



**Enter a budget revision request**



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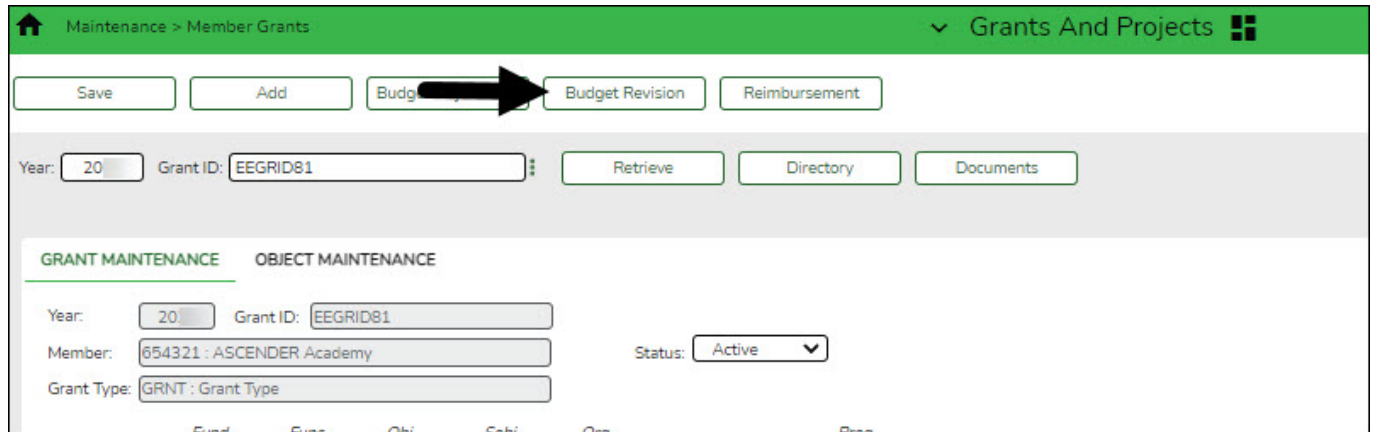
Enter a budget revision request ..... i



## Enter a budget revision request

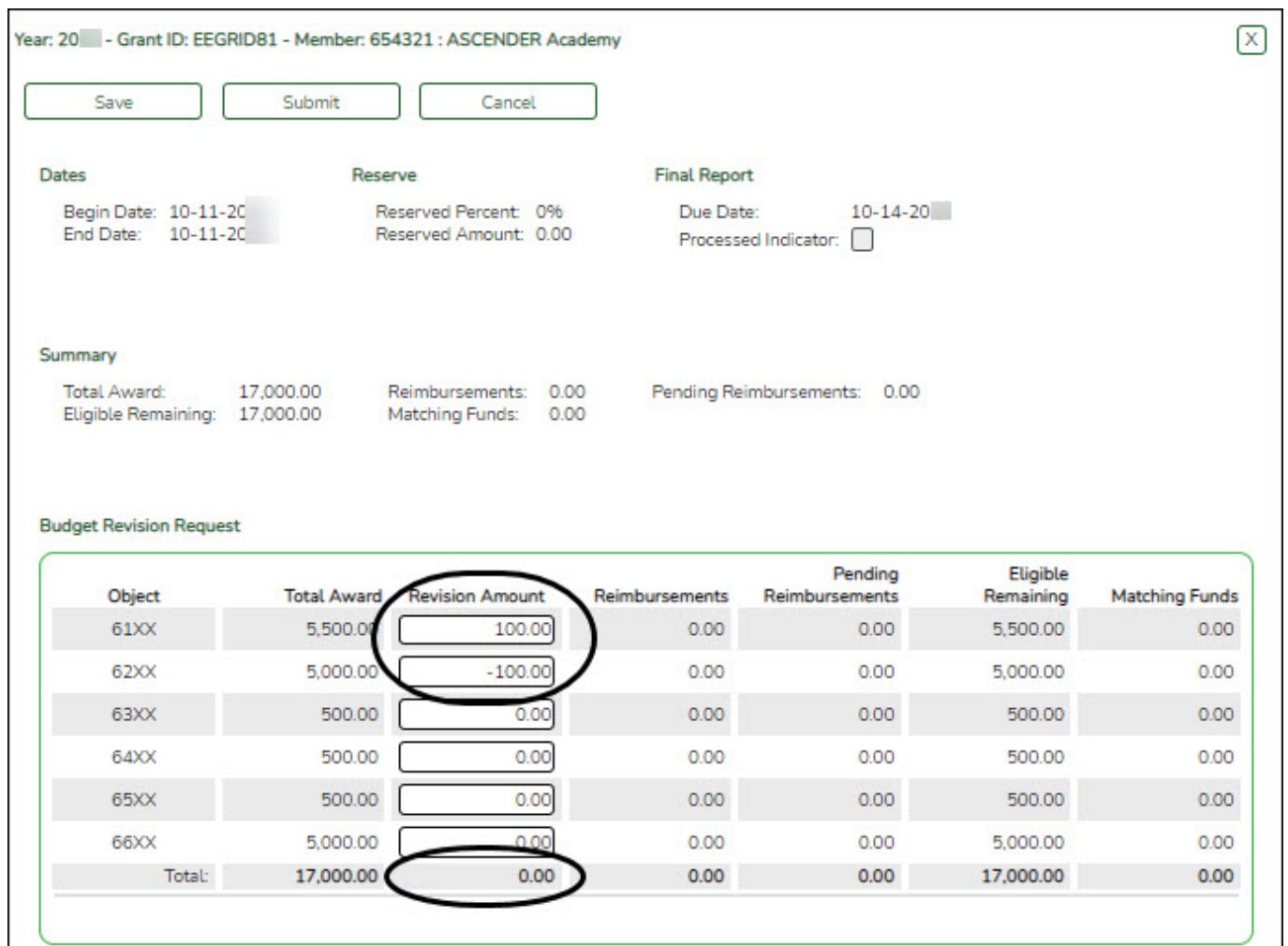
[Grants and Projects > Maintenance > Member Grants > Grant Maintenance](#)

