



Agreement Closeout

FAS – GM 205

Updated August 5, 2015



Agenda



This training includes the following 6 sections:

- A. Course Introduction**
- B. Module 1 – Agreement Closeout Overview
- C. Module 2 – Agreement Closeout Approval
- D. Module 3 – Agreement Closeout Reject
- E. Module 4 – Budget Official Workflow
- F. Course Summary and Additional Resources

This section includes the Course Introduction.



Introduction



- During this course, you will review the various processes that the Grant Management officials and Budget Officials have to accomplish in Grantor in order to closeout an agreement.



Course Objectives

After completing this course, you will be able to accomplish the following five items:

- A. Describe the reasons for an Agreement Closeout
- B. Search an Agreement Closeout
- C. Describe how to approve an Agreement for Closeout
- D. Describe how to reject an Agreement Closeout
- E. Describe the Work Item Approval Process



List of Acronyms

- **AGMO** - Agency Grants Management Officer
- **BO** - Budget Official
- **FAS** – Foreign Agriculture Service
- **FMMI** – Financial Management Modernization Initiative
- **FMS** – Financial Management Services
- **GMO** – Grants Management Officer
- **PM** – Program Manager



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This section provides an overview of the agreement closeout process.



Closeout Rationale



- The Closeout of an Agreement:
 - Closes the Funds Commitment and Funds Pre-Commitment.
 - Releases any open balance or unobligated monies
 - Returns the monies to the highest level of the Work Breakdown Structure (WBS) where they were originally entered.



