



Creating and Submitting Base Budget Adjustments

Training Guide

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Introduction

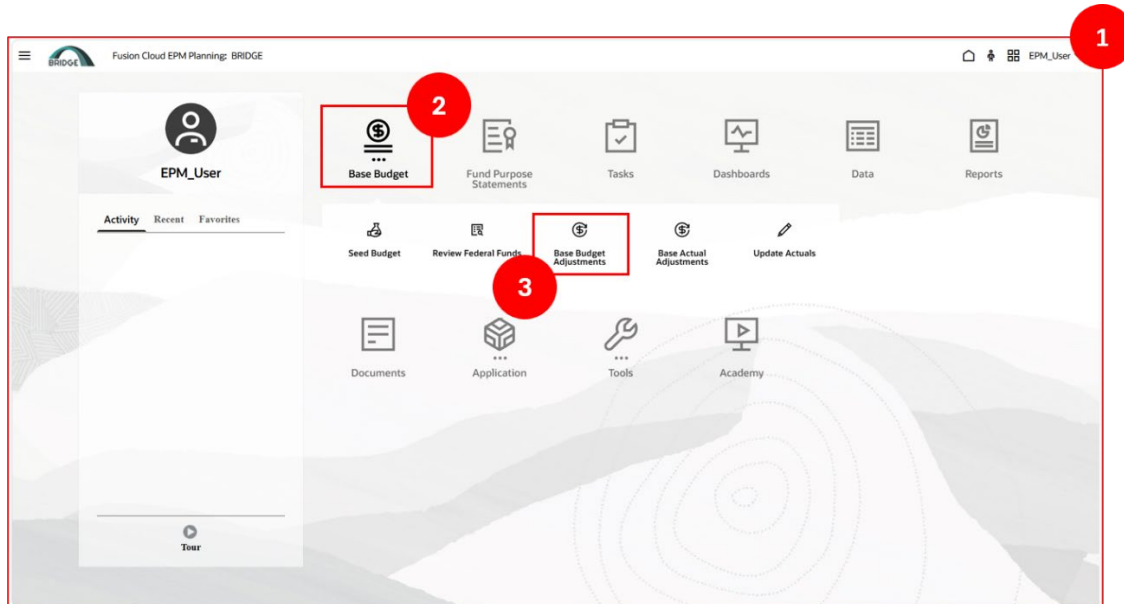
Agencies and Universities create and submit Base Budget Adjustment Requests in BRIDGE to make adjustments to their Base Budget for the upcoming biennium. This is a technical guide of process steps in the BRIDGE budget platform. For policy guidance on Base Budget, please see the Base Budget instructions published at the start of the biennial budget development process.

You must have access to BRIDGE to complete this process.

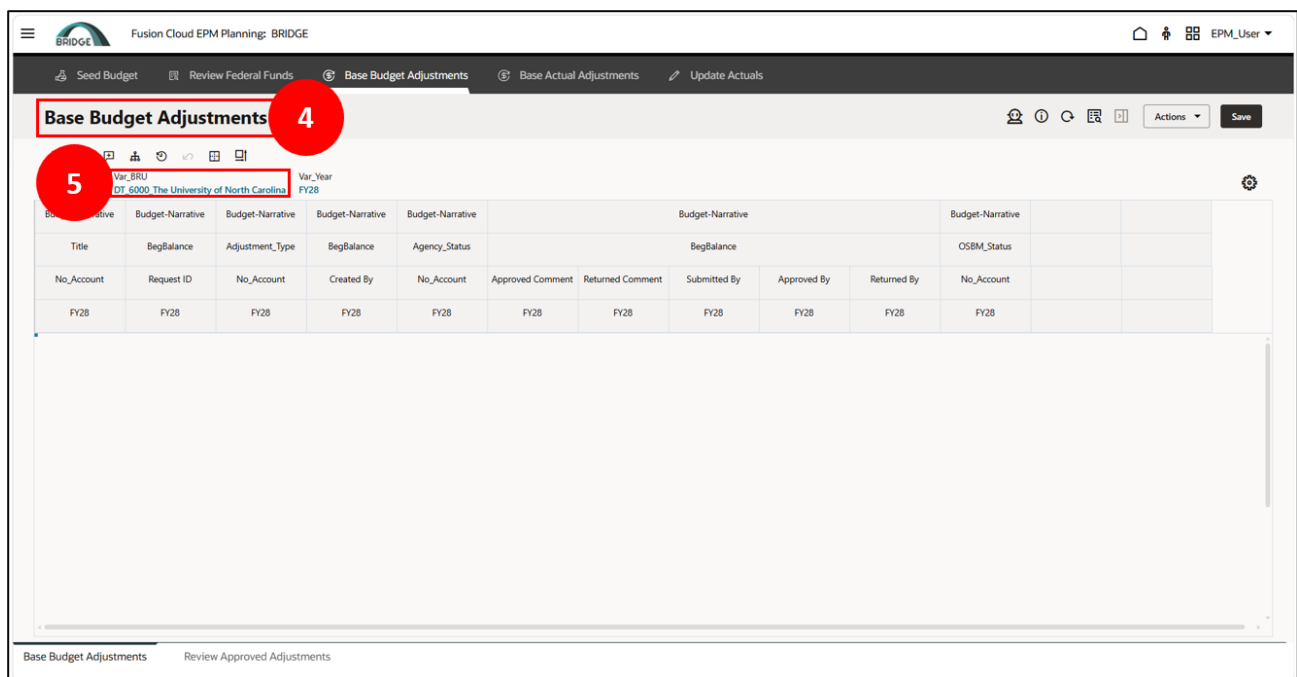
NOTE: In the BRIDGE system and in several places in this guide the term *budget fund* is used. In this context, the term budget fund is a generic term applied to any member of the Chart of Accounts and not specifically the Budget Fund level of the Chart of Accounts of hierarchy.

Create a Base Budget Adjustment Request

1. Navigate to the BRIDGE home page.
2. Select the **Base Budget** card.
3. Select **Base Budget Adjustment** from the drop-down menu.

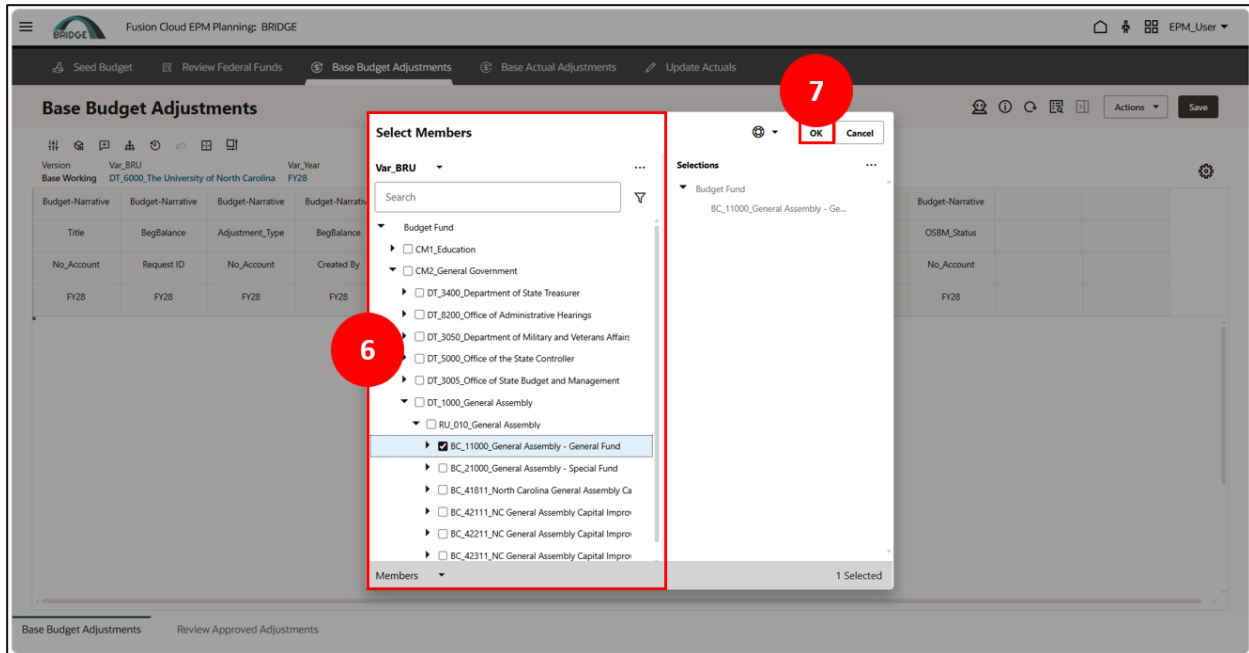


4. **The Base Budget Adjustment (BBA)** Request Input form opens.
5. Click the **Var_BRU** to further filter the data and find the Budget Fund you need to create a Base Budget Adjustment for.

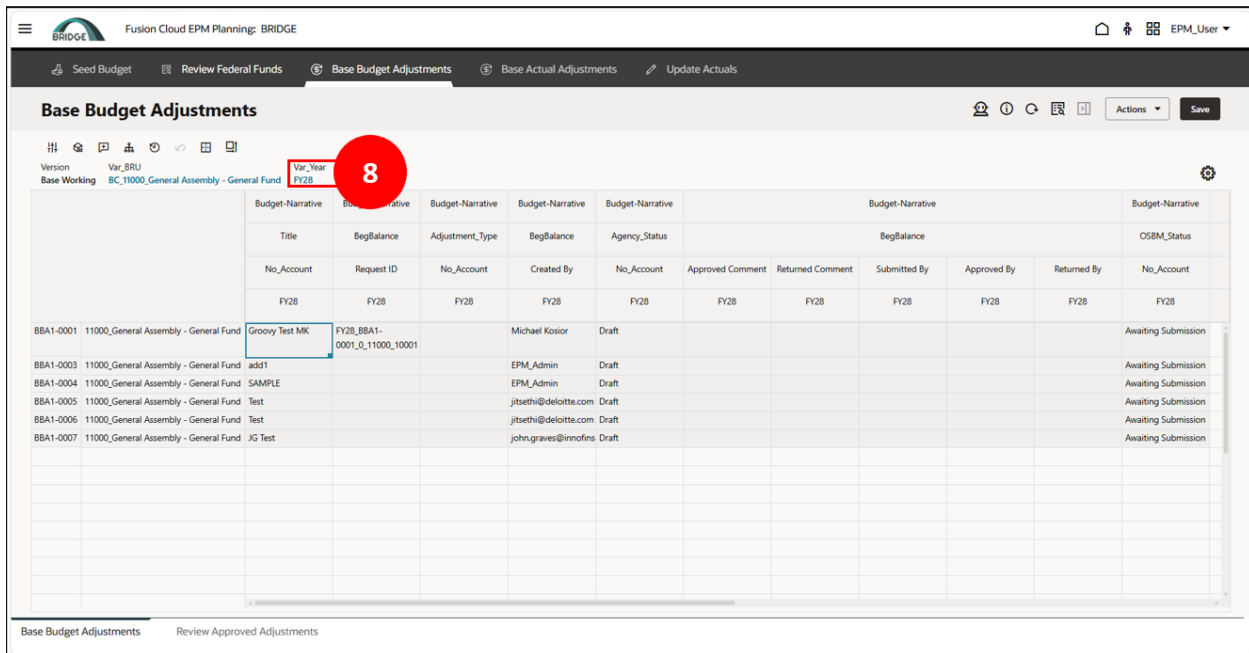


6. Select the **Budget Fund member** in the Select Members box by putting a checkmark in the box next to the member. You will be creating the BBA request in the member you select (Reporting Unit, Budget Code, or Budget Fund in the hierarchy).

