October 2018

Quick Sheet: Using the Budget Worksheet - Carryover (Reprogram) Amendment

Audience: Program Office

PURPOSE

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

Note: A Carryover or Reprogram amendment increases the award amount with unused funds from a previous budget period.

Budget Worksheet: Carryover Steps

Open Budget Worksheet

- Verify if using *Total Cost* or *Federal Only* Budget

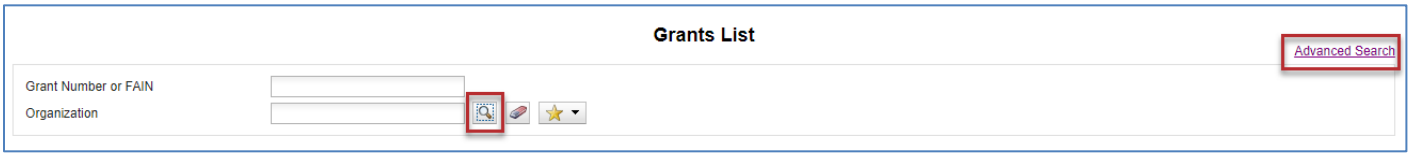
Direct Cost Section

- Select Activity tab(s) for Carryover
- View or Enter Carryover amounts in the *Recommended* Column
- Enter the same Carryover Amounts in the *Unobligated Balance* Column

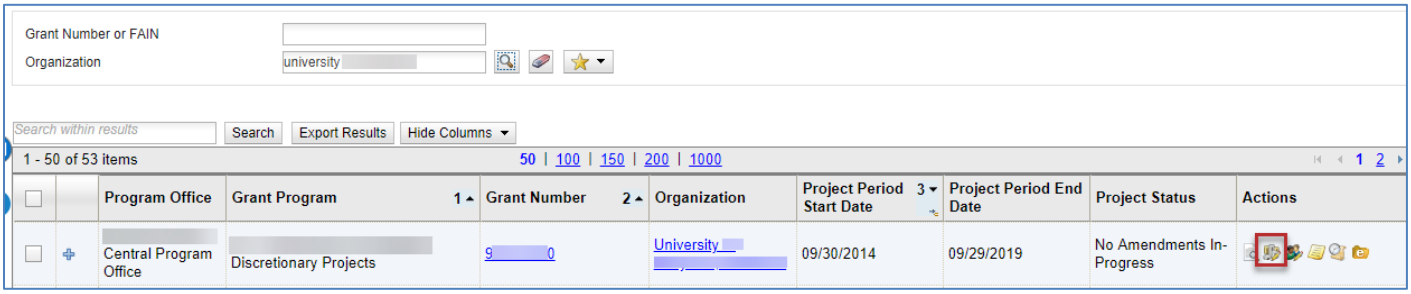
Final Budget Totals

- Verify the Total This Action is $0
- Confirm the Carryover Amount is Correct in the Unobligated Funds - Repogram row
- Save and Verify

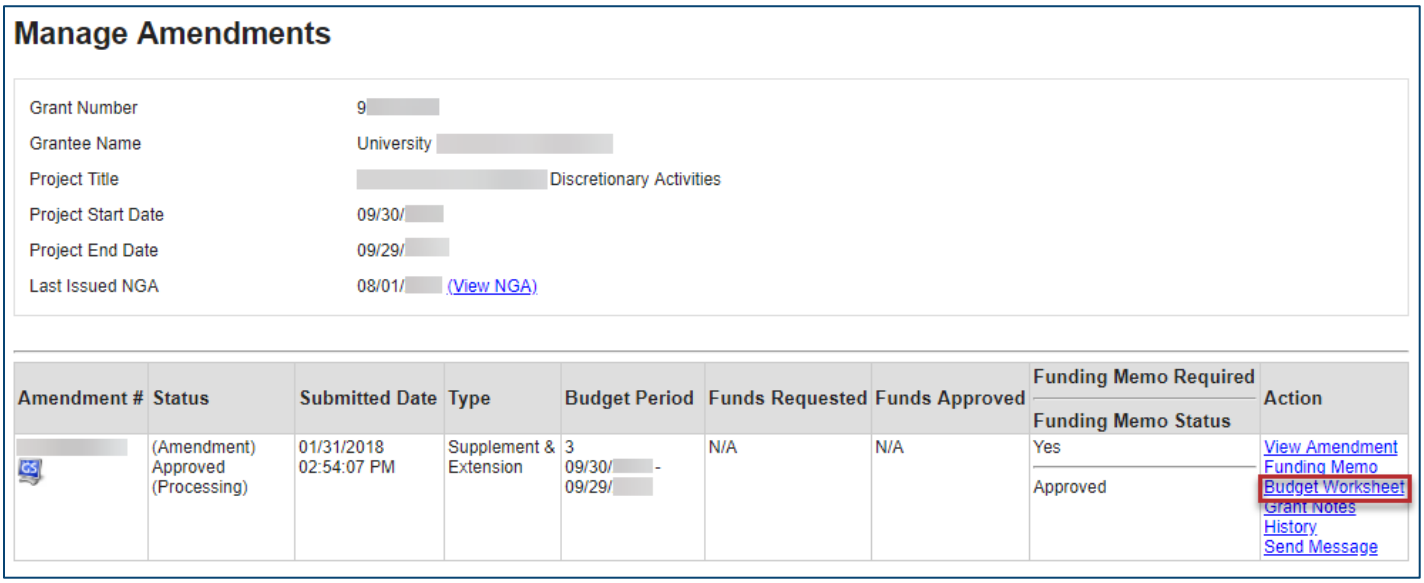
1. Login to the GrantSolutions GMM (www.grantsolutions.gov).
2. The "Grants List" screen appears. Search for the desired grant using the Simple or Advanced search.



