



South Carolina Enterprise Information System

LESSON 11: PROCEDURE FOR MANAGING GRANTS

STATE INFORMATION
TECHNOLOGY



SC BUDGET AND CONTROL BOARD

Grants Management

- Clear Outstanding Purchase Orders unless they will be rolled over to FY 2012
- Delete or process parked documents
- CGO will delete documents in Parked/Saved as complete status on August 15th before closing out the fiscal year.
- 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 2011 and Enter into FY 2012 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.