



## **grantandprojectcodes\_body**



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|                                                                                 |                            |    |                                   |                                    |                                                                                                                                                                                                    |
|---------------------------------------------------------------------------------|----------------------------|----|-----------------------------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Add a new code.</b>                                                          | Add a grants/project code. | OR | <b>Retrieve an existing code.</b> | <a href="#">Search for a code.</a> |                                                                                                                                                                                                    |
|                                                                                 |                            |    |                                   | <b>Field</b>                       | <b>Description</b>                                                                                                                                                                                 |
|                                                                                 |                            |    |                                   | <b>Grant/Project Code</b>          | Type a grant/project code, or click  to select a code from the <a href="#">Grant and Project Codes lookup</a> . |
|                                                                                 |                            |    |                                   | <b>Description</b>                 | The grant/project code description is displayed.                                                                                                                                                   |
| <input type="checkbox"/> Click <b>Retrieve</b> . The grant record is displayed. |                            |    |                                   |                                    |                                                                                                                                                                                                    |

☐ Update the following fields as needed:

| Field                   | Description                                                                                                                                                     |
|-------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Status</b>           | Click  to select the code status ( <i>A - Active</i> or <i>I - Inactive</i> ). |
| <b>NOGA/Project Nbr</b> | Type the Notice of Grant Award (NOGA) or project number. This field is optional.                                                                                |
| <b>CFDA Nbr</b>         | Type the Catalog of Federal Domestic Assistance (CFDA) number that was assigned to the grant when awarded by the Federal government. This field is optional.    |
| <b>Begin Date</b>       | Type the beginning date of the grant. Or, select a date from the calendar. This field is optional.                                                              |
| <b>End Date</b>         | Type the ending date of the grant. Or, select a date from the calendar. This field is optional.                                                                 |

In the grid:

☐ Click **+Add** to add rows as needed.

|                     |                                                                                                                                                                                                                                                                                                                                                            |
|---------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>GL File ID</b>   | Select the one-character file ID.<br><br><b>Note:</b> Duplicate account entries are allowed for different file IDs.                                                                                                                                                                                                                                        |
| <b>Account Code</b> | Type all or some of the desired account code, or click  in each field of the lookup to select the appropriate account code components from the Account Codes lookup. The selected account code component is populated in the corresponding <b>Account Code</b> field. |
| <b>Description</b>  | The account description is displayed.                                                                                                                                                                                                                                                                                                                      |

☐ Click **Save**.



## Back Cover