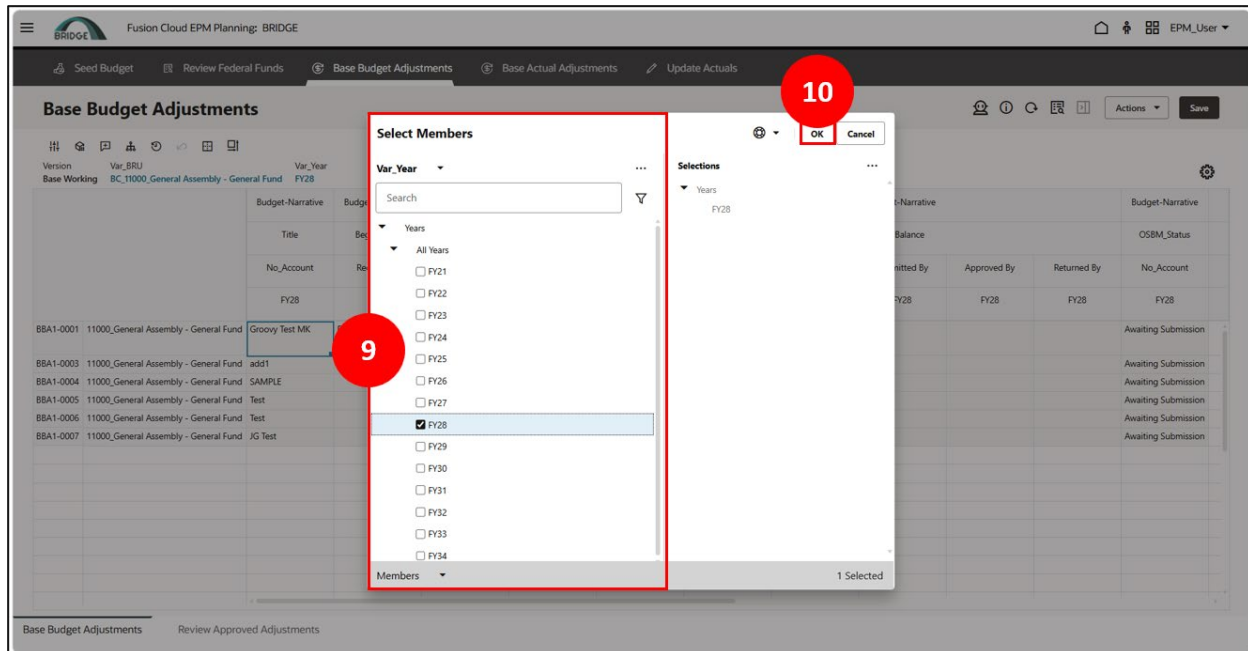
7. Click **OK** to apply your selection.



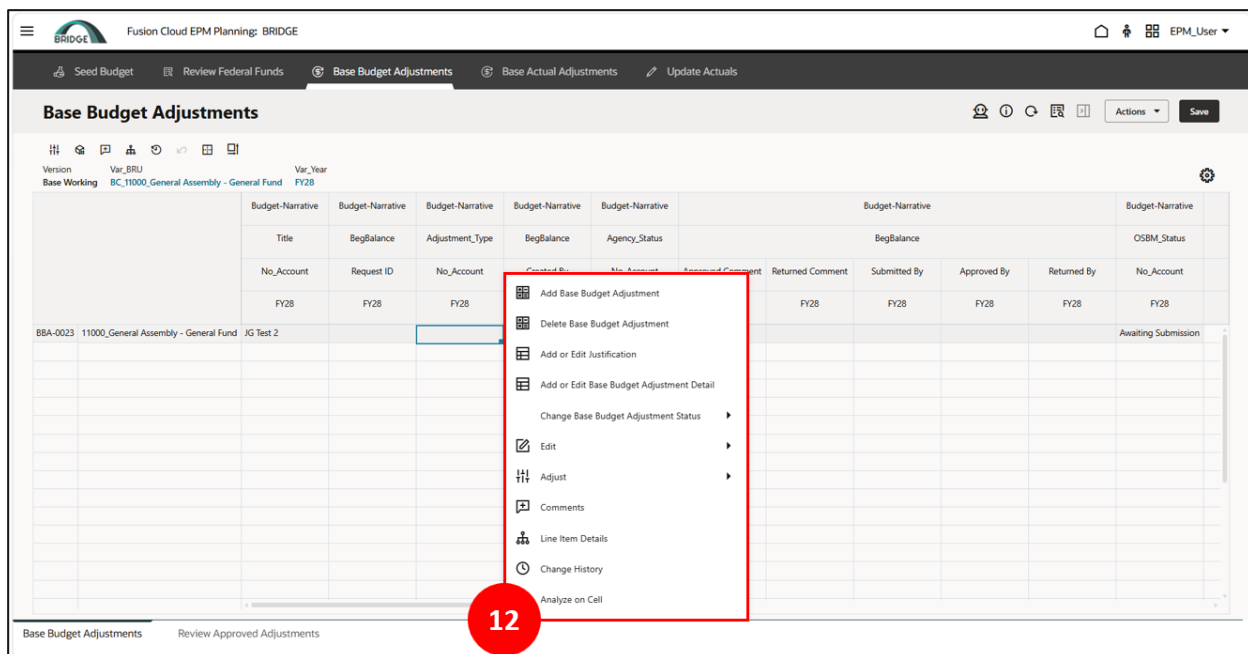
8. With the desired VAR_BRU selected, select **VAR_Year**.



9. Select the applicable **Year**. For adjustments to the upcoming biennium, select the first fiscal year of the upcoming biennium.
10. Click **OK** to apply your selection.



11. You may now **create** a new **Base Budget Adjustment request** for the selected member and biennium in the form.
12. **Right-click** an existing BBA request to expand the **action menu**. If there is no existing BBA request in the form, right-click in the FY28 cell.



13. Select **Add Base Budget Adjustment**.

The screenshot shows the 'Base Budget Adjustments' page in the Fusion Cloud EPM Planning: BRIDGE application. The page has a top navigation bar with tabs for 'Seed Budget', 'Review Federal Funds', 'Base Budget Adjustments' (selected), 'Base Actual Adjustments', and 'Update Actuals'. Below the navigation bar, there's a header section with 'Base Budget Adjustments' and a 'Save' button. The main area contains a table with columns for 'Budget-Narrative', 'Title', 'BegBalance', 'Adjustment_Type', 'Agency_Status', 'Returned Comment', 'Submitted By', 'Approved By', 'Returned By', and 'No_Account'. A red circle with the number 13 highlights the 'Add Base Budget Adjustment' option in the context menu that appears when a row is selected.

14. Add the title for the request and verify or update the budget fund for the BBA. If you are creating a new BBA request from an existing one, it will automatically inherit the same budget fund

15. Click **Launch**.

The screenshot shows the 'Base Budget Adjustments' page with a modal dialog box titled 'RULESET_Add_BBA' open. The dialog box has a section 'Complete the runtime prompts' with two input fields: 'Enter Base Budget Adjustment Title' (containing 'Test BBA Request') and 'Select a Budget Fund:' (containing '0_11000'). A red circle with the number 14 highlights the first input field. At the bottom right of the dialog box, there are 'Cancel' and 'Launch' buttons. A red circle with the number 15 highlights the 'Launch' button.

16. A confirmation message appears on the screen.

17. Click **OK** to continue.

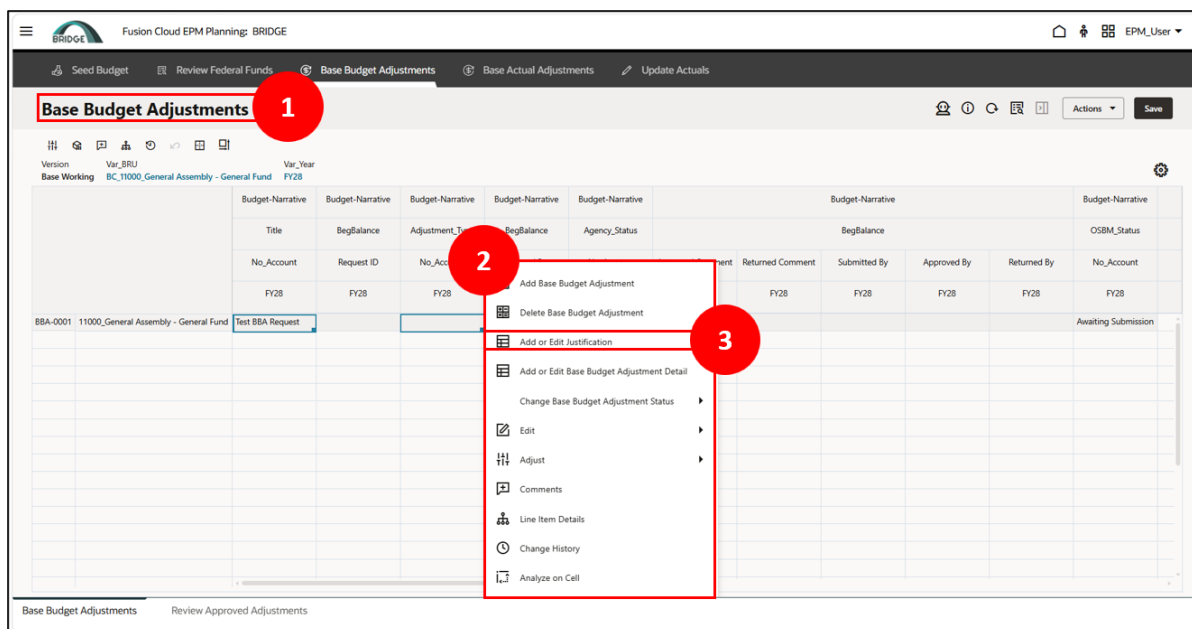
The screenshot shows the 'Base Budget Adjustments' screen in the Fusion Cloud EPM Planning: BRIDGE application. A confirmation message box is displayed in the center, stating: 'Information' and 'RULESET_Add_BBA rule was successful.' The message box has an 'OK' button. Red circles with numbers 16 and 17 are overlaid on the message box and the 'OK' button, respectively. The background table shows budget adjustment data with columns for Title, BegBalance, Adjustment_Type, BegBalance, Agency_Status, No_Account, Request ID, No_Account, Created By, No_Account, Approved Comment, Returned Comment, Submitted By, Approved By, Returned By, and No_Account. The table is filtered by 'FY28' and 'General Fund'.

18. A new request has been created, and its status has been set to **Draft**.

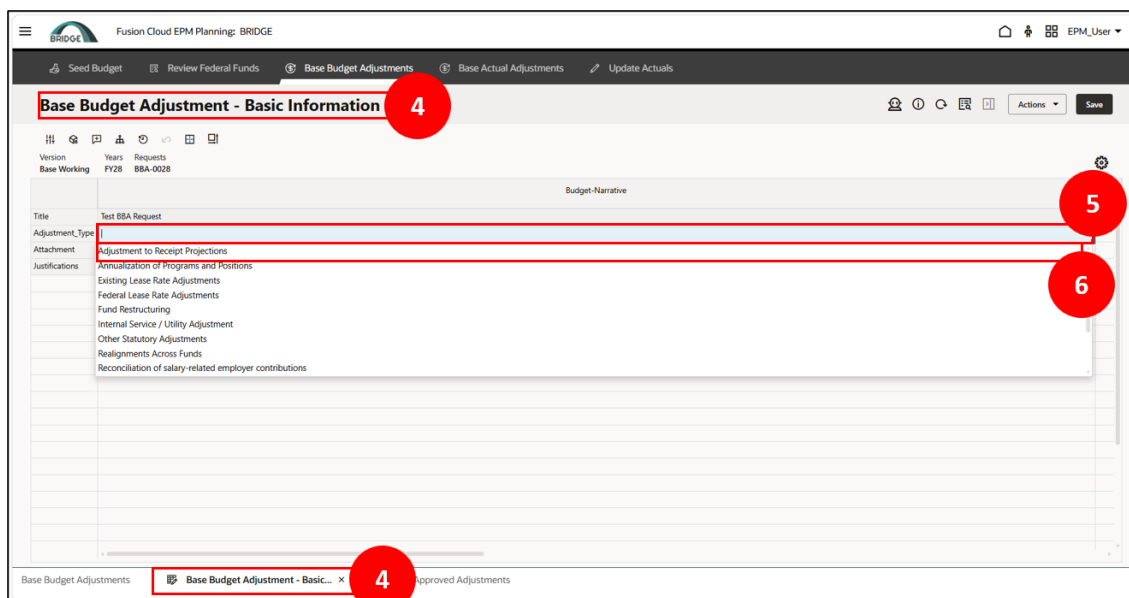
The screenshot shows the 'Base Budget Adjustments' screen in the Fusion Cloud EPM Planning: BRIDGE application. A new request has been created, and its status is set to 'Draft'. The request is highlighted with a red box. Red circles with numbers 16, 17, and 18 are overlaid on the message box, the 'OK' button, and the new request row, respectively. The background table shows budget adjustment data with columns for Title, BegBalance, Adjustment_Type, BegBalance, Agency_Status, No_Account, Request ID, No_Account, Created By, No_Account, Approved Comment, Returned Comment, Submitted By, Approved By, Returned By, and No_Account. The table is filtered by 'FY28' and 'General Fund'.

