

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.

View, Edit and Complete Forms
Select the View Forms button below to view, edit, and complete forms.
[VIEW FORMS](#)

Change the Status
Select the View Status Options button below to perform actions such as submitting applications or request modifications.
[VIEW STATUS OPTIONS](#)

OJP Application Menu - Status Options
Select a button below to execute the appropriate status push.

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

Possible Statuses
BUDGET REVISIONS IN PROCESS

[APPLY STATUS](#)

Click **View Forms**.

View, Edit and Complete Forms
Select the View Forms button below to view, edit, and complete forms.
[VIEW FORMS](#)

Select Budget Revision Justification.

Grant

- [Purchase Order](#)
- [Maximum Advance Percentage](#)
- [Inter/Intra Agency Code](#)
- [Contracting/Operating Agencies](#)

Budget Revision

- [Budget Revision Justification](#)

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



Click on the budget to enter revisions

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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.