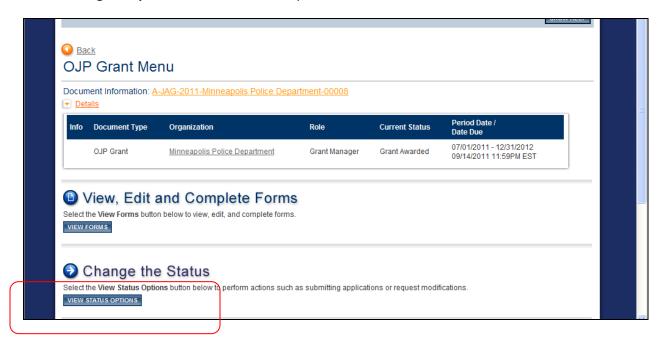
e-grants Budget Revision Guide

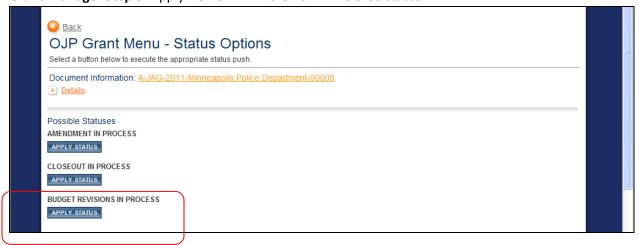
Grantee steps are in RED and Grant Manager steps are in BLACK

Grantee Step 1: Grantee requests budget revision from grant manager

Grant Manager Step 2: Click on View Status Options



Grant Manager Step 3: Apply BUDGET REVISIONS IN PROCESS status

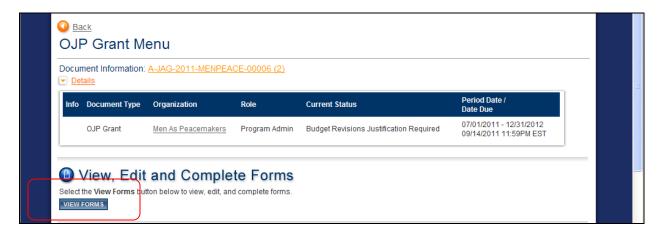


MESSAGE: Grantee receives message, "Grant Revision Justification Required for grant # A-###-#######"

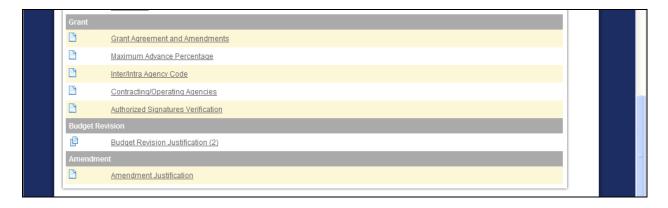
Grantee Step 4: Go to Task Menu and find grant with "Budget Revision Justification Required"



Grantee Step 5: Click on View, Edit and Complete Forms

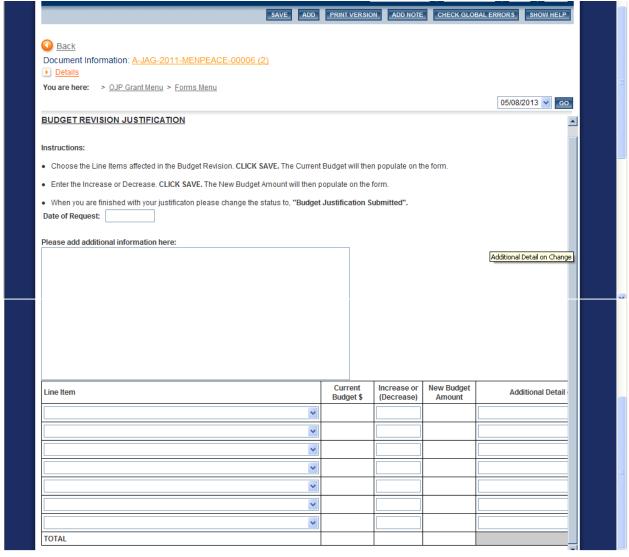


Grantee Step 6: Click on Budget Revision Justification



Grantee Step 7: Enter Date of the Request

PLEASE NOTE: This new budget revision request form is designed as a worksheet that allows the grantee to clearly make the changes within the budget line items and give specific detail on the changes. This worksheet is NOT connected to your grant's budget.



