9. To view information of the grant opportunity status folder record, click the **3-dot menu** on the right side of the record in the records grid and select **View**.

| Grant Opportunity 💈 | 5 | | | | ← Back C. Create |
|---------------------------|---|----------------------------|-------------------------|---------------------------------|--|
| ~ Search | | | | Non-Competitive | : |
| Grant Opportunity ID | | Grant Program Name | | 👁 View | E |
| Assistance Listing Number | | Funding Type | ~ | 🖉 Edit | |
| | | | | 🗐 Сору | Search Reset |
| Grid Actions ~ | | | ₹ | 🕅 Delete | ⊡ = • • |
| 1 - 1 of 1 Records | | View per Page - 20 | 50 100 | | ≪ < Pagelof1 > + |
| Grant Opportunity ID 💠 | Grant Program Name 🜲 | | Total Available Funding | Maximum Grant Award Grant Cycle | Assistance Listing Number Funding Type |
| ADA1500335319 | Recovery Act: State Broadband Data and Developmen | nt Grant Program - FY 2009 | \$350,000,000.00 | \$350,000,000.00 - | - Non-Competitive |
| | | | | | View |
| | | | | | 🖉 Edit |
| | | | | | 🗐 Сору |
| | | | | | Delete |

10. The Grant Opportunity information will display the opportunity that created this grant along with funding availability amounts, funding period dates, etc.



| Grant Opportunit Department: ADA Grant Opportu | y 🗢 nity ID: ADA100011000981 | | | Edit Cancel |
|---|---|-----------------|---|--|
| Grant Opportunity | Transactions | Attachments (1) | | |
| General Information | | | | |
| Department ADA | | | Grant Opportunity ID ADA100011000981 | Grant Program Name ARIA- State Grants to Promote Health Information Technology |
| Opportunity Status | | | Grant Opportunity Source Detail Other | Grant Cycle |
| Funding Period From 02/08/2010 | Funding Period To 02/07/2014 | | Total Available Funding \$9,377,000.00 | |
| Maximum Grant Award | | | Minimum Grant Award | |
| Allowable Grant Administration 0.0000 | \$ | | Allowable Grant Administration Cost \$0.00 | |
| Required Matching % 0.0000 | | | Required Matching Cost \$3,176,465.00 | |
| Grant Opportunity Description This grant program will support establishing health information among health care providers and jurisdictions. Such efforts at the and implement appropriate gove networks services within the broad realized the full potential is coordination, efficiency, and quain Opportunity Comments | the State of Arizona in suchange (HE) capacity Inospitals in its state-level will establish mance, policies, and de mational interwork to birthy between and among arrans to promote HE will FERRs to improve the liy of care. | | | |
| Opportunity Category | | | Opportunity Category Explanation | |
| Reason For Cancellation | | | | |
| | | | | |
| ~ Funding Agency | | | | |
| Funding Agency FEDAGCY0005 | | | Funding Agency Name Department of Commerce | Grantor Division Name |
| Grant Type Federal | | | Grant Category IT/TELECOMMUNICATIONS | Assistance Listing Number |
| Funding Type Non-Competitive | | | Funding Source ID | Funding Source Name |
| Funding Instrument Type Grant | 1 | | Resolution Required No | |
| Pre-Application Required No | | | Pre-Application Due Date | Application Due Date 08/14/2009 12:00 AM |
| Funding Instrument Type | 2 | | Funding Instrument Type 3 | Funding Instrument Type 4 |
| Opportunity URL | | | Funding Agency Comments | |
| Funding Agency C | ontact | | | |
| Contact Name NO CONTACT LISTED | | | Funding Agency Street 1 Federal Agency | Funding Agency Street 2 |
| City Phoenix | | | Funding Agency State/Province AZ | Funding Agency ZIP/Postal Code 85007 |
| Funding Agency County - | | | Funding Agency Country USA | |
| Funding Agency Email | | | Funding Agency Phone Funding Agency Extension | Funding Agency Fax |
| | | | | |

11. To review a different status folder for the Grant ID, click the **Cancel** button at the top of the status folder record. Users will be taken back to the Grant Opportunity Status Folder (GTOPSF) Search Page.

