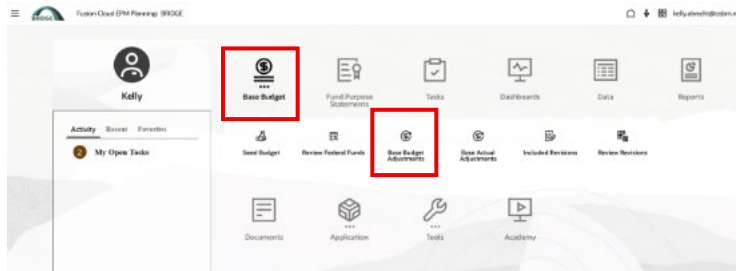


BRIDGE Job Aid: How to Check the Status of a Base Budget Adjustment Request, Modify & Resubmit

Use this process to review the status of a Base Budget Adjustment Request. You can also use this process to modify or resubmit a returned Base Budget Adjustment Request.



Step 1: Navigate to the Base Budget Adjustment Module

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

Base Budget Adjustments

Version

Var_BRU

Var_Year

Base Working

BC_13005_State Budget and Management - General Fund

FY28

<

Step 2: Locate the Existing Request

- Find your request in the list.
- Check **Agency Status** and **OSBM Status**.
- Returned requests will show **Draft**.

Add New Base Budget Adjustment Receipt Row

Edit

Adjust

Add_New BBA Receipt

Complete the runtime prompts

Select Agency Mgmt Unit
"MU_0000000"

Select Project
"PJ_0000000000"

Select Agency Program
"AP_0000000"

Select Account
"AC_41100000"

Select Interfund
"IF_011000"

Select Budget Fund(s):
"BF_100275"

Select Funding Source
"FS_0000"

Step 6. Add a New Adjustment Row (If Needed)

- Right-click inside Requirements or Receipts.
- Select **Add New Adjustment Row**.
- Complete runtime prompts, as needed.
- Click **Launch**, then **OK**.

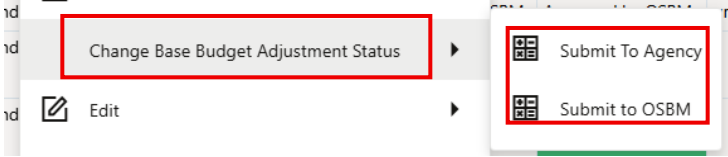
Base Budget Adjustment - Summary

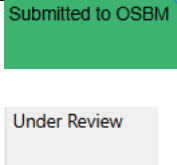
Version
Base Working
Requests
BBA-0048
Budget Fund
BC_13005_State Budget and Management - General Fund

	Budget-Recurring Adj		Budget-Recurring Adj	
	FY28	FY29	FY28	FY29
	YearTotal	YearTotal	FTE	FTE
Requirements	1,000			
Receipts				
Net Appropriation	1,000			

Step 7. Verify Updates

- Return to the **Base Budget Adjustment - Summary** page (tab at the bottom of the page).
- Confirm the updated values appear.

	Step 8. Resubmit the Request - Go back to the main BBA page (tab at the bottom of the page). Right-click the request. - Select Change Status > Submit to OSBM. - Click Launch, then OK.
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	Step 9. Confirm Submission - Agency Status: Submitted to OSBM. - OSBM Status: Under Review.
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Tips for Success - Returned requests must be manually checked within BRIDGE. Automated notifications will not be sent. You check for returned requests on the Base Budget Adjustment form. - In the Action Menu, BRIDGE refers to modifications as ‘edits.’ Ensure all reviewer notes have been addressed before resubmitting.
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