

Creating a Budget Revision

Login as the Grantee and view My Tasks.

e-grants
DEPARTMENT OF PUBLIC SAFETY

Home | Search Applications | Search Progress Reports | Search Financial Status Reports | Training Materials | Organization(s) | Profile | Logout | SHOW HELP

Welcome Eriann
Program Admin
Change Picture

Instructions:
Select the **SHOW HELP** button above for detailed instructions on the following.
> Applying for an Opportunity
> Using System Messages
> Understanding your Tasks
> Managing your awarded grant

Hello Eriann, please choose an option below.

View Available Opportunities
You have 7 Opportunities available.
Select the **View Opportunities** button below to see what is available to your organization.
VIEW OPPORTUNITIES

View My Inbox
You have 0 new messages.
Select the **Open Inbox** button below to open your system message inbox.
OPEN INBOX

View My Tasks
You have 1 new tasks.
You have 1 tasks that are critical.
Select the **Open Tasks** button below to view your active tasks.
OPEN TASKS

Select the grant requiring budget revisions.

View My Tasks

Sort my tasks by: -- Select -- **GO**

Info	Document Type	Organization	Name	Current Status	Date Received	Date Due
	OJP Application	Lyon County	A-JABG-2011-LYONCO-11987 (2)	Grant Awarded	2/14/2011	12/31/2010

Change the status of the grant to BUDGET REVISION IN PROCESS.

The screenshot shows two side-by-side panels. The left panel has a header 'View, Edit and Complete Forms' with a sub-header 'Change the Status'. Below the sub-header is a button labeled 'VIEW STATUS OPTIONS' with a red arrow pointing to it from the right. The right panel has a header 'OJP Application Menu - Status Options' and a sub-header 'Possible Statuses'. Below this is the text 'BUDGET REVISIONS IN PROCESS' and a button labeled 'APPLY STATUS' with a red arrow pointing to it from the right.

Click **View Forms**.

This is a close-up of the 'View, Edit and Complete Forms' section. It shows the header and the 'VIEW FORMS' button, with a red arrow pointing to the button from the right.

Select Budget Revision Justification.

The screenshot shows a list of documents. Under the 'Grant' category, there are four items: 'Purchase Order', 'Maximum Advance Percentage', 'Inter/Intra Agency Code', and 'Contracting/Operating Agencies'. Under the 'Budget Revision' category, there is one item: 'Budget Revision Justification'. A red arrow points to the 'Budget Revision Justification' item from the right.

Complete the BUDGET REVISION JUSTIFICATION form and click SAVE.

BUDGET REVISION JUSTIFICATION

Instructions:

- In the date field, please enter today's date.
- In the larger space below, please describe why a budget revision is necessary at this time and what specific change needs to take place.

Date

Justification

0 of 2000

Return to the forms menu.

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Document Information: [A-JABG-2011-LYONCO-11987](#)

 [Details](#)

You are here: > [OJP Application Menu](#) > [Forms Menu](#) > Budget Revision



Click on the budget to enter revisions

Document Information: [A-JABG-2011-LYONCO-11987 \(2\)](#)

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Forms

Status	Page Name	Note	Created By	Last Modified By
Application				
	Grant Program Guidelines		Debi Reynolds 6/2/2010 2:04:56 PM	Eriann Faris 5/25/2010 11:01:23 AM
	Instructions			
	Allocation and Match		3/11/2011 3:10:19 PM	
	Purpose Areas		8/25/2010 12:59:00 PM	
	Budget Summary			
	Budget (5)			
	Program Information		8/25/2010 12:59:00 PM	
	Service Areas			

Revise the appropriate budget line items by clicking budget and selecting the specific line item from the drop down,.

BUDGET

Select the appropriate Program Component for this budget item:

Select the appropriate Budget Category for this budget item:

is budget item (should be unique to this budget):

Select the appropriate Budget Category for this budget item:

Select the appropriate Budget Category for this budget item:

Select the appropriate Budget Category for this budget item:

Enter the dollar amounts associated with the budget item:

Award	Match
<input type="text" value="\$30,000.00"/>	<input type="text" value="\$30,000.00"/>

When you have made all of the revisions Access the Application Menu.

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Change the status to BUDGET REVISIONS SUBMITTED.

<p>Change the Status Select the View Status Options button below to perform actions such as submitting applications or request modifications.</p> <p>VIEW STATUS OPTIONS</p> 	<p>Document Information: A-JABG-2011-LYONCO-11987 (2) Details</p> <hr/> <p>Possible Statuses BUDGET REVISIONS SUBMITTED</p> <p>APPLY STATUS</p> 
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The Budget Revision is now ready for review by a Grant Manager.