| G | Grant Opportunity 🗢 Department: ADA Grant Opportunity ID: ADA1500335319 | | | | | | | | |
|---|--|--------------|-------------------------|----------------------|---|--|--|--|--|
| | Grant Opportunity | Transactions | Attachments (1) | ^ | | | | | |
| | General Information Department ADA DEPT OF ADMINISTRATION | | Grant Oppo ADA150033 | ortunity ID 35319 | Grant Program Name Recovery Act: State Broadband Data and Development Grant Program - FV 2009 | | | | |

12. On the GTOPSF, click the **Back** button. This will take users back to the GRNTSUM page for the Grant ID.

| Grant Opportunity 🔮 | Ż | | | | | | ← Back 4 | Create |
|--|---|------------------------------|-----------------------------------|---------------------|-------------|---------------------------|------------------------------|--------------|
| ~ Search Grant Opportunity ID | | Grant Program Name | | Departmen | t | R | | ٩ |
| Assistance Listing Number | | Funding Type | ~ | | | | Search Rest | et |
| | | | Ŧ | | | | | |
| Grid Actions V | | | | | | | | ↓ ↑ @ |
| 1 - 1 of 1 Records Grant Opportunity ID \$ | Grant Program Name 💠 | View per Page - 🧧 | 50 100 Total Available Funding | Maximum Grant Award | Grant Cycle | Assistance Listing Number | « < Page 1 of 1 Funding Type | 1 > > |
| ADA1500335319 | Recovery Act: State Broadband Data and Developm | nent Grant Program - FY 2009 | \$350,000,000.00 | \$350,000,000.00 | - | - | Non-Competiti | ive : |

13. From the GRNTSUM page, users can select a different status folder to review via the **3-dot menu**, **Related Options** selection, such as the Grant Award Status Folder (GTAWSF).

| Grant Lifecycle Management Summary | 2 | | | | | ← Back |
|------------------------------------|--------------|---------------|---------------|----------------|-----------------|------------------|
| ~ Search | | | | | | Ţ |
| Grant Opportunity ID | Grant ID | | Grant ID Name | Opportunity | | Related Pages > |
| Opportunity Status | ADA15003 | B | | Application | | |
| ~ · | | | | Award | | |
| | | | | Amendment | | |
| | | - | | Close-Out/Au | dit | |
| Grid Actions 🗸 | | | | | | |
| 1 - 1 of 1 Records | View per Pag | e- 20 50 100 | | | | ≪ < Pagelofl > ≫ |
| Grant Opportunity ID 💠 | Grant ID 🜩 | Grant ID Name | Department | Opportunity St | atus 🗢 | |
| ADA1500335319 | ADA15003 | SBI Program | ADA | Completed | | Ţ |
| | | | | | Opportunity | Related Pages > |
| | | | | | Application | |
| | | | | | Award | |
| | | | | | Amendment | |
| | | | | | Close-Out/Audit | |

Navigation Tip: If a user gets lost navigating between different status folders for a single Grant ID, it is recommended to return to the AZ360 home page, navigate back to GRNTSUM page, and search for the record to view the other status folders as shown previously.

Process a Grant Close-Out Transaction (GTCO)

Overview

GTCO transactions are created to close Grant ID's in the GLM subsystem of AZ360. GTCO and GTCOR transactions are the only GLM transactions within AZ360 that require manual creation and approval. All other GLM transactions in AZ360 are created by the one-way e-Civis to AZ360 interface. GTCO instructions are also available as a separate QRG **Processing a Grant Close-Out Transaction (GTCO)** available on the Federal & Cost Accounting and Training sections of the GAO website at https://gao.az.gov/financials/federalcost-accounting and https://gao.az.gov/resources/training/gao-training-resources respectively.

Grant ID's are ready to be closed when:

- 1. The grant activities have ended and the performance period is over.
- 2. The federal awarding agency accepts the final Federal Financial Report (FFR).
- 3. All financial transactions are complete and the cost structure elements within AZ360 reflect the expenditures and revenues on the final FFR.

Note: Grants must always first be closed in e-Civis before processing a GTCO for a Grant ID in AZ360.