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.



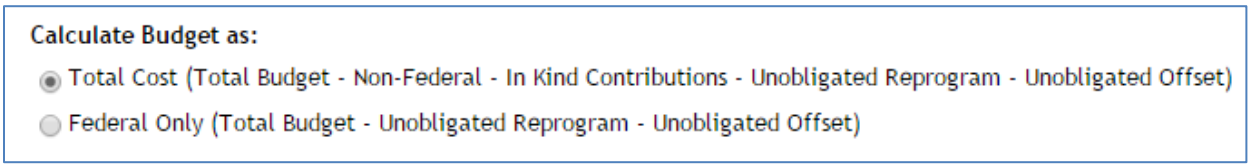
Note: The Budget Worksheet may also be accessed from the "Funding Memo" screen.

5. The "Budget Worksheet" appears.

Important Information

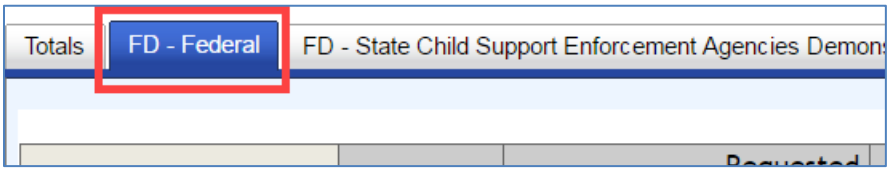
The Budget Worksheet has two budget calculation options: *Total Cost* or *Federal Only*.

- 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.



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 carryover amounts as entered on the SF-424A. If a SF-424A is not electronically submitted for the carryover action, click the desired **tab** to manually enter the carryover amounts.



6. The carryover amounts entered on the SF-424A automatically populate in the *Recommended* column. These amounts are editable and may be modified. If a SF-424A is not electronically submitted for an amendment action, enter the **carryover amounts** in the *Recommended* column.

Totals | FD - Federal | FD - State Child Support Enforcement Agencies Demonstration1 | Training Example 1

Direct Cost (FD - Federal)

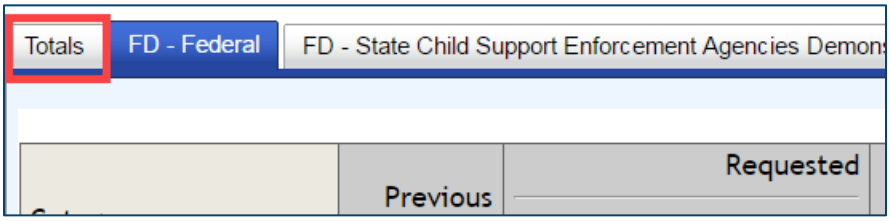
Category	Previous Budget	Requested / Agency Adjusted Requested	Adjustment	Recommended	Total
Personnel	30,600.00	48,205.00	0.00	48205.00	78,805.00
Fringe Benefits	10,098.00	11,220.00	0.00	11220.00	21,318.00
Travel	1,360.00	1,700.00	-1000.00	700.00	2,060.00
Equipment	0.00	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	0.00	0.00
Contractual	77,061.00	147,108.00	0.00	147108.00	224,169.00
Facilities/Construction	0.00	0.00	0.00	0.00	0.00
Other	5,881.00	20,400.00	0.00	20400.00	26,281.00
Trainee Travel	0.00	0.00	0.00	0.00	0.00
Alterations and	0.00	0.00	0.00	0.00	0.00

7. In the *Unobligated Balance* column, enter the same **itemized Cost amounts** that appear in the *Recommended* column. The total amounts in both columns should be equal.

Direct Cost (FD - Federal)

djustment	Recommended	Total	Non-Federal	Federal	Unobligated Balance
0.00	48205.00	78,805.00	0.00	78,805.00	48205.00
0.00	11220.00	21,318.00	0.00	21,318.00	11220.00
-1000.00	700.00	2,060.00	0.00	2,060.00	700.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	147108.00	224,169.00	0.00	224,169.00	147108.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	20400.00	26,281.00	0.00	26,281.00	20400.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
0.00	0.00	0.00	0.00	0.00	0.00
-1,000.00	227,633.00	352,633.00	0.00	352,633.00	227,633.00

8. Navigate 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*.



9. In the *Final Budget Totals* section, the *Total this Action* row should equal $0.00.

10. Verify that the *Unobligated Funds -Reprogram* row equals the total amount of the Carryover Request.

Final Budget Totals

Total Budget	353,633.00
Non-Federal (May Include Program Income)	0.00
Federal	353,633.00
Unobligated Funds - Reprogram	228,633.00
Unobligated Funds Offset	0.00
In Kind Contribution	0.00
Program Income	0.00
Previous Award (Doesn't Include Non-Federal)	125,000.00
Total This Action	0.00

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

12. The “Manage Amendments” screen appears.