Grant Maintenance - GRT3010

Table of Contents

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Grants and Projects > Maintenance > Member Grants > Grant Maintenance

This tab allows fiscal agents to view and maintain various details related to a specified grant year, ID, type, or member (county district) record.

Retrieve a record:

Field	Description
Year	Type a four-digit grant 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 active grants.

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

Add a record:

❏ Click **Add** to add a grant. At the top of the page, indicate the **Year** and **Grant ID** for the newly added grant:

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**:

For new grant IDs, enter the same year and grant ID as entered above.

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 expensed for the grant. 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**:

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 field is read-only and is automatically updated after the final transaction is processed for the **Year** and **Grant ID**.

The following information only displays for existing records:

❑ Under **Summary**:

Total Award	The original amount of the award plus or minus any amendments 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.

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.

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. **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.
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.
Payment Date	The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank.

❏ Click **Save**.

Any changes made to this tab and the Object Maintenance tab are saved.

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.