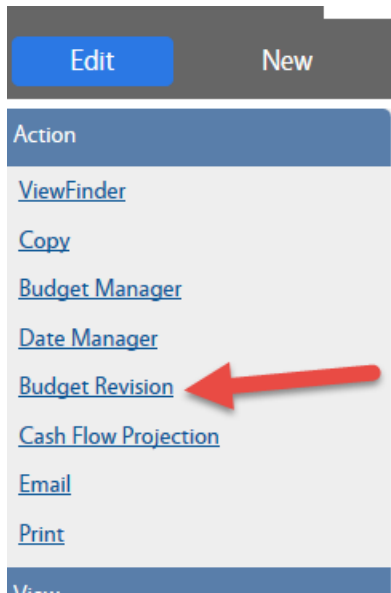


Budget Revision

Open the project, and in the top left section, click Budget Revision.



Note: This link creates a NEW Budget Revision. Do not click this link to find an existing revision, instead click the "ViewFinder" link in this same section.

The budget revision screen is displayed:

The screenshot shows the 'Budget Revision' screen for project 4035. The top bar includes 'Save' and 'Cancel' buttons, and the user 'SHANDA' is logged in. The main area is divided into several sections:

- View:** A search box and a 'ViewFinder' link.
- Capital Project:** A search box containing '15-253' and the project name 'Jordan-Hare Stadium - East Field Lighting Maintenance'.
- Original Budget Table:**

Total Allotment	\$0.00
Original Budget	\$56,475.00
Budget Revisions	\$0.00
Total Budget	\$56,475.00
Remaining	\$18,145.00
- Change Budget Table:**

Total Allotment	\$0.00
Original Budget	\$56,475.00
Budget Revisions	\$0.00
Total Budget	\$56,475.00
Remaining	\$18,145.00
- Budget Summary Table:**

Component Group/Component	Current Budget	Budget Revision	New Budget	Current Remaining	New Remaining
PRE-DESIGN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
DESIGN ADMIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
IN-HOUSE DESIGN ADMIN	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
REVIEW OF DOCUMENTS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Select **Type** from the dropdown. You have 2 choices:

Allocation Adj – if you are reallocating funds within the existing budget, but not changing the bottom line.

Budget Change – if you are increasing or decreasing the project budget.

Select **Reason** from the dropdown.

Use the Budget Revision column to make your changes. To decrease a line item, enter a – in front of the number. Do not type dollar signs (\$) or commas (,). The system will format the numbers for you.

Tip: You can use the tab key to move between lines.

After entering all amounts, click the refresh Totals button.

Budget Revisions	\$0.00
Change 🔄 Totals	
Total Allotment	\$0.00
Original Budget	\$56,475.00
Budget Revisions	\$0.00

Save your changes.

Generating the Budget Revision report

NOTE: For an Allocation Adj, you are *not* required to attach a report.

For a Budget Change, select “Print” in the top left to generate the Budget Revision report.

< Back	New	Search
Action	3427	
Email	MIGRATED BUDGET R	
Print		
View		

Select the appropriate Budget Change report:

- AU Budget Change (for a Facilities route, < 500K and funded by Facilities/Client)
- AU BDG Change UNIV Route (for a University Route, > 500K or funded by business office)

Save the report, and attach as a related document. Choose document type of Budget Revision.

When you are ready to route the revision, change the status to “**AD DESIGN REVIEW**” and Save.