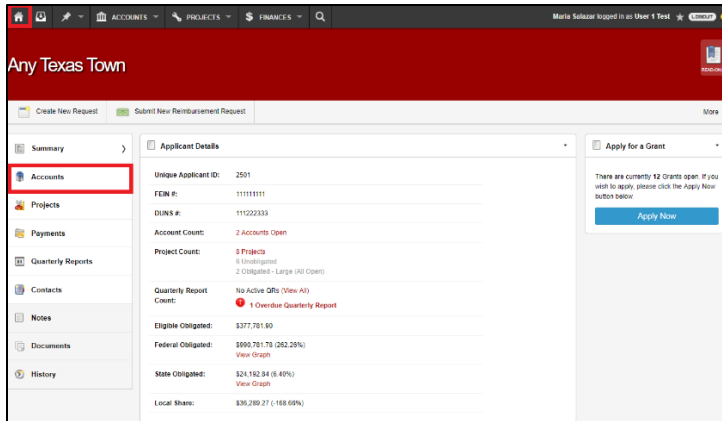
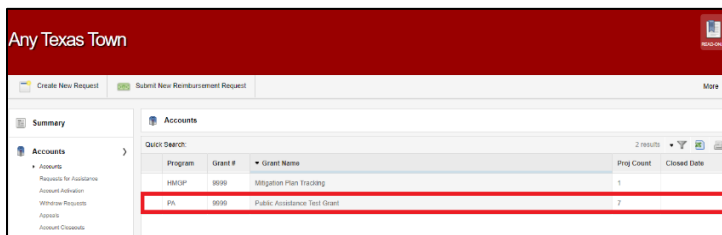


Account Closeout

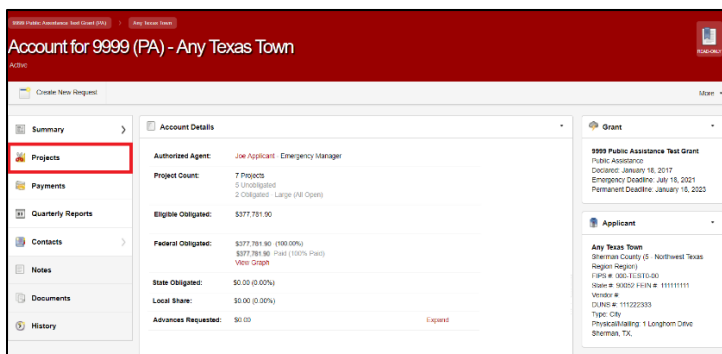
1. Navigate to your **Home** screen. On the side menu, select **“Accounts.”** If you represent more than one organization, select the Applicant first.



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*).



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



- 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*).

Proj...	Proj S#	Project Title	Proj...	Size	Eligible Amt	F %	Expended %	Fede...	State...	Status
11		Test	E	L	\$0.00	0%	0%	n/a	n/a	Closed Oct 08, 2...
74		EXP Asbestos Abatement and E	B	L	\$135,853.46	100%	n/a	100%	n/a	Closed Oct 08, 2...
75		EXP Asbestos Abatement and E	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
126		Emergency Protective Measures City Wide	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
205		DR-4332-City Emergency Protective	B	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
490		Harry Park Trail	G	L	\$0.00	0%	0%	0%	n/a	Closed Oct 08, 2...
900		Pct 2 and 3 - Road Damage	C	L	\$241,928.44	100%	n/a	100%	n/a	Closed Oct 08, 2...
					\$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.

Project #74 - EXP Asbestos Abatement and E (L, Cat B)
Closed Oct 08, 2018

Project Details

Number: F# 74
 Title: EXP Asbestos Abatement and E
 Type: B - Emergency Protective Measures
 Reference Number: EXP3350
 Eligible Obligated: \$135,853.46 (L) [Expand](#)

Federal Obligated: \$135,853.46 (100.00%)

Obligated Approved:	\$135,853.46
Obligated Pending Approval:	\$0.00
Federal:	\$135,853.46

100% [Collapse](#)

- Paid (\$135,853.46)
- Payments in Process (\$0.00)
- Un-Paid - Ready to Pay (\$0.00)
- Un-Paid (\$0.00)

State Obligated: \$0.00 (0.00%)
 Local Share: \$0.00 (0.00%)
 Advances Requested: \$0.00 [Expand](#)

