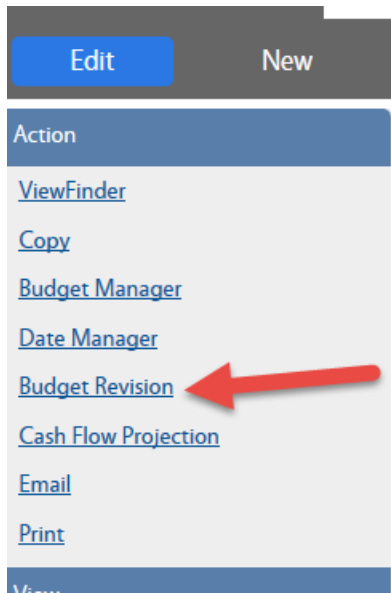


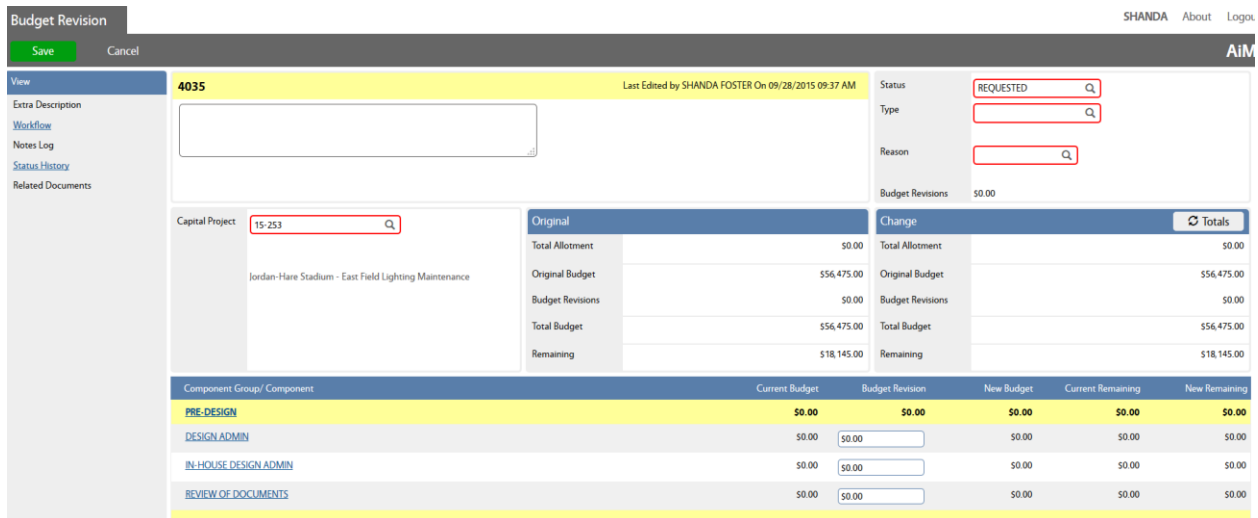
## Budget Revision

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:

A screenshot of the 'Budget Revision' screen. The top bar shows 'Budget Revision' and user information 'SHANDA About Logout'. Below the bar are 'Save' and 'Cancel' buttons. The main area is divided into several sections: a 'View' sidebar, a project header for '4035' with 'Last Edited by SHANDA FOSTER On 09/28/2015 09:37 AM', a 'Status' dropdown set to 'REQUESTED', a 'Type' dropdown, and a 'Reason' dropdown. Below these are 'Capital Project' and 'Jordan-Hare Stadium - East Field Lighting Maintenance'. Two tables, 'Original' and 'Change', show budget details. At the bottom is a summary table with columns for Component Group/Component, Current Budget, Budget Revision, New Budget, Current Remaining, and New Remaining.

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
<b>Change</b> <span style="float: right;">↻ Totals</span>	
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	<b>3427</b>	
<a href="#">Email</a>	MIGRATED BUDGET R	
<a href="#">Print</a>		
<a href="#">View</a>		

Select the Budget Change report:

-  AU Budget Change (for a Facilities route)

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 “**FAC OPS REVIEW**” and Save.