



## **Enter a budget adjustment request**



# Table of Contents



## Enter a budget adjustment

[Grants and Projects > Maintenance > Member Grants > Grant Maintenance](#)

At the top of the page, click **Budget Adjustment** to create a budget adjustment request. The Budget Adjustment pop-window opens allowing you to add the request.

The transaction date and status are displayed.

Review the budget data, indicate the adjustment 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 revisions that have been approved (posted).
<b>Adjustment Amount</b>	Type the applicable budget adjustment amounts. Amounts can be negative (-) or positive values. A budget adjustment is used to add or subtract balances from an object's total award.
<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. The request is forwarded through the designated approval path for the selected grant type.

Once the request is saved or submitted, it is displayed under **Transactions** with the appropriate status.

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

### Documents:

Once a request is saved or submitted and if you have access to Document Attachments, click  under **Transactions** to open the Budget Adjustment Request pop-up window.

- Click **Documents** to open the [Document Attachments](#) pop-up window. You can view, upload, or delete documents as needed.
- If documents exist for the request,  is displayed on the **Documents** button.
- If a document is uploaded in this popup,  is displayed for the transaction in the **Doc**

column under **Transactions**.



## Back Cover