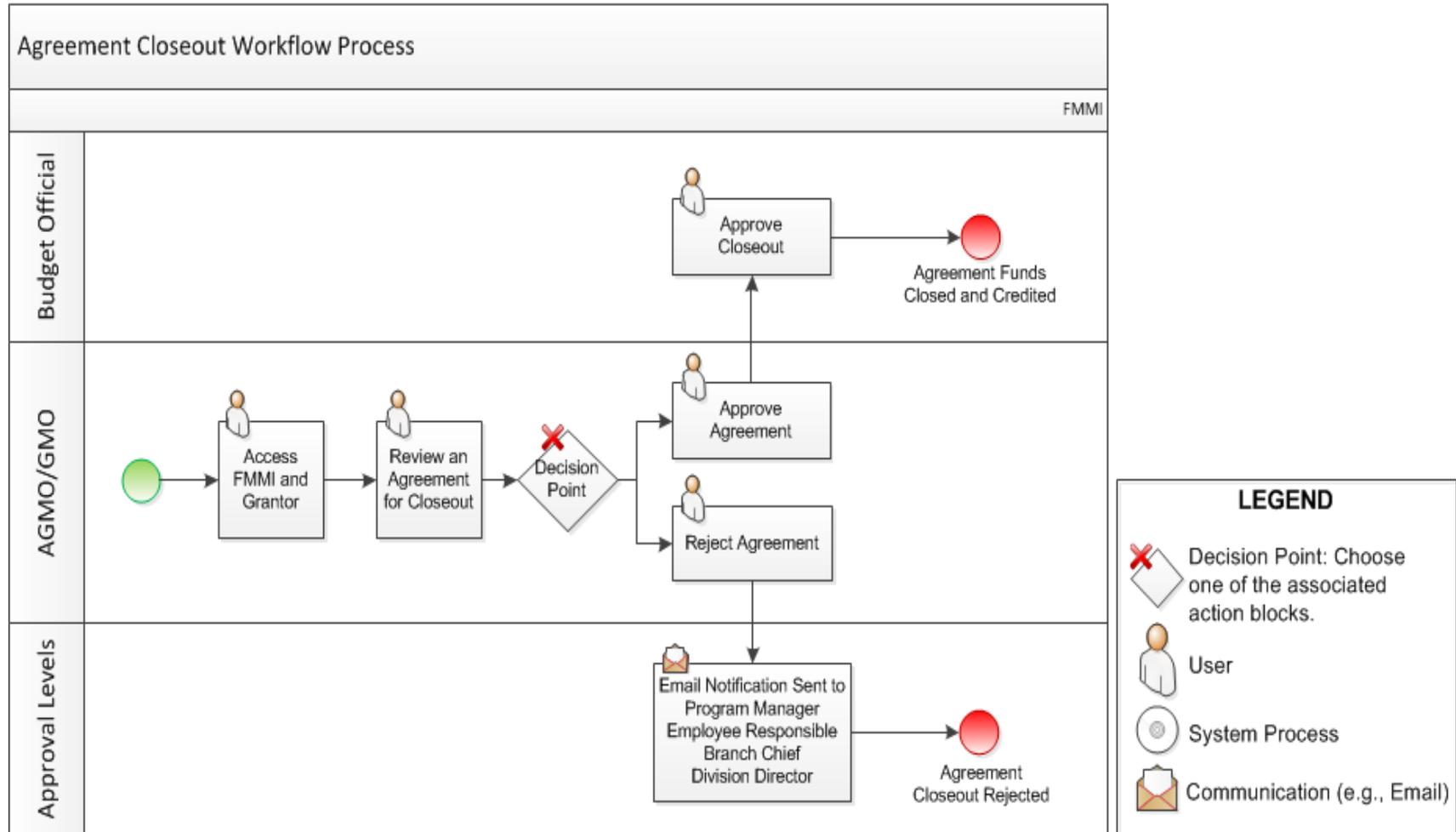
Process by Roles

Role	Evaluate & Approve Closeout	Evaluate & Reject Closeout	Approve Work Item
Agency Grants Management Officer (AGMO)	✓	✓	
Grants Management Officer (GMO)	✓	✓	
Budget Officer (BO)			✓

FMMI is role-based; therefore, if the appropriate access is not available, contact the Agency Security Administrator.



Agreement Closeout Process





Agreement Closeout Process Grants Management Officer Roles



- An Agreement is considered for Closeout when it meets certain criteria and they will be discussed later in the training.

- After reviewing the Agreement, the Agency Grants Management Officer (AGMO) or the Grants Management Officer (GMO) can approve or reject the Closeout.
 - If the Closeout is approved, the Budget Official (BO) reviews the Agreement and approves the Closeout.

 - If the Closeout is rejected, the appropriate Partners (e.g. Program Manager) associated with the Agreement are notified.



End of the Period of Performance Notification



- When an Agreement in an **“Executed”** status reaches 60 and 30 days prior to the Period of Performance Actual - End Date, email notifications are automatically generated and sent to the following participants:
 - FAS Employee Responsible
 - FAS Program Assistant
 - Grantee Primary Program Point of Contact (POC)
 - Grantee Administrative Contact
- An Agreement in a **“Terminated”** status will not generate a notification.
- Once the Period of Performance has passed, the closeout process can be initiated.



Sample End of the Period of Performance Notification



Email Details

Subject: Closeout for USDA FAS Agmt. {FAS Agreement Number}
Sent Date: 10/05/2013 (date that is either 60 or 30 days from end date)

Description

This email is to inform you that Agreement {FAS Agreement Number} {Project Title} is ending on {Period of Performance Actual- End Date}. The recipient is reminded to timely submit all final reports [financial, performance progress, property, as applicable] within 90 days after {Period of Performance Actual- End Date}. Also, please ensure any other deliverables and final claims are made prior to submission of the final reports.

If your organization seeks an Amendment to the Agreement, please contact:
{Employee Responsible}
{Program Assistant}

If your organization seeks a one-time no cost extension, please submit your request to the FAS Program Manager no less than 10 days from your agreement end date.

Please note that any request for an Amendment, including, but not limited to, a one-time no cost extension, change in scope, or increase in funding, must be fully executed prior to the Agreement Actual - End Date. The timeframe for fully executing an Amendment varies, so please submit your request 30 calendar days prior to the Agreement end date.