Review State of Arizona Accounting Manual (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.

Creating and Processing a GTCO Transaction

GTCO transactions are created by using the copy forward functionality on the most recent Grant Award transaction (GTAW) or Grant Award Revision transaction (GTAWR) for a Grant ID.

Log in to the **AZ360** Home Page. Locate the Grant Award Status Folder for the Grant ID being closed.



- 1. Click the **Expand** caret next to the **Global Search** field.
- 2. Select the Page Code option.
- 3. In the **Global Search** field, enter *GTAWSF*.

 In the drop down menu that generates, select GTAWSF Grant Award Status Folder. The GTAWSF page will generate.

| GTAWSF | |
|--------------------------|----------|
| | |
| Transaction | |
| Inquiry | |
| Reference | |
| 🏹 Page Code | |
| GTAWSF | Q |
| GTAWSF Grant Award Statu | s Folder |

- 5. In the **Grant ID** field, enter the specific Grant ID that is being closed.
- 6. Click Search.

| GTAWSF | | 🔍 🏫 ★ 🌲 🕐 💹 Jason Min Grants and Cost Ad | ccounting |
|-------------------------------------|------------------------------|---|-----------|
| Grant Award 😭 | | - Back C C | reate |
| ~ Search | | | ø |
| Grant Opportunity ID | Grant ID | Grant ID Name | |
| Awarded Amount | Department | Assistance Listing Number | |
| Funding Period From MM/DD/YYYY | Funding Period To MM/DD/YYYY | Grant Award Number | |
| Federal Award Identification Number | | Search Reset | |

7. Click the **3-dot menu**. Then click **View** to navigate to the Grant Award Status Folder of the Grant ID.

| Grant Award 😭 | | | | | | | | ÷ | Back (1 Create |
|-------------------------------------|--|------------|-----------------|------------------|---------------------------|------------------------|-------------------|----------------|----------------------|
| ~ Search | | | | | | | | | ¢ |
| Grant Opportunity ID | | Grant ID | | | | Grant ID Name | | | |
| | | ADA160 | 003 | (| R. | | | | |
| Awarded Amount | | Departm | ient | | | Assistance Listing Nur | nber | | |
| | | | | | | | | | |
| Funding Period From | | Funding | Period To | | | Grant Award Number | | | |
| MM/DD/YYYY | | MM/DE | D/YYYY 🛗 | | | | | | |
| Federal Award Identification Number | | | | | | | | | |
| | | | | | | | | | |
| | | | | | | | | Sea | rch Reset |
| | | | | | | | | | D View |
| | | | | - | | | | | Load Date Definition |
| Grid Actions $$ | | | | | | | | | Template |
| 1 - 1 of 1 Records | | | View per Pa | ge- 20 50 100 | | | | « | 🗊 Сору |
| Grant Opportunity ID | Grant ID Name 🗢 | Department | Funding Request | Awarded Amount 🗢 | Assistance Listing Number | Funding Period From | Funding Period To | Grant Award Nu | 🗊 Delete |
| ADA160031009468 ADA16003 | Energy Conservation Measures (ECMs) in State Facilities | ADA | \$0.01 | \$1,099,445.80 | 81.041 | 06/24/2014 | 06/30/2029 | ISAGVA0624201 | · · |

8. On the **Grant Award** screen, select the **Transactions** tab to reveal the GTAW and GTAWR transactions that pertain to the Grant ID.

| Gra | rant Award 🗢 | | | | | | | | |
|----------|----------------------------------|------------------------------|---------------------------|--------------------|----------|-------------|----------------------|--|--|
| Grant IE | CADA16003 Grant Opportur | nity ID: ADA160031009468 E | Department: ADA Unit: - | | | | | | |
| | Grant Award (1) Grant ID Name | Transactions (3) | Attachments (1) | | | | | | |
| | Energy Conservation measu | | | | | | | | |
| | | | | | — | | | | |
| | Grid Actions \vee | | | | | | I (1) | | |
| 1. | 3 of 3 Records | | | View per Page - 20 | 50 100 | | < < Page 1 of 1 > >> | | |
| | Transaction | | | Function | Phase | Description | Created | | |
| | GTAW,ADA,16000000177 | 71 | | New | Final | - | 11/20/2015 | | |
| | GTAWR,ADA,160000030 | 754 | | New | Final | - | 03/02/2016 | | |
| | GTAWR, ADA, 200000000 | 868 | | New | Final | - | 01/28/2020 | | |

Create a GTCO using the Copy Forward functionality.

