



ADOA – General Accounting Office

AZ360 MANUAL: GRANTS LIFECYCLE MANAGEMENT



Grants Lifecycle Management

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All activity demonstrations will be displayed with an icon. Demonstrations will detail which elements to input, but agency data should always be used when processing in AZ360.

Grants Lifecycle Management

The Grants Lifecycle Management (GLM) manual is for users who setup, maintain, research and close out grants in AZ360, the statewide financial management system.

Manual Objectives

- Review basic information and navigation related to GLM.
- Process a Grant Close-Out Transaction (GTCO).
- Process a Grant Close-Out Revision Transaction (GTCOR).

Overview and Navigation of Grant Lifecycle Management (GLM)

Overview

The GLM subsystem of AZ360 contains the programmatic information related to grants and projects which interface from the eCivis grants management system into GLM. The eCivis system is managed for the State of Arizona by the Grants and Federal Resources Team at the Arizona Governor's Office of Strategic Planning and Budgeting. GLM overview and navigation instructions are also available as a separate quick reference guide (QRG) **Overview and Navigation of Grant Lifecycle Management (GLM)** available on the Federal & Cost Accounting and Training sections of the GAO website at <https://gao.az.gov/financials/federalcost-accounting> and <https://gao.az.gov/resources/training/gao-training-resources> respectively.

For eCivis specific questions and assistance, please contact gfr@az.gov.

The GLM subsystem consists of status folders that contain various programmatic information. The status folders that are updated by the eCivis interface and their respective AZ360 page codes are:

- Grant Opportunity Status Folder (GTOPSF)
- Grant Application Status Folder (GTAPSF)
- Grant Award Status Folder (GTAWSF)
- Grant Amendment Status Folder (GTAMSF)

The eCivis to AZ360 interface creates Grant ID records in GLM (AZ360 Grant ID's are also known as State Award Identifier or SAI Numbers in eCivis). Detailed grant information associated to the Grant ID is automatically populated to the GTOPSF, GTAPSF, GTAWSF and GTAMSF status folders by the interface.

The Grant ID can be added to cost accounting structures in AZ360 via Cost Accounting Setup (CAS) and Cost Accounting Modification (CAM) transactions, once the Grant ID is created by the eCivis to AZ360 interface. This allows the programmatic information in the GLM status folders to be linked to financial transactions that post to cost accounting structures. For more information on CAS and CAM transactions, see the respective sections of the **AZ360 Manual – Cost Accounting** available at <https://gao.az.gov/resources/training/gao-training-resources>.

The eCivis to AZ360 GLM interface occurs each weekday in the late afternoon. The interface does not occur on weekends. *It can take up to three weekdays after all required information is entered into eCivis for the data to interface into GLM.* This is due to timing differences between when data is picked up from eCivis, and when the data extract from eCivis is used during a run of the interface.

It is best practice to not manually enter information into the GLM subsystem of AZ360. Any information manually entered in GLM will be overwritten by data from the interface.

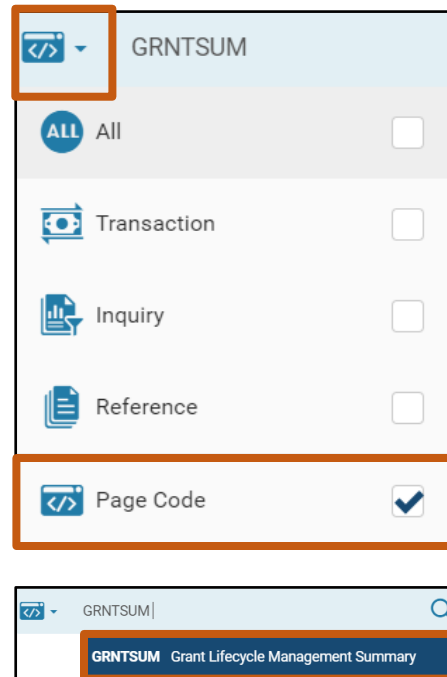
The Close-Out/Audit Status Folder (GTCOSF) is the only GLM status folder populated by manually created AZ360 transactions instead of the interface. The GTCOSF is populated through a Grant Close-Out Transaction (GTCO), which is used to close a Grant ID, and Grant Close-Out Revision Transactions (GTCOR), which can be used to reopen and reclose the Grant ID.

Navigation

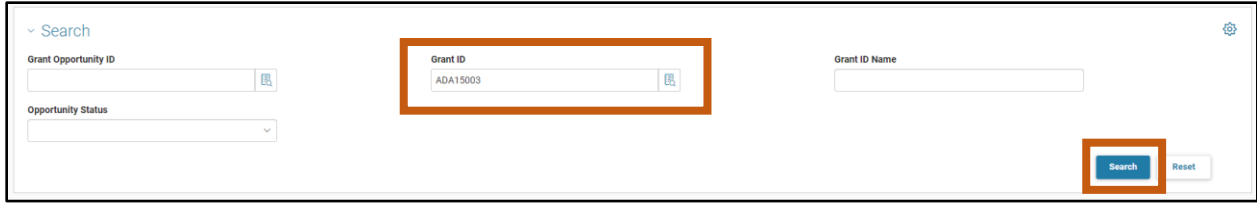
GLM records can be viewed using the Grant Lifecycle Management Summary (GRNTSUM) in AZ360. The steps below detail how to research GLM records.

Log in to the **AZ360** Home Page. Research a GLM record.

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**.



Search

Grant Opportunity ID

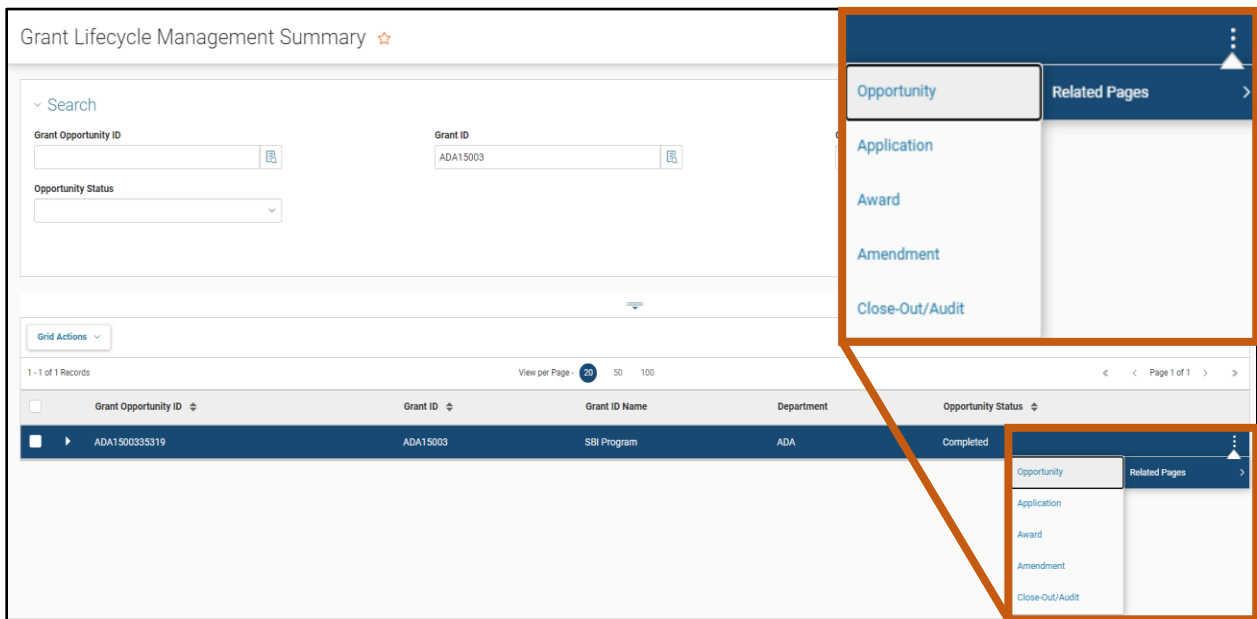
Grant ID: ADA15003

Grant ID Name

Opportunity Status

Search Reset

7. A record for the Grant ID will appear in the grid results at the bottom of the screen.
8. The 3-dot menu on the generated grant record can be used to navigate to information in the various status folders for the Grant ID. In this scenario, click the **3-dot menu**. Then click on **Related Pages**, and select **Opportunity** in order to navigate to the Grant Opportunity Status Folder (GTOPSF) page for the Grant ID record.