Edit Information & Upload Supporting Documents for BBA Request

1. Confirm you are in the Base Budget Adjustment form containing the BBA request you want to edit.
2. Right-click the desired Base Budget Adjustment request to expand the action menu.
3. Select **Add or Edit Justification**.



4. The **Base Budget Adjustment – Basic Information** form opens.
5. Click the **Adjustment Type** field to open a drop-down menu.
6. Choose the **Adjustment Type** from the available options.



7. Click the **Justification** field to enter a justification for the adjustment.
8. Click **Save** to continue or **Cancel** to discard the justification.

The screenshot shows the 'Base Budget Adjustment - Basic Information' form. The 'Justifications' field is highlighted with a red box, and a red circle with the number 7 points to it. Below the Justifications field, there are 'Save' and 'Cancel' buttons, with a red circle and the number 8 pointing to the 'Save' button.

9. To add additional comments to your justification, you can right-click the **Justification** line to open the action menu.
10. Select **Comments** from the action menu.

The screenshot shows the 'Base Budget Adjustment - Basic Information' form. The 'Justifications' field is highlighted with a red box, and a red circle with the number 9 points to it. A right-click action menu is open, showing options like 'Edit', 'Adjust', 'Comments', 'Line Item Details', 'Change History', 'Lock/Unlock Cells', and 'Analyze on Cell'. A red circle with the number 10 points to the 'Comments' option.

11. Enter additional comments in the white box. The character count should remain under 3,000.

12. When finished, click **Post** to save the comment or click **Cancel** to discard it.

The screenshot shows the 'Base Budget Adjustment - Basic Information' form. The form has a sidebar with 'Version' (Base Working), 'Years' (FY28), and 'Requests' (BBA-0028). The main area has a 'Budget-Narrative' section with a 'Title' (Test BBA Request), 'Adjustment_Type' (Adjustment to Receipt Projections), and 'Justifications' (This is a Test Justification). A comment box is open on the right, showing a character count of 0 of 3000. A red circle labeled '11' points to the comment box, and a red circle labeled '12' points to the 'Post' button.

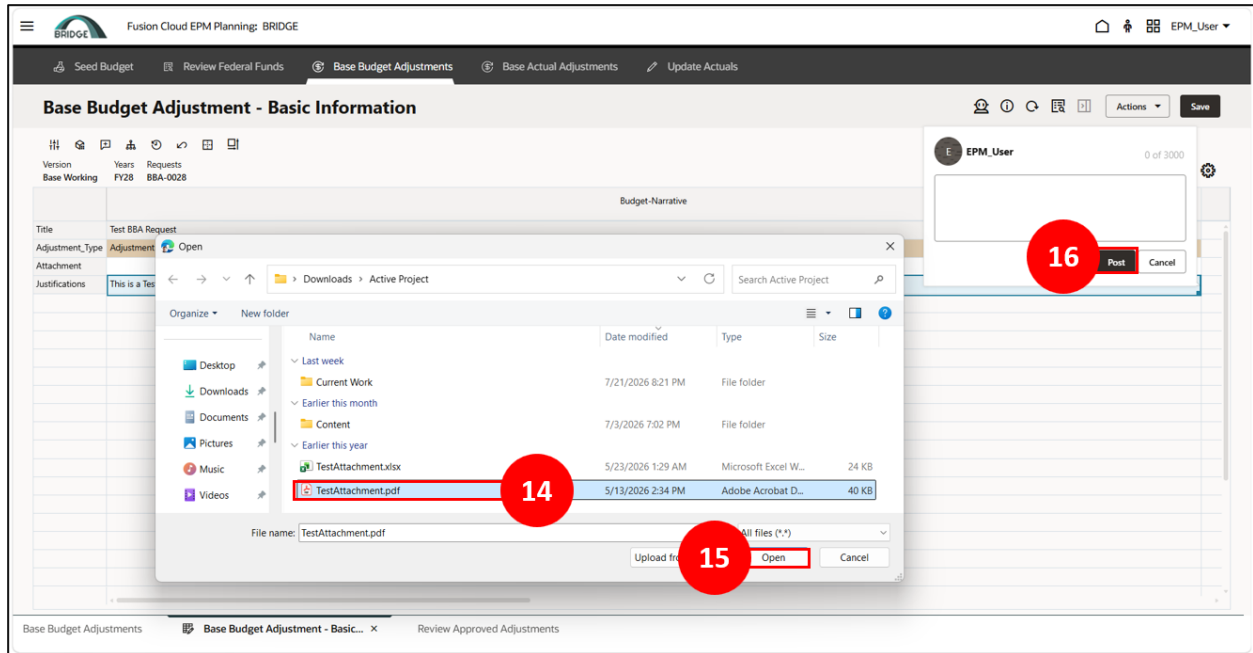
13. To add an **attachment to your BBA request**, click the **clip icon**, within the comment box to open your folders to upload the attachment.

The screenshot shows the 'Base Budget Adjustment - Basic Information' form. The form has a sidebar with 'Version' (Base Working), 'Years' (FY28), and 'Requests' (BBA-0028). The main area has a 'Budget-Narrative' section with a 'Title' (Test BBA Request), 'Adjustment_Type' (Adjustment to Receipt Projections), and 'Justifications' (This is a Test Justification). A comment box is open on the right, showing a character count of 0 of 3000. A red circle labeled '13' points to the 'clip icon' (attachment icon) within the comment box.

14. Select the **document or file** that supports the justification.

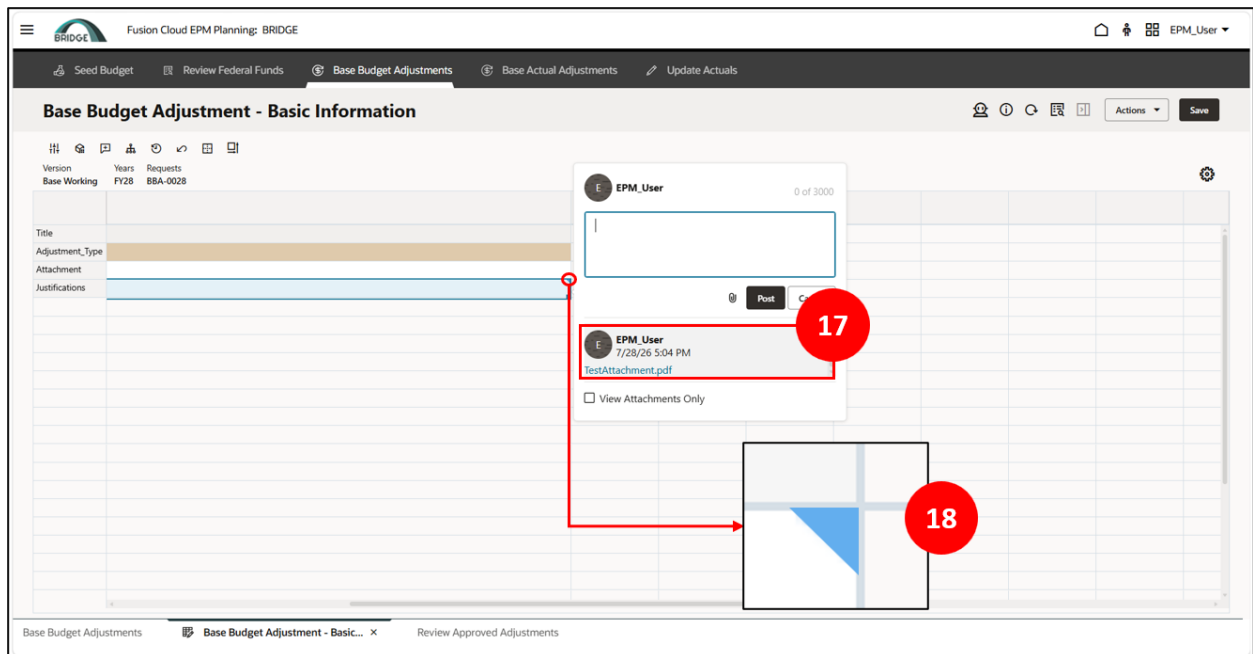
15. Click **Open** in the file explorer.

16. Click the **Post** button.



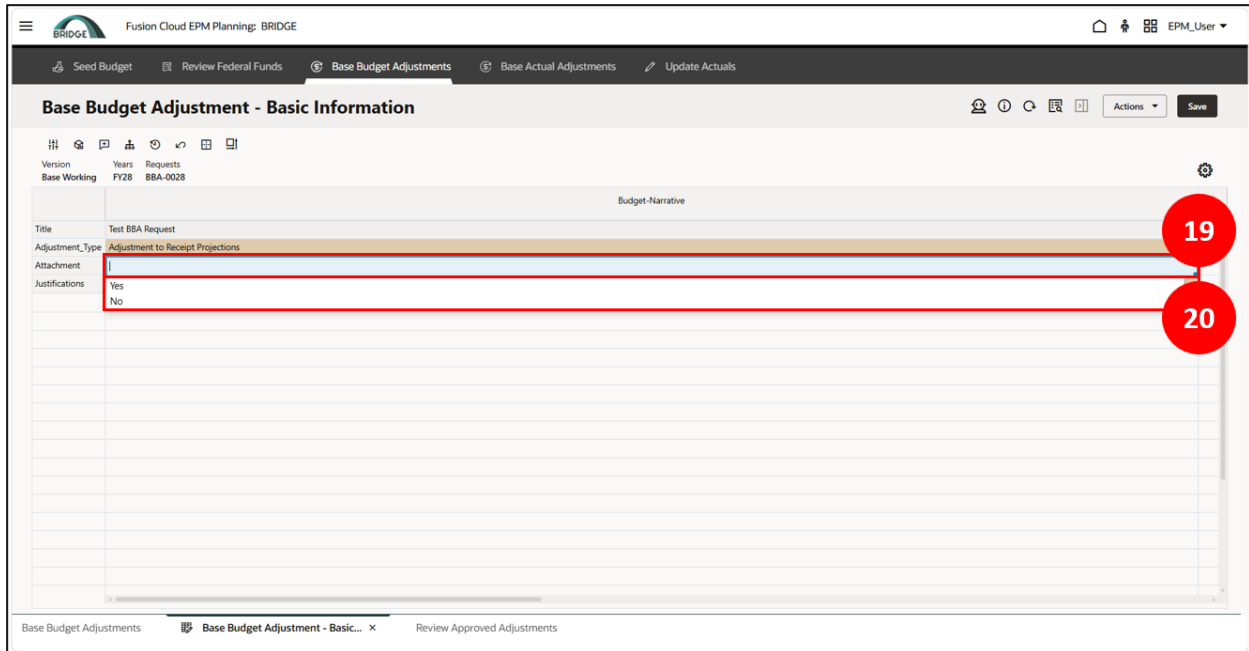
17. Verify the attachment has been uploaded.

18. Confirm that the blue flag appears in the corner of the Justification field.



19. With the attachment added to support the justification, click the **Attachment** drop-down menu.

20. Select **yes** or **no** if no attachment was entered. This field must be filled out regardless of whether you have uploaded a document. It may not be blank.



