# grantmaintbody2

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❏ Under **Transactions**, a list of transactions for the selected **Year** and **Grant ID** is displayed. The transaction list is sorted in descending order by date. The status and payment date are updated when a transaction is processed and paid.

> **TIP**: For new grants, no transactions are displayed until you enter the budget data on the Object Maintenance tab and save the record. After the record is saved, the opening (original) entry is posted with the total award amount for all object classes.

## If you need to cancel a transaction:

❏ Under **Cancel Trans**, click 🗑 to cancel the transaction. A message is displayed confirming that you want to cancel the transaction. The 🗑 is only displayed for transactions that can be canceled (i.e., transactions with a Saved, Returned, or Pending status).

- Click **OK** to save the transaction status to canceled.
- Click **Cancel** to return to the Grant Maintenance page without canceling the transaction.

## View details for existing transactions:

❏ Under **Detail**, click 🔍 to view the corresponding details for the transaction and any documents attached to the transaction (if applicable). You can edit, save, and submit budget adjustment requests, budget revision requests, and reimbursement requests. Depending on the transaction type and status, either the Budget Adjustment Request, Budget Revision Request, or the Reimbursement Request pop-up window opens.

- Budget Adjustment Request

  ### Budget Adjustment Request

  If the transaction type is *Budget Adjustment*, the Budget Adjustment 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 adjustment 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). |
| **Adjustment Amount** | Type the applicable budget adjustment amounts. Amounts can be negative or positive values. A budget adjustment is used to add or subtract an amount from an object's total award. |
| **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.

- Budget Revision Request

## 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](#)

## 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.<br><br>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 <u>information purposes only</u> 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.<br><br>• Pending Periodic transactions that were submitted before or with the request with the **Final Report Indicator** selected will be allowed to be processed.<br><br>• 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.

**Note**: After the final transaction is submitted for a grant year and ID, no other requests can be submitted.

| Doc | If documents exist for the transaction, ☐ is displayed. Click ☐ to open the Document Attachments pop-up and view the existing uploaded documents. The Document Attachments feature in this view is read-only. |
|---|---|
| **Date** | The transaction date is displayed in the MM-DD-YYYY format. |
| **Type** | The transaction type is displayed.<br>• *Budget Adjustment* - Budget Adjustment Request<br>• *Budget Revision* - Budget Revision Request<br>• *Original* - Original Budget<br>• *Periodic* - Reimbursement Request<br>• *Final* - Final Request |
| **Status** | The transaction status is displayed.<br>• *Canceled* - The transaction was canceled (reversed or voided).<br>• *Paid* - The reimbursement transaction completed the approval process and is approved and paid.<br>• *Pending* - The reimbursement transaction completed the approval process and is approved but pending payment.<br>• *Posted* - The budget revision transaction completed the approval process and is approved.<br>• *Returned* - The transaction was returned back to the originator for review during the approval process.<br>• *Saved* - The transaction was saved but not submitted for approval.<br>• *Submitted* - The transaction was submitted for approval. |
| **Budget Amount** | The transaction budget amount is displayed. If the transaction type is periodic, the budget amount is 0.00. |
| **Reimbursement Amount** | The transaction reimbursement amount is displayed. If the transaction type is original or amended, the reimbursement amount is 0.00. |
| **Check Nbr** | The check or EFT number for the reimbursement transaction is displayed after the payment is processed. |
| **Payment Date** | The transaction payment date is displayed. If the transaction type is original or amended, the payment date will be blank. |
| **Final Report** | This check box is automatically selected to indicate that the final reimbursement transaction has been paid for the **Year** and **Grant ID** (i.e., **Final Report** was selected when the transaction was processed.)<br><br>Once the final transaction is processed, the **Budget Adjustment**, **Budget Revision**, and **Reimbursement** buttons are disabled and no other transactions can be submitted. |

❑ Click **Save**.

Any changes made to this tab and the Object Maintenance tab are saved.

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