



Enter a budget adjustment request

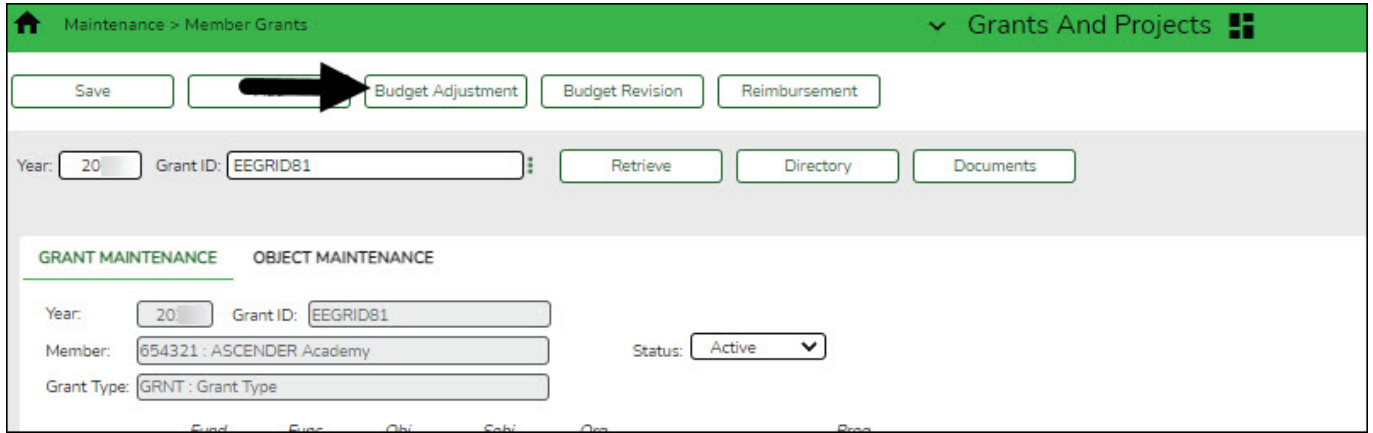
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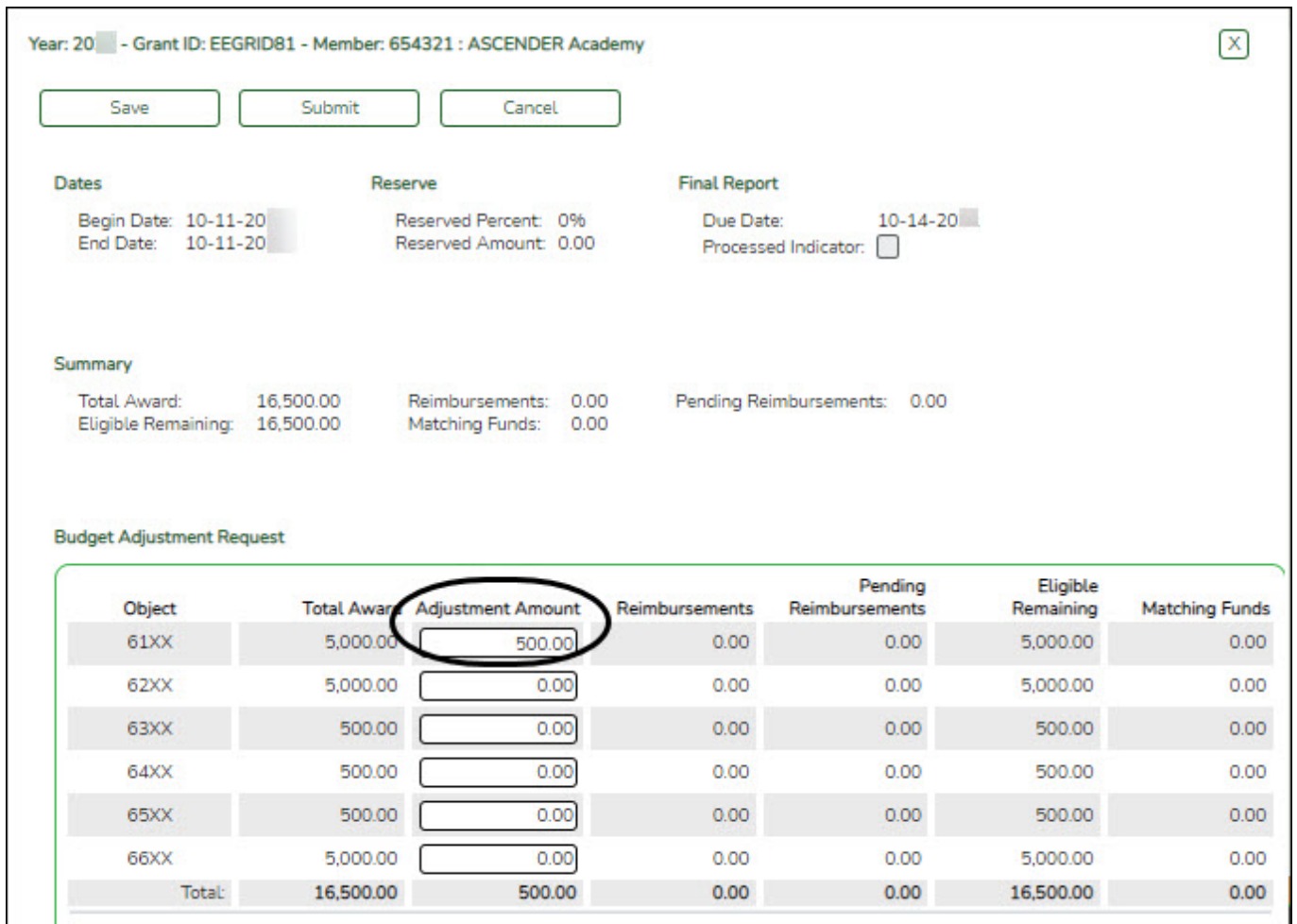
Enter a budget adjustment request

