



Set up grant types

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Set up a list of grant types and descriptions that can be used to facilitate the appropriate workflows and member notifications for each grant. Grant types are tied to a **Grant ID** and **Member** on the Grant Maintenance page. Grant types cannot be changed once they are in use; however, grant descriptions can be changed at any time.

Additionally, you can use the grant amounts spyglass feature to maintain annual budget amounts for multi-year grant types.

The screenshot shows the 'Tables > SSA Grants' interface. At the top, there's a green header bar with a home icon and the text 'Tables > SSA Grants'. Below this is a 'Save' button. The main area has two tabs: 'GRANT TYPES' (selected) and 'PAYMENT DATES'. Under 'GRANT TYPES', there's a 'Start At' input field and a 'Retrieve' button. Below that is a table with the following columns: 'Delete' (with a trash icon), 'Grant Type', 'Description', 'Grant Amount' (with a spyglass icon), and 'Status' (with a dropdown arrow). The table contains two rows: one with 'GRNT' as the Grant Type and 'Grant Type' as the Description, and another with 'INACT' as the Grant Type and 'INACTIVE' as the Description. Both rows have 'Active' in the Status column. At the bottom of the table, there are pagination controls: 'First', a left arrow, '1 : GRNT - INACT', a right arrow, and 'Last'. To the right of the pagination is an 'Add' button with a plus icon.

☐ Click **+Add** to add a row.

| | |
|--------------------|--|
| Grant Type | Type a unique user-defined grant type. This field can be a maximum of ten alphanumeric characters. |
| Description | Type a user-defined grant type description. This field can be a maximum of 40 alphanumeric characters. |

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|---|---|-------------|-------------------------------|---------------|---|---|--|--|---|--|---|
| Grant Amount | <p>Click  to display the Grant Amounts pop-up window. The Grant Amounts pop-up window allows you to maintain annual budget amounts for each year associated with the selected multi-year grant type.</p> <p>The selected Grant Type is displayed at the top of the pop-up window. You can add new years and budget amounts, or edit existing amounts as needed.</p> <p>Note: Future functionality will use this information to prevent the disbursement of reimbursements over the allotted annual budget amount. However, at this time, it is for informational purposes only.</p> <p><input type="checkbox"/> Click +Add to add a new row.</p> <table border="1" data-bbox="336 488 1477 607"> <tr> <td data-bbox="336 488 459 533">Year</td><td data-bbox="464 488 1477 533">Type a four-digit grant year.</td></tr> <tr> <td data-bbox="336 533 459 607">Amount</td><td data-bbox="464 533 1477 607">Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99.</td></tr> </table> <p><input type="checkbox"/> Click OK to accept the changes and close the pop-up window. Otherwise, click X or Cancel to return to the Grant Types tab without making changes to the grant amounts.</p> <table border="1" data-bbox="336 725 1477 943"> <tr> <td data-bbox="336 725 379 801"></td><td data-bbox="384 725 1477 801">Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved.</td></tr> <tr> <td data-bbox="336 801 379 878"></td><td data-bbox="384 801 1477 878">Click OK to close the pop-up window and return to the Grant Types tab.</td></tr> <tr> <td data-bbox="336 878 379 943"></td><td data-bbox="384 878 1477 943">Click Save to delete the rows marked for deletion.</td></tr> </table> | Year | Type a four-digit grant year. | Amount | Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99. |  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. | | Click OK to close the pop-up window and return to the Grant Types tab. | | Click Save to delete the rows marked for deletion. |
| Year | Type a four-digit grant year. | | | | | | | | | | |
| Amount | Type the annual budget amount for the selected grant type. This amount cannot be greater than 999,999,999.99. | | | | | | | | | | |
|  | Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. | | | | | | | | | | |
| | Click OK to close the pop-up window and return to the Grant Types tab. | | | | | | | | | | |
| | Click Save to delete the rows marked for deletion. | | | | | | | | | | |
| Status | Click  to select the grant type status (<i>A - Active</i> or <i>I - Inactive</i>). | | | | | | | | | | |

☐ Click **Save**.



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