

Section 8.3: Final Statewide System Updates

PURPOSE AND POLICY

Once all closeout requirements are met and final reporting has been completed, the grant program manager must make final status updates in statewide systems. The State of Arizona Accounting Manual (SAAM) Topic 70, Section 35: [Close-outs and Records Retention When the State is the Grant Recipient](#) provides detailed information regarding the actions grant program managers must undertake for closeout, including final statewide systems updates.

Closeout should begin with the programmatic close-out in eCivis and end in the Arizona Financial Information System (AFIS) with the inactivation of the chart of account structure upon the liquidation of all obligations.

PROCEDURE

In compliance with SAAM policy 70.35, when a grant is closed out, entries to that effect should be made in the statewide automated systems that are involved in the administration of grants.

In eCivis:

- The grant record in eCivis is marked as closed. The eCivis user guide titled [Stage 5: Grant Closeout](#) provides step-by-step instructions.
- It is confirmed by the grantor in writing that all requirements of the award have been met.

In AFIS:

- A close-out is processed in the Grant Lifecycle Management (GLM) module of AFIS.
- Before close-out of the Cost Accounting Structure, all relevant revenues and expenditures must be reconciled.