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.
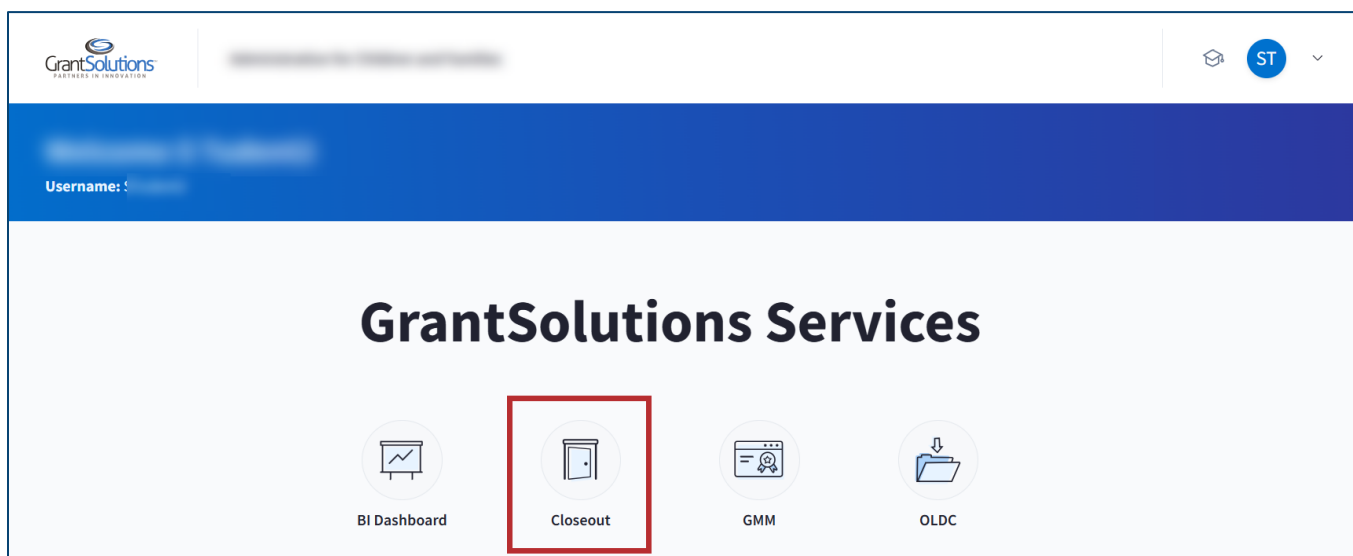
ADMINISTRATIVE CLOSEOUT KEY POINTS:

- 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.

3. The "Administrative Closeout" screen appears. Use the **search fields** provided to search for a grant to closeout.

4. 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.

5. 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*

6. 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.

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.

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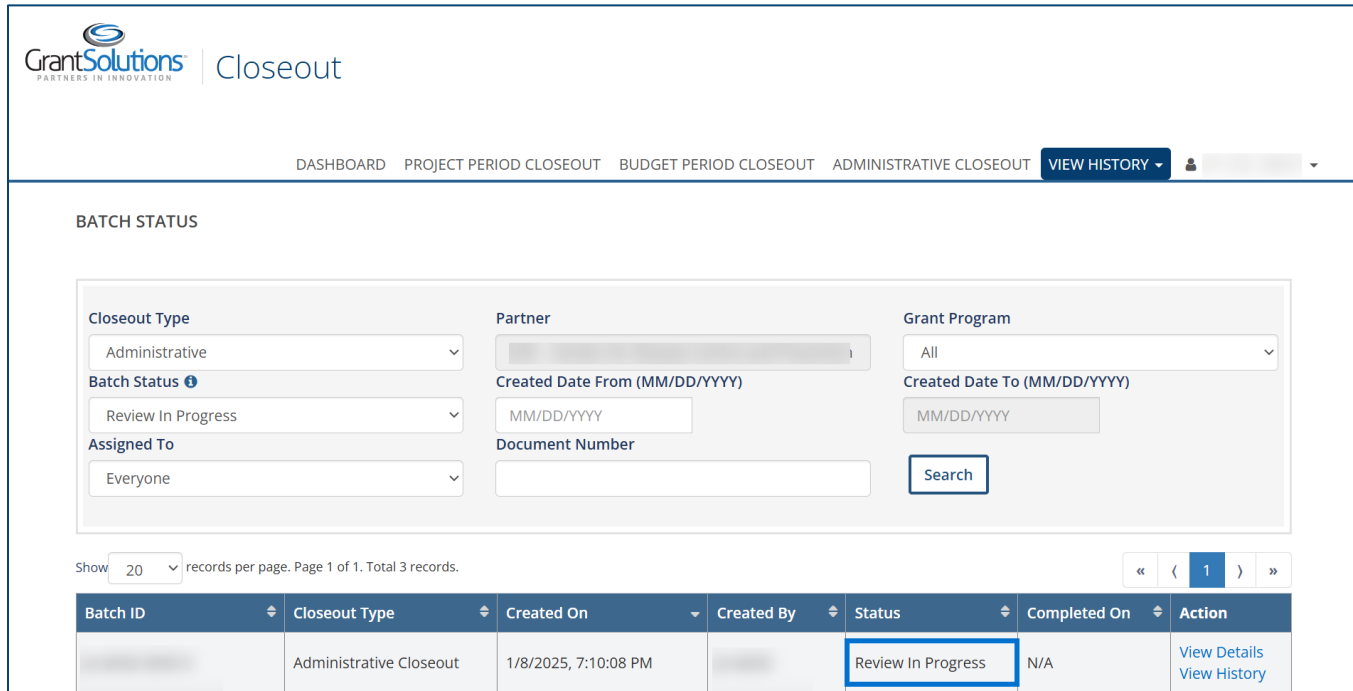
The "Batch Status" screen appears, and the batch bears the status *Review in Progress*. Batches can be tracked from the "Batch Status" screen.

8. To move the closeout forward, the GMO must either approve the batch for processing or return the batch to the GMS for rework.

   o The GMO will receive an email notification from GrantSolutions when the batch has been sent to them for review.

   o The GMS will receive an email notification from GrantSolutions if the batch has been returned for rework.