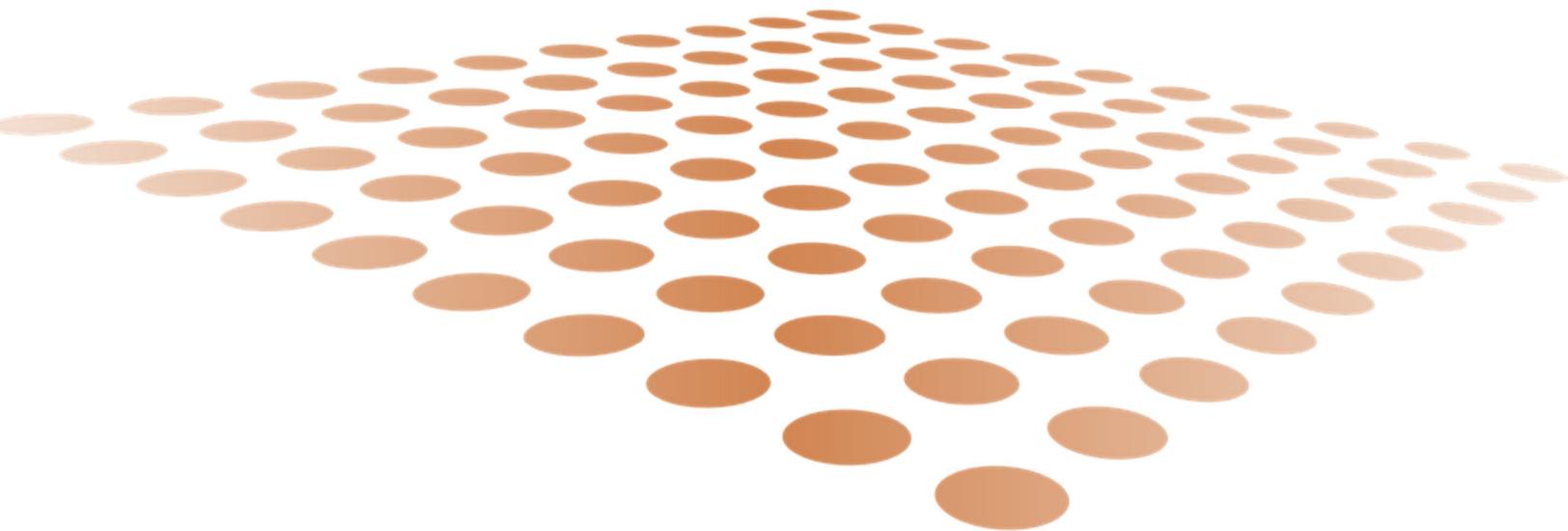


ADOA – General Accounting Office

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



Processing a Grant Close-Out Revision (GTCOR) Document

Overview

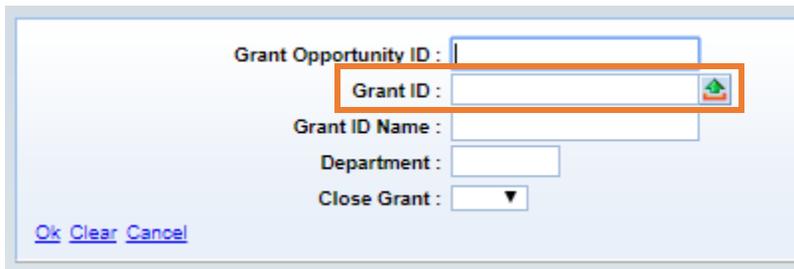
Grant Close-Out Revision (GTCOR) documents are used to reopen or to close reopened Grant ID's in the Grant Lifecycle Management (GLM) module of AFIS. GTCO and GTCOR documents are the only GLM documents within AFIS which require manual creation and approval. All other grant related documents in AFIS are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



Grant Opportunity ID :

Grant ID : 

Grant ID Name :

Department :

Close Grant :

[Ok](#) [Clear](#) [Cancel](#)

