


# grantsprojects_budgetadjustmentrequestbutton

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The transaction date and status are displayed.

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

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| **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 a grant year and grant type. |
| **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**.