



ADOA – General Accounting Office

# **QUICK REFERENCE GUIDE: PROCESS A GRANT CLOSE- OUT REVISION TRANSACTION (GTCOR)**





# PROCESS A GRANT CLOSE-OUT REVISION TRANSACTION (GTCOR)

## Overview

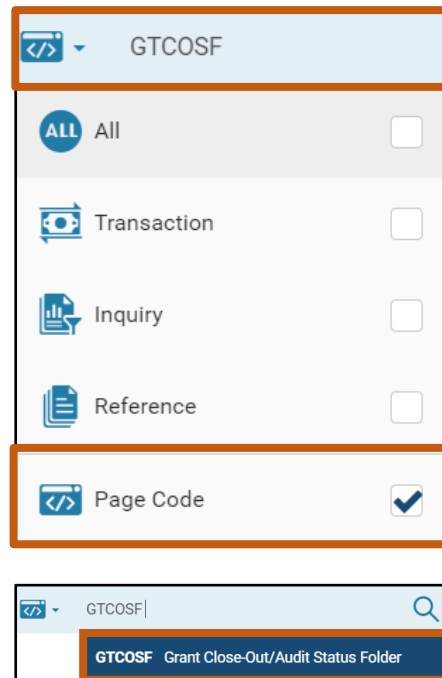
Grant Close-Out Revision (GTCOR) transactions are created to open or to close Grant ID’s previously modified with a Grant Close-Out (GTCO) transaction within the Grant Lifecycle Management (GLM) module of AZ360, the statewide financial management system. GTCO and GTCOR transactions are the only GLM transactions within AZ360 that require manual creation and approval. All other GLM transactions in AZ360 are created by the one-way eCivis to AZ360 interface.

## 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**.



## Quick Reference Guide

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

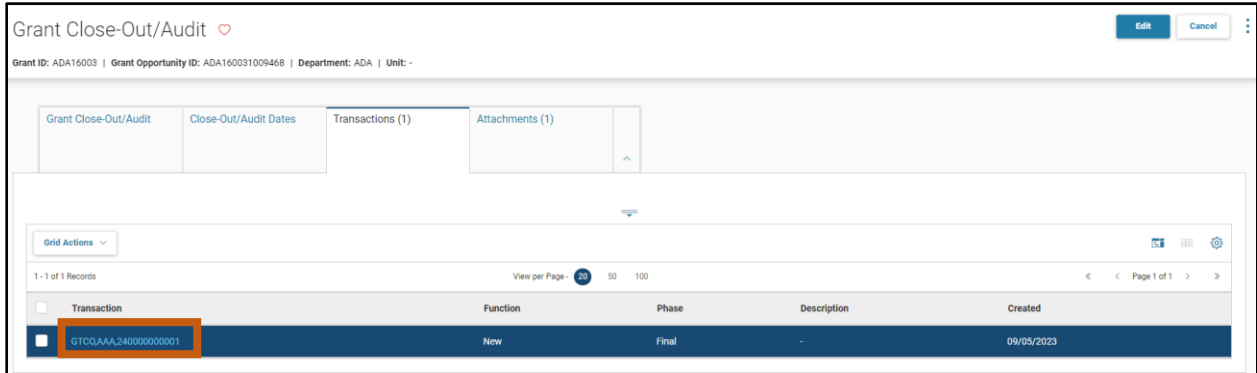
View per Page 20 50 100

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

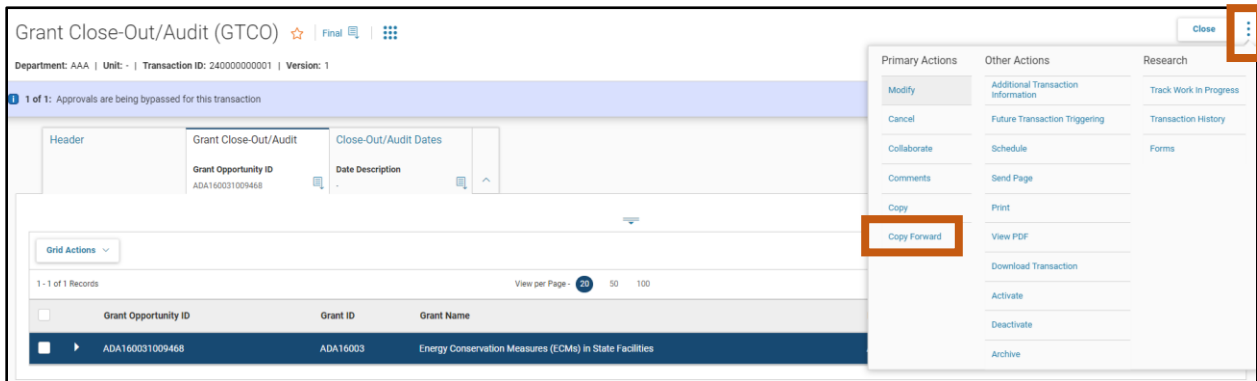


Create a GTCOR using the Copy Forward functionality.

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 OK Cancel

\* Required fields

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

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

Source Transaction

Category GRNTS	Transaction Dept AAA	Type GT
Transaction Unit -	Transaction Code GTCO	Transaction ID 24000000001
<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 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 Validate Submit Save Save & Close

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

Header	Grant Close-Out/Audit	Close-Out/Audit Dates
Grant Opportunity ID ADA16003109468	Date Description	

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Transaction Description	Reason for Modification		
<input type="text"/>	<input type="text"/>		

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.

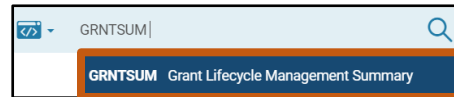
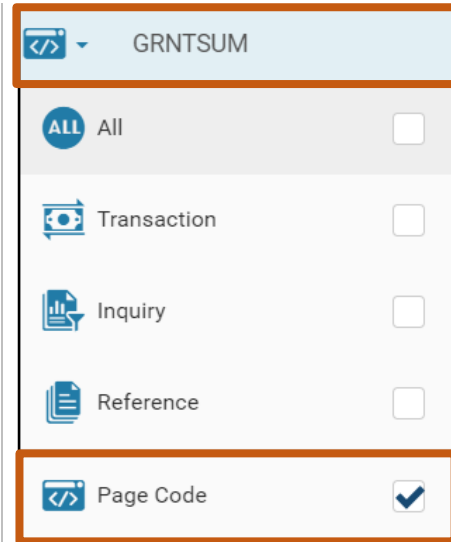


## Verify a Grant ID Is Opened or Closed

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**.

A screenshot of a search form titled 'Search'. It contains several input fields: 'Grant Opportunity ID', 'Department', 'Grant ID', 'Close Grant' (a dropdown menu), 'Grant Name', and 'Total Amended Amount'. The 'Grant ID' field and the 'Search' button are highlighted with orange borders.

7. A record for the grant ID will appear in the grid results at the bottom of the screen.



## Quick Reference Guide

8. Click the **Expand** caret on blue Grant line.

Grant Lifecycle Management Summary ☆

Search

Grant Opportunity ID:

Grant ID: ADA16003

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: ADA16003

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	In-Progress

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

Grant Closed No

**Grant Closed**  
No