AZ360 Manual

1. Click the Transaction **link** to view and open the most recent GTAW or GTAWR transaction.

| ant Award 🗢 | | | | | | Edit Cr |
|----------------------------|--------------------------------|---------------------------|-----------------------|----------|-------------|-------------------|
| ID: ADA16003 Grant Oppor | tunity ID: ADA160031009468 F | Department: ADA Unit: - | | | | |
| Grant Award (1) | Transactions (3) | Attachments (1) | | | | |
| Energy Conservation Measu | | | ^ | | | |
| Grid Actions $\ \lor$ | | | | ~ | | Ci === |
| - 3 of 3 Records | | | View per Page - 20 50 | / 100 | | < < Page 1 of 1 > |
| Transaction | | | Function | Phase | Description | Created |
| GTAW,ADA,16000000 | 1771 | | New | Final | - | 11/20/2015 |
| GTAWR,ADA,1600000 | 30754 | | New | Final | | 03/02/2016 |
| | | | | | | |

2. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.

| Grant Award Revisi | on (GTAWR) 🛕 🖡 | īnal 🗐 📔 | | | | Close |
|---------------------------------------|---------------------------------|---|------------|------------------|--|------------------------|
| Department: ADA Unit: - Transacti | on ID: 20000000868 Version: 1 | | | Primary Actions | Other Actions | Research |
| Header | Grant Award | | | Modify Cancel | Additional Transaction Information Future Transaction Triggering | Track Work in Progress |
| | ADA16003 | ^ | | Collaborate | Schedule | Forms |
| | | | - | Comments | Send Page | |
| Grid Actions 🗸 | | | | Сору | Print | |
| 1 - 1 of 1 Records | | View per Page - 20 50 | 0 100 | Copy Forward | View PDF | |
| Grant Opportunity | D Grant ID | Grant Name | Department | | Download Transaction | |
| - Orant opportunity i | orancio | | Deparament | | Activate | |
| ADA160031009468 | ADA16003 | Energy Conservation Measures (ECMs) in State Facilities | ADA | | Deactivate | |
| | | | | | Archive | |

- 3. On the **Copy Forward** screen, in the **Transaction Dept** field, enter the user's department 3-digit code.
- 4. Assign a transaction ID to the GTCO transaction by either:
 - a. In the **Transaction ID** field, enter a transaction ID for the GTCO transaction.
 - b. Check the **Auto Numbering** check box.

Note: It is recommended that users enter their own transaction ID with the Grant ID as the prefix of the transaction ID. Doing so makes the transaction easier to find and research.

- 5. Verify that the Target Transaction Code selected is GTCO.
- 6. Click **OK**.



| Copy Forward | | | | | OK Cancel |
|--|---------------------------|---------------------------|-------------------------------|------------------------|-------------------|
| | | - | | | |
| 1 - 3 of 3 Records | View per P | age - 20 50 100 | | < | < Page 1 of 1 > > |
| Target Transaction Type | | Target Transaction Code 🗢 | D | Description | |
| GT | - | GTAM | с | Create Amendment | |
| GT | | GTCO | | Create Close-Out/Audit | |
| GT | | GTAWR | с | Create Award Revision | |
| | | | | | |
| Source Transaction | | | | | |
| Category GRNTS | Transaction Dept ADA | | Type GT | | |
| Transaction Unit | Transaction Code GTAWR | | Transaction ID 20000000868 | | |
| | Version | | Transaction Description | | |
| Select Entire Transaction | | | | | |
| · · · · Toront Transaction | | | | | |
| * Transaction Dept | * Transaction ID | | Transaction Unit | | |
| | | | | | |
| Auto Numbering | | | | | |

7. A new GTCO transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Process the GTCO to close the Grant ID.

- 1. Click on the Grant Close-Out/Audit tab.
- 2. In the **Close Grant** field, select **Yes** from the drop down menu.

