

Grant Maintenance - GRT3010

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This tab allows fiscal agents to view and maintain various details related to a specified grant year, ID, type, or member (county district) record. Fiscal agents can create, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Expense accounts must exist in Finance file ID C.

Retrieve an existing grant record:

Field	Description
Year	Type a four-digit grant year. This field defaults to the current school year.
Grant ID	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 Grant IDs lookup or press the Spacebar to view a list of grant IDs. The grant ID autosuggest list and the Grant IDs lookup is based on the **Year** field. For example, if you type 2020 in the **Year** field and tab to the **Grant ID** field, only active 2020 grant IDs are displayed in the autosuggest list and in the lookup.

❑ 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.

Year	Type a four-digit grant year. The grant year and ID must be a unique pair.

Grant ID	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 Grant IDs lookup. The grant year and ID must be a unique pair.

❑ Under **Grant Maintenance**:

Year	Type the four-digit grant year. The grant year and ID must be a unique pair.
Grant ID	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 Grant IDs lookup. The grant year and ID must be a unique pair.
Member	Begin typing a member name or six-digit county district number. As you type the data, a drop-down list of corresponding data is displayed. Select a member. If the member name or county district number is not known, click ⋮ to select a member from the Member lookup or press the SPACEBAR to view a list of members. When creating a new record, only members that exist on the Grants and Projects > Tables > SSA Members > Member Information tab can be selected.
Grant Type	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click ⋮ to select a grant from the Grant Types lookup or press the SPACEBAR to view a list of grant types. When creating a new record, only grant types that exist on the Grants and Projects > Tables > SSA Grants > Grant Types tab can be selected.
Status	Click ⌄ to select a status (*Active*, *Closed*, or *Canceled*) for the grant.

Expense Account	Type the account number to be charged for any reimbursements processed for the grant ID. Or, in each of the account code fields, click ⋮ to select an account code component from the corresponding lookup. The selected account code component is populated in the corresponding field. The selected account code must exist in Finance file ID C. Student Activity Funds are not allowed.

❑ Under **Dates**:

Begin Date	Type the grant begin date in the MM-DD-YYYY format. Or, select a date from the calendar.
End Date	Type the grant end date in the MM-DD-YYYY format. Or, select a date from the calendar.

❑ Under **Reserve**:

The following fields can be used to track reserve amounts. For example, if a grant guideline requires the grantee to hold back a portion (percentage or amount) of the grant until the end of the grant. This field is for information purposes only and does not affect grant calculations or totals.

Reserved Percent	Type the reserved percentage amount. Valid values are 0-100.
Reserved Amount	Type the reserved amount. This amount cannot be greater than 999,999,999.99.

❑ Under **Final Report**:

Due Date	Type the final reporting due date for the grant. This date must be after the grant **End Date**.
Processed Indicator	This check box is display only and is automatically updated after the final transaction is submitted for a **Year** and **Grant ID**.

The following information is only displayed for existing records:

❑ Under **Summary**:

Total Award	The original amount of the award plus or minus any revisions that have been approved (posted) is displayed.
Reimbursements	The reimbursement amounts that have been paid are displayed.
Pending Reimbursements	The reimbursement amounts that have been approved but not paid are displayed.
Eligible Remaining	The eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**) is displayed.
Matching Funds	The total amount of matching funds is displayed.

❑ Under **Transactions**, a list of transactions for the selected **Year** and **Grant ID** is displayed. The transaction list is sorted in descending order by date. The status and payment date are updated when a transaction is processed and paid.



TIP: For new grants, no transactions are displayed until you enter the budget data on the Object Maintenance tab and save the record. After the record is saved, the opening (original) entry is posted with the total award amount for all object classes.

If you need to cancel a transaction:

❑ Under **Cancel Trans**, click to cancel the transaction. A message is displayed confirming that you want to cancel the transaction. The is only displayed for transactions that can be canceled (i.e., transactions with a Saved, Returned, or Pending status).

- Click **OK** to cancel the transaction.
- Click **Cancel** to return to the Grant Maintenance page without canceling the transaction.

View details for existing transactions:

❑ Under **Detail**, click to view the corresponding details for the transaction and any documents attached to the transaction (if applicable). You can edit, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Depending on the transaction type and status, either the Budget Adjustment Request, Budget Revision Request, or the Reimbursement Request pop-up window opens.

- Budget Adjustment Request

Budget Adjustment Request

If the transaction type is *Budget Adjustment*, the Budget Adjustment Request pop-up window opens with the corresponding details.

- If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

❑ Review the Budget data, indicate the adjustment amount, and save or submit the request.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Adjustment Amount	Type the applicable budget adjustment amounts. Amounts can be negative or positive values. A budget adjustment is used to add or subtract an amount from an object's total award.
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Matching Funds	Displays the total amount of matching funds.
Total	Displays the totals for each column.

❑ Click **Save** to save the request without submitting it for approval.

❑ Click **Submit** to submit the request for approval.

❑ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request, is displayed on the **Documents** button.

- Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.

• If a document is uploaded in this pop-up, is displayed for the transaction in the **Doc** column under **Transactions**.

❑ Click **Cancel** or X to close the pop-up window.

- Budget Revision Request

Budget Revision Request

If the transaction type is *Original* or *Budget Revision*, the Budget Revision Request pop-up window opens with the corresponding details.

