

Object Maintenance - GRT3010

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This tab allows fiscal agents to add budget details allocated by object class for a specified year and grant ID. Amounts can be added until the original budget is saved. After the original budget is saved, a budget adjustment or revision is required.

View a record:

Field	Description
Year	Type a four-digit grant 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 list in the autosuggest 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.

❑ Click **Retrieve**. The grant record is displayed.

If the grant information is not known, click Directory to perform a search of all grants.

Notes:

- If you retrieved an existing record, only the **Over Expend %** field can be edited. All other fields are display-only.
- If you are adding a new record, only the **Total Award** and **Over Expend %** fields can be edited. All other fields are display-only.

The **Year**, **Grant ID**, and **Member** fields are populated for the selected **Grant ID**. Or, if adding a new record, only the **Year** field is populated.

Add a record:

Object	A list of the six predefined object classes for each year and grant ID is displayed: *61XX*, *62XX*, *63XX*, *64XX*, *65XX*, and *66XX*.

❑ Complete the applicable fields for each object class:

Total Award	Type the total award amount (original amount of the award plus or minus any approved (posted) budget revisions).
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**) is displayed.
Matching Funds	Displays the total amount of matching funds.
Over Expend %	Type the maximum percentage allowed for expenditures over the originally indicated amount of the grant. Valid values are 0-999%. **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.

❑ Click **Save**. The changes made on this tab and the Grant Maintenance tab are saved. The total award amount for all object classes is posted as the opening (original) entry for the grant ID under **Transactions** on the Grant Maintenance tab.

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.
Add	Click to add a grant. The Grant Maintenance tab is displayed.
Documents	View or attach supporting documentation.


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