Grant Lifecycle Management Summary ☆

Search

Grant Opportunity ID

Grant ID: ADA15003

Opportunity Status

Grid Actions

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

Grant Opportunity ID	Grant ID	Grant ID Name	Department	Opportunity Status
ADA150033319	ADA15003	SBI Program	ADA	Completed

Opportunity Related Pages

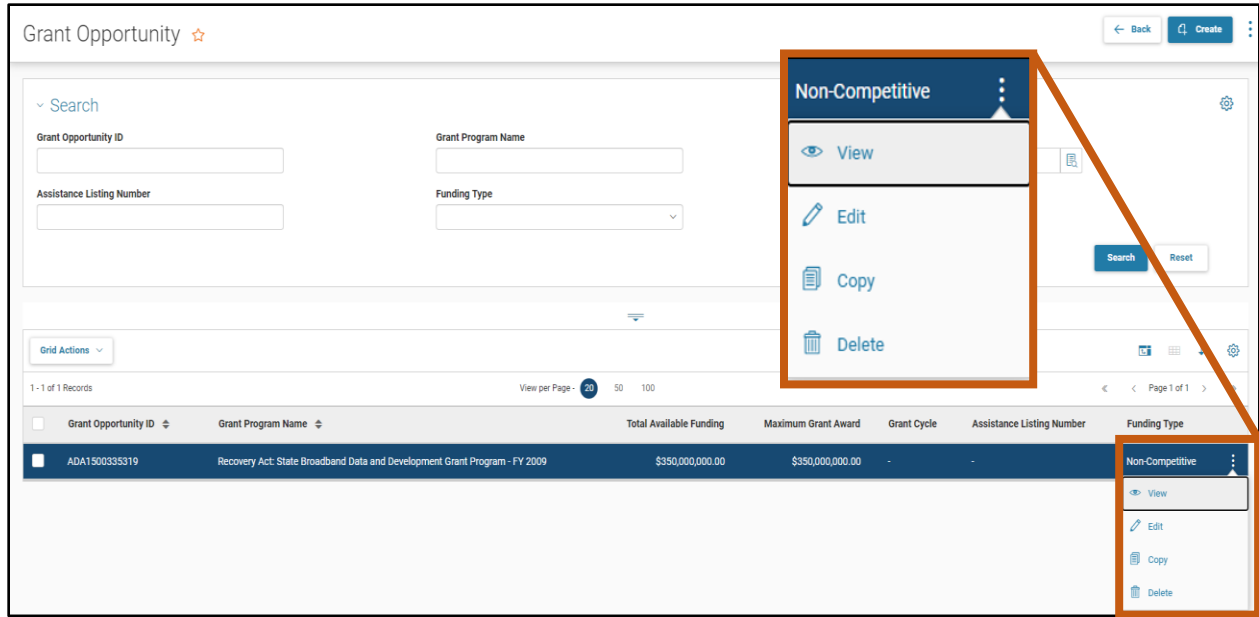
Application

Award

Amendment

Close-Out/Audit

9. To view information of the grant opportunity status folder record, click the **3-dot menu** on the right side of the record in the records grid and select **View**.



Grant Opportunity ☆

Search

Grant Opportunity ID: Grant Program Name:

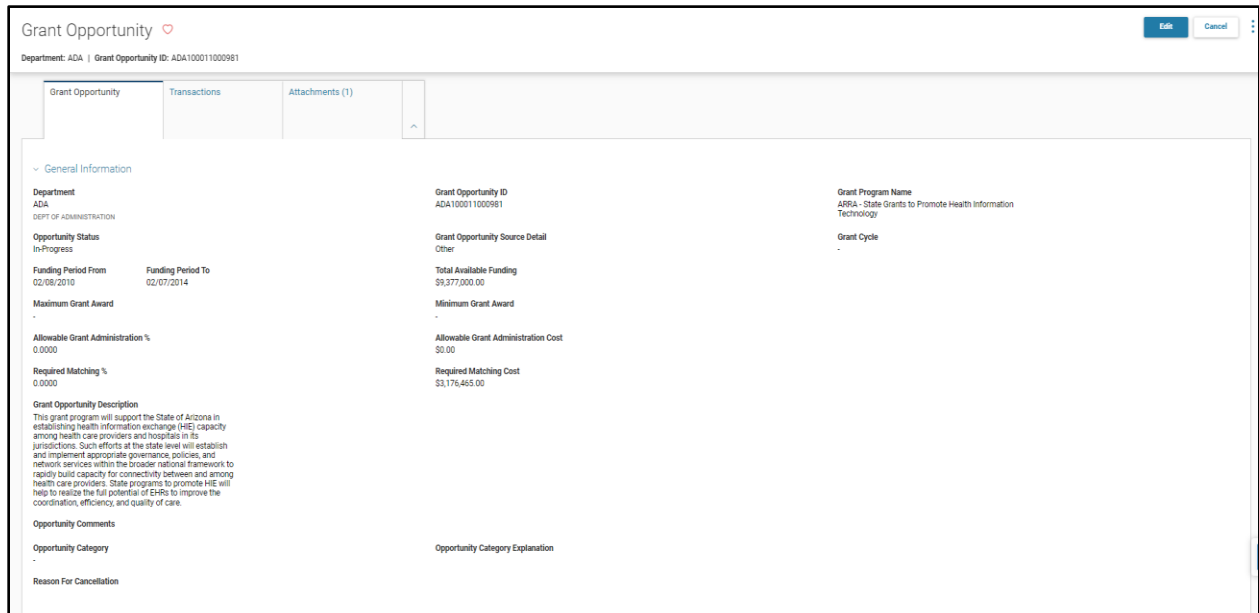
Assistance Listing Number: Funding Type:

Grid Actions

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

Grant Opportunity ID	Grant Program Name	Total Available Funding	Maximum Grant Award	Grant Cycle	Assistance Listing Number	Funding Type
ADA1500335319	Recovery Act: State Broadband Data and Development Grant Program - FY 2009	\$350,000,000.00	\$350,000,000.00	-	-	Non-Competitive

10. The Grant Opportunity information will display the opportunity that created this grant along with funding availability amounts, funding period dates, etc.



Grant Opportunity ♥

Department: ADA | Grant Opportunity ID: ADA100011000981

Grant Opportunity Transactions Attachments (1)

General Information

Department: ADA DEPT OF ADMINISTRATION Grant Opportunity ID: ADA100011000981 Grant Program Name: ARRA - State Grants to Promote Health Information Technology

Opportunity Status: In-Progress Grant Opportunity Source Detail: Other Grant Cycle: -

Funding Period From: 02/08/2010 Funding Period To: 02/07/2014 Total Available Funding: \$9,377,000.00

Maximum Grant Award: - Minimum Grant Award: -

Allowable Grant Administration %: 0.0000 Allowable Grant Administration Cost: \$0.00

Required Matching %: 0.0000 Required Matching Cost: \$3,176,465.00

Grant Opportunity Description: This grant program will support the State of Arizona in establishing health information exchange (HIE) capacity among health care providers and hospitals in its jurisdictions. Such efforts at the state level will establish and implement appropriate governance, policies, and network services within the broader national framework to rapidly build capacity for connectivity between and among health care providers. State programs to promote HIE will help to realize the full potential of EHRs to improve the coordination, efficiency, and quality of care.

Opportunity Comments

Opportunity Category: - Opportunity Category Explanation:

Reason For Cancellation:

▼ Funding Agency

Funding Agency FEDAGCY0005	Funding Agency Name Department of Commerce	Grantor Division Name -
Grant Type Federal	Grant Category IT/TELECOMMUNICATIONS	Assistance Listing Number -
Funding Type Non-Competitive	Funding Source ID -	Funding Source Name -
Funding Instrument Type 1 Grant	Resolution Required No	
Pre-Application Required No	Pre-Application Due Date -	Application Due Date 08/14/2009 12:00 AM
Funding Instrument Type 2 -	Funding Instrument Type 3 -	Funding Instrument Type 4 -
Opportunity URL	Funding Agency Comments	

▼ Funding Agency Contact

Contact Name NO CONTACT LISTED	Funding Agency Street 1 Federal Agency	Funding Agency Street 2 -
City Phoenix	Funding Agency State/Province AZ	Funding Agency ZIP/Postal Code 85007
Funding Agency County -	Funding Agency Country USA	
Funding Agency Email -	Funding Agency Phone -	Funding Agency Extension -
	Funding Agency Fax -	

11. To review a different status folder for the Grant ID, click the **Cancel** button at the top of the status folder record. Users will be taken back to the Grant Opportunity Status Folder (GTOPSF) Search Page.