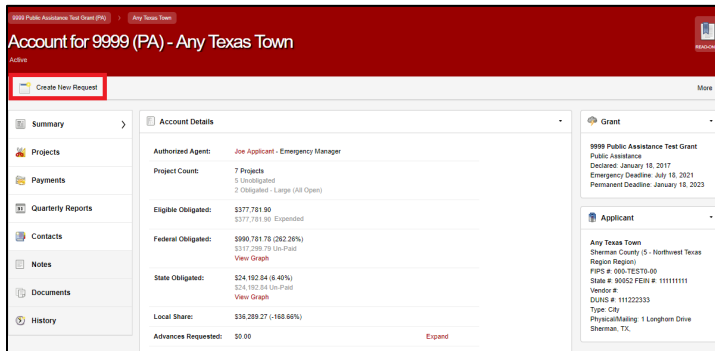
Work Complete %: 100.00%
 Quarterly Report is 0.00% complete.
 Project Version 0 is 100.00% complete.

Project Status: Closed Oct 08, 2018
 Work Deadline: January 18, 2020 (override)

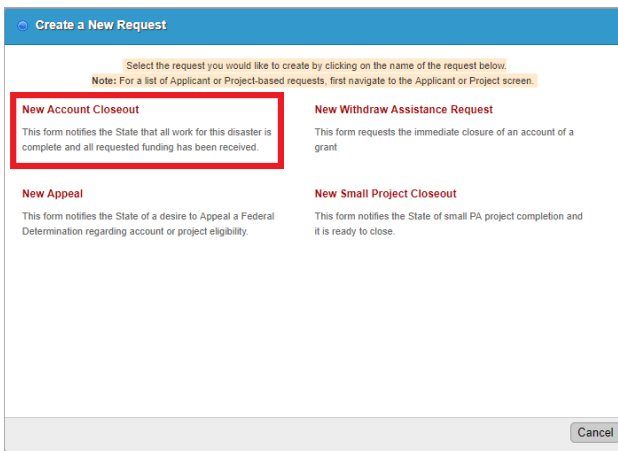
Grant
 9999 Public Assistance Test Grant
 Public Assistance
 Declared: January 18, 2017
 Emergency Deadline: July 18, 2021
 Permanent Deadline: January 18, 2023

Applicant
 Any Texas Town
 Sherman County (S - Northwest Texas Region Region)
 FIPS #: 000-TEST0-00
 State #: 90052 FEIN #: 111111111
 Vendor #:
 DUNS #: 111222333
 Type: City
 Physical/Mailing: 1 Longhorn Drive Sherman, TX,

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



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.

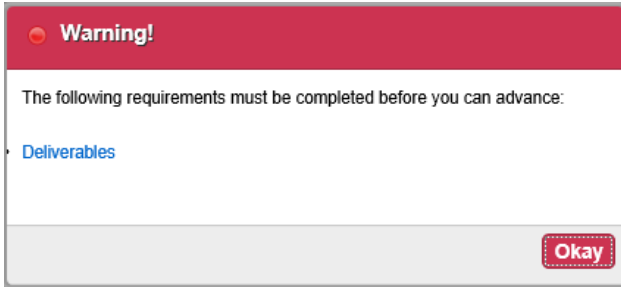
- d. Click the **“Add Document”** button to upload additional documents, if necessary.
- e. Click the **“Submit”** button when the form is complete, and you have checked to make sure that the **Deliverables** on the **Summary** tab were completed.

Account Closeout Form

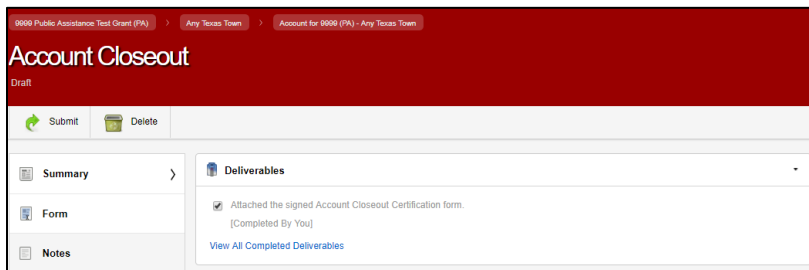
9. After you have saved the form, click the **“Summary”** tab on the left side menu to view the **Deliverables**. Verify that you have completed all deliverables by clicking on the box next to the **Deliverable**. This will place a check mark in the box to indicate that you completed that specific deliverable.

Note: Each **Deliverable** must be checked off/completed before the form can be submitted.

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.



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



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

