



**grantsprojects\_budgetadjustmentrequestbutton**



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## Budget Adjustment Request

The transaction date and status are displayed.

Review the budget data, indicate the adjustment 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>Adjustment Amount</b>	Type the applicable budget adjustment amounts. Amounts can be negative or positive values. A budget adjustment is used to add or subtract balances from a grant year and grant type.
<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 and 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.
- Click **Cancel** or X to close the pop-up window.



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