



Quick Reference Guide (QRG)

Agency Base Budget Creation & Adjustment

I. Document Overview

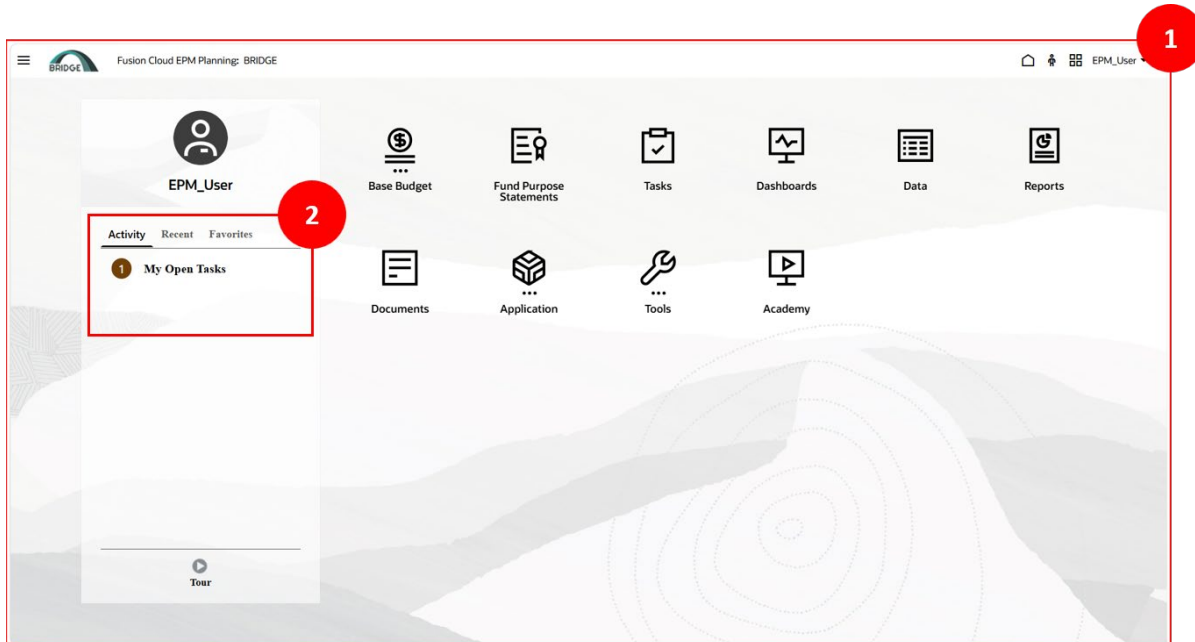
This Quick Reference Guide (QRG) provides end users with concise, step-by-step guidance for key budget-related activities performed within BRIDGE. It is intended to help users complete core tasks accurately and efficiently by outlining the purpose of each process, the actions required, and the expected outcomes.

The guide covers the following topics:

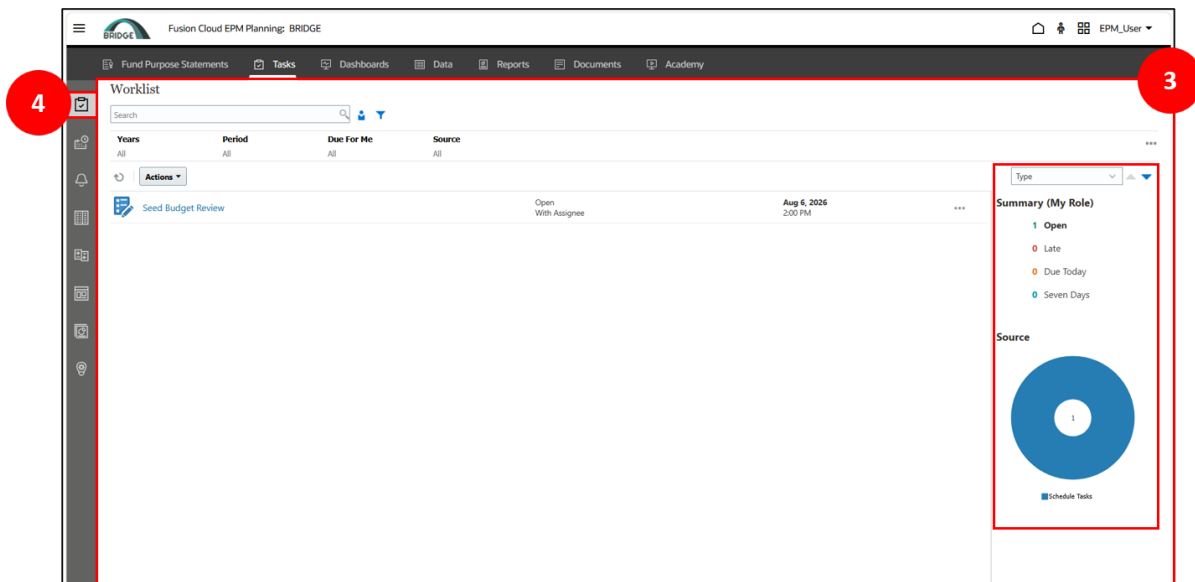
1. **Review the Base Budget and Prepare for Work** - Learn how the base budget is established, interpret the instructions and timeline for base budget activities, and review prior biennium base budget, prior year actuals, and certified changes.
2. **Review the Base Budget** - Review the operating budget at the line-item level, review the aggregate FTE and salary totals, confirm the recurring budget amounts are verified and correct, and confirm that non-recurring items were removed.
3. **Create and Submit Fund Purpose Statements and Base Budget Adjustments** - Create and submit a fund purpose statement, identify items within budget requiring revisions, adjust budget according to allowed revisions, and prepare and submit adjustment requests for approval.
4. **Complete the Approval Procedure** - Understand approver notes, review outcomes, and decisions, make applicable adjustments and submit to OSBM, track OSBM review and approval status, understand how approved changes become part of the base budget, and revise and resubmit items when needed.

II. Complete assigned tasks on BRIDGE

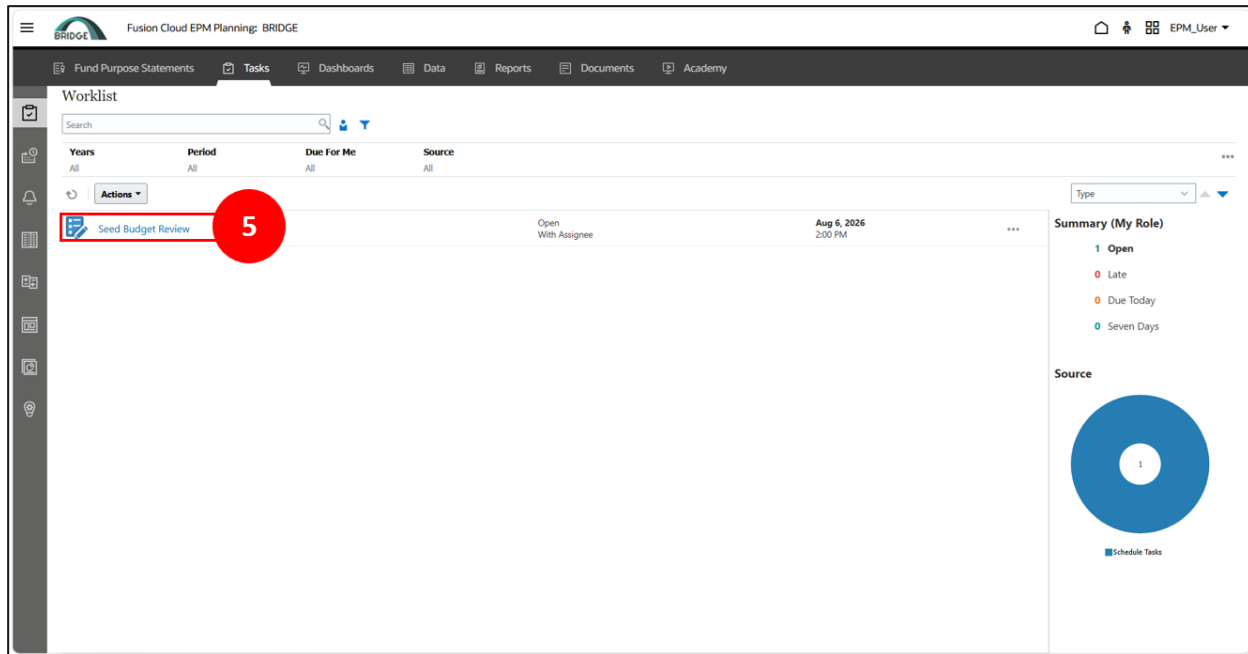
1. Navigate to the BRIDGE home page.
2. Select **My Open Tasks** under **Activity**.



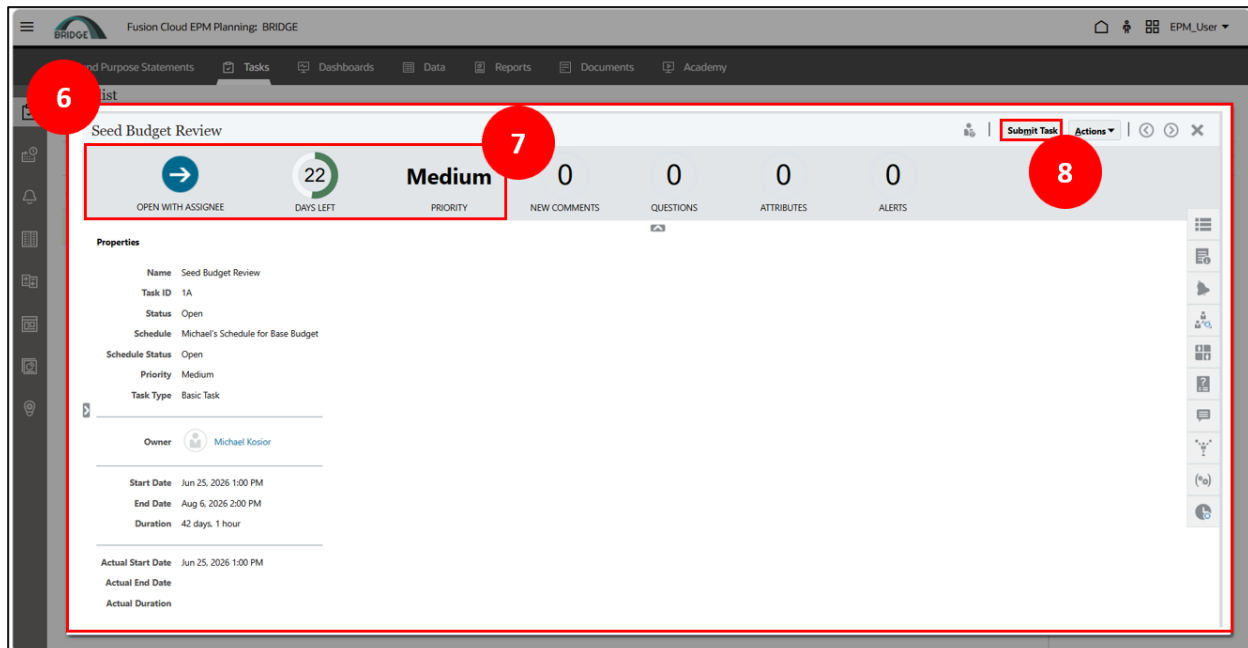
3. The **Worklist** page opens.
4. On the **Worklist** tab, note only task is assigned - **Seed Budget Review**. Click it.



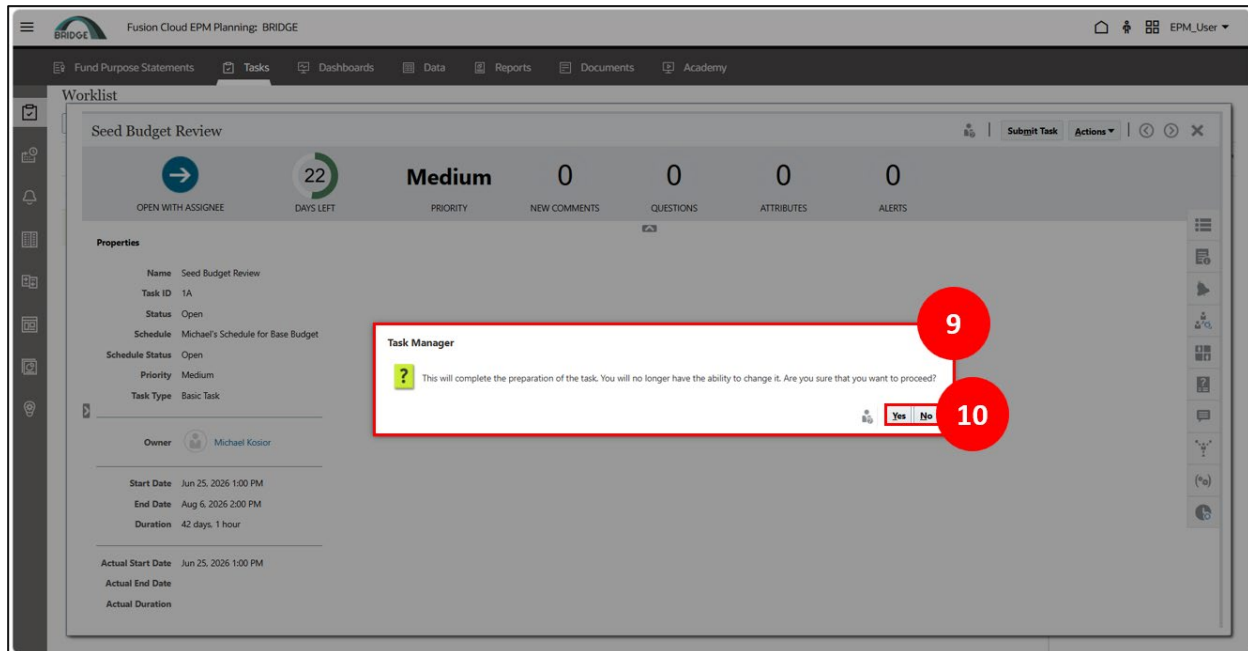
- To submit the assigned item from the **Items Assigned** tab, click the task.



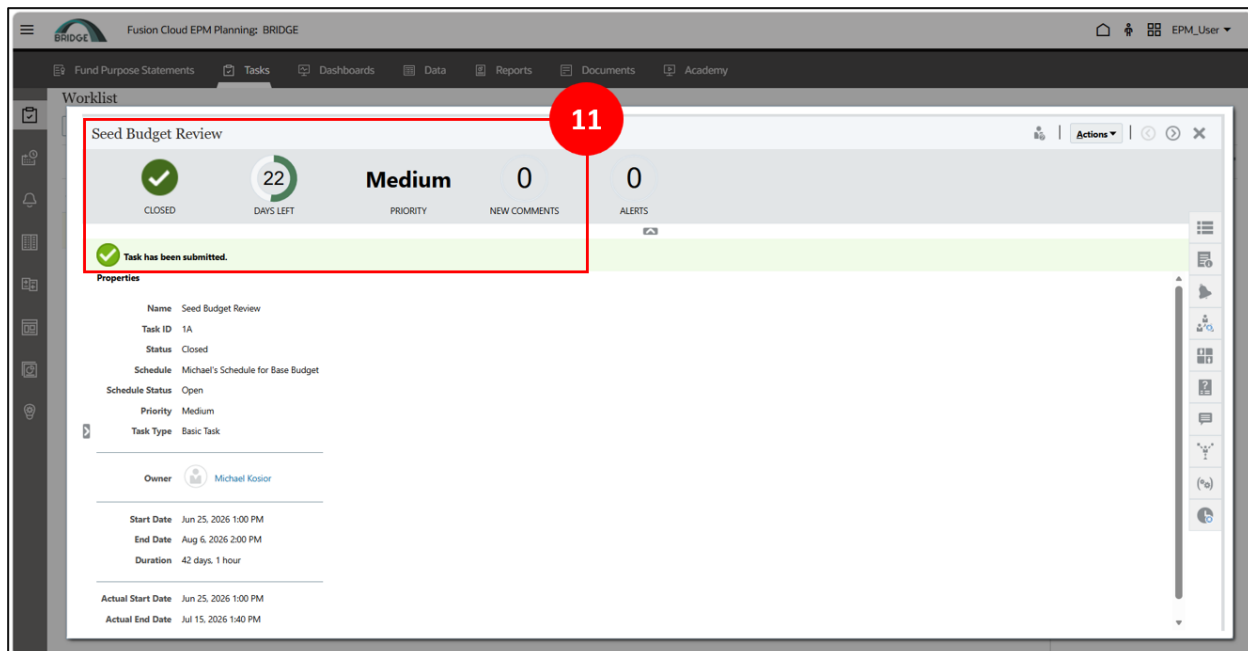
- The **Seed Budget Review** task expands.
- The task status is **Open with Assignee**, with **22 days left**, and the priority is set to **Medium**.
- Click **Submit Task** to mark the task complete.



9. A confirmation message appears in **Task Manager**.
10. Click **Yes** to continue or click **No** to re-evaluate the task.



11. Once the task is submitted, the status changes to **Closed** with the message **Task has been submitted**.



12. Verify that the completed task no longer appears in the **Worklist** and that the next task, if any, has been assigned.

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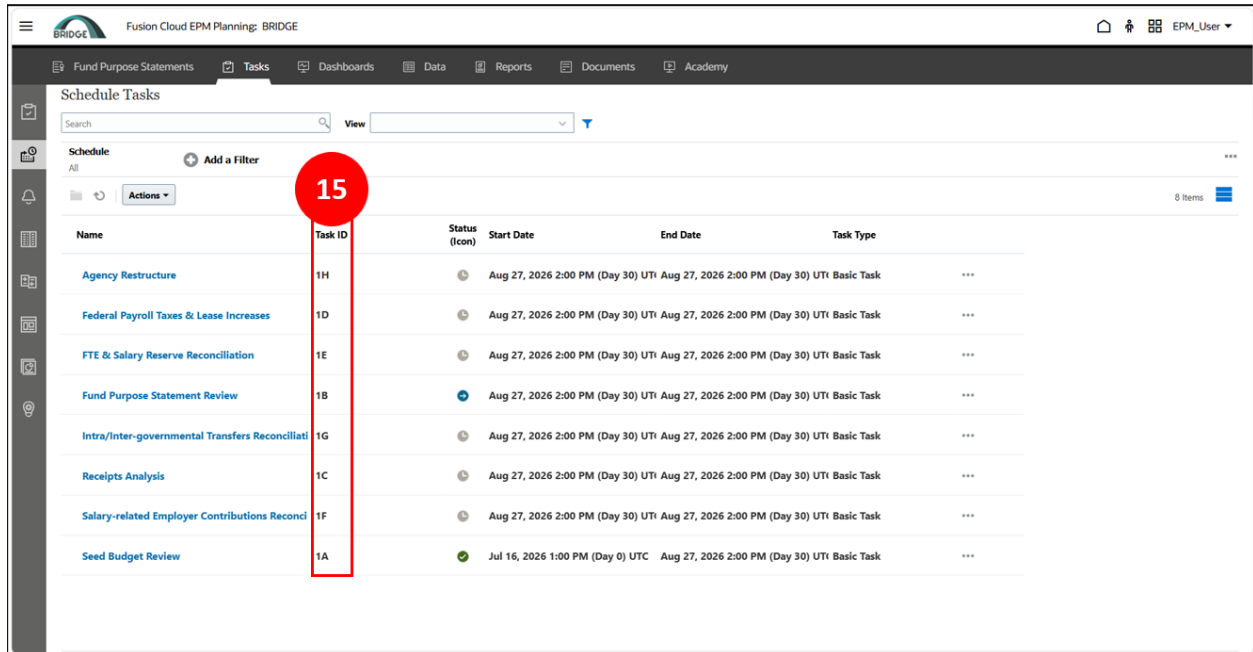


13. Click **Task** tab to view the complete set of task lists assigned to you.

14. All tasks assigned to Agency users are displayed here.

Name	Task ID	Status (Icon)	Start Date	End Date	Task Type
Agency Restructure	1H	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Federal Payroll Taxes & Lease Increases	1D	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
FTE & Salary Reserve Reconciliation	1E	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Fund Purpose Statement Review	1B	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Intra/Inter-governmental Transfers Reconciliation	1G	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Receipts Analysis	1C	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Salary-related Employer Contributions Reconciliation	1F	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Seed Budget Review	1A	✅	Jul 16, 2026 1:00 PM (Day 0) UTC	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task

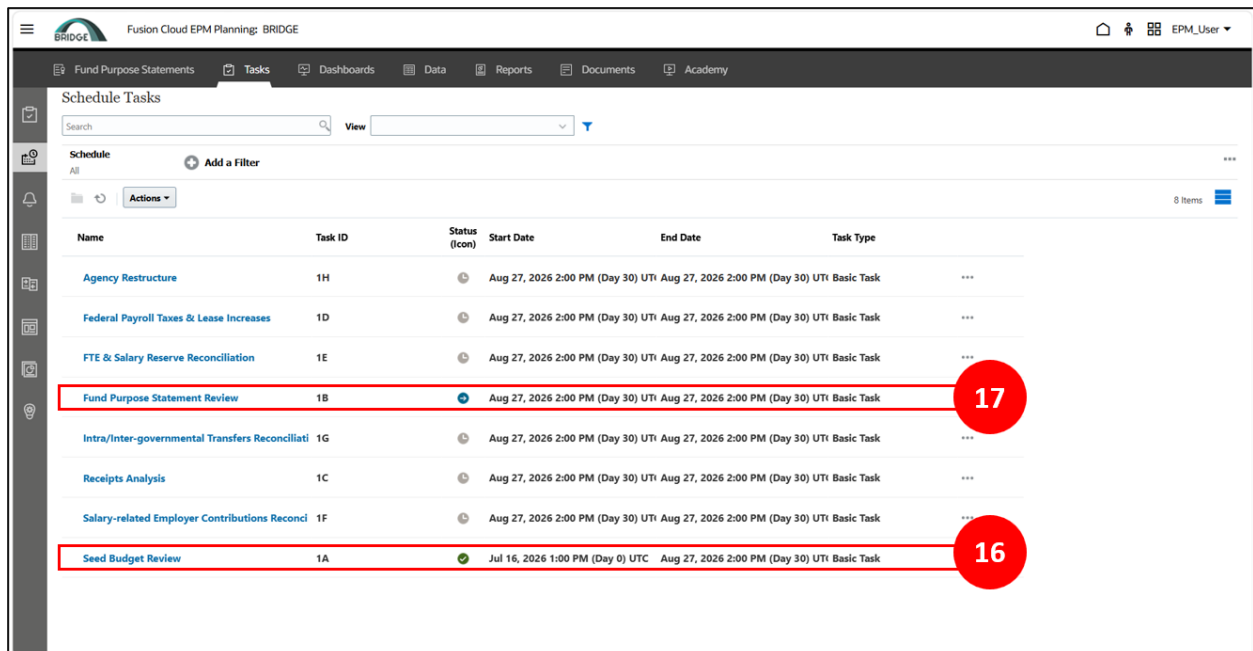
15. The OSBM admin has set up PREDECESSOR tasks marked in the hierarchy of **1, 1A, 1B...** and so on.



Name	Task ID	Status (Icon)	Start Date	End Date	Task Type
Agency Restructure	1H	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
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Fund Purpose Statement Review	1B	🔄	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Intra/Inter-governmental Transfers Reconciliation	1G	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Receipts Analysis	1C	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Salary-related Employer Contributions Reconciliation	1F	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Seed Budget Review	1A	✅	Jul 16, 2026 1:00 PM (Day 0) UTC	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task

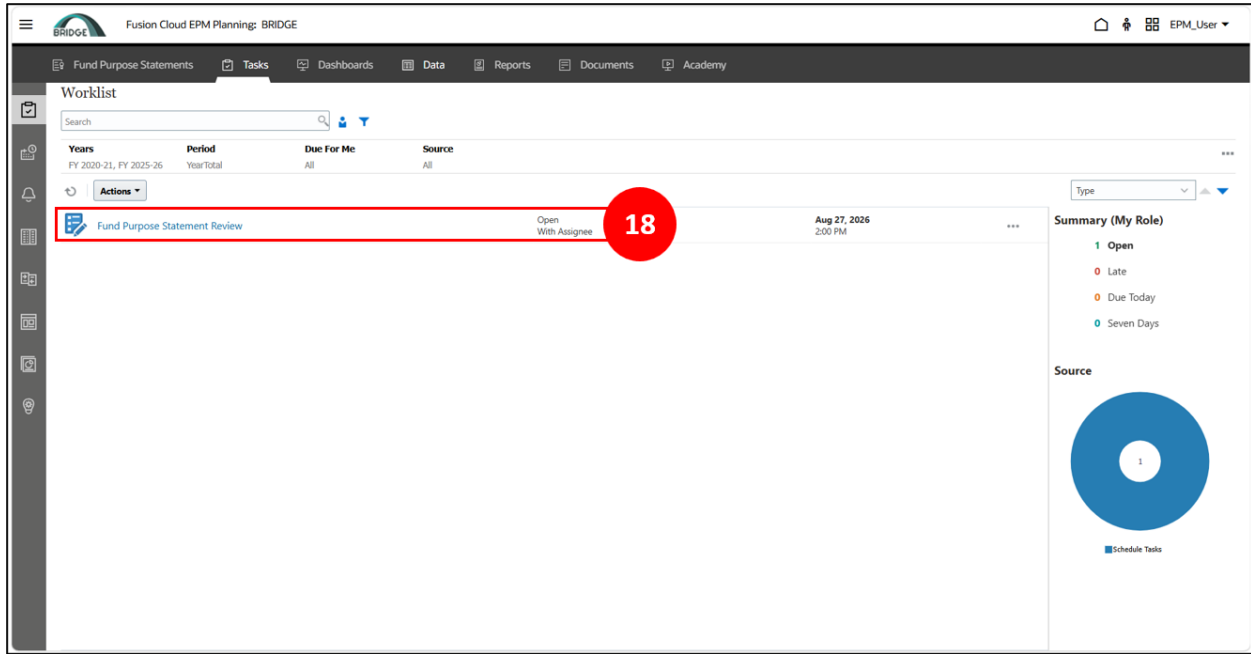
16. The status icon changes to **Submitted**.

17. The next task in the queue, **Fund Purpose Statement Review**, is now marked as **in progress**.



Name	Task ID	Status (Icon)	Start Date	End Date	Task Type
Agency Restructure	1H	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Federal Payroll Taxes & Lease Increases	1D	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
FTE & Salary Reserve Reconciliation	1E	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Fund Purpose Statement Review	1B	🔄	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Intra/Inter-governmental Transfers Reconciliation	1G	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Receipts Analysis	1C	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Salary-related Employer Contributions Reconciliation	1F	🕒	Aug 27, 2026 2:00 PM (Day 30) UTI	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task
Seed Budget Review	1A	✅	Jul 16, 2026 1:00 PM (Day 0) UTC	Aug 27, 2026 2:00 PM (Day 30) UTI	Basic Task

18. **Fund Purpose Statement Review** has been assigned as your next task.



The screenshot shows the Fusion Cloud EPM Planning: BRIDGE interface. The top navigation bar includes links for Fund Purpose Statements, Tasks, Dashboards, Data, Reports, Documents, and Academy. The user is logged in as EPM_User. The main area displays a Worklist with a search bar and a table of tasks. A task titled "Fund Purpose Statement Review" is highlighted with a red box and a red circle containing the number 18. The task details show it is "Open With Assignee" and is due on "Aug 27, 2026 2:00 PM". On the right side, there is a "Summary (My Role)" section showing 1 Open task, 0 Late, 0 Due Today, and 0 Seven Days. Below this is a "Source" section with a donut chart showing 1 task and a "Schedule Tasks" button.

Years	Period	Due For Me	Source
FY 2020-21, FY 2025-26	Year Total	All	All

Task Details:

- Task:** Fund Purpose Statement Review
- Status:** Open With Assignee
- Due Date:** Aug 27, 2026 2:00 PM

Summary (My Role):

- 1 Open
- 0 Late
- 0 Due Today
- 0 Seven Days

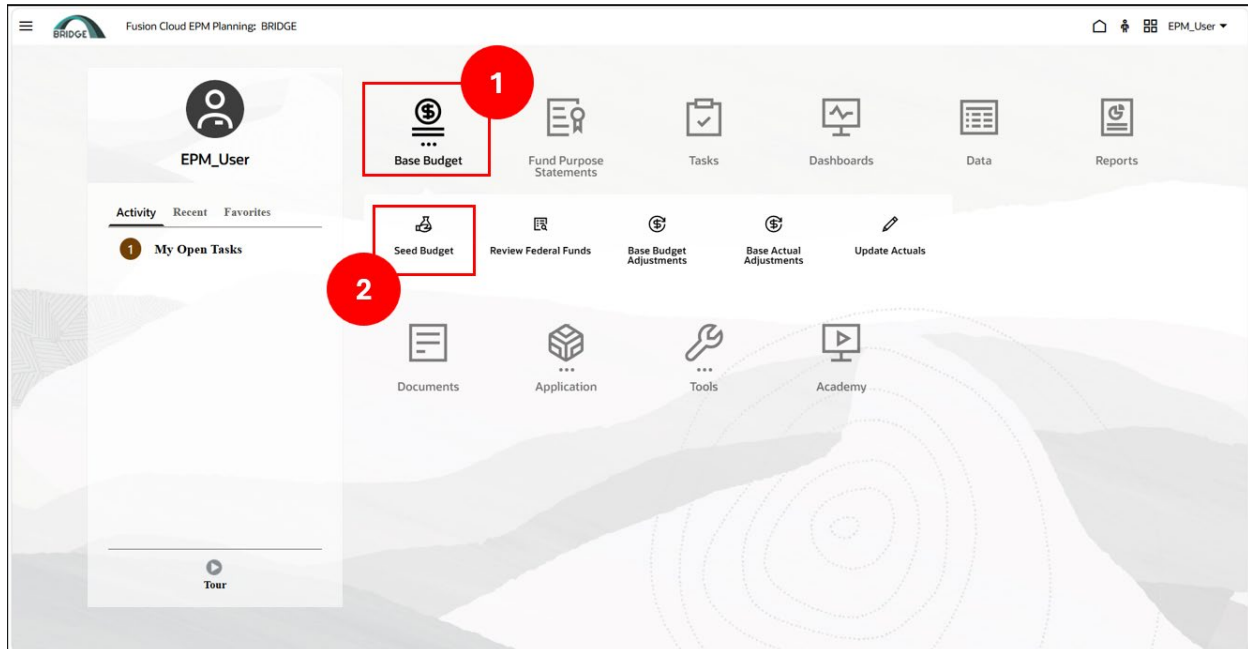
Source:

- 1

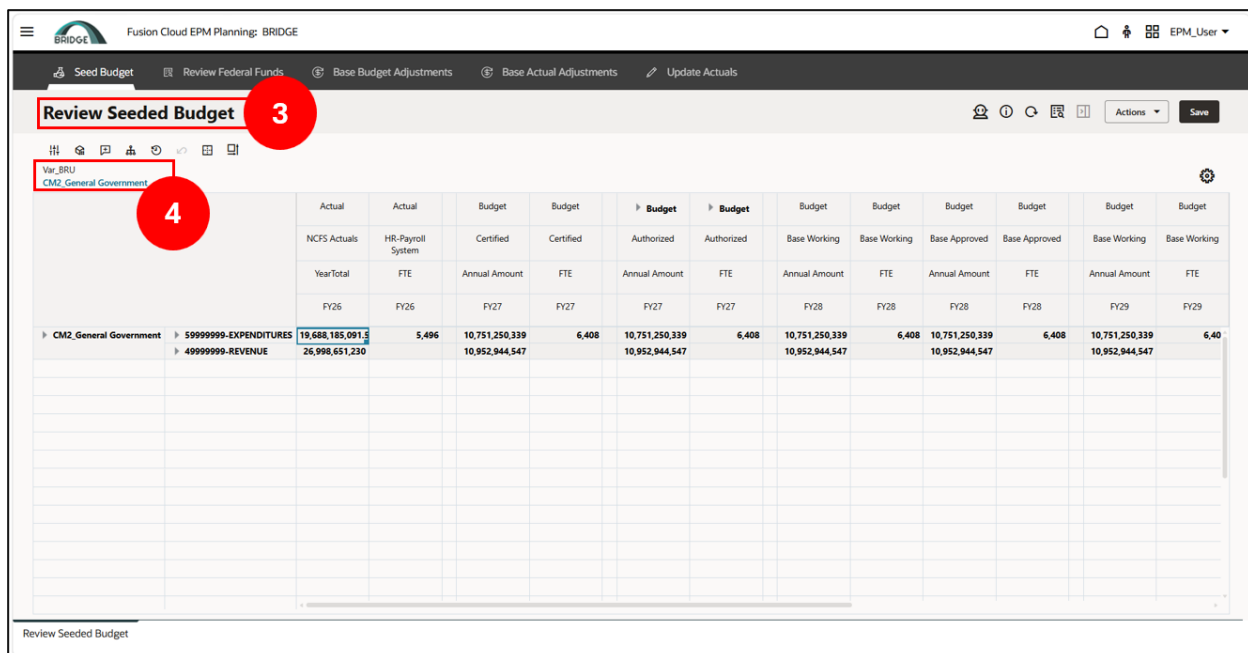
[Schedule Tasks](#)

III. Navigate and Review Base Budget

1. From the BRIDGE home page, click the **Base Budget** card.
2. Click **Seed Budget**.



3. The **Review Seeded Budget** page opens.
4. Click the **Var_BRU** link to filter and find the data you need to review. Click the **Var_BRU** link to filter and find the data you need to review.



