



## **Approve grant requests**



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## Approve grant requests


### Grants and Projects > Maintenance > Approval Dashboard

Upon retrieving the page, a list of all budget revision requests and reimbursement requests awaiting your approval is displayed regardless of the year and grant type.

You can elect to approve all requests, individual requests, or return all requests or individual requests. Additionally, you can update the details for an individual request prior to approving or returning the request.


Use the following fields to narrow your search of pending approvals:



<b>Year</b>	Type a four-digit grant year.
<b>Grant Type</b>	Begin typing the grant type or description. As you type the data, a drop-down list of corresponding data is displayed. Select a grant. If the grant type or description is not known, click  to select a grant from the Grant Types lookup or press the Spacebar to view a list of grant types.

- ☐ Click  to select the request type (*ALL, Budget Adj & Rev, Reimbursement*).
- ☐ Click **Retrieve**. A list of pending requests matching your search criteria is displayed if any.

#### Under **Transactions Pending Approval**:

- ☐ Select the top-level check box to select/unselect all transactions. Or, select individual check boxes to only select specific transactions.

<b>Detail</b>	<p>Click  to view the corresponding details for the transaction and any documents attached to the transaction (if applicable). You can edit, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Depending on the transaction type and status, either the Budget Adjustment Request, Budget Revision Request, or the Reimbursement Request pop-up window opens.</p> <p><b>Note:</b> After the final transaction is submitted for a grant year and ID, no other requests can be submitted.</p>
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<b>Doc</b>	If documents exist for the transaction,  is displayed. Click  to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only.
<b>Member</b>	The member county district number and name tied to the transaction are displayed.
<b>Year</b>	The grant year for the transaction is displayed.
<b>Grant ID</b>	The grant ID for the transaction is displayed.
<b>Transaction Date</b>	The transaction date is displayed.
<b>Type</b>	The transaction type is displayed.
<b>Amount</b>	The transaction amount is displayed. This amount includes the sum of all object class amounts for the grant year and ID.
<b>Final Rpt</b>	For reimbursement requests only: If selected, the originator has indicated that the request is the final transaction for the grant year and ID. This field is display-only.






☐ Click **Approve** to approve the request.

- If there are subsequent approvers in the workflow, the transaction will continue to the next approver.
- If you are the last approver in the approval workflow and you approve the transaction, a final approval message is displayed, click **OK**. The transaction status is updated to *Posted* on the Grant Maintenance tab.
- If **Final Report** is selected for a reimbursement request, the **Final Report Processed Indicator** is automatically selected for the **Grant Year** and **Grant ID** on the Grant Maintenance tab.
- The approved requests are removed from the list.

☐ Click **Return** to return the request to the originator. The returned requests are removed from the list.

After a budget revision is approved and posted, the appropriate amounts are updated on the Grant Maintenance record.

**Transactions**

Cancel	Trans	Detail	Doc	Date	Type	Status	Budget Amount	Reimbursement Amount	Check Nbr	Payment Date	Final Report
				10-12-2021		Posted	3,000.00	0.00			<input type="checkbox"/>
				10-11-2021	Original	Posted	16,500.00	0.00			<input type="checkbox"/>

First ◀ 1: 10-12-2021 / 1 ▶ Last

Date: 10-12-2021 Status: Posted X

Object	Total Award	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds
61XX	8,000.00	0.00	0.00	8,000.00	0.00
62XX	5,000.00	0.00	0.00	5,000.00	0.00
63XX	500.00	0.00	0.00	500.00	0.00
64XX	500.00	0.00	0.00	500.00	0.00
65XX	500.00	0.00	0.00	500.00	0.00
66XX	5,000.00	0.00	0.00	5,000.00	0.00
<b>Total:</b>	<b>19,500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>19,500.00</b>	<b>0.00</b>