grantsprojects_budgetadjustmentrequest

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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	If you need to add or subtract amounts for the Grant Year and Grant Type, type the applicable adjustment amounts.
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 reimbursement request, 🗋 is displayed in 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 popup, 🗋 is displayed for the transaction in the **Doc** column under **Transactions**.

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

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

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