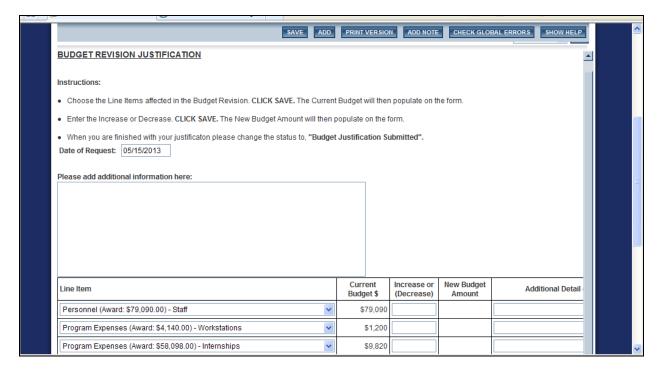
Grantee Step 8: Enter general description of budget revision purpose

Grantee Step 9: Choose the line items in the drop down menus affected in the Budget Revision

	SAVE AD	PRII	T VERSION	ADD NOTE	CHECK GLO	BAL ERRORS	SHOW HELP			
Instructions:										
Choose the Line Items affected in the Budget Revision. CLICK SAVE. The Current Budget will then populate on the form.										
Enter the Increase or Decrease. CLICK SAVE. The New Budget Amount will then populate on the form.										
When you are finished with your justificaton please change the status to, "Budget Justification Submitted".										
Date of Request: 05/15/2013										
Please add additional information here:										
Line Item			rrent Iget \$	Increase or (Decrease)	New Budget Amount	Ado	ditional Detail			
Personnel (Award: \$79,090.00) - Staff		,								

Grantee Step 10: Click SAVE

NEXT SCREEN: After you save, the current budget will populate on the form, see form below:



Grantee Step 11: Enter the changes to the budget

To Increase a line item: Enter a whole number in the Increase/ Decrease column



• **To decreased** a line item: Enter a negative number in the Increase/Decrease column using a minus sign in front of the amount. Example: -\$1,000

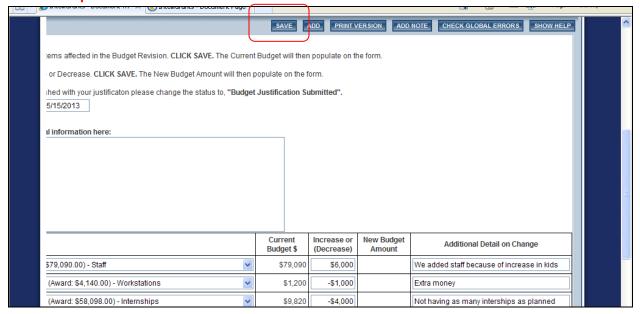


• To Add a line item: Leave the Line item blank, enter the amount of the new line item in the Increase/Decrease column and then add the name and description of the line in the Additional Detail column. If you have multiple funding sources for the new line, breakout the new amount by source. Example: Evaluation- \$3000 VOCA, \$1000 STATE and \$1000 MATCH.