Thank you-
Foreign Agricultural Service
Grants Management Officer
Program Manager
grantorhelpdesk@FAS.USDA.gov

Auto –populated from the General Data assignment block of the Agreement screen

Auto –populated from the General Data assignment block of the Agreement screen

Auto –populated from the Period of Performance Actual – End Date assignment block of the Agreement screen

Auto –populated from the Partners assignment block of the Agreement screen



Log in to Grantor

To access Grantor to review the Agreement and approve or reject the Closeout using a single sign-on integrated with eAuthentication:

- A. Click the **Log In LincPass** button, if using a PIV card, or enter your User ID and Password and click Login
- B. Navigate to the **Grantor Management** tab on the FMMI page
- C. Select **Grants and Agreements Management System** link under the Grants and Agreements Management Section to open the Grantor home page





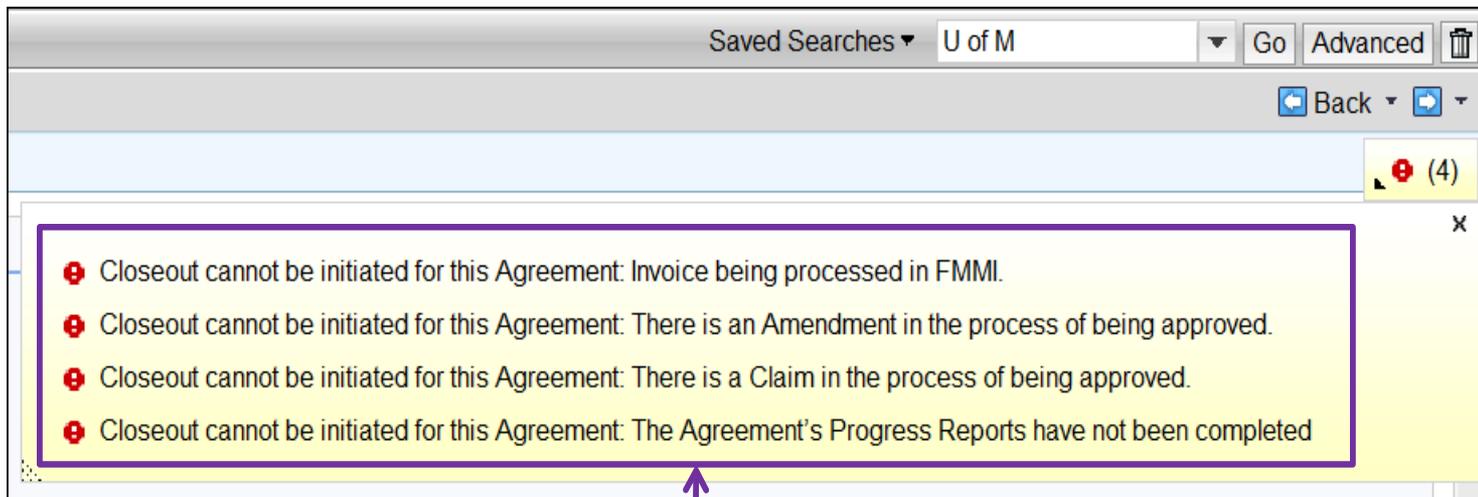
Closeout Criteria (1 of 2)

- Before an Agreement Closeout can proceed, the Agreement must be reviewed by the AGMO/GMO to determine if it meets the specific criteria required for Closeout:
 - Executed or Terminated status
 - Not already in Closeout process
 - Not awaiting Amendment approval
 - Not in Claim approval process
 - Final invoice has been paid
 - Not in the repayment approval process*
 - Actual Period of Performance Actual - End Date has passed
 - No Third Party active audit or pending litigation as indicated by a check in the Third Party Audit/Pending Litigation box
 - Interim and Final reporting activities completed

— * Occurs outside the Grantor system

Closeout Criteria (2 of 2)

- For each criterion that is not met, the system will generate an error message.
 - Each error message must be corrected in order for the Agreement Closeout process to proceed.



