

TMA - Project definition and Budget Data

County : Your County Name

Region : Your Region Name

Year : 2020

Project : Project ID

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Current Status: Open for Submission

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Assigned Role	Name	Action Performed	Date Performed	Status
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This Job Aid will explain the steps to take when revising the Budget Amounts for an approved TMA or DMA Contract.

Name	Project Totals	Project Budget Category Allocations
Budget	\$10,000.00	\$10,000.00
Revised Budget		

Steps to revise the Budget Project Totals and Budget Label.

1. If only 1 line item was entered for the Budget Label/Budget for the approved contract initially..... **DO NOT DELETE THIS LINE.**
2. Add more lines to include Admin, Equipment, and Fringe.
3. Revise the Budget amounts for each line added and the line that existed originally.
4. Your total Budget Label/Budget amounts that have been entered for Admin, Equipment, Fringe and Salary should equal the Budget Project Totals.
5. Click Save and Validate. If no errors found click Submit.

Export to Excel		
Budget Label	Budget	Revised Budget
Salary ▼	\$10,000.00	

+ (Add more lines)