The screenshot shows the 'Review Seeded Budget' page. A red box labeled '3' highlights the page title. Another red box labeled '4' highlights the 'Var_BRU' link in the filter section. The table below displays budget data for 'CM2 General Government'.

		Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
		NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Base Working	Base Working	Base Approved	Base Approved	Base Working
		YearTotal	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount
		FY26	FY26	FY27	FY27	FY27	FY27	FY28	FY28	FY28	FY28	FY29
CM2 General Government	5999999-EXPENDITURES	19,688,185,091.3	5,496	10,751,250,339	6,408	10,751,250,339	6,408	10,751,250,339	6,408	10,751,250,339	6,408	10,751,250,339
	4999999-REVENUE	26,998,651,230		10,952,944,547		10,952,944,547		10,952,944,547		10,952,944,547		10,952,944,547

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- Clicking on the **Var_BRU** link opens the **Select Members** option. Select from the **Var_BRU** as applicable. For this example, select **BC_11000 General Assembly – General Fund**.
- Verify your selection and click **OK** to confirm.

The screenshot shows the 'Review Seeded Budget' window. A 'Select Members' dialog box is open, displaying a tree view of budget categories. The 'BC_11000_General Assembly - General Fund' is selected and highlighted with a red box and a red circle with the number 5. The 'OK' button is also highlighted with a red box and a red circle with the number 6.

- Go over the- **Actual Budget, Certified Budget, Authorized Budget, Base Working, and Base Approved**.

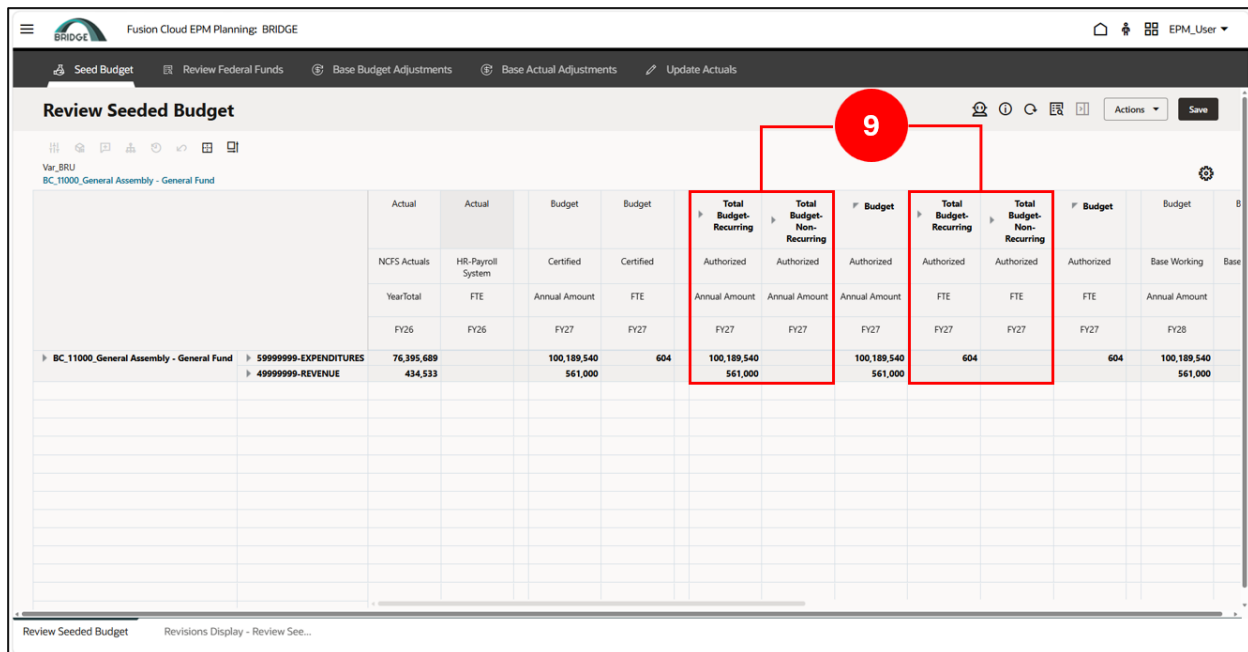
The screenshot shows the 'Review Seeded Budget' window with a detailed budget table. A red box and a red circle with the number 7 highlight the 'Authorized Budget' column. The table includes columns for Actual, Budget, Authorized, Base Working, and Base Approved, with sub-columns for Annual Amount and FTE. The data is organized by budget category, including 'BC_11000_General Assembly - General Fund'.

8. Click the **Budget** for **Authorized Annual Amount** and **FTE** to expand it for more details.

BRIDGE

Fusion Cloud EPM Planning: BRIDGE

9. It will open to **Total Budget Recurring** and **Total Budget Non-Recurring** for **Authorized Annual Amount** and **FTE** respectively.

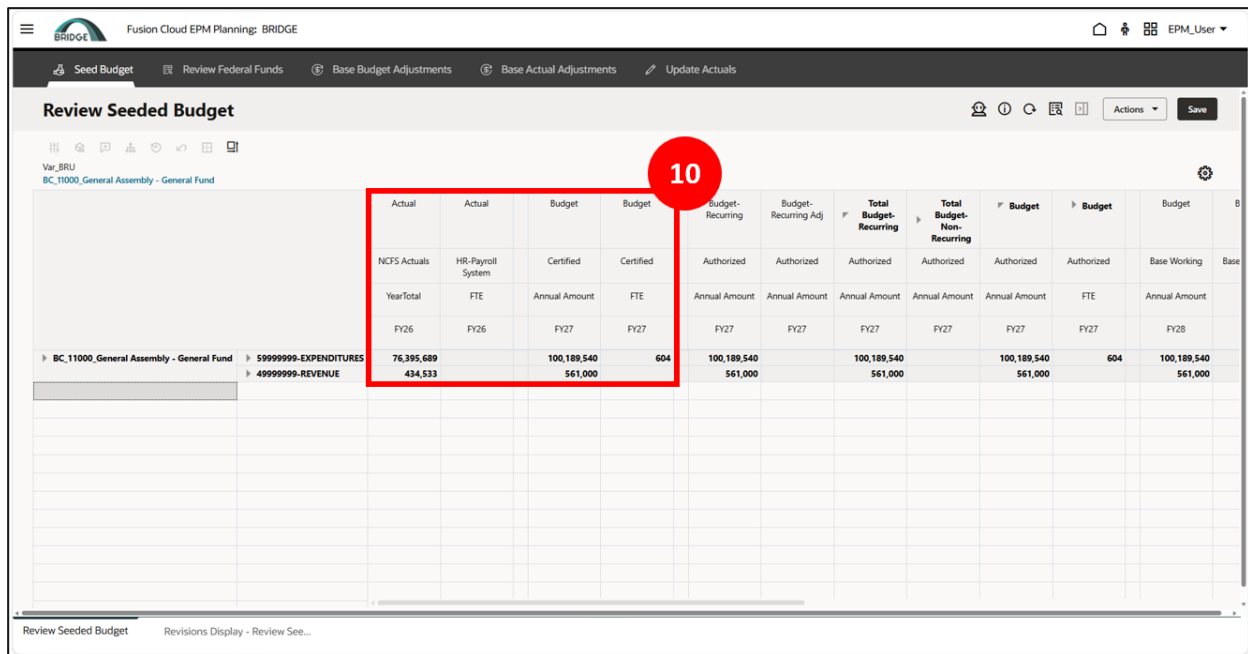


Review Seeded Budget

Var_BRU
BC_11000_General Assembly - General Fund

	Actual	Actual	Budget	Budget	Total Budget- Recurring	Total Budget- Non-Recurring	Budget	Total Budget- Recurring	Total Budget- Non-Recurring	Budget	Budget
	NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Base Working
	YearTotal	FTE	Annual Amount	FTE	Annual Amount	Annual Amount	Annual Amount	FTE	FTE	FTE	Annual Amount
	FY26	FY26	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY28
BC_11000_General Assembly - General Fund	59999999-EXPENDITURES	76,395,689		100,189,540	604	100,189,540		100,189,540	604		100,189,540
	49999999-REVENUE	434,533		561,000		561,000		561,000			561,000

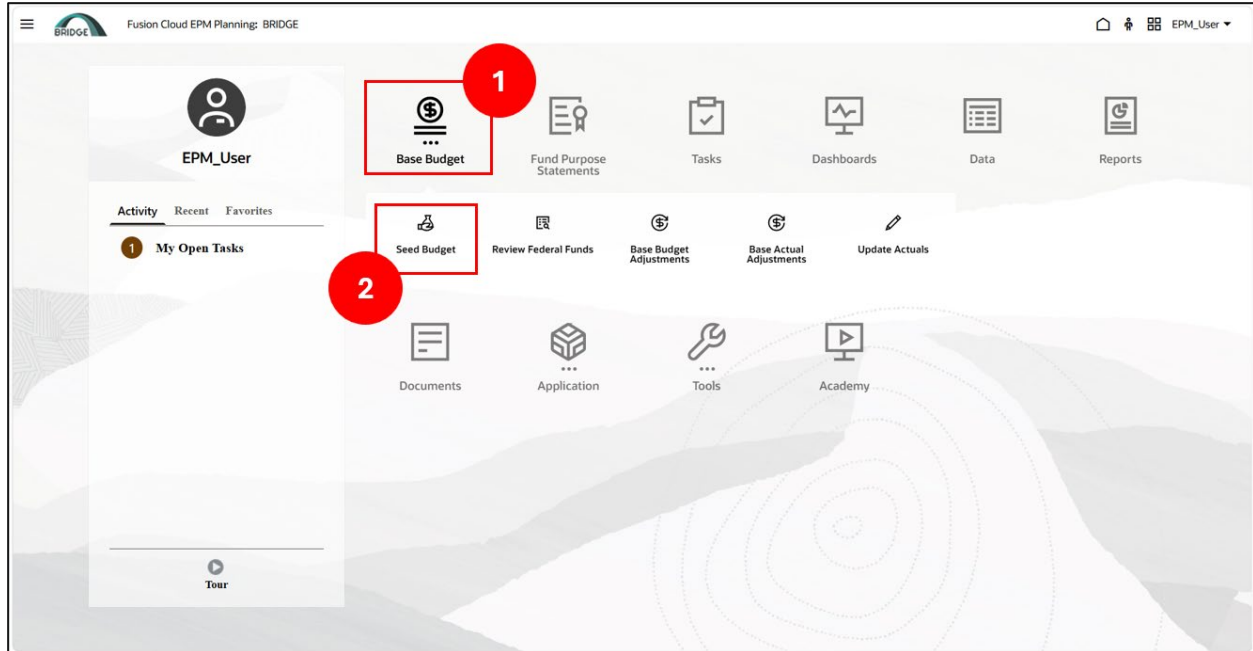
10. After OSBM runs the seeding process, you can view the starting point of the biennium.



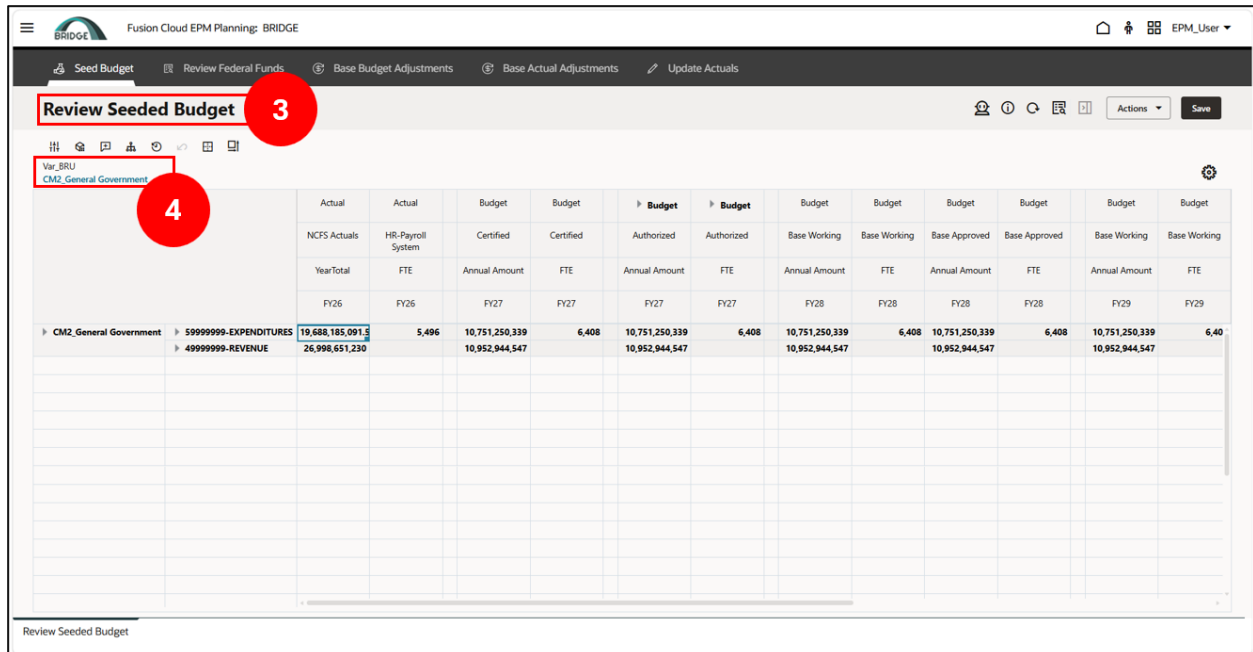
	Actual	Actual	Budget	Budget	Budget-Recurring	Budget-Recurring Adj	Total Budget-Recurring	Total Budget-Non-Recurring	Budget	Budget	Budget	
	NDFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Base Working	Base
	YearTotal	FTE	Annual Amount	FTE	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount	FTE	Annual Amount	
	FY26	FY26	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY28	
BC, 11000, General Assembly - General Fund	59999999-EXPENDITURES	76,395,689		100,189,540	604	100,189,540		100,189,540		100,189,540	604	100,189,540
	49999999-REVENUE	434,533		561,000		561,000		561,000		561,000		561,000

IV. Review Operating Budget

1. From the BRIDGE home page, click the **Base Budget** card.
2. Click **Seed Budget**.



3. The **Review Seeded Budget** page opens.
4. Click the **Var_BRU** link to filter and find the data you need to review.



The screenshot shows the 'Review Seeded Budget' page. The title 'Review Seeded Budget' is highlighted with a red box and a red circle with the number 3. The 'Var_BRU' link is highlighted with a red box and a red circle with the number 4. The table below shows budget data for 'CM2_General Government'.

		Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
		NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Base Working	Base Working	Base Approved	Base Approved	Base Working	Base Working
		YearTotal	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE
		FY26	FY26	FY27	FY27	FY27	FY27	FY28	FY28	FY28	FY28	FY29	FY29
CM2_General Government	59999999-EXPENDITURES	19,688,185,091.3	5,496	10,751,250,339	6,408	10,751,250,339	6,408	10,751,250,339	6,408	10,751,250,339	6,408	10,751,250,339	6,408
	49999999-REVENUE	26,998,651,230		10,952,944,547		10,952,944,547		10,952,944,547		10,952,944,547		10,952,944,547	

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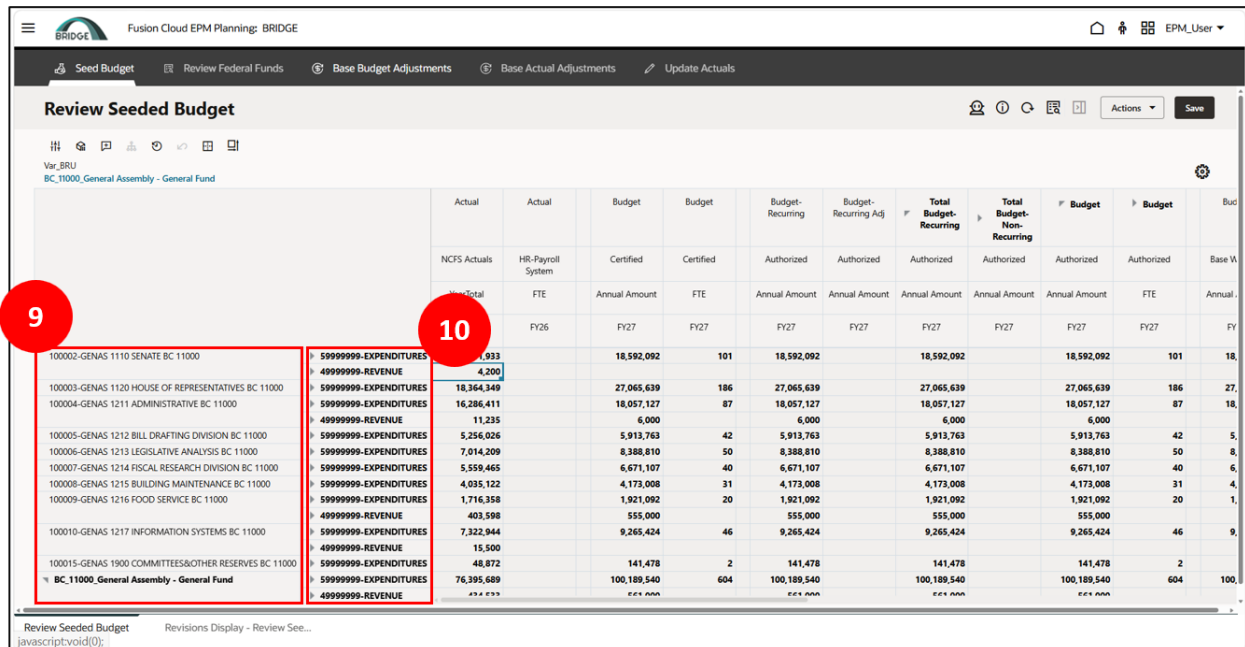


- Clicking on the **Var_BRU** link opens the **Select Members** option. Select from the **Var_BRU** as applicable. For this example, select **BC_11000 General Assembly – General Fund**.
- Verify your selection and click **OK** to confirm.

- The sheet is populated with the data you selected.
- To further drill into the data, you can expand the **Budget Fund**, **Expenditure** or **Revenue** by clicking the cell.

- This is what is visible when you extend the **Budget Fund** cell.

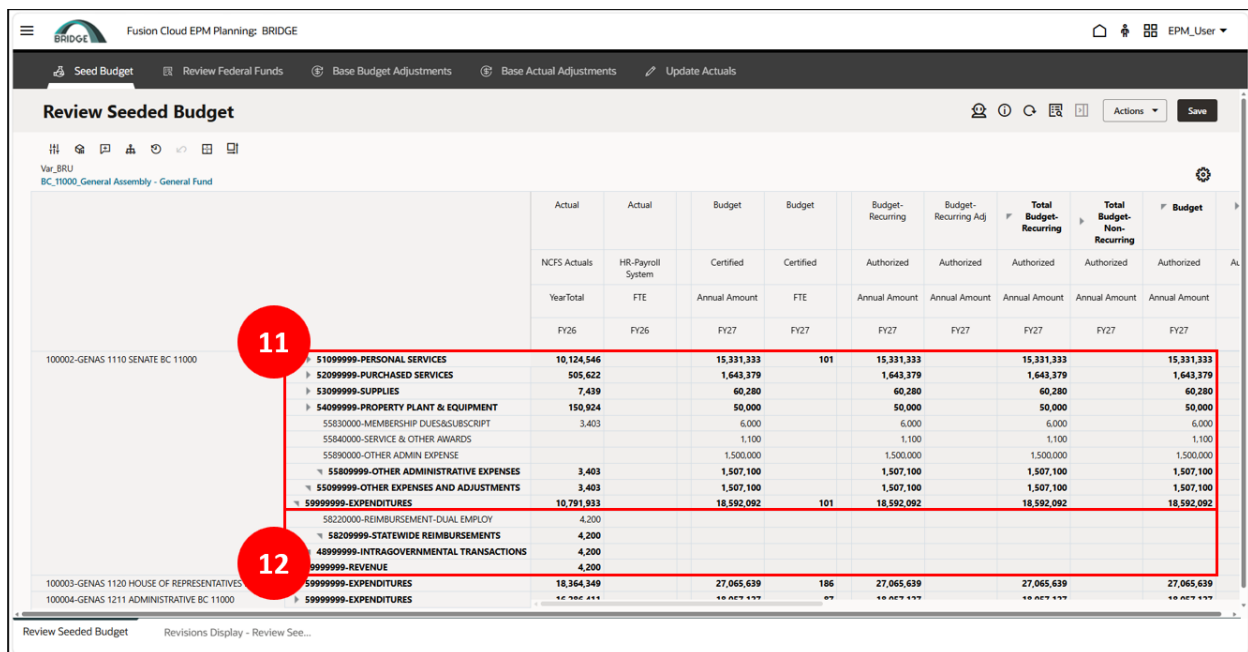
10. To further drill into the data, you can expand the **Expenditure or Revenue** of any of the items by clicking their respective cell.



	Actual	Actual	Budget	Budget	Budget-Recurring	Budget-Recurring Adj	Total Budget-Recurring	Total Budget-Non-Recurring	Budget	Budget	Budget
	NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Base V
	YearTotal	FTE	Annual Amount	FTE	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount	FTE	Annual
	FY26	FY26	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY
100002-GENAS 1110 SENATE BC 11000			18,592,092	101	18,592,092		18,592,092		18,592,092	101	18,592,092
59999999-EXPENDITURES	18,364,349		27,065,639	186	27,065,639		27,065,639		27,065,639	186	27,065,639
49999999-REVENUE	16,286,411		18,057,127	87	18,057,127		18,057,127		18,057,127	87	18,057,127
100003-GENAS 1120 HOUSE OF REPRESENTATIVES BC 11000			6,000		6,000		6,000		6,000		6,000
59999999-EXPENDITURES	5,559,465		5,913,763	42	5,913,763		5,913,763		5,913,763	42	5,913,763
49999999-REVENUE	7,014,209		8,388,810	50	8,388,810		8,388,810		8,388,810	50	8,388,810
100004-GENAS 1211 ADMINISTRATIVE BC 11000			6,671,107	40	6,671,107		6,671,107		6,671,107	40	6,671,107
59999999-EXPENDITURES	4,035,122		4,173,008	31	4,173,008		4,173,008		4,173,008	31	4,173,008
49999999-REVENUE	1,716,358		1,921,092	20	1,921,092		1,921,092		1,921,092	20	1,921,092
100005-GENAS 1212 BILL DRAFTING DIVISION BC 11000			555,000		555,000		555,000		555,000		555,000
59999999-EXPENDITURES	7,322,944		9,265,424	46	9,265,424		9,265,424		9,265,424	46	9,265,424
49999999-REVENUE	15,500										
100006-GENAS 1213 LEGISLATIVE ANALYSIS BC 11000			48,872	2	141,478		141,478		141,478	2	141,478
59999999-EXPENDITURES	76,395,689		100,189,540	604	100,189,540		100,189,540		100,189,540	604	100,189,540
49999999-REVENUE											

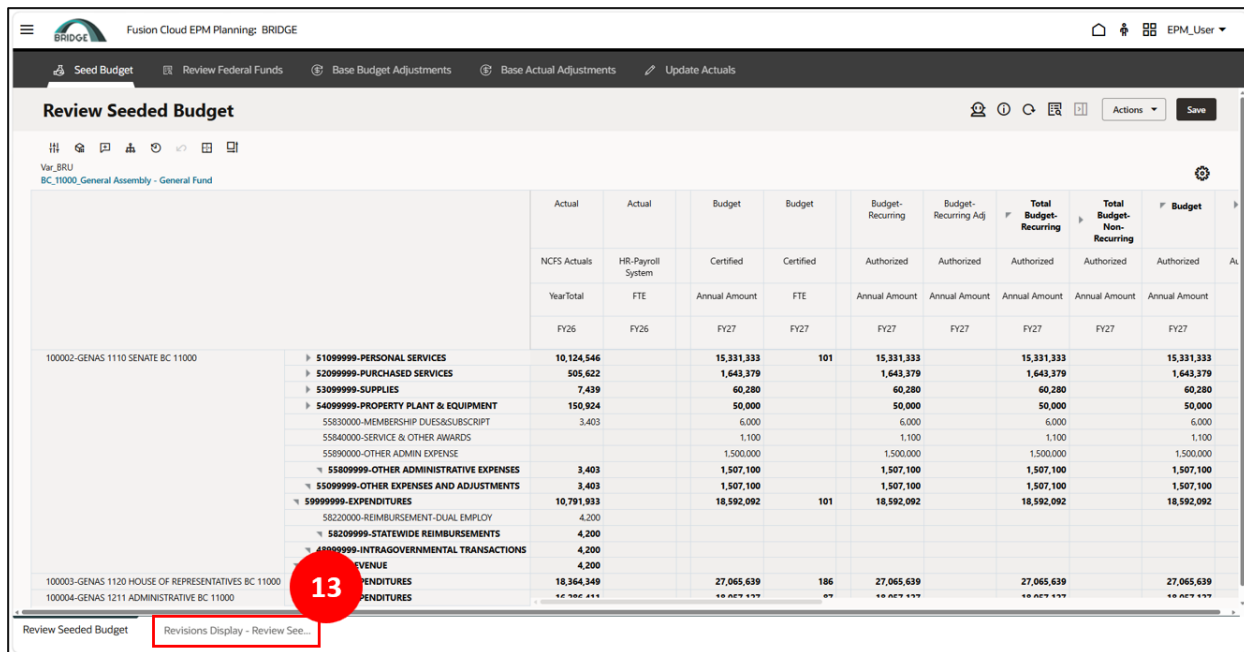
11. With **Expenditures** expanded, you can further drill down to the line-item level of the operating budget.

12. With **Revenue** expanded, you can further drill down to the line-item level of the operating budget.



	Actual	Actual	Budget	Budget	Budget-Recurring	Budget-Recurring Adj	Total Budget-Recurring	Total Budget-Non-Recurring	Budget	Budget
	NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized
	YearTotal	FTE	Annual Amount	FTE	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount
	FY26	FY26	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27
100002-GENAS 1110 SENATE BC 11000			10,124,546	101	15,331,333		15,331,333		15,331,333	15,331,333
51099999-PERSONAL SERVICES	505,622		1,643,379		1,643,379		1,643,379		1,643,379	1,643,379
52099999-PURCHASED SERVICES	7,439		60,280		60,280		60,280		60,280	60,280
53099999-SUPPLIES	150,924		50,000		50,000		50,000		50,000	50,000
54099999-PROPERTY PLANT & EQUIPMENT	3,403		6,000		6,000		6,000		6,000	6,000
55830000-MEMBERSHIP DUES&SUBSCRIPT			1,100		1,100		1,100		1,100	1,100
55840000-SERVICE & OTHER AWARDS			1,500,000		1,500,000		1,500,000		1,500,000	1,500,000
55890000-OTHER ADMIN EXPENSE	3,403		1,507,100		1,507,100		1,507,100		1,507,100	1,507,100
55809999-OTHER ADMINISTRATIVE EXPENSES	3,403		1,507,100		1,507,100		1,507,100		1,507,100	1,507,100
55099999-OTHER EXPENSES AND ADJUSTMENTS	10,791,933		18,592,092	101	18,592,092		18,592,092		18,592,092	18,592,092
59999999-EXPENDITURES	4,200									
58220000-REIMBURSEMENT-DUAL EMPLOY	4,200									
58209999-STATEWIDE REIMBURSEMENTS	4,200									
48999999-INTRAGOVERNMENTAL TRANSACTIONS	4,200									
59999999-REVENUE	18,364,349		27,065,639	186	27,065,639		27,065,639		27,065,639	27,065,639
59999999-EXPENDITURES	16,286,411		18,057,127	87	18,057,127		18,057,127		18,057,127	18,057,127
100003-GENAS 1120 HOUSE OF REPRESENTATIVES BC 11000										
59999999-EXPENDITURES										

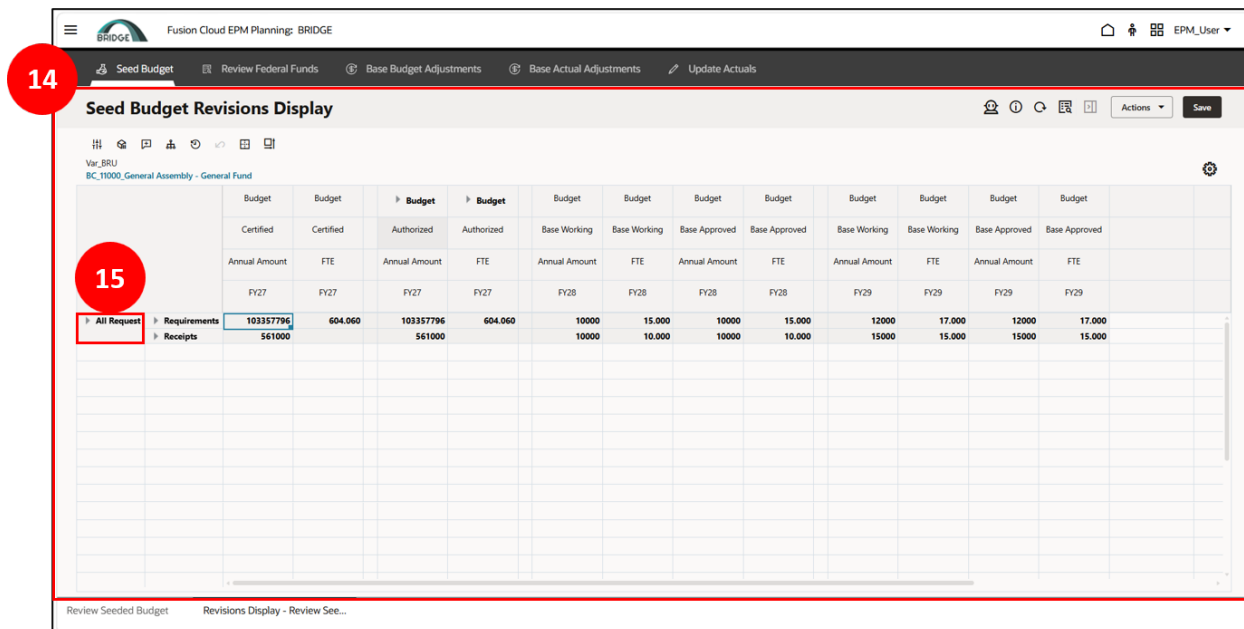
13. To further review the Budget, you can navigate to and click **Revisions Display Form**.



