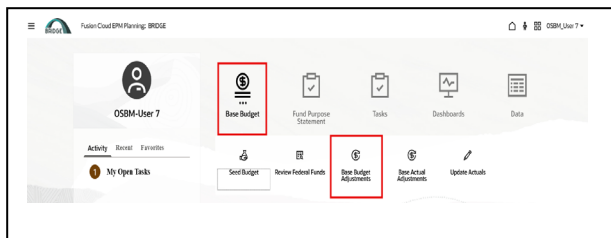


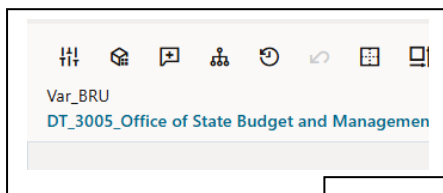
BRIDGE Job Aid: Base Budget Adjustments: Add or Edit Justifications

Aid #2 of 4 – Base Budget Adjustment Process



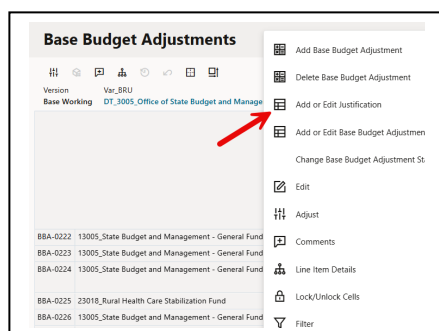
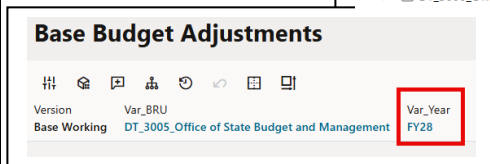
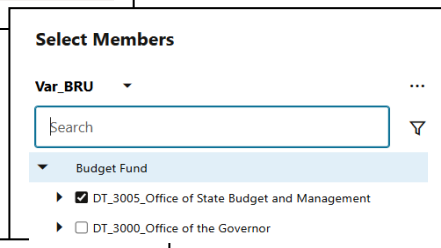
Step 1: Log In and Access the Base Budget

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



Step 2: Open the Base Budget Adjustment form

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

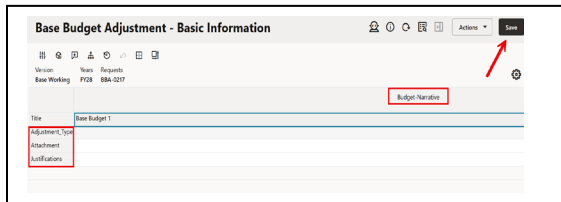


Step 3: Add or Edit the Adjustment Justification

- **Right-click** on the Budget Fund line item to which you need to **Add** or **Edit** the **Justification**.
- Select **Add or Edit Justification**.
- The **Base Budget Adjustment – Basic Information** page displays.

BRIDGE Job Aid: Base Budget Adjustments: Add or Edit Justifications

Aid #2 of 4 – Base Budget Adjustment Process



Base Budget Adjustment - Basic Information

Version: Base Working | Years: FY23 | Request: 1000-2027

Budget Narrative

Title: Base Budget 1

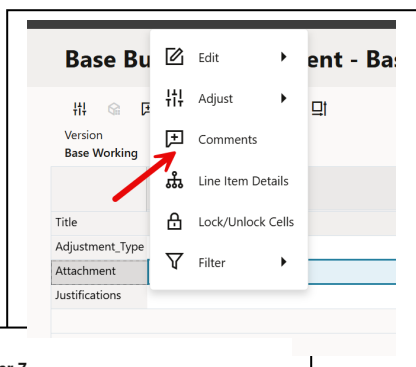
Adjustment_Type

Attachment

Justifications

Step 4: Completing Budget Narrative Fields

- In the Budget – Narrative pane **Select** the **Adjustment Type** from the drop-down menu.
- Select **Yes** or **No** from the **Attachment** drop-down menu. (**See 4a** to add an attachment)
- Enter a **Justification** in the text box and then **Save** when complete.
- Complete the process by clicking **Save** in the top right of the Base Budget Adjustment – Basic Information page. **Review** your work for accuracy.
- Navigate back to the **Base Budget Adjustments** page by selecting the tab at the bottom of the page.



Base Budget Adjustment - Basic Information

Edit

Adjust

Comments

Line Item Details

Lock/Unlock Cells

Filter

Version: Base Working

Title: Base Budget 1

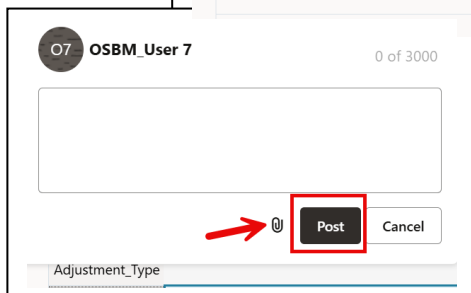
Adjustment_Type

Attachment

Justifications

Step 4a: Adding an Attachment

- If adding an attachment, **Right-Click** the Attachment line, **Select Comments**, and **Click** the Attachment icon to initiate the file explorer.
- **Select** the file to attach, click **Open**, and confirm that file is attached. Click **Post** to add the file to the justification.
- **Review** your work for accuracy.



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Adjustment_Type

Post Cancel

BRIDGE Job Aid: Base Budget Adjustments: Add or Edit Justifications

Aid #2 of 4 – Base Budget Adjustment Process

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.
- ✓ Ensure Adjustment Type, Attachment, and Justification fields have been updated before submitting Base Budget Adjustment.

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