| G | Frant Close | e-Out/Audit (GT nit: - Transaction ID: 240000 | i [™] CO) ☆ D1 1000001 Version: 1 | raft 🗐 👪 | | | | ⊘ Validate | ্র Submit | 🛱 Save Save | & Close | : |
|---|--------------------|--|---|---|-----|---|------------|------------|-----------|--------------|---------|---|
| | Header | Grant Close Grant Opport ADA1600310 | .e-Out/Audit tunity ID 109468 E | Close-Out/Audit Dates Date Description | ■ ^ | | | | | | | |
| | C' ≻€ | | | | | | | | | e | • | |
| | 1 - 1 of 1 Records | | | | | View per Page - 20 50 100 | | | < | < Page1of1 > | > | |
| | Gr | rant Opportunity ID | Grant ID | | | Grant Name | Department | Close Gran | st. | Attachments | | |
| | ■ | DA160031009468 | ADA16003 | | R | Energy Conservation Measures (ECMs) in State Facilities | ADA | Yes | ~ | " | : | |

Validate and submit the transaction for approval.

- 1. Click **Validate** to check for errors. If any errors exist, fix the errors and click **Validate** again. If the validation is successful, the following message is displayed: **Transaction validated successfully**.
- 2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully Pending Approval**.
- 3. Click Close.
- 4. Click **Home** icon to return to the home page.

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After submitting the GTCO transaction, the transaction will flow into the worklist of your agency's Grant Management approver(s). Once approved, the GTCO transaction 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 GRNTSUM in AZ360. The steps below detail how to research GLM records.

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GRNTSUM

Transaction

Inquiry

Reference

🏹 Page Code

GRNTSUM

GRNTSUM Grant Lifecycle Management Summary

Log in to the **AZ360** Home Page. Locate the Grant Award Status Folder for the Grant ID being researched.

- 1. Click the **Expand** caret next to the **Global Search** field.
- 2. Select the **Page Code** option.
- 3. In the **Global Search** field, enter *GRNTSUM*.

 In the drop down menu that generates, select GRNTSUM Grant Lifecycle Management Summary. The GRNTSUM page will generate.



</>
</>
</>
</>
</l>

- 5. In the **Grant ID** field, enter the specific Grant ID that is being researched.
- 6. Click Search.

| ~ Search | | _ | @ |
|----------------------|-------------|----------------------|-------|
| Grant Opportunity ID | Grant ID | Grant Name | |
| Department | Close Grant | Total Amended Amount | |
| | × | | |
| | | Search | Reset |

- 7. A record for the Grant ID will appear in the grid results at the bottom of the screen.
- 8. Click the **Expand** caret on blue Grant line.

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| Crant Lifequela Management Summa | r)/ 🔺 | | | ← Back |
|----------------------------------|------------|---|---------------|----------------------|
| Grant Ellecycle Management Summa | ly ¥ | | | |
| ~ Search | | | | Ô |
| Grant Opportunity ID | Grant ID | | Grant ID Name | |
| B | ADA160 | 003 B | | |
| Opportunity Status | | | | |
| · · · | | | | |
| | | | | Search Reset |
| | | | | |
| | | ~ | | |
| Grid Actions V | | | | EI 💷 🔱 🍥 |
| 1 - 1 of 1 Records | | View per Page - 20 50 100 | | ≪ < Pagelof1 > ≫ |
| Grant Opportunity ID 🗢 | Grant ID 🌩 | Grant ID Name | Department | Opportunity Status 🗢 |
| ADA160031009468 | ADA16003 | Energy Conservation Measures (ECMs) in State Facilities | ADA | Completed |

