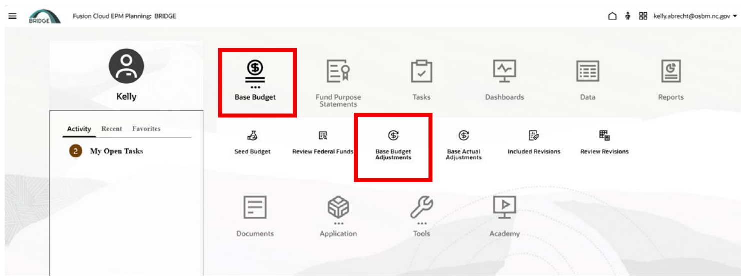
BRIDGE Job Aid: How to Adjust Receipts/Requirements of a Base Budget Adjustment Request

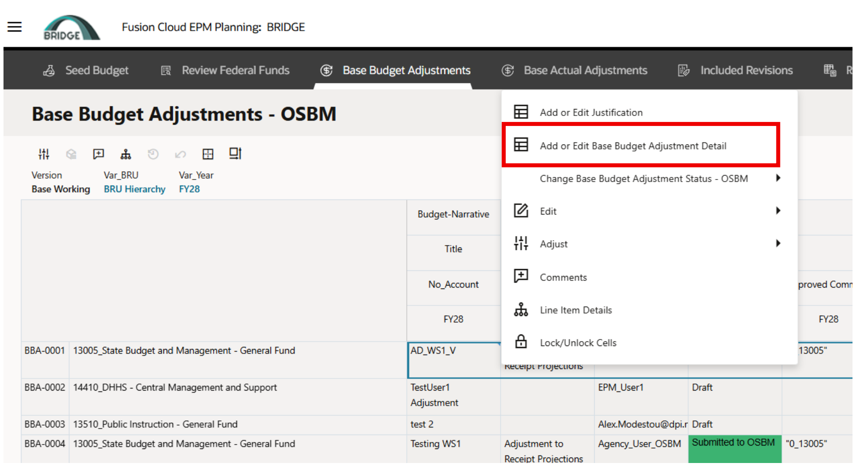
Aid #3 of 4 – Base Budget Adjustment Process

Use this process when you need to update receipts or requirements within an existing Base Budget Adjustment Request (BBA).



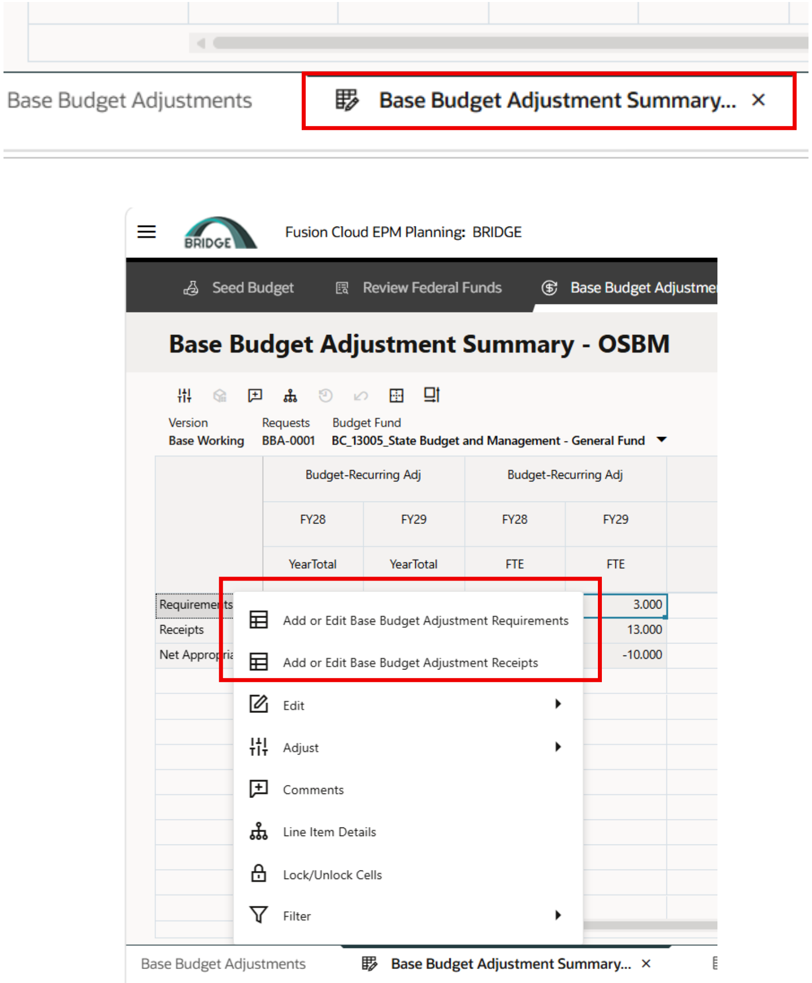
Step 1: Log in and Access the Base Budget

- **Login to BRIDGE**.
- On the dashboard, select the **Base Budget** card.
- Then, select the **Base Budget Adjustment** card to open the form.



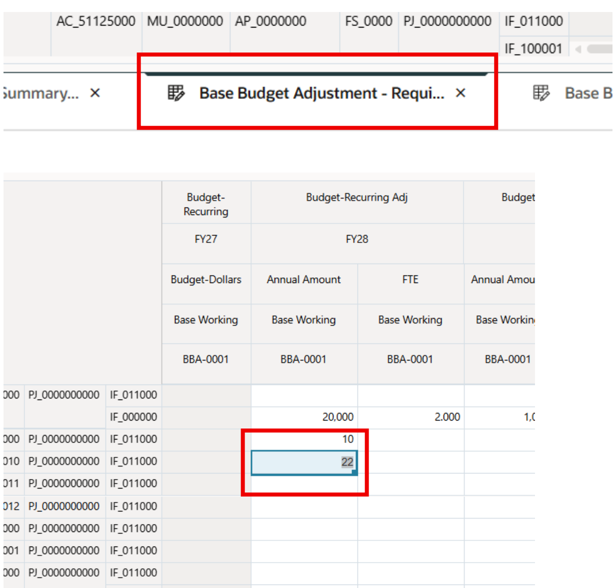
Step 2: Add or Edit the Base Budget Adjustment Form

- **Right-click** the desired Budget Fund row to open the action menu.
- In the action menu that opens, select **Add or Edit Base Budget Adjustment Detail**.



Step 3: Choose the Adjustment Type

- This page opens in a **new tab** – the Base Budget Adjustment Summary tab. You can see this at the bottom of your screen.
- Here you can **add or edit** either the Requirements or Receipts (or both).
- **Right-click** on either the Requirements or Receipts line you want to change.



Step 4: Choose the Adjustment Type

- Depending on your selection, a **new tab** opens. You can see this at the bottom of your screen.
- **Enter** the values in the applicable columns.
- Select the black **Save** button at the top right of your screen. **Review** your work for accuracy.
- To return to the Base Budget Adjustment form, select the **Base Budget Adjustments** tab at the bottom of your screen on the left.

Tips for Success

- ✓ Only **recurring** amounts should be adjusted in a Base Budget Adjustment Request.
- ✓ Ensure the correct Budget Fund (BRU) and Fiscal Year are selected in the **Var_BRU**.
- ✓ Ensure adjustments align with agency-level guidance before submitting.