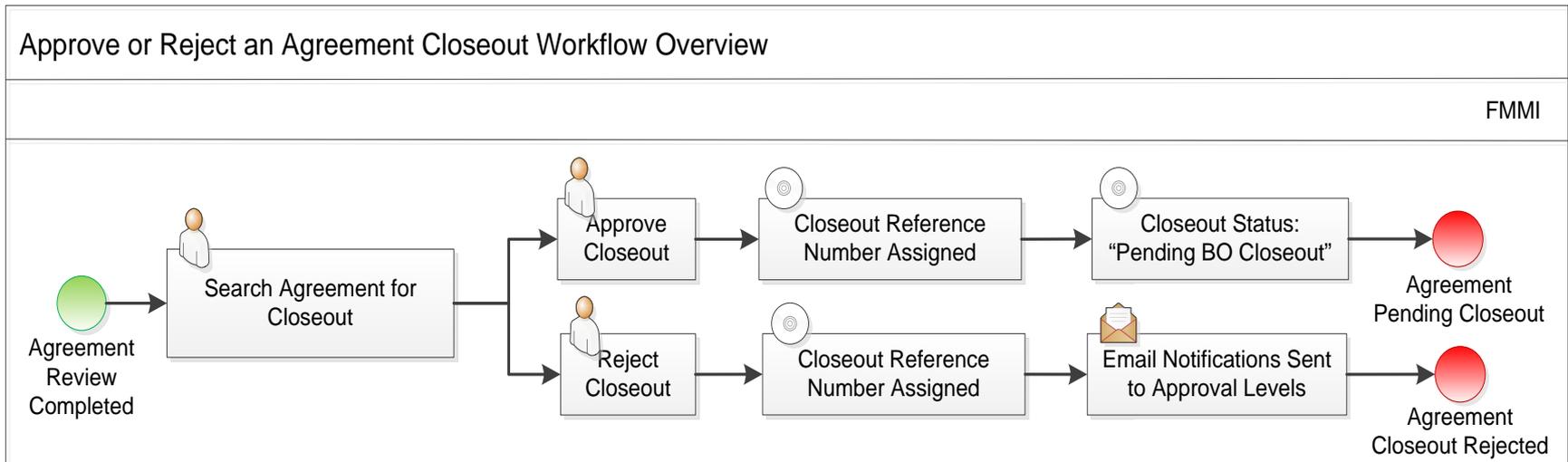
Closeout Eligibility Error Messages Displayed by the System



Closeout Determination Process



- After the AGMO/GMO have reviewed the agreement, they can determine whether to:
 - Approve it, or
 - Reject it



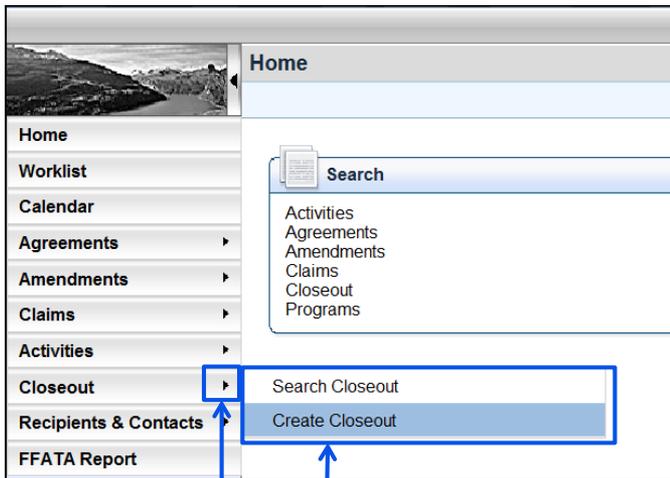


Search an Agreement (1 of 2)

- Navigate to the **Closeout Work Center**.

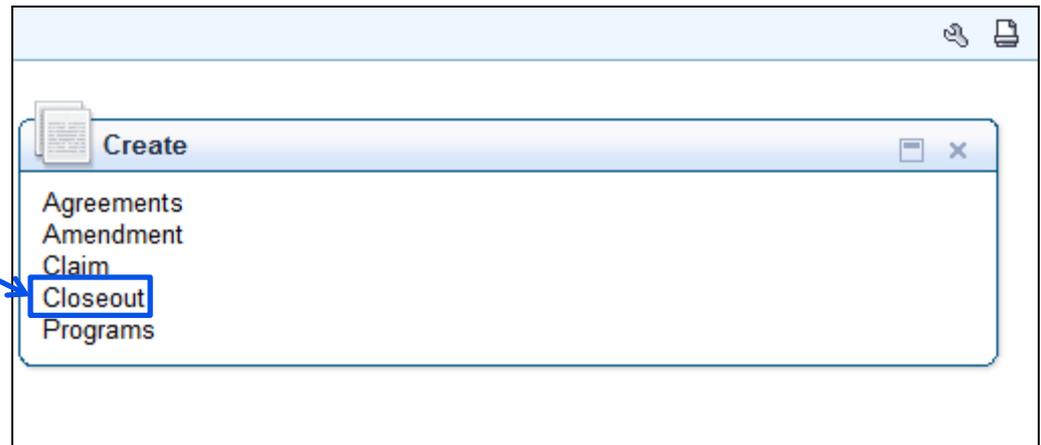
The screenshot shows the 'FAS GRANTOR - Grant and Agreement Management System' interface. A navigation panel on the left contains the following items: Home, Worklist, Calendar, Agreements, Amendments, Claims, Activities, Closeout, Recipients & Contacts, FFATA Report, and Recent Items. The 'Closeout' item is highlighted with a blue box and a blue arrow pointing to it from a label 'Closeout Work Center'. The 'Home' item is circled in purple, with a purple arrow pointing to it from a label 'Home Page'. The entire navigation panel is enclosed in a purple box with a purple arrow pointing to it from a label 'Navigation Panel'. The main content area on the right shows 'Workflow Tasks' (Grantee Acceptance, Pending DD, Pending PM) and a 'Search' section with a list of categories: Activities, Agreements, Amendments, Claims, Closeout, and Programs.

