

GrantSolutions Closeout Services

Indian Health Service (IHS)

June 2023

Housekeeping



Microphones are open – please mute if not speaking



Webinar is being recorded and will be available at a later time



Training is in our training environment



Enter questions in the chat or ask by phone during the designated question time



Documentation on training topics is available



Tell us how we did in the survey

Agenda

- Introduction
- Create a Batch
 - Project Period Closeout
 - Submit (GMS)
 - Approve (GMO)
 - Administrative Closeout
 - Submit directly to accounting (GMO)
- Return a Batch
- Resubmit a Batch
- Q&A
- Follow-Up Materials
- Help Desk



Objectives



Navigate Closeout Services



Search for expired projects



Create a closeout batch and send to GMO for approval



Return or approve a closeout batch



Revise and resubmit a returned closeout batch

Setting the Stage

The GrantSolutions Closeout Services course is:

- ✓ An overview of major functions in GrantSolutions Closeout Services
- ✓ An opportunity to review features in GrantSolutions Closeout Services
- ✓ An opportunity to enter questions into the chat during the time allotted for Q&A

Setting the Stage

The GrantSolutions Closeout Services course is NOT:

- x A dive into Grants Management Services or Mandatory Grants Services closeout
- x A platform to discuss business process
- x An opportunity to discuss partner needs

Introduction: What is Closeout Services?

Closeout Services Uses:

- Closeout grant projects
- Closeout budget periods
- Closeout obligation document numbers

Closeouts Can Be Performed:

- Individually
- In batches

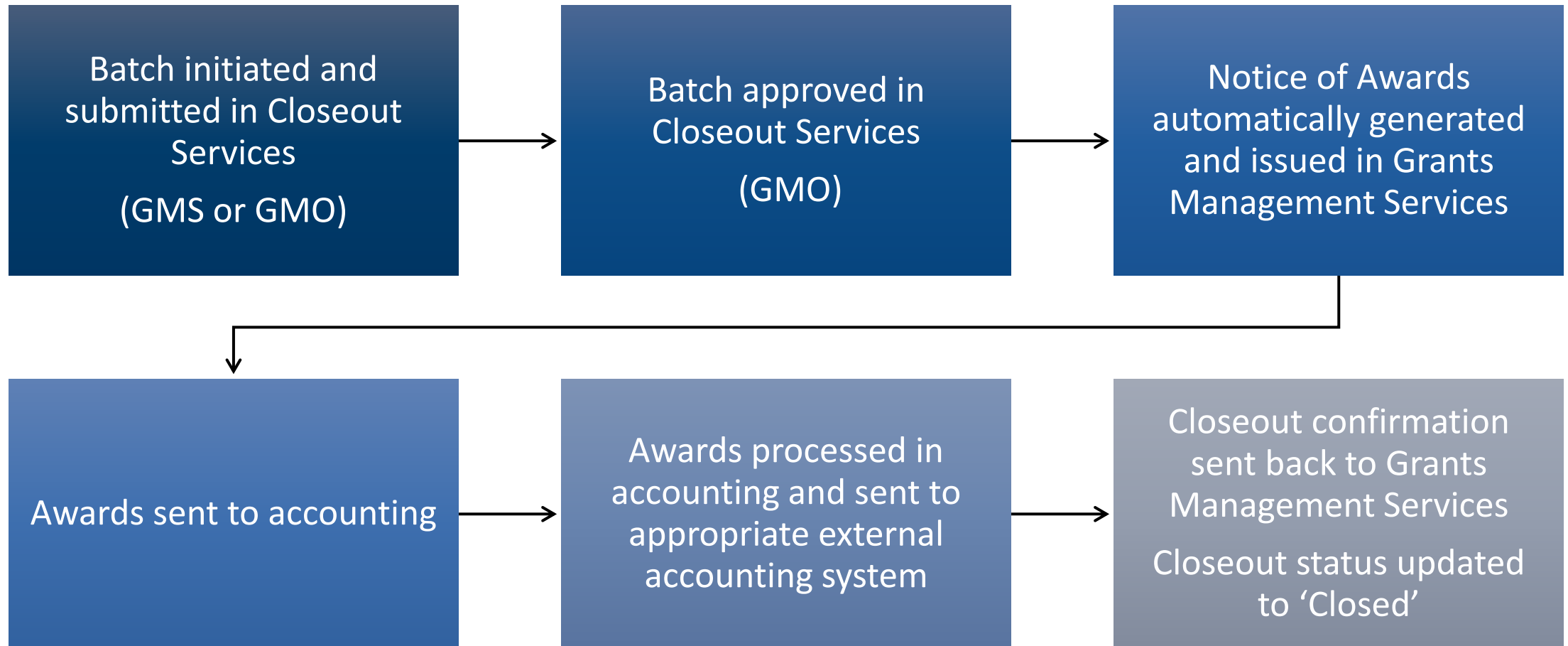


Introduction: Closeout Types

- **Project Period Closeout:** All documents for all budget periods (single year or multiple year grants) are in *Ready to Close* status. If this is not the case, Budget Period Closeout may be applicable.
- **Budget Period Closeout:** All documents for a specific budget period are in *Ready to Close* status. If this is not the case, Administrative Closeout may be applicable.
- **Administrative Closeout:** Obligated document numbers are in *Ready to Close* status.



Introduction: Business Process Workflow



Introduction: Closeout Services System Access

Access:

- Grants Management Services Portal screen

System Roles	Perform closeout in either the budget period or project period through batches (individual grant or multiple, but all become batches)	Submit a batch for approval	Approve a batch for closeout
GMO	Yes	Yes	Yes
GMS	Yes	Yes	No

Introduction: Email Notifications

- Closeout summary email notifications are emailed to GMO and GMS with the **primary project assignment**
 - Email contains recently expired grant projects or budget periods
- A message is only sent once for an expired grant project or budget period



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Dear Grants Office

You are receiving this notification because our records indicate that the following items are pending closeout. In accordance with the Office of Grants Management closeout process the grants office is required to complete the closeout process. You can perform closeout action by accessing the [Closeout Service](#) within GrantSolutions system. If you experience any issues accessing the Closeout Service please contact the GrantSolutions helpdesk.

Grant Number	Organization Name	Grant Program	Closeout Type	Start/End Date	Assigned To
[REDACTED]	[REDACTED]	RE - Ethnic Community Organization	Budget Period	Budget Start: Tue Sep 30 04:00:00 UTC 2014 Budget End: Tue Sep 29 04:00:00 UTC 2015	GMS: [REDACTED]
[REDACTED]	[REDACTED]	RE - Ethnic Community Organization	Project Period	Project Start: Sun Sep 30 04:00:00 UTC 2012 Project End: Tue Sep 29 04:00:00 UTC 2015	GMS: [REDACTED]
[REDACTED]	[REDACTED]	RG - Microenterprise Program	Budget Period	Budget Start: Mon Sep 30 04:00:00 UTC 2013 Budget End: Mon Sep 29 04:00:00 UTC 2014	GMS: [REDACTED]
[REDACTED]	[REDACTED]	RG - Microenterprise Program	Budget Period	Budget Start: Tue Sep 30 04:00:00 UTC 2014 Budget End: Tue Sep 29 04:00:00 UTC 2015	GMS: [REDACTED]

Introduction: Portal Screen Notifications

- GMO receives a notification in the *Task List* section of the Portal screen if approval of a closeout batch is pending
- GMS receives a notification in the *Task List* section of the Portal screen if a batch has been returned



Create a Batch

Create a Batch

Create a Project Period Closeout Batch:

- On the Portal screen, select the *Closeout* option from the *Grants Management* drop-down to access Closeout Services
- Project Period Closeout Search Screen
 - Search using traditional search fields or by *Grant Number*
- Major Closeout Services Screens:
 - *Documents Numbers List screen* – review information for document numbers
 - *Process Closeout Checklist screen* – review and process the closeout checklist for Discretionary Grants only
 - *Submissions List screen* – review information for FFR's and PPR's of a grant if applicable
 - *Batch Status screen* – review the status of a closeout batch



