

## Correcting Uncategorized Transactions in your Budget

The following needs to be completed by a DMAH user. A list of DMAH users in your agency can be found in eCivis by navigating to *Grants Management* → *Organization Documents* → *DMAH List MM.DD.YYYY.pdf*

### Organization Documents

The screenshot shows the 'Organization Documents' interface. At the top, there is a search bar with 'DMAH' entered. Below the search bar, a table lists documents. The first row is highlighted with a red box and contains the following data:

File Name	Departments	Created By	Created Date	Updated By	Updated Date	Actions
DMAH List 6.14.2024.pdf - (213.5 Kb)	All	B. Murtaugh	06/14/2024			

Below the table, a context menu is open, with the 'Download File' option highlighted by a red box. Other options include 'Edit Notes', 'Edit Departments', and 'Delete File'.

1. Navigate to the Project Dashboard of the grant budget you need to edit. You can use the *Project Search* functionality to easily search by Project Title or RIGID. From the Project Dashboard, click the *Budgets* tab.

The screenshot shows the 'Project Dashboard' for the grant 'Substance Abuse Prevention & Treatment Block Grant 21B3RISAPTC6'. The 'Budgets' tab is highlighted with a red box. The dashboard includes the following information:

- Department: BHDDH - Behavioral Healthcare
- Project Period: 09/01/2021 - 09/30/2025
- Navigation tabs: Overview, Documents, Grant Lifecycle, Goals & Metrics, **Budgets**, Contracts & Accounts, Spending, History
- Active Grants: 2
- Project Team: D. Rook (Lead) - Administrator, M. Dumont - Admin. Financi...
- Stage: Grant Awarded
- Awarded: \$209,002.00
- Match: \$0.00
- Available Actions:
  - I would like to access details of this grant
  - I would like to request an account setup
  - I am ready to schedule my report
  - This grant does not require a report
  - I have received a grant adjustment notice and need to amend my grant agreement
  - I am ready to initiate grant closeout
  - I would like to view/manage my contract & account details
  - I would like to create/manage goals and metrics for this grant
  - I would like to create/manage a budget for this grant

- Once the budget loads, you will see a table of *Uncategorized Transactions* at the top. Review the list of GL Codes that need to be added to your budget.

Post-Award Budget for

ORG0826 Substance Abuse Prevention & Treatment Block Grant 21B3RISAPT06

Inception Date: 09/01/2021

Revision Report

Uniform Guidance Help

As you develop your application use our digital reference tools to [search the Uniform Guidance](#)

**Budget Settings**

(This budget is locked)

Report Column: Current Month

From:

To:

Generate Report

Budget Stage: Post-Award

Actions

**Budget Summary**

Current Month Expenditure	\$0.00	\$209,002.00	Total Direct Costs
Total Expenditure to Date	\$29,538.01	\$0.00	Total Indirect Costs
Total Available Balance	\$179,463.99	\$209,002.00	Total Awarded
Percent Expenditure	14.13%	\$0.00	Match / Cost Share
Revenue	-\$252,581.24	\$0.00	Program Income

**Uncategorized Transactions** Close

GL Code	Name	Trans Id	Post Date	Amount	Trans Number
02-643700			12/23/2022	\$2,465.16	
02-643700			12/23/2022	\$10,622.10	
02-643700			12/23/2022	\$3,558.48	
02-643700			12/23/2022	\$3,419.22	
02-643700			12/23/2022	\$10,986.54	
02-643700			12/23/2022	\$5,466.60	
02-643700			12/23/2022	\$10,986.54	

- A list of suggested budget categories for each Natural Account/GL Code can be found in eCivis by navigating to *Grants Management* → *Organization Documents* → *Rhode Island Chart of Accounts.xlsx*

Organization Documents

Documents

10 records per page

Showing 1 to 1 of 1 records

Search: Chart

File Name	Departments	Created By	Created Date	Updated By	Updated Date	Actions
Rhode Island Chart of Accounts.xlsx - (52.9 Kb)	All	K. Benoit	12/07/2021	K. Benoit	12/07/2021	<ul style="list-style-type: none"> <li>Edit Notes</li> <li>Edit Departments</li> <li><b>Download File</b></li> <li>Delete File</li> </ul>

Showing 1 to 1 of 1 records

- When you are ready to make edits, click the unlock icon next to *Actions*

**Budget Settings**

(This budget is locked)

Report Column: Current Month

From:

To:

Generate Report

Budget Stage: Post-Award

Actions

- Once the budget is unlocked, open the budget category you wish to add the GL Codes to.