	Actual	Actual	Budget	Budget	Budget-Recurring	Budget-Recurring Adj	Total Budget-Recurring	Total Budget-Recurring	Budget
	NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Authorized	Authorized	Authorized
	YearTotal	FTE	Annual Amount	FTE	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount
	FY26	FY26	FY27	FY27	FY27	FY27	FY27	FY27	FY27
100002-GENAS 1110 SENATE BC 11000									
51099999-PERSONAL SERVICES	10,124,546		15,331,333	101	15,331,333		15,331,333		15,331,333
52099999-PURCHASED SERVICES	505,622		1,643,379		1,643,379		1,643,379		1,643,379
53099999-SUPPLIES	7,439		60,280		60,280		60,280		60,280
54099999-PROPERTY PLANT & EQUIPMENT	150,924		50,000		50,000		50,000		50,000
55830000-MEMBERSHIP DUES&SUBSCRIPT	3,403		6,000		6,000		6,000		6,000
55840000-SERVICE & OTHER AWARDS			1,100		1,100		1,100		1,100
55890000-OTHER ADMIN EXPENSE			1,500,000		1,500,000		1,500,000		1,500,000
55899999-OTHER ADMINISTRATIVE EXPENSES	3,403		1,507,100		1,507,100		1,507,100		1,507,100
55099999-OTHER EXPENSES AND ADJUSTMENTS	3,403		1,507,100		1,507,100		1,507,100		1,507,100
59999999-EXPENDITURES	10,791,933		18,592,092	101	18,592,092		18,592,092		18,592,092
58220000-REIMBURSEMENT-DUAL EMPLOY			4,200						
58209999-STATEWIDE REIMBURSEMENTS	4,200								
58209999-INTRAGOVERNMENTAL TRANSACTIONS	4,200								
REVENUE									
100003-GENAS 1120 HOUSE OF REPRESENTATIVES BC 11000	18,364,349		27,065,639	186	27,065,639		27,065,639		27,065,639
100004-GENAS 1211 ADMINISTRATIVE BC 11000									

14. This form shows similar data to the 'Review Seeded Budget' form but displays data at a Request level of detail in the rows.

15. Click the **All Request** cell to drill into the data.



	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	Certified	Certified	Authorized	Authorized	Base Working	Base Working	Base Approved	Base Approved	Base Working	Base Working	Base Approved	Base Approved
	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE
	FY27	FY27	FY27	FY27	FY28	FY28	FY28	FY28	FY29	FY29	FY29	FY29
All Request												
Requirements	103357796	604.060	103357796	604.060	10000	15.000	10000	15.000	12000	17.000	12000	17.000
Receipts	561000		561000		10000	10.000	10000	10.000	15000	15.000	15000	15.000

16. With **All Requests** expanded, you can further drill into the data.

17. For this example, click the **Requirements** for **Base** and expand it.

Fusion Cloud EPM Planning: BRIDGE

Seed Budget Revisions Display

Var_BRU
BC_11000_General Assembly - General Fund

	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
	Certified	Certified	Authorized	Authorized	Base Working	Base Working	Base Approved	Base Approved	Base Working	Base Working	Base Approved	Base Approved
	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE
	FY27	FY27	FY27	FY27	FY28	FY28	FY28	FY28	FY29	FY29	FY29	FY29
All Request	103357796	604.060	103357796	604.060	10000	15.000	10000	15.000	12000	17.000	12000	17.000
Base	100189540	604.060	100189540	604.060	10000	10.000	10000	10.000	15000	15.000	15000	15.000
Total BB	10000	15.000	10000	15.000	10000	15.000	10000	15.000	12000	17.000	12000	17.000
Total Revisions	0	0	0	0	10000	10.000	10000	10.000	15000	15.000	15000	15.000
Total Certified Requests	3168256	3168256	3168256	3168256								

Review Seeded Budget Revisions Display - Review See...

18. Expand **Personal Services**.

19. Expand **Supplements to Regular Wages**. Here you can get a better understanding of salary totals.

Fusion Cloud EPM Planning: BRIDGE

Seed Budget Revisions Display

Var_BRU
BC_11000_General Assembly - General Fund

	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Bud
	Certified	Certified	Authorized	Authorized	Base Working	Base Working	Base Approved	Base Approved	Base Working	Base Working	Base Approved	Base Ap
	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FT
	FY27	FY27	FY27	FY27	FY28	FY28	FY28	FY28	FY29	FY29	FY29	FY2
All Request	103357796	604.060	103357796	604.060	10000	15.000	10000	15.000	12000	17.000	12000	
Base	100189540	604.060	100189540	604.060	10000	10.000	10000	10.000	15000	15.000	15000	
Requirements	561000		561000									
Receipts	100189540	604.060	100189540	604.060								
5109999-PERSONAL SERVICES	82145613	604.060	82145613	604.060								
51110999-EPA SALARIES AND	45137025	604.060	45137025	604.060								
5130999-TEMPORARY SALARIES	6328237		6328237									
5140999-SUPPLEMENTS TO REGULAR WAGES	4512773		4512773									
5141000-OT PAY	279047		279047									
5141000-1-STRAIGHT-TIME OT	76850		76850									
5142000-HOLIDAY PAY	7600		7600									
5143000-SHIFT PREM PAY	61000		61000									
5144000-CALLBK/STBY PREM PAY	38000		38000									
5146000-EPA/SPA-LONGVTY PAY	4050276		4050276									
5150999-EMPLOYEE BENEFIT COSTS	24920947		24920947									
5160999-OTHER PERSONAL SERVICES	1246631		1246631									
5209999-PURCHASED SERVICES	12612065		12612065									
5309999-SUPPLIES	698550		698550									
5409999-PROPERTY PLANT & EQUIPMENT												

Review Seeded Budget Revisions Display - Review See...

20. You can do the same with **Receipts**. Collapsing the **Requirements**, Expand the **Base Receipts**.

21. Expanding **Sales Services and Rentals** and **Sales of Service**. Here you can get a better understanding of the data.

QRG: Agency Base Budget Creation & Adjustment



Fusion Cloud EPM Planning: BRIDGE

Seed Budget | Review Federal Funds | Base Budget Adjustments | Base Actual Adjustments | Update Actuals

Seed Budget Revisions Display

Var_BRU
BC_11000_General Assembly - General Fund

		Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
		Certified	Certified	Authorized	Authorized	Base Working	Base Working	Base Approved	Base Approved	Base Working	Base Working
		Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE
		FY27	FY27	FY27	FY27	FY28	FY28	FY28	FY28	FY29	FY29
All Request	Requirements	103357796	604.060	103357796	604.060	10000	15.000	10000	15.000	12000	17.000
	Receipts	561000		561000							
Base	Requirements	100189540	604.060	100189540	604.060	10000	10.000	10000	10.000	15000	15.000
	Receipts	561000		561000							
	44999999-SALES SERVICES & RENTALS	556500		556500							
	44109999-SALE OF SERVICES	555000		555000							
	44150006-FOOD/VEND-SALES-FOOD/PROV	525000		525000							
	44150009-FOOD/VEND-CATERING SVCS	30000		30000							
	44309999-SALE OF GOODS OR PUBLICATIONS	1500		1500							
	47099999-MISCELLANEOUS	4500		4500							
Total BB	Requirements					10000	15.000	10000	15.000	12000	17.000
	Receipts										
Total Revisions	Requirements	0		0							
	Receipts										
Total Certified Requests	Requirements	3168256		3168256							
	Receipts										

Review Seeded Budget | Revisions Display - Review See...

22. Returning to Review Seeded Budget form and collapsing the **Revenues** and **Expenditures**, we can review the aggregate FTE values for the Budget Fund.

23. Review the FTE for the selected budget.

Fusion Cloud EPM Planning: BRIDGE

Seed Budget | Review Federal Funds | Base Budget Adjustments | Base Actual Adjustments | Update Actuals

Review Seeded Budget

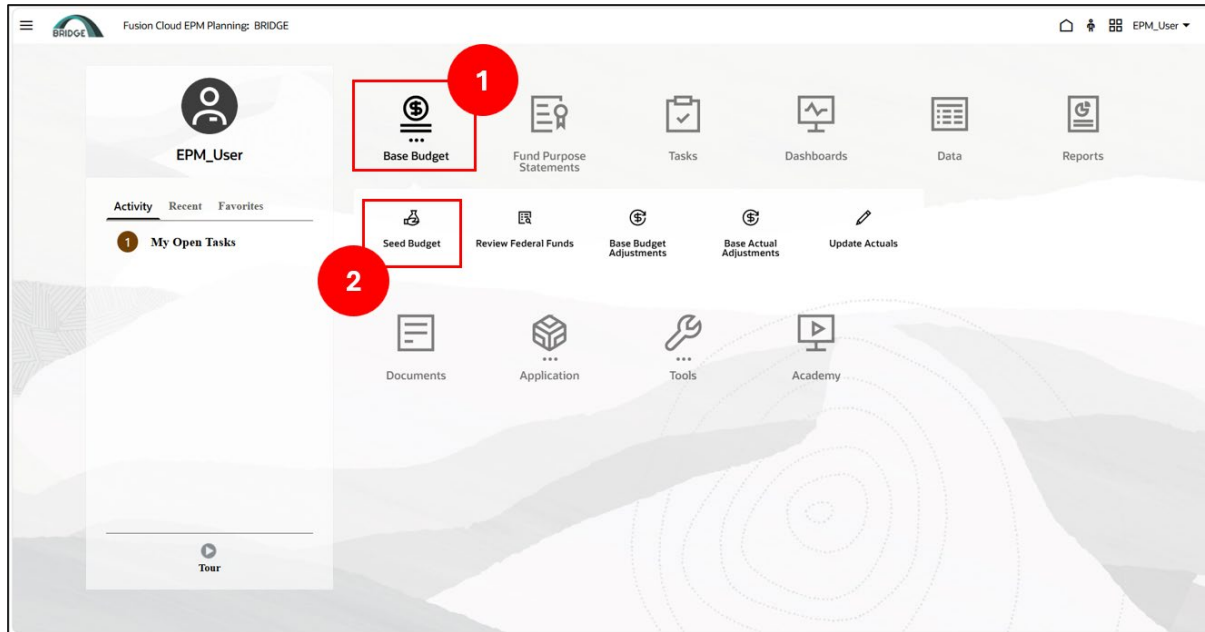
Var_BRU
BC_11000_General Assembly - General Fund

		Actual	Actual	Budget	Budget	Budget	Budget	Budget	Budget	Budget	Budget
		NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Base Working	Base Working	Base Approved	Base Approved
		YearTotal	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE
		FY26	FY26	FY27	FY27	FY27	FY27	FY28	FY28	FY28	FY28
100002-GENAS 1110 SENATE BC 11000	59999999-EXPENDITURES	10,791,933		18,592,092	101	18,592,092	101	18,592,092	101	18,592,092	101
	49999999-REVENUE	4,200									
100003-GENAS 1120 HOUSE OF REPRESENTATIVES BC 11000	59999999-EXPENDITURES	18,364,349		27,065,639	186	27,065,639	186	27,065,639	186	27,065,639	186
100004-GENAS 1211 ADMINISTRATIVE BC 11000	59999999-EXPENDITURES	16,286,411		18,057,127	87	18,057,127	87	18,057,127	87	18,057,127	87
	49999999-REVENUE	11,235		6,000		6,000		6,000		6,000	
100005-GENAS 1212 BILL DRAFTING DIVISION BC 11000	59999999-EXPENDITURES	5,256,026		5,913,763	42	5,913,763	42	5,913,763	42	5,913,763	42
100006-GENAS 1213 LEGISLATIVE ANALYSIS BC 11000	59999999-EXPENDITURES	7,014,209		8,388,810	50	8,388,810	50	8,388,810	50	8,388,810	50
100007-GENAS 1214 FISCAL RESEARCH DIVISION BC 11000	59999999-EXPENDITURES	5,559,465		6,671,107	40	6,671,107	40	6,671,107	40	6,671,107	40
100008-GENAS 1215 BUILDING MAINTENANCE BC 11000	59999999-EXPENDITURES	4,035,122		4,173,008	31	4,173,008	31	4,173,008	31	4,173,008	31
100009-GENAS 1216 FOOD SERVICE BC 11000	59999999-EXPENDITURES	1,716,358		1,921,092	20	1,921,092	20	1,921,092	20	1,921,092	20
	49999999-REVENUE	403,598		555,000		555,000		555,000		555,000	
100010-GENAS 1217 INFORMATION SYSTEMS BC 11000	59999999-EXPENDITURES	7,322,944		9,265,424	46	9,265,424	46	9,265,424	46	9,265,424	46
	49999999-REVENUE	15,500									
100015-GENAS 1900 COMMITTEES&OTHER RESERVES BC 11000	59999999-EXPENDITURES	48,872		141,478	2	141,478	2	141,478	2	141,478	2
BC_11000_General Assembly - General Fund	59999999-EXPENDITURES	76,395,689		100,189,540	604	100,189,540	604	100,189,540	604	100,189,540	604
	49999999-REVENUE	434,533		561,000		561,000		561,000		561,000	

Review Seeded Budget | Display - Review See...

V. Confirm Recurring and Non-Recurring

1. From the BRIDGE home page, click the **Base Budget** card.
2. Click **Seed Budget**.

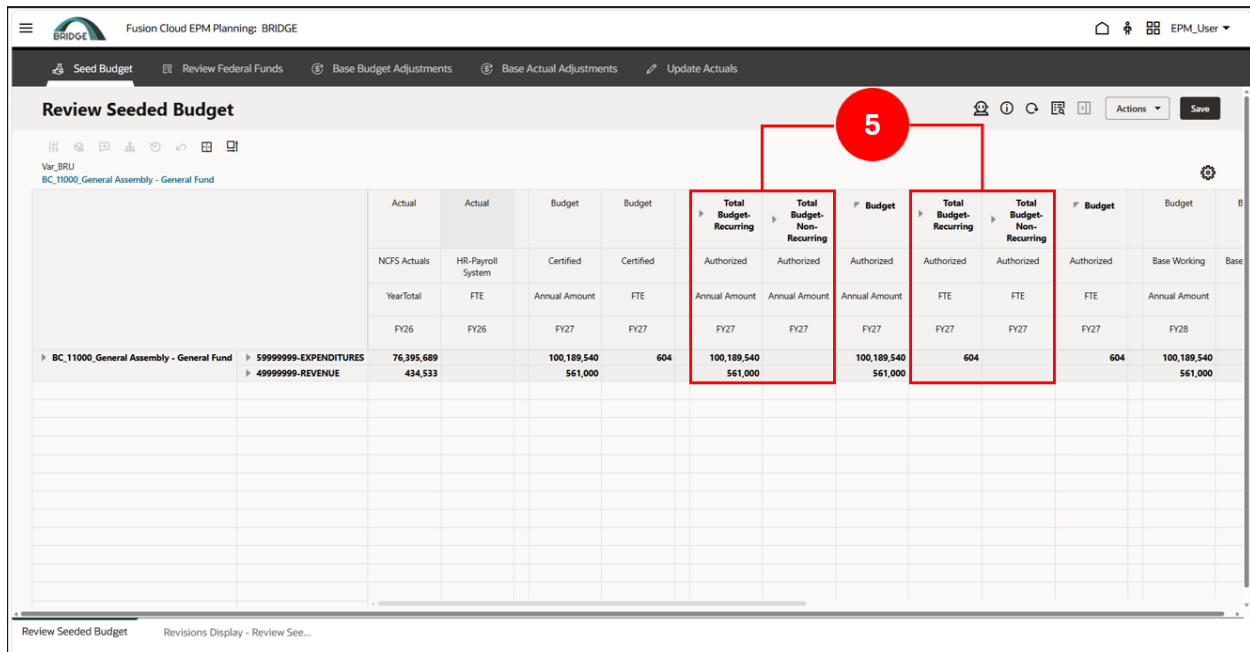


3. This will open the **Review Seeded Budget** page.
4. Click the arrow within the **Budget** cell to expand **Authorized Annual Amount** and **FTE** for more details.

BRIDGE

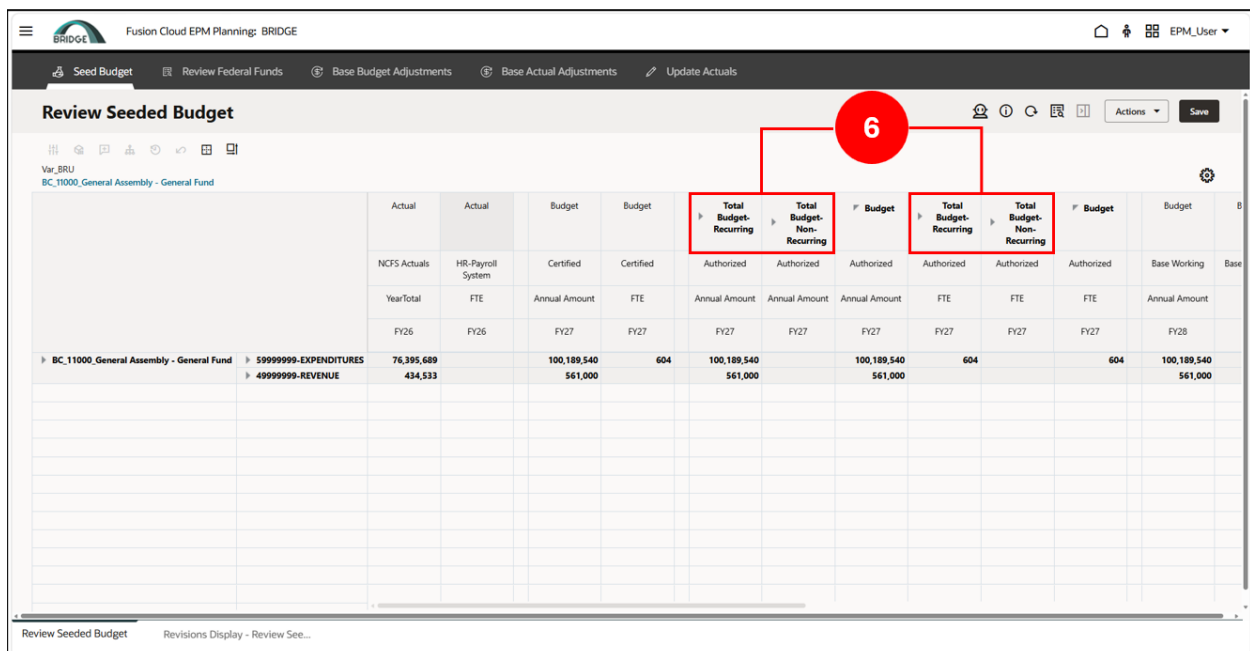
Fusion Cloud EPM Planning: BRIDGE

- It will open to **Total Budget Recurring** and **Total Budget Non-Recurring** for **Authorized Annual Amount** and **FTE** respectively.



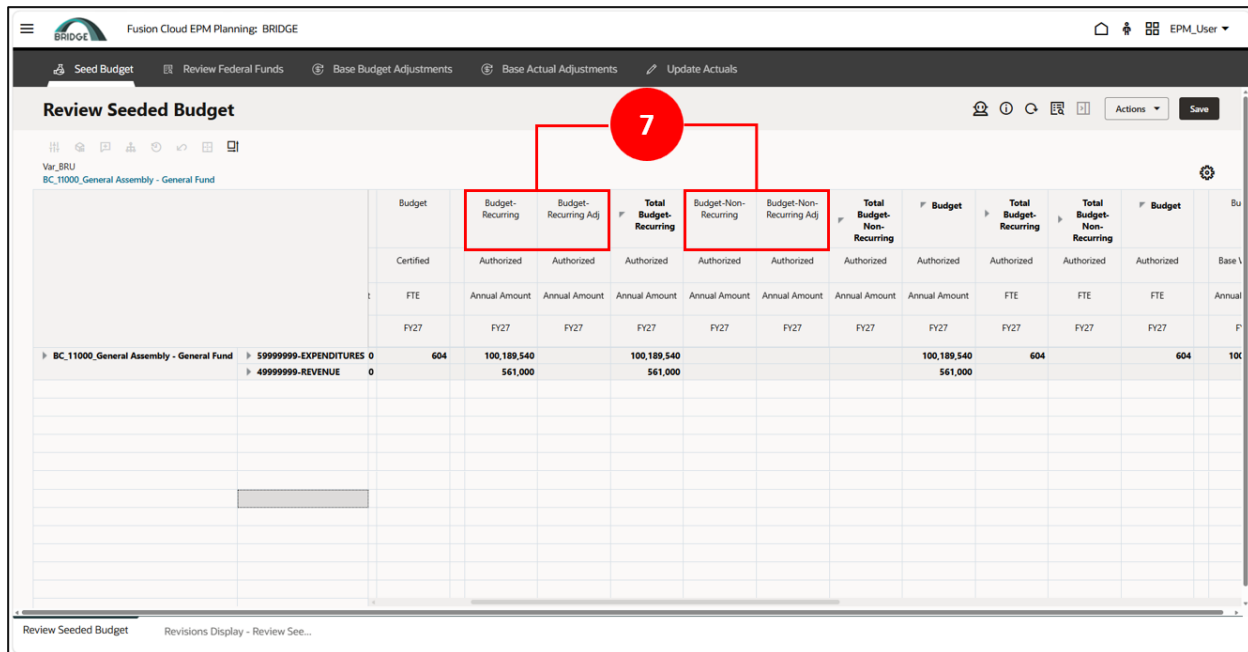
	Actual	Actual	Budget	Budget	Total Budget-Non-Recurring	Total Budget-Non-Recurring	Budget	Total Budget-Non-Recurring	Total Budget-Non-Recurring	Budget	Budget
	NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Base Working
	YearTotal	FTE	Annual Amount	FTE	Annual Amount	Annual Amount	Annual Amount	FTE	FTE	FTE	Annual Amount
	FY26	FY26	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY28
BC_11000_General Assembly - General Fund	59999999-EXPENDITURES	76,395,689		100,189,540	604	100,189,540	561,000	100,189,540	604	100,189,540	561,000
	49999999-REVENUE	434,533		561,000							

- Clicking on the **Total Budget Recurring** or **Total Budget Non-Recurring** figures cell for **Authorized Annual Amount** and **FTE** allows you to drill into further detail, such as recurring adjusted values.



	Actual	Actual	Budget	Budget	Total Budget-Non-Recurring	Total Budget-Non-Recurring	Budget	Total Budget-Non-Recurring	Total Budget-Non-Recurring	Budget	Budget
	NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Base Working
	YearTotal	FTE	Annual Amount	FTE	Annual Amount	Annual Amount	Annual Amount	FTE	FTE	FTE	Annual Amount
	FY26	FY26	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY28
BC_11000_General Assembly - General Fund	59999999-EXPENDITURES	76,395,689		100,189,540	604	100,189,540	561,000	100,189,540	604	100,189,540	561,000
	49999999-REVENUE	434,533		561,000							

7. This will show the **Budget Recurring and Budget Recurring Adjustment** values and the **Budget Non - Recurring and Budget Non -Recurring Adjustment** values.



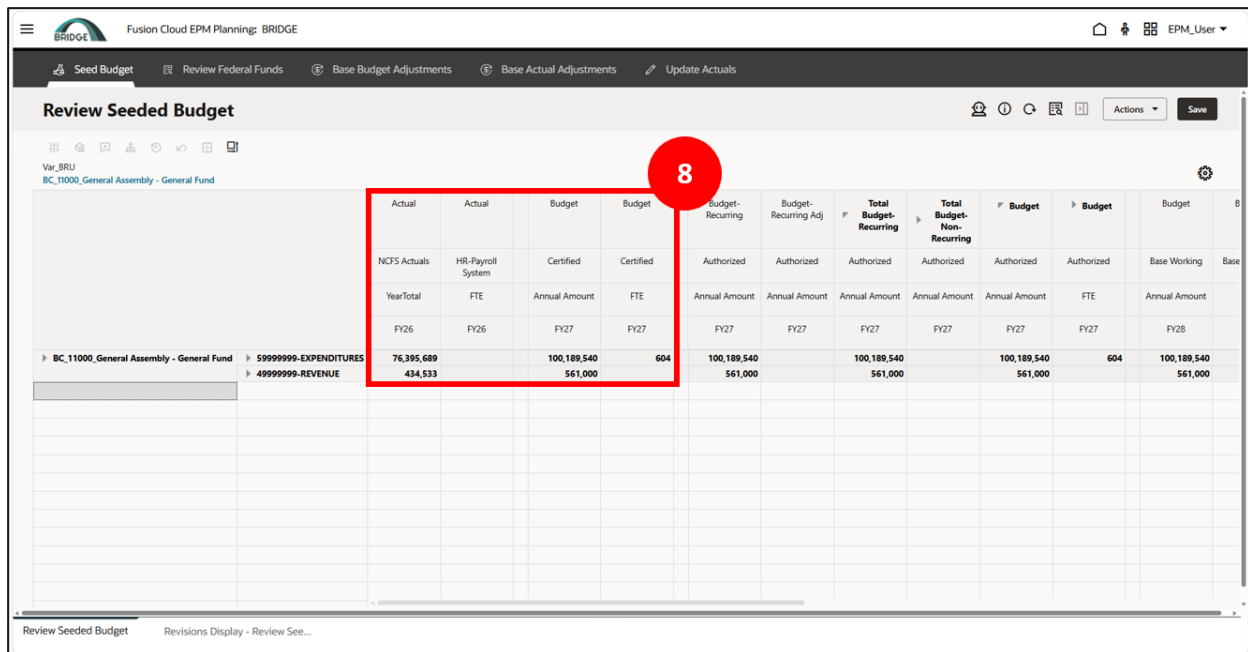
Review Seeded Budget

Var_BRU
BC_11000_General Assembly - General Fund

Budget	Budget Recurring	Budget Recurring Adj	Total Budget Recurring	Budget Non-Recurring	Budget Non-Recurring Adj	Total Budget Non-Recurring	Budget	Total Budget Recurring	Total Budget Non-Recurring	Budget	Bu
Certified	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Base \
FTE	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount	FTE	FTE	FTE	Annual
FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	P
BC_11000_General Assembly - General Fund	59999999-EXPENDITURES	0	604	100,189,540		100,189,540		100,189,540	604		100,189,540
	49999999-REVENUE	0		561,000		561,000		561,000			561,000

Review Seeded Budget Revisions Display - Review See...

8. After OSBM runs the seeding process, you can view the starting point of the biennium.



Review Seeded Budget

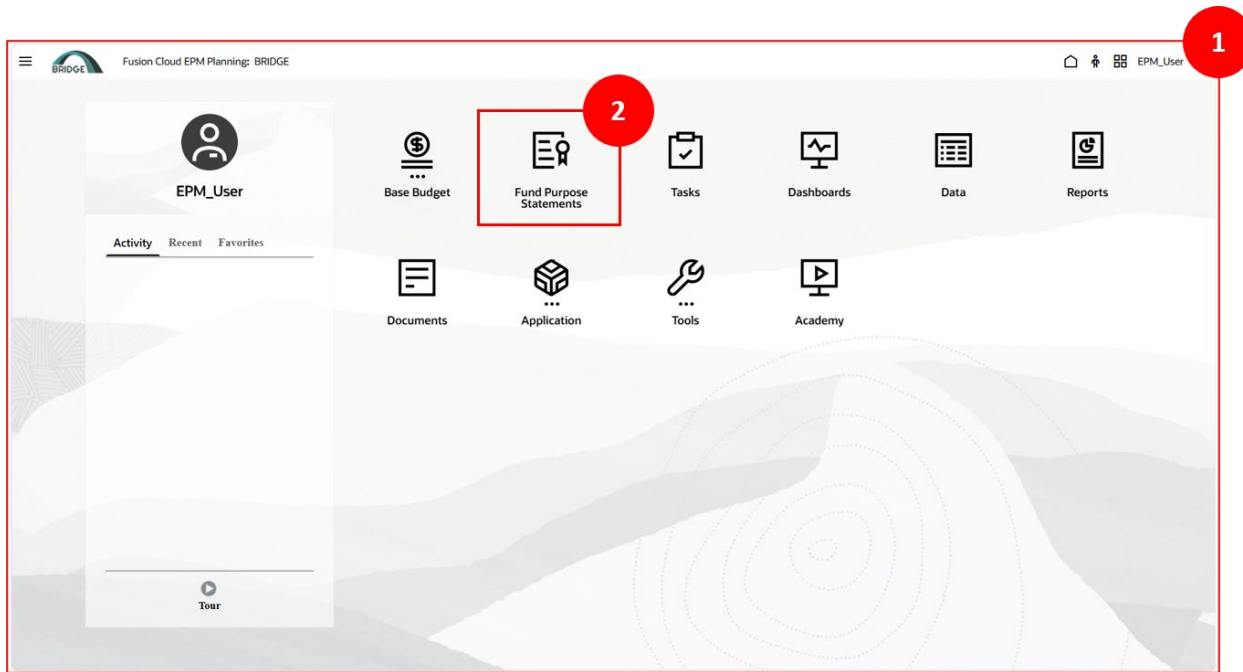
Var_BRU
BC_11000_General Assembly - General Fund

Actual	Actual	Budget	Budget	Budget Recurring	Budget Recurring Adj	Total Budget Recurring	Total Budget Non-Recurring	Budget	Budget	Budget	B
NCFS Actuals	HR-Payroll System	Certified	Certified	Authorized	Authorized	Authorized	Authorized	Authorized	Authorized	Base Working	Base
YearTotal	FTE	Annual Amount	FTE	Annual Amount	Annual Amount	Annual Amount	Annual Amount	Annual Amount	FTE	Annual Amount	
FY26	FY26	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY27	FY28	
BC_11000_General Assembly - General Fund	59999999-EXPENDITURES	76,395,689		100,189,540	604	100,189,540	100,189,540	100,189,540	604	100,189,540	
	49999999-REVENUE	434,533		561,000		561,000	561,000	561,000		561,000	

Review Seeded Budget Revisions Display - Review See...

VI. Create and Submit a Fund Purpose Statement

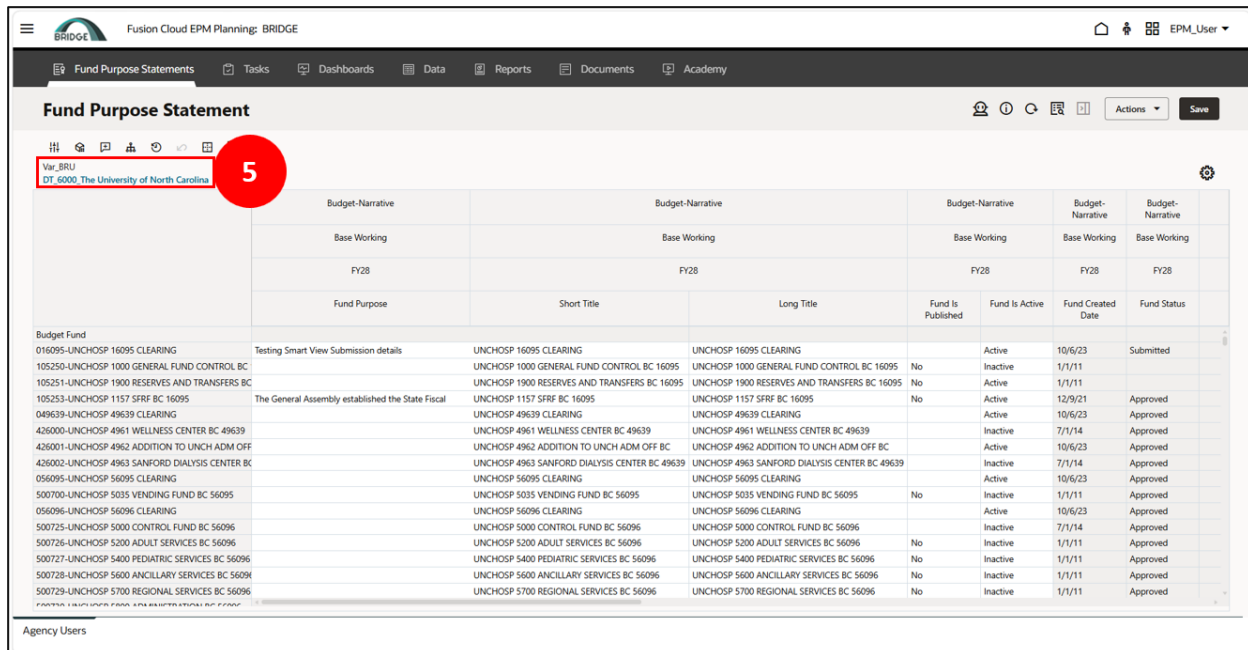
1. Navigate to the BRIDGE home page.
2. Select the **Fund Purpose Statements** card.



