


# Object Maintenance - GRT3010

# Table of Contents

**Object Maintenance - GRT3010** ..... i
**Object Maintenance - GRT3010** ..... 1

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***Grants and Projects > Maintenance > Member Grants > Object Maintenance***

This tab allows fiscal agents to add budget details allocated by object class for a specified year and grant ID. Amounts can be added until the original budget is saved. After the original budget is saved, the fiscal agent must create a budget revision request to make changes to the budget.

## View 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.<br><br>The grant ID list in the autosuggest 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. |

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

If the grant information is not known, click Directory to perform a search of all grants.

**Notes**:

- If you retrieved an existing record, only the **Over Expend %** field can be edited. All other fields are display-only.
- If you are adding a new record, only the **Total Award** and **Over Expend %** fields can be edited. All other fields are display-only.

The **Year**, **Grant ID**, and **Member** fields are populated for the selected **Grant ID**. Or, if adding a new record, only the **Year** field is populated.

## Add a record:

| | |
|---|---|
| **Object** | A list of the six predefined object classes for each year and grant ID is displayed: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*. |

Complete the following for each object class as needed:

| | |
|---|---|
| **Total Award** | Type the total award amount (original amount of the award plus or minus any approved (posted) budget revisions). |
| **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**) is displayed. |
| **Matching Funds** | Displays the total amount of matching funds. |
| **Over Expend %** | Type the maximum percentage allowed for expenditures over the originally indicated amount of the grant. Valid values are 0-999%. |

❑ Click **Save**.

Any changes made to this tab and the Grant 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. |
| **Add** | Click to add a grant. The Grant Maintenance tab is displayed. |
| **Documents** | View or attach supporting documentation. |