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

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

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

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**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

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.