

Grant Maintenance - GRT3010

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This tab allows fiscal agents to view and maintain various details related to a specified grant year, ID, type, or member (county district) record. Fiscal agents can create, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests.

Retrieve a grant 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. 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 grant 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.

Add a request:

❑ From the top of the page, click **Budget Adjustment**, **Budget Revision**, or **Reimbursement** to add a new request. The corresponding pop-window opens allowing you to add the request. Once the request is saved or submitted, it is displayed under **Transactions**.

The **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled when the **Processed Indicator** is selected.

- Budget Adjustment Request

  The transaction date and status are displayed.

  Review the budget data, indicate the adjustment amount, and save or submit the request.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Adjustment Amount	Type the applicable budget adjustment amounts. Amounts can be negative (-) or positive values. A budget adjustment is used to add or subtract balances from an object's total award.
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**).
Matching Funds	Displays the total amount of matching funds.
Total	Displays the totals for each column.

  ❑ Click **Save** to save the request without submitting it for approval.

  ❑ Click **Submit** to submit the request for approval. The request is forwarded through the designated approval path for the selected grant type.

  Once the request is saved or submitted, it is displayed under **Transactions** with the appropriate status.

❑ Click **Cancel** or X to close the pop-up window.

Documents:

Once a request is saved or submitted and if you have access to Document Attachments, click under **Transactions** to open the Budget Adjustment Request pop-up window.

- Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.
- If documents exist for the request, is displayed on the **Documents** button.
- If a document is uploaded in this popup, is displayed for the transaction in the **Doc** column under **Transactions**.

- Budget Revision Request

The transaction date and status are displayed.

Review the budget data, indicate the revision amount, and save or submit the request.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
Revision Amount	Type the applicable budget revision amounts. Amounts can be negative or positive values. A budget revision is used to move an amount between object classes within the grant's total award. The total revision amount for the request must net to zero. For example, if you add 100.00 to an object class, you must deduct -100.00 from another object class for a **Total** of 0.00.
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**).
Matching Funds	Displays the total amount of matching funds.
Total	Displays the totals for each column.

❑ Click **Save** to save the request without submitting it for approval.

❑ Click **Submit** to submit the request for approval. The request is forwarded through the designated approval path for the selected grant type.

Once the request is saved or submitted, it is displayed under **Transactions** with the appropriate status.

❑ Click **Cancel** or X to close the pop-up window.

Documents:

Once a request is saved or submitted and if you have access to Document Attachments, click under **Transactions** to open the Budget Revision Request pop-up window.

- Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.
- If documents exist for the request, is displayed on the **Documents** button.
- If a document is uploaded in this popup, is displayed for the transaction in the **Doc** column under **Transactions**.

- Reimbursement Request

The transaction date and status are displayed.

Review the data, indicate the reimbursement and matching fund amounts (if any), and save or submit the request.

Over Expend Notes:

If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class:

Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement)

Example: The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0.

The calculation is: **5100** = (5000 * (1 + 10%)) – (400 +0)

In this example, the **Reimbursement Request** cannot exceed 5100.

If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

Object	Displays a list of the six predefined object classes for each year and grant ID: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.
Total Award	Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any revisions that have been approved (posted).
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**).
Reimbursement Request	Type the amount of the reimbursement request. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved*. Otherwise, the field is disabled. A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount not to exceed the over expenditure percentage amount, if applicable.
Matching Funds	Type the total amount of matching funds. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved* or when adding a new request. Otherwise, the field is disabled. This field can be used when a grantee is required to “match” the grant in some way from another sources and it has to be reported back to the granting agency. This is a way for the fiscal agent to collect that information for reporting. This field is for information purposes only and does not affect grant calculations or totals.
Total	Displays the totals for each column.
Final Report	Select to indicate that the reimbursement request will be the last transaction for the **Year** and **Grant ID**. After the final transaction is submitted for a grant year and ID, no other requests can be submitted, the transaction type is changed to *Final*, and the **Processed Indicator** is automatically selected. • Pending Periodic transactions that were submitted before or with the request with the **Final Report Indicator** selected will be allowed to be processed. • Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval. **Note**: If the total reimbursement request is zero but the matching funds is greater than zero, then the **Final Report** check box is disabled. If an approval path exists, the request status is set to a Submitted status and will go to the Approval Dashboard. If approved, the transaction will bypass the Grant Payments process and be set to a Paid status. If an approval path does not exist, the transaction will be set to a Paid status. A check transaction is not created.

❑ Click **Save** to save the request without submitting it for approval.

❑ Click **Submit** to submit the request for approval. The request is forwarded through the designated approval path for the selected grant type.

Once the request is saved or submitted, it is displayed under **Transactions** with the appropriate status.

❑ Click **Cancel** or X to close the pop-up window.

Documents:

Once a request is saved or submitted and if you have access to Document Attachments, click under **Transactions** to open the Budget Reimbursement Request pop-up window.

- Click **Documents** to open the Document Attachments pop-up window. You can view, upload, or delete documents as needed.
- If documents exist for the request, is displayed on the **Documents** button.
- If a document is uploaded in this popup, is displayed for the transaction in the **Doc** column under **Transactions**.

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.


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