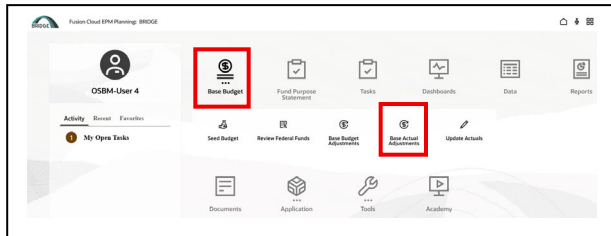
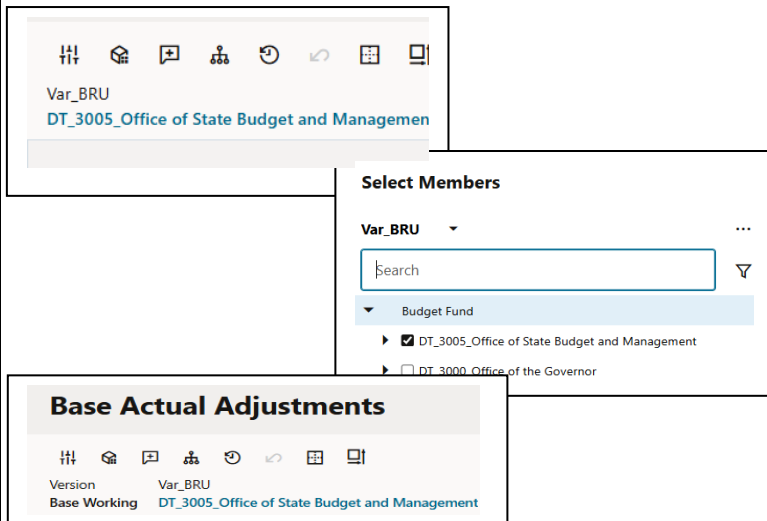


BRIDGE Job Aid: Creating Base Actual Adjustments (FTE Only)



Step 1: Log In and Access the Base Actual Adjustments

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



Step 2: Open the Base Actual Adjustment form

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

Base Actual Adjustments

Version: Var_BRU
Base Working: DT_3005_Office of State Budget and Management

Right-click action menu options:

- Add Base Actual Adjustment
- Delete Base Actual Adjustment
- Add or Edit Justification
- Add or Edit Base Actual Adjustment Detail
- Change Base Actual Adjustment Status
- Edit
- Adjust
- Comments
- Line Item Details

	Narrative	Narrative	Narrative
BAA-0002	13005,State Budget and Management - General Fund		
BAA-0007	13005,State Budget and Management - General Fund		
BAA-0008	13005,State Budget and Management - General Fund		

RULESET_Add_BAA

Complete the runtime prompts

Enter BA Request Title:

Select a Budget Fund:

Step 3: Initiate the adjustment request

- **Right-click** on the Budget Fund line item to activate the action menu.
- Select **Add Base Actual 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.

Base Actual Adjustment

Version: Var_BRU
Base Working: DT_3000_Office of the Governor

Right-click action menu options:

- Add Base Actual Adjustment
- Delete Base Actual Adjustment
- Add or Edit Justification
- Add or Edit Base Actual Adjustment Detail
- Change Base Actual Adjustment Status
- Edit
- Adjust
- Comments
- Line Item Details

	Narrative	Narrative	Narrative
BAA-0009	13000,Governor's Office - General Fund		

Step 4: Add or Edit Base Actual Adjustment Detail

- **Right-click** on the Budget Fund line item to activate the action menu.
- Select **Add or Edit Base Actual Adjustment Detail**.
- The **Base Actual Adjustment – Summary** form opens.

Base Actual Adjustment - Summary

Version: Requests
Base Working: BAA-0009
Budget Fund: BC_13000_Governor's Office - General Fund

	Actual-Adj	Actual-Adj
FY26		
YearTotal		FTE

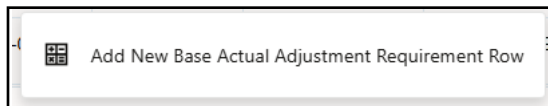
Right-click action menu options:

- Add or Edit Base Actual Adjustment Requirements
- Add or Edit Base Actual Adjustment Receipts
- Edit

Base Actual Adjustment - Requi... ✕

Step 5: Edit Base Actual Adjustment – Summary form

- **Right-click** on Requirements line to activate the action menu.
- Select either **Add or Edit Base Actual Adjustment Requirements** or **Receipts**.
- Depending on your selection, a new tab will open at the bottom of the screen.



Step 6: Add New Base Actual Adjustment Row

- **Right-click** to open the **Add New Base Actual Adjustment Requirements Row**.
- Complete the prompts and click **Launch**.
- You will receive notification the Add New BBA Requirement rule was successful.

Add_New BAARequirement

Complete the runtime prompts

Select Funding Source: "FS_00000"

Select Account: "AC_51110000"

Select Interface: "IF_011000"

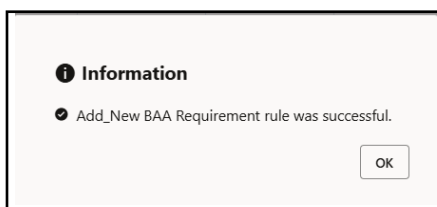
Select Agency Program: "AP_0000000"

Select BBA: "MU_00000000"

Select Budget Function: "BF_011000"

Select Project: "PI_00000000000"

Cancel Launch



Step 7: Edit the Base Working Columns

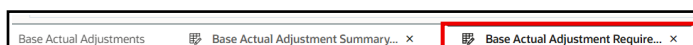
- **Click** in the white box to edit the Base Working columns.
- Click **Save** to proceed.
- Return to the Base Actual Adjustments form by clicking on the **tab** at the bottom of the page.

Base Actual Adjustment - Requirements

Content_Budget_Fund
013001-GOV 13001 CLEARING

	Actual	Actual	Actual-Adj
	FY26	FY26	FY26
	Actual-Dollars	Actual-FTE	Annual Amount
	Base Working	Base Working	Base Working
BAA-0009	BAA-0009	BAA-0009	BAA-0009

013001-GOV 13001 CLEARING AC_51110000 MU_00000000 AP_00000000 FS_00000 PI_00000000000 IF_011000



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.