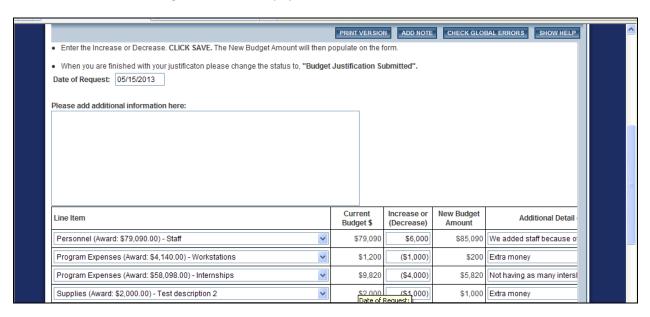
Γ		\$300.00	\$300.00		\$300.00	
	~			\$5,000.00		Evaluation- \$3000 VOCA, \$2000 State

Grantee Step 12: Enter the additional detail per line item change

Grantee Step 13: Click Save



Next Screen: The new budget amounts will populate

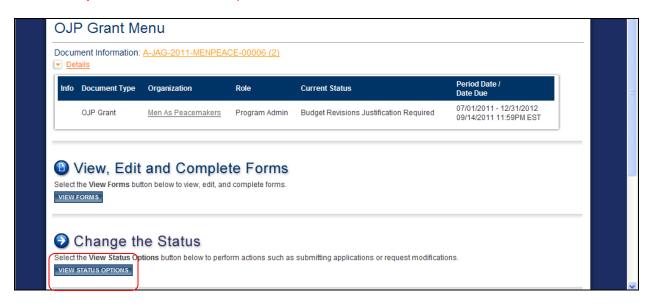


Grantee Step 14: Return to OJP Grant

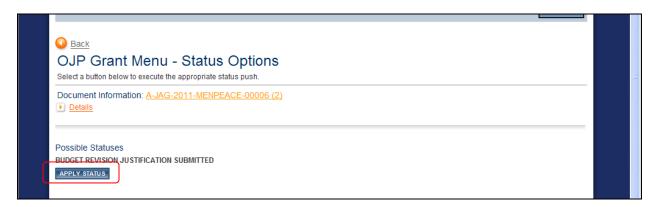
Menu



Grantee Step 15: Click View Status Options

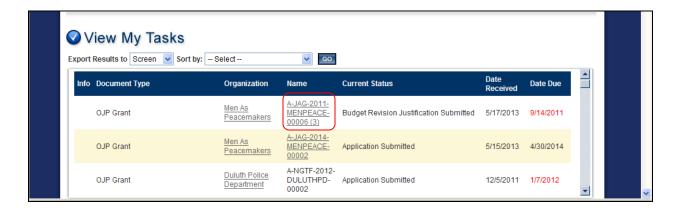


Grantee Step 16: Apply BUDGET REVISION JUSTIFICATION SUBMITTED Status

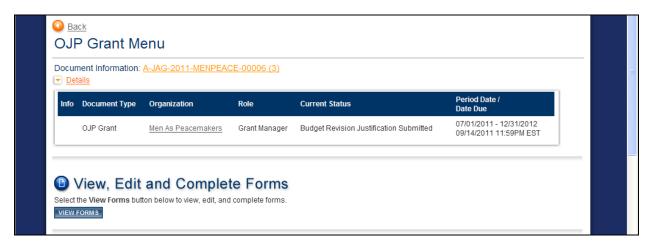


MESSAGE: Grant Manager receives email message, "Budget Revision Justification Submitted for grant # A-###-###.

Grant Manager Step 17: Go to Task Menu and find the grant with Budget Revision Justification Submitted status, click on name.



Grant Manager Step 18: Click View Edit, Complete Forms



Grant Manager Step 19: Click on Budget Revision Justification



Grant Manager Step 20: Review Budget Revision Justification

Grant Manager Step 21: If the budget revision justification is correct, change the status to **BUDGET REVISION JUSTIFICATION APPROVED** and go to **Step 22**. If the budget revision justification is incorrect, change the status to **BUDGET REVISION JUSTIFICATION MODIFICATIONS REQUIRED** and go back to **Step 16**.