- Click the Closeout arrow then **Create Closeout**.



OR

- Click **Closeout** under the Create section.





Agreement Closeout Search Screen



- Type the search criteria in the criteria field(s) then click the Search button to display the agreement search result.

The screenshot shows the 'Search: Agreements to Closeout' interface. A blue box labeled 'Type <Search Criteria>' points to the 'Grantee ID' input field containing '1101050377'. A blue box labeled 'Click Search' points to the 'Search' button. A purple box labeled 'Result List' points to the table below. A purple box labeled 'Agreement Link' points to the first row of the table.

Search: Agreements to Closeout

Search Criteria

Agreement ID is
Grantee ID is 1101050377
Program ID is
Project Title is

Maximum Number of Results: 100

Search Clear Save Search As: Save

Agreement ID	Agreement Description	Create Closeout	FAS Agreement Nu...	Period of Performa...	Period of Performa...	Program ID	Changed By	Grantee Contact
6000230	Bangladesh MIS	Create Closeout	TA-GA-14-047	09/30/2014	06/01/2014		CRM_RFC	1800000302



Knowledge Check



- Clicking *Create Closeout* on the Search result list will generate a warning.
 - True or False

- To display the Closeout screen, you can click the Agreement ID on the results search page.
 - True or False

- Clicking *Create Closeout* on the Search result list may generate an error.
 - True. If any closeout criteria have not been met, the system will generate explicit error message (s), i.e., 1) Closeout cannot be initiated for this Agreement: There is a Claim in the process of being approved. 2) Closeout cannot be initiated for this Agreement: The Agreement's Progress Reports have not been completed.

- To display the Closeout screen, you can click the Agreement ID on the results search page.
 - False. Clicking on the Agreement ID displays the Agreement header but clicking on **Create Closeout** will display the Closeout screen.



Agenda



This training includes the following 6 sections:

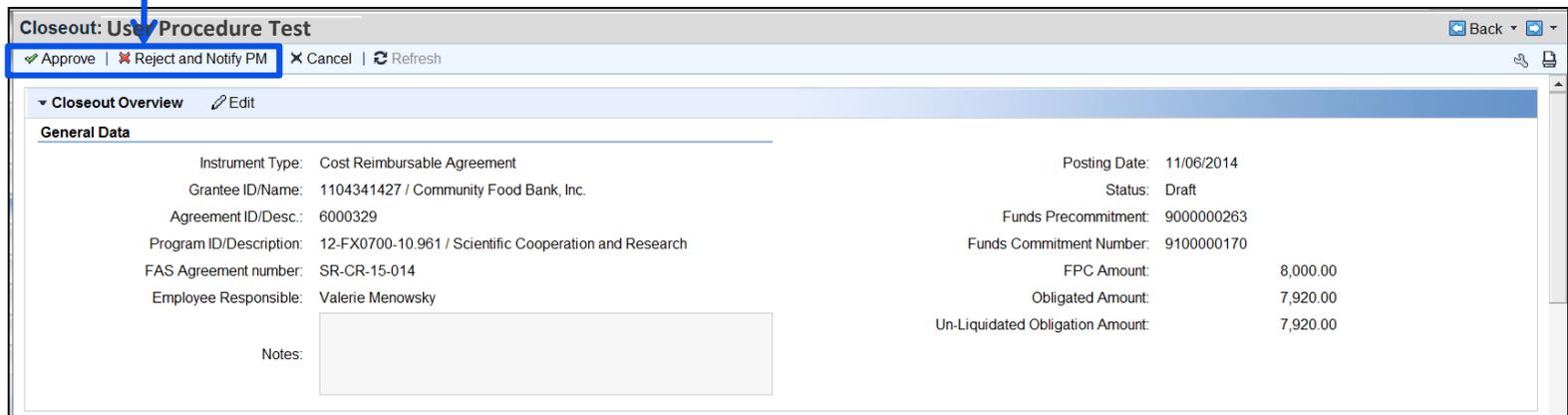
- A. Course Introduction
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This section provides information on the Agreement Closeout Approval process.

