



## **Enter a budget adjustment request**



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## Enter a budget adjustment request

[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. A budget adjustment is used to add or subtract an amount from an object's total award.

Year: 20 - Grant ID: EEGRID81 - Member: 654321 : ASCENDER Academy X

Save Submit Cancel

**Dates**                      **Reserve**                      **Final Report**

Begin Date: 10-11-20                      Reserved Percent: 0%                      Due Date: 10-14-20

End Date: 10-11-20                      Reserved Amount: 0.00                      Processed Indicator:

**Summary**

Total Award: 16,500.00                      Reimbursements: 0.00                      Pending Reimbursements: 0.00

Eligible Remaining: 16,500.00                      Matching Funds: 0.00

**Budget Adjustment Request**

Object	Total Award	Adjustment Amount	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Funds
61XX	5,000.00	500.00	0.00	0.00	5,000.00	0.00
62XX	5,000.00	0.00	0.00	0.00	5,000.00	0.00
63XX	500.00	0.00	0.00	0.00	500.00	0.00
64XX	500.00	0.00	0.00	0.00	500.00	0.00
65XX	500.00	0.00	0.00	0.00	500.00	0.00
66XX	5,000.00	0.00	0.00	0.00	5,000.00	0.00
<b>Total:</b>	<b>16,500.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>16,500.00</b>	<b>0.00</b>

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**.

After the budget adjustment request is completely approved, it is posted and the grant amounts are updated accordingly on the Grant Maintenance page under **Summary**.

**Summary**

Total Award: 17,000.00      Reimbursements: 0.00      Pending Reimbursements: 0.00  
 Eligible Remaining: 17,000.00      Matching Funds: 0.00

**Transactions**

Cancel	Trans	Detail	Doc	Date	Type	Status	Budget Amount	Reimbursement Amount	Check Nbr	Payment Date	Final Report
				10-20-20	Budget Adjustment	Posted	500.00	0.00			<input type="checkbox"/>
				10-19-20	Original	Posted	16,500.00	0.00			<input type="checkbox"/>

1 : 10-20-20 - 10-19-20 / 1

Additionally, under **Transactions**, you can click the spyglass to view the transaction details.

Budget Adjustment Request - Date: 10-20-20 - Status: Posted X

Object	Total Award	Adjustment Amount	Reimbursements	Pending Reimbursements	Eligible Remaining	Matching Fun
61XX	5,500.00	500.00	0.00	0.00	5,500.00	0.0
62XX	5,000.00	0.00	0.00	0.00	5,000.00	0.0
63XX	500.00	0.00	0.00	0.00	500.00	0.0
64XX	500.00	0.00	0.00	0.00	500.00	0.0
65XX	500.00	0.00	0.00	0.00	500.00	0.0
66XX	5,000.00	0.00	0.00	0.00	5,000.00	0.0
<b>Total:</b>	<b>17,000.00</b>	<b>500.00</b>	<b>0.00</b>	<b>0.00</b>	<b>17,000.00</b>	<b>0.0</b>





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