



## MAGIC Go-Live Grantee Setup Activities

### **For Agencies that Receive Pass-Through Grants**

The Parent Grant number will need to be entered on the General Data tab of the Pass-Through Grant. This will need to be completed before anything is charged against the grant.

Below are the instructions to complete this task within MAGIC:

1. To determine the Parent Grant Number, contact the agency providing the funding.
2. Once the Parent Grant Number has been identified, someone with the Grant Master Data Maintenance role, within the Pass-Through agency, will need to use the T-Code **GMGRANT** to enter and save the Parent Grant number on the *General Data* tab within MAGIC.
3. Doing this will connect the Parent Grant with the Pass-Through Grant and will allow billing for re-imbursement by the Parent agency.
4. The Pass-Through agency will need to give the Parent Grant agency permission to bill on their behalf. For an example, please review the example of [Pass-Through Grant Billing Authorization Letter](#).

For additional information, please review the [Grantee Training Material](#).

### **For Agencies that Chose to Enter Grant Budget Post Go-Live**

Below are the steps to be completed in MAGIC before anything can be charged against the grant:

1. A person, with the Grant Master Data Maintenance role, will need to use the T-Code **GMGRANT** to enter the Grant Approver and Grant Budget Approver on the *Responsibilities* tab.
2. Once this is complete, using the T-Code **GM\_CREATE\_BUDGET**, the Grant Budget Entry Administrator can enter the grant budget and post as shown in the [training materials](#).
3. The transaction will route to the Grant Budget Release Processor who can use the T-Code **GM\_BDGT\_RELEASE** to approve and release the budget.

For additional information, please review the [Grantee Training Material](#).