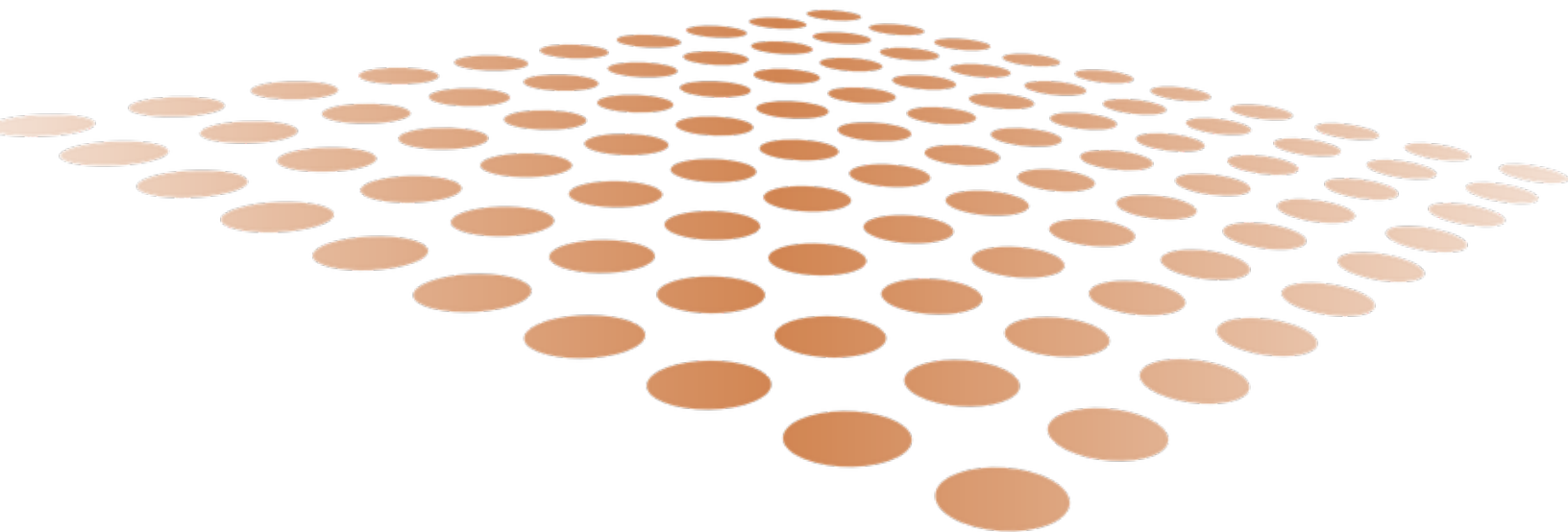


ADOA – General Accounting Office

# **QUICK REFERENCE GUIDE: PROCESSING A GRANT CLOSE - OUT REVISION DOCUMENT (GTCOR)**



# Processing a Grant Close - Out Revision Document (GTCOR)

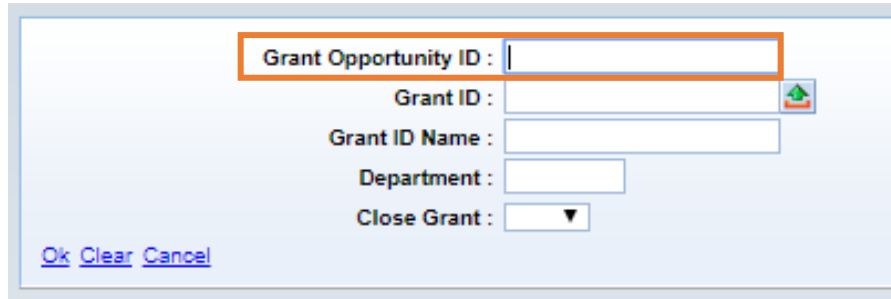
Grant Close-Out Revision (GTCOR) documents are used to reopen or to close reopened Grant ID's in the Grant Lifecycle Management (GLM) module of AFIS. GTCO and GTCOR documents are the only GLM documents within AFIS which require manual creation and approval. All other grant related documents in AFIS are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

GTCOR documents are create by using the copy forward functionality on the most recent Grant Close-Out Document (GTCO) or Grant Close-Out Revision Document (GTAWR) to have written to the Grant Close-Out/Audit Status Folder for a Grant ID.