3. Open the **Fund Purpose Statement** form.
4. Review the form.

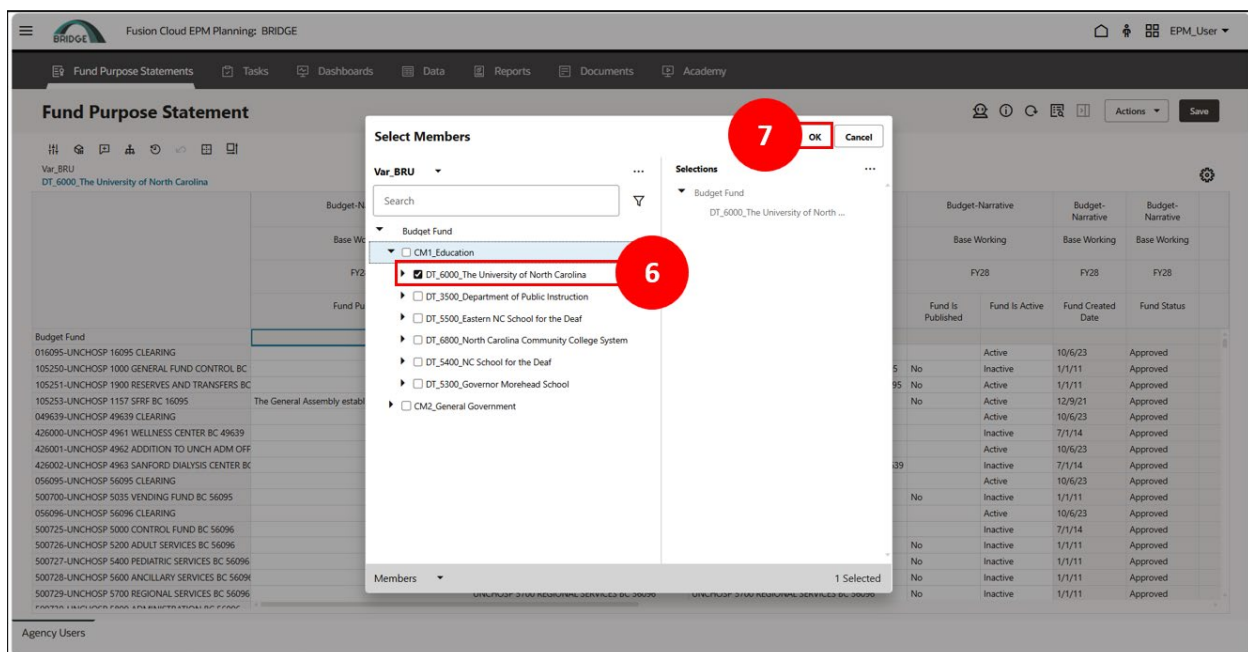
Fund Purpose Statement							
Budget-Narrative		Budget-Narrative		Budget-Narrative		Budget-Narrative	
Base Working		Base Working		Base Working		Base Working	
FY28		FY28		FY28		FY28	
Fund Purpose		Short Title		Long Title		Fund Status	
Budget Fund							
316095-UNHOSP 16095 CLEARING	Testing Smart View Submission details	UNHOSP 16095 CLEARING	UNHOSP 16095 CLEARING		Active	10/6/23	Submitted
105250-UNHOSP 1000 GENERAL FUND CONTROL BC		UNHOSP 1000 GENERAL FUND CONTROL BC 16095	UNHOSP 1000 GENERAL FUND CONTROL BC 16095	No	Inactive	1/1/11	
105251-UNHOSP 1900 RESERVES AND TRANSFERS BC		UNHOSP 1900 RESERVES AND TRANSFERS BC 16095	UNHOSP 1900 RESERVES AND TRANSFERS BC 16095	No	Active	1/1/11	
105253-UNHOSP 1157 SFRR BC 16095	The General Assembly established the State Fiscal	UNHOSP 1157 SFRR BC 16095	UNHOSP 1157 SFRR BC 16095	No	Active	12/9/21	Approved
349639-UNHOSP 49639 CLEARING		UNHOSP 49639 CLEARING	UNHOSP 49639 CLEARING	No	Active	10/6/23	Approved
326000-UNHOSP 4961 WELLNESS CENTER BC 49639		UNHOSP 4961 WELLNESS CENTER BC 49639	UNHOSP 4961 WELLNESS CENTER BC 49639	Inactive	7/1/14	Approved	
326001-UNHOSP 4962 ADDITION TO UNCH ADM OFF		UNHOSP 4962 ADDITION TO UNCH ADM OFF BC	UNHOSP 4962 ADDITION TO UNCH ADM OFF BC	Active	10/6/23	Approved	
326002-UNHOSP 4963 SANFORD DIALYSIS CENTER BC		UNHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	UNHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	Inactive	7/1/14	Approved	
356095-UNHOSP 56095 CLEARING		UNHOSP 56095 CLEARING	UNHOSP 56095 CLEARING	Active	10/6/23	Approved	
300700-UNHOSP 5035 VENDING FUND BC 56095		UNHOSP 5035 VENDING FUND BC 56095	UNHOSP 5035 VENDING FUND BC 56095	No	Inactive	1/1/11	Approved
356096-UNHOSP 56096 CLEARING		UNHOSP 56096 CLEARING	UNHOSP 56096 CLEARING	Active	10/6/23	Approved	
300725-UNHOSP 5000 CONTROL FUND BC 56096		UNHOSP 5000 CONTROL FUND BC 56096	UNHOSP 5000 CONTROL FUND BC 56096	Inactive	7/1/14	Approved	
300726-UNHOSP 5200 ADULT SERVICES BC 56096		UNHOSP 5200 ADULT SERVICES BC 56096	UNHOSP 5200 ADULT SERVICES BC 56096	No	Inactive	1/1/11	Approved
300727-UNHOSP 5400 PEDIATRIC SERVICES BC 56096		UNHOSP 5400 PEDIATRIC SERVICES BC 56096	UNHOSP 5400 PEDIATRIC SERVICES BC 56096	No	Inactive	1/1/11	Approved
300728-UNHOSP 5600 ANCILLARY SERVICES BC 56096		UNHOSP 5600 ANCILLARY SERVICES BC 56096	UNHOSP 5600 ANCILLARY SERVICES BC 56096	No	Inactive	1/1/11	Approved
300729-UNHOSP 5700 REGIONAL SERVICES BC 56096		UNHOSP 5700 REGIONAL SERVICES BC 56096	UNHOSP 5700 REGIONAL SERVICES BC 56096	No	Inactive	1/1/11	Approved

- Click the **Var_BRU** to further filter the data and find the Budget Fund you need to add a purpose statement for.



Budget Fund	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
	Base Working	Base Working	Base Working	Base Working	Base Working
	FY28	FY28	FY28	FY28	FY28
	Fund Purpose	Short Title	Long Title	Fund Is Published	Fund Is Active
016095-UNCHOSP 16095 CLEARING	Testing Smart View Submission details	UNCHOSP 16095 CLEARING	UNCHOSP 16095 CLEARING	No	Active
105250-UNCHOSP 1000 GENERAL FUND CONTROL BC 16095		UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	No	Inactive
105251-UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095		UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	No	Active
105253-UNCHOSP 1157 SFRF BC 16095		UNCHOSP 1157 SFRF BC 16095	UNCHOSP 1157 SFRF BC 16095	No	Active
049639-UNCHOSP 49639 CLEARING	The General Assembly established the State Fiscal	UNCHOSP 49639 CLEARING	UNCHOSP 49639 CLEARING	No	Active
426000-UNCHOSP 4961 WELLNESS CENTER BC 49639		UNCHOSP 4961 WELLNESS CENTER BC 49639	UNCHOSP 4961 WELLNESS CENTER BC 49639	No	Inactive
426001-UNCHOSP 4962 ADDITION TO UNCH ADM OFF		UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	No	Active
426002-UNCHOSP 4963 SANFORD DIALYSIS CENTER BC		UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	No	Inactive
056095-UNCHOSP 56095 CLEARING		UNCHOSP 56095 CLEARING	UNCHOSP 56095 CLEARING	No	Active
500700-UNCHOSP 5035 VENDING FUND BC 56095		UNCHOSP 5035 VENDING FUND BC 56095	UNCHOSP 5035 VENDING FUND BC 56095	No	Inactive
056096-UNCHOSP 56096 CLEARING		UNCHOSP 56096 CLEARING	UNCHOSP 56096 CLEARING	No	Active
500725-UNCHOSP 5000 CONTROL FUND BC 56096		UNCHOSP 5000 CONTROL FUND BC 56096	UNCHOSP 5000 CONTROL FUND BC 56096	No	Inactive
500726-UNCHOSP 5200 ADULT SERVICES BC 56096		UNCHOSP 5200 ADULT SERVICES BC 56096	UNCHOSP 5200 ADULT SERVICES BC 56096	No	Inactive
500727-UNCHOSP 5400 PEDIATRIC SERVICES BC 56096		UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	No	Inactive
500728-UNCHOSP 5600 ANCILLARY SERVICES BC 56096		UNCHOSP 5600 ANCILLARY SERVICES BC 56096	UNCHOSP 5600 ANCILLARY SERVICES BC 56096	No	Inactive
500729-UNCHOSP 5700 REGIONAL SERVICES BC 56096		UNCHOSP 5700 REGIONAL SERVICES BC 56096	UNCHOSP 5700 REGIONAL SERVICES BC 56096	No	Inactive

- Clicking on the BRU link opens the **Select Members** option. Select from the **Var_BRU** as applicable. For this example, select **DT_6000**.
- Verify your selection and click **OK** to confirm.



Select Members

Var_BRU

Search

Budget Fund

☐ CM1_Education

☒ DT_6000, The University of North Carolina

☐ DT_3500, Department of Public Instruction

☐ DT_5500, Eastern NC School for the Deaf

☐ DT_6800, North Carolina Community College System

☐ DT_5400, NC School for the Deaf

☐ DT_5300, Governor Morehead School

☐ CM2_General Government

Members

1 Selected

OK

Cancel

- Click in the **Fund Purpose** cell beside the Budget Fund you wish to add a statement to.
- A text box will appear.

QRG: Agency Base Budget Creation & Adjustment



- Enter your **Fund Purpose Statement** and click **Save**.
- Click **Save** on the form.

Var_BRU
DT_6000, The University of North Carolina

Budget Fund	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
	Base Working	Base Working	Base Working	Base Working	Base Working
	FY28	FY28	FY28	FY28	FY28
	Fund Purpose	Short Title	Long Title	Fund Is Published	Fund Is Active
016095-UNCHOSP 16095 CLEARING	Testing Smart View Submission details	UNCHOSP 16095 CLEARING	UNCHOSP 16095 CLEARING	No	Active
105250-UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	Test Fund Purpose Statement Text	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	No	Inactive
105251-UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095		UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	No	Active
105253-UNCHOSP 1157 SFRF BC 16095		UNCHOSP 1157 SFRF BC 16095	UNCHOSP 1157 SFRF BC 16095	No	Active
049639-UNCHOSP 49639 CLEARING		UNCHOSP 49639 CLEARING	UNCHOSP 49639 CLEARING	No	Active
426001-UNCHOSP 4961 WELLNESS CENTER BC 49639		UNCHOSP 4961 WELLNESS CENTER BC 49639	UNCHOSP 4961 WELLNESS CENTER BC 49639	No	Inactive
426001-UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC		UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	No	Active
426002-UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639		UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	No	Inactive
056095-UNCHOSP 56095 CLEARING		UNCHOSP 56095 CLEARING	UNCHOSP 56095 CLEARING	No	Active
500700-UNCHOSP 5035 VENDING FUND BC 56095		UNCHOSP 5035 VENDING FUND BC 56095	UNCHOSP 5035 VENDING FUND BC 56095	No	Inactive
056096-UNCHOSP 56096 CLEARING		UNCHOSP 56096 CLEARING	UNCHOSP 56096 CLEARING	No	Active
500725-UNCHOSP 5000 CONTROL FUND BC 56096		UNCHOSP 5000 CONTROL FUND BC 56096	UNCHOSP 5000 CONTROL FUND BC 56096	No	Inactive
500726-UNCHOSP 5200 ADULT SERVICES BC 56096		UNCHOSP 5200 ADULT SERVICES BC 56096	UNCHOSP 5200 ADULT SERVICES BC 56096	No	Inactive
500727-UNCHOSP 5400 PEDIATRIC SERVICES BC 56096		UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	No	Inactive
500728-UNCHOSP 5600 ANCILLARY SERVICES BC 56096		UNCHOSP 5600 ANCILLARY SERVICES BC 56096	UNCHOSP 5600 ANCILLARY SERVICES BC 56096	No	Inactive
500729-UNCHOSP 5700 REGIONAL SERVICES BC 56096		UNCHOSP 5700 REGIONAL SERVICES BC 56096	UNCHOSP 5700 REGIONAL SERVICES BC 56096	No	Inactive

Agency Users

10. A confirmation message is displayed on the screen.

11. Click **OK** to continue.

Var_BRU
DT_6000, The University of North Carolina

Budget Fund	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
	Base Working	Base Working	Base Working	Base Working	Base Working
	FY28	FY28	FY28	FY28	FY28
	Fund Purpose	Short Title	Long Title	Fund Is Published	Fund Is Active
016095-UNCHOSP 16095 CLEARING	Testing Smart View Submission details	UNCHOSP 16095 CLEARING	UNCHOSP 16095 CLEARING	No	Active
105250-UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	Test Fund Purpose Statement Text	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	No	Inactive
105251-UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095		UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	No	Active
105253-UNCHOSP 1157 SFRF BC 16095		UNCHOSP 1157 SFRF BC 16095	UNCHOSP 1157 SFRF BC 16095	No	Active
049639-UNCHOSP 49639 CLEARING		UNCHOSP 49639 CLEARING	UNCHOSP 49639 CLEARING	No	Active
426001-UNCHOSP 4961 WELLNESS CENTER BC 49639		UNCHOSP 4961 WELLNESS CENTER BC 49639	UNCHOSP 4961 WELLNESS CENTER BC 49639	No	Inactive
426001-UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC		UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	No	Active
426002-UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639		UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	No	Inactive
056095-UNCHOSP 56095 CLEARING		UNCHOSP 56095 CLEARING	UNCHOSP 56095 CLEARING	No	Active
500700-UNCHOSP 5035 VENDING FUND BC 56095		UNCHOSP 5035 VENDING FUND BC 56095	UNCHOSP 5035 VENDING FUND BC 56095	No	Inactive
056096-UNCHOSP 56096 CLEARING		UNCHOSP 56096 CLEARING	UNCHOSP 56096 CLEARING	No	Active
500725-UNCHOSP 5000 CONTROL FUND BC 56096		UNCHOSP 5000 CONTROL FUND BC 56096	UNCHOSP 5000 CONTROL FUND BC 56096	No	Inactive
500726-UNCHOSP 5200 ADULT SERVICES BC 56096		UNCHOSP 5200 ADULT SERVICES BC 56096	UNCHOSP 5200 ADULT SERVICES BC 56096	No	Inactive
500727-UNCHOSP 5400 PEDIATRIC SERVICES BC 56096		UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	No	Inactive
500728-UNCHOSP 5600 ANCILLARY SERVICES BC 56096		UNCHOSP 5600 ANCILLARY SERVICES BC 56096	UNCHOSP 5600 ANCILLARY SERVICES BC 56096	No	Inactive
500729-UNCHOSP 5700 REGIONAL SERVICES BC 56096		UNCHOSP 5700 REGIONAL SERVICES BC 56096	UNCHOSP 5700 REGIONAL SERVICES BC 56096	No	Inactive

Agency Users

12. The entered statement is copied into the **Fund Purpose** cell next to the **Budget Fund**.

13. Right-click the cell with the Fund Purpose Statement to open an action menu.

14. Select the **Submit Budget Fund** option.

QRG: Agency Base Budget Creation & Adjustment



Fund Purpose Statement

Var_BRU
DT_6000_The University of North Carolina

Budget Fund

016095-UNHOSP 16095 CLEARING
105250-UNHOSP 1000 GENERAL FUND CONTROL BC 16095
105251-UNHOSP 1900 RESERVES AND TRANSFERS BC 16095
105253-UNHOSP 1157 SFRF BC 16095
049639-UNHOSP 49639 CLEARING
426000-UNHOSP 4961 WELLNESS CENTER BC 49639
426001-UNHOSP 4962 ADDITION TO UNCH ADM OFF BC 49639
426002-UNHOSP 4963 SANFORD DIALYSIS CENTER BC 49639
056095-UNHOSP 56095 CLEARING
500700-UNHOSP 5035 VENDING FUND BC 56095
056096-UNHOSP 56096 CLEARING
500725-UNHOSP 5000 CONTROL FUND BC 56096
500726-UNHOSP 5200 ADULT SERVICES BC 56096
500727-UNHOSP 5400 PEDIATRIC SERVICES BC 56096
500728-UNHOSP 5600 ANCILLARY SERVICES BC 56096
500729-UNHOSP 5700 REGIONAL SERVICES BC 56096

Budget-Narrative

Base Working
FY28
Fund Purpose

Budget-Narrative

Base Working
FY28
Long Title

Budget-Narrative

Base Working
FY28
Fund Is Published

Budget-Narrative

Base Working
FY28
Fund Is Active

Budget-Narrative

Base Working
FY28
Fund Created Date

Budget-Narrative

Base Working
FY28
Fund Status

Agency Users

15. Confirm the correct Budget Fund number in the prompt window.

16. Click **Launch**.

Fund Purpose Statement

Var_BRU
DT_6000_The University of North Carolina

Budget Fund

016095-UNHOSP 16095 CLEARING
105250-UNHOSP 1000 GENERAL FUND CONTROL BC 16095
105251-UNHOSP 1900 RESERVES AND TRANSFERS BC 16095
105253-UNHOSP 1157 SFRF BC 16095
049639-UNHOSP 49639 CLEARING
426000-UNHOSP 4961 WELLNESS CENTER BC 49639
426001-UNHOSP 4962 ADDITION TO UNCH ADM OFF BC 49639
426002-UNHOSP 4963 SANFORD DIALYSIS CENTER BC 49639
056095-UNHOSP 56095 CLEARING
500700-UNHOSP 5035 VENDING FUND BC 56095
056096-UNHOSP 56096 CLEARING
500725-UNHOSP 5000 CONTROL FUND BC 56096
500726-UNHOSP 5200 ADULT SERVICES BC 56096
500727-UNHOSP 5400 PEDIATRIC SERVICES BC 56096
500728-UNHOSP 5600 ANCILLARY SERVICES BC 56096
500729-UNHOSP 5700 REGIONAL SERVICES BC 56096

Budget-Narrative

Base Working
FY28
Fund Purpose

Budget-Narrative

Base Working
FY28
Short Title

Budget-Narrative

Base Working
FY28
Long Title

Budget-Narrative

Base Working
FY28
Fund Is Published

Budget-Narrative

Base Working
FY28
Fund Is Active

Budget-Narrative

Base Working
FY28
Fund Created Date

Budget-Narrative

Base Working
FY28
Fund Status

Agency Users

OSBM BUD Budget Fund: Submitted

Complete the runtime prompts

Select Budget Fund: BF_105250

Cancel Launch

17. A confirmation message is displayed on the screen.

18. Click **OK** to continue.

QRG: Agency Base Budget Creation & Adjustment



Fusion Cloud EPM Planning: BRIDGE

Fund Purpose Statements Tasks Dashboards Data Reports Documents Academy

Fund Purpose Statement

Var_BRU
DT_6000_The University of North Carolina

Budget-Fund	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
	Base Working	Base Working	Base Working	Base Working	Base Working
	FY28	FY28	FY28	FY28	FY28
	Fund Purpose	Short Title	Long Title	Fund Is Published	Fund Is Active
016095-UNCHOSP 16095 CLEARING	Testing Smart View Submission details	UNCHOSP 16095 CLEARING	UNCHOSP 16095 CLEARING	No	Active
105250-UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	Test Fund Purpose Statement Text	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	No	Inactive
105251-UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	The General Assembly established the State Fiscal	UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	No	Active
105253-UNCHOSP 1157 SFRR BC 16095		UNCHOSP 1157 SFRR BC 16095	UNCHOSP 1157 SFRR BC 16095	No	Active
049639-UNCHOSP 49639 CLEARING		UNCHOSP 49639 CLEARING	UNCHOSP 49639 CLEARING	No	Active
426000-UNCHOSP 4961 WELLNESS CENTER BC 49639		UNCHOSP 4961 WELLNESS CENTER BC 49639	UNCHOSP 4961 WELLNESS CENTER BC 49639	No	Inactive
426001-UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC		UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	No	Active
426002-UNCHOSP 4963 SANFORD DIALYSIS CENTER BC		UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	No	Inactive
056095-UNCHOSP 56095 CLEARING		UNCHOSP 56095 CLEARING	UNCHOSP 56095 CLEARING	No	Active
500700-UNCHOSP 5035 VENDING FUND BC 56095		UNCHOSP 5035 VENDING FUND BC 56095	UNCHOSP 5035 VENDING FUND BC 56095	No	Inactive
056096-UNCHOSP 56096 CLEARING		UNCHOSP 56096 CLEARING	UNCHOSP 56096 CLEARING	No	Active
500725-UNCHOSP 5000 CONTROL FUND BC 56096		UNCHOSP 5000 CONTROL FUND BC 56096	UNCHOSP 5000 CONTROL FUND BC 56096	No	Inactive
500726-UNCHOSP 5200 ADULT SERVICES BC 56096		UNCHOSP 5200 ADULT SERVICES BC 56096	UNCHOSP 5200 ADULT SERVICES BC 56096	No	Inactive
500727-UNCHOSP 5400 PEDIATRIC SERVICES BC 56096		UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	No	Inactive
500728-UNCHOSP 5600 ANCILLARY SERVICES BC 56096		UNCHOSP 5600 ANCILLARY SERVICES BC 56096	UNCHOSP 5600 ANCILLARY SERVICES BC 56096	No	Inactive
500729-UNCHOSP 5700 REGIONAL SERVICES BC 56096		UNCHOSP 5700 REGIONAL SERVICES BC 56096	UNCHOSP 5700 REGIONAL SERVICES BC 56096	No	Inactive

Agency Users

19. Review and confirm that the Fund Purpose Statement status has changed to **Submitted**.

Fusion Cloud EPM Planning: BRIDGE

Fund Purpose Statements Tasks Dashboards Data Reports Documents Academy

Fund Purpose Statement

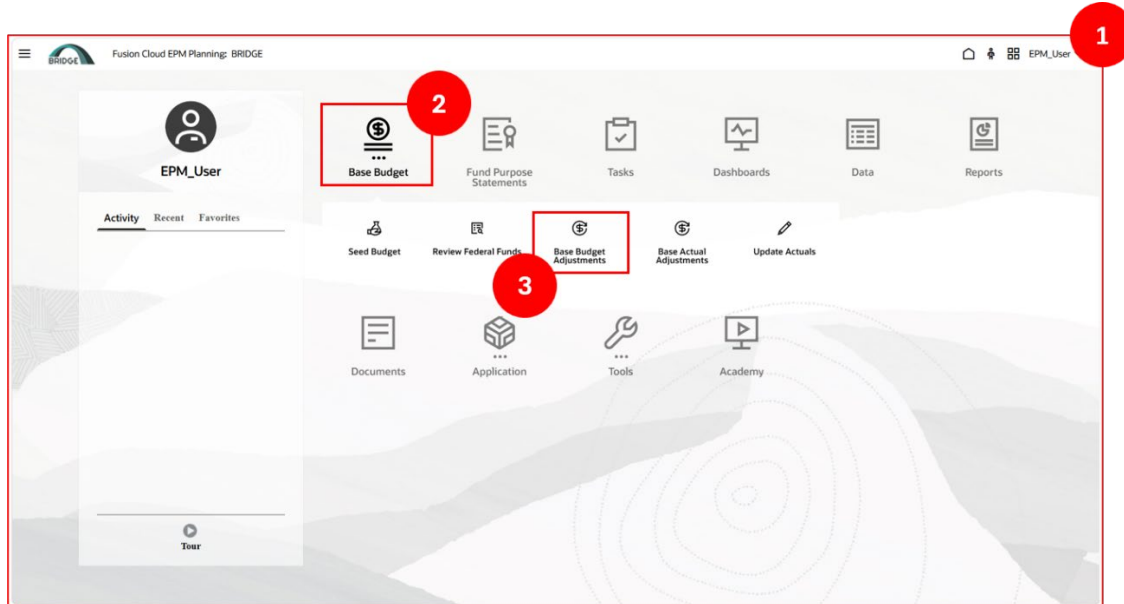
Var_BRU
DT_6000_The University of North Carolina

Budget-Fund	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
	Base Working	Base Working	Base Working	Base Working	Base Working
	FY28	FY28	FY28	FY28	FY28
	Fund Purpose	Short Title	Long Title	Fund Is Published	Fund Is Active
016095-UNCHOSP 16095 CLEARING	Testing Smart View Submission details	UNCHOSP 16095 CLEARING	UNCHOSP 16095 CLEARING	No	Active
105250-UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	Test Fund Purpose Statement Text	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	UNCHOSP 1000 GENERAL FUND CONTROL BC 16095	No	Inactive
105251-UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	The General Assembly established the State Fiscal	UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	UNCHOSP 1900 RESERVES AND TRANSFERS BC 16095	No	Active
105253-UNCHOSP 1157 SFRR BC 16095		UNCHOSP 1157 SFRR BC 16095	UNCHOSP 1157 SFRR BC 16095	No	Active
049639-UNCHOSP 49639 CLEARING		UNCHOSP 49639 CLEARING	UNCHOSP 49639 CLEARING	No	Active
426000-UNCHOSP 4961 WELLNESS CENTER BC 49639		UNCHOSP 4961 WELLNESS CENTER BC 49639	UNCHOSP 4961 WELLNESS CENTER BC 49639	No	Inactive
426001-UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC		UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	UNCHOSP 4962 ADDITION TO UNCH ADM OFF BC	No	Active
426002-UNCHOSP 4963 SANFORD DIALYSIS CENTER BC		UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	UNCHOSP 4963 SANFORD DIALYSIS CENTER BC 49639	No	Inactive
056095-UNCHOSP 56095 CLEARING		UNCHOSP 56095 CLEARING	UNCHOSP 56095 CLEARING	No	Active
500700-UNCHOSP 5035 VENDING FUND BC 56095		UNCHOSP 5035 VENDING FUND BC 56095	UNCHOSP 5035 VENDING FUND BC 56095	No	Inactive
056096-UNCHOSP 56096 CLEARING		UNCHOSP 56096 CLEARING	UNCHOSP 56096 CLEARING	No	Active
500725-UNCHOSP 5000 CONTROL FUND BC 56096		UNCHOSP 5000 CONTROL FUND BC 56096	UNCHOSP 5000 CONTROL FUND BC 56096	No	Inactive
500726-UNCHOSP 5200 ADULT SERVICES BC 56096		UNCHOSP 5200 ADULT SERVICES BC 56096	UNCHOSP 5200 ADULT SERVICES BC 56096	No	Inactive
500727-UNCHOSP 5400 PEDIATRIC SERVICES BC 56096		UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	UNCHOSP 5400 PEDIATRIC SERVICES BC 56096	No	Inactive
500728-UNCHOSP 5600 ANCILLARY SERVICES BC 56096		UNCHOSP 5600 ANCILLARY SERVICES BC 56096	UNCHOSP 5600 ANCILLARY SERVICES BC 56096	No	Inactive
500729-UNCHOSP 5700 REGIONAL SERVICES BC 56096		UNCHOSP 5700 REGIONAL SERVICES BC 56096	UNCHOSP 5700 REGIONAL SERVICES BC 56096	No	Inactive

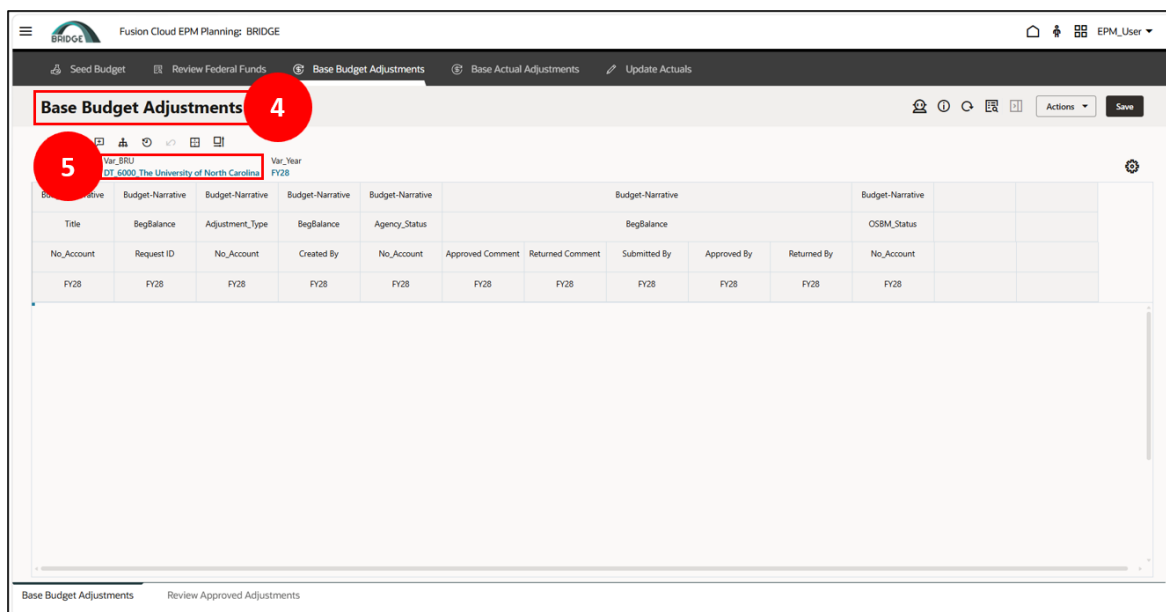
Agency Users

VII. Create a Base Budget Adjustment Request

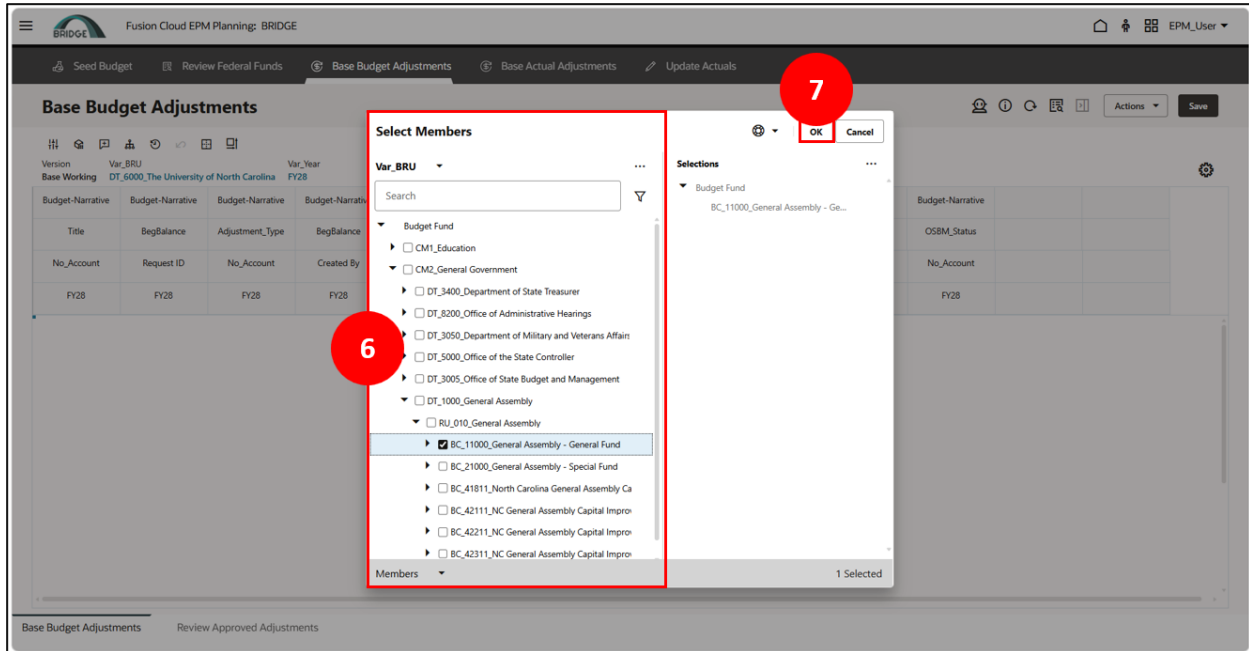
1. Navigate to the BRIDGE home page.
2. Select the **Base Budget** card.
3. Select **Base Budget Adjustment** from the drop-down menu.



