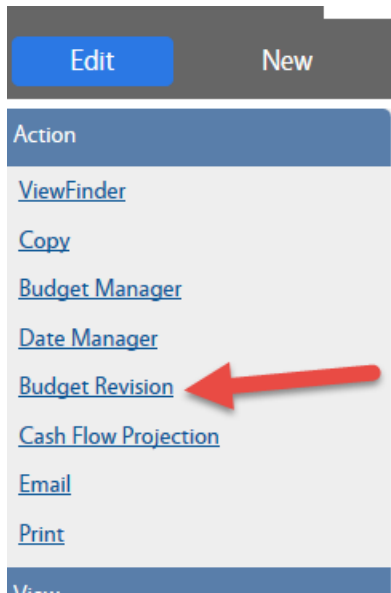# Budget Revision

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:

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.

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.