## Creating and Processing a GTCOR 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 **GTCOSF**
2. Click **Search**, a pop up window will appear
3. In the **Grant ID** field, type the **Grant ID** which is to be reopened or closed
4. Click **OK**

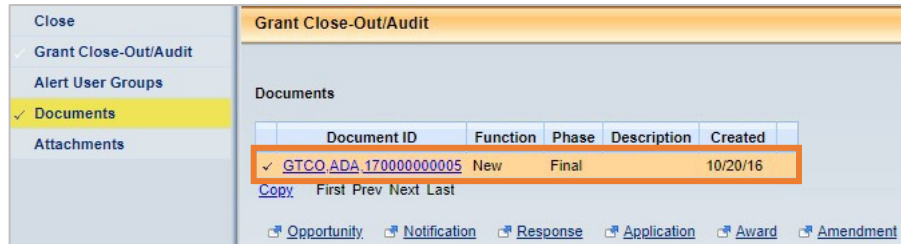


This will take you to the Grant Close-Out/Audit Status Folder for the Grant ID.

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

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

A listing of all GTCO and GTCOR documents, which have updated the Grant Award Status



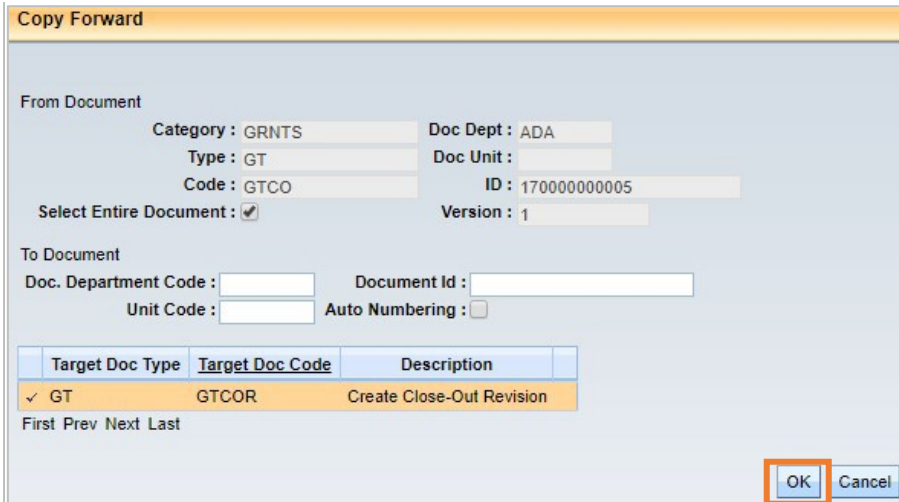
Document ID	Function	Phase	Description	Created
✓ GTCO_ADA_170000000005	New	Final		10/20/16

Folder for this Grant ID will appear.