• If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.

• If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

❑ Review the Budget data, indicate the revision amount, and save or submit the request.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Revision Amount	Type the applicable budget revision amounts. Amounts can be negative or positive values. A budget revision is used to move an amount between object classes within the total award. The total revision amount for the request must net to zero. The total revision amount for the request must net to zero. For example, if you add 50.00 to an object class, you must deduct -50.00 from another object class for a **Total** of 0.00.
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Matching Funds	Displays the total amount of matching funds.
Total	Displays the totals for each column.

❑ Click **Save** to save the request without submitting it for approval.

❑ Click **Submit** to submit the request for approval.

❑ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request, is displayed on the **Documents** button.

• Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.

• If a document is uploaded in this pop-up, is displayed for the transaction in the **Doc** column under **Transactions**.

❑ Click **Cancel** or X to close the pop-up window.

- Reimbursement Request

Reimbursement Request

If the transaction type is *Periodic*, the Reimbursement Request pop-up window opens with the corresponding budget details.

• If the transaction status is *Pending*, *Posted*, or *Submitted*, the details in the pop-up are read-only.

• If the transaction status is *Returned* or *Saved*, only the **Reimbursement Request** and **Matching Funds** fields in the pop-up can be edited depending on your access.

The transaction date and status are displayed.

❑ Review the data, indicate the reimbursement and matching fund amounts (if any), and save or submit the request.

Over Expend Notes:

If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class:

Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement)

Example: The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0.

The calculation is: **5100** = (5000 * (1 + 10%)) – (400 +0)

In this example, the **Reimbursement Request** cannot exceed 5100.

If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Reimbursements	Displays the reimbursement amounts that have been paid.
Pending Reimbursements	Displays the pending reimbursement amounts that have been approved but not paid.
Eligible Remaining	Displays the eligible remaining amount of the award (calculated **Total Award** - **Reimbursements** and **Pending Reimbursements** = **Eligible Remaining**).
Reimbursement Request	Type the amount of the reimbursement request. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved*. Otherwise, the field is disabled. A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount not to exceed the over expenditure percentage amount, if applicable.
Matching Funds	Type the total amount of matching funds. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved* or when adding a new request. Otherwise, the field is disabled. This field can be used when a grantee is required to “match” the grant in some way from other sources and it has to be reported back to the granting agency. This is a way for the fiscal agent to collect that information for reporting. This field is for information purposes only and does not affect grant calculations or totals.
Total	Displays the totals for each column.

Final Report	Select to indicate that the reimbursement request will be the last transaction for the **Year** and **Grant ID**. After the final transaction is submitted for a grant year and ID, no other requests can be submitted, the transaction type is changed to *Final*, and the **Processed Indicator** is automatically selected. • Pending Periodic transactions that were submitted before or with the request with the **Final Report Indicator** selected will be allowed to be processed. • Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval.

❑ Click **Save** to save the request without submitting it for approval.

❑ Click **Submit** to submit the request for approval.

❑ Click **Cancel** to close the pop-up window and return to the previous page.

Documents:

If documents exist for the request,  is displayed on the **Documents** button.

• Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.

• If a document is uploaded in this pop-up,  is displayed for the transaction in the **Doc** column under **Transactions**.

❑ Click **Cancel** or X to close the pop-up window.

Note: After the final transaction is submitted for a grant year and ID, no other requests can be submitted.

Doc	If documents exist for the transaction,  is displayed. Click to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
Date	The transaction date is displayed in the MM-DD-YYYY format.
Type	The transaction type is displayed. • *Budget Adjustment* - Budget Adjustment Request • *Budget Revision* - Budget Revision Request • *Original* - Original Budget • *Periodic* - Reimbursement Request • *Final* - Final Request

Status	The transaction status is displayed. • *Canceled* - The transaction was canceled (reversed or voided). • *Paid* - The reimbursement transaction completed the approval process and is approved and paid. • *Pending* - The reimbursement transaction completed the approval process and is approved but pending payment. • *Posted* - The budget revision transaction completed the approval process and is approved. • *Returned* - The transaction was returned back to the originator for review during the approval process. • *Saved* - The transaction was saved but not submitted for approval. • *Submitted* - The transaction was submitted for approval.
Budget Amount	The transaction budget amount is displayed. If the transaction type is periodic, the budget amount is 0.00.
Reimbursement Amount	The transaction reimbursement amount is displayed. If the transaction type is original or amended, the reimbursement amount is 0.00.
Check Nbr	The check or EFT number for the reimbursement transaction is displayed after the payment is processed.
Payment Date	The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank.
Final Report	This check box is automatically selected to indicate that the final reimbursement transaction has been paid for the **Year** and **Grant ID** (i.e., **Final Report** was selected when the transaction was processed.) Once the final transaction is processed, the **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled and no other transactions can be submitted.

❑ Click **Save**. The changes made on this tab and the Object Maintenance tab are saved.

Add a request:

❑ From the top of the page, click Budget Adjustment, Budget Revision, or Reimbursement to add a new request. The corresponding pop-window opens allowing you to add the request. Once the request is saved or submitted, it is displayed under **Transactions**.

The **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled when the **Processed Indicator** is selected.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.
Documents	View or attach supporting documentation.