October 2018

Quick Sheet: Using the Budget Worksheet – Budget Revision Amendment

Audience: Program Office

PURPOSE

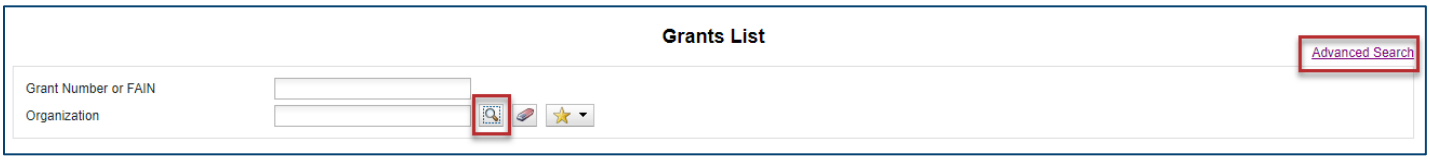
This Quick Sheet provides step-by-step instructions for using the Budget Worksheet with a Budget Revision amendment in the GrantSolutions Grants Management Module (GMM).

Note: A Budget Revision amendment is a change in distribution of awarded funds, but not an increase in award amount.

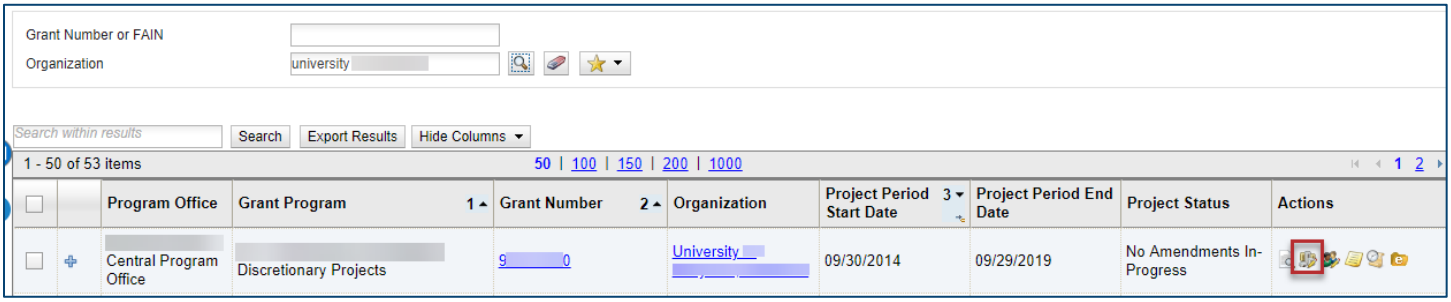
Budget Worksheet: Budget Revision Steps

Open Budget Worksheet	Direct Cost Section	Final Budget Totals
• Verify if using *Total Cost* or *Federal Only* Budget	• Select Activity tab(s) for the Budget Revision • In the Recommended Column, Enter Negative Dollar Amounts in the Category(s) where the Funds are Removed • In the Recommended Column, Enter Positive dollar amounts in the Category(s) receiving the funds • The total new budget amount should equal $0	• Verify the Total This Action row is $0 • Save and Verify

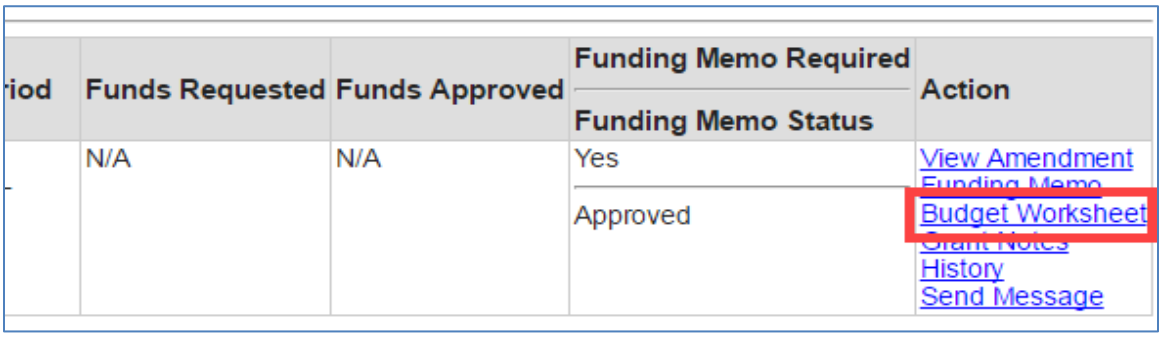
1. Login to the GrantSolutions GMM (www.grantsolutions.gov).
2. The "Grants List" screen appears. Search for the desired grant using the Simple or Advanced search.



