



grantsprojects_budgetadjustmentrequestbutton

Table of Contents

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 balances 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. 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**.



Back Cover