Grant Opportunity ♥ Edit **Cancel**

Department: ADA | Grant Opportunity ID: ADA1500335319

Grant Opportunity

Transactions

Attachments (1)

▼ General Information

Department ADA DEPT OF ADMINISTRATION	Grant Opportunity ID ADA1500335319	Grant Program Name Recovery Act: State Broadband Data and Development Grant Program - FY 2009
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12. On the GTOPSF, click the **Back** button. This will take users back to the GRNTSUM page for the Grant ID.

Grant Opportunity ☆ **← Back** Create

▼ Search

Grant Opportunity ID <input type="text"/>	Grant Program Name <input type="text"/>	Department <input type="text"/>
Assistance Listing Number <input type="text"/>	Funding Type <input type="text"/>	

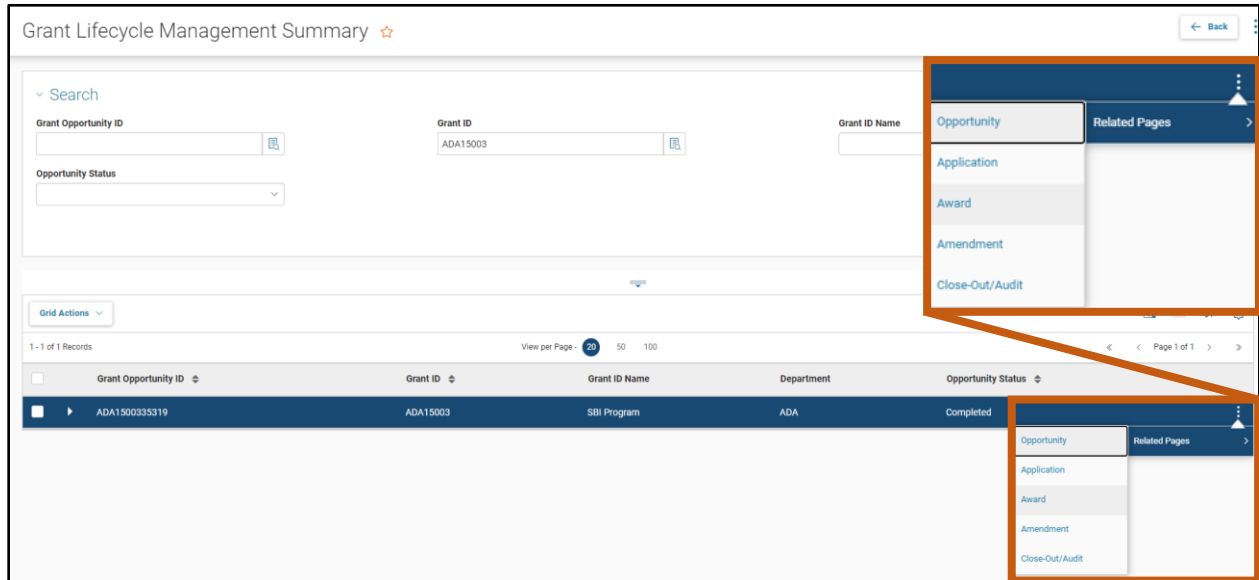
Search **Reset**

Grid Actions Print List Sort Settings

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

Grant Opportunity ID	Grant Program Name	Total Available Funding	Maximum Grant Award	Grant Cycle	Assistance Listing Number	Funding Type
ADA1500335319	Recovery Act: State Broadband Data and Development Grant Program - FY 2009	\$350,000,000.00	\$350,000,000.00	-	-	Non-Competitive

13. From the GRNTSUM page, users can select a different status folder to review via the **3-dot menu, Related Options** selection, such as the Grant Award Status Folder (GTAWSF).



Navigation Tip: If a user gets lost navigating between different status folders for a single Grant ID, it is recommended to return to the AZ360 home page, navigate back to GRNTSUM page, and search for the record to view the other status folders as shown previously.

Process a Grant Close-Out Transaction (GTCO)

Overview

GTCO transactions are created to close Grant ID's in the GLM subsystem of AZ360. GTCO and 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. GTCO instructions are also available as a separate QRG **Processing a Grant Close-Out Transaction (GTCO)** available on the Federal & Cost Accounting and Training sections of the GAO website at <https://gao.az.gov/financials/federalcost-accounting> and <https://gao.az.gov/resources/training/gao-training-resources> respectively.

Grant ID's are ready to be closed when:

1. The grant activities have ended and the performance period is over.
2. The federal awarding agency accepts the final Federal Financial Report (FFR).
3. 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.

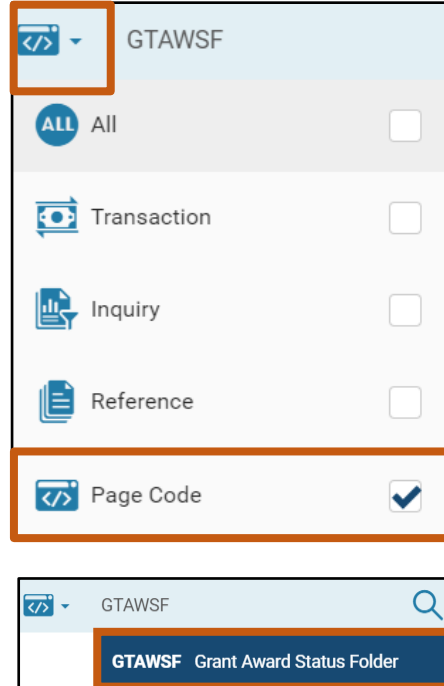
Review State of Arizona Accounting Manual (SAAM) Topic 70 - "Grants", Section 35 – "Close-outs and Records Retention When the State is the Grant Recipient" for more information regarding grant close-outs and record retention.

Creating and Processing a GTCO Transaction

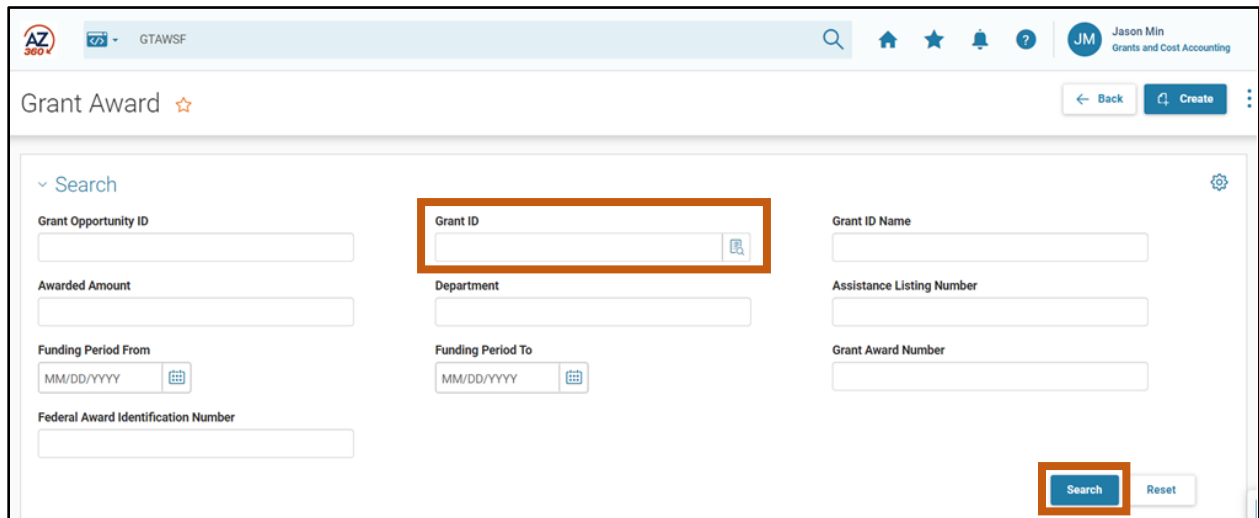
GTCO transactions are created by using the copy forward functionality on the most recent Grant Award transaction (GTAW) or Grant Award Revision transaction (GTAWR) for a Grant ID.