Fusion Cloud EPM Planning: BRIDGE

Seed Budget | Review Federal Funds | **Base Budget Adjustments** | Base Actual Adjustments | Update Actuals

Base Budget Adjustment - Basic Information

Version: Base Working | Years: FY28 | Requests: BBA-0028

Budget-Narrative

Title: Test BBA Request

Adjustment_Type: Adjustment to Receipt Projections

Attachment: [Red Box]

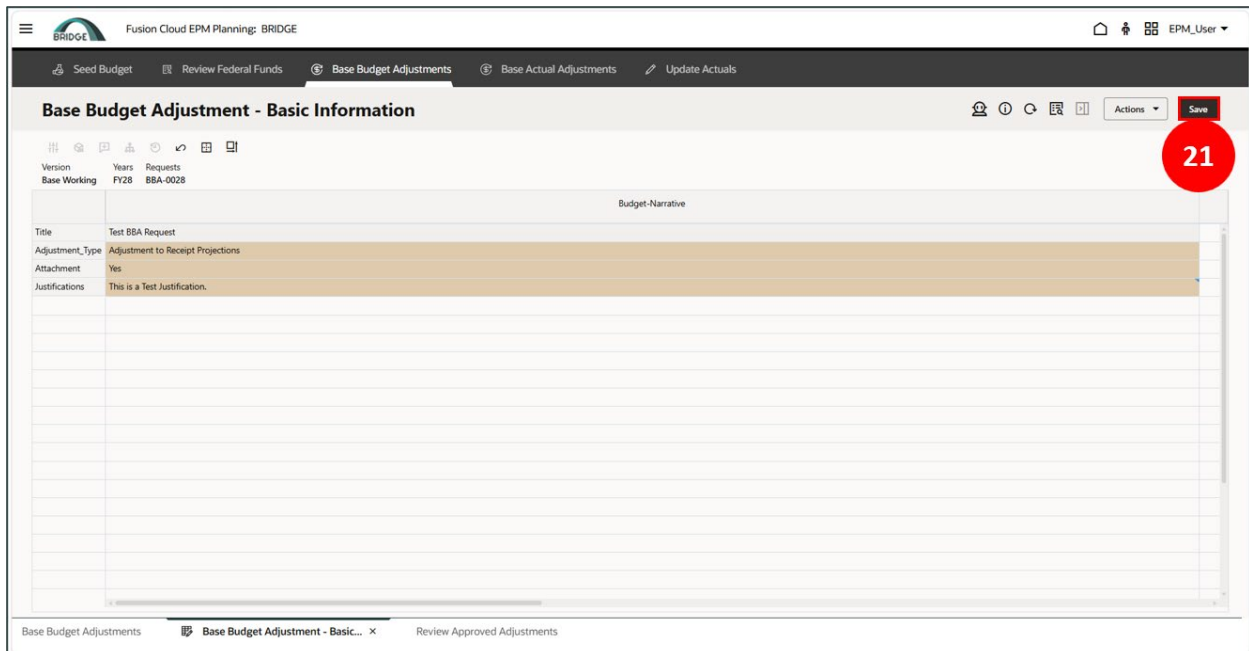
Justifications: [Red Box]

Yes

No

Base Budget Adjustments | **Base Budget Adjustment - Basic...** | Review Approved Adjustments

21. With all the details added, you can **Save** the changes.



Fusion Cloud EPM Planning: BRIDGE

Seed Budget | Review Federal Funds | **Base Budget Adjustments** | Base Actual Adjustments | Update Actuals

Base Budget Adjustment - Basic Information

Version: Base Working | Years: FY28 | Requests: BBA-0028

Budget-Narrative

Title: Test BBA Request

Adjustment_Type: Adjustment to Receipt Projections

Attachment: Yes

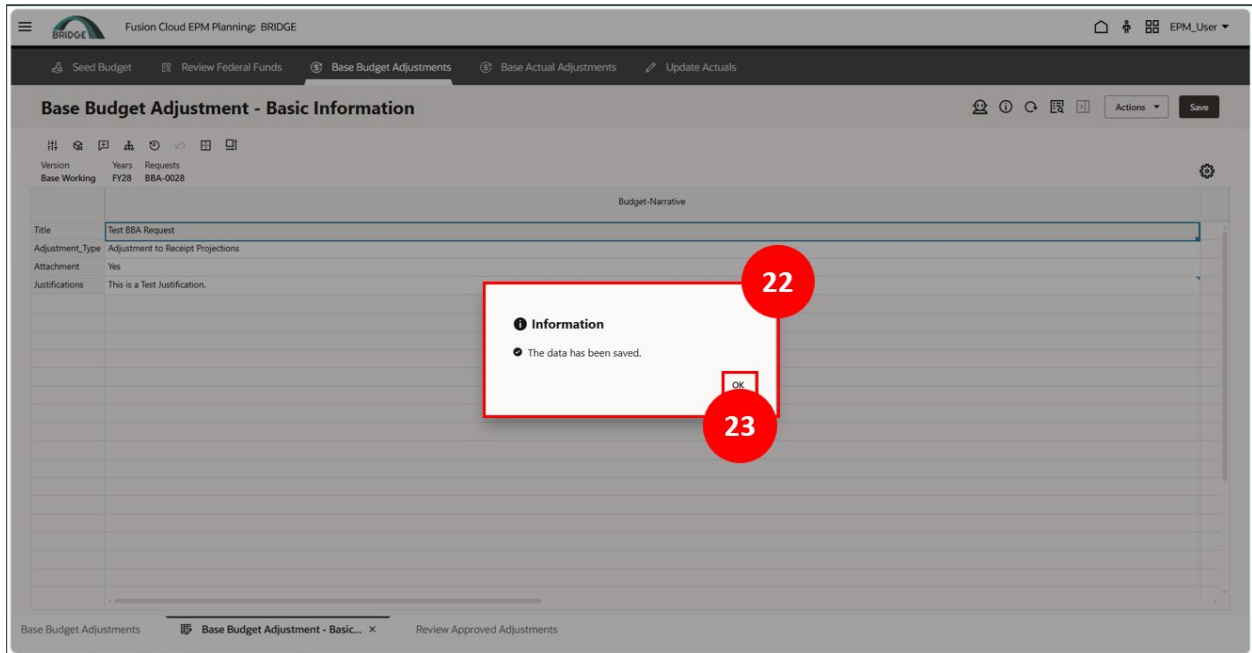
Justifications: This is a Test Justification.

Base Budget Adjustments | **Base Budget Adjustment - Basic...** | Review Approved Adjustments

Save

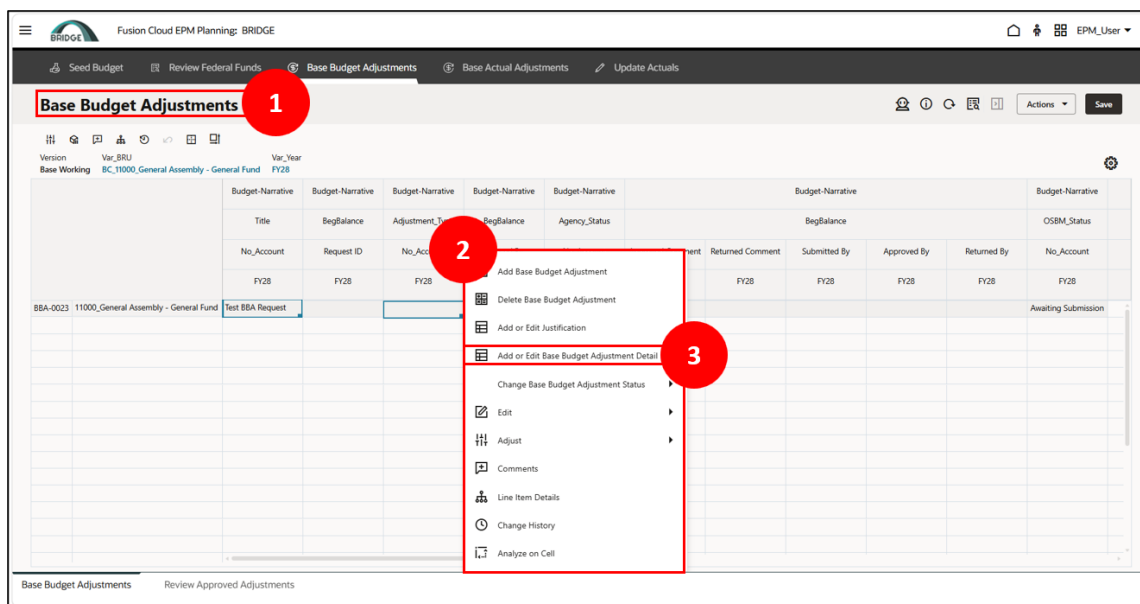
22. A confirmation message is displayed on the screen.

23. Click **OK** to continue.

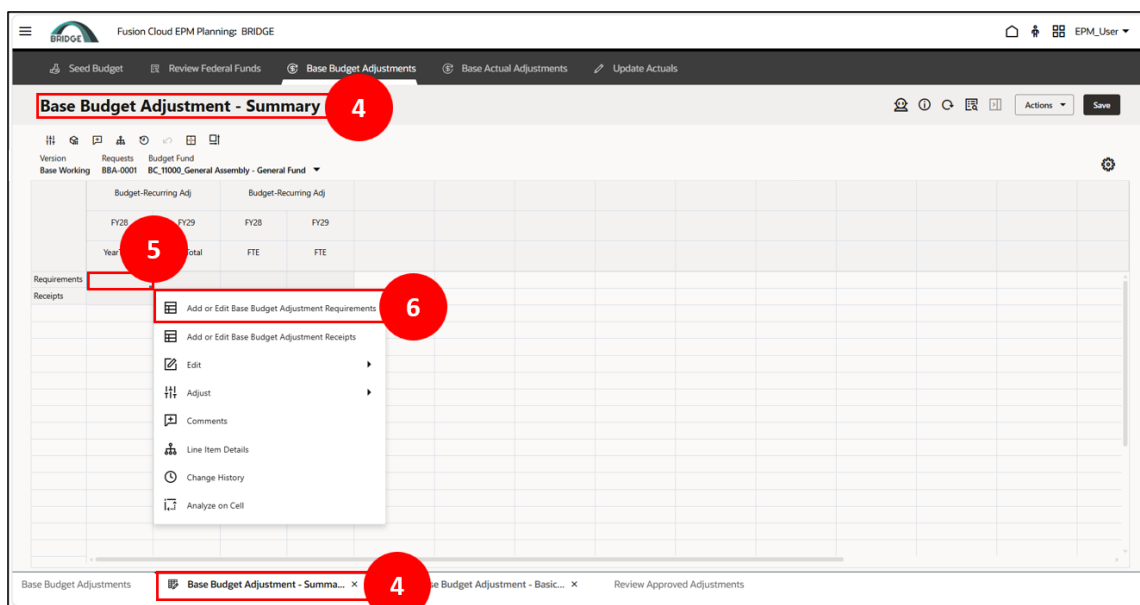


Base Budget Adjustment Request Details (Budget Values)

1. Confirm you're in the Base Budget Adjustment form containing the BBA request you want to edit.
2. Right-click the entry you wish to add or edit details to open the action menu.
3. From the action menu, select **Add or Edit Base Budget Adjustment Details**.



4. The **Budget Request Summary** form opens.
5. **Right-click** in the Requirements or Receipts row to open the **action menu**.
6. Select either **Add or Edit Budget Request Requirements** or **Add or Edit Budget Request Receipts** depending on which you need to adjust.



- This opens the **Base Budget Adjustment Requirements** form or the **Receipts** form depending on which you selected. The following steps are the same for both forms.

The screenshot shows the 'Base Budget Adjustment - Requirements' form. The table has columns for Budget-Recurring, Budget-Recurring Adj (FY28, FY29), and Budget-Recurring Adj (FY27, FY28). The rows are labeled with budget codes and amounts. A red circle with the number 7 is placed over the 'Base Budget Adjustment - Requirements' tab in the bottom navigation bar.

- Click in cells in the **Budget Recurring Adjustment** columns.
- Enter the annual amount and/or FTE adjustments for the budget fund shown.

The screenshot shows the 'Base Budget Adjustment - Requirements' form. The table has columns for Budget-Recurring, Budget-Recurring Adj (FY28, FY29), and Budget-Recurring Adj (FY27, FY28). The rows are labeled with budget codes and amounts. A red circle with the number 8 is placed over the 'Budget-Recurring Adj' columns, and a red circle with the number 9 is placed over the 'Budget-Recurring Adj' columns.

10. To add more data, right click the cell in the desired row and select **Add new Base Budget Requirement Row**. *In the BBA Receipts form it would be a new Base Budget **Receipt** Row.*


Fusion Cloud EPM Planning: BRIDGE
EPM_User ▾

Seed Budget
Base Budget Adjustments
Base Actual Adjustments
Included Revisions
Review Revisions
Update Actuals

Base Budget Adjustment - Requirements

Context: Budget Fund
BC_1000_General Assembly - General Fund

	Budget-Recurring	Budget-Recurring Adj		Budget-Recurring Adj		
		FY27	FY28		FY29	
			Budget-Dollars		Budget-Dollars	
			Annual Amount	FTE	Annual Amount	FTE
	Base Working	Base Working	Base Working	Base Working	Base Working	
011000-GENAS 11000 CLEARING	AC_31122000	MLJ_00000000	AP_00000000	FS_0000	PL_000000000000	IF_011000
	AC_31122000	MLJ_00000000	AP_00000000	FS_0000	PL_000000000000	IF_011000
	BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005	
		1,000	10,000	2,000	20,000	

Add New Base Budget Adjustment Requirement Row

Edit
Adjust
Comments
Line Item Details
Change History
Lock/Unlock Cells
Analyze on Cell

Base Budget Adjustments
Base Budget Adjustment - Summa...
Base Budget Adjustment - Requ...
Review Approved Adjustments

11. Select **Yes** to proceed on the Confirmation pop up.

[illegible]

12. In the window that pops up, you can adjust the data for the different Chart of Account members in their respective fields as needed.

