# grantandprojectcodes_body

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| Add a new code. | Add a grants/project code. | OR | Retrieve an existing code. | Search for a code. | |
|---|---|---|---|---|---|
| | | | | **Field** | **Description** |
| | | | | **Grant/Project Code** | Type a grant/project code, or click ⋮ to select a code from the Grant and Project Codes lookup. |
| | | | | **Description** | The grant/project code description is displayed. |
| | | | | ❏ Click **Retrieve**. The grant record is displayed. | |

❏ Update the following fields:

| Field | Description |
|---|---|
| **Status** | Click ⌄ to select the code status (*A - Active* or *I - Inactive*). |
| **NOGA/Project Nbr** | Type the Notice of Grant Award (NOGA) or project number. This field is optional. |
| **CFDA Nbr** | 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. |
| **Begin Date** | Type the beginning date of the grant. Or, select a date from the calendar. This field is optional. |
| **End Date** | 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.

| GL File ID | Select the one-character file ID.<br><br>**Note**: Duplicate account entries are allowed for different file IDs. |
|---|---|
| Account Code | 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 **Account Code** field. |
| Description | The account description is displayed. |

❏ Click **Save**.

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