



# 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   |
|-----------------|---|
| <b>Year</b>     | Type a four-digit grant year. This field defaults to the current school year.   |
| <b>Grant ID</b> | <p>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 <a href="#">Grant IDs lookup</a> or press the Spacebar to view a list of grant IDs.</p> <p>The grant ID autosuggest list and the Grant IDs lookup is based on the <b>Year</b> field. For example, if you type 2020 in the <b>Year</b> field and tab to the <b>Grant ID</b> field, only active 2020 grant IDs are displayed in the autosuggest list and in the lookup.</p> |

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.


|                 |   |
|-----------------|---|
| <b>Year</b>     | Type a four-digit grant year. The grant year and ID must be a unique pair.  |
| <b>Grant ID</b> | 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 <a href="#">Grant IDs lookup</a> . 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.

**Other functions and features:**

|   |  |
|---|--|
| <b>Retrieve</b>   | The <b>Retrieve</b> button is also used to retrieve information from the last save. If you click <b>Retrieve</b> , 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.                                       |
| <b>Documents</b>  | <a href="#">View or attach supporting documentation</a> .  |



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