

Quick Sheet: Using the Budget Worksheet – Supplement with Offset Amendment

Audience: Program Office

PURPOSE

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

Note: A Supplement with Offset amendment replaces a portion of the additional award amount (supplement) with funds from a previous budget period (offset).

Budget Worksheet: Supplement with Offset Steps

Open Budget Worksheet

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

Direct Cost Section

- Select Activity tab(s) for Supplement
- View or Enter Full Supplement Amount in the *Recommended* Column

Final Budget Totals

- Enter the Offset amount in the Unobligated Funds Offset row
- Verify the Total This Action row equals to the Total amount minus the Offset Amount
- 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.

Grants List

Grant Number or FAIN

Organization

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.

<div>Hide Columns ▾</div> <div>50 100 150 200 All</div> <div style="text-align: right;">1</div>					
Grant Number 2 ▲	Organization	Project Period 3 Start Date	Project Period End Date	Project Status	Actions
90F		09/30/2012	09/29/2017	Amendment Approved (Processing)	

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

Budget Period	Funds Requested	Funds Approved	Funding Memo Required	Action
			Funding Memo Status	
4 09/30/2015 - 09/29/2016	N/A	N/A	Yes	View Amendment
			Approved	Funding Memo <div style="border: 2px solid red; padding: 2px;">Budget Worksheet</div> Grant Notes History Send Message

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.

Calculate Budget as:

- ☒ Total Cost (Total Budget - Non-Federal - In Kind Contributions - Unobligated Reprogram - Unobligated Offset)
- ☐ Federal Only (Total Budget - Unobligated Reprogram - Unobligated Offset)

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. Review the contents of each tab.

Totals	FD - Federal	FD - State Child Support Enforcement Agencies Demon
		Requested

10. The *Total this Action* row equals the Total Supplement Amount minus the Offset Amount (in this example, \$90,000.00).

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	10000
In Kind Contribution ?	0.00
Program Income ?	0.00
Previous Award (Doesn't Include Non-Federal) ?	0.00
Total This Action ?	90,000.00

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

Save	Save and Verify	Close
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12. The “Manage Amendments” screen appears.