ADOA – General Accounting Office

QUICK REFERENCE GUIDE: PROCESS A GRANT CLOSE-OUT REVISION TRANSACTION (GTCOR)

PROCESS A GRANT CLOSE-OUT REVISION TRANSACTION (GTCOR)

Overview

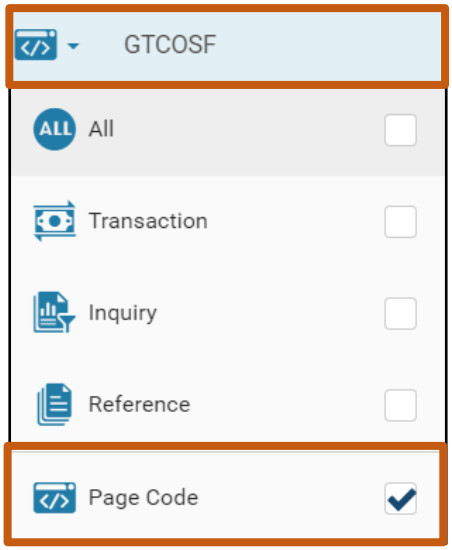
Grant Close-Out Revision (GTCOR) transactions are created to open or to close Grant ID's previously modified with a Grant Close-Out (GTCO) transaction within the Grant Lifecycle Management (GLM) module of AZ360, the statewide financial management system. GTCO and GTCOR transactions are the only GLM transactions within AZ360 that require manual creation and approval. All other GLM transactions in AZ360 are created by the one-way eCivis to AZ360 interface.

Creating and Processing a GTCOR Transaction

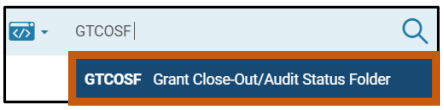
GTCOR transactions are created by using the copy forward functionality on the most recent GTCO or GTCOR transaction for a grant ID.

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

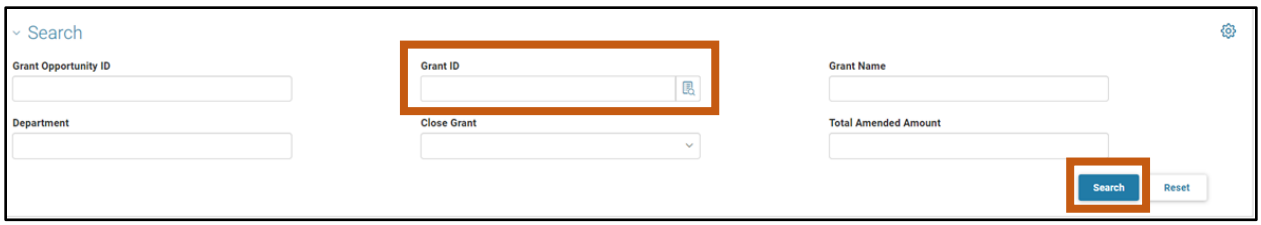
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *GTCOSF*.



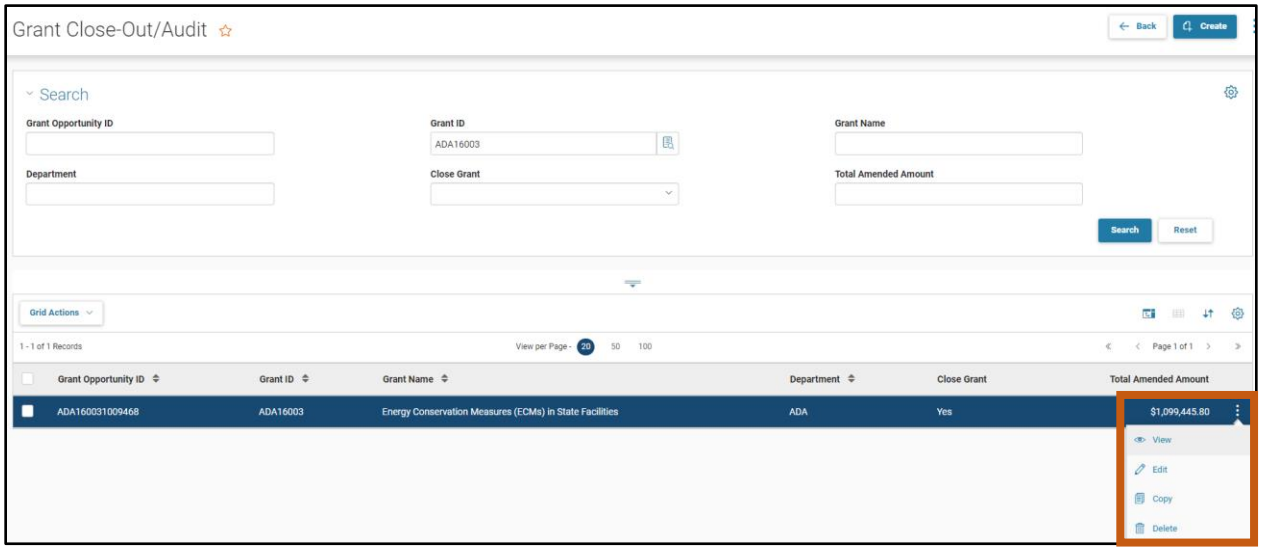
4. In the drop-down menu that generates, select **GTCOSF Grant Close-Out/Audit Status Folder.** The GTCOSF page will generate.



