



ADOA – General Accounting Office
**QUICK REFERENCE GUIDE:
PROCESS A GRANT CLOSE-
OUT TRANSACTION (GTCCO)**





PROCESS A GRANT CLOSE-OUT TRANSACTION (GTCO)

Overview

Grant Close-Out (GTCO) transactions are created to close grant ID's in the Grant Lifecycle Management (GLM) subsystem of AZ360, the statewide financial management system. GTCO and Grant Close-Out Revision (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 e-Civis to AZ360 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 AZ360 reflect the expenditures and revenues on the final FFR.

Note: Grants must always first be closed in e-Civis before processing a GTCO for a grant ID in AZ360.

Review State of Arizona Accounting Manual (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.

Create and Process a GTCO Transaction

GTCO transactions are created by using the copy forward functionality on the most recent Grant Award transaction (GTAW) or Grant Award Revision transaction (GTAWR) for a grant ID.

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



Quick Reference Guide

1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **GTAWSF**.
4. In the drop down menu that generates, select **GTAWSF Grant Award Status Folder**. The GTAWSF page will generate.

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

7. Click the **3-dot menu**. Then click **View** to navigate to the Grant Award Status Folder of the grant ID.



Grant Award ☆ ← Back Create

Search

Grant Opportunity ID

Grant ID

Grant ID Name

Awarded Amount

Department

Assistance Listing Number

Funding Period From

Funding Period To

Grant Award Number

Federal Award Identification Number

Search Reset

Grid Actions

1 - 1 of 1 Records View per Page 20 50 100

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Funding Request	Awarded Amount	Assistance Listing Number	Funding Period From	Funding Period To	Grant Award Number
ADA160031009468	ADA16003	Energy Conservation Measures (ECMs) in State Facilities	ADA	\$0.01	\$1,099,445.80	81.041	06/24/2014	06/30/2029	ISAGVA0624201

View

Load Date Definition Template

Edit

Copy

Delete

8. On the **Grant Award** screen, select the **Transactions** tab to reveal the GTAW and GTAWR transactions that pertain to the grant ID.

Grant Award ♥ Edit Cancel

Grant ID: ADA16003 | Grant Opportunity ID: ADA160031009468 | Department: ADA | Unit: -

Grant Award (1) **Transactions (3)** Attachments (1)

Grant ID Name
Energy Conservation Measu...

