

Quick Sheet: Mark a Grant Closed

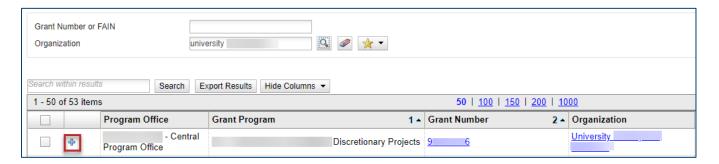
Audience: Grants Management Officers (GMO)

PURPOSE

The Grants Management Officer (GMO) has the option to *Mark a Grant Closed* without creating an Amendment action if the grant is expired and already closed out in the accounting system.

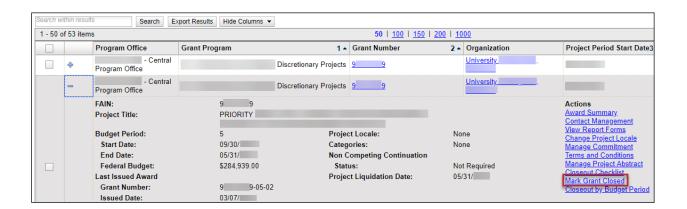
To Mark a Grant Closed:

- 1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
- 2. From the "Grants List" screen, enter **search criteria** and click the **Search** icon (magnifying glass).
- 3. The screen refreshes with results populated in a table below the search fields. Locate the desired grant.
- 4. From the second column of the table, click the **blue plus sign** to expand the row.



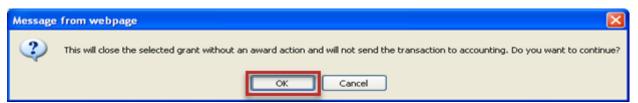


5. From the Actions column, click the Mark Grant Closed link.



6. A confirmation message appears. To continue, click the **OK** button.

Note: This action closes the grant in GrantSolutions and does not transmit any transactions to accounting.



7. The "Grants List" screen refreshes. When the row is expanded, the Closeout date is displayed.



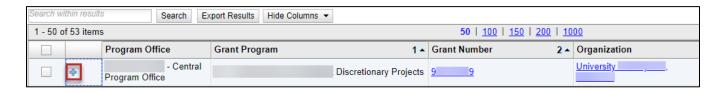
Note: Although the Grant is now closed, it may still be reopened if necessary.



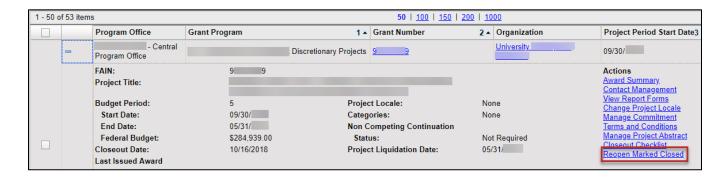
REOPEN A GRANT MARKED CLOSED

To Reopen a grant:

- 1. Log into the GrantSolutions GMM (www.grantsolutions.gov).
- 2. From the "Grants List" screen, enter search criteria and click the Search icon (magnifying glass).
- 3. The screen refreshes with results populated in a table below the search fields. Locate the desired grant.
- 4. From the second column of the table, click the **blue plus sign** to expand the row.



5. From the Actions column, click the Reopen Marked Closed link.



6. The "Grants List" screen refreshes. When the row is expanded, the Mark Grant Closed link appears in the *Actions* column.