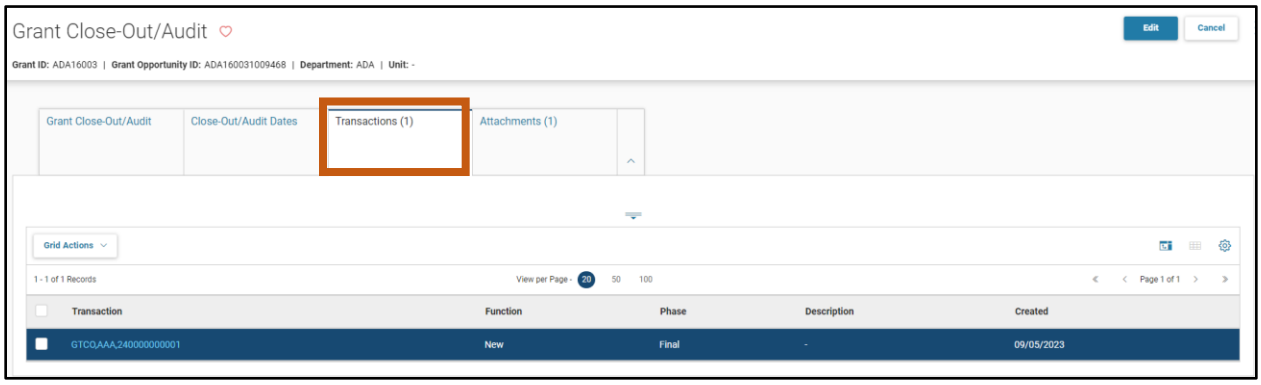
5. In the **Grant ID** field, enter the specific grant ID that is being closed or opened.
6. Click **Search**.



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

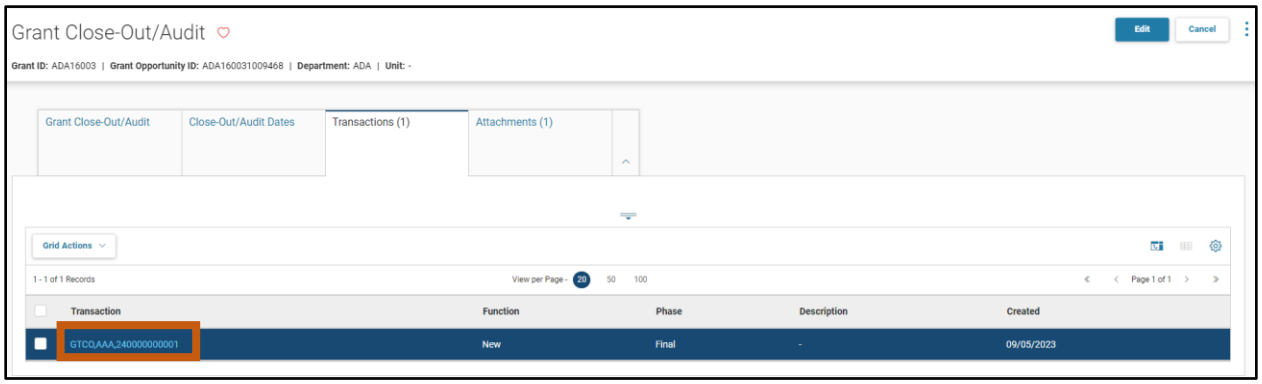


8. On the **Grant Close-Out/Audit** screen, select the **Transactions** tab to reveal GTCO and GTCOR transactions pertaining to the grant ID.



