



grantsprojects_budgetrevisionrequest

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Budget Revision Request

If the transaction type is *Original* or *Amendment*, 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.


The transaction date and status are displayed. Review the Budget data, indicate the revision amount, and submit or save 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 amendments that have been approved (posted). |
| Revision Amount | If you need to move amounts between object classes, type the applicable revision amounts. The total revision amount for the request must net to a zero amount. |
| 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.



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