4. The **Base Budget Adjustment** Request Input form opens.
5. Click the **Var_BRU** to further filter the data and find the Budget Fund you need to create a Base Budget Adjustment for.

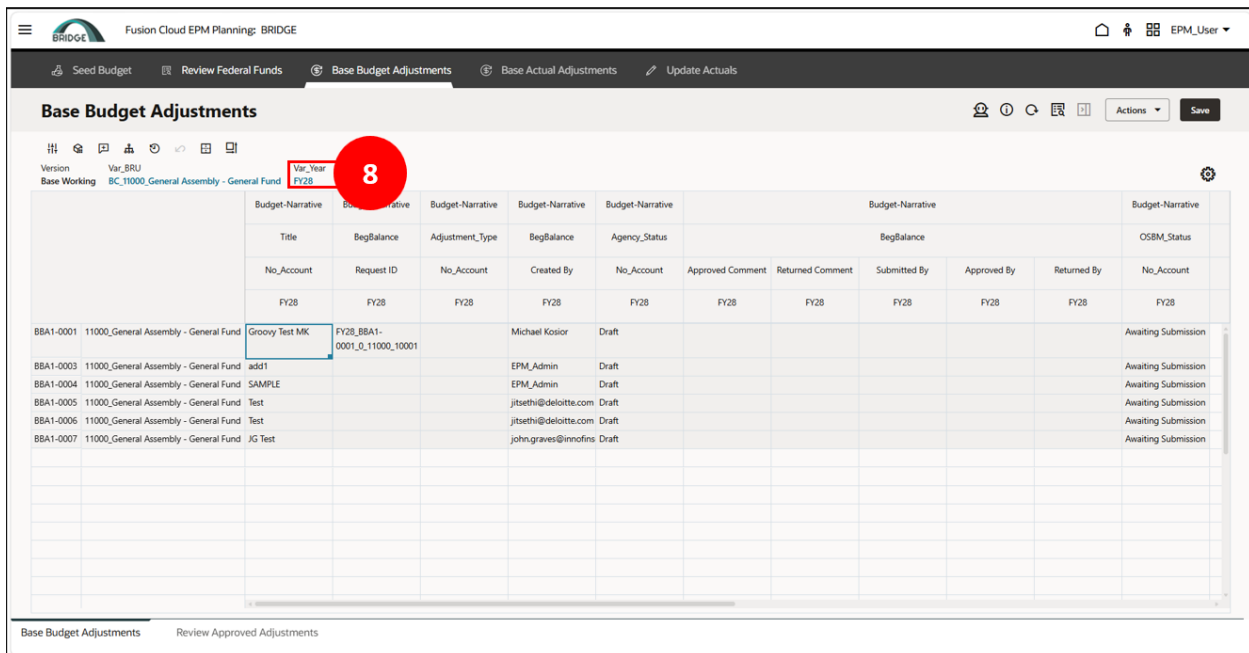


6. Select the applicable **Budget Fund member**. For this example, select **BC_11000 General Assembly**.
7. Click **OK** to apply your selection.



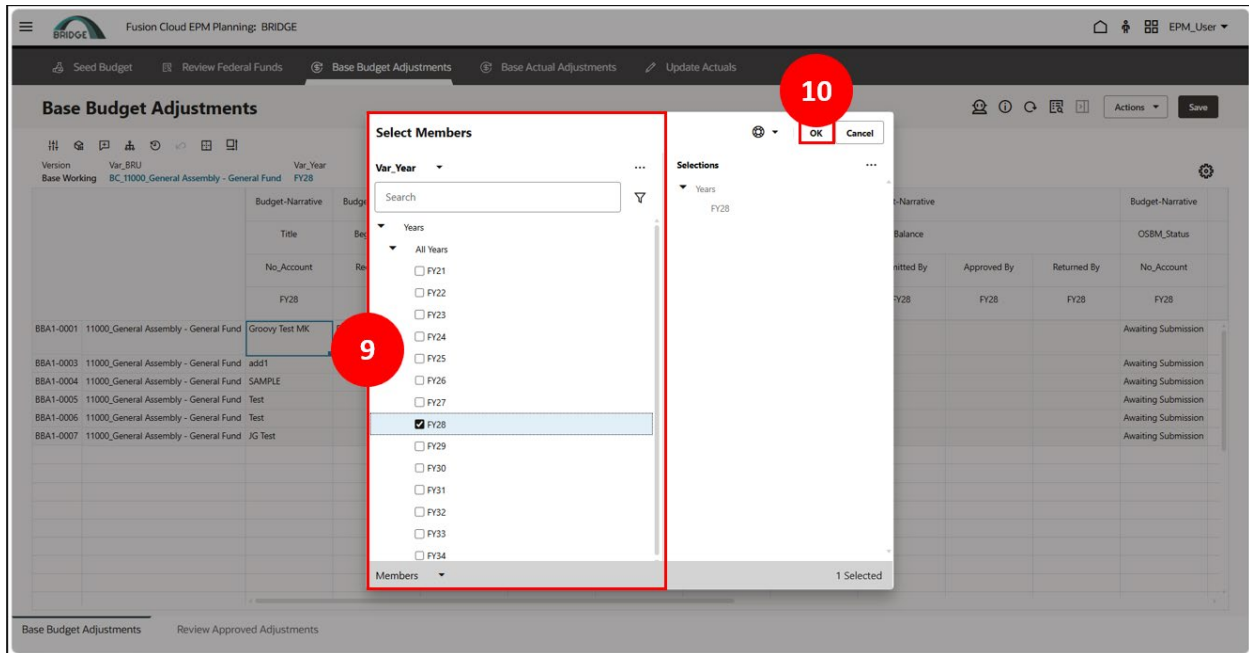
The screenshot shows the 'Base Budget Adjustments' window in the Fusion Cloud EPM Planning: BRIDGE application. A 'Select Members' dialog is open, displaying a list of budget funds. The 'Var_BRU' dropdown is set to 'DT_6000, The University of North Carolina'. The 'Budget Fund' list includes various options, with 'BC_11000, General Assembly - General Fund' selected. The 'OK' button is highlighted with a red circle labeled '7'.

8. With the right VAR_BRU selected, select **VAR_Year**.



The screenshot shows the 'Base Budget Adjustments' window. The 'Var_BRU' dropdown is set to 'BC_11000, General Assembly - General Fund'. The 'Var_Year' dropdown is highlighted with a red circle labeled '8' and is set to 'FY28'. The main table displays budget adjustment details, including columns for Budget-Narrative, Title, BegBalance, Adjustment_Type, BegBalance, Agency_Status, No_Account, Request ID, No_Account, Created By, No_Account, Approved Comment, Returned Comment, Submitted By, Approved By, Returned By, and No_Account.

9. Select the applicable **Year**. For this example, select **FY28**.
10. Click **OK** to apply your selection.



Base Budget Adjustments

Version: Var_BRI
Base Working: BC_11000_General Assembly - General Fund

Var_Year: FY28

Budget-Narrative: Groovy Test MK

Select Members

Var_Year: FY28

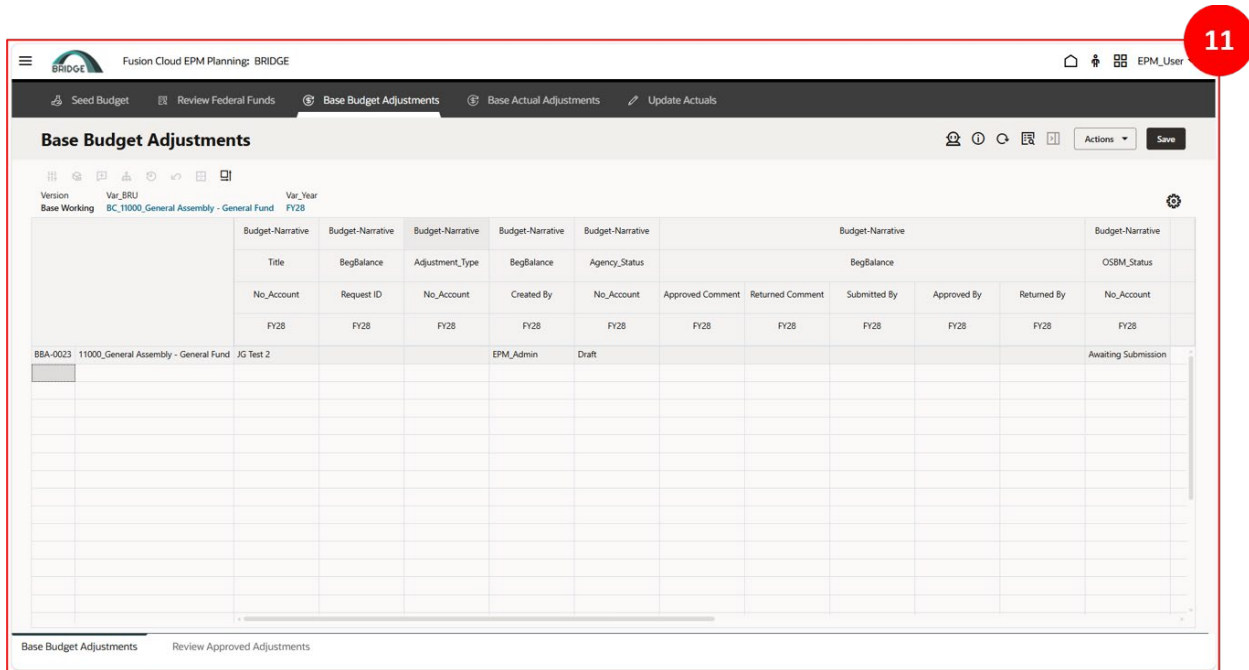
Years

- ☐ FY21
- ☐ FY22
- ☐ FY23
- ☐ FY24
- ☐ FY25
- ☐ FY26
- ☐ FY27
- ☒ FY28
- ☐ FY29
- ☐ FY30
- ☐ FY31
- ☐ FY32
- ☐ FY33
- ☐ FY34

Members: 1 Selected

OK Cancel

11. You will land on your desired form to create a **Base Budget Adjustment** request.



Base Budget Adjustments

Version: Var_BRI
Base Working: BC_11000_General Assembly - General Fund

Var_Year: FY28

Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	BegBalance	Adjustment_Type	BegBalance	Agency_Status	BegBalance	OSBM_Status	No_Account				
No_Account	Request ID	No_Account	Created By	No_Account	Approved Comment	Returned Comment	Submitted By	Approved By	Returned By	No_Account	
FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28
BBA-0023	11000_General Assembly - General Fund	JG Test 2	EPM_Admin	Draft							Awaiting Submission

12. Right-click the desired **Budget Fund** cell to expand the action menu.

QRG: Agency Base Budget Creation & Adjustment



The screenshot shows the 'Base Budget Adjustments' interface in the BRIDGE system. The top navigation bar includes 'Seed Budget', 'Review Federal Funds', 'Base Budget Adjustments', 'Base Actual Adjustments', and 'Update Actuals'. The main table has columns for Budget-Narrative, Title, BegBalance, Adjustment_Type, BegBalance, Agency_Status, BegBalance, OSBM_Status, No_Account, Request ID, No_Account, Created By, No_Account, Approved Comment, Returned Comment, Submitted By, Approved By, Returned By, and No_Account. A context menu is open over the first row, showing options like 'Add Base Budget Adjustment', 'Delete Base Budget Adjustment', 'Add or Edit Justification', 'Add or Edit Base Budget Adjustment Detail', 'Change Base Budget Adjustment Status', 'Edit', 'Adjust', 'Comments', 'Line Item Details', 'Change History', and 'Analyze on Cell'. A red circle with the number 12 is placed over the menu.

13. Select **Add Base Budget Adjustment**.

This screenshot is similar to the previous one, showing the 'Base Budget Adjustments' interface. The context menu is open, and a red circle with the number 13 is placed over the 'Add Base Budget Adjustment' option.

14. Add the title for the request and verify the budget fund.

15. Click **Launch**.

QRG: Agency Base Budget Creation & Adjustment



The screenshot shows the 'Base Budget Adjustments' screen in the BRIDGE system. A modal window titled 'RULESET_Add_BBA' is open, prompting the user to 'Complete the runtime prompts'. The modal contains two input fields: 'Enter Base Budget Adjustment Title' with the text 'Test BBA Request' and 'Select a Budget Fund' with the value '0_11000'. A red circle with the number 14 is next to the modal title. At the bottom right of the modal, there are 'Cancel' and 'Launch' buttons, with a red circle and the number 15 next to the 'Launch' button. In the background, a table lists budget adjustments, including one with 'JG Test 2'.

16. A confirmation message appears on the screen.

17. Click **OK** to continue.

The screenshot shows the 'Base Budget Adjustments' screen in the BRIDGE system. A confirmation message box is displayed in the center, titled 'Information', with the text 'RULESET_Add_BBA rule was successful.' and an 'OK' button. A red circle with the number 16 is next to the message box, and a red circle with the number 17 is next to the 'OK' button. The background table shows the updated list of budget adjustments, including 'Test BBA Request'.


Fusion Cloud EPM Planning: BRIDGE
Home
User
EPM_User

Seed Budget
Review Federal Funds
Base Budget Adjustments
Base Actual Adjustments
Update Actuals

Base Budget Adjustments

Actions
Save

Version

Var_Year

Base Working

BC_11000_General Assembly - General Fund

FY28

Budget-Narrative

Budget-Narrative

Budget-Narrative

Budget-Narrative

Budget-Narrative

Budget-Narrative

Budget-Narrative

Budget-Narrative

Title

BegBalance

Adjustment_Type

BegBalance

Agency_Status

BegBalance

OSBM_Status

No_Account

Request ID

No_Account

Created By

No_Account

Approved Comment

Returned Comment

Submitted By

Approved By

Returned By

No_Account

FY28

FY28

FY28

FY28

FY28

FY28

FY28

FY28

FY28

FY28

FY28

BBA-0001

11000_General Assembly - General Fund

Test BBA Request

EPM_User

Draft

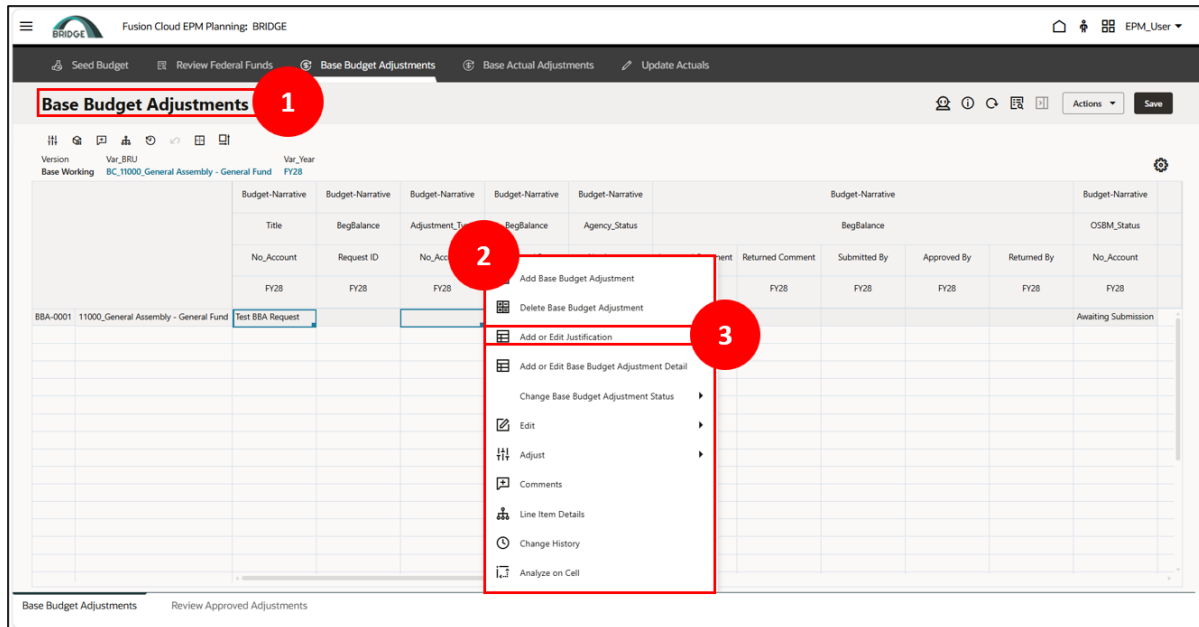
Awaiting Submission

Base Budget Adjustments

Review Approved Adjustments

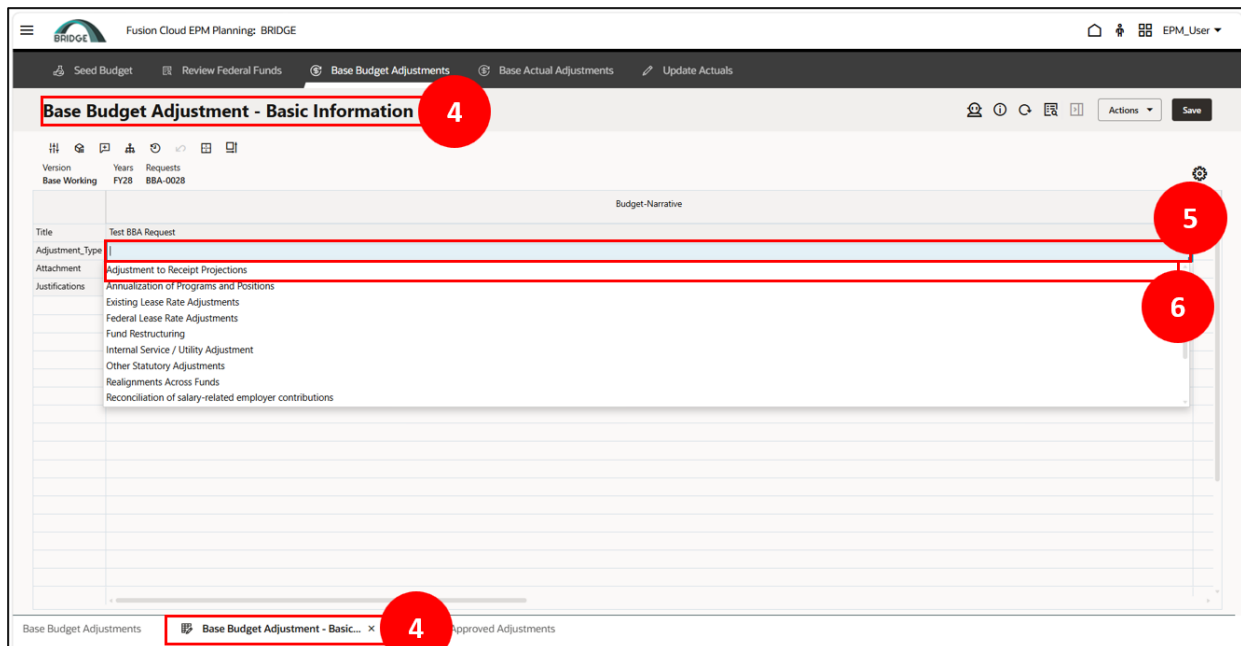
VIII. Edit Base Budget Adjustment Request

1. Navigate to the **Base Budget Adjustment** form.
2. Right-click the desired request to expand the action menu.
3. Select **Add or Edit Justification**.



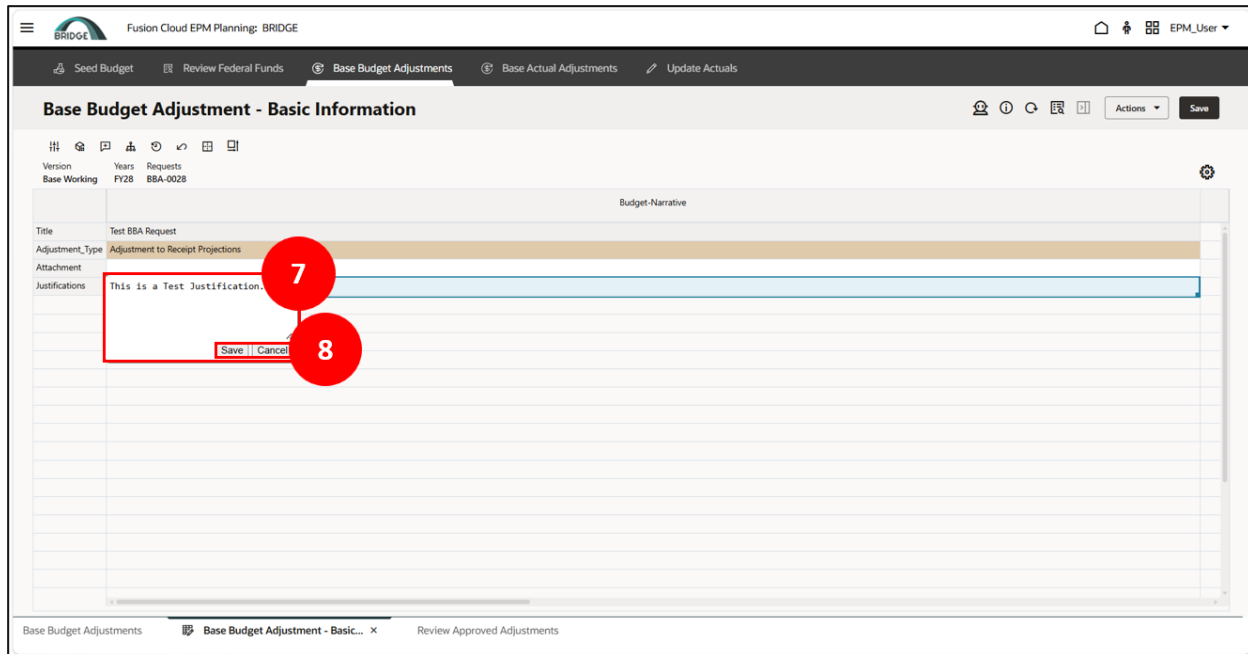
The screenshot shows the 'Base Budget Adjustments' table. A red box labeled '1' highlights the 'Base Budget Adjustments' tab. A red box labeled '2' highlights a specific request row. A red box labeled '3' highlights the 'Add or Edit Justification' option in the context menu that appears when right-clicking the request.

4. The **Base Budget Adjustment – Basic Information** form opens.
5. Click the **Adjustment Type** field to open a drop-down menu.
6. Choose **Adjustment to Receipt Projections** for this example, from the drop-down menu.



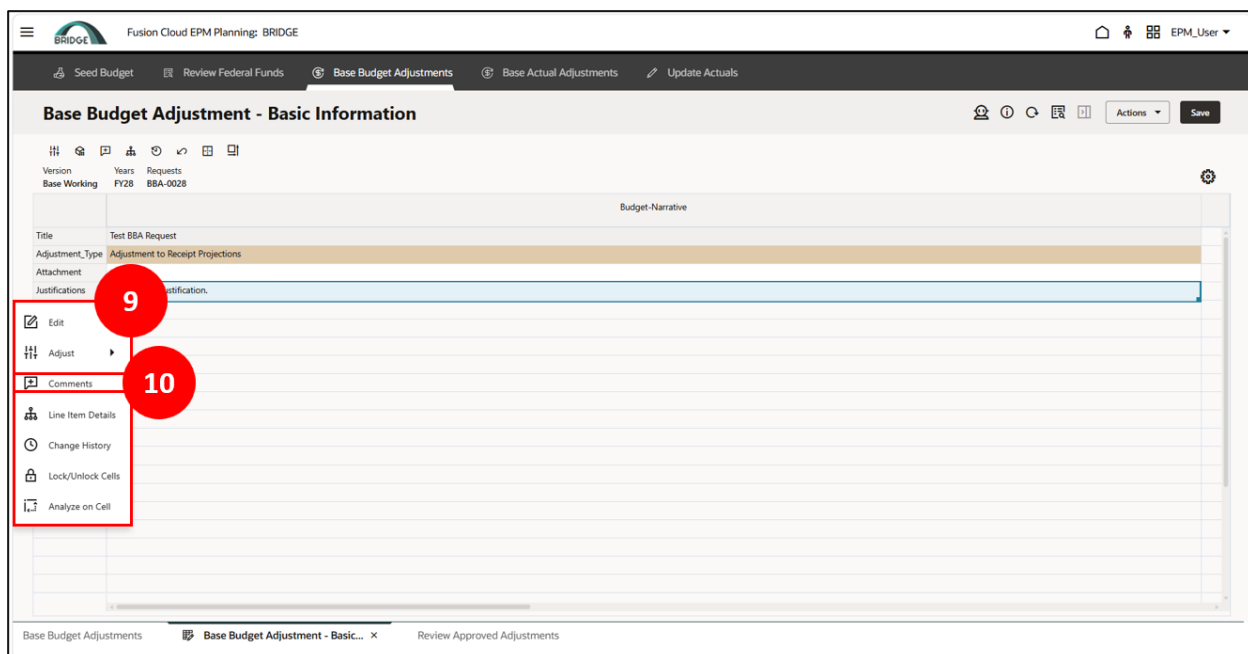
The screenshot shows the 'Base Budget Adjustment - Basic Information' form. A red box labeled '4' highlights the form title. A red box labeled '5' highlights the 'Adjustment Type' field. A red box labeled '6' highlights the 'Adjustment to Receipt Projections' option in the drop-down menu.

7. Click the **Justification** field to enter a justification for the adjustment.
8. Click **Save** to continue or **Cancel** to discard the justification.



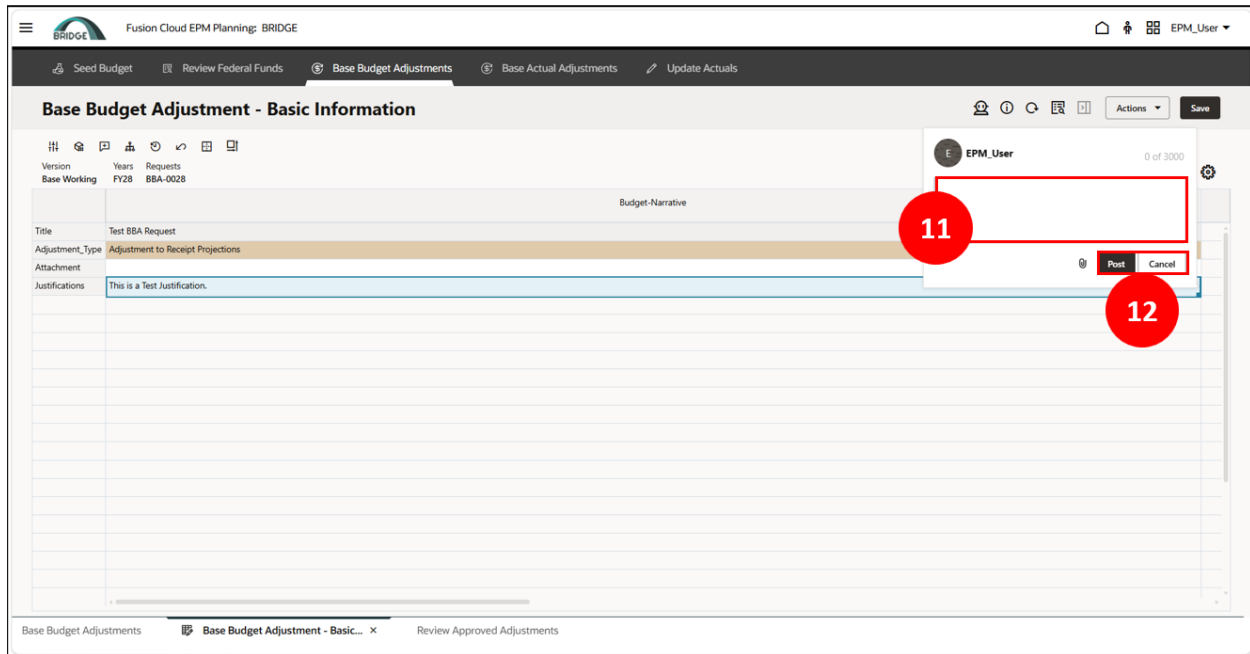
The screenshot shows the 'Base Budget Adjustment - Basic Information' form. The 'Justifications' field is highlighted with a red box and a red circle with the number 7. Below the field are 'Save' and 'Cancel' buttons, with a red circle and the number 8 pointing to the 'Save' button.

9. Alternatively, to add a justification comment, you can also right-click the **Justification** line to open the action menu.
10. Select **Comments** from the action menu.



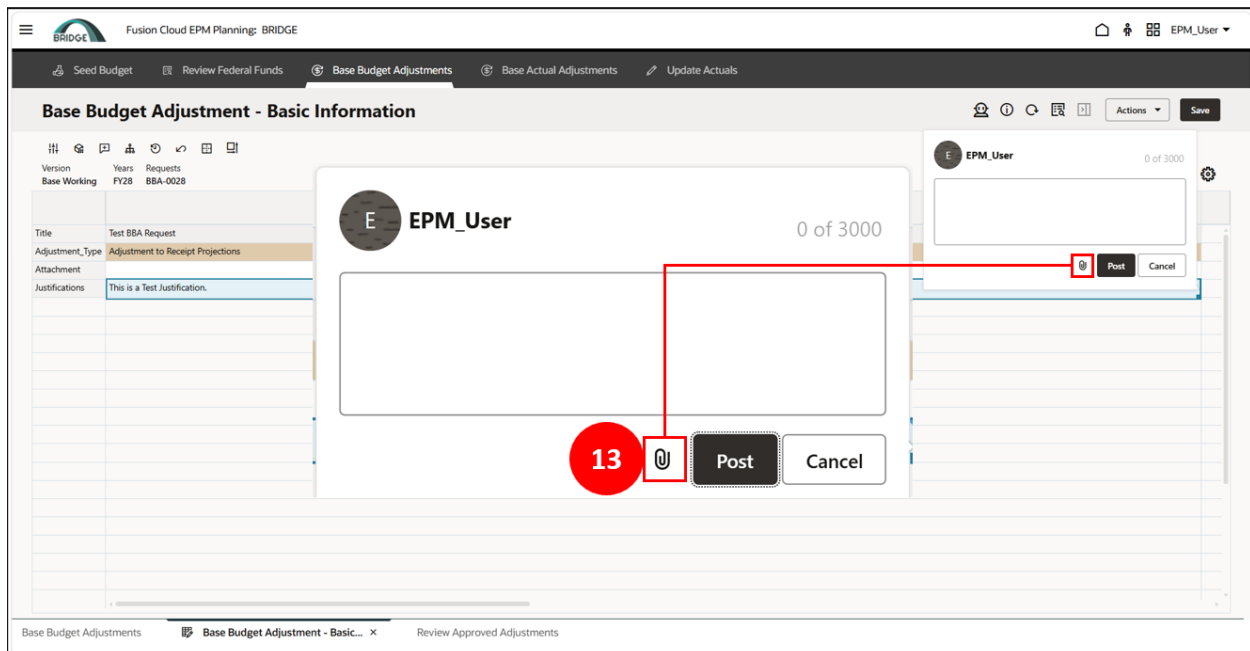
The screenshot shows the 'Base Budget Adjustment - Basic Information' form. The 'Justifications' field is highlighted with a red box and a red circle with the number 9. A right-click context menu is open over the field, with the 'Comments' option highlighted by a red box and a red circle with the number 10.