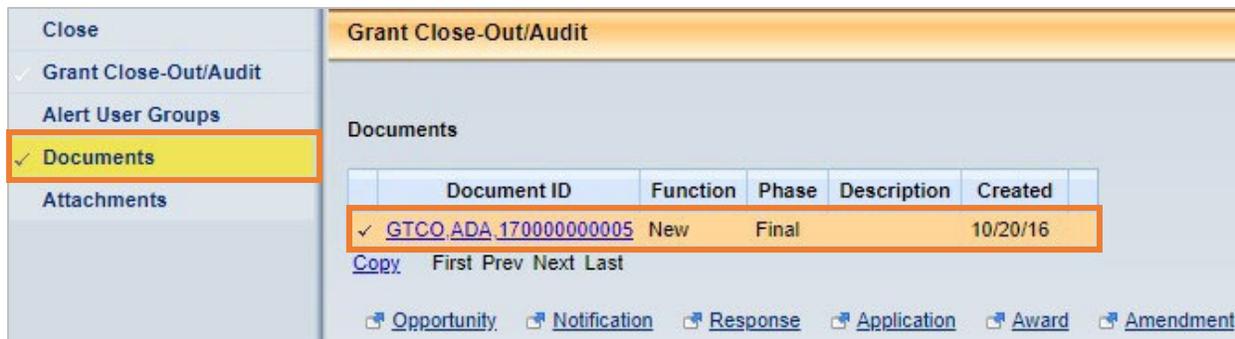
4. Click **OK**

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

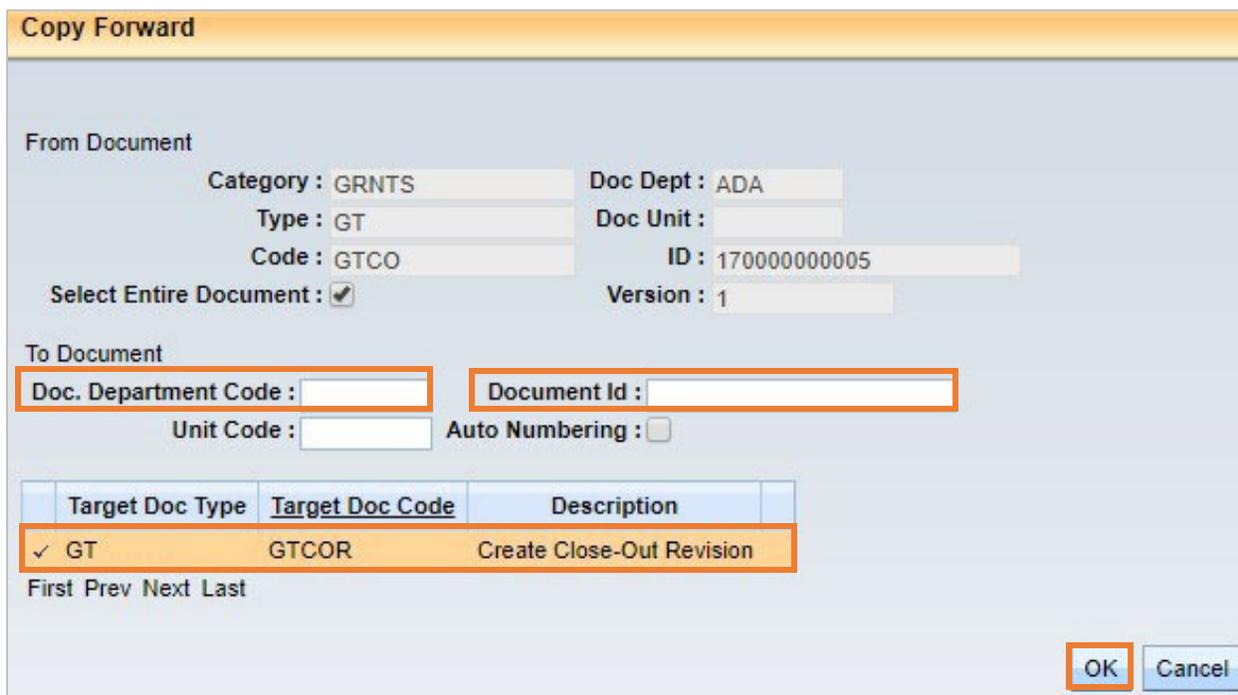
Create a GTCOR using Copy Forward functionality.

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 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.*
3. Click **Copy Forward**



4. Select **GTCOR** 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 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.

Grant Close-Out/Audit

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

First Prev Next Last

[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

[Top](#)

[Opportunity](#) [Notification](#) [Response](#) [Application](#) [Award](#) [Amendment](#)

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 Lifecycle Management Summary

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

▼ **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

[Top](#)

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