grantprojects_transactiondetail

Table of Contents

❑ Under **Detail**, click to view the corresponding details for the transaction and any documents attached to the transaction. You can also create, save, and submit budget revisions and reimbursement requests.

Depending on the transaction type and status, either the Budget Revision Request or the Reimbursement Request pop-up window opens with the corresponding details.

Budget Revision Request

If the transaction type is *Original* or *Budget Revision*, 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 depending on your access.

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 revisions that have been approved (posted).
Revision Amount	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 total award. The total revision amount for the request must net to zero. The total revision amount for the request must net to zero. For example, if you add 50.00 to an object class, you must deduct -50.00 from another object class for a **Total** of 0.00.
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 request, is displayed on 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 pop-up, is displayed for the transaction in the **Doc** column under **Transactions**.

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

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 depending on your access.

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.

Over Expend Notes:

If changes are made to a reimbursement request (amounts are moved between object classes), the amount must be less than the over expenditure limit. Use the following calculation to find the over expenditure limit for an object class:

Over Expenditure limit = (Total Budget * (1 + Overexpend %)) less (Reimbursement + Pending Reimbursement)

Example: The **Total Award** for an object class is 5000, the **Over Expend %** is set to 10%, the **Reimbursement** amount is 400 and the **Pending Reimbursement** is 0.

The calculation is: **5100** = (5000 * (1 + 10%)) – (400 +0)

In this example, the **Reimbursement Request** cannot exceed 5100.

If any of the transaction's object class **Reimbursement Requests** are greater than the **Over Expenditure** limit, a budget revision is needed.

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 revisions that have been approved (posted).
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**).
Reimbursement Request	Type the amount of the reimbursement request. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved*. Otherwise, the field is disabled. A reimbursement is used to create a transaction to reimburse a member LEA's vendor using an amount that is equal to or less than the amount available in a grant's eligible remaining amount not to exceed the over expenditure percentage amount, if applicable.
Matching Funds	Type the total amount of matching funds. This field can only be edited if the transaction **Type** is *Periodic* and the **Status** is *Saved* or when adding a new request. Otherwise, the field is disabled. This field can be used when a grantee is required to “match” the grant in some way from other sources and it has to be reported back to the granting agency. This is a way for the fiscal agent to collect that information for reporting. This field is for information purposes only and does not affect grant calculations or totals.
Total	Displays the totals for each column.
Final Report	Select 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 request, is displayed on 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 pop-up, 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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Back Cover