



ASCENDER GUIDES



Table of Contents

Budget Revision Request

If the transaction type is *Original* or *Amendment*, 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.

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.
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 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.



Back Cover