13. Click **Launch**.

Base Budget Adjustment - Requirements

Context_Budget_Fund
BC_1000_General Assembly - General Fund

Budget-Recurring		Budget-Recurring Adj	
FY27	FY28	FY27	FY28
Budget-Dollars	Annual Amount	FTE	Annual Amount
Base Working	Base Working	Base Working	Base Working
BBA-0005	BBA-0005	BBA-0005	BBA-0005
011000-GENAS 11000 CLEARING	AC_51120000 MU_00000000 AP_00000000 FS_0000 PJ_0000000000 IF_011000		1,000
	AC_51120000 MU_00000000 AP_00000000 FS_0000 PJ_0000000000 IF_011000		

12

13

Launch

14. A confirmation message is displayed on the screen.

15. Click **OK** to continue.

Base Budget Adjustment - Requirements

Context_Budget_Fund
BC_1000_General Assembly - General Fund

Budget-Recurring		Budget-Recurring Adj		Budget-Recurring Adj	
FY27	FY28	FY27	FY28	FY27	FY28
Budget-Dollars	Annual Amount	FTE	Annual Amount	Budget-Dollars	Annual Amount
Base Working	Base Working	Base Working	Base Working	Base Working	Base Working
BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005
011000-GENAS 11000 CLEARING	AC_51120000 MU_00000000 AP_00000000 FS_0000 PJ_0000000000 IF_011000				
	AC_51120000 MU_00000000 AP_00000000 FS_0000 PJ_0000000000 IF_011000				
	AC_51120000 MU_00000000 AP_00000000 FS_0000 PJ_0000000000 IF_011000				

14

15

OK

16. Verify the creation of the line along with the details of it. Add the applicable data into the cells.

17. Once the adjustment values are updated, click **Save**.

Base Budget Adjustment - Requirements

Context_Budget_Fund
BC_11000_General Assembly - General Fund

	Budget-Recurring FY27	Budget-Recurring Adj FY28		Budget-Recurring Adj FY29	
		Annual Amount		Annual Amount	
		FTE	FTE	FTE	FTE
011000-GENAS 11000 CLEARING					
AC_51120000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000		1,000	10,000	2,000	20,000
AC_51122000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000					
AC_51125000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000		3,000	30,000	4,000	40,000

Base Budget Adjustments Base Budget Adjustment - Summa... x Base Budget Adjustment - Requi... x Review Approved Adjustments

18. An information pop-up will appear indicating that the data has been saved.

19. Click **OK**.

Base Budget Adjustment - Requirements

Context_Budget_Fund
BC_11000_General Assembly - General Fund

	Budget-Recurring FY27	Budget-Recurring Adj FY28		Budget-Recurring Adj FY29	
		Annual Amount		Annual Amount	
		FTE	FTE	FTE	FTE
011000-GENAS 11000 CLEARING					
AC_51120000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000		1,000	10,000	2,000	20,000
AC_51122000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000					
AC_51125000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000		3,000	30,000	4,000	40,000

Base Budget Adjustments Base Budget Adjustment - Summa... x Base Budget Adjustment - Requi... x Review Approved Adjustments

Information
The data has been saved.
OK

20. Click the link in the bottom of the screen to the **Base Budget Adjustment Summary**.

21. The adjusted values are displayed in the Base Budget Adjustment Summary.

Base Budget Adjustment - Summary

	Budget-Recurring Adj		Budget-Recurring Adj	
	FY28	FY29	FY28	FY29
YearTotal				
Requirements	4000	6000	40,000	60,000
Receipts				
Net Appropriation	4000	6000	40,000	60,000

Base Budget Adjustments | **Base Budget Adjustment - Summa...** | Base Budget Adjustment - Requi... | Review Approved Adjustments

22. Return to the BBA from. The status under OSBM Status for your BBA request should show **Awaiting Submission**.

Base Budget Adjustments

	Budget-Narrative		Budget-Narrative		Budget-Narrative		Budget-Narrative		Budget-Narrative	
	Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance	OSBM_Status				
BBA-0001 11000_General Assembly - General Fund	Test BBA Request	Adjustment Type	EPM_User EPM_User	Draft		Awaiting Submission				

Base Budget Adjustments | Review Approved Adjustments

OPTION: Use Smart View to Update Base Budget Adjustment Request Details

Users can update Base Budget Adjustment Request Details (Receipt or Requirement values) for a request in Smart View. To use this option, users must have the Excel add-on Smart View installed on their computer and connected to the BRIDGE platform.

1. Begin from the **Budget Request Summary** form for your Base Budget Adjustment Request (see step #4 in the prior section on Updating Base Budget Adjustment Request Details)
2. **Right-click** in the Requirements or Receipts row to open the **action menu**.
3. Select either **Add or Edit Budget Request Requirements** or **Add or Edit Budget Request Receipts** depending on which you need to adjust.

Fusion Cloud EPM Planning: BRIDGE

OSBM_User 10

Seed Budget Review Federal Funds Base Budget Adjustments Base Actual Adjustments Update Actuals

Base Budget Adjustment - Summary

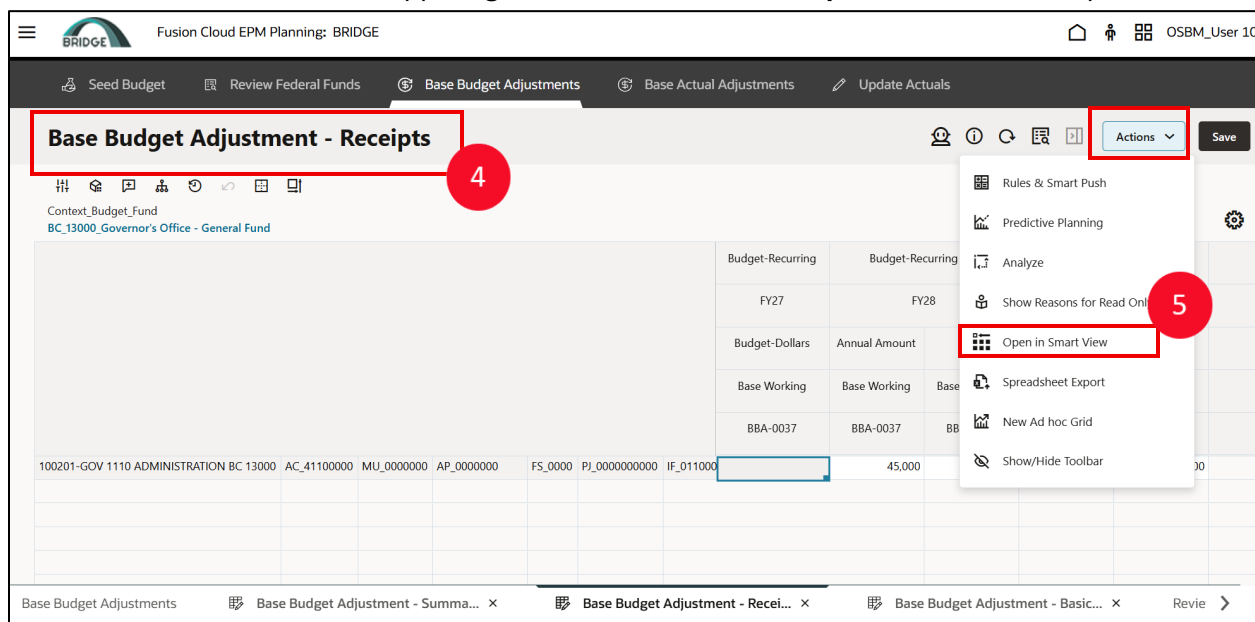
Version: Base Working Requests: BBA-0037 Budget Fund: BC_13000_Governor's Office - General Fund

	Budget-Recurring Adj		Budget-Recurring Adj	
	FY28	FY29	FY28	FY29
	YearTotal	YearTotal	FTE	FTE
Requirements	45,000	45,000	5,000	
Receipts	45,000	45,000	5,000	
Net Appropriation	0	0	0.000	0.000

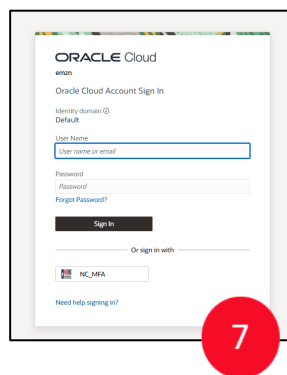
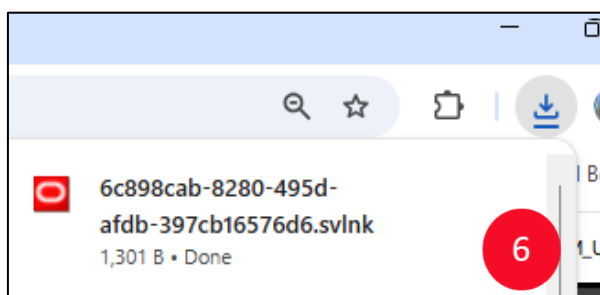
Row Net Appropriation Column Budget-Recurring Adj FY29 FTE 0.000. This cell is read-only

Base Budget Adjustments Base Budget Adjustment - Summa... Base Budget Adjustment - Basic... Review Approved Adjustments

4. This opens the **Base Budget Adjustment Requirements** form or the **Receipts** form, depending on which you selected. The following steps are the same for both forms.
5. Click the **Action button** in the upper right corner and select the **Open in Smart View** option.



6. **Open** the temporary download file.
7. The BRIDGE **log in** screen should appear.
NOTE: If you have Excel open already, the log-in screen may be behind other applications. Make sure you **don't have an active Excel workbook open** during this process or BRIDGE will add this form to your open spreadsheet as a new sheet. You can have a blank workbook open.



8. Once the form is open in Smart View, **edit the values** for each row by copying and pasting in data or keying it into the cells that are **yellow**. Cells will be a darker shade when edited.

	A	B	C	D	E	F	G	H	I	J	K	L
1								Budget-Recurring Adj FY27	Budget-Recurring Adj FY28	Budget-Recurring Adj FY28	Budget-Recurring Adj FY29	Budget-Recurring Adj FY29
2								Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE
3								Base Working	Base Working	Base Working	Base Working	Base Working
4								BBA-0037	BBA-0037	BBA-0037	BBA-0037	BBA-0037
5								#Missing	4000	10	45000	
6	100201-GOV 1110 ADMINISTRATION BC 13000	AC_41100000	MU_00000000	AP_00000000	FS_0000	PJ_000000000000	IF_011000	#Missing				
7												

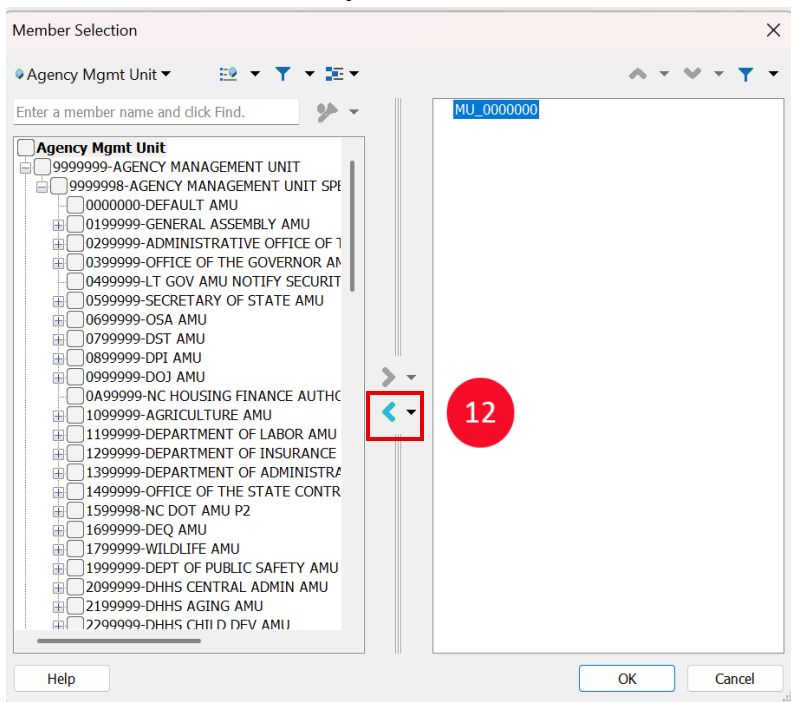
9. You can **add new rows by copying and pasting** existing rows. Select the number of rows you would like to add from the current data and hit **Ctrl +C** to **copy** the rows.
10. Click your cursor into the first **empty row** below the existing data and **Ctrl +V** to **paste**. This will add new rows. If you don't have enough existing rows, you may need to paste multiple times. Click Refresh in the tool bar after pasting.