9. Select the **Close-Out/Audit Information** section to see if the grant is open or closed.

| Grant Lifecycle Management Su | ımmary 😭 | | | | [| ← Back |
|---|----------------------------|-----------------------------------|-----------------------------|---------------|----------------------|---------|
| Search Grant Consertingly ID | Gran | 10 | | Grant ID Name | | ٢ |
| | ADA | 16003 | R | | | |
| Opportunity Status | | | | | | |
| | | | | | Search Re | eset |
| | | | - | | | |
| Grid Actions $$ | | | | | | 4t 🚳 |
| 1 - 1 of 1 Records | | View per Page - 20 50 | 100 | | < < Page 1 o | of1 > > |
| Grant Opportunity ID 🗢 | Grant ID 🗢 | Grant ID Name | | Department | Opportunity Status 🗢 | |
| ADA160031009468 | ADA16003 | Energy Conservation Measures (ECN | ts) in State Facilities | ADA | Completed | 1 |
| Opportunity Information Application Inf | formation Award Informatio | n Amendment Information | Close-Out/Audit Information | | | |
| Grant Closed Yes | | | | | | |
| Grant Closed Yes | | | | | | |

Process a Grant Close-Out Revision Transaction (GTCOR)

Overview

GTCOR transactions are created to open or to close Grant ID's previously modified with a GTCO transaction within the GLM module of AZ360. GTCO and GTCOR transactions are the only GLM transactions within AZ360 that require manual creation and approval. All other GLM transactions in AZ360 are created by the one-way eCivis to AZ360 interface. GTCOR instructions are also available as a separate QRG **Processing a Grant Close-Out Revision Transaction (GTCOR)** available on the Federal & Cost Accounting and Training sections of the GAO website at https://gao.az.gov/financials/federalcost-accounting and https://gao.az.gov/resources/training/gao-training-resources respectively.

Creating and Processing a GTCOR Transaction

GTCOR transactions are created by using the copy forward functionality on the most recent GTCO or GTCOR transaction for a Grant ID.

Log in to the **AZ360** Home Page. Locate the Grant Award Status Folder for the Grant ID being opened or closed.

- 1. Click the **Expand** caret next to the **Global Search** field.
- 2. Select the Page Code option.
- 3. In the **Global Search** field, enter *GTCOSF*.

 In the drop down menu that generates, select GTCOSF Grant Close-Out/Audit Status Folder. The GTCOSF page will generate.



- 5. In the **Grant ID** field, enter the specific Grant ID that is being closed or opened.
- 6. Click Search.



7. Click the **3-dot menu**. Then click **View** in order to navigate to the Grant Close-Status Folders of the Grant ID.

| Grant Close-Out/Audit | ☆ | | | | | ← Back Cf Create |
|------------------------|------------|--|----------------|---------------|-------------|----------------------|
| ~ Search | | | | | | 0 |
| Grant Opportunity ID | | Grant ID | | Grant Name | | |
| | | ADA16003 | E | | | |
| Department | | Close Grant | | Total Amended | Amount | |
| | | | ~ | | | |
| | | | | | | Search Reset |
| | | | | | | |
| | | | - | | | |
| Grid Actions 🗸 | | | | | | 🖾 💷 🗤 🍥 |
| 1 - 1 of 1 Records | | View per Page | - 20 50 100 | | | < < Page1of1 > ≫ |
| Grant Opportunity ID 🗢 | Grant ID 🌩 | Grant Name 🗢 | | Department ≑ | Close Grant | Total Amended Amount |
| ADA160031009468 | ADA16003 | Energy Conservation Measures (ECMs) in Sta | ate Facilities | ADA | Yes | \$1,099,445.80 |
| | | | | | | View |
| | | | | | | Ø Edit |
| | | | | | | Б Сору |
| | | | | | | C Delete |

8. On the **Grant Close-Out/Audit** screen, select the **Transactions** tab to reveal GTCO and GTCOR transactions pertaining to the Grant ID.

| Grant Close-Out/Audit 🗢 Grant ID: ADA16003 Grant Opportunity ID: ADA160031009468 Departme | rant Close-Out/Audit 🗢 | | | | | | |
|--|--|--------|-------------|------------------|--|--|--|
| Grant Close-Out/Audit Close-Out/Audit Dates T | Grant Close-Out/Audit Dates Transactions (1) Attachments (1) | | | | | | |
| | | - | | | | | |
| Grid Actions $ \lor $ | | | | s 💷 🐵 | | | |
| 1 - 1 of 1 Records | View per Page - 20 | 50 100 | | ≪ < Page1of1 > ≫ | | | |
| Transaction | Function | Phase | Description | Created | | | |
| GTC0,AAA,24000000001 | New | Final | | 09/05/2023 | | | |

Create a GTCOR using the Copy Forward functionality.

