




ASCENDER GUIDES



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- Click  to view the corresponding details for the transaction and any documents attached to the transaction. You can view budget revisions and reimbursement requests.

Note: If **Processed Indicator** is selected, the final transaction has been submitted for the grant year and ID, no other requests can be submitted.

- Click **Cancel** to return to the Grant Lists page.

Under **Transactions**, a list of transactions for the selected **Year** and **Grant Type/ID** is displayed. The transaction list is sorted in descending order by date. The status and payment date are updated when a transaction is processed and paid.

Depending on the transaction type and status, either the Budget Revision Request or the Reimbursement Request pop-up window opens.

Budget Revision Request

Budget Revision Request

If the transaction type is *Original* or *Budget Revision*, the Budget Revision 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.

The transaction date and status are displayed.

Review the Budget data, indicate the revision 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 amendments that have been approved (posted). |
| Revision Amount | If you need to move amounts between object classes, type the applicable revision amounts. The total revision amount for the request must net to a zero amount. |
| Reimbursements | Displays the reimbursement amounts that have been paid. |

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

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| Documents | Depending on your level of access to a grant type, the Documents button is displayed and you can view, upload, and delete supporting documents. A paperclip icon displayed on the Documents button to indicate that the request has existing document attachments. View or attach supporting documentation. |
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Reimbursement Request

Reimbursement Request

If the transaction type is *Periodic*, the Reimbursement Request pop-up window opens with the corresponding budget details.

- If the transaction status is *Pending*, *Posted*, or *Submitted*, the details in the pop-up are read-only.
- If the transaction status is *Returned* or *Saved*, only the **Reimbursement Request** and **Matching Funds** fields in the pop-up can be edited.

The transaction date and status are displayed.

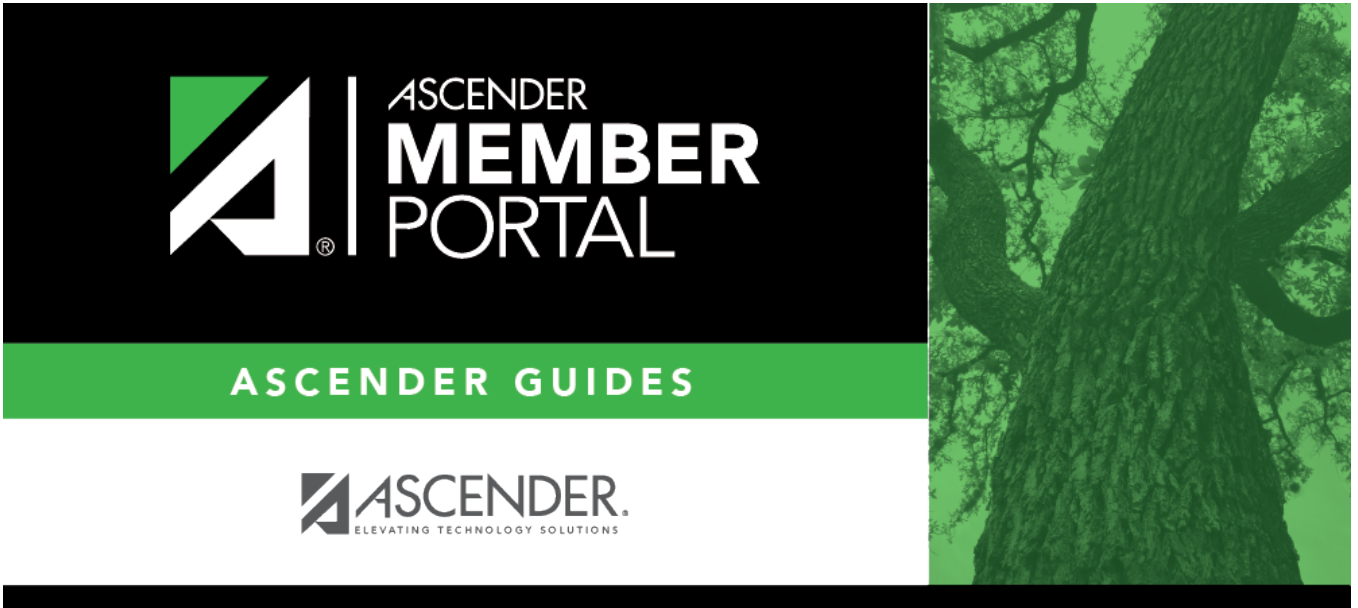
Review the data, indicate the reimbursement and matching fund amounts (if any), and save or submit the request.

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| Object | Displays a list of the six predefined object classes for each year and grant ID: <i>61XX</i> , <i>62XX</i> , <i>63XX</i> , <i>64XX</i> , <i>65XX</i> , and <i>66XX</i> . |
| Total Award | Displays the total award amount for the corresponding object class, which includes the original amount of the award plus or minus any amendments that have been approved (posted). |
| Reimbursements | Displays the reimbursement amounts that have been paid. |

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| 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). |
| Reimbursement Request | Type the amount of the reimbursement request. This field can only be edited if the transaction Type is <i>Periodic</i> and the Status is <i>Saved</i> . Otherwise, the field is disabled. |
| Matching Funds | Type the total amount of matching funds. This field can only be edited if the transaction Type is <i>Periodic</i> and the Status is <i>Saved</i> . Otherwise, the field is disabled. |
| Total | Displays the totals for each column. |
| Final Report | <p>Select to indicate that the reimbursement request will be the last transaction for the Year and Grant ID. After the final transaction is submitted for a grant year and ID, no other requests can be submitted, the transaction type is changed to <i>Final</i>, and the Processed Indicator is automatically selected.</p> <ul style="list-style-type: none"> • Pending Periodic transactions that were submitted before or with the request with the Final Report Indicator selected will be allowed to be processed. • Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval. |

- Click **Save** to save the request without submitting it for approval.
- Click **Submit** to submit the request for approval.
- Click **Cancel** or X to close the pop-up window.

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| Documents | <p>Depending on your level of access to a grant type, the Documents button is displayed and you can view, upload, and delete supporting documents. A paperclip icon displayed on the Documents button to indicate that the request has existing document attachments.</p> <p>View or attach supporting documentation.</p> |
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