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

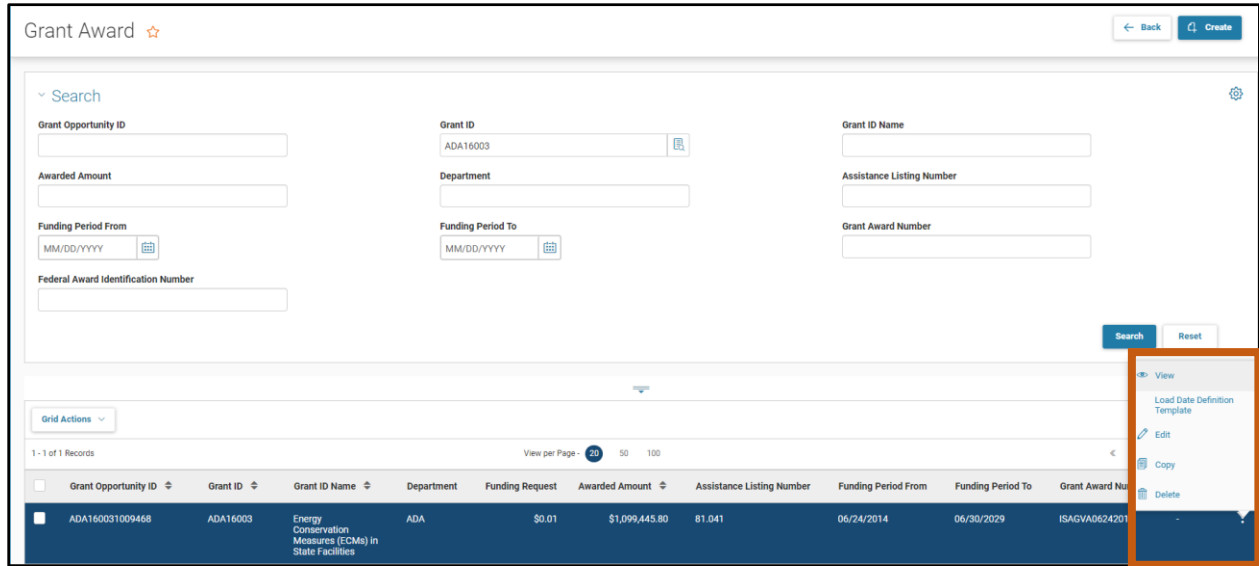
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter **GTAWSF**.
4. In the drop down menu that generates, select **GTAWSF Grant Award Status Folder**. The GTAWSF page will generate.



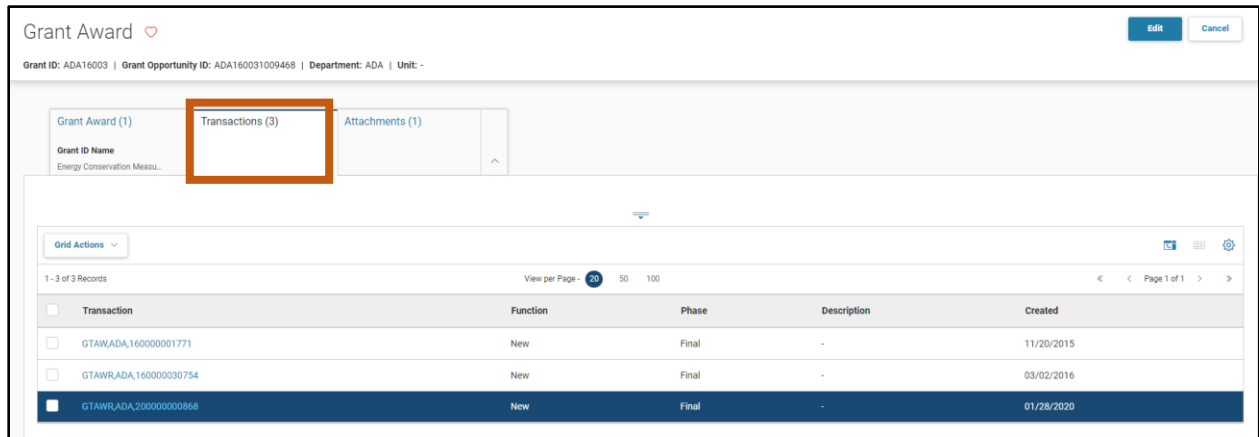
5. In the **Grant ID** field, enter the specific Grant ID that is being closed.
6. Click **Search**.



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

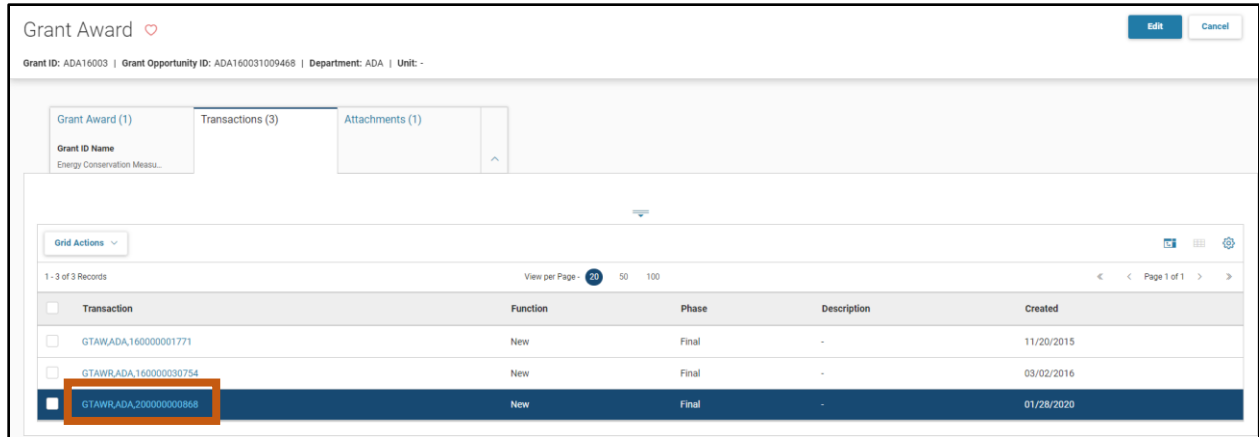


- On the **Grant Award** screen, select the **Transactions** tab to reveal the GTAW and GTAWR transactions that pertain to the Grant ID.

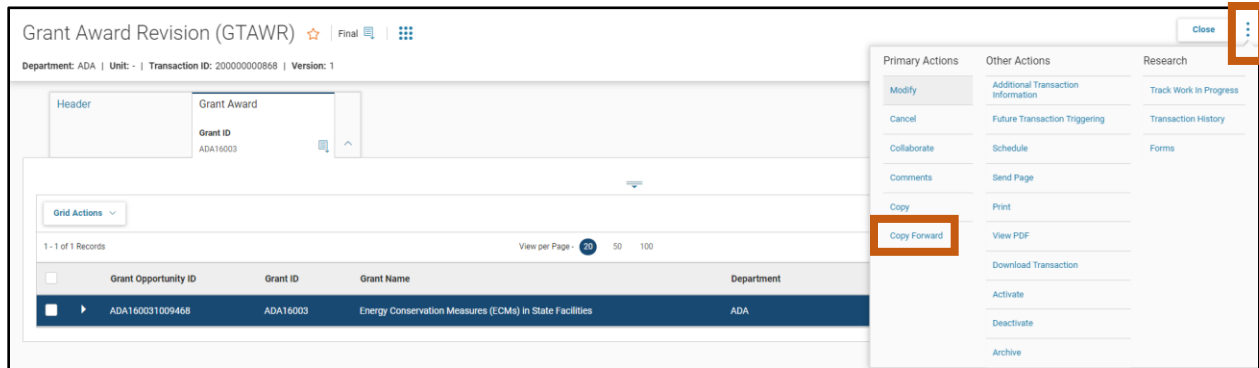


Create a GTCO using the Copy Forward functionality.

- 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.