11. Enter the comment in the presented space. The character count should remain under 3000.
12. When finished, click **Post** to save the comment on the justification, or click **Cancel** to discard it.



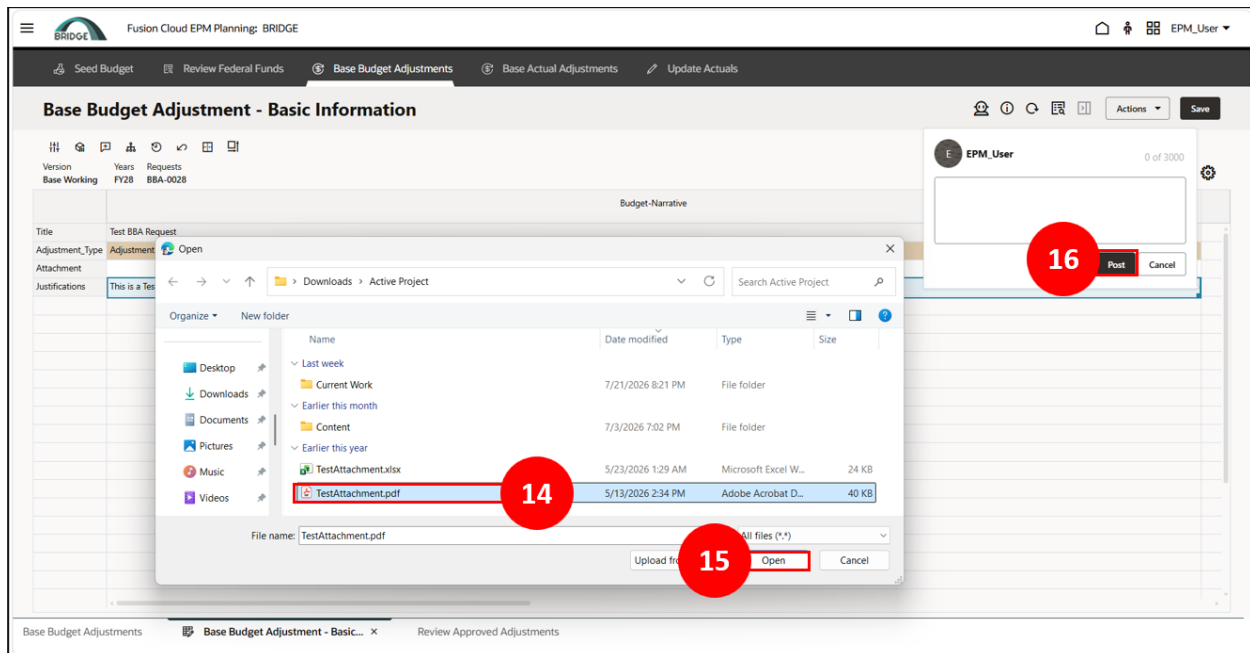
The screenshot shows the 'Base Budget Adjustment - Basic Information' form. The 'Justifications' section contains a text input field with the placeholder 'This is a Test Justification.' A red box labeled '11' highlights this input field. To the right of the input field, there is a character count '0 of 3000'. Below the input field, there are 'Post' and 'Cancel' buttons. A red box labeled '12' highlights these buttons. The form also includes a 'Budget-Narrative' section and a 'Title' field with the value 'Test BBA Request'.

13. To add an attachment, click the **clip** icon, within the comment box to open your folders to upload the attachment.



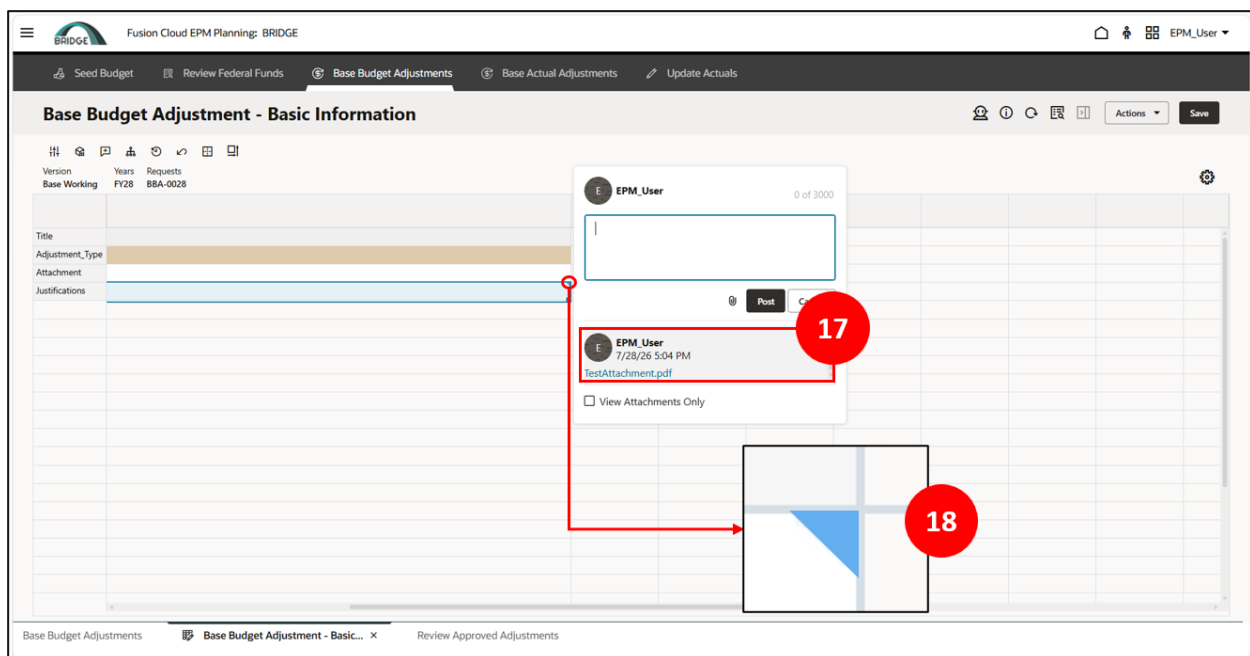
The screenshot shows the 'Base Budget Adjustment - Basic Information' form. The 'Justifications' section contains a text input field with the placeholder 'This is a Test Justification.' A red box labeled '13' highlights the 'clip' icon within the comment box. To the right of the input field, there is a character count '0 of 3000'. Below the input field, there are 'Post' and 'Cancel' buttons. The form also includes a 'Budget-Narrative' section and a 'Title' field with the value 'Test BBA Request'.

14. Select the **document or file** that supports the justification.
15. Ensure the file format is acceptable, then click **Open**.
16. Click on **Post**.



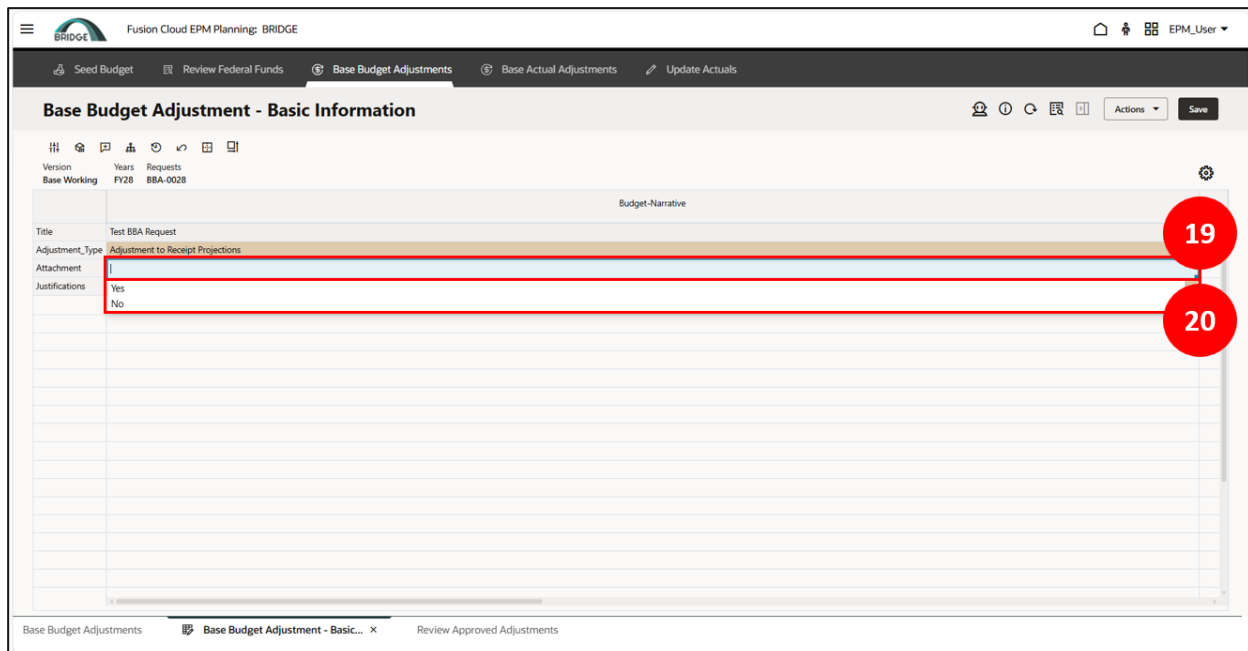
17. Verify the attachment has been uploaded.

18. Confirm that the blue flag appears in the corner of the Justification field.



19. With the attachment added to support the justification, click the **Attachment** drop-down menu.

20. Select **yes** or **no** if no attachment was entered.



Base Budget Adjustment - Basic Information

Version: Base Working, Years: FY28, Requests: BBA-0028

Title: Test BBA Request

Adjustment_Type: Adjustment to Receipt Projections

Attachment: Yes

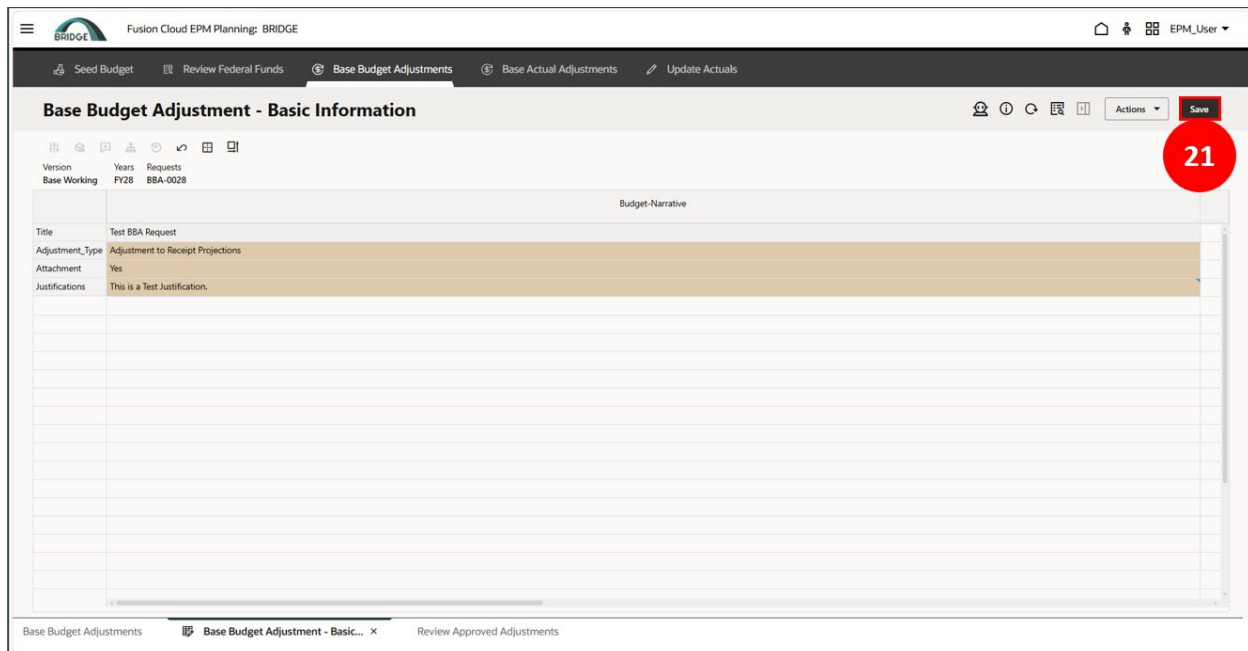
Justifications: No

19

20

Base Budget Adjustments | Base Budget Adjustment - Basic... x | Review Approved Adjustments

21. With all the details added, you can **Save** the changes.



Base Budget Adjustment - Basic Information

Version: Base Working, Years: FY28, Requests: BBA-0028

Title: Test BBA Request

Adjustment_Type: Adjustment to Receipt Projections

Attachment: Yes

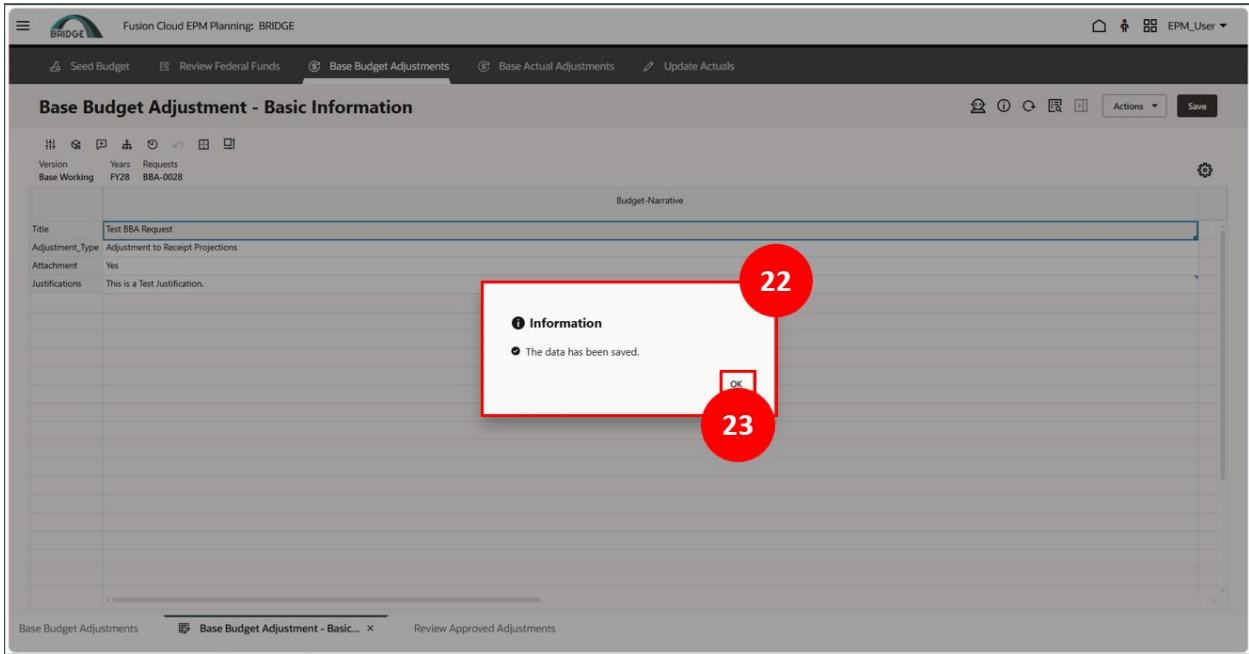
Justifications: This is a Test Justification.

21

Base Budget Adjustments | Base Budget Adjustment - Basic... x | Review Approved Adjustments

22. A confirmation message is displayed on the screen.

23. Click **OK** to continue.



The screenshot displays the 'Base Budget Adjustment - Basic Information' form in the BRIDGE system. The form includes fields for Title, Adjustment_Type, Attachment, and Justifications. A confirmation message box is overlaid on the form, indicating that the data has been saved. The message box contains the text 'Information' and 'The data has been saved.' with an 'OK' button. Red circles with numbers 22 and 23 highlight the message box and the 'OK' button, respectively.

BRIDGE Fusion Cloud EPM Planning: BRIDGE

Seed Budget Review Federal Funds Base Budget Adjustments Base Actual Adjustments Update Actuals

Base Budget Adjustment - Basic Information

Version: Base Working Years: FY28 Requests: BBA-0028

Budget-Narrative

Title: Test BBA Request

Adjustment_Type: Adjustment to Receipt Projections

Attachment: Yes

Justifications: This is a Test Justification.

Information

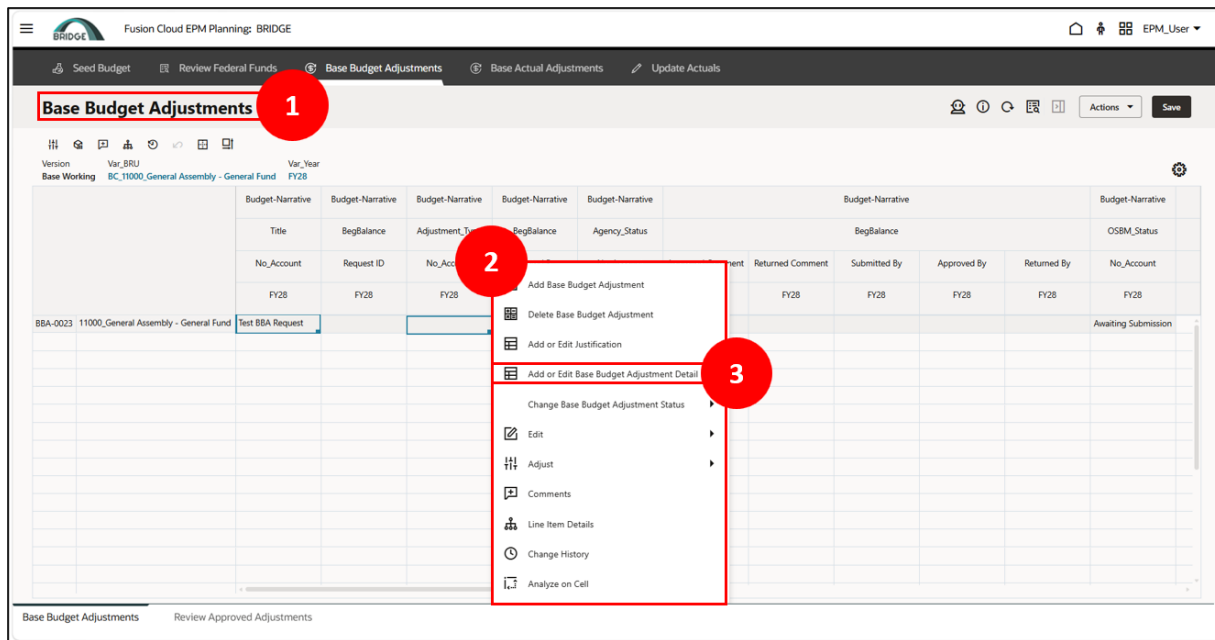
The data has been saved.

OK

Base Budget Adjustments Base Budget Adjustment - Basic... Review Approved Adjustments

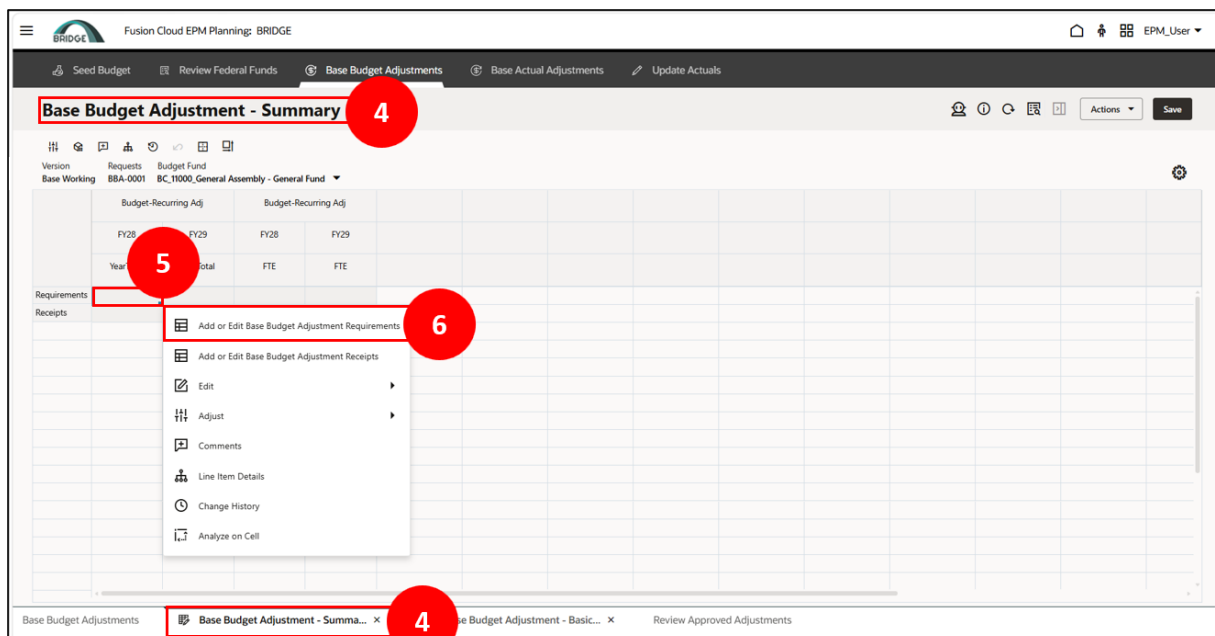
IX. Base Budget Adjustment Request

1. Navigate to the **Base Budget Adjustment** form.
2. Right-click the entry you wish to add or edit details to open the action menu.
3. From the action menu, select **Add or Edit Base Budget Adjustment Details**.



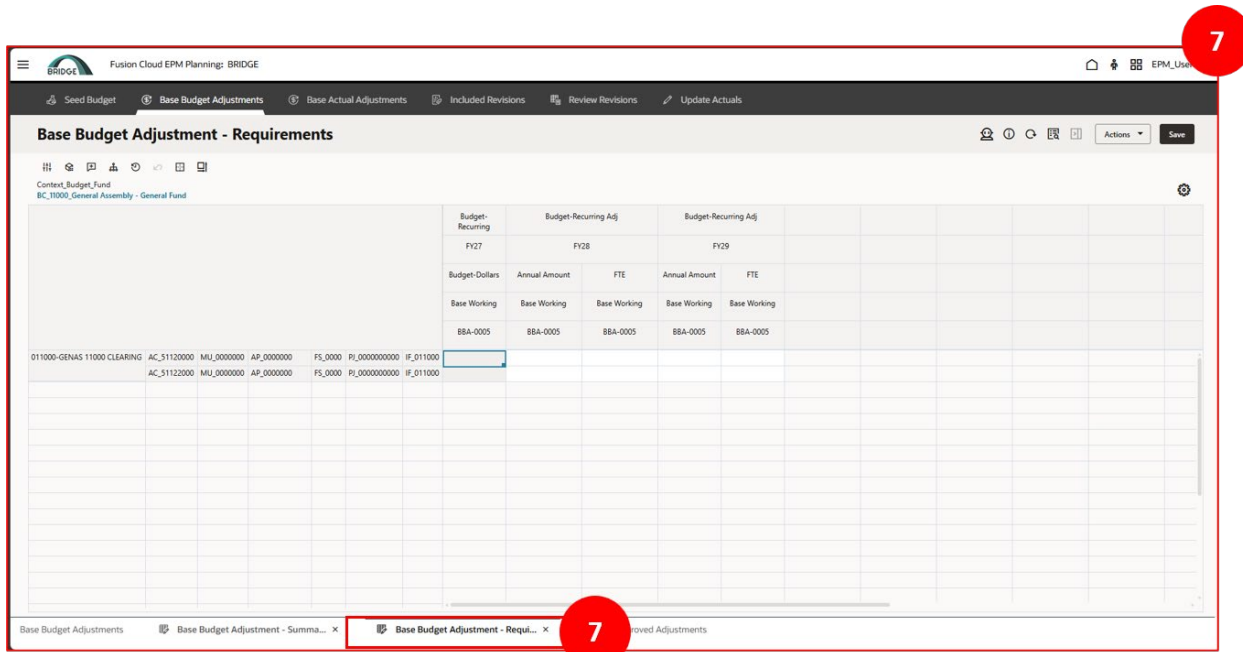
The screenshot shows the 'Base Budget Adjustments' form. The top navigation bar includes 'Seed Budget', 'Review Federal Funds', 'Base Budget Adjustments', 'Base Actual Adjustments', and 'Update Actuals'. The main table has columns for Budget-Narrative, Title, BegBalance, Adjustment, No_Account, Request ID, Agency_Status, and OSBM_Status. A red circle labeled '1' is on the 'Base Budget Adjustments' tab. A red circle labeled '2' is on a row in the table. A red circle labeled '3' is on the 'Add or Edit Base Budget Adjustment Details' option in the right-click action menu.

4. The **Budget Request Summary** form opens.
5. Right-click the applicable item to open the action menu.
6. Select **Add or Edit Budget Request Requirements**.



The screenshot shows the 'Base Budget Adjustment - Summary' form. The top navigation bar includes 'Seed Budget', 'Review Federal Funds', 'Base Budget Adjustments', 'Base Actual Adjustments', and 'Update Actuals'. The main table has columns for Budget-Recurring Adj, Year, Total, FTE, and FTE. A red circle labeled '4' is on the 'Base Budget Adjustment - Summary' tab. A red circle labeled '5' is on a row in the table. A red circle labeled '6' is on the 'Add or Edit Base Budget Adjustment Requirements' option in the right-click action menu.

7. This opens the **Requirements** form.



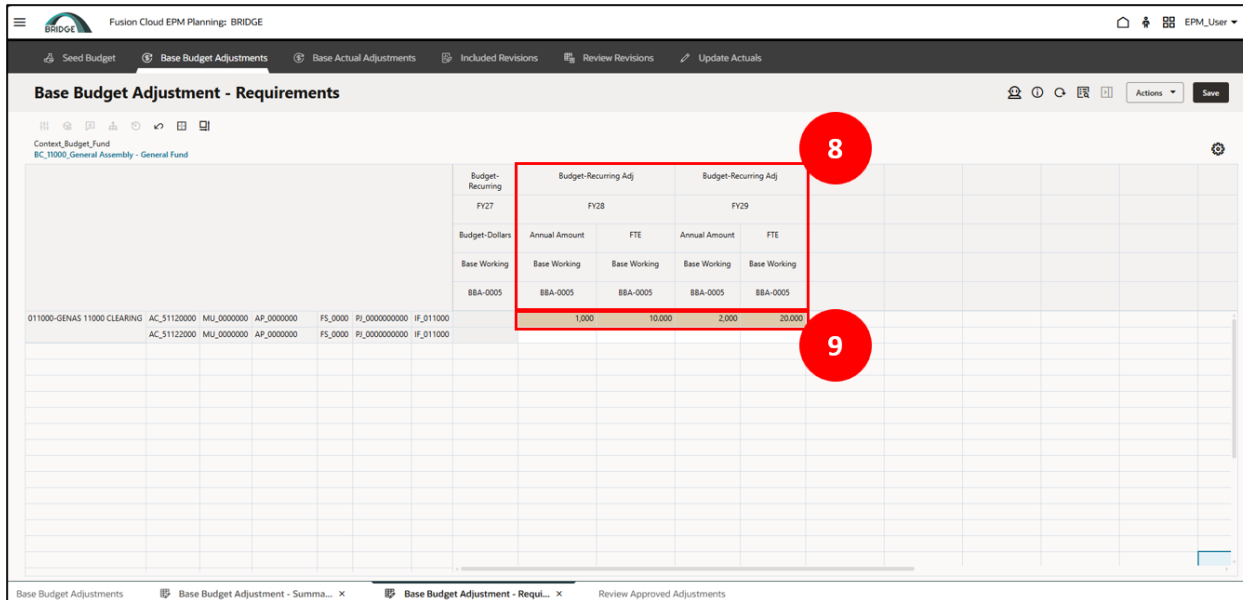
Base Budget Adjustment - Requirements

		Budget-Recurring		Budget-Recurring Adj		Budget-Recurring Adj	
		FY27		FY28		FY29	
Budget-Dollars		Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE
Base Working		Base Working	Base Working	Base Working	Base Working	Base Working	Base Working
BBA-0005		BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005
011000-GENAS 11000 CLEARING	AC_51120000 MU_00000000 AP_00000000 FS_0000 PI_0000000000 IF_011000						
	AC_51122000 MU_00000000 AP_00000000 FS_0000 PI_0000000000 IF_011000						

Base Budget Adjustments | Base Budget Adjustment - Summa... | **Base Budget Adjustment - Requi...** | Approved Adjustments