	A	B	C	D	E	F	G	H	I	J	K	L
1								Budget-Recurring Adj FY27	Budget-Recurring Adj FY28	Budget-Recurring Adj FY28	Budget-Recurring Adj FY29	Budget-Recurring Adj FY29
2								Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE
3								Base Working	Base Working	Base Working	Base Working	Base Working
4								BBA-0037	BBA-0037	BBA-0037	BBA-0037	BBA-0037
5								#Missing	45000	5	45000	5
6	100201-GOV 1110 ADMINISTRATION BC 13000	AC_41100000	MU_00000000	AP_00000000	FS_0000	PJ_000000000000	IF_011000	#Missing	45000	5	45000	5
7	100201-GOV 1110 ADMINISTRATION BC 13000	AC_41100000	MU_00000000	AP_00000000	FS_0000	PJ_000000000000	IF_011000	#Missing	45000	5	45000	5
8												
9												
10												

11. These new rows will have the same budget dimensions (i.e. Budget Fund, Account, AMU) as the rows that you copied. If you need to change one of these budget funds, click in the cell you want to change. Click the **Member Selection** button in the tools ribbon.

	A	B	C	D	E	F	G	H	I	J	K	L
1								Budget-Recurring Adj FY27	Budget-Recurring Adj FY28	Budget-Recurring Adj FY28	Budget-Recurring Adj FY29	Budget-Recurring Adj FY29
2								Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE
3								Base Working	Base Working	Base Working	Base Working	Base Working
4								BBA-0037	BBA-0037	BBA-0037	BBA-0037	BBA-0037
5								#Missing	45000	5	45000	5
6	100201-GOV 1110 ADMINISTRATION BC 13000	AC_41100000	MU_00000000	AP_00000000	FS_0000	PJ_000000000000	IF_011000	#Missing				
7												

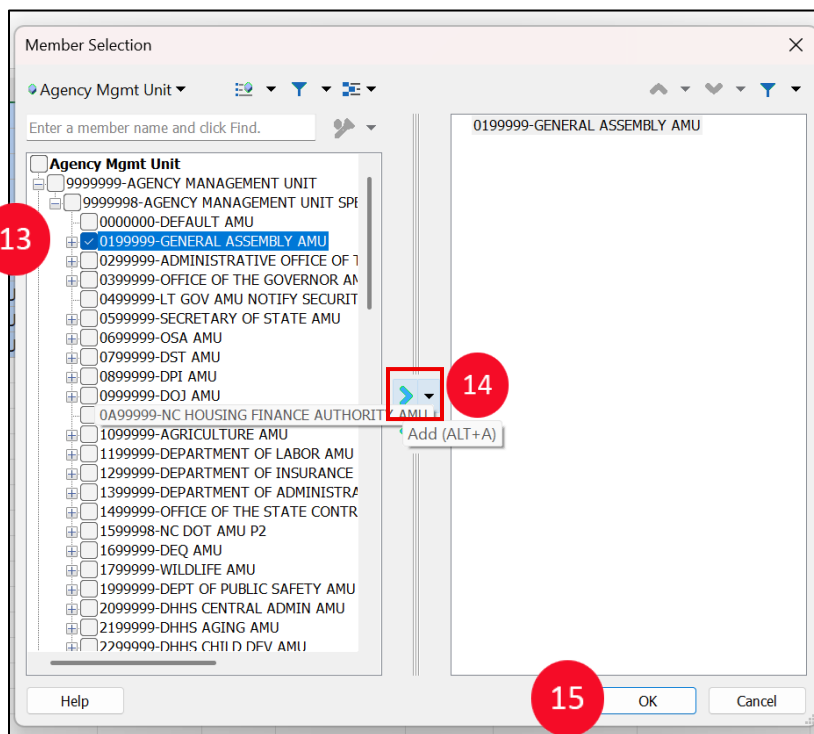
12. In the Member Selection box that opens, use the < symbol in the middle of the box to remove the member that's currently in the row.



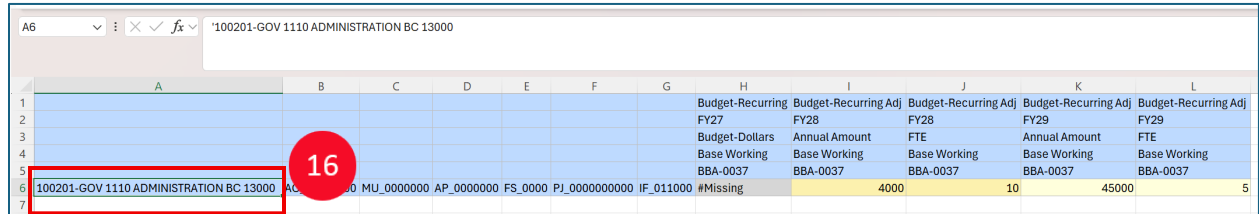
13. Check the box next to the member in the hierarchy you want to add to the sheet.

14. Click the > symbol in the middle of the box to move them into your selection.

15. Click OK

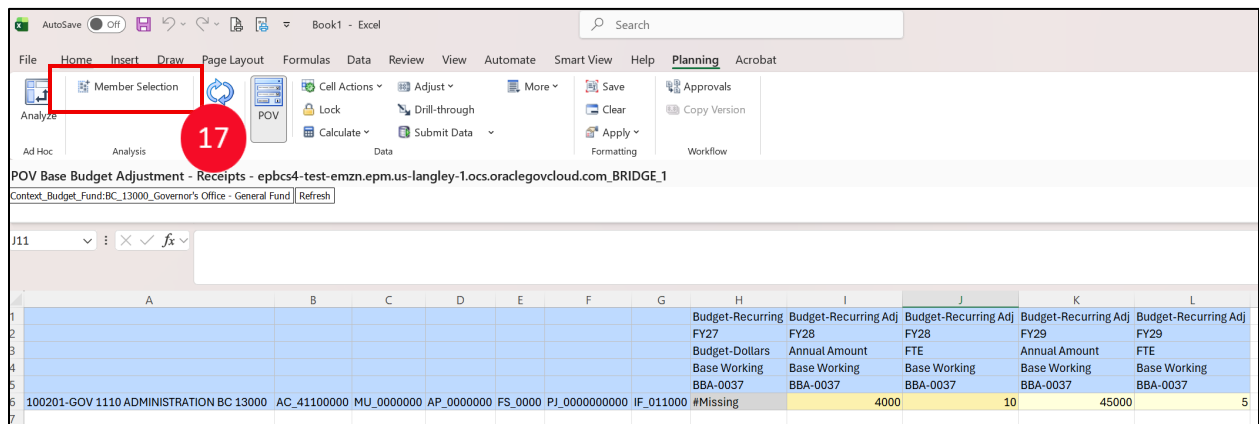


16. Alternatively, you can **add new rows by adding new budget funds** not already in the form. Start by selecting a cell for the budget dimension in an existing row you want to add new rows for (e.g. if you want to add data rows for additional Budget Funds, click in a cell that has the Budget Fund in it. If you want to add rows for additional Account Codes, click a cell that has the AC in it)



	A	B	C	D	E	F	G	H	I	J	K	L
1								Budget-Recurring	Budget-Recurring Adj	Budget-Recurring Adj	Budget-Recurring Adj	Budget-Recurring Adj
2								FY27	FY28	FY28	FY29	FY29
3								Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE
4								Base Working	Base Working	Base Working	Base Working	Base Working
5								BBA-0037	BBA-0037	BBA-0037	BBA-0037	BBA-0037
6	100201-GOV 1110 ADMINISTRATION BC 13000	AC_41100000	MU_00000000	AP_00000000	FS_0000	PJ_000000000000	IF_011000	#Missing	4000	10	45000	5

17. With your cursor in the correct cell, click the **Member Selection** button.

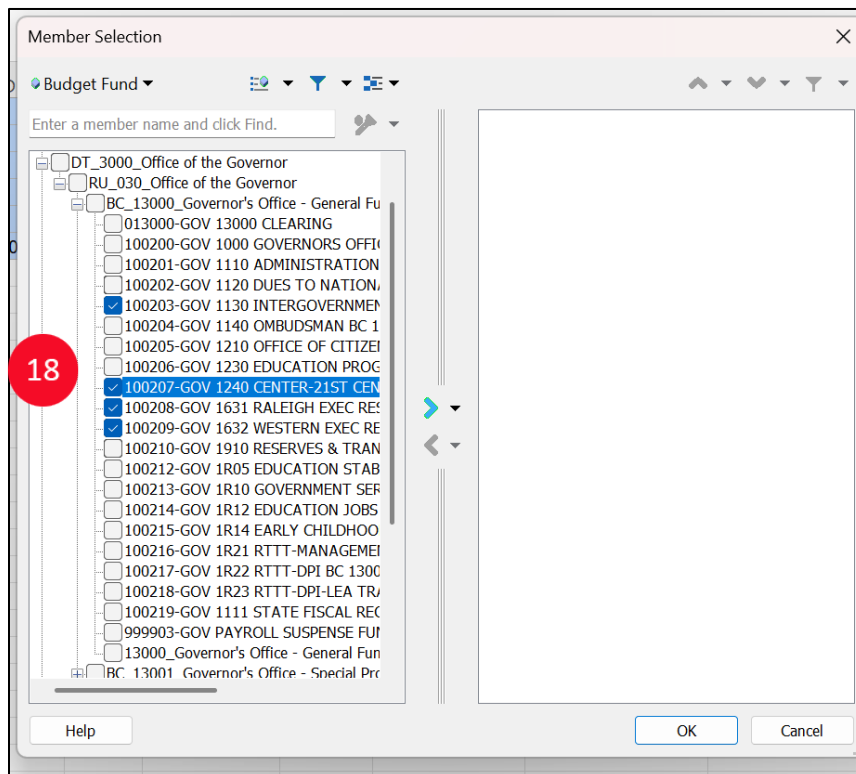


POV Base Budget Adjustment - Receipts - epbcs4-test-emzn.epm.us-langley-1.ocs.oraclegovcloud.com_BRIDGE_1

Context_Budget_Fund:BC_13000_Governor's Office - General Fund | Refresh

	A	B	C	D	E	F	G	H	I	J	K	L
1								Budget-Recurring	Budget-Recurring Adj	Budget-Recurring Adj	Budget-Recurring Adj	Budget-Recurring Adj
2								FY27	FY28	FY28	FY29	FY29
3								Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE
4								Base Working	Base Working	Base Working	Base Working	Base Working
5								BBA-0037	BBA-0037	BBA-0037	BBA-0037	BBA-0037
6	100201-GOV 1110 ADMINISTRATION BC 13000	AC_41100000	MU_00000000	AP_00000000	FS_0000	PJ_000000000000	IF_011000	#Missing	4000	10	45000	5

18. In the Member Selection box, **check the boxes** next to the funds you want to add.



Member Selection

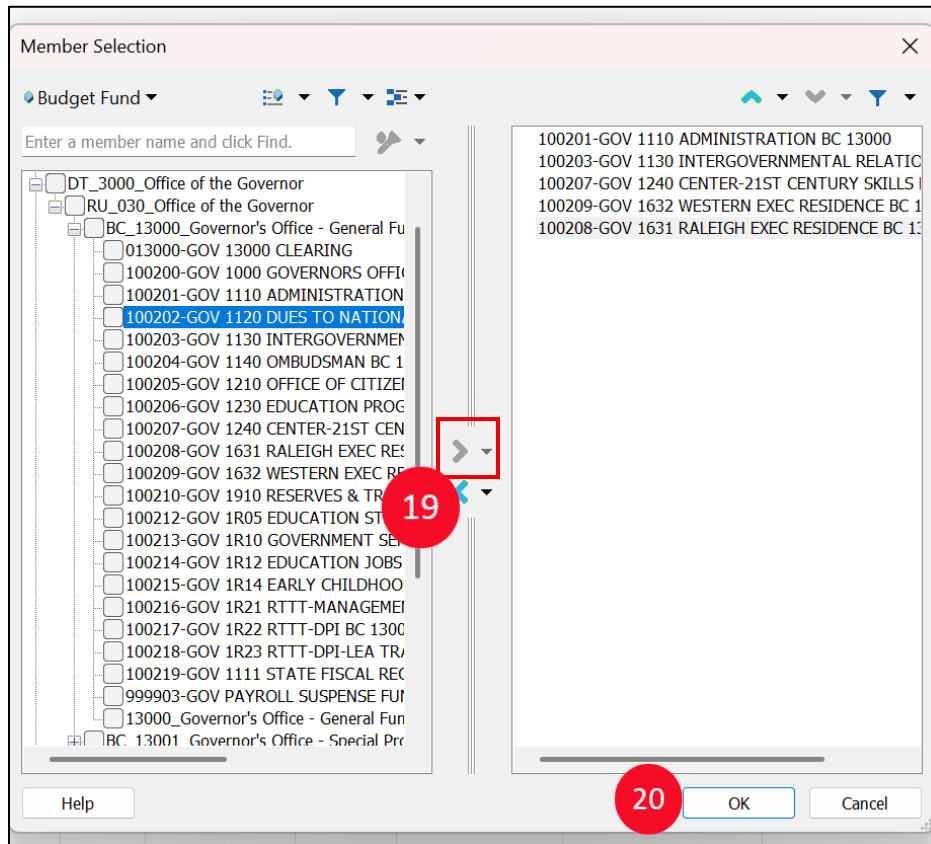
Budget Fund

Enter a member name and click Find.