3. The screen refreshes and results matching the search criteria appear in a table below the search fields. From the *Actions* column, click the **Manage Amendments** icon**.**



4. The "Manage Amendments" screen appears. From the *Action* column, select the **Budget Worksheet** link.



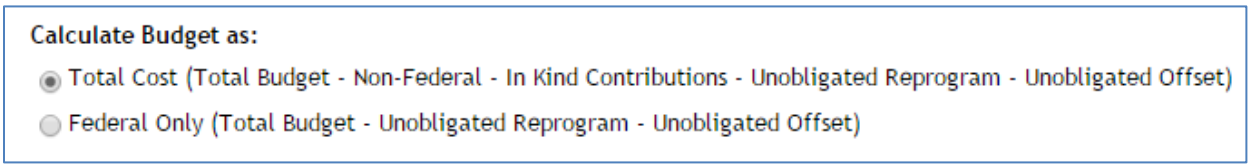
Note: The Budget Worksheet may also be accessed from the Funding Memo screen.

5. The "Budget Worksheet" appears.

Important Information

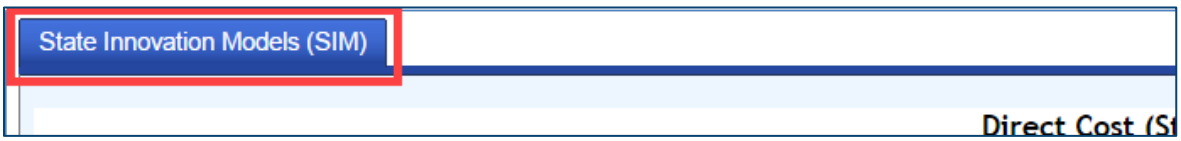
The Budget Worksheet has two budget calculation options: *Total Cost* or *Federal Only*.

- When *Total Cost* is selected, Non-Federal amounts are entered by category in the *Direct Cost* section.
- *Recommended* Column: Contains Recommended Federal and Non-Federal amounts
- *Total* Column: Contains the total budget, including the Previous Budget and Recommended amounts
- *Non-Federal* Column: Contains Non-Federal amounts by category. When numbers are entered in this column, the totals in the Federal total column decrease by the Non-Federal amount.
- When *Federal Only* is selected, only Federal amounts are entered in the *Direct Cost* section. New amounts are entered in the *Recommended* column, and the total Federal budget (Previous Budget plus Recommended) appears in the *Federal* column.



6. Each Activity entered on the SF-424A appears as its own tab on the Budget Worksheet. When there is more than one tab, the first tab contains the combined Totals, and the *Direct Cost* section is read-only.

   Select the **tab name** that contains the budget amounts as entered on the SF-424A. If a SF-424A is not electronically submitted for the budget revision action, click the desired **tab** to manually modify the amounts.