- The Closeout screen provides the options to:
 - Approve
 - Reject and Notify PM
 - Cancel , to close the screen and return to the Search: Agreement to close screen.

- To approve the Closeout, click the Approve button

Closeout Options



Closeout: User Procedure Test

Closeout Overview [Edit](#)

General Data

Instrument Type:	Cost Reimbursable Agreement	Posting Date:	11/06/2014
Grantee ID/Name:	1104341427 / Community Food Bank, Inc.	Status:	Draft
Agreement ID/Desc.:	6000329	Funds Precommitment:	9000000263
Program ID/Description:	12-FX0700-10.961 / Scientific Cooperation and Research	Funds Commitment Number:	9100000170
FAS Agreement number:	SR-CR-15-014	FPC Amount:	8,000.00
Employee Responsible:	Valerie Menowsky	Obligated Amount:	7,920.00
		Un-Liquidated Obligation Amount:	7,920.00

Notes:



Agreement Closeout Approval



- When the AGMO/GMO approves the Closeout, the system performs several actions. These are:
 - A Closeout reference number is assigned,
 - A confirmation message displays,
 - The Closeout status changes to “Pending BO Closeout”,
 - The Agreement status changes to “Pending Closeout”,
 - A Closeout email notification is generated, sent to the BO and
 - A Closeout Work Item is generated for the BO.



Sample Email Approval Notification



Email Details
Subject: Pending {Job Title} Closeout Processing, {FAS Agreement Number}
Sent Date: MM/DD/YYYY

Description

The above mentioned Agreement is ready for Closeout processing. Please process.

Below are some details pertinent to the Closeout:

- FAS Agreement #: {FAS Agreement Number}
- Grantee Name: {Grantee Name}
- Funds Commitment ID: {Funds Commitment}
- Obligation Amount: {Obligation Amount}
- Remaining Balance: {Remaining Balance}

-Note: <<Note included in the Closeout. This is any pertinent information the AGMO/GMO would like to pass to the Budget Official. >>

Thank you.

*** This email was generated from the Grantor Workflow Batch System – please do not reply to this email ***

Auto –populated from the General Data assignment block of the Agreement screen

Auto populated from the General Data section on the Agreement Screen

Auto –populated from the General Data assignment block of the Agreement screen

Generated from FMMI

Auto –populated from the General Data assignment block of the Agreement screen

Auto –populated from the General Data assignment block of the Agreement screen



Knowledge Check



- The AGMO/GMO made a few edits and saves the Closeout as a draft to have another AGMO/GMO review it.
 - True or False

- After Closeout is approved, the system performs which checks:
 1. A Closeout reference number is assigned
 2. The Closeout status changes to “Closeout”
 3. A confirmation message displays
 4. An email notification is sent to the business partner



Knowledge Check Responses



- The AGMO/GMO made a few edits and saves the Closeout as a draft to have another AGMO/GMO review it.
 - False, a Closeout cannot be saved as a Draft.

- After Closeout is approved, the system performs which checks:
 1. A Closeout reference number is assigned
 2. The Closeout status changes to “Closeout”
 3. A confirmation message displays
 4. An email notification is sent to the business partner

Correct responses are in orange



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This section provides an overview of the Agreement Closeout Reject process.



