


# Grant Maintenance - GRT3010

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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:

## 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.<br><br>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 record:

## 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. |

## 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. |