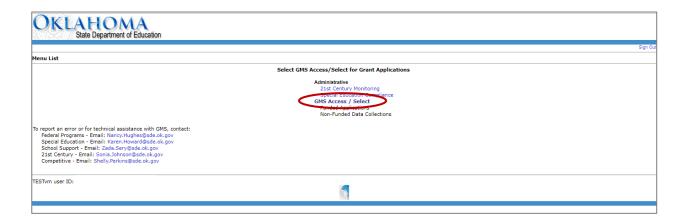# CLOSEOUT

ACCESSING THE GRANTS MANAGEMENT SYSTEM (GMS)

1. Log into the Single Sign On (SSO) system.
2. Select "GMS Access/Select" from the list.

BEFORE CLOSING OUT

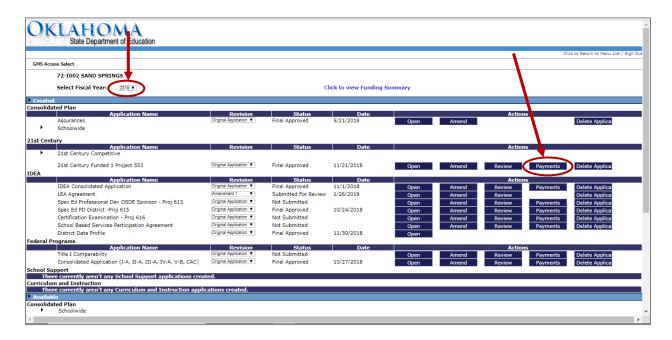☐ ALL claims (SERs) must be submitted, approved, and PAID for the project year.
  Please do not attempt to begin closeout with any outstanding, unpaid claims.

☐ Unsubmitted claims must be deleted.

☐ Consider and calculate carry-over limits for projects that use them.

☐ Data Entry staff can enter closeout data, but only Superintendents or Authorized Representatives

  can certify and submit the closeout to OSDE.

☐ Have your program's Annual Report completed and ready to upload.
  You can find the Annual Report form on our website at:
  http://sde.ok.gov/sde/21st-cclc-current-grantees-budgets-claims

TO BEGIN CLOSEOUT

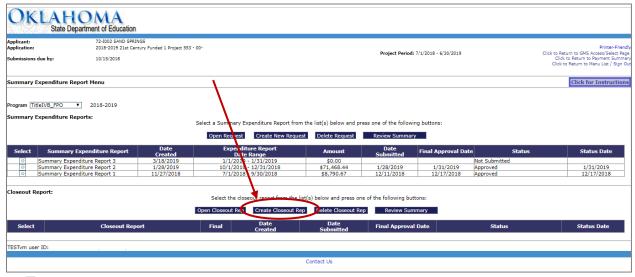Be sure the correct fiscal year is selected.

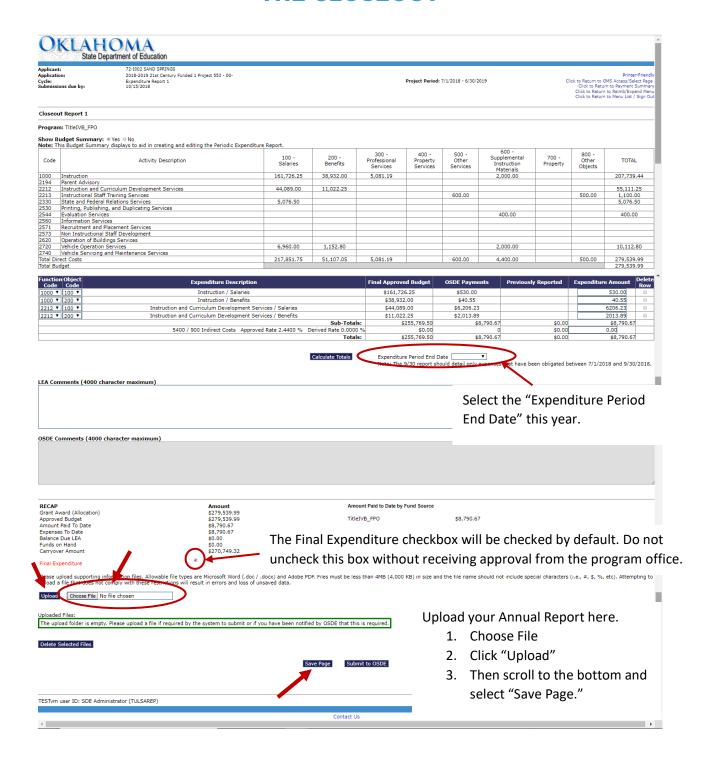Select the "Payments" button for the 21st Century project.

After all your claims have been paid, you will see the Closeout Reports section at the bottom of the Summary Expenditure Reports section.

Click the "Create Closeout Rep" button.

THE CLOSEOUT

Select the "Expenditure Period End Date" this year.

The Final Expenditure checkbox will be checked by default. Do not uncheck this box without receiving approval from the program office.

Upload your Annual Report here.
1. Choose File
2. Click "Upload"
3. Then scroll to the bottom and select "Save Page."

SUBMITTING CLOSEOUT

Remember: Only the Superintendent or Authorized Official can click the submit button.
Data Entry staff can upload the Annual Report and double check all of the number, delete unsubmitted claims, and save the page.

After you have successfully submitted closeout, you will see a message like this at the top of the screen.

At this point, you can exit the GMS or click to Return to GMS Access/Select Page.

AFTER SUBMITTING CLOSEOUT

No more claims can be created, submitted, or approved for that project and school year.

Closeouts will be submitted just like a claim to a claims auditor at OSDE for review and approval.

IMPORTANT CLOSEOUT RULES

1. The table of expenditures will pre-populate based on the amount your district has been paid at the time the closeout is created.
2. Changing any pre-populated number will result in it being highlighted in yellow – as a payment may result.
3. If you start a closeout, and then a payment is completed, your pre-populated data will not reflect that payment. In this case, we recommend deleting the closeout and recreating a new one which will contain current payment data.
4. Only rows where payments have been received will show in the actual expenditures section. If you have a budget amount, but never claimed to a particular 'cell,' that row will not display.
5. Closeouts must be submitted for all projects that had a budget for that project year.
6. Subsequent year payments can be suspended if closeouts are not completed.

No funds for the next year can be allocated until ALL grantees have successfully closed out.

CONTACT US

FOR QUESTIONS AND TECHNICAL ASSISTANCE PLEASE CONTACT OUR OFFICE

21st Century Community Learning Centers

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