



## **Enter a budget revision request**



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## Enter a budget revision request

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

At the top of the page, click **Budget Revision** to create a budget revision request. The Budget Revision pop-window opens allowing you to add the request. A budget revision is used to move an amount between object classes within the grant's total award.

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

**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: 17,000.00              Reimbursements: 0.00              Pending Reimbursements: 0.00  
 Eligible Remaining: 17,000.00              Matching Funds: 0.00

**Budget Revision Request**

| Object        | Total Award      | Revision Amount | Reimbursements | Pending Reimbursements | Eligible Remaining | Matching Funds |
|---------------|------------------|-----------------|----------------|------------------------|--------------------|----------------|
| 61XX          | 5,500.00         | 100.00          | 0.00           | 0.00                   | 5,500.00           | 0.00           |
| 62XX          | 5,000.00         | -100.00         | 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>17,000.00</b> | <b>0.00</b>     | <b>0.00</b>    | <b>0.00</b>            | <b>17,000.00</b>   | <b>0.00</b>    |

The transaction date and status are displayed.

Review the budget data, indicate the revision 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>Revision Amount</b> | Type the applicable budget revision amounts. Amounts can be negative or positive values. A budget revision is used to move an amount between object classes within the grant's total award. The total revision amount for the request must net to zero. For example, if you add 100.00 to an object class, you must deduct -100.00 from another object class for a <b>Total</b> of 0.00. |

|                               |                                                                                                                                                               |
|-------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <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>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 Revision 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 revision request is completely approved, it is posted and the grant amounts are updated accordingly in the transaction details on the Grant Maintenance page. Click the spyglass to view the transaction details.

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

Cancel Documents

| Object        | Total Award      | Revision Amount | Reimbursements | Pending Reimbursements | Eligible Remaining | Matching Funds |
|---------------|------------------|-----------------|----------------|------------------------|--------------------|----------------|
| 61XX          | 5,600.00         | 100.00          | 0.00           | 0.00                   | 5,600.00           | 0.00           |
| 62XX          | 4,900.00         | -100.00         | 0.00           | 0.00                   | 4,900.00           | 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>17,000.00</b> | <b>0.00</b>     | <b>0.00</b>    | <b>0.00</b>            | <b>17,000.00</b>   | <b>0.00</b>    |



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