

QUICK SHEET: CLOSEOUT SERVICES – INITIATE A BUDGET PERIOD CLOSEOUT

Audience: Grants Management Specialists (GMS)

PURPOSE:

Closeout Services provides Grants Management Specialists (GMS) a way to initiate closeouts for Budget Periods in batches.

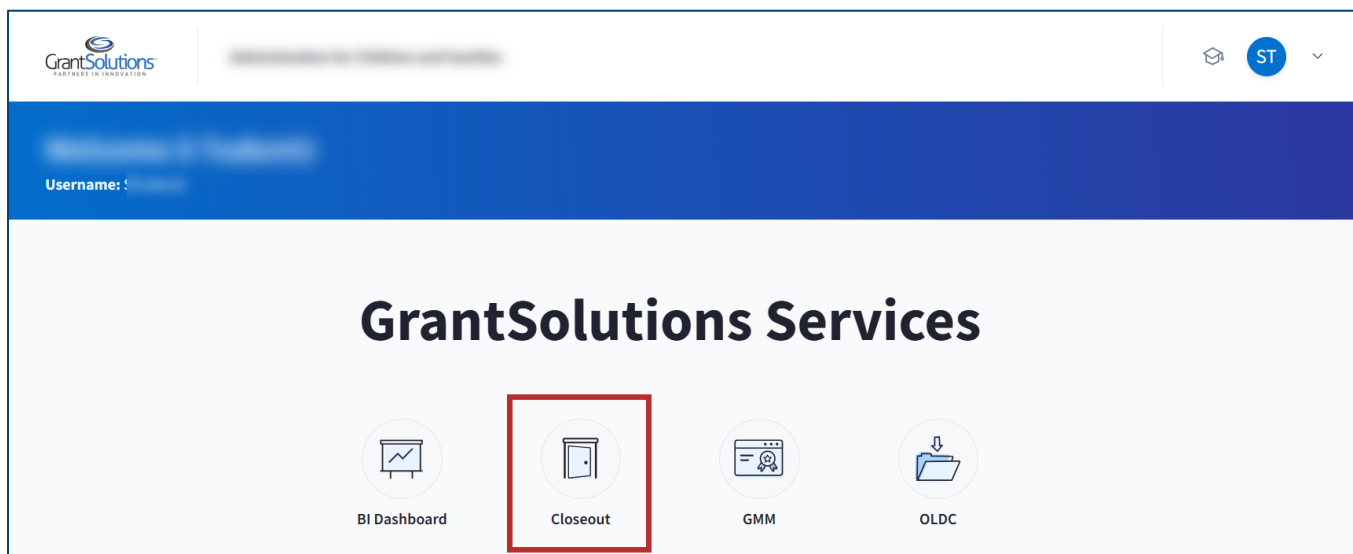
BUDGET PERIOD CLOSEOUT KEY POINTS:

- Budget Period Closeout occurs when a grant is closed out based on budget period.
- Expired Budget Periods can be closed on an individual basis or in bulk from the “Budget Period Closeout” screen for Discretionary Grants only.
- The Grants Management Specialist (GMS) submits the Budget Period batch to the Grants Management Officer (GMO) for approval. The batch must then either be approved by the GMO or returned to the GMS for rework.
- The status of the closeout batch can be tracked from the Closeout Dashboard or the Batch Status screen.

BUDGET PERIOD CLOSEOUT:

To initiate the closeout for one or more budget periods follow the steps below:

1. From the GrantSolutions “Homepage”, click the **Closeout** icon.



- The “Dashboard” screen appears. Click the **Budget Period Closeout** tab.

Closeout

DASHBOARD
PROJECT PERIOD CLOSEOUT
BUDGET PERIOD CLOSEOUT
ADMINISTRATIVE CLOSEOUT
VIEW HISTORY

DASHBOARD

Batch ID	Task Description	Batch Status	Closeout Type	Created By	Created On
	Submit the Batch	Drafted	Project Closeout		4/16/2025, 8:31:14 AM
	Review the Batch	Review In Progress	Project Closeout		5/24/2024, 12:59:47 PM
	Submit the Batch	Returned for Rework	Administrative Closeout		5/15/2024, 10:27:32 AM
	Submit the Batch	Returned for Rework	Budget Closeout		5/15/2024, 10:17:14 AM
	Submit the Batch	Drafted	Project Closeout		5/2/2024, 3:51:49 PM
	Submit the Batch	Drafted	Project Closeout		4/30/2024, 10:21:33 AM
	Submit the Batch	Drafted	Project Closeout		4/23/2024, 11:10:32 AM
	Submit the Batch	Drafted	Project Closeout		4/22/2024, 2:19:52 PM

Show 20 records per page. Page 1 of 1. Total 8 records.

