

QUICK SHEET: CLOSEOUT SERVICES – INITIATE AN ADMINISTRATIVE CLOSEOUT

Audience: Grants Management Specialists (GMS)

PURPOSE:

Closeout Services provides Grants Management Specialists (GMS) a way to initiate closeouts for obligation document numbers in batches.

ADMINISTRATIVE CLOSEOUT KEY POINTS:

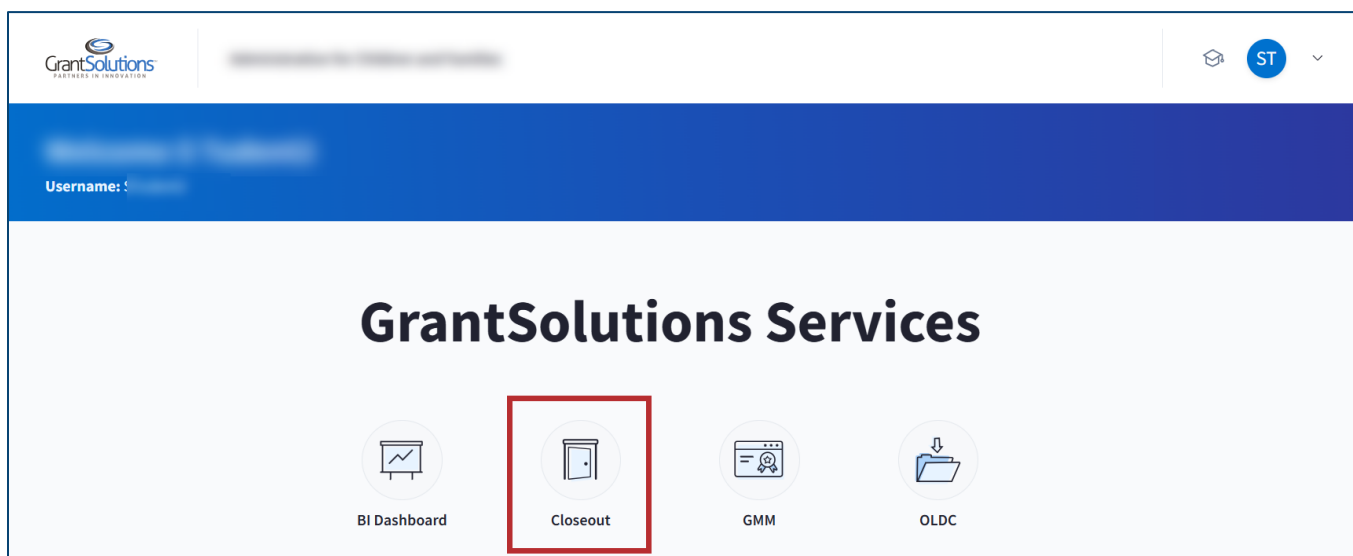
- Administrative Closeout allows you to perform closeout actions based on administrative duties.
- The Grants Management Specialist (GMS) submits the Administrative Closeout batch to the Grants Management Officer (GMO) for approval. The batch must then either be approved by the GMO or returned to the GMS for rework.
- The status of the closeout batch can be tracked from the Closeout Dashboard or the Batch Status screen.

ADMINISTRATIVE CLOSEOUT:

Administrative Closeout is used to close one or more obligation document numbers for a Grant Project.

To initiate the closeout for one or more obligation document numbers follow the steps below:

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



2. The “Dashboard” screen appears. Click the **Administrative 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.

«
<
1
>
»

3. The “Administrative 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

ADMINISTRATIVE CLOSEOUT

Assistance Type
Select One

Assignment Type
My Grants

Grant Program
Select Grant Program(s)

Project Status
Ready To Close

Search
Reset

OR

Document Number

Search
Reset

- The results table appears, click the **plus sign** button to the right of *Grant Number* to expand the grant project and view the obligation document numbers.

Show 20 records per page. Page 1 of 26. Total 515 records.

<input type="checkbox"/>	Grant Number	Organization Name	Grant Program	Project Title	Project Period Start Date	Project Period End Date	Action
<input type="checkbox"/>					12/1/2015	11/30/2020	Submission List
<input type="checkbox"/>					9/1/2015	8/31/2020	Submission List

- Select the **checkbox** to the left of each obligation document number to close.

Note: The obligation document number's status must be *Ready to Close*

<input type="checkbox"/>	Obligation Document Number	Account Type	Financial Account	FY	Budget Period Start Date	Budget Period End Date	Object Class	Authorized Amount	Expended Amount	Advanced Amount	Deobligation Amount	Difference Amount	Status
<input checked="" type="checkbox"/>							4151	\$1,327,808.00	\$1,321,670.42	\$1,321,670.42	\$6,137.58	\$0.00	Ready To Close
								\$28,381.00	\$28,243.08	\$28,243.08	\$137.92	\$0.00	
<input checked="" type="checkbox"/>							4151	\$1,342,686.00	\$1,203,256.15	\$1,203,256.15	\$139,429.85	\$0.00	Ready To Close
								\$1,314,305.00	\$1,177,822.35	\$1,177,822.35	\$136,482.65	\$0.00	
								\$28,381.00	\$25,433.80	\$25,433.80	\$2,947.20	\$0.00	
<input checked="" type="checkbox"/>							4151	\$79,971.00	\$23,747.26	\$23,747.26	\$56,223.74	\$0.00	Ready To Close

- Click the **Submit for Approval** button.