1. Click the Transaction link to view and open the most recent GTCO or GTCOR transaction.

| Frant Close-Out/ | Audit 🗢 | | | | | Edit | Cancel |
|--------------------------------|-----------------------------------|------------------------|--------------------|--------|-------------|----------------|--------|
| ant ID: ADA16003 Grant Oppor | tunity ID: ADA160031009468 Dep: | artment: ADA Unit: - | | | | | |
| Grant Close-Out/Audit | Close-Out/Audit Dates | Transactions (1) | Attachments (1) | _ | | | |
| | | | | - | | | |
| Grid Actions 🗸 | | | | | | 51 8 | |
| 1 - 1 of 1 Records | | | View per Page - 20 | 50 100 | | ≪ < Page1 of 1 | > > |
| Transaction | | | Function | Phase | Description | Created | |
| GTC0.AAA.24000000 | 0001 | | New | Final | - | 09/05/2023 | |

2. Click the Page 3-dot menu, select Copy Forward from Primary Actions.

| Grant Close-Out/Audit (GTCO) 🛕 Final 🔍 🗰 | | | Close |
|--|-----------------|---------------------------------------|------------------------|
| Department: AAA Unit: - Transaction ID: 240000000001 Version: 1 | Primary Actions | Other Actions | Research |
| 1 of 1: Approvals are being bypassed for this transaction | Modify | Additional Transaction Information | Track Work In Progress |
| | Cancel | Future Transaction Triggering | Transaction History |
| Header Grant Close-Out/Audit Close-Out/Audit Dates | Collaborate | Schedule | Forms |
| Grant Opportunity ID Date Description ADA160031009468 🔍 | Comments | Send Page | |
| | Сору | Print | |
| | Copy Forward | View PDF | |
| | - | Download Transaction | |
| 1 - 1 of 1 Records View per Page - 👩 50 100 | | Activate | _ |
| Grant Opportunity ID Grant ID Grant Name | | Deactivate | |
| ADA160031009466 ADA16003 Energy Conservation Measures (ECMs) in State Facilities | | Archive | |

- 3. On the **Copy Forward** screen, in the **Transaction Dept** field, enter the user's department 3-digit code.
- 4. Assign a transaction ID to the GTCOR by either:
 - a. In the **Transaction ID** field, enter a transaction ID for the GTCOR transaction.
 - b. Check the Auto Numbering check box.

Note: It is recommended that users enter their own transaction ID with the Grant ID as the prefix of the transaction ID. Doing so makes the transaction easier to find and research.

- 5. Verify that the Target Transaction Code selected is GTCOR.
- 6. Click **OK**.



| Copy Forward | | | | OK Cancel |
|---|---------------------------|--------|---------------------------|-------------------|
| | | | | * Required fields |
| | | - | | |
| 1 - 1 of 1 Records | View per Page - 20 | 50 100 | | ≪ < Page1of1 > ≫ |
| Target Transaction Type | Target Transaction Code 🗢 | | Description | |
| GT | GTCOR | | Create Close-Out Revision | |
| | | | | |
| Source Transaction | | | | |
| Category GRNTS | Transaction Dept | | Type GT | |
| Transaction Unit | Transaction Code | | Transaction ID | |
| | Version | | Transaction Description | |
| Select Entire Transaction | 1 | | | |
| | | | | |
| Target Transaction * Transaction Dent | * Transaction ID | | Transaction Unit | |
| | | | | |
| | | | | |
| Auto Numbering | | | | |

7. A new GTCOR transaction will generate and opens to the Header tab. Note that the transaction is in **Draft**, the **Version** number is **1**, the **Function** is **New** and the **Status** is **Held**.

Process the GTCOR to open or close the Grant ID.