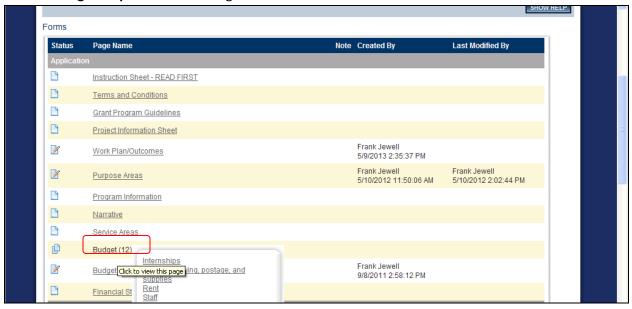
Grant Manager Step 22: Print out Print Version of Budget Revision Justification

Please Note: Printing the justification out makes it easier to make the changes necessary in the budget pages after the budget revision is complete, please put the justification in the grant file.

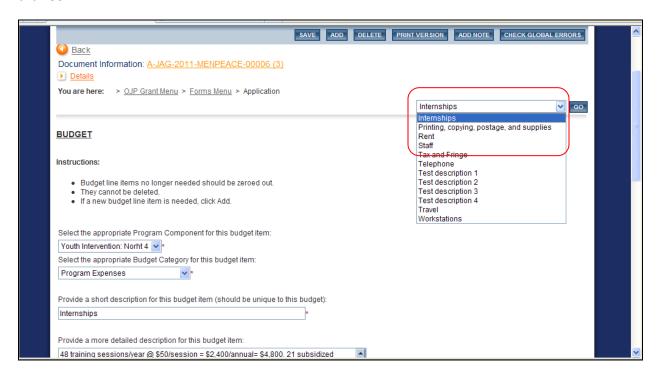
Grant Manager Step 23: Navigate back to Forms Menu



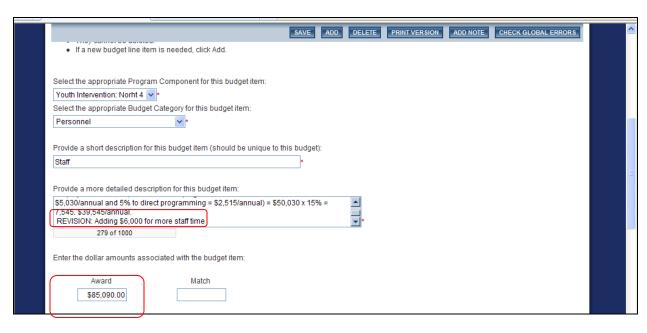
Grant Manager Step 24: Click on Budget



Grant Manager Step 25: Revise the appropriate budget line items by selecting from the drop down and click **Go**

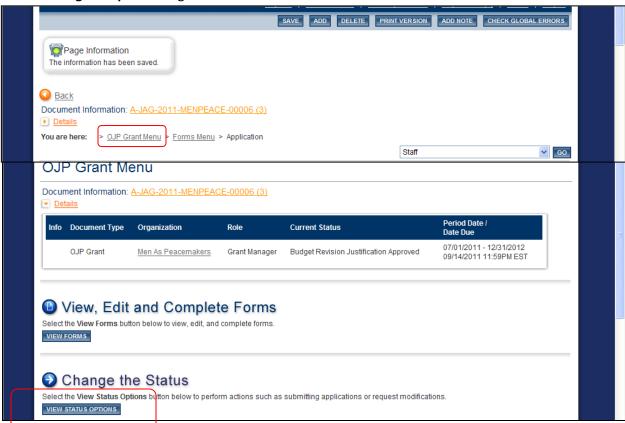


Grant Manager Step 26: Enter the new budget amounts and added descriptions from the Budget Revision Justification Form



Grant Manager Step 27: Click Save

Grant Manager Step 28: Navigate to OJP Grant Menu



Grant Manager Step 30: Apply BUDGET REVISION COMPLETE status