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- The “Budget Period Closeout” screen appears. Use the **search fields** provided to search for a grant to closeout.

Closeout

DASHBOARD
PROJECT PERIOD CLOSEOUT
BUDGET PERIOD CLOSEOUT
ADMINISTRATIVE CLOSEOUT
VIEW HISTORY

BUDGET PERIOD CLOSEOUT

Assistance Type
Select One

Assignment Type
My Grants

Grant Program
Select Grant Program(s)

Budget Period Status
Ready To Close

Search
Reset

OR

Grant Number

Search
Reset

4. On the results table, review available projects for closeout.

- Click the **dollar amount link** in the Total Deobligation Amount column to open the “Documents Numbers List” screen in a new window.
 - **Note:** The *Total Deobligation Amount* column displays the cumulative deobligation amount (authorized amount minus expended amount) across all obligation document numbers associated with the grant project.
- Click the **Submission List** link from the Action column to open the “Submissions List” screen in a new window.

<input type="checkbox"/>	Grant Number	Organization Name	Grant Program	Total Deobligation Amount ⓘ	Budget Period End Date	Project Period Start Date	Project Period End Date	Action
<input type="checkbox"/>				\$0.39	9/29/2023	9/30/2021	9/29/2025	Submission List
<input type="checkbox"/>				\$9,629.68	9/29/2023	9/30/2021	1/31/2025	Submission List
<input type="checkbox"/>				\$120,997.64	9/29/2023	9/30/2021	12/31/2024	Submission List

5. On the results table, click the **checkbox** to the left of the desired Grant Projects to close and click the **Submit For Approval** button located below the table.

<input type="checkbox"/>	Grant Number	Organization Name	Grant Program	Total Deobligation Amount ⓘ	Budget Period End Date	Project Period Start Date	Project Period End Date	Action
<input type="checkbox"/>				\$16,434.00	4/30/2018	5/1/2017	4/30/2022	Submission List
<input type="checkbox"/>				\$217,808.97	4/30/2020	5/1/2017	4/30/2022	Submission List
<input checked="" type="checkbox"/>				\$52,341.18	4/30/2019	5/1/2017	4/30/2022	Submission List
<input checked="" type="checkbox"/>				\$957,521.00	10/31/2020	11/1/2018	10/31/2024	Submission List
<input checked="" type="checkbox"/>				\$892,864.89	10/31/2020	11/1/2019	10/31/2024	Submission List

Show records per page. Page 1 of 230. Total 1148 records.

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[Submit For Approval](#) [Clear All](#)

6. The “Batch Details” screen appears for review. Users can add or remove documents from the batch by selecting the checkbox and clicking the **Add** and **Remove** buttons.