Create a GTCOR using the Copy Forward functionality.

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



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

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:

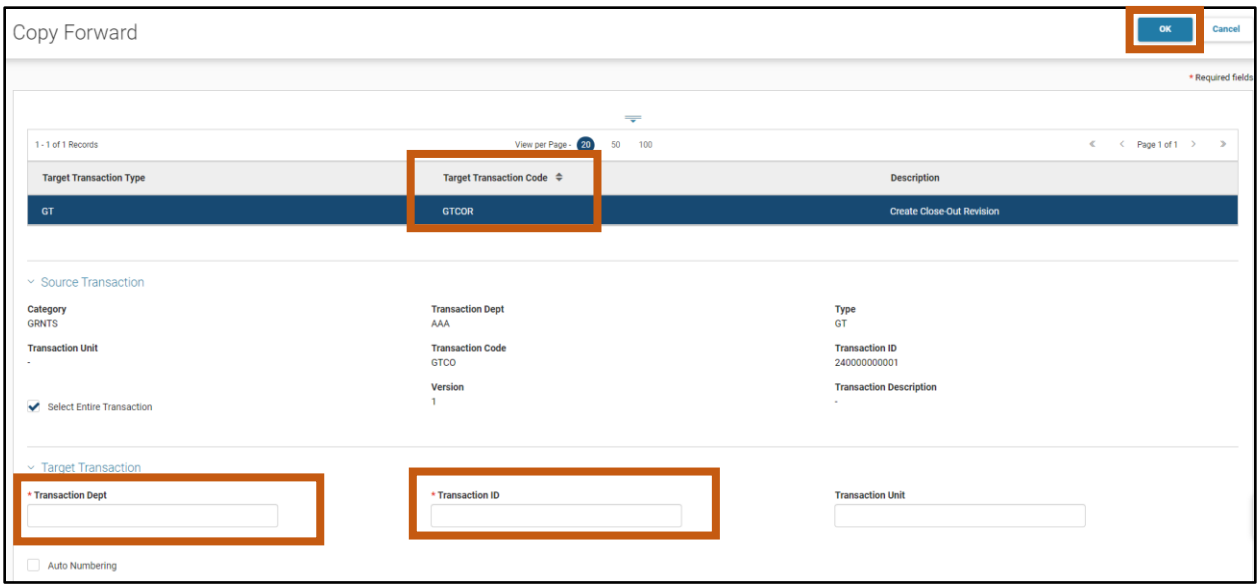
   a. In the **Transaction ID** field, enter a transaction ID for the GTCOR transaction.

   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**.

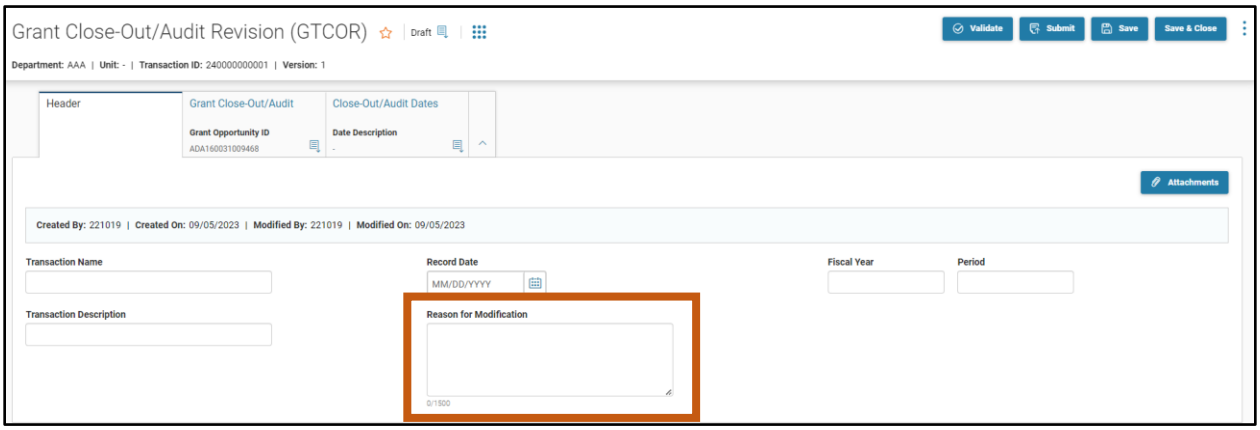
6. Click **OK**.



