



# Object Maintenance - GRT3010



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## Grants and Projects > Maintenance > Member Grants > Object Maintenance

This tab allows fiscal agents, members, approvers, and MemberPortal users to view and maintain various object class details related to a specific grant record.

### View a record:

Field	Description
<b>Year</b>	Type a four-digit grant 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 ID lookup</a> or press the Spacebar to view a list of grant IDs.</p> <p>The grant ID list in the autosuggest and the Grant ID 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.</p>

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

If the grant information is not known, click [Directory](#) to perform a search of all active grants.

### Notes:

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

<b>Object</b>	Displays a list of the six predefined object classes for each year and grant ID: 61XX, 62XX, 63XX, 64XX, 65XX, and 66XX.
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Complete the following for each object class, as needed:

<b>Total Award</b>	Type the total award amount, which includes the original amount of the award plus or minus any amendments that have been approved (posted).
<b>Reimbursements</b>	Displays the reimbursement amounts that have been paid.
<b>Pending Reimbursements</b>	Displays the pending reimbursement amounts that have been approved but not paid.
<b>Eligible Remaining</b>	Displays the eligible remaining amount of the award (calculated <b>Total Award - Reimbursements and Pending Reimbursements = Eligible Remaining</b> ).
<b>Matching Funds</b>	Displays the total amount of matching funds.
<b>Over Expend %</b>	Type the maximum percentage allowed for expenditures over the originally indicated amount of the grant. Valid values are 0-999%.

Click **Save**.

This **Save** button saves any changes that were made to the Grant Maintenance and Object Maintenance tabs.

**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>Add</b>	Click to add a grant. The <a href="#">Grant Maintenance</a> tab is displayed.
<b>Documents</b>	<a href="#">View or attach supporting documentation.</a>



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