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

Click **Copy Forward**

3. Select **GTCOR** 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**

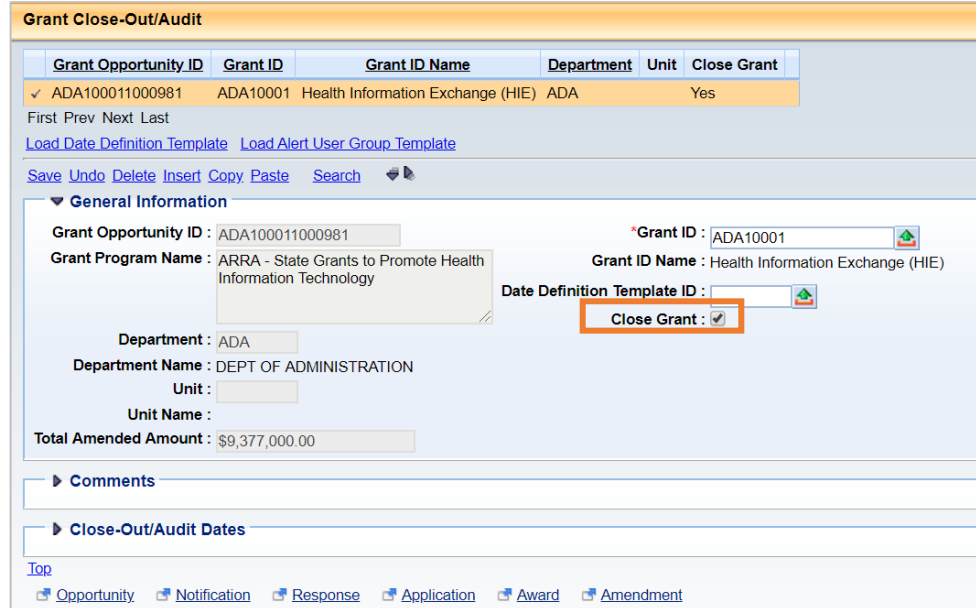


*Note: It is recommended to include the Grant ID in the Document ID naming convention to make the document easier to find and research.*

Process the **GTCOR** to reopen or close the Grant ID

1. Open the **Header component** of the GTCOR document
2. In the **Reason for Modification** field, type a reason
3. Open the **Grant Close-Out/Audit component** of the GTCOR document

If the purpose of the GTCOR document is to



reopen the Grant ID, uncheck the Close Grant check box in the General Information Tab. If the purpose of the GTCOR document is to close a reopened Grant ID, check the Close Grant check box.

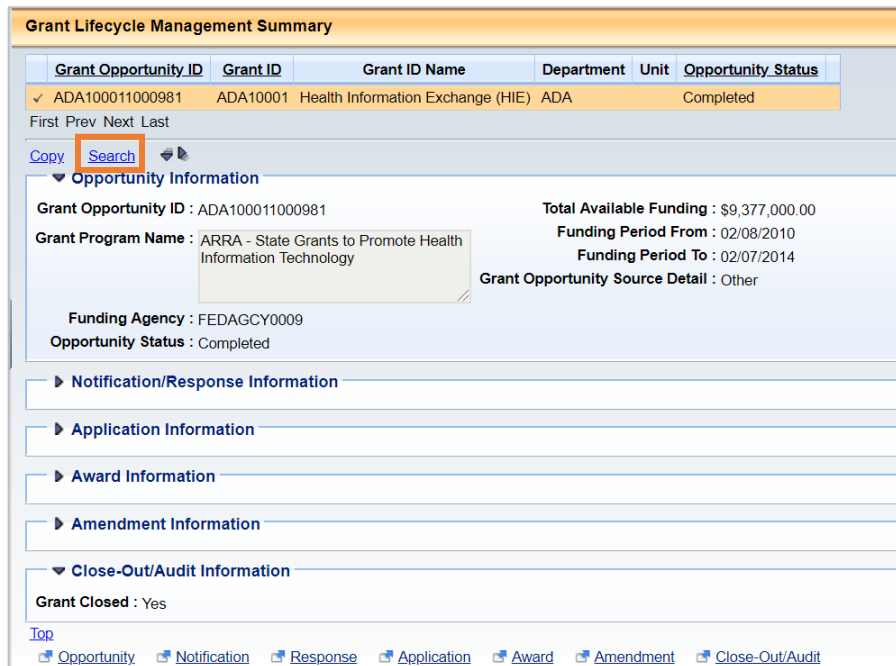
4. Click **Validate and Submit** the document

After submitting the GTCOR document, the document will flow into the worklist of your agency's Grant Management approver. Once approved, the GTCOR 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 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  
 Total Available Funding : \$9,377,000.00  
 Funding Period From : 02/08/2010  
 Funding Period To : 02/07/2014  
 Grant Opportunity Source Detail : Other

Funding Agency : FEDAGCY0009  
 Opportunity Status : Completed

Notification/Response Information

Application Information

Award Information

Amendment Information

**Close-Out/Audit Information**

Grant Closed : Yes

Top

Opportunity Notification Response Application Award Amendment Close-Out/Audit