Agreement Closeout Reject

- The Closeout screen provides the options to:
 - Approve
 - Reject and Notify PM
 - Cancel, to close the screen and return to the Search: Agreement to close screen.
- To reject the Closeout, click the Reject button and enter a reject explanation in the Notes section.

Closeout Options

Closeout: User Procedure Test

Approve | **Reject and Notify PM** | Cancel | Refresh

Closeout Overview Edit

General Data

Instrument Type:	Cost Reimbursable Agreement	Posting Date:	11/06/2014
Grantee ID/Name:	1104341427 / Community Food Bank, Inc.	Status:	Draft
Agreement ID/Desc.:	6000329	Funds Precommitment:	9000000263
Program ID/Description:	12-FX0700-10.961 / Scientific Cooperation and Research	Funds Commitment Number:	9100000170
FAS Agreement number:	SR-CR-15-014	FPC Amount:	8,000.00
Employee Responsible:	Valerie Menowsky	Obligated Amount:	7,920.00
Notes:		Un-Liquidated Obligation Amount:	7,920.00

Agreement Closeout Reject

- When the AGMO/GMO rejects-the Closeout, the system performs several actions. These are:
 - A Closeout reference number is assigned,
 - A confirmation message displays,
 - The Closeout status changes to “Rejected”,
 - The Agreement status remains as “Executed” or “Terminated”,
 - A Closeout email notification is generated and sent to:
 - FAS Employee Responsible
 - FAS Program Manager
 - Branch Chief
 - Division Director



Sample Email Reject Notification

Email Details

Subject: Closeout Reject - {FAS Agreement Number} Auto –populated from the General Data assignment block of the Agreement screen.

Sent Date: MM/DD/YYYY

Description

Agreement {FAS Agreement number}, {Project Title}, has been rejected for Closeout. If you have any questions, please contact your Grants Management Officer {GMO Name}. Please see below for further detail:

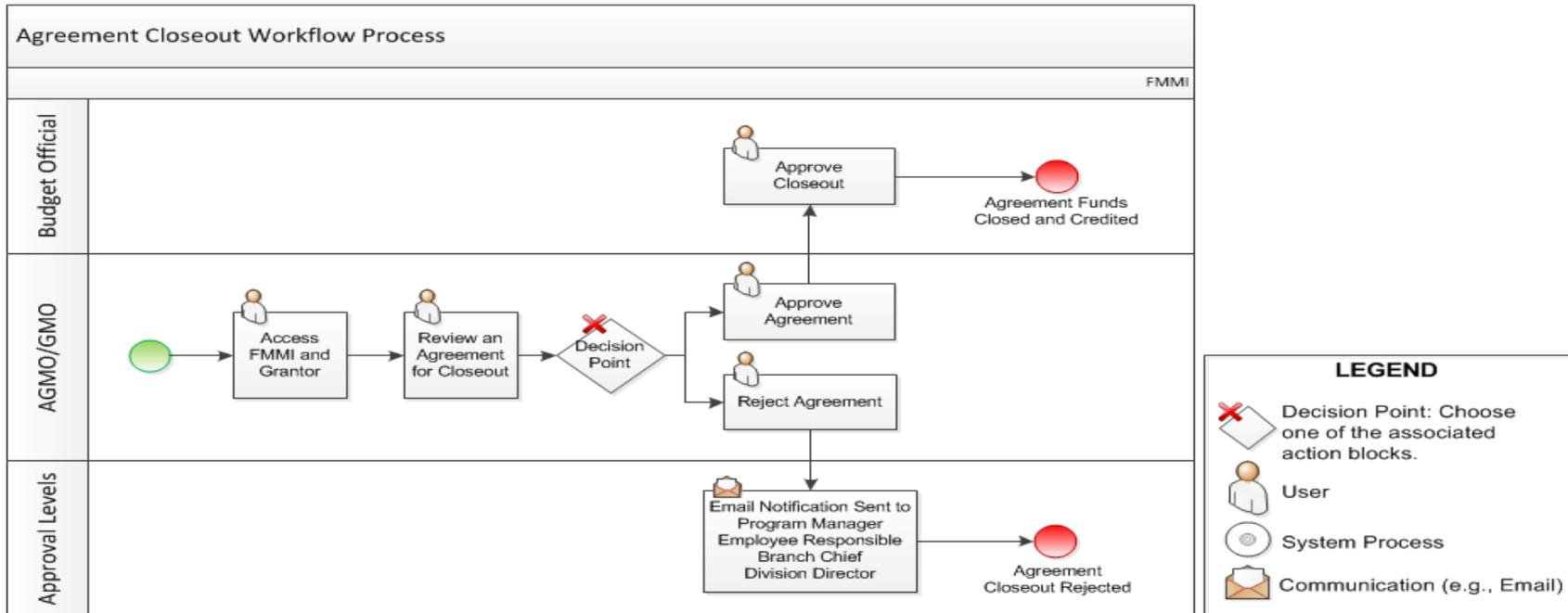
{notes from Closeout} Auto –populated from the Partners assignment block of the Agreement screen

