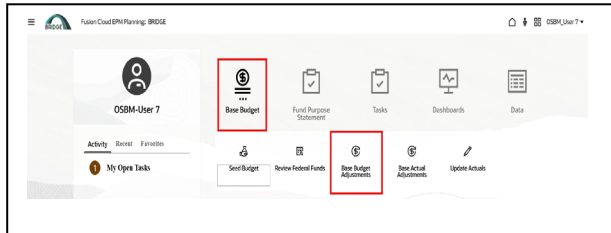


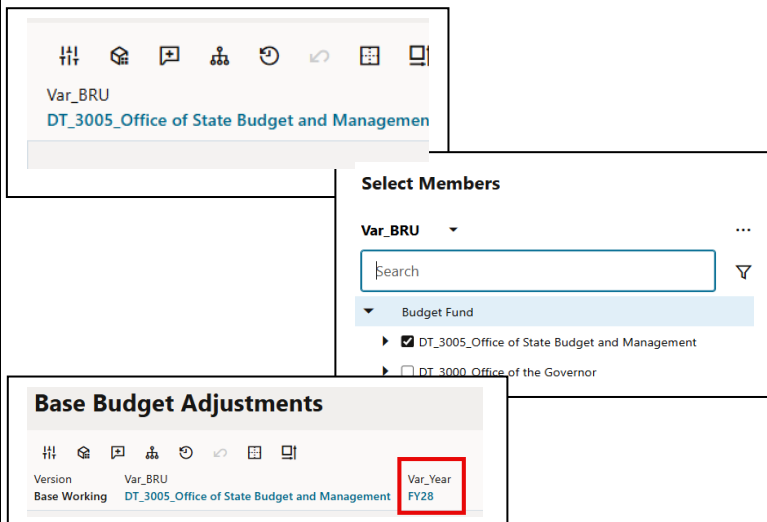
BRIDGE Job Aid: Creating a Base Budget Adjustment

Aid #1 of 4- Base Budget Adjustment Process



Step 1: Log In and Access the Base Budget

- **Login to Bridge.**
- On the dashboard, locate the **Base Budget** card and click.
- Click on the **Base Budget Adjustment** option to open the form.



Step 2: Open the Base Budget Adjustment form

- In the form, click the **Var_BRU** link.
- Select **BRU Member(s)** from the options. (Ex: DT_3005)
- Click **OK** to proceed.
- Repeat this process to select the **Var_Year**.
- The **Base Budget Adjustments** page will be displayed with your selected variables.

The screenshot shows the 'Base Budget Adjustments' menu. A red arrow points to the 'Add Base Budget Adjustment' option at the top of the list. Other options include 'Delete Base Budget Adjustment', 'Add or Edit Justification', 'Add or Edit Base Budget Adjustment Detail', 'Change Base Budget Adjustment Status', 'Edit', 'Adjust', 'Comments', and 'Line Item Details'.

The screenshot shows the 'RULESET_Add_BBA' form. A red arrow points to the 'Enter Base Budget Adjustment Title: Title Here' text box. A red box highlights the 'Launch' button at the bottom right of the form. The 'Select a Budget Fund' dropdown is set to '10_130006'.

Step 3: Initiate the adjustment request

- **Right-click** on the Budget Fund line item to activate the action menu.
- Select **Add Base Budget Adjustment**.
- **Enter** the title for your adjustment request. Confirm the Budget Fund code is correct.
- Click **Launch** to confirm your request.
- A **confirmation box** will appear, indicating your changes have been saved. Click **OK**.

Don't see the **Launch** button? Click outside of the text box to activate the Launch Button.

The screenshot shows the 'Base Budget Adjustments' table. A new entry is visible at the bottom, highlighted with a red box. The entry is for '13000_State Budget and Management - Surveying and Mapping - General Fund' with a title of 'Title Here' and a status of 'Draft'.

Budget Narrative	Budget Narrative	Budget Narrative	Budget Narrative		
Title	Adjustment Type	Budget Balance	Agency Status	Approved Comment	Returned Comment
No. Account	No. Account	Created By	No. Account		
F128	F128	F128	F128	F128	F128
BBA-0194 13000_State Budget and Management - General Fund	Another TEST	Existing Lease Rate Adjustments	images/monrodd@cs	Submitted to CSDEM	
BBA-0195 13000_State Budget and Management - General Fund	Test in Training	Adjustment to Rental Properties	sanita.smyth@cs	Submitted to CSDEM	
BBA-0196 13000_State Budget and Management - Surveying and Mapping - General Fund	Title Here		CSDEM_User 7	Draft	

Step 4: Confirm Submission

- The new **Base Budget Adjustment Request** will be displayed at the bottom of the form.
- Confirm the status is **Draft**.
- **Review** your work for accuracy.

Tips for Success

- ✓ **Double-check** your entries for accuracy before submitting.
- ✓ Requests in **DRAFT** status can be edited. Make sure all details are correct before submitting.

If you encounter any issues, use the Help feature or contact your administrator.