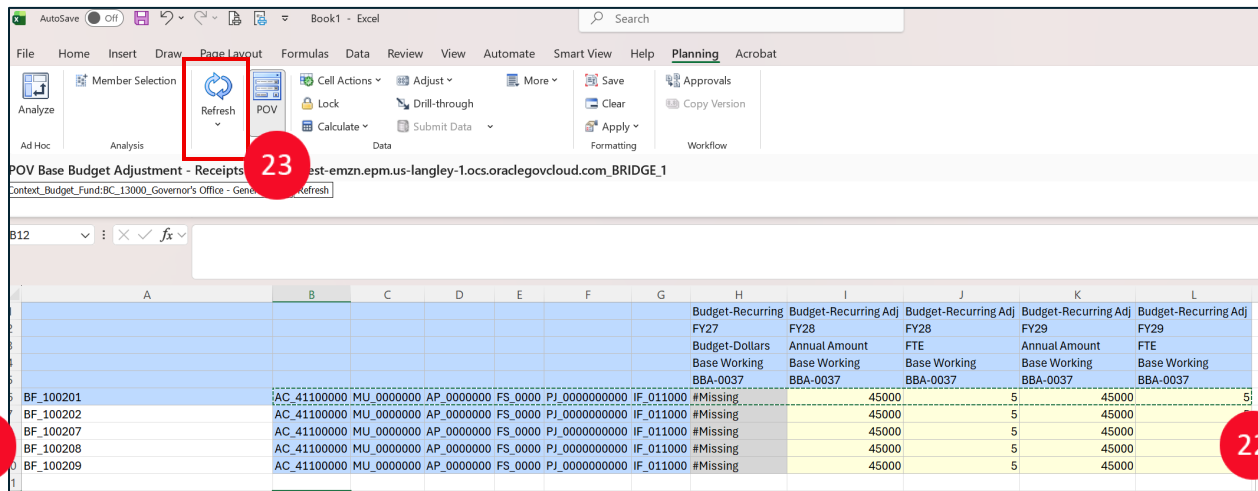
- ☐ DT_3000_Office of the Governor
- ☐ RU_030_Office of the Governor
- ☐ BC_13000_Governor's Office - General Fund
 - ☐ 013000-GOV 13000 CLEARING
 - ☐ 100200-GOV 1000 GOVERNORS OFFI
 - ☐ 100201-GOV 1110 ADMINISTRATION
 - ☐ 100202-GOV 1120 DUES TO NATION
 - ☒ 100203-GOV 1130 INTERGOVERNMENTAL
 - ☐ 100204-GOV 1140 OMBUDSMAN BC 1
 - ☐ 100205-GOV 1210 OFFICE OF CITIZEN
 - ☐ 100206-GOV 1230 EDUCATION PROG
 - ☒ 100207-GOV 1240 CENTER-21ST CEN
 - ☒ 100208-GOV 1631 RALEIGH EXEC RE
 - ☒ 100209-GOV 1632 WESTERN EXEC RE
 - ☐ 100210-GOV 1910 RESERVES & TRAN
 - ☐ 100212-GOV 1R05 EDUCATION STAB
 - ☐ 100213-GOV 1R10 GOVERNMENT SER
 - ☐ 100214-GOV 1R12 EDUCATION JOBS
 - ☐ 100215-GOV 1R14 EARLY CHILDHOOD
 - ☐ 100216-GOV 1R21 RTTT-MANAGEMENT
 - ☐ 100217-GOV 1R22 RTTT-DPI BC 1300
 - ☐ 100218-GOV 1R23 RTTT-DPI-LEA TR
 - ☐ 100219-GOV 1111 STATE FISCAL REC
 - ☐ 999903-GOV PAYROLL SUSPENSE FUI
 - ☐ 13000_Governor's Office - General Fund
 - ☐ BC_13001_Governor's Office - Special Proc

Help OK Cancel

19. Click the > to add these members.
20. Click **OK**.



21. Smart View adds new rows with the selected members.
22. **Copy and paste data** from existing rows to fill in the empty cells in the new rows you just created.
23. Click the **Refresh** button in the toolbar ribbon.



24. You may now **edit the values** for annual amounts and FTEs in these new rows.
25. Use the **Member Selection** button if you need to make any changes to the other dimension in the new rows.

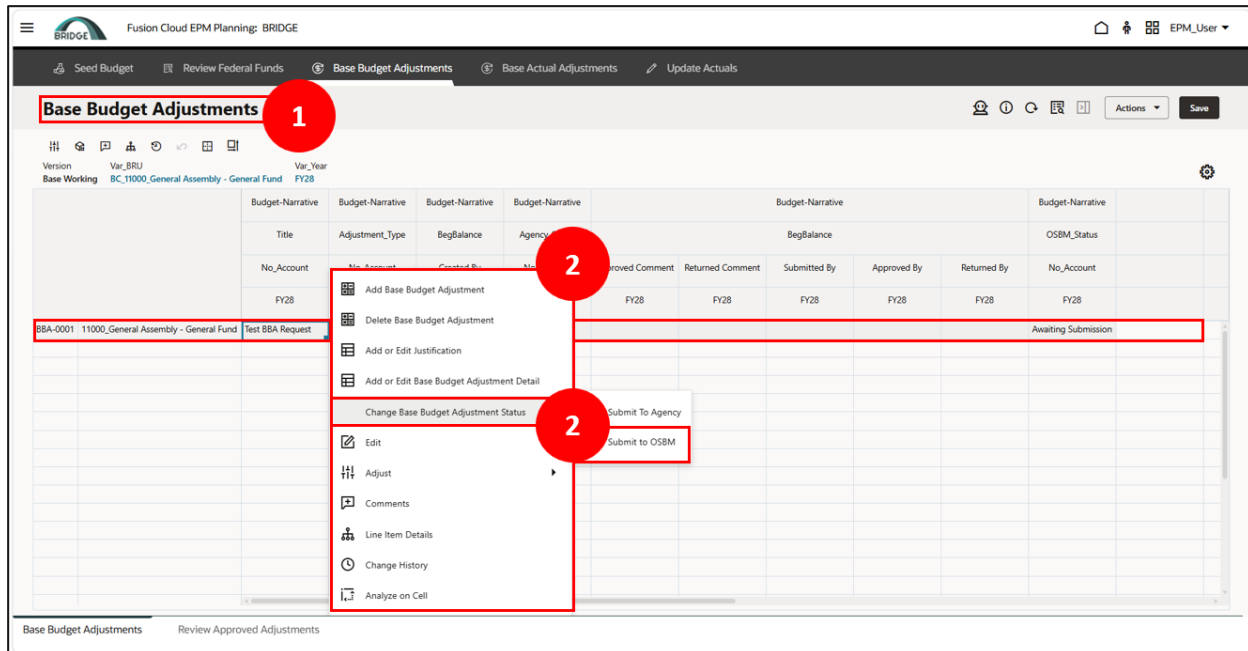
The screenshot shows the Oracle Planning and Reporting (BRIDGE) interface. The ribbon at the top includes buttons for 'Member Selection' (25) and 'Submit Data' (26). The spreadsheet displays budget data for various entities, including '100201-GOV 1110 ADMINISTRATION BC 13000' and '100202-GOV 1120 DUES TO NATIONAL ASSOCIATIONS BC 13000'. A red circle with '24' highlights the 'Annual Amount' and 'FTE' columns for FY28 and FY29.

	Budget-Recurring FY27	Budget-Recurring Adj FY28	Budget-Recurring Adj FY28	Budget-Recurring Adj FY29	Budget-Recurring Adj FY29
	Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE
	Base Working	Base Working	Base Working	Base Working	Base Working
	BBA-0037	BBA-0037	BBA-0037	BBA-0037	BBA-0037
100201-GOV 1110 ADMINISTRATION BC 13000	45000	5	45000	5	5
100202-GOV 1120 DUES TO NATIONAL ASSOCIATIONS BC 13000	2000	#Missing	2000	#Missing	#Missing
100207-GOV 1240 CENTER-21ST CENTURY SKILLS BC 13000	1000	#Missing	1000	#Missing	#Missing
100208-GOV 1631 RALEIGH EXEC RESIDENCE BC 13000	1000	#Missing	1000	#Missing	#Missing
100209-GOV 1632 WESTERN EXEC RESIDENCE BC 13000	500	#Missing	500	#Missing	#Missing

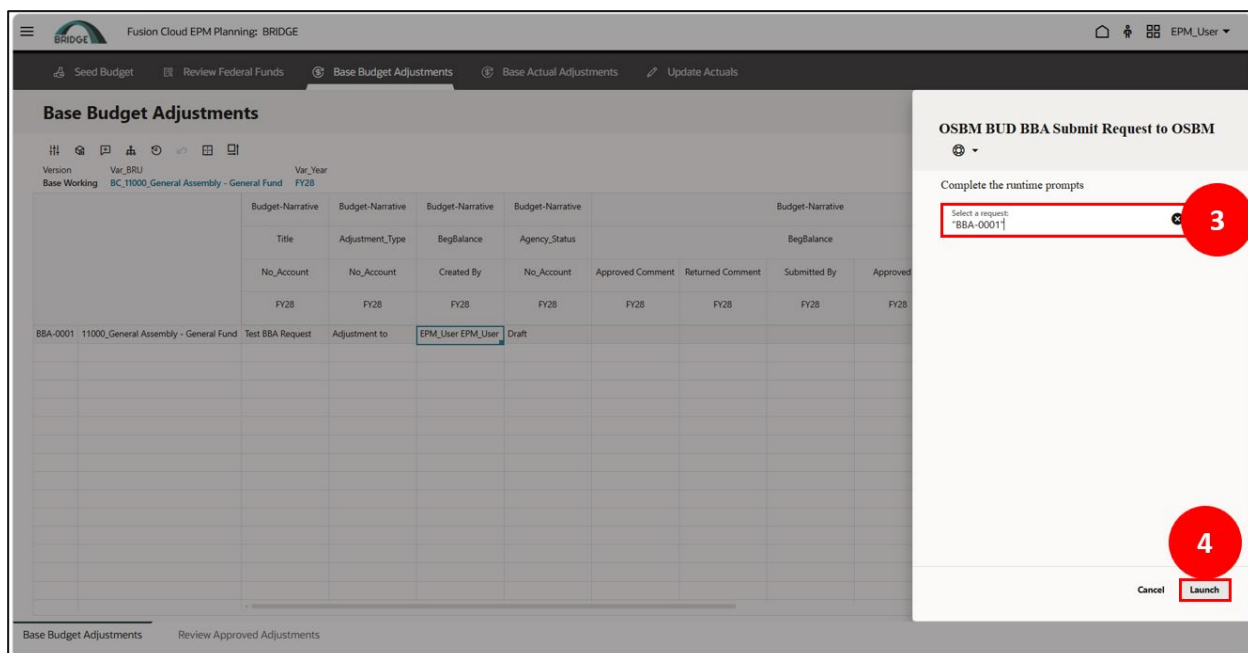
26. When you have completed all of the data updates, click the **Submit Data** button in the ribbon. This submits your changes to BRIDGE.

