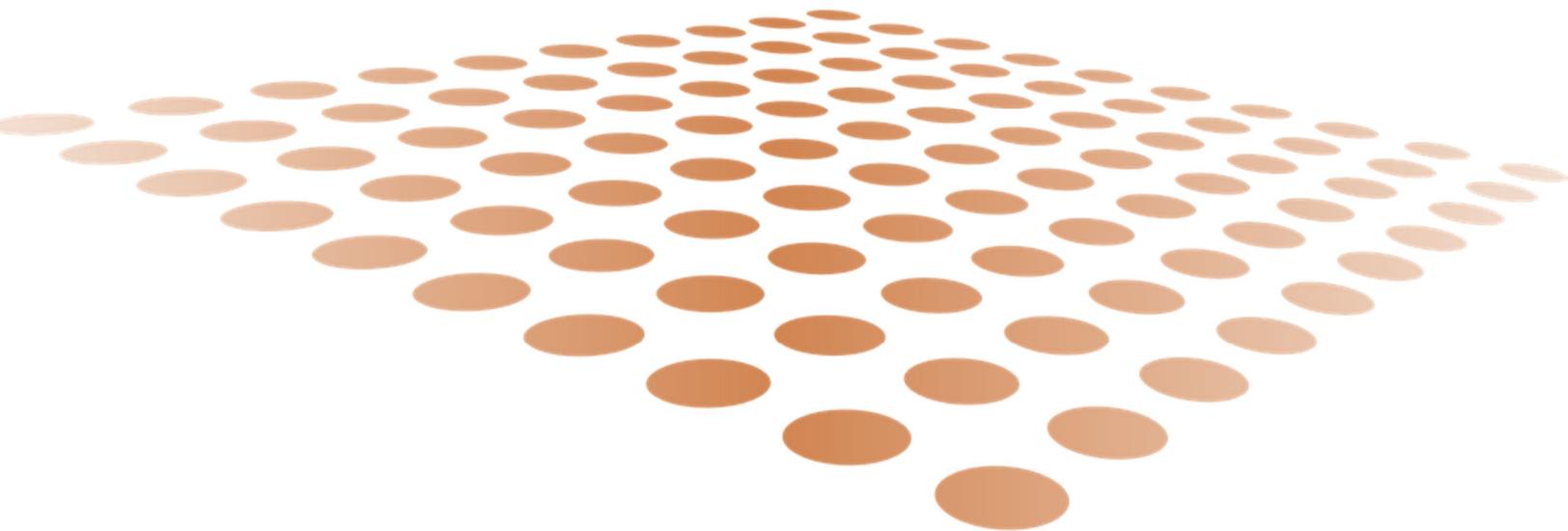


ADOA – General Accounting Office

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





# Processing a Grant Close-Out (GTCO) Document

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## Overview

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.

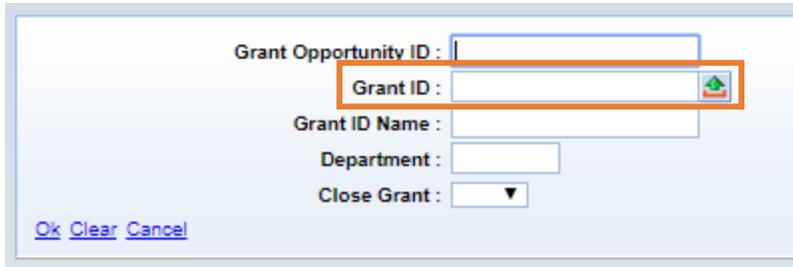
There is also an online training in Tracorp, **Grants Lifecycle Management**, which reviews GLM navigation, the e-Civis to AFIS interface and the manual creation of GTCO documents.

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



Grant Opportunity ID :   
Grant ID :    
Grant ID Name :   
Department :   
Close Grant :   
[Ok](#) [Clear](#) [Cancel](#)

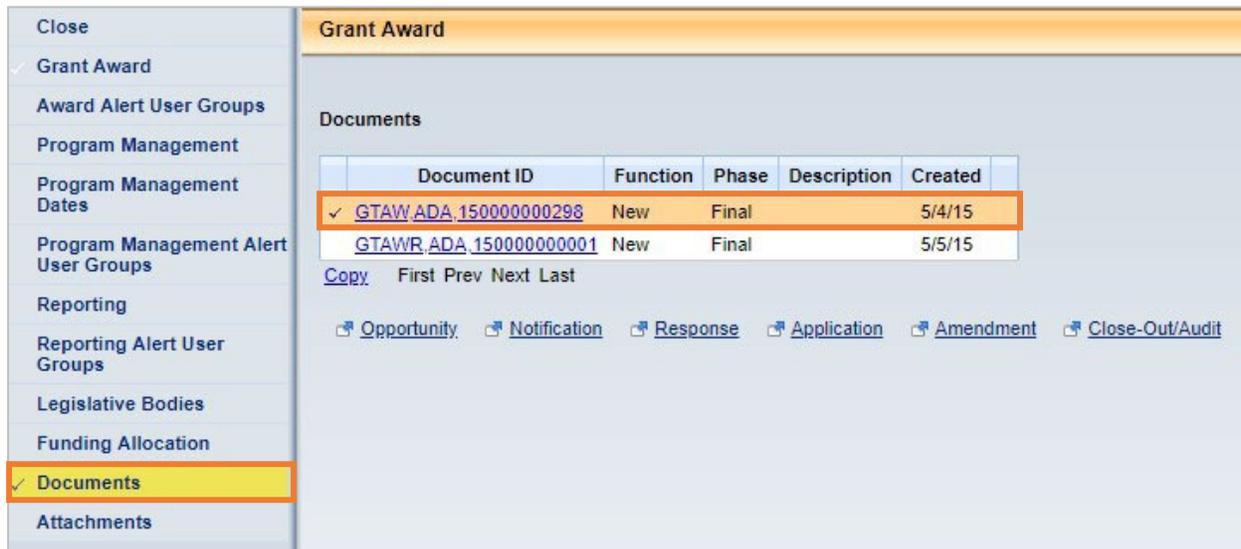
4. Click OK

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.

