Account Closeout

1. Navigate to your **Home** screen. On the side menu, select **"Accounts."** If you represent more than one organization, select the Applicant first.

ny Texas Town	unts 👻 🐁 projects 🤊	S FINANCES - Q	Maria Selicar logod in an Uner 1 Test 🗶 Comm
Create New Request	Submit New Reimbursement Re	quest	Mor
Summary >	Applicant Details		* Apply for a Grant
Accounts	Unique Applicant ID:	2501	There are currently 12 Grants open. If yo
Projects	FEIN #:	111111111	wish to apply, please click the Apply Now button below.
	DUNS #:	111222333	Apply Now
Payments	Account Count:	2 Accounts Open	
Quarterly Reports	Project Count:	8 Projects 6 Unobligated 2 Obligated - Large (All Open)	
Contacts	Quarterly Report Count:	No Active QRs (View Al) 1 Overdue Quarterly Report	
Notes	Eligible Obligated:	\$377,781.90	
Documents	Federal Obligated:	\$999,781.78 (262.28%) View Graph	
History	State Obligated:	\$24,192.84 (6.40%) View Graph	
	Local Share:	\$35,289.27 (-168,66%)	

2. A listing of all **Accounts** will display. Select the **Account** that needs to be closed out by clicking on that line (*lines are hyperlinked*).

Any Texas Towr	n						REO	0413
Create New Request	B 9	labmit New Reimburse	ment Request	1			Mor	e
Summary		Accounts						
Accounts	,	Quick Search:			2 results	• \	8	1
 Accounts 	^	Program	Grant #	Grant Name	Proj Count	Closed I	late	
Requests for Assistance Account Activation		HMGP	9999	Mtgation Flan Tracking	1			
Withdraw Requests		PA	9999	Pablic Assistance Test Grant	7			1
Appeals Account Classouts								

3. Select *"Projects"* to bring up a listing of the projects for this account.

Account for 999	9 (PA) - Any Te	xas Town			
Create New Request					Mo
Summary	> Account Details			•	🧇 Grant
Projects	Authorized Agent	Joe Applicant - Emergency Manager			9999 Public Assistance Test Grant Public Assistance
😸 Payments	Project Count:	7 Projects 5 Uncellgated 2 Obligated - Large (All Open)			Declared: January 18, 2017 Emergency Deadline: July 18, 2021 Permanent Deadline: January 18, 2023
Quarterly Reports	Eligible Obligated:	\$377,781.90			Applicant
Contacts	> Federal Obligated:	\$377,781.90 (100.00%) \$377,781.90 Paid (100% Paid)			Any Texas Town
Notes		View Graph			Sherman County (5 - Northwest Texas Region Region)
	State Obligated:	\$0.00 (0.00%)			FIPS #. 000-TEST0-00 State #. 90052 FEIN #. 111111111
Documents	Local Share:	\$0.00 (0.00%)			Vendor # DUNS #: 111222333
History	Advances Requested:	\$0.00	Expand		Type: City Physical/Mailing: 1 Longhorn Drive Stremmen, TX

4. A listing of all the projects for this Account will display. Check to make sure that all projects are closed for this account *(check the Status column)*.

19 Public Assistance Test Grant (PA)			\m\r	Tov									
ccount for 99	99	(FA)-7	-u iy	IEX	as lowin								HEAD
Create New Request													Mo
Summary	>	🔏 Proje	cts										
Projects	>	Quick Search	c									7 results	• 🝸 🗃
Projects	<i>´</i>	• Pr	j Pro	oj S#	Project Title	Proj	Size	Eligible Amt	F %	Expended %	Fede	State	Status
Project Versions		11			Test	Е	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2
Applications Time Extensions		74			EXP Asbestos Abatement and E	в	L	\$135,853.46	100%	n/a	100%	n/a	Closed Oct 08, 2
Project Closeouts Scope Modification / Cost Char		75			EXP Asbestos Abatement and E	в	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2
Project Appeals	V.,	126			Emergency Protective Measures City Wide	в	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2
Small Project Closeout		205			DR-4332-City Emergency Protective	в	L.	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2
Payments		490			Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 3
Quarterly Reports		900			Pct 2 and 3 - Road Damage	с	L	\$241,928.44	100%	n/a	100%	n/a	Closed Oct 08, 3
,,,								\$377.781.90					

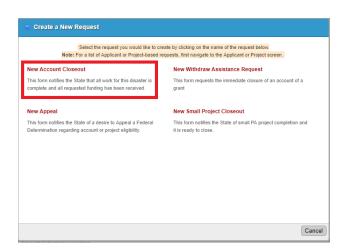
 Below is an example of a closed project with the Project Details. It is showing 100% paid on the Federal Obligated. Click "Expand" to view the details.

