



LESSON 10: PROCEDURE FOR MANAGING GRANTS

Grants Management

- Clear Outstanding Purchase Orders unless they will be rolled over to FY 2011
- Delete or process parked documents
- Ensure that all Payables are cleared by the close out of the grant
 - For Example, Sales Tax Payable
- Post IDC by June 30 if you are remitting it back to the State.
- Return remaining grants budgets to FY 2010 and Enter into FY 2011 if the grant will cross state fiscal years.
- Grant Master Data can be loaded by the SCEIS Finance Team using the same template that you may have used at conversion.