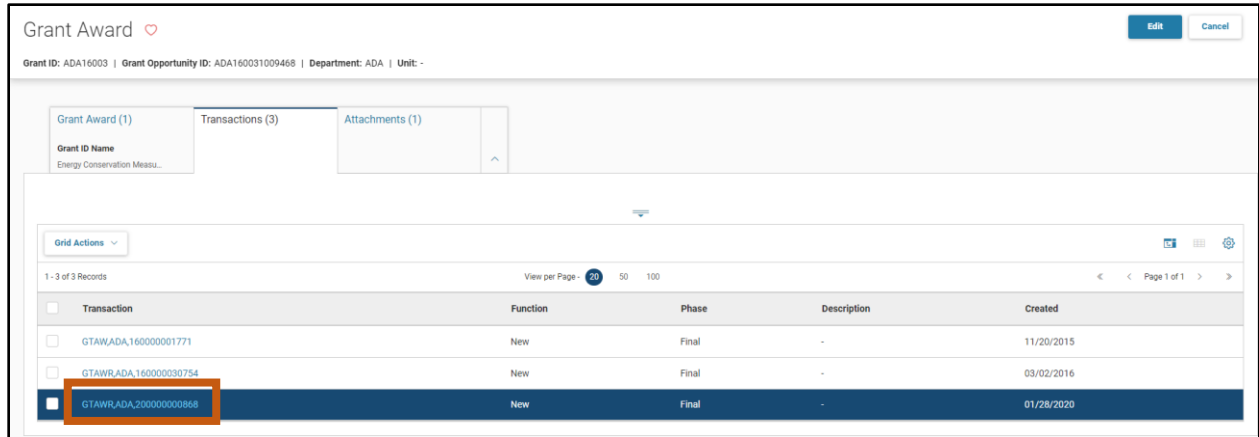
Grid Actions

1 - 3 of 3 Records View per Page 20 50 100 Page 1 of 1

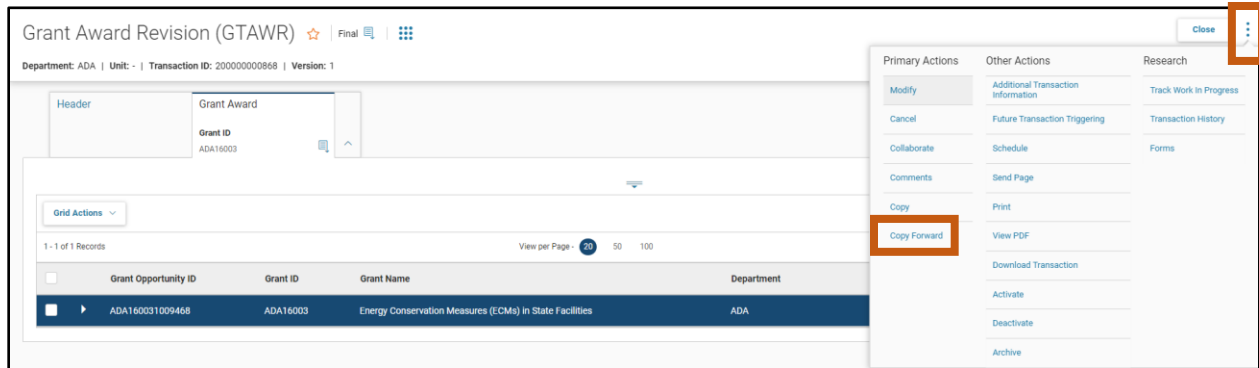
Transaction	Function	Phase	Description	Created
<input type="checkbox"/> GTAW,ADA,160000001771	New	Final	-	11/20/2015
<input type="checkbox"/> GTAWR,ADA,160000030754	New	Final	-	03/02/2016
<input checked="" type="checkbox"/> GTAWR,ADA,200000000868	New	Final	-	01/28/2020

Create a GTCO using the Copy Forward functionality.

1. Click the Transaction **link** to view and open the most recent GTAW or GTAWR 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 GTCO transaction by either:

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

6. Click **OK**.



Copy Forward OK Cancel

1-3 of 3 Records View per Page: 20 50 100 Page 1 of 1

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

Source Transaction

Category GRNTS	Transaction Dept ADA	Type GT
Transaction Unit -	Transaction Code GTAWR	Transaction ID 20000000868
<input checked="" type="checkbox"/> Select Entire Transaction	Version 1	Transaction Description -

Target Transaction

* Transaction Dept	* Transaction ID	Transaction Unit
<input type="text"/>	<input type="text"/>	<input type="text"/>

Auto Numbering

7. A new GTCO 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 GTCO to close the grant ID.

1. Click on the **Grant Close-Out/Audit** tab.
2. In the **Close Grant** field, select **Yes** from the drop down menu.

Grant Close-Out/Audit (GTCO) Validate Submit Save Save & Close

Department: AAA | Unit: - | Transaction ID: 240000000001 | Version: 1

Header Grant Close-Out/Audit Close-Out/Audit Dates

Grant Opportunity ID: ADA160031009468 Date Description

Grant Opportunity ID	Grant ID	Grant Name	Department	Close Grant	Attachments
ADA160031009468	ADA16003	Energy Conservation Measures (ECMs) In State Facilities	ADA	Yes	

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.



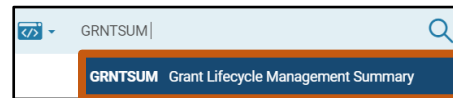
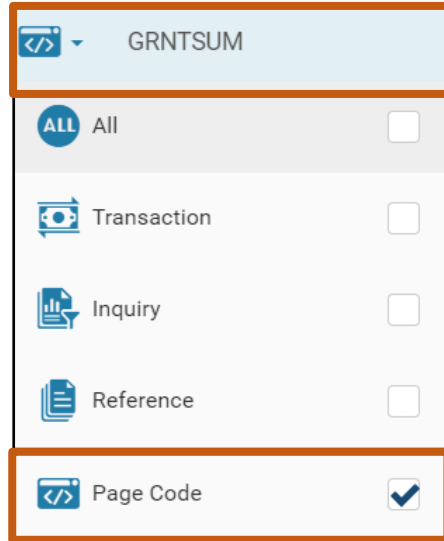
After submitting the GTCO transaction, the transaction will flow into the worklist of your agency’s Grant Management approver(s). Once approved, the GTCO transaction will be finalized and the grant ID will be closed.

Verify a Grant ID Is 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.



Grant Lifecycle Management Summary ☆

Search

Grant Opportunity ID:

Grant ID:

Grant ID Name:

Opportunity Status:

Search Reset

Grid Actions

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Opportunity Status
ADA160031009468	ADA16003	Energy Conservation Measures (ECMs) in State Facilities	ADA	Completed

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

Grant Lifecycle Management Summary ☆

Search

Grant Opportunity ID:

Grant ID:

Grant ID Name:

Opportunity Status:

Search Reset

Grid Actions

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Opportunity Status
ADA160031009468	ADA16003	Energy Conservation Measures (ECMs) in State Facilities	ADA	Completed

Opportunity Information Application Information Award Information Amendment Information **Close-Out/Audit Information**

Grant Closed
Yes

**Grant Closed
Yes**