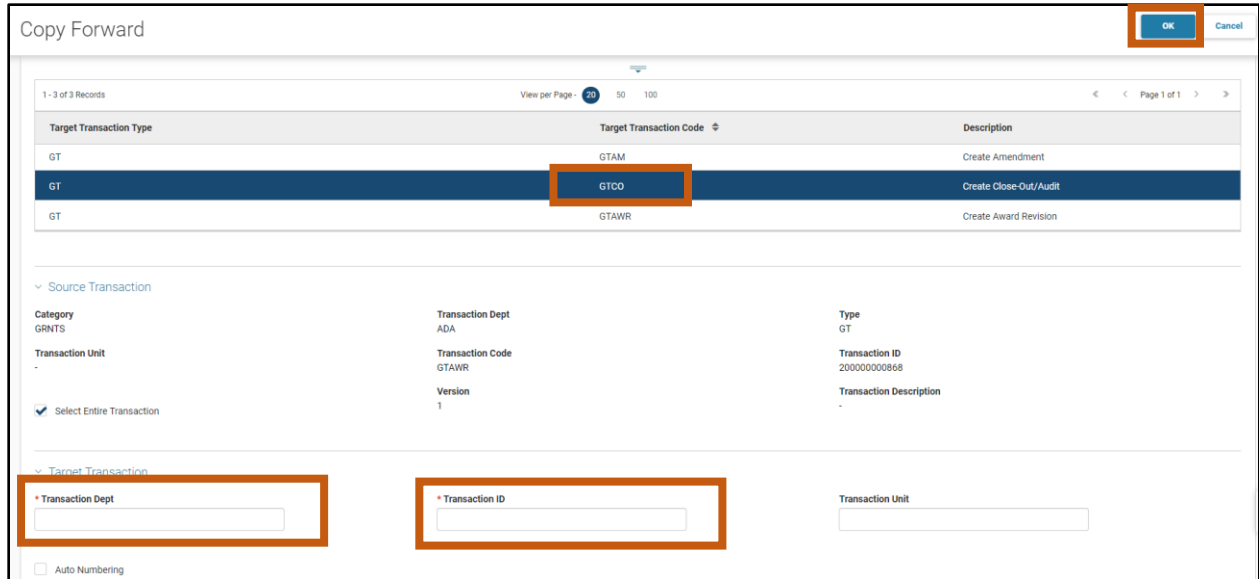
4. Assign a transaction ID to the GTCO transaction by either:

- 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

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

Select Entire Transaction: Version: 1 Transaction Description: .

Target Transaction

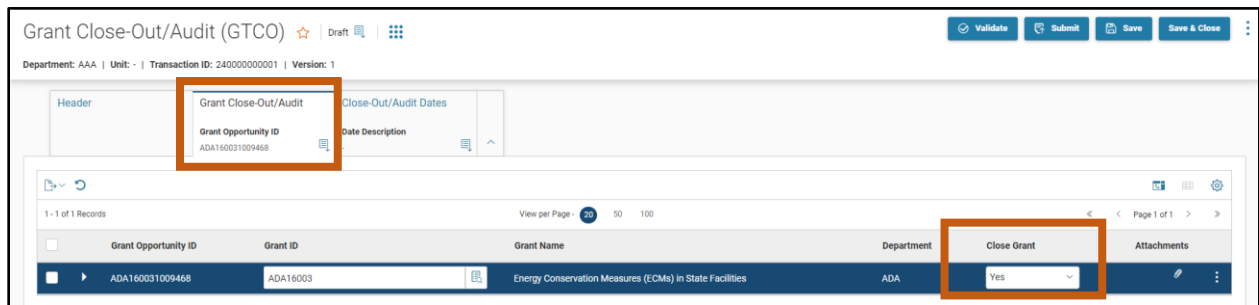
Transaction Dept: Transaction ID: Transaction Unit:

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) Draft

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

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

Grant Opportunity ID: ADA160031009468 Date Description

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

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.

Verifying a Grant ID Is Closed

The status of a Grant ID can be verified by viewing the GRNTSUM in AZ360. The steps below detail how to research GLM records.

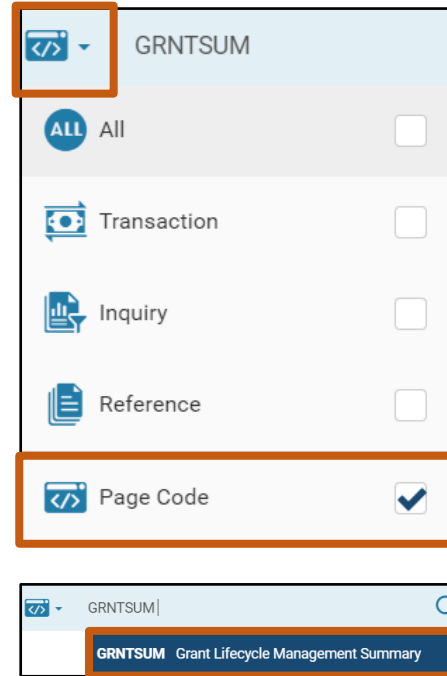
Log in to the **AZ360** Home Page. Locate the Grant Award Status Folder for the Grant ID being researched.

1. Click the **Expand** caret next to the **Global Search** field.

2. Select the **Page Code** option.

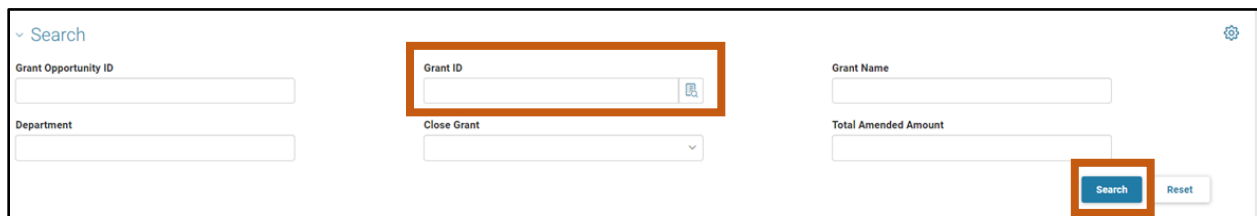
3. In the **Global Search** field, enter *GRNTSUM*.

4. In the drop down menu that generates, select **GRNTSUM Grant Lifecycle Management Summary**. The GRNTSUM page will generate.



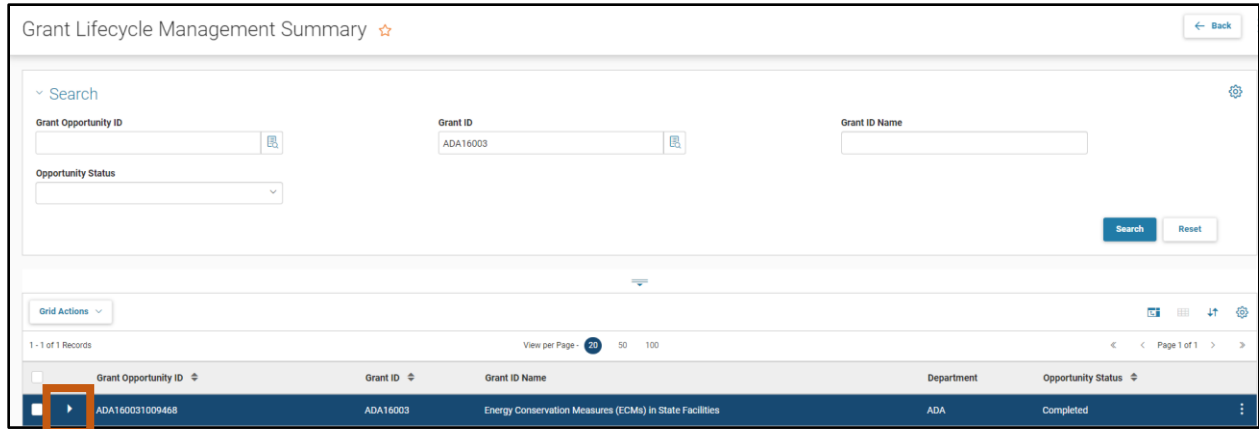
5. In the **Grant ID** field, enter the specific Grant ID that is being researched.

