******State of Kansas**

**Updating a Finalized Budget**

***Statewide Management, Accounting and Reporting Tool***

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| **Date Created:** | 06/28/2010 |
| **Version:** | 1.1 |
| **Last Updated Date:** | 3/8/2019 |
| **Process:** To modify funding for an existing project that has been generated from a grant. |  |
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| Step 1.Create an Award Modification in the Grants Module. Navigation: Projects and Grants Homepage > Grants > Creating a Grant > Award Profile > *Award Modifications link* **or** Navigator > Grants > Awards > Award Profile > *Award Modifications link.* |  |
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| Step 2. On the Award Modifications grid, update the Amount and Total Award Amount. Click the *Period* icon. |  |
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| Step 3. In the example, the Award amount has been increased by $2,000.  By selecting the *Comments* button, additional information pertaining to the modification may be entered. Click *OK* when comments are completed. |  |
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| Step 4. Click *Refresh*, updating the Total Period Amount. Click *OK*. |  |
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| Step 5. The Amount has been updated to reflect the additional funding and the Total Award Amount has updated. Click *Save*. |  |
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| Step 6. Navigation: Projects and Grants Homepage > Grants > Creating a Grant > Project Budgets **or** Navigator > Grants > Awards > Project Budgets. Search for the Project attached to the Award being updated. Scroll to the right of the page, then use the small scroll on the line to access the + sign to add another row. |  |
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| Step 7. Scroll to the right of the page, then use the small scroll on the line to access the + sign to add another row. |  |
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| Step 8. Enter the chartfields, Activity, Analysis Type of BUD, and any other applicable information. Enter the *Budget Item* and *Amount*. |  |
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| Step 9. Click the *Finalize* button. Click *OK* to message that appears. Click the *Process Monitor* link to view Run Status and Distribution Status. When Success and Posted, select the *Return to Project Budge*ts link. |  |
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| Step 10. Confirm the adjustment by returning to Projects and Grants Homepage > Grants > Creating a Grant > Project Budgets **or** Navigator > Grants > Awards > Project Budgets. Search for the award. The status on Commitment Control Detail tab for Commitment Control Status will be **Distributed** and the Total Budget Amount should reflect the changes. |  |
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| Step 11. Amend the Customer Contract to update the Billing Limit to the new amount. Navigation: Projects and Grants Homepage > Customer Contracts > Customer Contracts > General Information **or** Navigator > Customer Contracts > Create and Amend > General Information. Search for the Customer Contract associated with the Award. On the General tab, select the Amend Contract button.  Note: The Contracts Workbench (Projects and Grants Homepage > Grants > Manage Grants > Contracts Workbench **or** Navigator > Grants > Contracts Workbench) is helpful in locating information associated with the Award. |  |
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| Step 12. When the Amendment tab displays, enter the *Amendment Type* and *Reason*. Notes may be added, if desired. Click *Save*, then select the *Amount Allocation* hyperlink. |  |
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| Step 13. The Amount Allocation page will display. Enter the *Total Billing Adjustment*, in the example is $2,000. Enter the *New Billing Limit*, in the example $47,762. Click the *Recalculate* button. Verify the Unallocated Billing amount is 0.00 and the Allocation is now Complete. Click the *Save* button, then select the *Return to General Information* hyperlink. |  |
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| Step 14. On the Amendments tab, select the Detail hyperlink on the line where the adjustment was created. The Amendment Status will be Pending. |  |
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| Step 15. The Amendment Details page will display. Toggle the Amendment Status from Pending to *Ready*. The Process Amendment button will then display. Click the *Process Amendment* button. Once processed, the Amendment Status will be Complete. Click the *Return to General Information* hyperlink. |  |
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| Step 16. The Amendment now has an Amendment Status of Complete.  And the Summary of Amounts on the General tab now reflects the adjusted amounts. |  |