Create a Batch

- Major Closeout Screens (Continued):
 - *Batch History screen* – review when a closeout batch was created, when a closeout batch status was changed, the user who performed changes, and the user who a closeout batch was assigned to
 - *Batch Details screen* – review the closeout batch and submit, approve, return for rework, or resubmit depending on system role
- Submit to GMO for approval as GMS
- Approve as GMO

Create an Administrative Closeout Batch:

- Administrative Closeout Search Screen
 - Search using traditional search fields or by *Document Number*
- Submit directly to accounting as GMO



Submissions List Screen: FFR and PPR

Submissions List

Grant Number: [REDACTED]

Grant Program: [REDACTED]

Checklist Status: In Progress

Organization Name: [REDACTED]

Project Period Start Date: 8/1/2013

Project Status: Expired - Action Required

Project Title: [REDACTED]

Project Period End Date: 7/31/2017

FFR ⓘ

Document Number	Budget Period Start-End date	Submitted On	Submitted By	Action
[REDACTED]	08/01/2016 - 07/31/2017	04/22/2015	[REDACTED]	View PDF

PPR ⓘ

Reporting Period Start-End Date	Submitted On	Submitted By	Action
03/06/2013 - 09/05/2013	12/16/2019	[REDACTED]	Download Zip File
01/01/2015 - 03/31/2015	04/22/2015	[REDACTED]	View PDF

Submissions List Screen: FFR and PPR

FFR 

Document Number	Budget Period Start-End date	Submitted On	Submitted By	Action
	08/01/2016 - 07/31/2017	04/22/2015		View PDF

Submissions List Screen: FFR and PPR

FEDERAL FINANCIAL REPORT				
(Follow form instructions)				
1. Federal Agency and Organizational Element to Which Report is Submitted		2. Federal Grant or Other Identifying Number Assigned by Federal Agency (To report multiple grants, use FFR Attachment)		Page 1 of 2 pages
3. Recipient Organization (Name and complete address including Zip code)				
4a. DUNS Number	4b. EIN	5. Recipient Account Number or Identifying Number (To report multiple grants, use FFR Attachment)	6. Report Type ☒ Quarterly ☐ Semi-Annual ☐ Annual ☐ Final	7. Basis of Accounting ☒ Cash ☐ Accrual
8. Project/Grant Period From: (Month, Day, Year) 08/01/2013		To: (Month, Day, Year) 07/31/2017	9. Reporting Period End Date (Month, Day, Year) 03/31/2015	
10. Transactions			Cumulative	
(Use lines a-c for single or multiple grant reporting)				
Federal Cash (To report multiple grants, also use FFR Attachment):				
a. Cash Receipts			\$732,868.51	
b. Cash Disbursements			\$732,868.51	
c. Cash on Hand (line a minus b)			\$0.00	
(Use lines d-o for single grant reporting)				

Return a Batch

Return a Batch

- Return a closeout batch as GMO
 - On the Batch Status screen, search for a batch and click the *View Details* link in the *Action* column
 - Send to GMS for resubmission



Resubmit a Batch

Resubmit a Batch

- Resubmit a closeout batch as GMS
 - On the Portal screen, select a *Task Description* link from the *Task List* section to access the batch in Closeout Services
 - Resubmit to GMO for approval



Questions?



Resources

- Closeout Initiate a Project Period Closeout
- Closeout Initiate an Administrative Closeout
- Closeout Services Quick Sheet - Initiate a Budget Period Closeout
- Closeout Services Quick Sheet - Navigation and Common Features
- Closeout Services Quick Sheet - Update and Resend a Batch to the GMO
- Closeout Services User Guide – Grants Management Officer



Follow-Up Materials

- Link to recording
- Provide your feedback about today's training. Your valuable input will help to tailor future trainings with you in mind:

<https://grantsolutions.getfeedback.com/r/a8mWlt1m>



Help Desk

- The GrantSolutions Help Desk is available to provide technical assistance
 - Monday – Friday 7 AM to 8 PM Eastern Time
 - Excluding Federal Holidays
 - Email: help@grantsolutions.gov
 - Phone: 866-577-0771

Thanks for attending!

