



ASCENDER GUIDES





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## 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.

Select **Final Report** 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 *Final*, and the **Processed Indicator** is automatically selected.

- 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** to close the pop-up window and return to the previous page.

**Documents:**

If documents exist for the reimbursement request, a paperclip icon 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.



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