



Enter a budget adjustment request

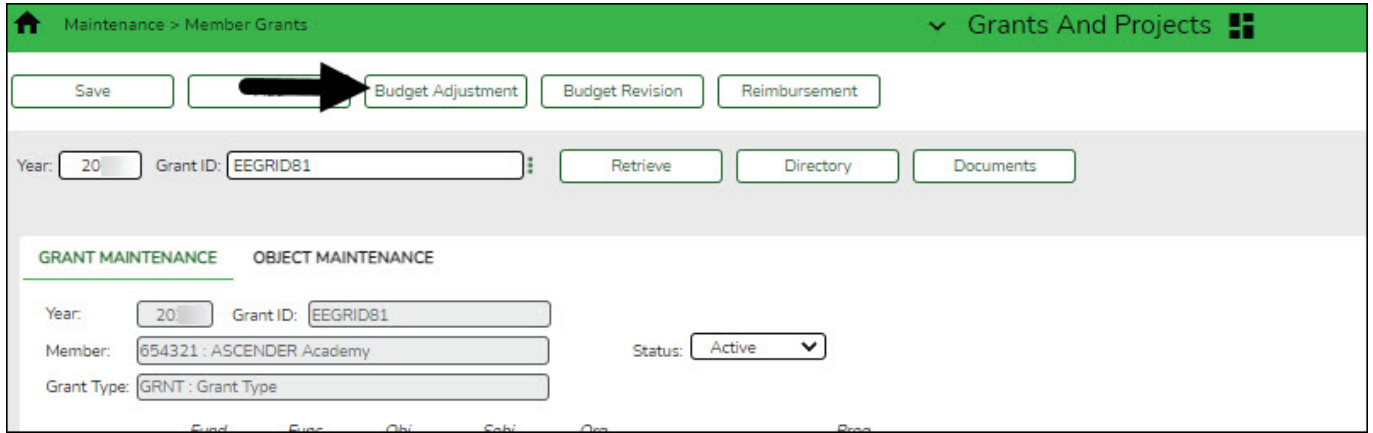
Table of Contents

Enter a budget adjustment request i

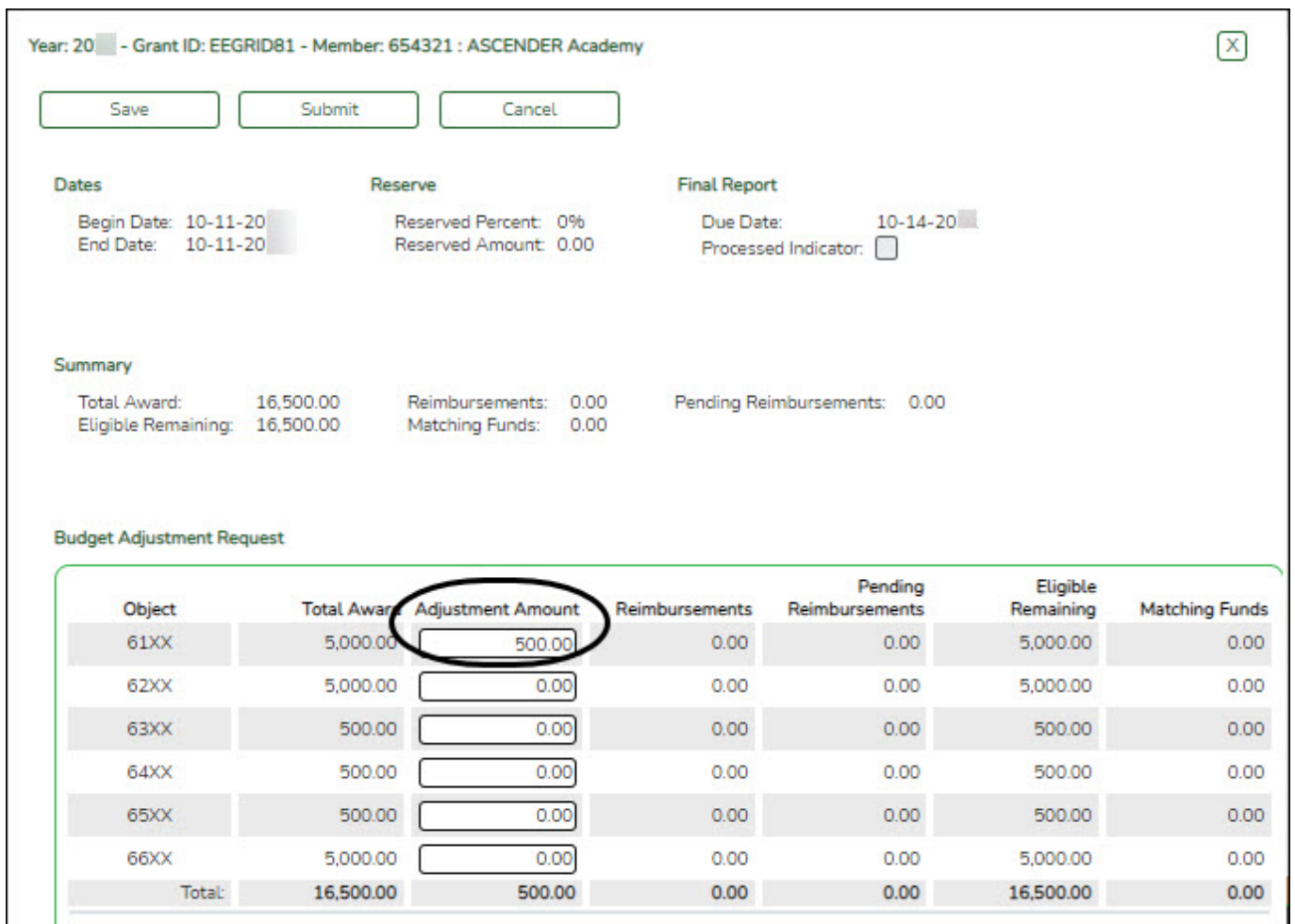
Enter a budget adjustment request

[Grants and Projects](#) > [Maintenance](#) > [Member Grants](#) > [Grant Maintenance](#)

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 is 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"/>

1 : 10-20-20 - 10-19-20 / 1

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