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A budget adjustment is used to add or subtract an amount from an object's total award. To create a budget adjustment request, click **Budget Adjustment** from the top of the page.



The Budget Adjustment pop-window opens allowing you to add the 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**.

After the budget adjustment request goes through the appropriate approval path and is completely approved, the transaction status changes to *Posted* and the grant amounts are updated accordingly on the Grant Maintenance page under **Summary**.

Summary

| | | | | | |
|---------------------|-----------|-----------------|------|-------------------------|------|
| Total Award: | 17,000.00 | Reimbursements: | 0.00 | Pending Reimbursements: | 0.00 |
| Eligible Remaining: | 17,000.00 | Matching Funds: | 0.00 | | |

Transactions

| Cancel | Trans | Detail | Doc | Date | Type | Status | Budget Amount | Reimbursement Amount | Check Nbr | Payment Date | Final Report |
|--------|-------|--------|-----|----------|-------------------|--------|---------------|----------------------|-----------|--------------|--------------------------|
| | | | | 10-20-20 | Budget Adjustment | Posted | 500.00 | 0.00 | | | <input type="checkbox"/> |
| | | | | 10-19-20 | Original | Posted | 16,500.00 | 0.00 | | | <input type="checkbox"/> |

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Click the spyglass under **Transactions** to open the Budget Adjustment Request pop-up and view the transaction details.

Budget Adjustment Request - Date: 10-20-20 - Status: Posted

Cancel Documents

| Object | Total Award | Adjustment Amount | Reimbursements | Pending Reimbursements | Eligible Remaining | Matching Fun |
|---------------|------------------|-------------------|----------------|------------------------|--------------------|--------------|
| 61XX | 5,500.00 | 500.00 | 0.00 | 0.00 | 5,500.00 | 0.0 |
| 62XX | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.0 |
| 63XX | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 64XX | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 65XX | 500.00 | 0.00 | 0.00 | 0.00 | 500.00 | 0.0 |
| 66XX | 5,000.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.0 |
| Total: | 17,000.00 | 500.00 | 0.00 | 0.00 | 17,000.00 | 0.0 |