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



Close

- ✓ Grant Award
- Award Alert User Groups
- Program Management
- Program Management Dates
- Program Management Alert User Groups
- Reporting
- Reporting Alert User Groups
- Legislative Bodies
- Funding Allocation
- ✓ Documents
- Attachments

**Grant Award**

Documents

Document ID	Function	Phase	Description	Created
✓ <a href="#">GTAW_ADA_150000000298</a>	New	Final		5/4/15
<a href="#">GTAWR_ADA_150000000001</a>	New	Final		5/5/15

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[Opportunity](#) [Notification](#) [Response](#) [Application](#) [Amendment](#) [Close-Out/Audit](#)

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



3. Click **Copy Forward**

From Document

Category : GRNTS      Doc Dept : ADA  
 Type : GT      Doc Unit :  
 Code : GTAWR      ID : 150000000001  
 Select Entire Document :       Version : 1

To Document

Doc. Department Code :       Document Id :   
 Unit Code :       Auto Numbering :

	Target Doc Type	Target Doc Code	Description
	GT	GTAM	Create Amendment
✓	GT	GTCO	Create Close-Out/Audit
	GT	GTAWR	Create Award Revision

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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

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

7. Click **OK**

*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.



**Grant Close-Out/Audit**

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

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[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 :  
 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**

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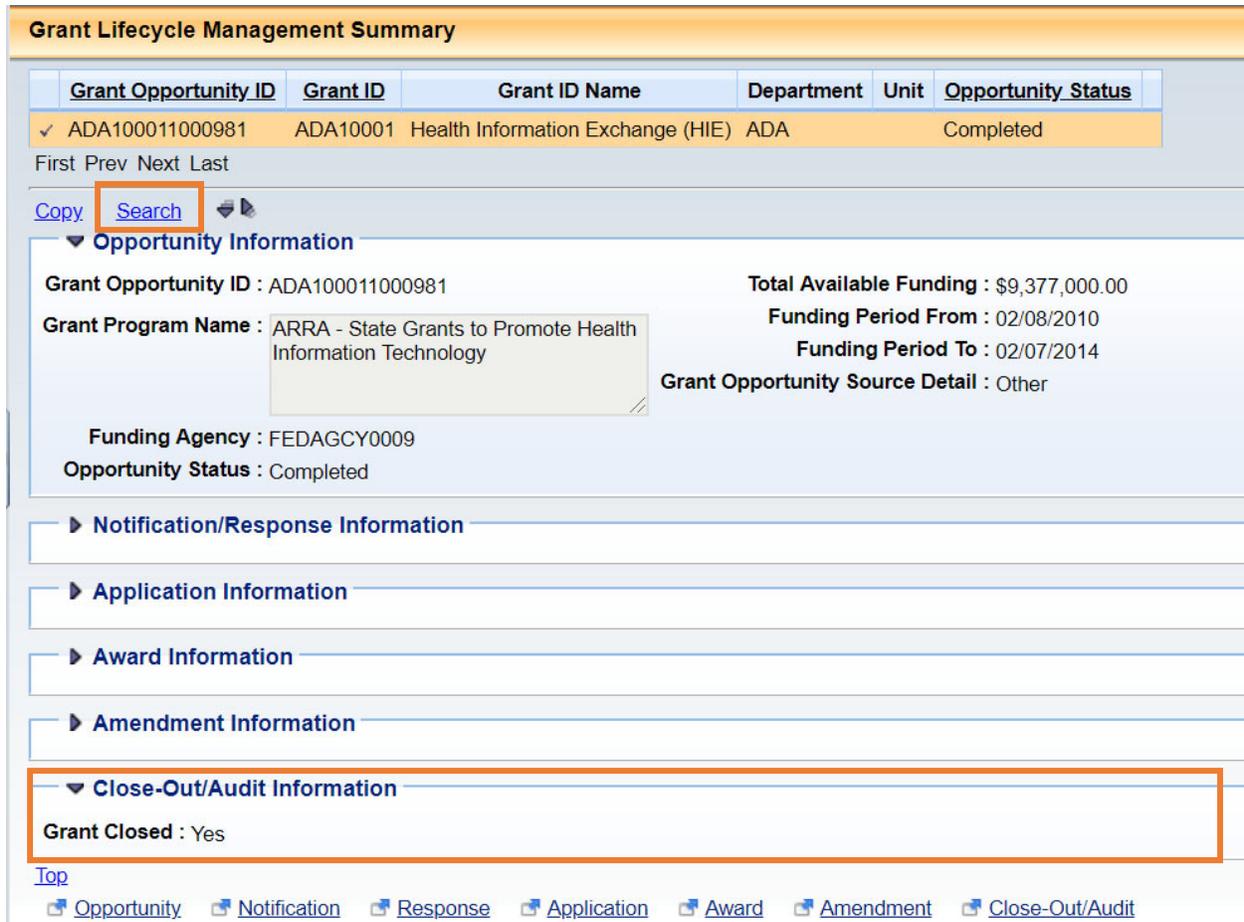
3. Click **Validate and Submit** the document

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.



**Grant Lifecycle Management Summary**

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

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[Copy](#)  

▼ **Opportunity Information**

Grant Opportunity ID : ADA100011000981 Total Available Funding : \$9,377,000.00  
Grant Program Name : ARRA - State Grants to Promote Health Information Technology 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

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