A budget revision is used to move an amount between object classes within the grant's total award. To create a budget revision request, click **Budget Revision** from the top of the page.



The screenshot shows the 'Grant Maintenance' page. At the top, there is a green header bar with a home icon, the text 'Maintenance > Member Grants', and a dropdown menu labeled 'Grants And Projects'. Below the header, there are buttons for 'Save', 'Add', 'Budget Revision' (highlighted with a black arrow), and 'Reimbursement'. Under these buttons, there are input fields for 'Year: 20' and 'Grant ID: EEGRID81', along with 'Retrieve', 'Directory', and 'Documents' buttons. Below this, there are two tabs: 'GRANT MAINTENANCE' (selected) and 'OBJECT MAINTENANCE'. Under 'GRANT MAINTENANCE', there are input fields for 'Year: 20', 'Grant ID: EEGRID81', 'Member: 654321 : ASCENDER Academy', 'Status: Active' (dropdown), and 'Grant Type: GRNT : Grant Type'.

The Budget Revision pop-window opens allowing you to add the request.



The screenshot shows the 'Budget Revision Request' pop-window. At the top, it displays 'Year: 20 - Grant ID: EEGRID81 - Member: 654321 : ASCENDER Academy' and a close button (X). Below this are buttons for 'Save', 'Submit', and 'Cancel'. The window is divided into three sections: 'Dates', 'Reserve', and 'Final Report'. The 'Dates' section shows 'Begin Date: 10-11-20' and 'End Date: 10-11-20'. The 'Reserve' section shows 'Reserved Percent: 0%' and 'Reserved Amount: 0.00'. The 'Final Report' section shows 'Due Date: 10-14-20' and 'Processed Indicator: ☐'. Below these sections is a 'Summary' section showing 'Total Award: 17,000.00', 'Eligible Remaining: 17,000.00', 'Reimbursements: 0.00', 'Matching Funds: 0.00', and 'Pending Reimbursements: 0.00'. At the bottom is a table titled 'Budget Revision Request'.

Object	Total Award	Revision Amount	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds
61XX	5,500.00	100.00	0.00	0.00	5,500.00	0.00
62XX	5,000.00	-100.00	0.00	0.00	5,000.00	0.00
63XX	500.00	0.00	0.00	0.00	500.00	0.00
64XX	500.00	0.00	0.00	0.00	500.00	0.00
65XX	500.00	0.00	0.00	0.00	500.00	0.00
66XX	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total:	17,000.00	0.00	0.00	0.00	17,000.00	0.00

The transaction date and status are displayed.

Review the budget data, indicate the revision amount, and save or submit the request.

<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.
<b>Total Award</b>	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).
<b>Revision Amount</b>	Type the applicable budget revision amounts. Amounts can be negative or positive values. A budget revision is used to move an amount between object classes within the grant's total award. The total revision amount for the request must net to zero. For example, if you add 100.00 to an object class, you must deduct -100.00 from another object class for a <b>Total</b> of 0.00.
<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</b> and <b>Pending Reimbursements = Eligible Remaining</b> ).
<b>Matching Funds</b>	Displays the total amount of matching funds.
<b>Total</b>	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 Revision 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 revision request goes through the appropriate approval path and is completely approved, the transaction status is changed to *Posted* and the grant amounts are updated accordingly in the transaction details on the Grant Maintenance page.

## 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
				10-20-2021	Budget Adjustment	Posted	500.00	0.00			<input type="checkbox"/>
				10-20-2021	Budget Revision	Posted	0.00	0.00			<input type="checkbox"/>
				10-19-2021	Original	Posted	16,500.00	0.00			<input type="checkbox"/>

First ◀ 1 : 10-20-2021 - 10-19-2021 ▼ / 1 ▶ Last

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

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



Cancel

Documents

Object	Total Award	Revision Amount	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds
61XX	5,600.00	100.00	0.00	0.00	5,600.00	0.00
62XX	4,900.00	-100.00	0.00	0.00	4,900.00	0.00
63XX	500.00	0.00	0.00	0.00	500.00	0.00
64XX	500.00	0.00	0.00	0.00	500.00	0.00
65XX	500.00	0.00	0.00	0.00	500.00	0.00
66XX	5,000.00	0.00	0.00	0.00	5,000.00	0.00
Total:	17,000.00	0.00	0.00	0.00	17,000.00	0.00