Thank you-
Grants Management Officer

***** This email was generated from the Grantor Workflow Batch System – please do not reply to this email ***** Auto –populated from the Notes assignment block of the Agreement screen.

Closeout Reject Issues Resolution

- When a Closeout is rejected, the PM receives a notification and has to take corrective action to resolve the issue.
- Once the issues are resolved, the PM notifies the AGMO who starts the Approval process again.





Knowledge Check



- When a Closeout is rejected, in addition to the system status changing, an email is sent to the responsible business partners along with the BO.
 - True or False

- What additional step is performed when a Closeout is rejected?



Knowledge Check Responses



- When a Closeout is rejected, in addition to the system status changes an email is sent to the responsible business partners along with the BO.
 - False. Only the PM is notified so that corrective actions can be taken

- What important additional step is performed when a Closeout is rejected?
 - Entering the reject justification in the Notes section. If no notes are entered a warning message displays.



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This section provides an overview of the Budget Official's Workflow tasks.



Budget Official Closeout Process



- The process is as follows:
 - Receive the email notification of Pending BO Closeout
 - Review all financial fields
 - Open the Work Item
 - Approve the Work Item
 - The system displays a confirmation message and the Work Item is removed from the Workflow Task
 - The Closeout status changes to **“Closed”**
 - The Agreement status changes to **“Closed”**
 - The Closeout Interface is triggered
 - Funds Commitment ID and Funds Pre-Commitment ID are passed to FMMI
 - Funds Commitment ID and Funds Pre-Commitment ID are set to complete
 - Un-obligated Funds are credited to the Funded Program
- The Agreement Closeout Process is completed.



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- F. **Course Summary and Additional Resources**

This section provides a summary of the Agreement Closeout course.



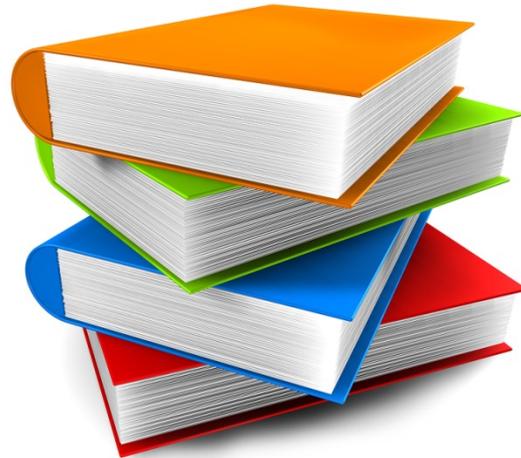
Course Summary

In this course, you have learned the following about Agreement Closeout:

- Module 1 – Agreement Closeout Overview
 - Review the rationale and criteria for an Agreement Closeout, and search for an Agreement.
- Module 2 – Agreement Closeout Approval
 - Review the process to approve an Agreement Closeout.
- Module 3 – Agreement Closeout Reject
 - Review the process to reject an Agreement Closeout
- Module 4 – Budget Official Workflow
 - Understand the tasks needed to complete an Agreement Closeout



- For more information on Agreement Closeout, see [the FAS Closeout an Agreement User Procedure](#) on the FAS SharePoint site.





Congratulations!



You have completed GM 205 – Agreement Closeout. Thank you for your time.

Contact the Grantor Help Desk with any questions:

GrantorHelpDesk@fas.usda.gov