1. In the **Reason for Modification** field, enter a reason for the GTCOR transaction.

| Grant Close-Out/A Department: AAA Unit - Transac | 🞯 Validate 🥂 Submit 🛱 Save Save & Close | | | | | |
|---|---|-------------------------|-------------|--------|--|--|
| Header Created By: 221019 Created | Header Grant Close-Out/Audit Close-Out/Audit Dates Bate Description Date Description Image: Close Clo | | | | | |
| Transaction Name | | Record Date | Fiscal Year | Period | | |
| Transaction Description | | Reason for Modification | | | | |

2. Click the Grant Close-Out/Audit tab.

Complete the **Grant Close-Out/Audit** tab of the transaction.

1. In the Close Grant field, select either Yes (Opened) or No (Closed) from the drop down menu depending on if the grant is being opened or closed.



Validate and submit the transaction for approval.

- 1. Click Validate to check for errors. If any errors exist, fix the errors and click Validate again. If the validation is successful, the following message is displayed: Transaction validated successfully.
- 2. Click **Submit** to submit the transaction for approval. If submission is successful, the following message is displayed: **Transaction submitted successfully Pending Approval**.
- 3. Click Close.

AZ360 Manual

4. Click **Home** icon to return to the home page.

After submitting the GTCOR transaction, the transaction will flow into the worklist of the user's agency's Grant Management approver(s). Once approved, the GTCOR transaction will be finalized and the Grant ID will be closed or opened.

Verifying a Grant ID Is Opened or Closed

The status of a Grant ID can be verified by viewing the GRNTSUM in AZ360. The steps below detail how to research GLM records.

Log in to the **AZ360** Home Page. Locate the Grant Award Status Folder for the Grant ID being researched.



- 1. Click the **Expand** caret next to the Global Search field.
- 2. Select the Page Code option.

4. In the drop down menu that

3. In the Global Search field, enter GRNTSUM.



- 5. In the **Grant ID** field, enter the specific Grant ID that is being researched.
- 6. Click Search.

| Search | | | | | |
|----------------------------|-------------|--|----------------------|-------|--|
| Grant Opportunity ID | Grant ID | | Grant Name | | |
| Department | Close Grant | | Total Amended Amount | | |
| | · · · | | Search | Reset | |

- 7. A record for the Grant ID will appear in the grid results at the bottom of the screen.
- 8. Click the **Expand** caret on blue Grant line.

| Grant Lifecycle Management Sun | nmary 🏠 | | | ← Back |
|--------------------------------|------------|---|---------------|----------------------|
| | - | | | |
| ~ Search | | | | ٥ |
| Grant Opportunity ID | Gi | irant ID | Grant ID Name | |
| B | ł | ADA16003 | | |
| Opportunity Status | | | | |
| ~ · | | | | |
| | | | | Search Reset |
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| | | - | | |
| Grid Actions 🗸 | | | | 🖬 💷 🕂 🎯 |
| 1 - 1 of 1 Records | | View per Page - 20 50 100 | | ≪ < Pagelof1 > ≫ |
| Grant Opportunity ID 🌩 | Grant ID 🌩 | Grant ID Name | Department | Opportunity Status 🗢 |
| ADA160031009468 | ADA16003 | Energy Conservation Measures (ECMs) in State Facilities | s ADA | Completed |

9. Select the **Close-Out/Audit Information** section to see if the grant is open or closed.

| Grant Lifecycle Manag | gement Summary | ☆ | | | | ← Back |
|-------------------------|-------------------------|--|-----------------------------|---------------|----------------------|------------|
| ~ Search | | | | | | ٥ |
| Grant Opportunity ID | R | Grant ID ADA16003 | R | Grant ID Name | | |
| Opportunity Status | | | | | | |
| | | | | | Search | Reset |
| | | | | | | |
| Grid Actions \lor | | | | | C | iii ↓† @ |
| 1 - 1 of 1 Records | | View per Page - 20 50 | 100 | | « < Pag | pe1of1 > ≫ |
| Grant Opportunity ID 🗢 | Grant ID 🗢 | Grant ID Name | | Department | Opportunity Status 💲 | |
| ADA160031009468 | ADA16003 | Energy Conservation Measures (ECMs) in a | State Facilities | ADA | In-Progress | : |
| Opportunity Information | Application Information | Award Information Amendment Information | Close-Out/Audit Information | | | |
| Grant Closed No | | | | | | |
| Grant Close No | d | | | | | |