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.

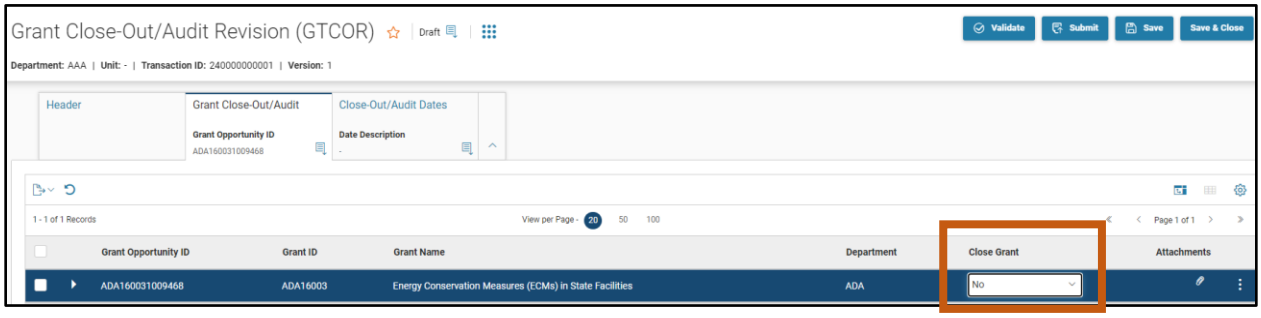
1. In the **Reason for Modification** field, enter a reason for the GTCOR transaction.



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.**

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

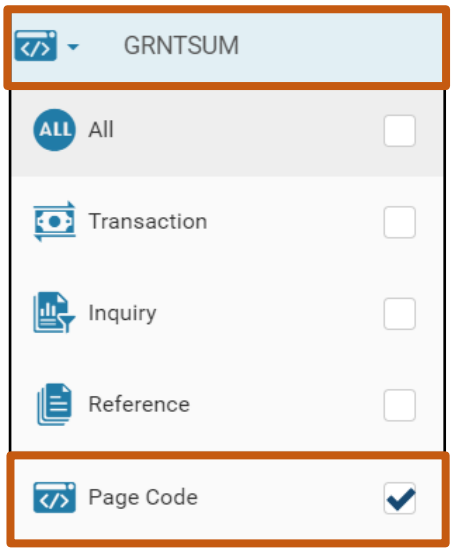
After submitting the GTCOR transaction, the transaction will flow into the worklist of the user's agency's Grant Management approver(s). Once approved, the GTCOR transaction will be finalized and the grant ID will be closed or opened.

Verify a Grant ID Is Opened or Closed

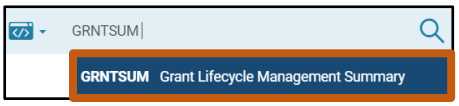
The status of a grant ID can be verified by viewing the Grant Lifecycle Management Summary (GRNTSUM) in AZ360. The steps below detail how to research GLM records.

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

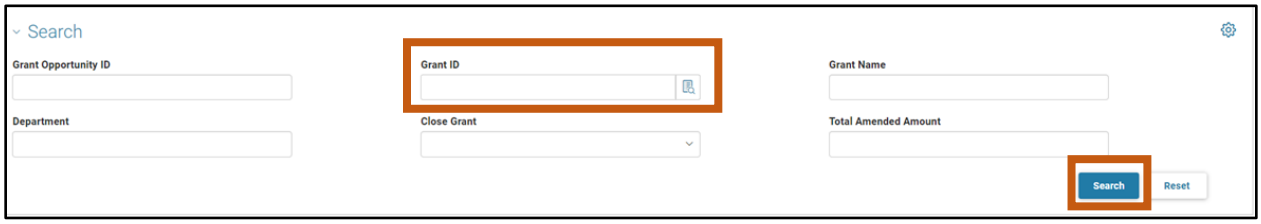
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *GRNTSUM*.



