




ASCENDER GUIDES





# Table of Contents



- Click  to view the corresponding details for the transaction and any documents attached to the transaction. Depending on the status, you can edit, save, and submit budget revision and reimbursement requests.
- 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, 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.

<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 amendments that have been approved (posted).
<b>Revision Amount</b>	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.
<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 and 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 or X to close the pop-up window.

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

<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 amendments that have been approved (posted).
<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>Reimbursement Request</b>	Type the amount of the reimbursement request. This field can only be edited if the transaction <b>Type</b> is <i>Periodic</i> and the <b>Status</b> is <i>Saved</i> . Otherwise, the field is disabled.

<b>Matching Funds</b>	Type the total amount of matching funds. This field can only be edited if the transaction <b>Type</b> is <i>Periodic</i> and the <b>Status</b> is <i>Saved</i> . Otherwise, the field is disabled.
<b>Total</b>	Displays the totals for each column.
<b>Final Report</b>	<p>Select to indicate that the reimbursement request will be the last transaction for the <b>Year</b> and <b>Grant ID</b>. 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 <b>Processed Indicator</b> is automatically selected.</p> <ul style="list-style-type: none"> <li>• Pending Periodic transactions that were submitted before or with the request with the <b>Final Report Indicator</b> selected will be allowed to be processed.</li> <li>• Any pending or returned Periodic transactions that have not been submitted will not be allowed to be submitted for approval.</li> </ul>

- 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.

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