	Ext Cost	Direct Cost	Ind Cost	Cost Share	
10. OTHER	\$0.00	\$0.00	\$0.00	\$0.00	+ Open

- Click *Add Row*

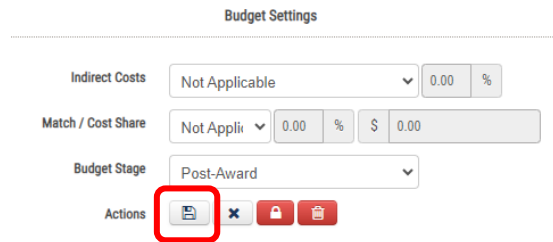
		Ext Cost	Direct Cost	Ind Cost	Cost Share		
OTHER Totals:		\$0.00	\$0.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
OTHER	OTHER	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Fees: Miscellaneous	Fees: Miscellaneous	0.00	\$0.00	\$0.00	\$0.00	02-649160	Direct Cost
Fees: Single Audit	Fees: Single Audit	0.00	\$0.00	\$0.00	\$0.00	02-649120	Direct Cost
<span style="border: 2px solid red; padding: 2px;">+ Add Row</span>							

- Enter in the budget line item *Title*, *Description*, *GL Code*, and budgeted amount in the *Cost* cell. Select if it is a Direct Cost or Match from the *Item Type* column. The *GL Code* field should be the GL Code listed in the *Uncategorized Transactions* table.

		Ext Cost	Direct Cost	Ind Cost	Cost Share		
OTHER Totals:		\$0.00	\$0.00	\$0.00	\$0.00		
Title	Description	Units	Unit Cost	Extended Cost	Cost	GL Code	Item Type
OTHER	OTHER	0.00	\$0.00	\$0.00	\$0.00		Direct Cost
Fees: Miscellaneous	Fees: Miscellaneous	0.00	\$0.00	\$0.00	\$0.00	02-649160	Direct Cost
Fees: Single Audit	Fees: Single Audit	0.00	\$0.00	\$0.00	\$0.00	02-649120	Direct Cost
Miscellaneous Expenses	Miscellaneous Expenses	0.00	\$0.00	\$0.00	\$0.00	02-643700	Direct Cost
<span style="border: 2px solid red; padding: 2px;">+ Add Row</span>							

- Repeat this process for all uncategorized GL Codes.

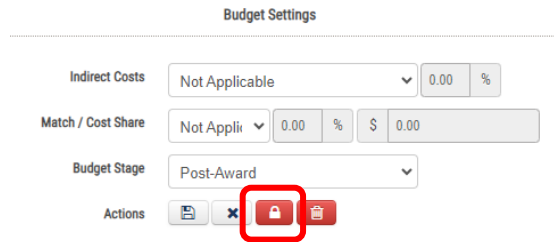
9. Once all uncategorized GL Codes have been added to the appropriate budget categories, click Save.



The screenshot shows the 'Budget Settings' form. It includes the following fields and controls:

- Indirect Costs:** A dropdown menu set to 'Not Applicable' and a numeric input field set to '0.00' with a '%' symbol.
- Match / Cost Share:** A dropdown menu set to 'Not Applik', a numeric input field set to '0.00' with a '%' symbol, a '\$' symbol, and another numeric input field set to '0.00'.
- Budget Stage:** A dropdown menu set to 'Post-Award'.
- Actions:** A row of four icons: a document with a checkmark (Save), a close button (X), a red padlock (Lock), and a trash can (Delete). The Save icon is highlighted with a red square.

10. Once changes have been saved, click the red padlock icon to re-lock the budget.



This screenshot is identical to the previous one, showing the 'Budget Settings' form. In this instance, the red padlock icon in the 'Actions' row is highlighted with a red square, indicating the next step in the process.

11. Once the budget is locked, you should now see transactions moved from the Uncategorized Transactions table to the appropriate budget category.