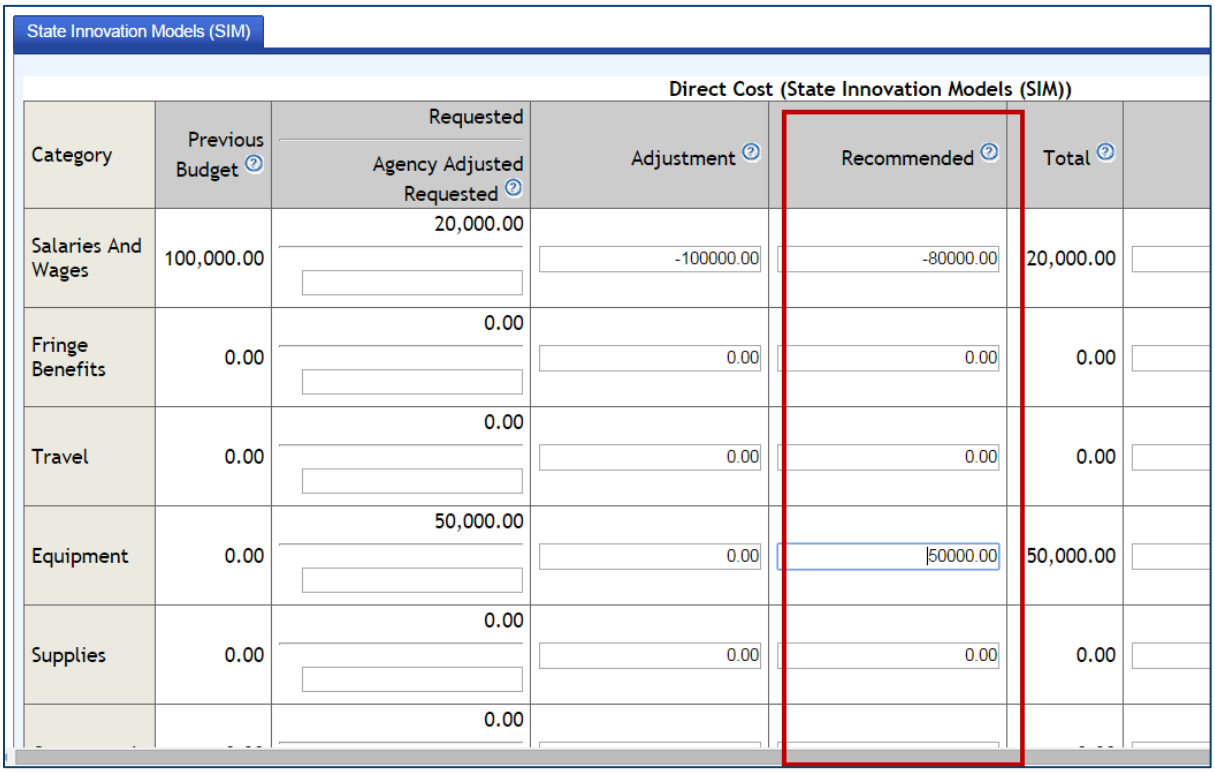
7. The budget entered in the SF-424A appears in the *Requested* and *Recommended* columns in the *Direct Cost* section. The *Previous Budget* remains the same.

Direct Cost

Category	Previous Budget	Requested Agency Adjusted Requested	Adjustment	Recommended	Total
Personnel	19,900.00	5,100.00	0.00	5100.00	25,000.00
Fringe Benefits	13,600.00	11,400.00	0.00	11400.00	25,000.00
Travel	1,204.00	23,796.00	0.00	23796.00	25,000.00
Equipment	0.00	25,000.00	0.00	25000.00	25,000.00
Supplies	102.00	-102.00	0.00	-102.00	0.00
Contractual	62,998.00	-62,998.00	0.00	-62998.00	0.00
		0.00			

8. In the *Recommended* column, make changes to the budget by entering a **negative dollar amount** in the category(s) where funds are removed, and entering a **positive dollar amount** in the category(s) receiving the funds. The total new budget amount should equal $0.00.

   Note: Each agency has their own configuration for the Budget Revision amendment. Some Partners set the Budget Revision amendment to use new money (like a supplement), while others do not.



State Innovation Models (SIM)

Direct Cost (State Innovation Models (SIM))

Category	Previous Budget	Requested / Agency Adjusted Requested	Adjustment	Recommended	Total
Salaries And Wages	100,000.00	20,000.00	-100000.00	-80000.00	20,000.00
Fringe Benefits	0.00	0.00	0.00	0.00	0.00
Travel	0.00	0.00	0.00	0.00	0.00
Equipment	0.00	50,000.00	0.00	50000.00	50,000.00
Supplies	0.00	0.00	0.00	0.00	0.00
		0.00			

9. Once all amounts are verified in the new categories, scroll to the *Final Budget Totals* section located towards the bottom of the page.

   When there is more than one tab, scroll to the bottom of the *Totals* tab to access the *Final Budget Totals*.

10. In the *Final Budget Totals* section, *the Total This Action* row is **$0.00** since no new money is being issued.

Final Budget Totals

Total Budget	100,000.00
Non-Federal (May Include Program Income)	0.00
Federal	100,000.00
Unobligated Funds - Reprogram	0.00
Unobligated Funds Offset	0.00
In Kind Contribution	0.00
Program Income	0.00
Previous Award (Doesn't Include Non-Federal)	100,000.00
Total This Action	0.00

11. Click the **Save and Verify** button. If there are no errors, click the **Close** button.

12. The “Award Overview” screen appears.