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

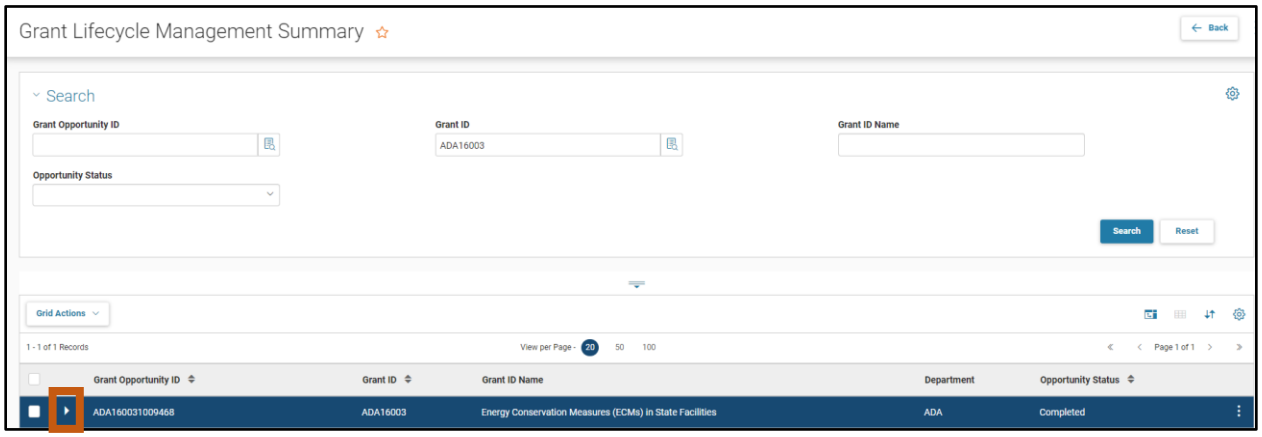
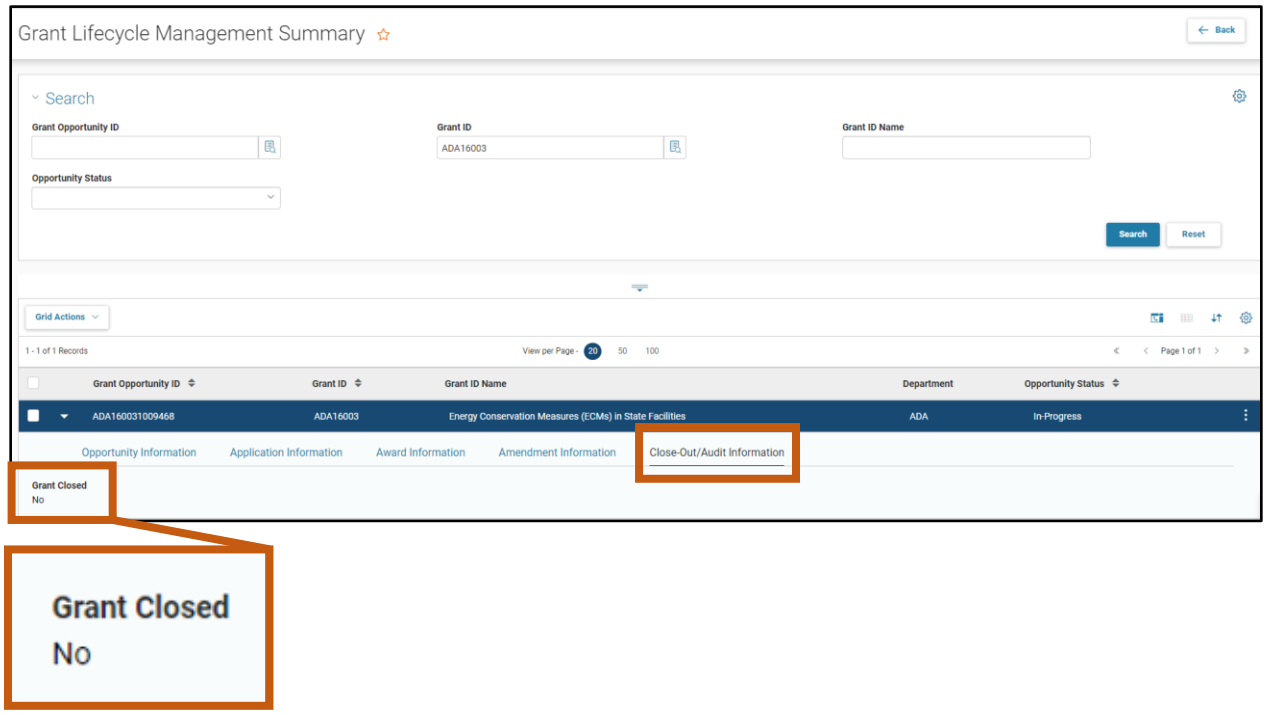


5. In the **Grant ID** field, enter the specific grant ID that is being researched.
6. Click **Search**.



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.



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