8. Navigate to the **Budget Recurring Adjustment** columns.

9. Add the applicable annual amount adjustment and FTE values for the Budget Fund at the required row.

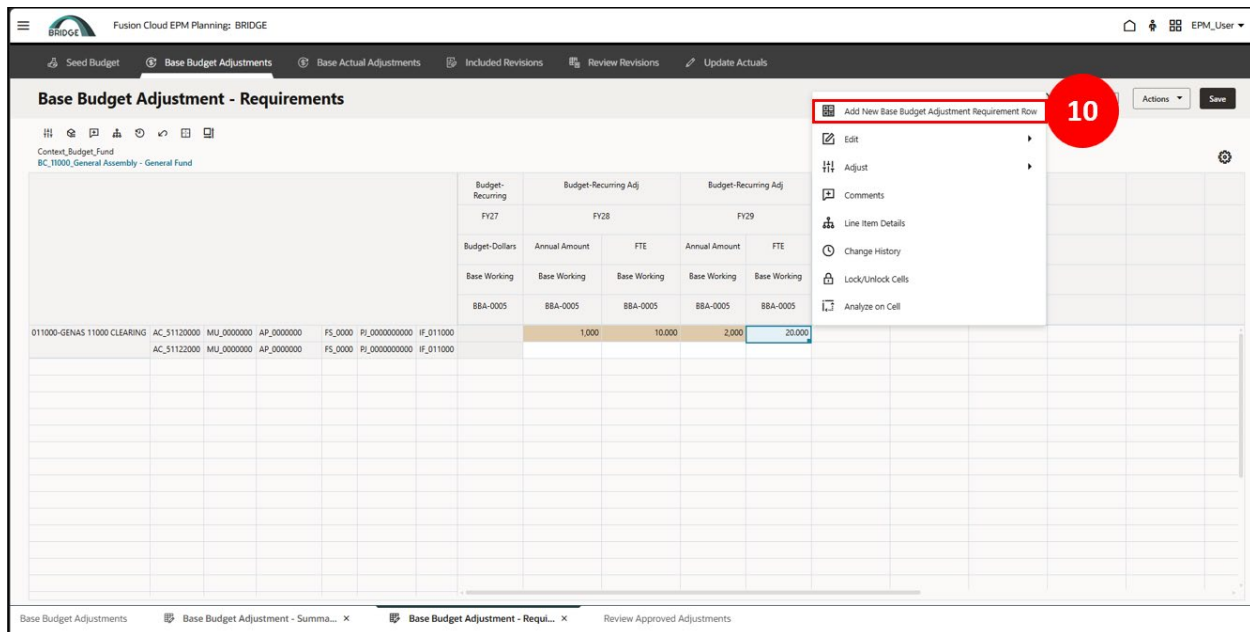


Base Budget Adjustment - Requirements

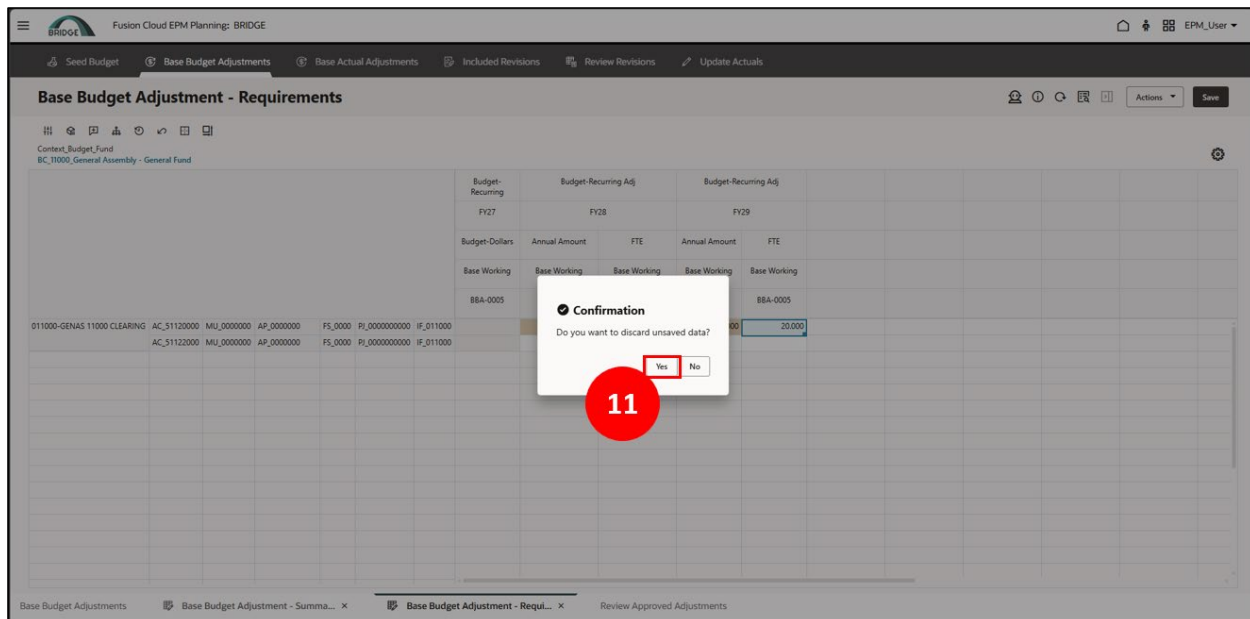
		Budget-Recurring		Budget-Recurring Adj		Budget-Recurring Adj	
		FY27		FY28		FY29	
Budget-Dollars		Annual Amount	FTE	Annual Amount	FTE	Annual Amount	FTE
Base Working		Base Working	Base Working	Base Working	Base Working	Base Working	Base Working
BBA-0005		BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005
011000-GENAS 11000 CLEARING	AC_51120000 MU_00000000 AP_00000000 FS_0000 PI_0000000000 IF_011000			1,000	10,000	2,000	20,000
	AC_51122000 MU_00000000 AP_00000000 FS_0000 PI_0000000000 IF_011000						

Base Budget Adjustments | Base Budget Adjustment - Summa... | **Base Budget Adjustment - Requi...** | Review Approved Adjustments

10. To add more data, right click the cell in the desired row and select **Add new Base Budget Requirement Row**.

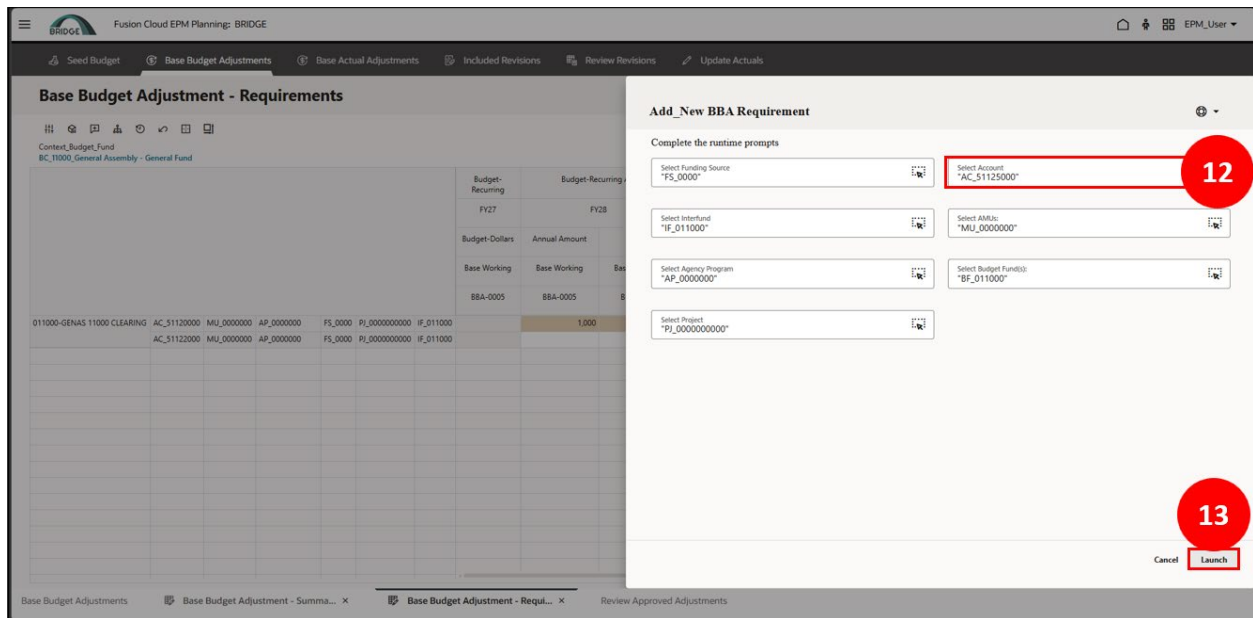


11. For this example, select **Yes** to proceed on the Confirmation pop up.



12. In the window that pops up, add the applicable data into their respective fields. For this example, set account as: "**AC_51125000**".

13. Click **Launch**.



Add New BBA Requirement

Complete the runtime prompts

Select Funding Source: "FS_0000"

Select Account: "AC_51125000" **12**

Select Interfund: "IF_011000"

Select Agency Program: "AP_00000000"

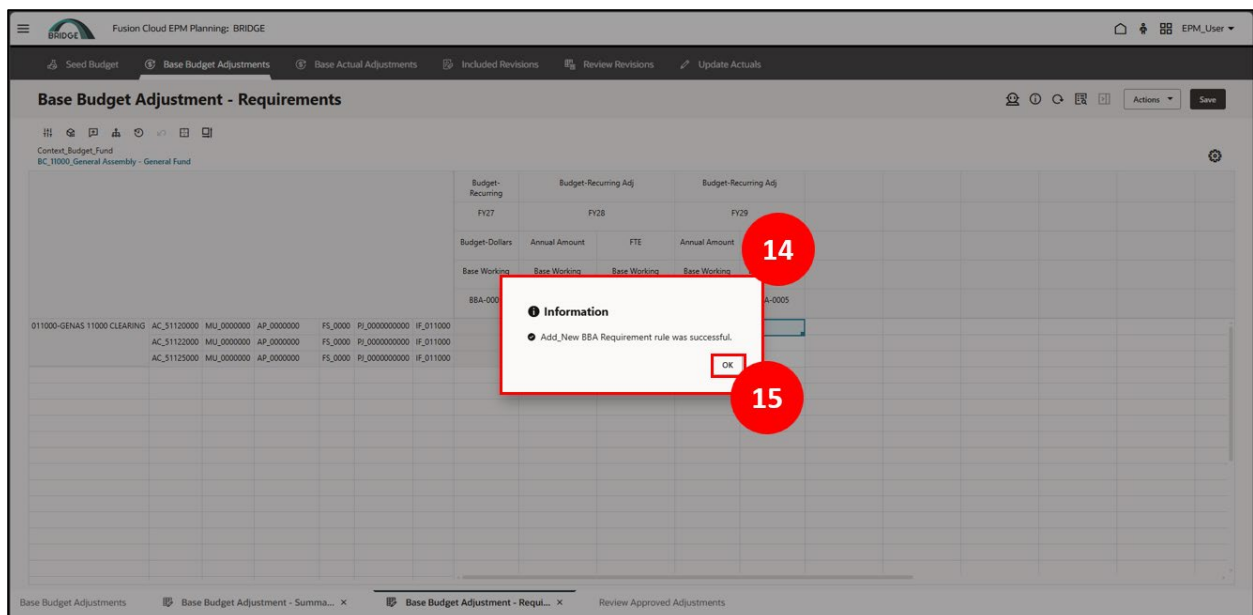
Select Budget Fund(s): "BF_011000"

Select Project: "PJ_000000000000"

Cancel **Launch** **13**

14. A confirmation message is displayed on the screen.

15. Click **OK** to continue.



Base Budget Adjustment - Requirements

Information

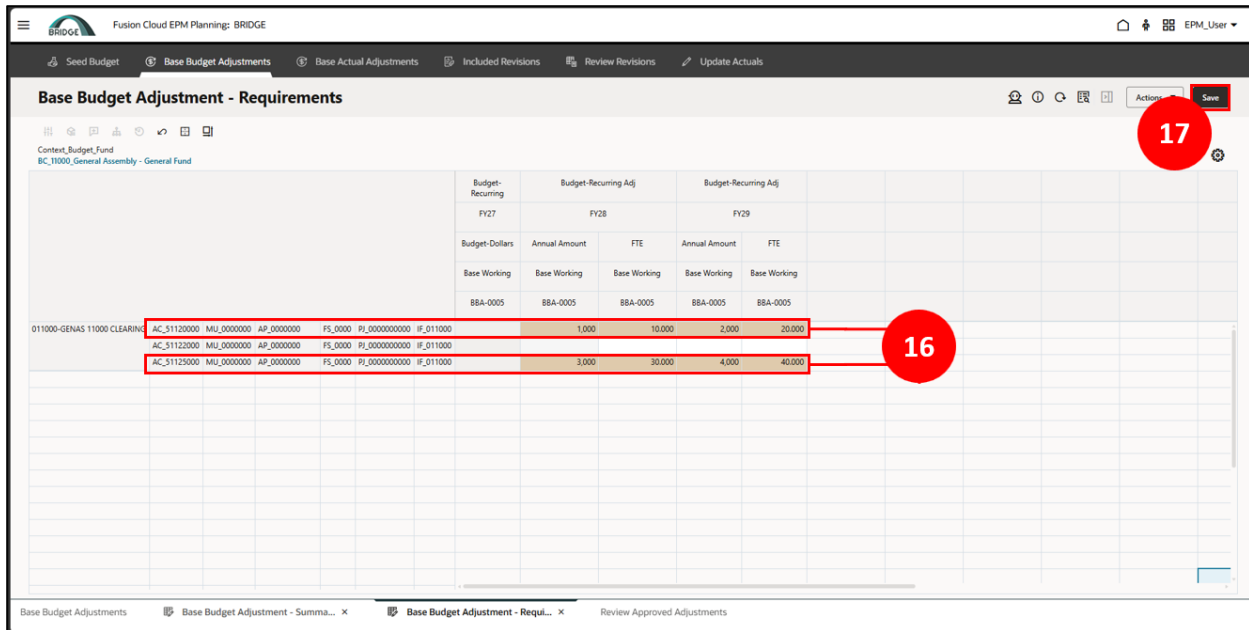
Add_New BBA Requirement rule was successful.

OK **15**

14

16. Verify the creation of the line along with the details of it. Add the applicable data into the lines.

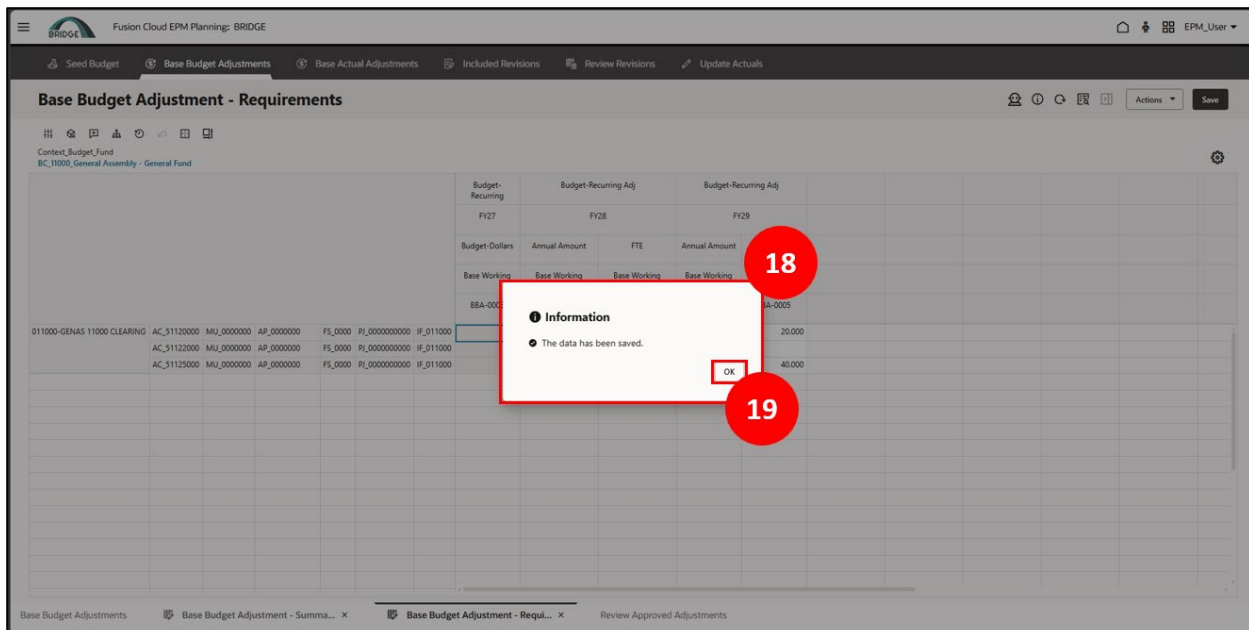
17. Once the addition of the adjustment values are complete, click **Save**.



	Budget-Recurring	Budget-Recurring Adj		Budget-Recurring Adj	
		FY27	FY28	FY29	
	Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE
	Base Working	Base Working	Base Working	Base Working	Base Working
011000-GENAS 11000 CLEARING	AC_31120000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000	1,000	10,000	2,000	20,000
	AC_31122000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000	3,000	30,000	4,000	40,000
	AC_31125000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000				

18. An information pop-up will appear indicating that the data has been saved.

19. Click OK.



	Budget-Recurring	Budget-Recurring Adj		Budget-Recurring Adj	
		FY27	FY28	FY29	
	Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE
	Base Working	Base Working	Base Working	Base Working	Base Working
011000-GENAS 11000 CLEARING	AC_31120000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000	1,000	10,000	2,000	20,000
	AC_31122000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000	3,000	30,000	4,000	40,000
	AC_31125000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000				

20. Returning to the **Base Budget Adjustment Summary** form.

21. The adjusted values are displayed.

Fusion Cloud EPM Planning: BRIDGE

Seed Budget | Review Federal Funds | **Base Budget Adjustments** | Base Actual Adjustments | Update Actuals

Base Budget Adjustment - Summary

Version: Base Working | Requests: BBA-0001 | Budget Fund: BC_11000_General Assembly - General Fund

	Budget-Recurring Adj		Budget-Recurring Adj	
	FY28	FY29	FY28	FY29
	YearTotal	YearTotal	FTE	FTE
Requirements	4000	6000	40,000	60,000
Receipts				
Net Appropriation	4000	6000	40,000	60,000

Base Budget Adjustments | **Base Budget Adjustment - Summa...** | e Budget Adjustment - Requi... | Review Approved Adjustments

22. Return to the BBA from and navigate to the right of the page to see **OSBM status**. The status will show as **Awaiting Submission**.

BRIDGE

Fusion Cloud EPM Planning: BRIDGE

EPM_User

Seed Budget

Review Federal Funds

Base Budget Adjustments

Base Actual Adjustments

Update Actuals

Base Budget Adjustments

Actions

Save

Version

Var_BRU

Var_Year

Base Working

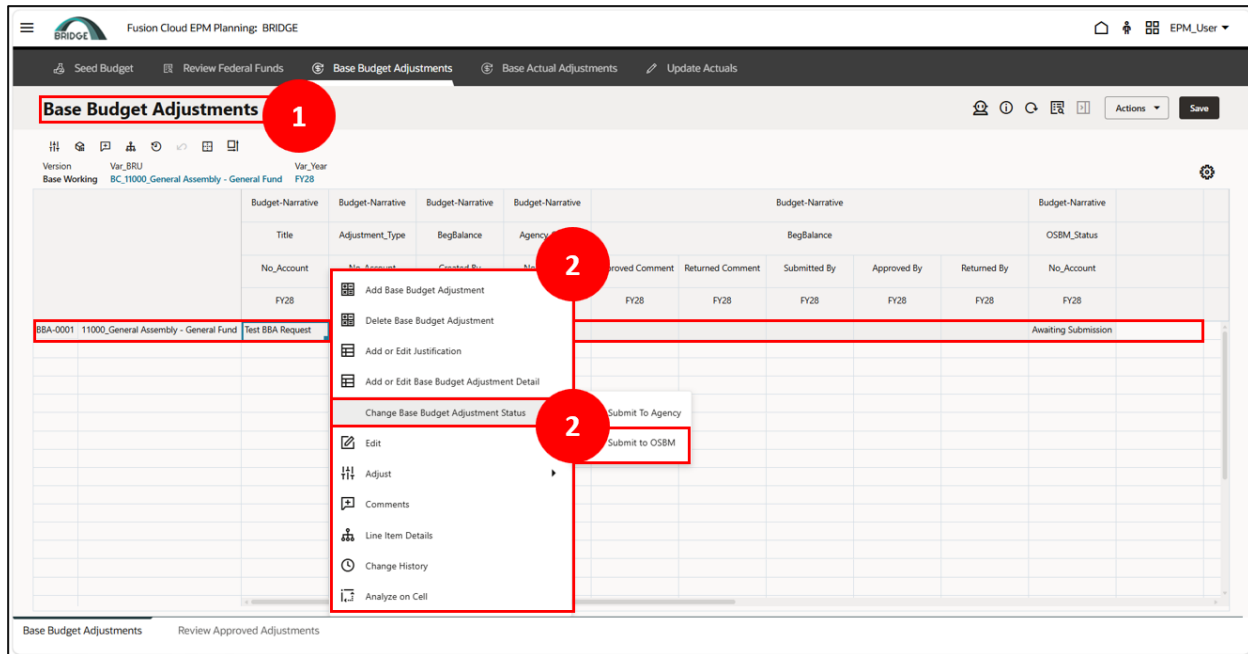
BC_11000_General Assembly - General Fund

FY28

Budget-Narrative		Budget-Narrative		Budget-Narrative		Budget-Narrative		Budget-Narrative		Budget-Narrative	
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance		OSBM_Status					
No_Account	No_Account	Created By	No_Account	Approved Comment	Returned Comment	Submitted By	Approved By	Returned By	No_Account		
FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28		
BBA-0001 - 11000_General Assembly - General Fund	Test BBA Request	Adjustment Type	EPM_User EPM_User	Draft						Awaiting Submission	
										</	

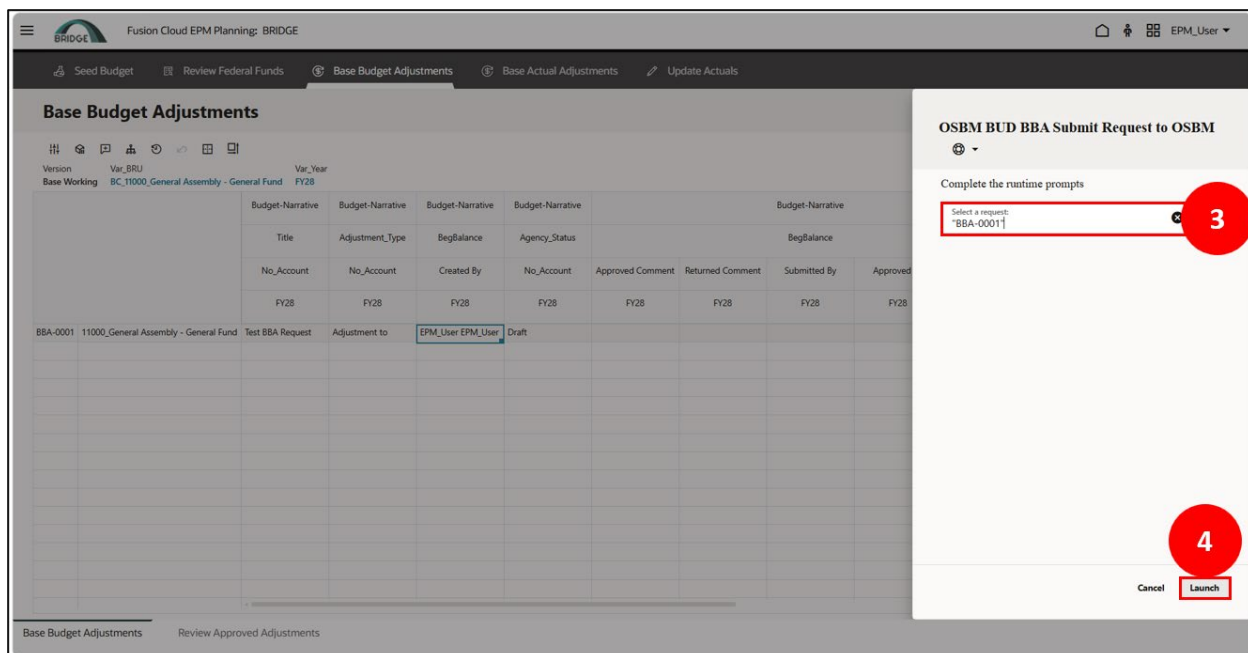
X. Base Budget Adjustment Approval

1. Open the **Base Budget Adjustment** form.
2. Right-click the applicable request to open the action menu and select either **Submit to OSBM** or **Submit to Agency** depending on your request.



The screenshot shows the 'Base Budget Adjustments' form in the BRIDGE system. The 'Base Budget Adjustments' tab is selected, indicated by a red box labeled '1'. A right-click context menu is open over a request, with 'Submit to OSBM' and 'Submit to Agency' options highlighted, indicated by a red box labeled '2'.

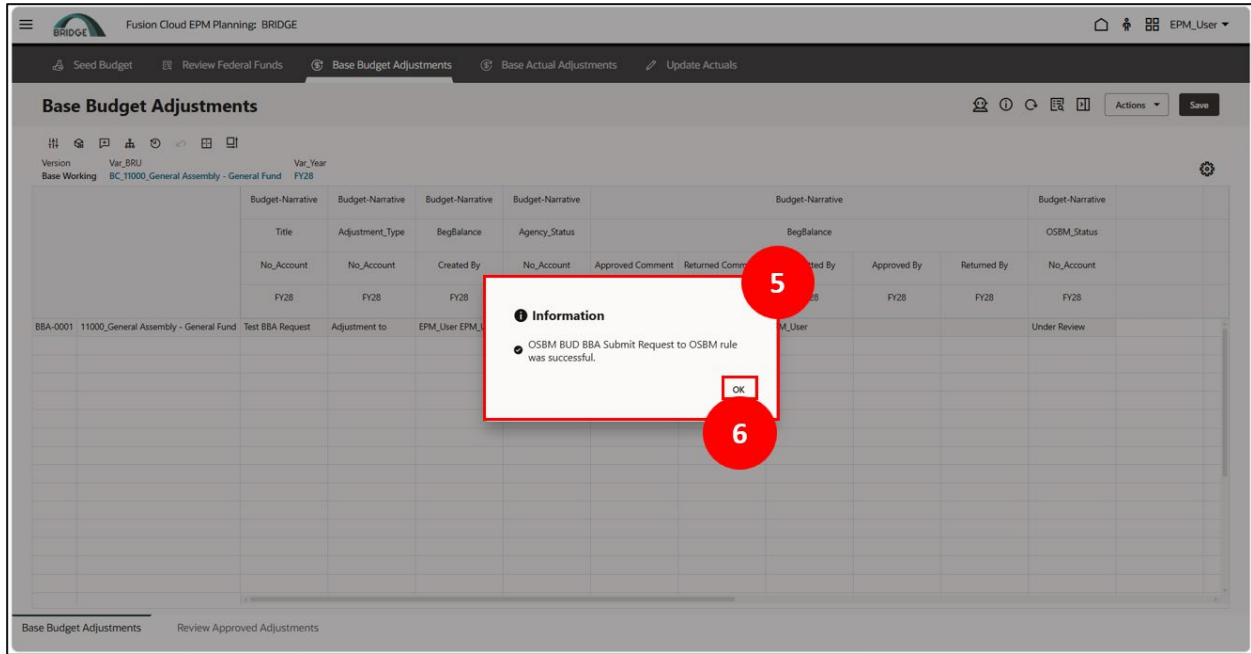
3. Verify the details in the prompt window.
4. Click **Launch**.



The screenshot shows the 'OSBM BUD BBA Submit Request to OSBM' prompt window. The 'Select a request' dropdown menu is highlighted with a red box labeled '3'. The 'Launch' button is highlighted with a red box labeled '4'.

5. An information pop-up will appear indicating the request has been submitted.

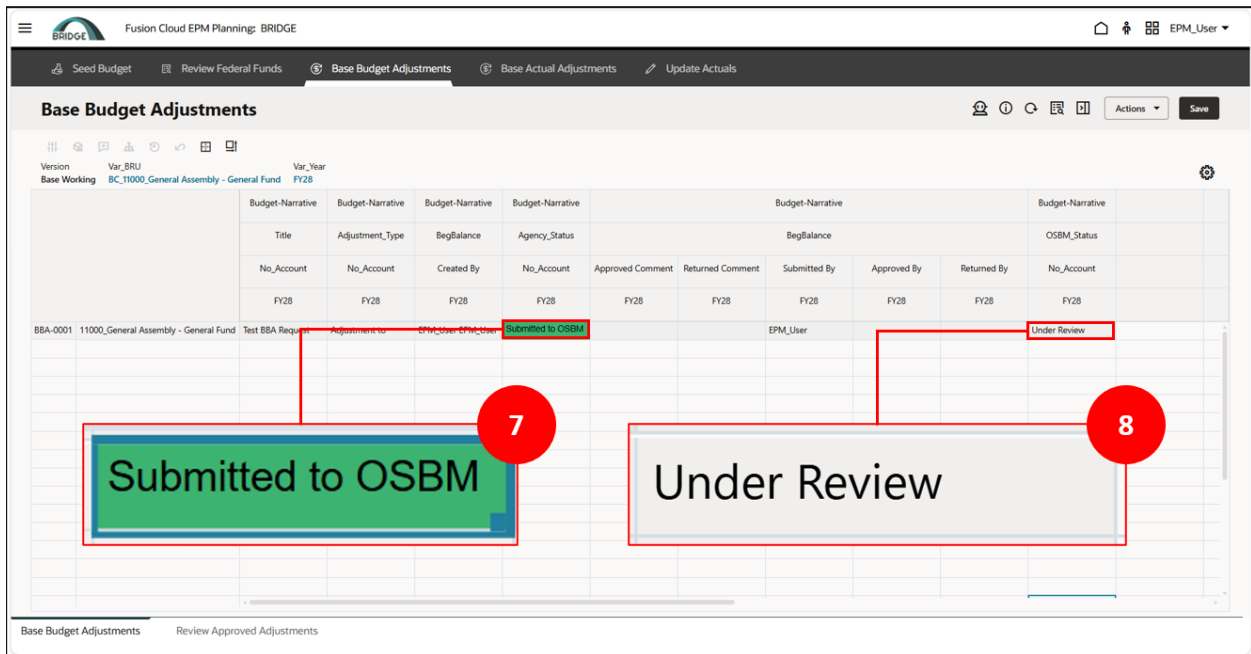
6. Click OK.



The screenshot shows the 'Base Budget Adjustments' screen in the Fusion Cloud EPM Planning: BRIDGE application. A confirmation dialog box is displayed in the center, titled 'Information', with the message: 'OSBM BUD BBA Submit Request to OSBM rule was successful.' The dialog has an 'OK' button. Red circles with numbers 5 and 6 highlight the 'OK' button and the dialog box respectively.

7. The Agency status has changed to **Submitted to OSBM**.

8. The OSBM status will show **Under Review**.



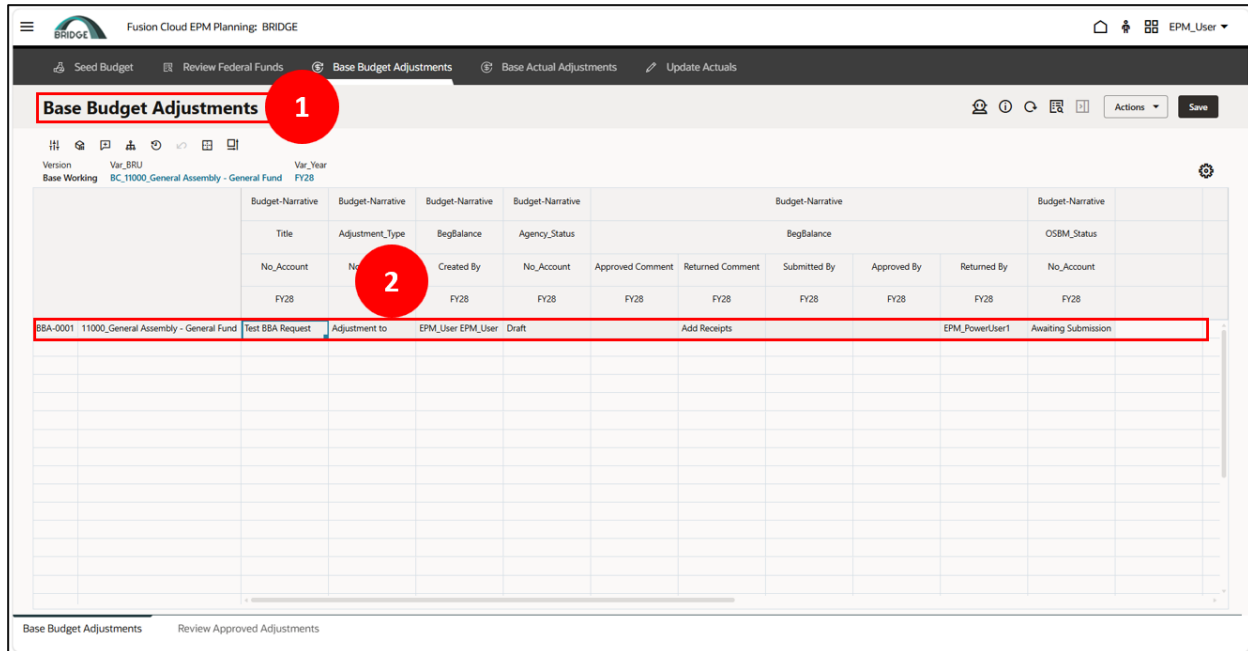
The screenshot shows the 'Base Budget Adjustments' screen after the submission. The table displays the following data for the selected row (BBA-0001):

Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance	OSBM_Status					
No_Account	No_Account	Created By	No_Account	Approved Comment	Returned Comment	Submitted By	Approved By	Returned By	No_Account	
FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28
BBA-0001	11000_General Assembly - General Fund	Test BBA Request	Adjustment to	EPM_User EPM_U	Submitted to OSBM	EPM_User				Under Review

Red circles with numbers 7 and 8 highlight the 'Submitted to OSBM' and 'Under Review' status cells respectively. Below the table, there are two large boxes with the text 'Submitted to OSBM' and 'Under Review' corresponding to the highlighted cells.

