



# grantsprojects\_budgetadjustmentrequest



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## Budget Adjustment Request

If the transaction type is *Budget Adjustment*, the Budget Adjustment Request pop-up window opens with the corresponding details.

- If the transaction status is *Posted* or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, the details in the pop-up can be edited depending on your access.


The transaction date and status are displayed.


Review the Budget data, indicate the adjustment 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: <i>61XX</i> , <i>62XX</i> , <i>63XX</i> , <i>64XX</i> , <i>65XX</i> , and <i>66XX</i> .
<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>Adjustment Amount</b>	If you need to add or subtract amounts for the Grant Year and Grant Type, type the applicable adjustment amounts.
<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.
- Click **Cancel** to close the pop-up window and return to the previous page.

### Documents

If documents exist for the reimbursement request,  is displayed in the **Documents** button.

- Click **Documents** to open the [Document Attachments](#) pop-up window. You can view, upload, or delete documents as needed.
- If a document is uploaded in this popup,  is displayed for the transaction in the **Doc** column under **Transactions**.

Click **Cancel** or X to close the pop-up window.