9999 Public Assistance Test Grant (PA)	m > Account for t	1999 (PA) - Any Texas Town		
Project #74 - EXP Asb	estos Ab	atement and E (L, Cat B)		
Closed Oct 08, 2018				
Create New Request				More -
				Court .
Summary >	oject Details		•	🌳 Grant 🔹
E Funding Num	ber:	F# 74		9999 Public Assistance Test Grant Public Assistance
Title	:	EXP Asbestos Abatement and E		Declared: January 18, 2017 Emergency Deadline: July 18, 2021
Type		B - Emergency Protective Measures		Permanent Deadline: January 18, 2023
i Payments Refe	rence Number:	EXP3350		Applicant •
Progress Monitoring	ble Obligated:	\$135,853.46 (L)	Expand	
Fede	eral Obligated:	\$135,853.46 (100.00%) Obligated Approved: Obligated Pending Approval:	Collapse \$135,853.46 \$0.00	Any Texas Town Sherman County (5 - Northwest Texas Region Region) FIPS #: 000-TEST0-00
Notes		Federal:	\$135,853.46	State #: 90052 FEIN #: 11111111 Vendor #: DUNS #: 111222333 Type: City
Documents		Paid (\$135.853.46)		Physical/Mailing: 1 Longhorn Drive Sherman, TX,
③ History		Payments In Process (\$0.00)		
		Un-Paid - Ready to Pay (\$0.00)		
		Un-Paid (\$0.00)		
Stat	e Obligated:	\$0.00 (0.00%)		
Loca	al Share:	S0.00 (0.00%)		
Adv	ances Requested:	\$0.00	Expand	
World	k Complete %:	100.00% Quarterly Report is 0.00% complete. Project Version 0 is 100.00% complete.		
Proj	ect Status:	Closed Oct 08, 2018		
Wor	k Deadline:	January 18, 2020 (override)		

 Navigate back to the Account that you would like to close out, and click the *"Create New Request"* button.

00 Public Assistance Text Grant (PA)	9 (PA) - Any Te:	kas Town		E
Create New Request				Мо
Summary ;	Account Details			- 🧇 Grant
Yrojects	Authorized Agent:	Joe Applicant - Emergency Manager		9999 Public Assistance Test Grant Public Assistance
Payments	Project Count:	7 Projects 5 Unobligated 2 Obligated - Large (All Open)		Declared: January 18, 2017 Emergency Deadline: July 18, 2021 Permanent Deadline: January 18, 2023
Quarterly Reports	Eligible Obligated:	\$377,781.90 \$377,781.90 Expended		Applicant
Contacts	Federal Obligated:	\$990,781.78 (262.26%) \$317.299.79 Un-Paid		Any Texas Town
Notes		View Graph		Sherman County (5 - Northwest Texas Region Region) FIPS # 000.TFST0.00
Documents	State Obligated:	\$24,192.84 (6.40%) \$24,192.84 Un-Paid View Graph		State #. 90052 FEIN #. 11111111 Vendor #. DUNS #. 111222333
History	Local Share:	\$36,289.27 (-168.66%)		Type: City Physical/Mailing: 1 Longhorn Drive
	Advances Requested:	50.00	Expand	Sherman, TX,

7. Select "New Account Closeout."



- 8. The form will display. Complete the form:
 - a. Enter the "Completion Date" (date all work was completed).
 - b. Enter **"Comments"** (any additional information that might need to be known).
 - c. Click "Save" (the form can be saved without submitting, and retrieved at a later time from your "Drafts" under the Inbox menu). The form must be saved before attaching any documents.

- d. Click the "Add Document" button to upload additional documents, if necessary.
- e. Click the *"Submit"* button when the form is complete, and you have checked to make sure that the **Deliverables** on the **Summary** tab were completed.

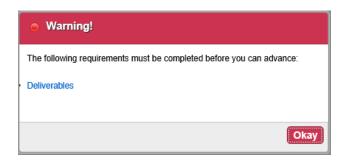
Create New Account Closed (PA) > Any Texas Town > Account for 9999 (PA) - Any Texas Town Create New Account Closeout	
Completion Date: Completion D	
Notes & Comments Assisted	e No Uploaded Documents Add Document
There are currently no notes. Be the first to add one	No Issues Add Inves

Account Closeout Form

- 9. After you have saved the form, click the "Summary" tab on the left side menu to view the Deliverables. Verify that you have completed <u>all</u> deliverables by clicking on the box next to the Deliverable. This will place a check mark in the box to indicate that you completed that specific deliverable.
 - *Note:* Each *Deliverable* must be checked off/completed before the form can be submitted.

0000 Public Assistance Text Grant (PA) > A Account Closeout Draft	ny Tecas Town > Account for 19999 (PA) - Any Tecas Town	
👌 Submit 🛛 📷 Delete		
📰 Summary 💦	Deliverables	•
🐺 Form	Attached the signed Account Closeout Certification form. View All Completed Deliverables	
Notes	You Ye complete conversions	

10. If you click the *"Submit"* button prior to verifying that all Deliverables have been completed, the following warning will display. Click the *"Okay"* button to return to the **Deliverables**.



11. Click the *"Submit"* button when all of the **Deliverables** have been completed.

0000 Public Assistance Text (PA) >> Any Toxas Town >> Account for 0000 (PA)- Any Toxas Town Account Closeout Draft								
👌 Submit 📷	Delete							
Summary	>	Deliverables						
🛒 Form		Attached the signed Account Closeout Certification form. [Completed By You]						
Notes		View All Completed Deliverables						

12. You may leave a note when this window is displayed. Click the *"Submit"* button when done.

Submit this Ac	count Closeout	
Before Submitting this	Account Closeout please fill out the necessary in	formation below.
	Leave a note:	
	0	
		Ψ.
Cancel		Submit

13. A notification will display letting you know that the **Account Closeout** was successfully submitted. You may *"Close"* the window or *"Go to Account."*

	Su	ccessfully Se) ubmitted		•
		below.	. You can see the v	workflow progress	
Initiate Account Closeout	Review Account Closeout	Validate Letter	Validate Account Readiness	Review and e- Sign	
		Close Go T	o Account		*