BATCH DETAILS

Closeout Batch ID: Closeout Type: Status: Drafted

Created By: Created On: 2/7/2025 Assigned To: N/A

Approved By: N/A Approved On: N/A Completed On: N/A

Number of Documents: 2 Last Comment: N/A

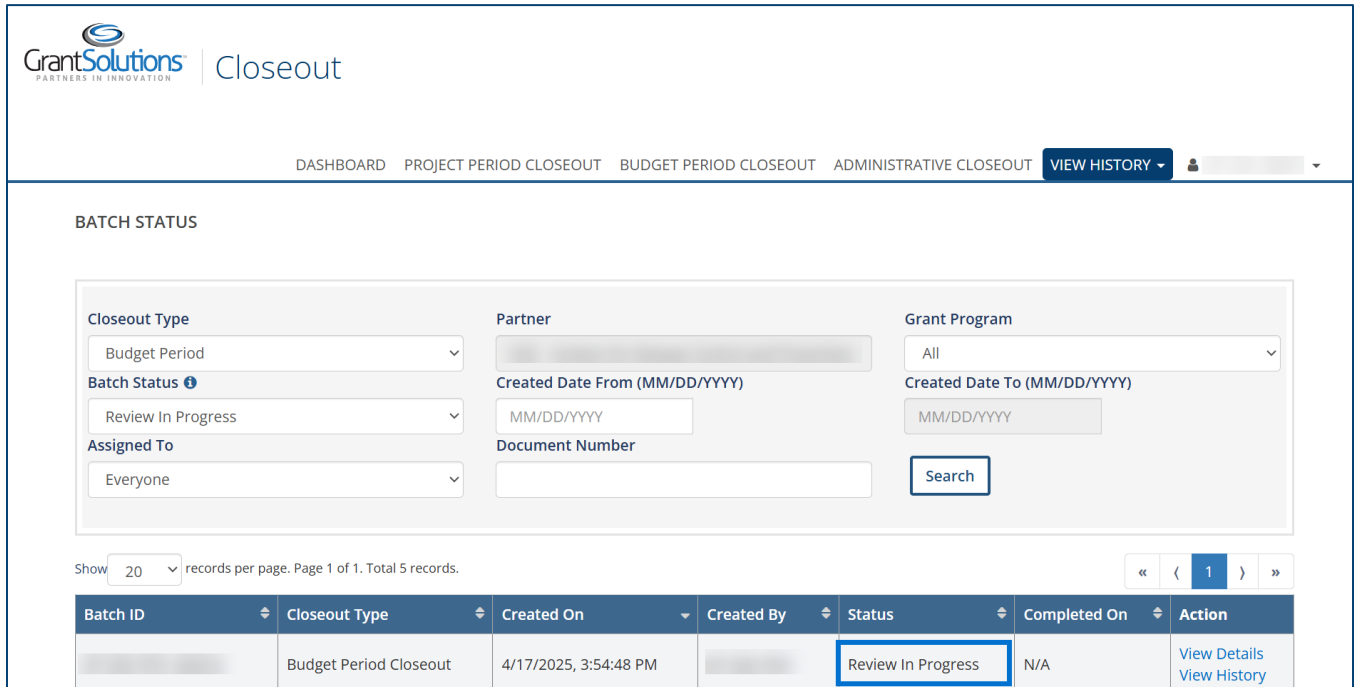
Submit For Approval

	Grant Number	Organization	Obligation Document Number	Account Type	Financial Account	Fiscal Year	Object Class	Authorized Amount	Expended Amount	Advanced Amount	Deobligation Amount	Difference	Status	PMS Status
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	P	<input type="text"/>	2021	<input type="text"/>	\$366,202.00	\$221,197.83	\$221,197.83	\$145,004.17	\$0.00	Added To Batch	Open

7. Add comments to the batch if needed. Then, click the **select a GMO user** drop-down and select a **GMO user** to send the batch for closeout and **submit the batch for approval** button.
- **Note:** Batch remarks are added in the *Remarks* section of the (a) Notice of Award (NOA) in Grants Management Services (GMM), (b) “Award Amount Determination” screen in Mandatory Grants Management Services (MGM), and (c) Award Letter in MGM.

Batch Remarks: 3750 of 3750 characters remaining ⓘ*

8. The “Batch Status” screen appears, and the batch bears the status Review in Progress. Batches can be tracked from the “Batch Status” screen.



The screenshot shows the GrantSolutions 'Closeout' interface. The top navigation bar includes links for DASHBOARD, PROJECT PERIOD CLOSEOUT, BUDGET PERIOD CLOSEOUT, ADMINISTRATIVE CLOSEOUT, and a VIEW HISTORY button. The main section is titled 'BATCH STATUS' and contains a search filter area with dropdowns for Closeout Type (Budget Period), Batch Status (Review In Progress), and Assigned To (Everyone). It also includes fields for Partner, Created Date From/To, and Document Number, along with a Search button. Below the filters, a table displays the batch status. The table has columns for Batch ID, Closeout Type, Created On, Created By, Status, Completed On, and Action. The first row shows a batch with the status 'Review In Progress' highlighted.

Batch ID	Closeout Type	Created On	Created By	Status	Completed On	Action
	Budget Period Closeout	4/17/2025, 3:54:48 PM		Review In Progress	N/A	View Details View History

9. To move the closeout forward, the GMO must either approve the batch for processing or return the batch to the GMS for rework.
- The GMO will receive an email notification from GrantSolutions when the batch has been sent to them for review.
 - The GMS will receive an email notification from GrantSolutions if the batch has been returned for rework.