



## **Create grant maintenance records**



# Table of Contents


**Create grant maintenance records** ..... i



[Grants and Projects > Maintenance > Member Grants > Grant Maintenance](#)

Add and maintain various details related to a specified grant year, ID, type, or member (county district) record.

**Retrieve an existing grant record:**

Field	Description
<b>Year</b>	Type a four-digit grant year. This field defaults to the current school year.
<b>Grant ID</b>	<p>Begin typing a grant ID or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant ID. If the grant ID or description is not known, click  to select a grant ID from the <a href="#">Grant IDs lookup</a> or press the Spacebar to view a list of grant IDs.</p> <p>The grant ID autosuggest list and the Grant IDs lookup is based on the <b>Year</b> field. For example, if you type 2020 in the <b>Year</b> field and tab to the <b>Grant ID</b> field, only active 2020 grant IDs are displayed in the autosuggest list and in the lookup.</p>


Click **Retrieve**. The grant record is displayed.

If the grant information is not known, click [Directory](#) to perform a search of all grants.

**Note:** If only the original transaction (first entry) exists, the **Member** (county district) and **Grant Type** fields can be edited. Once budget revision and reimbursement requests are applied to a grant ID/Year, the **Member** (county district) and **Grant Type** fields can no longer be edited.

**Add a new grant record:**

Click **Add** to add a grant record. You have the option to select an existing year and grant ID for the new grant record using the **Year** and **Grant ID** fields at the top of the page. Or, you can type a new year and grant ID in the **Year** and **Grant ID** fields below the Grant Maintenance tab. If adding a new grant ID, you must enter the same year and grant ID in the **Year** and **Grant ID** fields at the top of the page and under the Grant Maintenance tab.

<b>Year</b>	Type a four-digit grant year. The grant year and ID must be a unique pair.
<b>Grant ID</b>	Type a grant ID. Dashes are allowed. This field can be a maximum of 20-alphanumeric characters. Or, click  to select an existing grant ID from the <a href="#">Grant IDs lookup</a> . The grant year and ID must be a unique pair.