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 ☆ ← Back

Search

Grant Opportunity ID:

Grant ID:

Grant ID Name:

Opportunity Status:

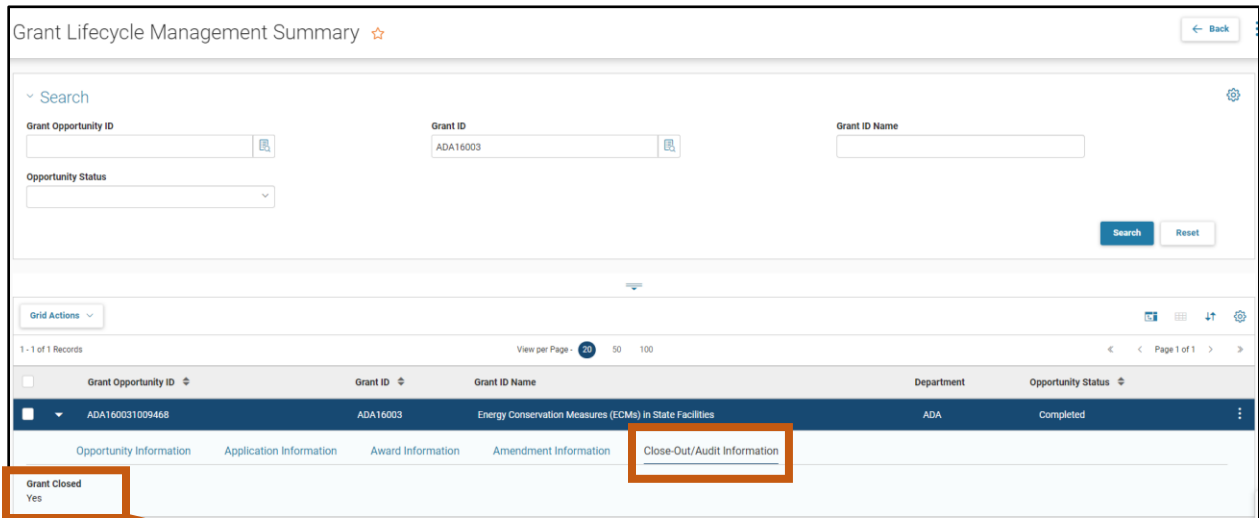
Search Reset

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 ☆ ← Back

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**

Process a Grant Close-Out Revision Transaction (GTCOR)

Overview

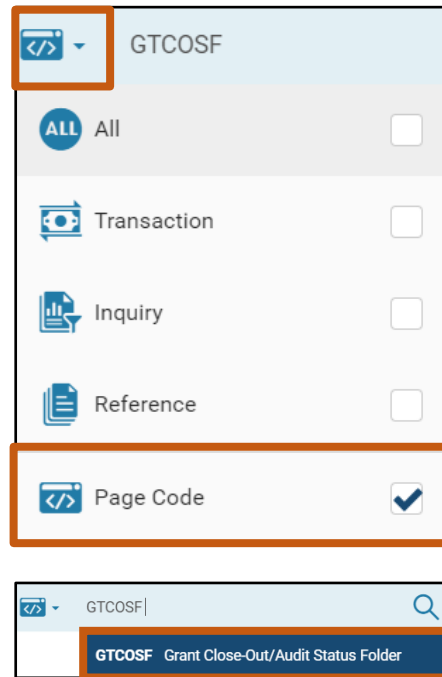
GTCOR transactions are created to open or to close Grant ID's previously modified with a GTCO transaction within the GLM module of AZ360. GTCO and GTCOR transactions are the only GLM transactions within AZ360 that require manual creation and approval. All other GLM transactions in AZ360 are created by the one-way eCivis to AZ360 interface. GTCOR instructions are also available as a separate QRG **Processing a Grant Close-Out Revision Transaction (GTCOR)** available on the Federal & Cost Accounting and Training sections of the GAO website at <https://gao.az.gov/financials/federalcost-accounting> and <https://gao.az.gov/resources/training/gao-training-resources> respectively.

Creating and Processing a GTCOR Transaction

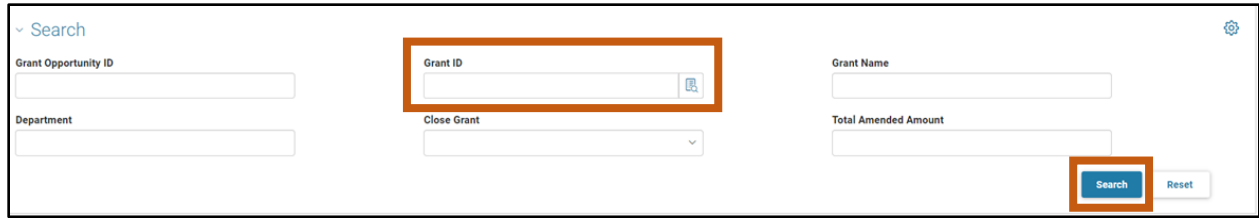
GTCOR transactions are created by using the copy forward functionality on the most recent GTCO or GTCOR transaction for a Grant ID.

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

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



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



Search

Grant Opportunity ID

Grant ID

Grant Name

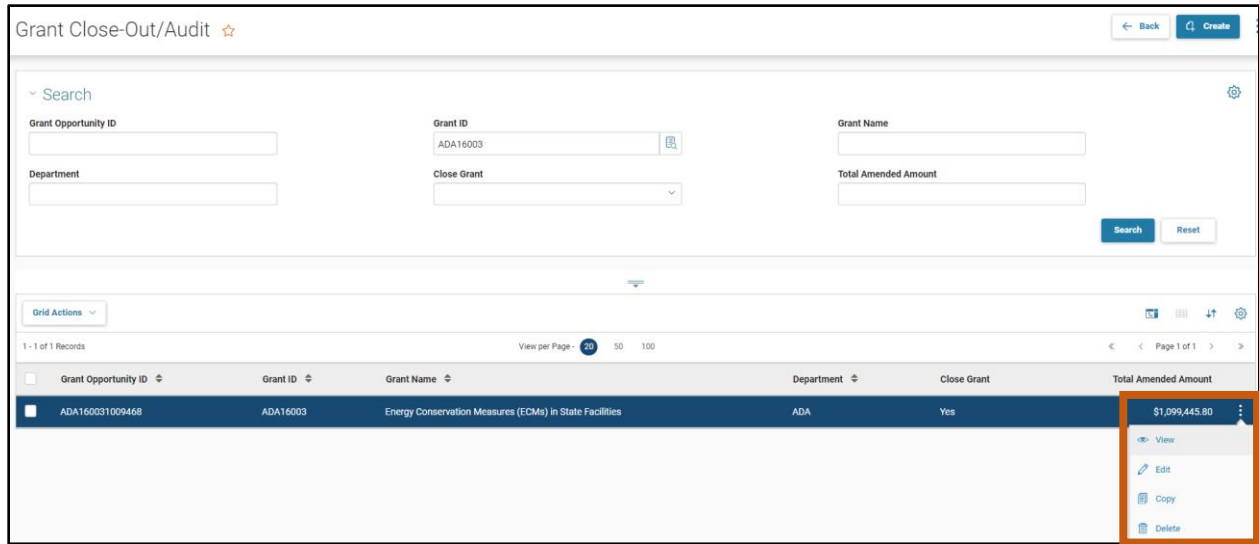
Department

Close Grant

Total Amended Amount

Search Reset

7. Click the **3-dot menu**. Then click **View** in order to navigate to the Grant Close-Status Folders of the Grant ID.



Grant Close-Out/Audit

Search

Grant Opportunity ID

Grant ID

Grant Name

Department

Close Grant

Total Amended Amount

Search Reset

Grid Actions

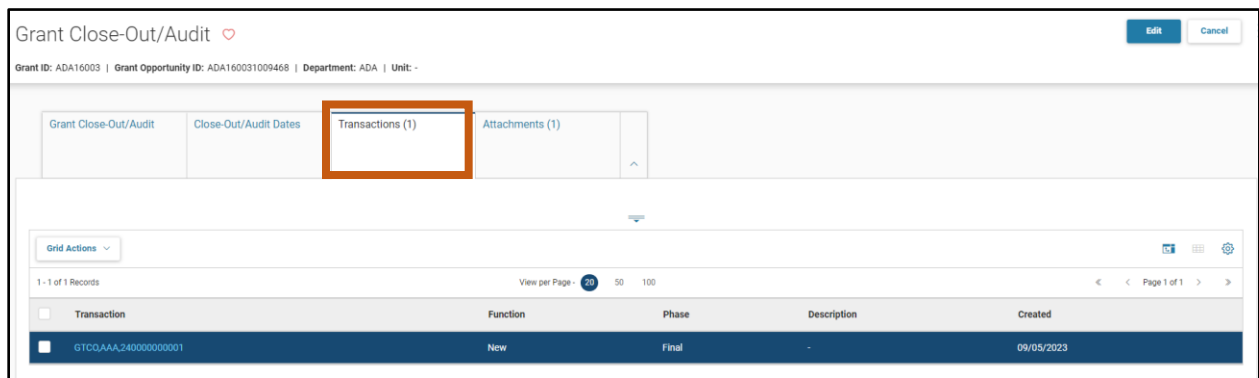
1 - 1 of 1 Records

View per Page 20 50 100

Grant Opportunity ID	Grant ID	Grant Name	Department	Close Grant	Total Amended Amount
ADA160031009468	ADA16003	Energy Conservation Measures (ECMs) in State Facilities	ADA	Yes	\$1,099,445.80

View Edit Copy Delete

8. On the **Grant Close-Out/Audit** screen, select the **Transactions** tab to reveal GTCO and GTCOR transactions pertaining to the Grant ID.