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

BATCH DETAILS

Closeout Batch ID: [REDACTED]

Closeout Type: Administrative Closeout

Status: Drafted

Created By: [REDACTED]

Created On: 1/30/2025

Assigned To: N/A

Approved By: N/A

Approved On: N/A

Completed On: N/A

Number of Documents: 1

Last Comment: N/A

Submit For Approval

Add

Remove

	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 checked="" type="checkbox"/>	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	2021	[REDACTED]	\$206,766.00	\$206,766.00	\$206,766.00	\$0.00	\$0.00	Added To Batch	Open

Batch Remarks: 3750 of 3750 characters remaining ⓘ*

500 of 500 characters remaining

Enter Batch Remarks here

Write a comment

Select GMO User ▼*

Submit For Approval

Cancel

7. Add any comments to the batch if needed. Then, click the **select a GMO User** drop-down 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 ⓘ*

500 of 500 characters remaining

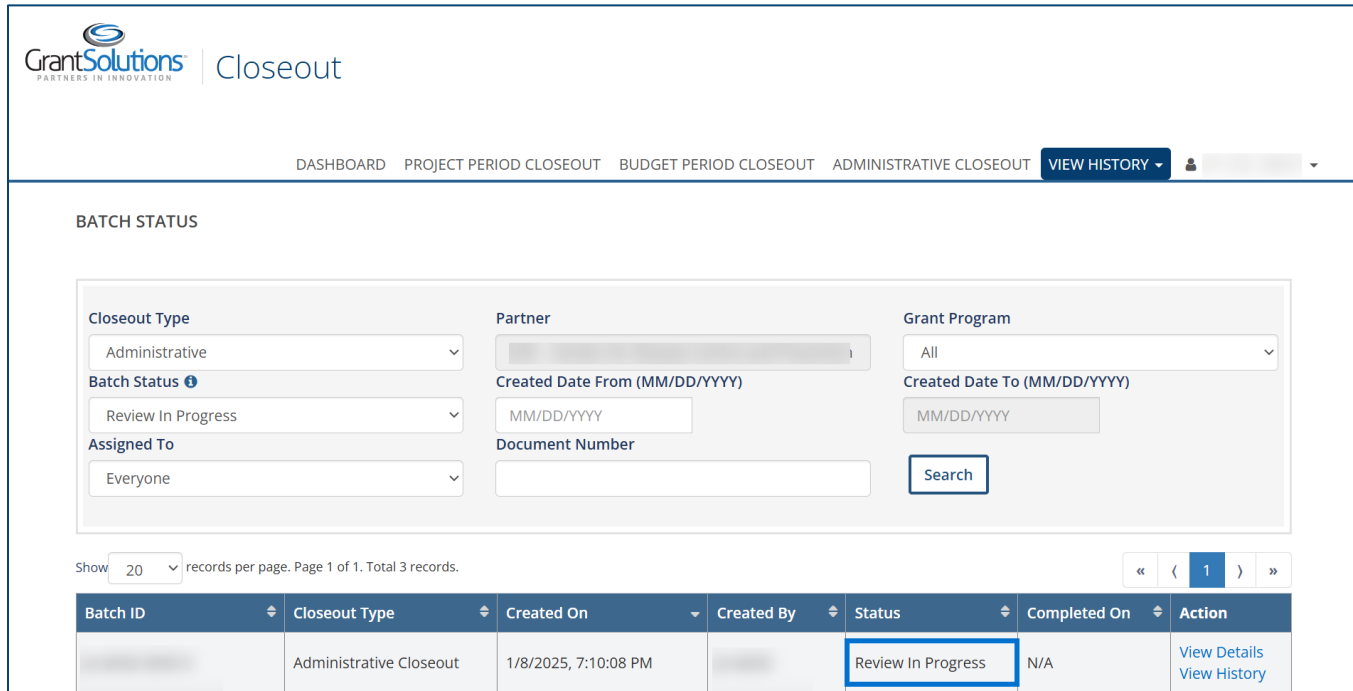
Write a comment

Select GMO User ▼*

Submit For Approval

Cancel

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



BATCH STATUS

Closeout Type: Administrative
Batch Status: Review In Progress
Assigned To: Everyone

Partner: [Redacted]
Created Date From (MM/DD/YYYY): MM/DD/YYYY
Created Date To (MM/DD/YYYY): MM/DD/YYYY
Document Number: [Redacted]

Grant Program: All

Search

Show 20 records per page. Page 1 of 1. Total 3 records.

Batch ID	Closeout Type	Created On	Created By	Status	Completed On	Action
[Redacted]	Administrative Closeout	1/8/2025, 7:10:08 PM	[Redacted]	Review In Progress	N/A	View Details View History

8. 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.