Submit Base Budget Adjustment Request for Approval

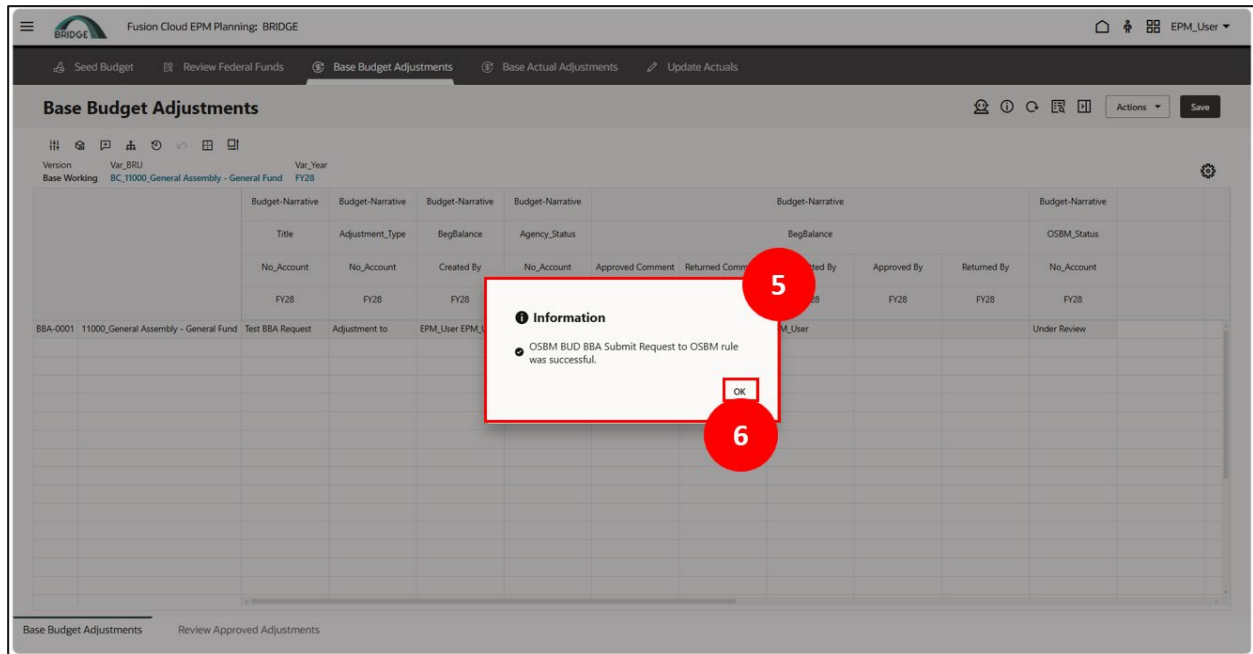
1. Open the **Base Budget Adjustment** form.
2. Right-click the applicable request to open the action menu and select either **Submit to OSBM** or **Submit to Agency** depending on your agency's process.



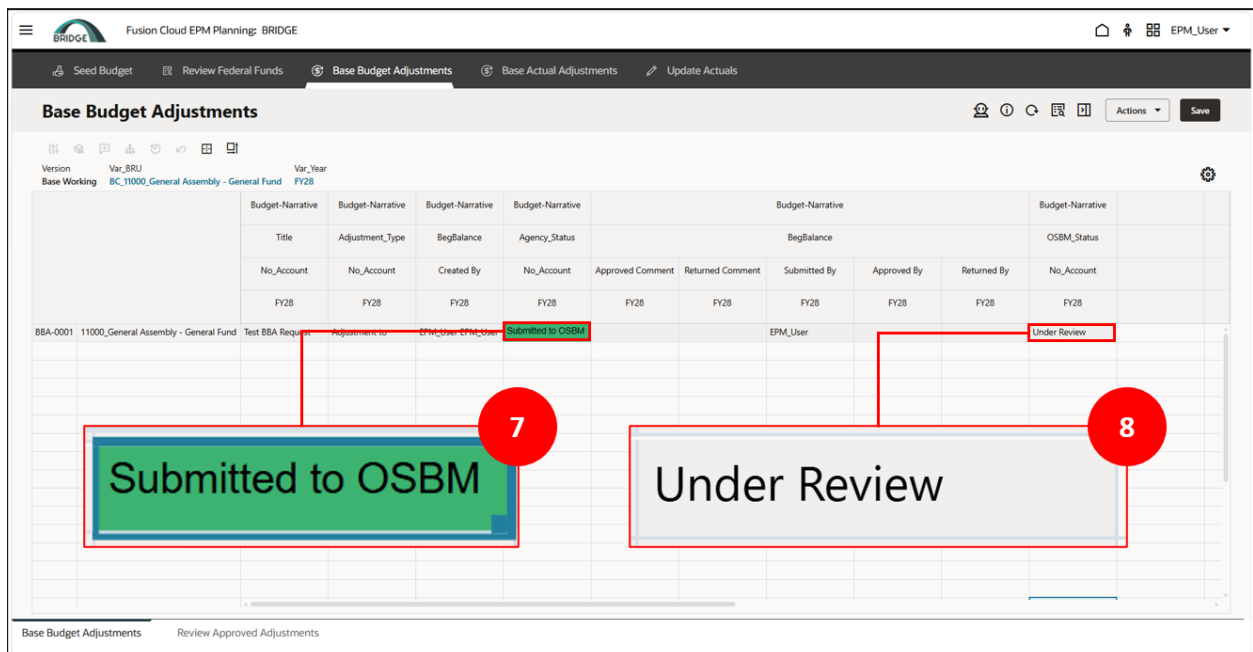
3. Verify the correct BBA is shown in the prompt window.
4. Click **Launch**.



5. An information pop-up will appear indicating the request has been submitted.
6. Click **OK**.



7. The Agency status has changed to **Submitted to OSBM**.
8. The OSBM status will show **Under Review**.



Check Base Budget Adjustment Request Status and Update

1. Navigate to the **Base Budget Adjustment** form.
2. Navigate to the entry that was returned by the approver.

The screenshot shows the 'Base Budget Adjustments' form in the Fusion Cloud EPM Planning: BRIDGE application. The interface includes a top navigation bar with tabs for 'Seed Budget', 'Review Federal Funds', 'Base Budget Adjustments', 'Base Actual Adjustments', and 'Update Actuals'. The 'Base Budget Adjustments' tab is active. Below the navigation bar, there is a table with columns for 'Budget-Narrative', 'Title', 'Adjustment_Type', 'BegBalance', 'Agency_Status', 'Approved Comment', 'Returned Comment', 'Submitted By', 'Approved By', 'Returned By', and 'No_Account'. A red circle with the number 1 highlights the 'Base Budget Adjustments' tab. A red circle with the number 2 highlights the 'Test BBA Request' entry in the table.

3. Review the **return comment** and understand what needs to be changed in the existing Base Budget Adjustment request.
4. Right-click the request to open the **action menu**.
5. Depending on what needs to be edited you will either **Add or Edit Base Budget Details** or **Edit the Justification**. Follow the steps for each of the applicable sections above to make changes to either the details or the justification for the BBA request.

The screenshot shows the 'Base Budget Adjustments' form in the Fusion Cloud EPM Planning: BRIDGE application. The interface includes a top navigation bar with tabs for 'Seed Budget', 'Review Federal Funds', 'Base Budget Adjustments', 'Base Actual Adjustments', and 'Update Actuals'. The 'Base Budget Adjustments' tab is active. Below the navigation bar, there is a table with columns for 'Budget-Narrative', 'Title', 'Adjustment_Type', 'BegBalance', 'Agency_Status', 'Approved Comment', 'Returned Comment', 'Submitted By', 'Approved By', 'Returned By', and 'No_Account'. A red circle with the number 3 highlights the 'Add Receipts' button. A red circle with the number 4 highlights the right-click action menu. A red circle with the number 5 highlights the 'Add or Edit Base Budget Adjustment Detail' option in the action menu.

- Once you have updated the necessary information in the BBA request, return to the Base Budget Adjustments page and **right click** the BBA request to open the **action menu**.
- Select **Change Base Budget Adjustment Status**.
- Select **Submit to OSBM** or **Submit to Agency**.

Base Budget Adjustments

Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance	OSBM_Status		
No_Account	No_Account	Created By	No_Account	Approved By	Returned By	No_Account	
FY28	FY28	FY28	FY28	FY28	FY28	FY28	
BBA-0001	11000_General Assembly - General Fund	Test BBA Request	Adjustment to	EPM_User EPM_User	Draft		

Base Budget Adjustments Review Approved Adjustments

- Verify the details in the prompt window.
- Click **Launch**.

Base Budget Adjustments

Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance	OSBM_Status		
No_Account	No_Account	Created By	No_Account	Approved Comment	Returned Comment	Submitted By	Approved
FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28
BBA-0001	11000_General Assembly - General Fund	Test BBA Request	Adjustment to	EPM_User EPM_User	Draft		

Base Budget Adjustments Review Approved Adjustments

OSBM BUD BBA Submit Request to OSBM

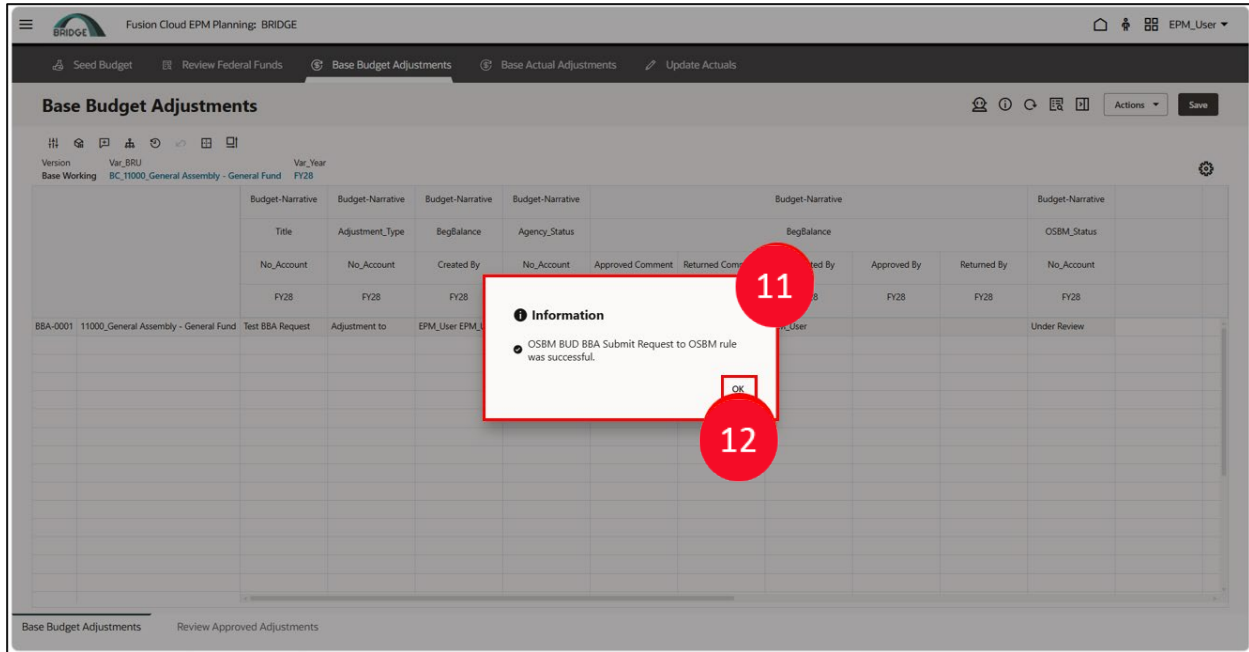
Complete the runtime prompts

Select a request:
"BBA-0001"

Cancel **Launch**

11. A pop-up will appear indicating the request has been submitted.

12. Click **OK**.



13. **Notify** the OSBM analyst or agency approved you have updated the Base Budget Adjustment request. They will not get a notification from BRIDGE that it has been updated and resubmitted.