






ASCENDER GUIDES

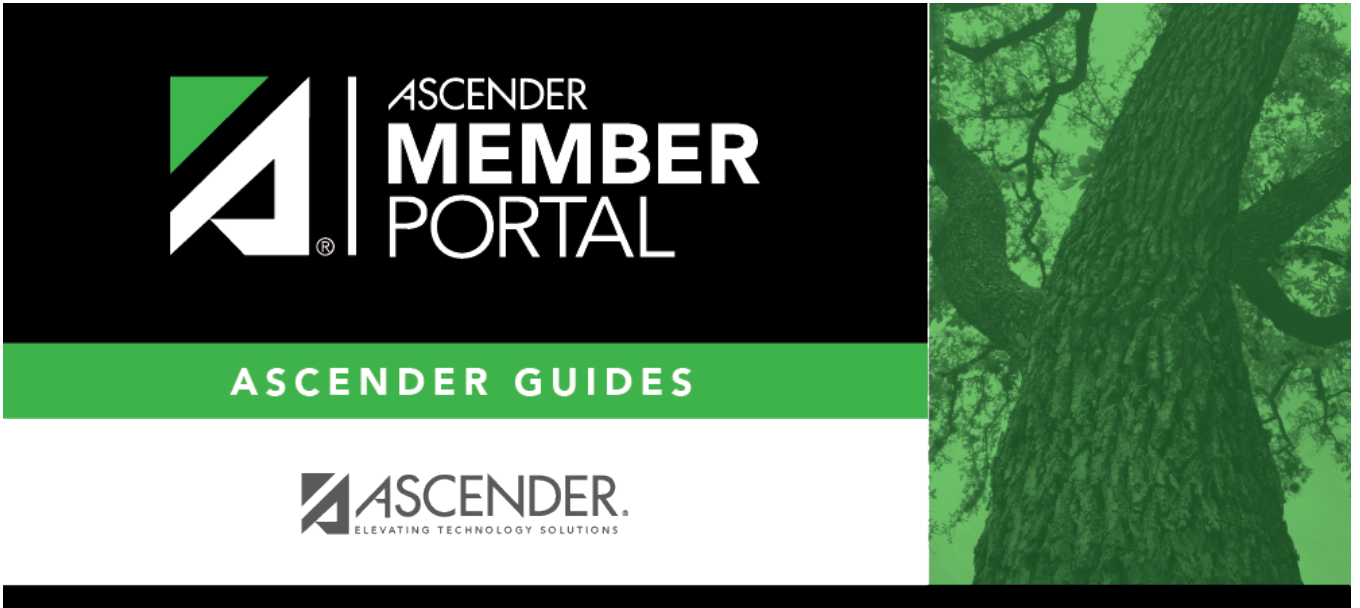


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- Click  to view the corresponding details for the transaction. A pop-window of the grant details is displayed.
- Under **Transactions**, a list of transactions for the selected **Year** and **Grant Type/ID** is displayed. The transaction list is sorted in descending order by date. The status and payment date are updated when a transaction is processed and paid.

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| Doc | 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. |
| Date | The transaction date is displayed. |
| Type | Displays the transaction type. <ul style="list-style-type: none"> • <i>Budget Adjustment</i> - Budget Adjustment Request • <i>Budget Revision</i> - Budget Revision Request • <i>Original</i> - Original Budget • <i>Periodic</i> - Reimbursement Request • <i>Final</i> - Final Request |
| Status | Displays the transaction status. <ul style="list-style-type: none"> • <i>Canceled</i> - The transaction was canceled (reversed or voided). • <i>Paid</i> - The reimbursement transaction completed the approval process and is approved and paid. • <i>Pending</i> - The reimbursement transaction completed the approval process and is approved but pending payment. • <i>Posted</i> - The budget amendment transaction completed the approval process and is approved. • <i>Returned</i> - The transaction was returned back to the originator for review during the approval process. • <i>Saved</i> - The transaction was saved but not submitted for approval. • <i>Submitted</i> - The transaction was submitted for approval. |
| Budget Amount | The transaction budget amount is displayed. If the transaction type is periodic, the budget amount is 0.00. |
| Reimbursement Amount | The transaction reimbursement amount is displayed. If the transaction type is original or amended, the reimbursement amount is 0.00. |
| Payment Date | The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank. |

- Depending on the transaction type, either the [Budget Revision Request](#) or the [Reimbursement Request](#) pop-up window opens.



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