Grant Close-Out/Audit

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

Grant Close-Out/Audit

Close-Out/Audit Dates

Transactions (1)

Attachments (1)

Grid Actions

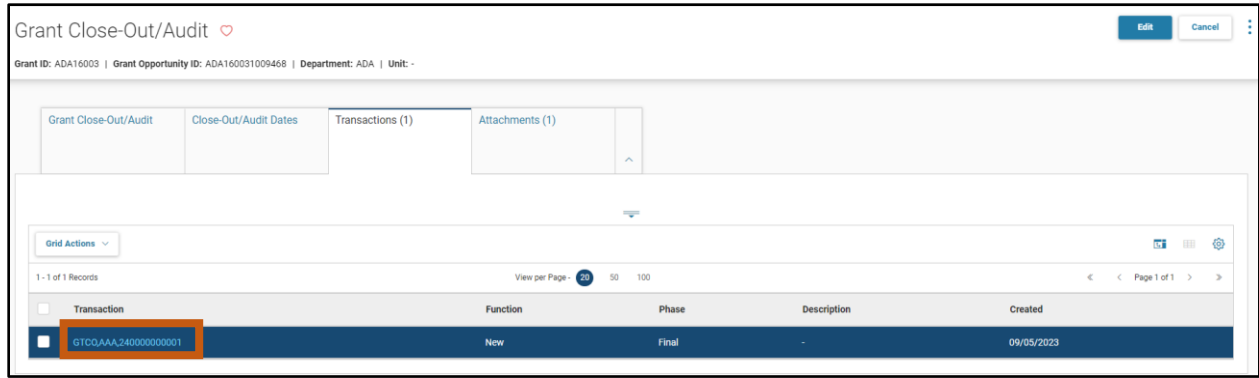
1 - 1 of 1 Records

View per Page 20 50 100

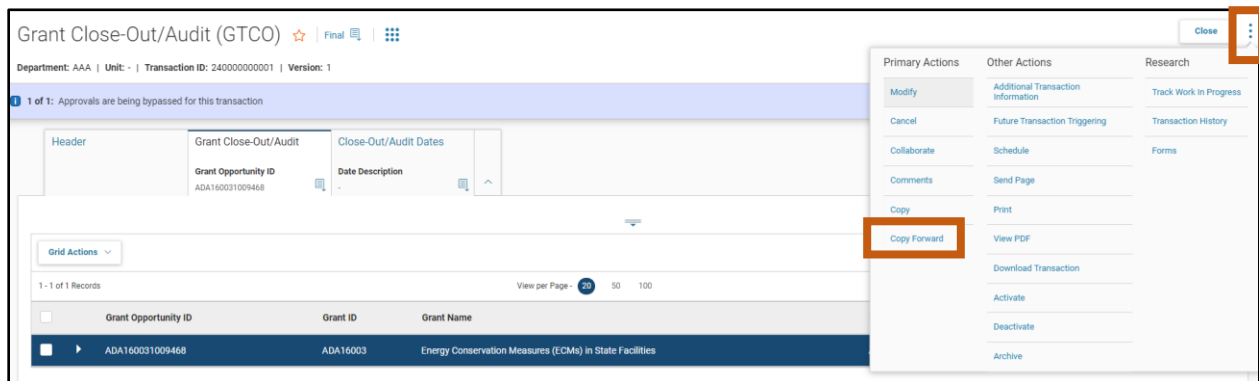
Transaction	Function	Phase	Description	Created
GTCOAAA,240000000001	New	Final		09/05/2023

Create a GTCOR using the Copy Forward functionality.

1. Click the Transaction **link** to view and open the most recent GTCO or GTCOR transaction.



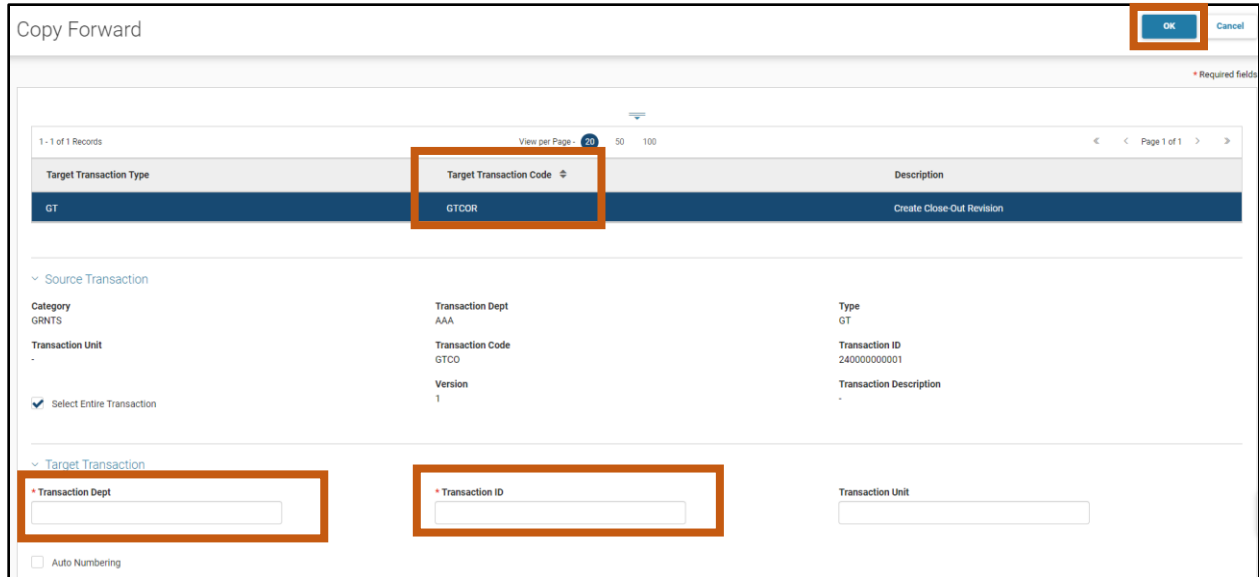
2. Click the **Page 3-dot** menu, select **Copy Forward** from Primary Actions.



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 GTCOR by either:
 - a. In the **Transaction ID** field, enter a transaction ID for the GTCOR 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 **GTCOR**.
6. Click **OK**.



Copy Forward

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

Target Transaction Type	Target Transaction Code	Description
GT	GTCOR	Create Close-Out Revision

Source Transaction

Category: GRNTS Transaction Dept: AAA Type: GT
 Transaction Unit: Transaction Code: GTCO Transaction ID: 24000000001
 Version: 1 Transaction Description: -

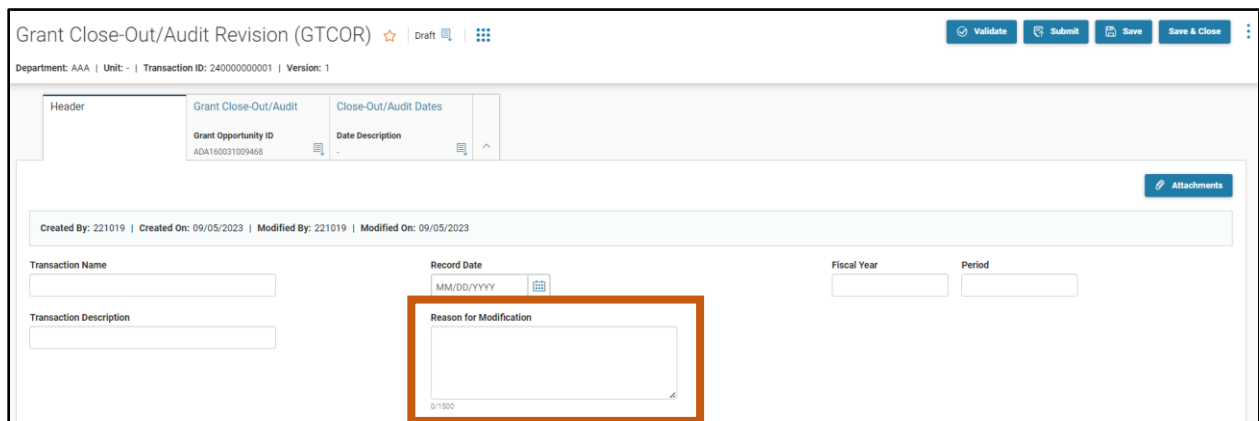
Target Transaction

* Transaction Dept:
 * Transaction ID:
 Transaction Unit:

7. A new GTCOR 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 GTCOR to open or close the Grant ID.

1. In the **Reason for Modification** field, enter a reason for the GTCOR transaction.



Grant Close-Out/Audit Revision (GTCOR) Draft

Department: AAA | Unit: - | Transaction ID: 24000000001 | Version: 1

Created By: 221019 | Created On: 09/05/2023 | Modified By: 221019 | Modified On: 09/05/2023

Transaction Name: Record Date: MM/DD/YYYY Fiscal Year: Period:

Transaction Description:

Reason for Modification:

2. Click the **Grant Close-Out/Audit** tab.

Complete the **Grant Close-Out/Audit** tab of the transaction.

1. In the **Close Grant** field, select either **Yes** (Closed) or **No** (Opened) from the drop down menu depending on if the grant is being opened or closed.



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.

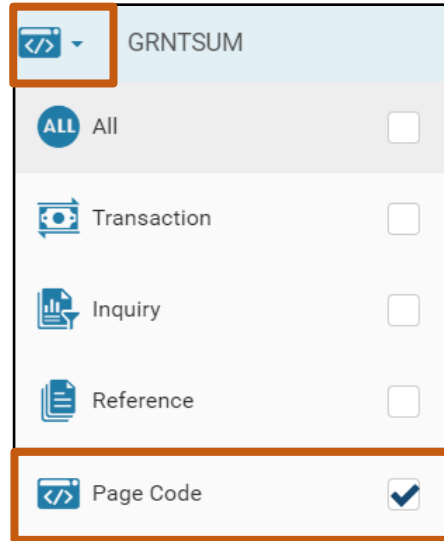
After submitting the GTCOR transaction, the transaction will flow into the worklist of the user’s agency’s Grant Management approver(s). Once approved, the GTCOR transaction will be finalized and the Grant ID will be closed or opened.

Verifying a Grant ID Is Opened or Closed

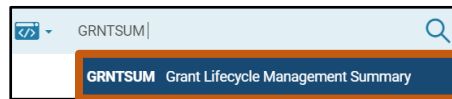
The status of a Grant ID can be verified by viewing the GRNTSUM in AZ360. The steps below detail how to research GLM records.

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

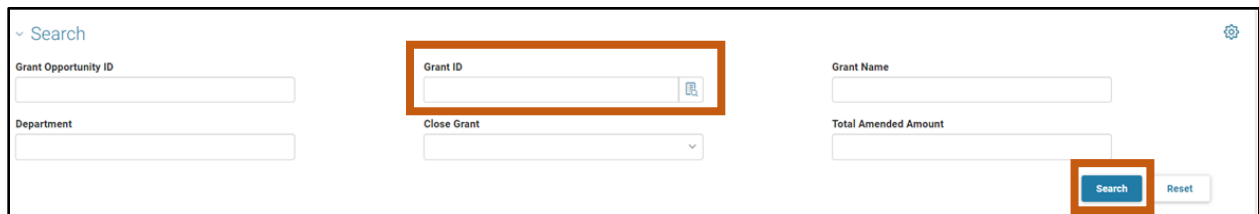
1. Click the **Expand** caret next to the **Global Search** field.
2. Select the **Page Code** option.
3. In the **Global Search** field, enter *GRNTSUM*.



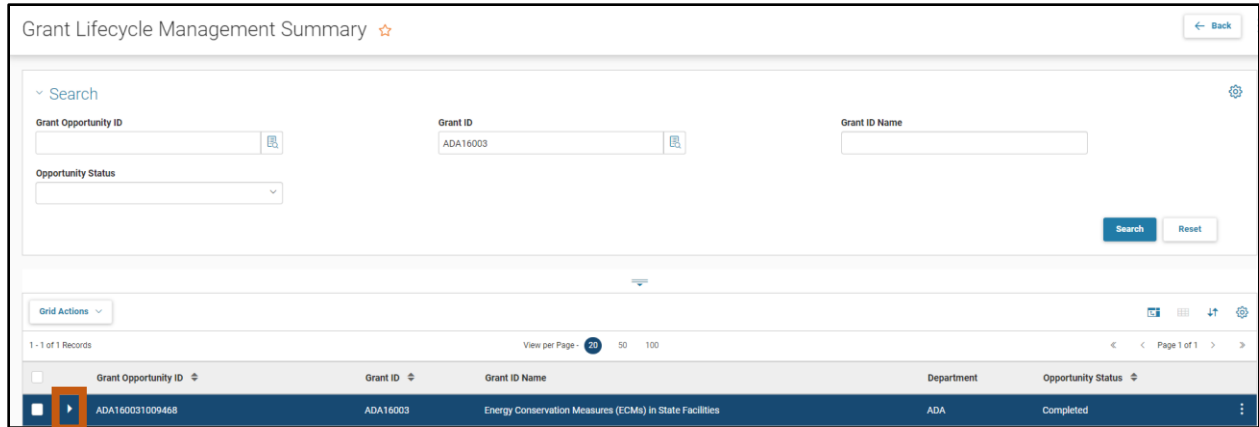
4. In the drop down menu that generates, select **GRNTSUM Grant Lifecycle Management Summary**. The GRNTSUM page will generate.



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 ☆ ← Back

Search

Grant Opportunity ID:

Grant ID:

Grant ID Name:

Opportunity Status:

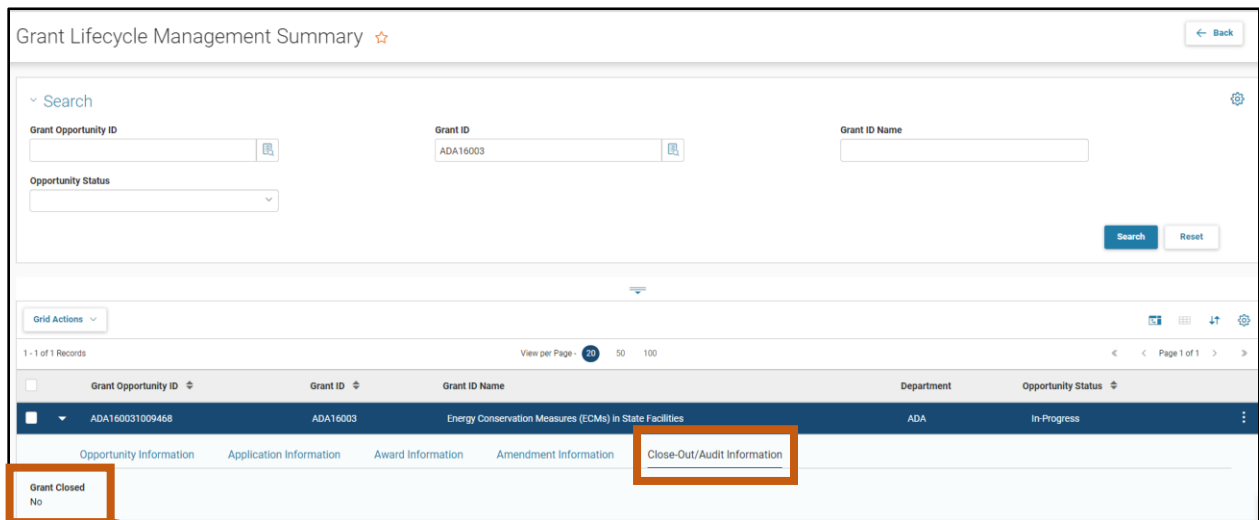
Search Reset

Grid Actions

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

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 ☆ ← Back

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

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

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

Grant Closed
No

Grant Closed
No