XI. Update Base Budget Adjustment Request

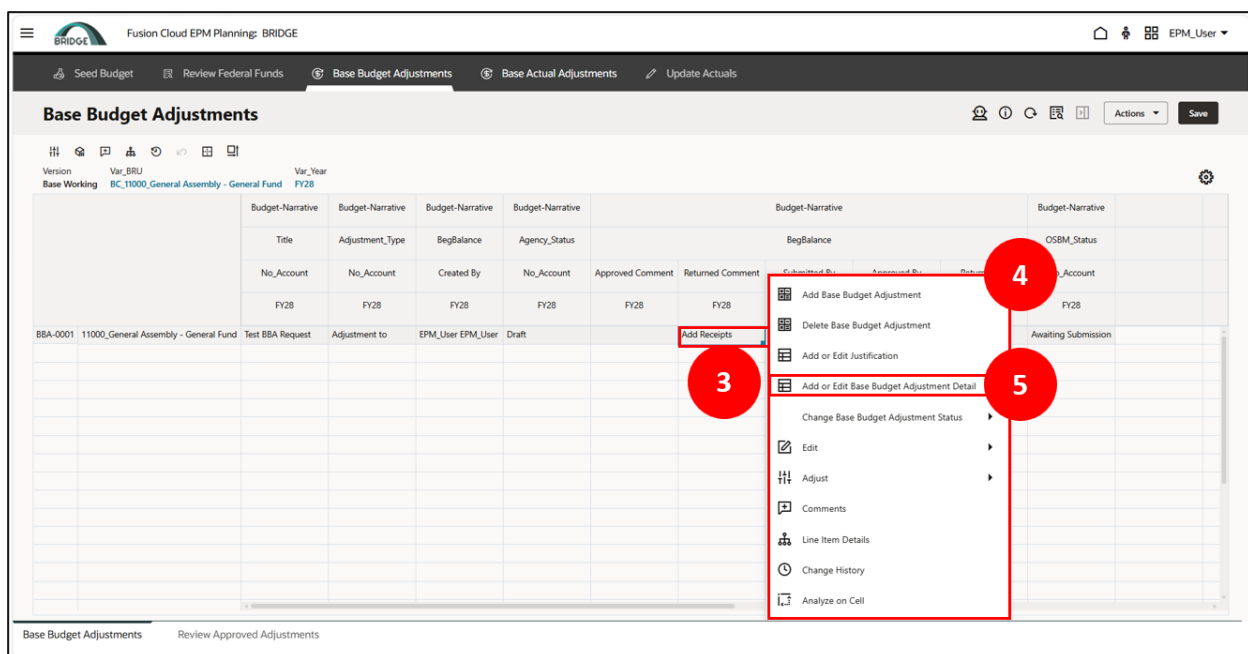
1. Navigate to the **Base Budget Adjustment** form. *If already there, refresh the page.*
2. Navigate to the entry that was returned from the approver.



Base Budget Adjustments

Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance	OSBM_Status	No_Account	No_Account	Created By	No_Account	Approved Comment
No_Account	No_Account	Created By	No_Account	Approved Comment	Returned Comment	Submitted By	Approved By	Returned By	No_Account	No_Account
FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28
BBA-0001 11000_General Assembly - General Fund	Test BBA Request	Adjustment to	EPM_User EPM_User	Draft	Add Receipts			EPM_PowerUser1	Awaiting Submission	

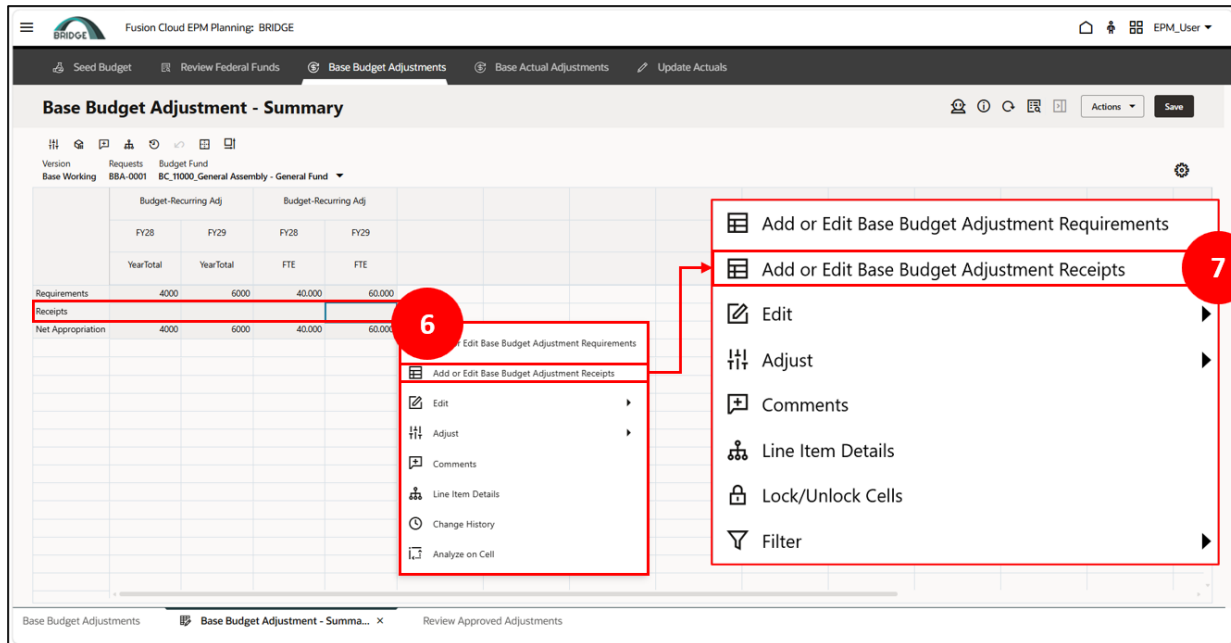
3. Review the return comment and understand the task to be done.
4. Right-click the request to open the action menu.
5. Select **Add or Edit Base Budget Details**.



Base Budget Adjustments

Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance	OSBM_Status	No_Account	No_Account	Created By	No_Account	Approved Comment
No_Account	No_Account	Created By	No_Account	Approved Comment	Returned Comment	Submitted By	Approved By	Returned By	No_Account	No_Account
FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28
BBA-0001 11000_General Assembly - General Fund	Test BBA Request	Adjustment to	EPM_User EPM_User	Draft	Add Receipts			EPM_PowerUser1	Awaiting Submission	

6. The comment had stated to **Add Receipts**. So, in the Summary Page, right-click the **Receipts** line to open the action menu.
7. Select **Add or Edit Base Budget Adjustment Receipts**.



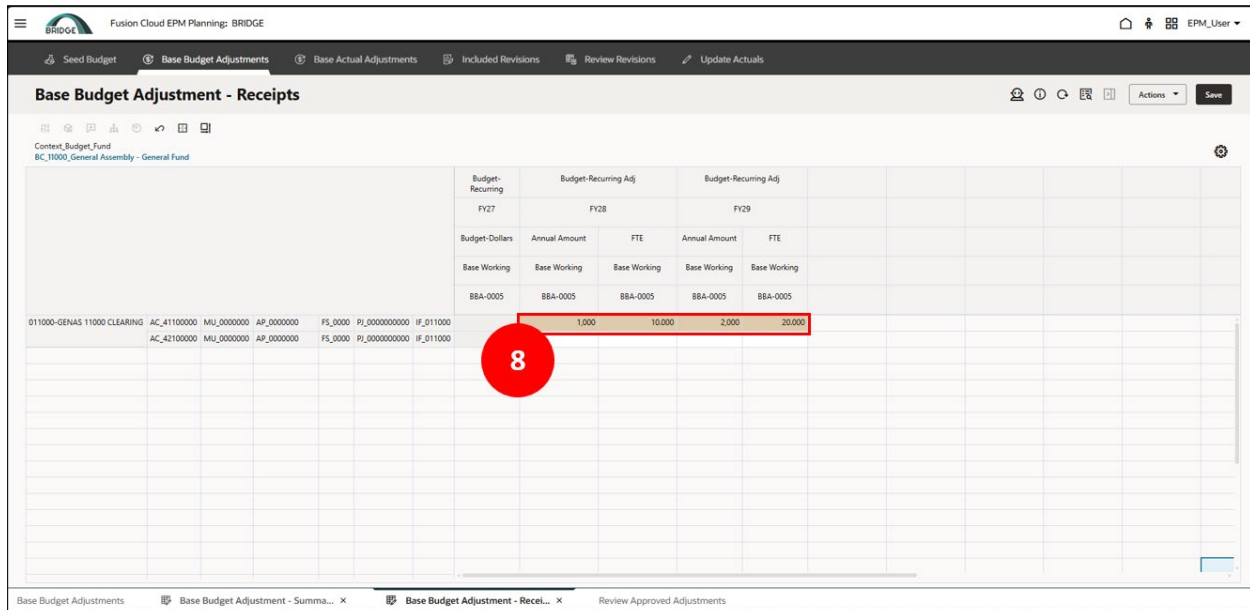
Base Budget Adjustment - Summary

	Budget-Recurring Adj		Budget-Actual Adj	
	FY28	FY29	FY28	FY29
Requirements	4000	6000	40,000	60,000
Receipts				
Net Appropriation	4000	6000	40,000	60,000

Right-click action menu options:

- Add or Edit Base Budget Adjustment Requirements
- Add or Edit Base Budget Adjustment Receipts
- Edit
- Adjust
- Comments
- Line Item Details
- Lock/Unlock Cells
- Filter

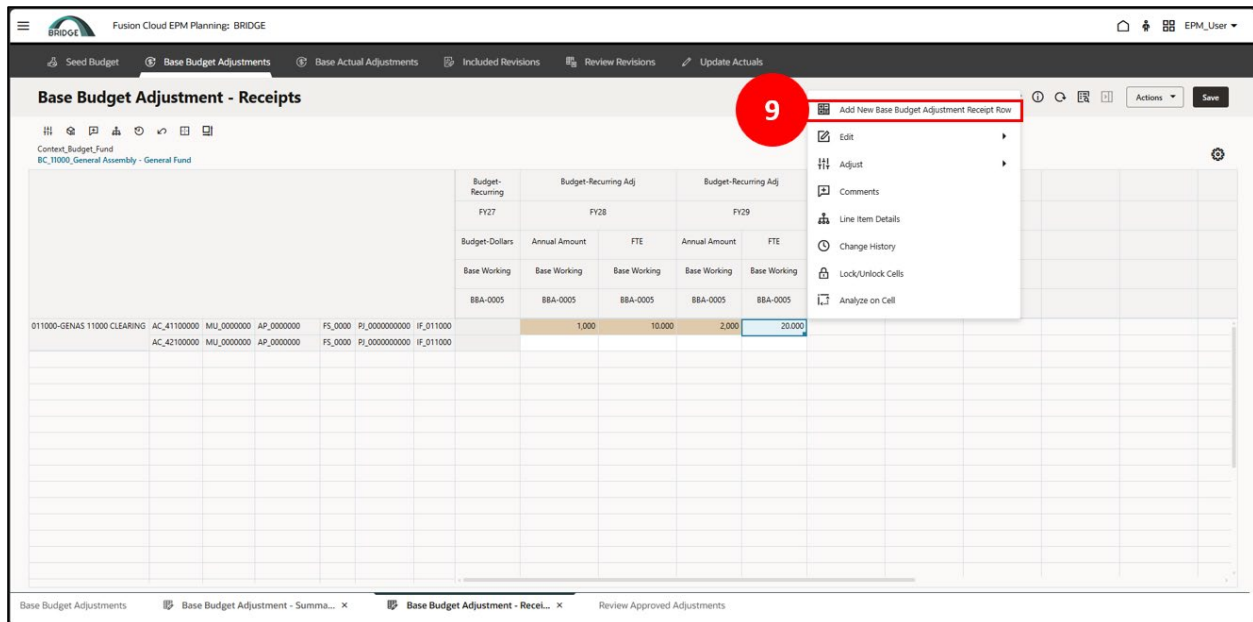
8. Enter the applicable receipt data in the appropriate fields.



Base Budget Adjustment - Receipts

	Budget-Recurring Adj		Budget-Actual Adj	
	FY27	FY28	FY27	FY28
011000-GENAS 11000 CLEARING				
	1,000	10,000	2,000	20,000

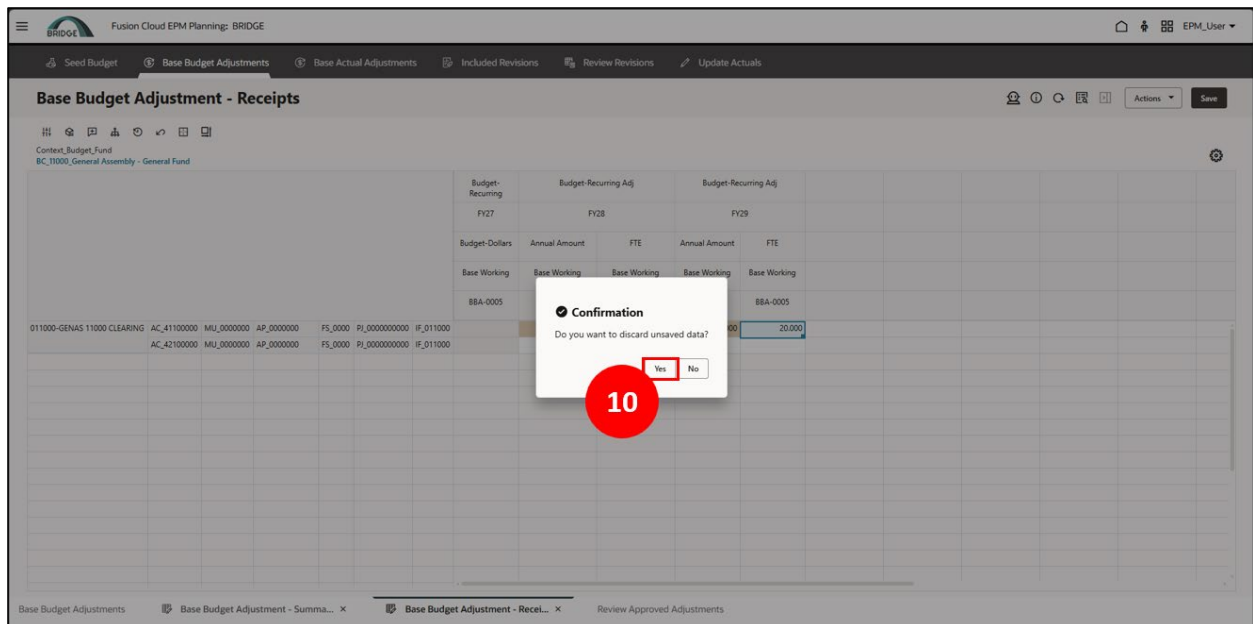
- To add more data, right click the applicable cell and select **Add new Base Budget Adjustment Receipt Row**.



The screenshot shows the 'Base Budget Adjustment - Receipts' window. The table displays budget data for FY27, FY28, and FY29. A right-click context menu is open over a cell, and the option 'Add New Base Budget Adjustment Receipt Row' is highlighted with a red circle and the number 9.

Budget-Recurring						Budget-Recurring Adj		Budget-Recurring Adj	
FY27						FY28		FY29	
Budget-Dollars						Annual Amount		FTE	
Base Working						Base Working		Base Working	
011000-GENAS 11000 CLEARING AC_41100000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000						1,000		10,000	
AC_42100000 MU_00000000 AP_00000000 FS_0000 PI_000000000000 IF_011000								20,000	

- For this example, select **Yes** to proceed on the Confirmation pop up.



The screenshot shows the same 'Base Budget Adjustment - Receipts' window, but with a 'Confirmation' pop-up dialog box in the center. The dialog asks 'Do you want to discard unsaved data?' and has 'Yes' and 'No' buttons. The 'Yes' button is highlighted with a red circle and the number 10.

- In the window that pops up, add the applicable data into their respective fields. For this example, set account as: **"AC_41300000"**.

- Click **Launch**.

QRG: Agency Base Budget Creation & Adjustment



Base Budget Adjustment - Receipts

Context_Budget_Fund
BC_11000_General Assembly - General Fund

Add_New BBA Receipt

Complete the runtime prompts

Select Agency Mgmt Unit: "MU_00000000"

Select Project: "PI_000000000000"

Select Agency Program: "AP_00000000"

Select Account: "AC_41300000" **11**

Select Interfund: "IF_011000"

Select Budget Fund(s): "BF_011000"

Select Funding Source: "FS_00000"

Cancel **Launch** **12**

13. A confirmation message is displayed on the screen.

14. Click **OK** to continue.

Base Budget Adjustment - Receipts

Context_Budget_Fund
BC_11000_General Assembly - General Fund

Information

Add_New BBA Receipt rule was successful.

OK **14**

13

Budget-Recurring		Budget-Recurring Adj		Budget-Recurring Adj	
FY27	FY28	FY28	FY29		
Budget-Dollars	Annual Amount	FTE	Annual Amount		
Base Working	Base Working	Base Working	Base Working		
BBA-0005	1,000				

15. Verify the creation of the line along with the details of it. Add the applicable data into the line.

16. Once the addition of the adjustment values are complete, click **Save**.

QRG: Agency Base Budget Creation & Adjustment



Base Budget Adjustment - Receipts

Context_Budget_Fund
BC_11000_General Assembly - General Fund

Budget-Recurring	Budget-Recurring Adj		Budget-Recurring Adj		
	FY27	FY28	FY29		
Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE	
Base Working	Base Working	Base Working	Base Working	Base Working	
BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005	
011000-GENAS 11000 CLEARING	AC_41100000 MU_0000000 AP_0000000 FS_0000 PI_0000000000 IF_011000	1,000	10,000	2,000	20,000
AC_41300000 MU_0000000 AP_0000000 FS_0000 PI_0000000000 IF_011000					
AC_42100000 MU_0000000 AP_0000000 FS_0000 PI_0000000000 IF_011000	3,000	30,000	4,000	40,000	

Base Budget Adjustments | Base Budget Adjustment - Summa... | Base Budget Adjustment - Recel... | Review Approved Adjustments

17. A confirmation message is displayed on the screen.

18. Click **OK** to continue.

Base Budget Adjustment - Receipts

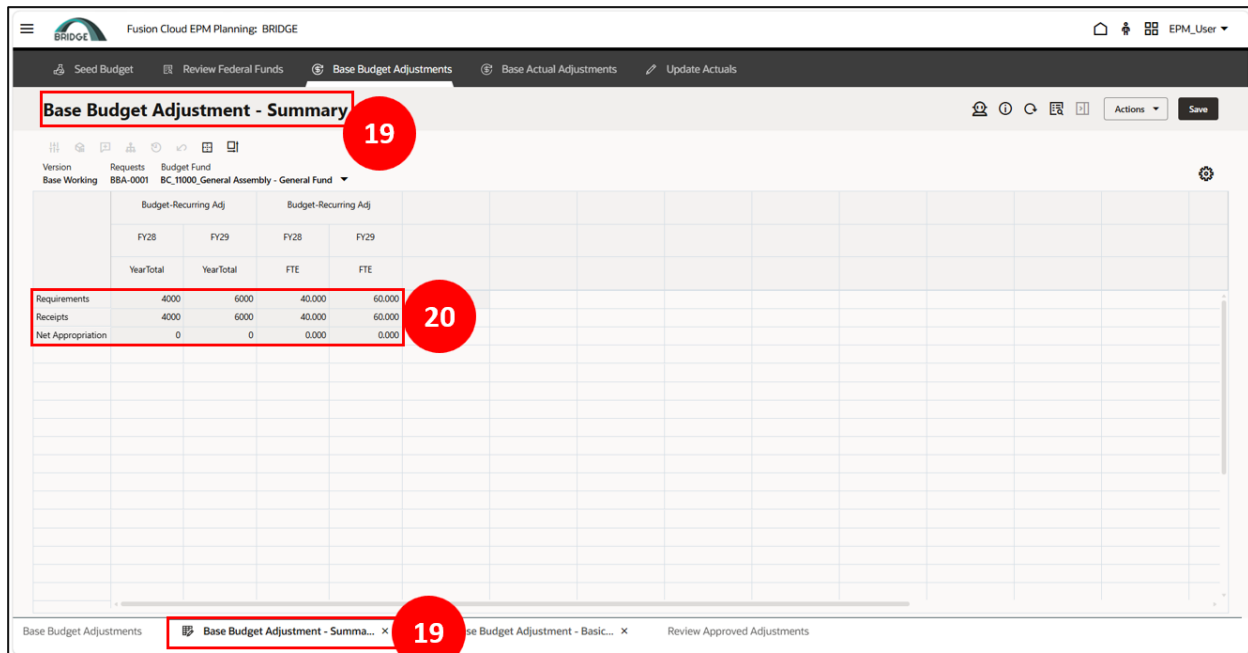
Context_Budget_Fund
BC_11000_General Assembly - General Fund

Budget-Recurring	Budget-Recurring Adj		Budget-Recurring Adj		
	FY27	FY28	FY29		
Budget-Dollars	Annual Amount	FTE	Annual Amount	FTE	
Base Working	Base Working	Base Working	Base Working	Base Working	
BBA-0005	BBA-0005	BBA-0005	BBA-0005	BBA-0005	
011000-GENAS 11000 CLEARING	AC_41100000 MU_0000000 AP_0000000 FS_0000 PI_0000000000 IF_011000	1,000	10,000	2,000	20,000
AC_41300000 MU_0000000 AP_0000000 FS_0000 PI_0000000000 IF_011000					
AC_42100000 MU_0000000 AP_0000000 FS_0000 PI_0000000000 IF_011000	3,000	30,000	4,000	40,000	

Base Budget Adjustments | Base Budget Adjustment - Summa... | Base Budget Adjustment - Recel... | Review Approved Adjustments

19. Return to the **Base Budget Adjustment Summary** form.

20. Confirm that the adjusted values are now displayed.

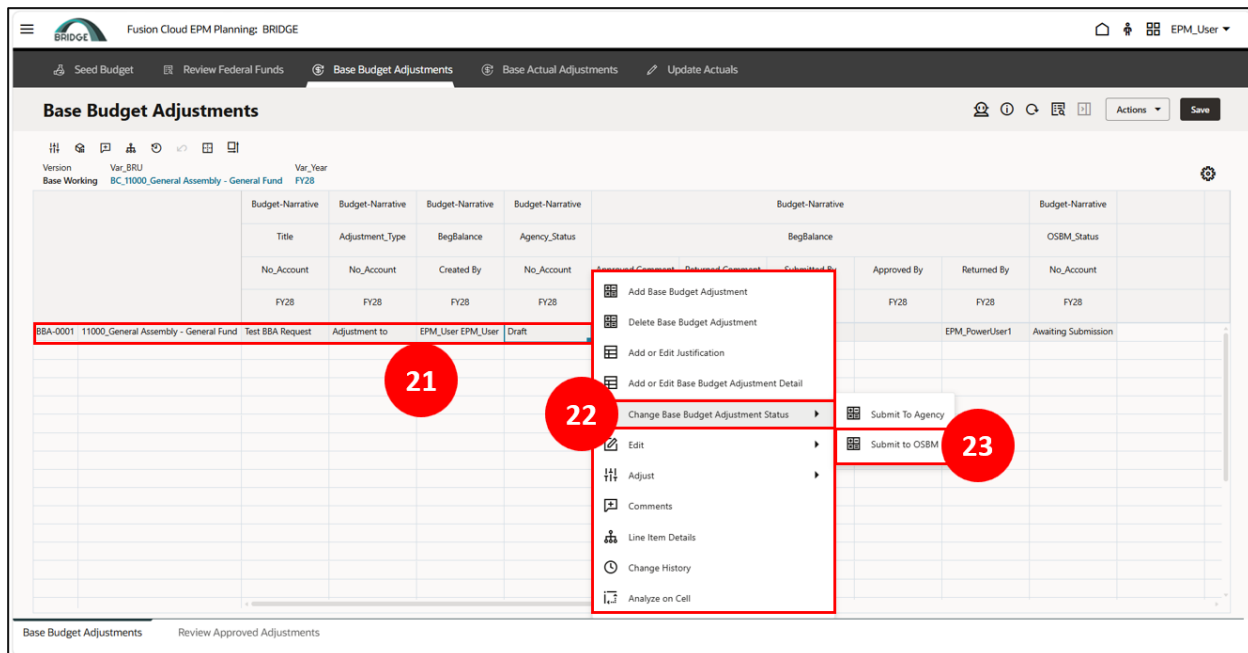


	Budget-Recurring Adj		Budget-Recurring Adj	
	FY28	FY29	FY28	FY29
	YearTotal	YearTotal	FTE	FTE
Requirements	4000	6000	40,000	60,000
Receipts	4000	6000	40,000	60,000
Net Appropriation	0	0	0,000	0,000

21. Right-click the request you need to resubmit to open the action menu.

22. Select **Change Base Budget Adjustment Status**.

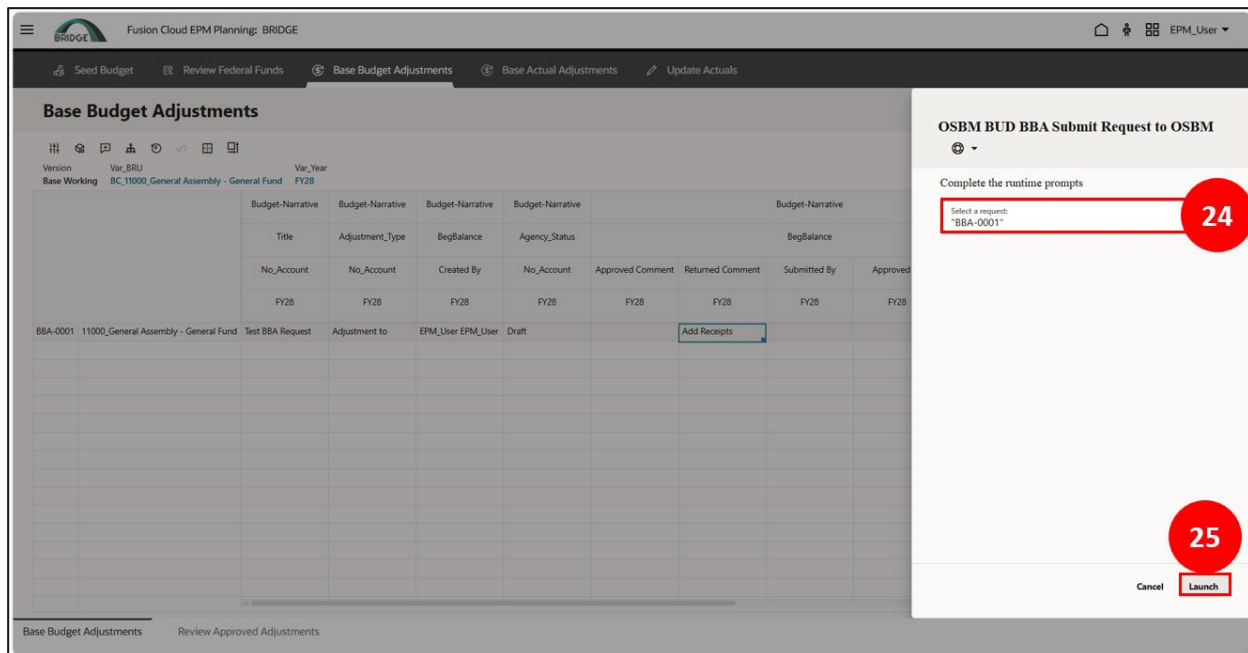
23. Select **Submit to OSBM**.



Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance	OSBM_Status	
No_Account	No_Account	Created By	No_Account	Approved By	Returned By	No_Account
FY28	FY28	FY28	FY28	FY28	FY28	FY28
BBA-0001 11000_General Assembly - General Fund Test BBA Request	Adjustment to	EPM_User EPM_User	Draft			

24. Verify the details in the prompt window.

25. Click **Launch**.



Base Budget Adjustments

Version: Var_BBU, Base Working, BC_11000_General Assembly - General Fund, Var_Year: FY28

Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance			
No_Account	No_Account	Created By	No_Account	Approved Comment	Returned Comment	Submitted By	Approved
FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28
BBA-0001 11000_General Assembly - General Fund	Test BBA Request	Adjustment to	EPM_User EPM_User	Draft			

OSBM BUD BBA Submit Request to OSBM

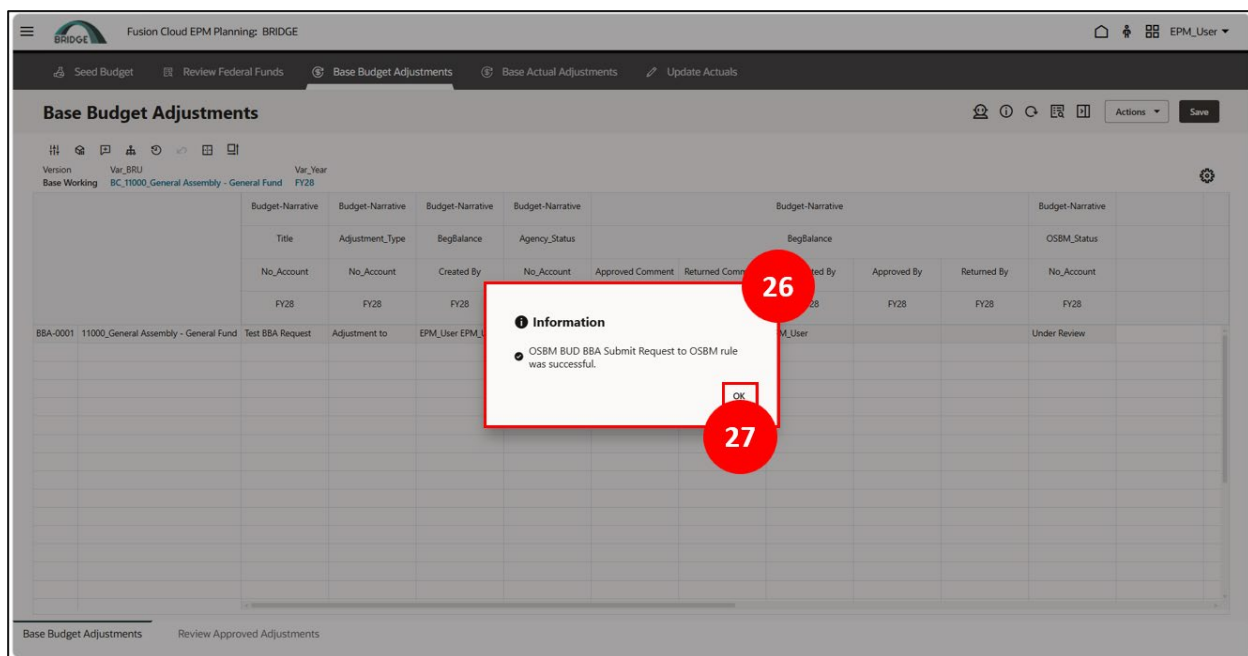
Complete the runtime prompts

Select a request: "BBA-0001"

Cancel Launch

26. A pop-up will appear indicating the request has been submitted.

27. Click OK.



Base Budget Adjustments

Version: Var_BBU, Base Working, BC_11000_General Assembly - General Fund, Var_Year: FY28

Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative	Budget-Narrative
Title	Adjustment_Type	BegBalance	Agency_Status	BegBalance			
No_Account	No_Account	Created By	No_Account	Approved Comment	Returned Comment	Submitted By	Approved By
FY28	FY28	FY28	FY28	FY28	FY28	FY28	FY28
BBA-0001 11000_General Assembly - General Fund	Test BBA Request	Adjustment to	EPM_User EPM_User				

Information

- OSBM BUD BBA Submit Request to OSBM rule was successful.

OK

29. The OSBM status will show **Under Review**.

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