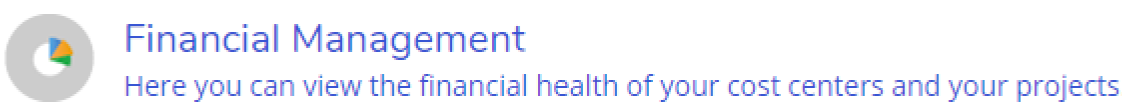
Self-Service Financial Management
Directions for Budget Adjustments

The following are the Self-Service Budget Adjustment Guidelines:

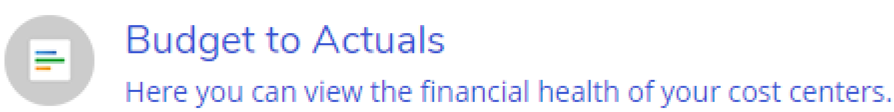
- User access is defined by the existing Self-Services User Roles established by the Controller's Office.
- Budget Adjustments are only allowed for Fund "10" Operational accounts.
- The only compensation lines that can be adjusted are Adjunct, Overtime and Student Wages. The Budget Office will handle any other compensation adjustments that are required.
- Budget Adjustments must balance.
- Budget Adjustments are permanent.
- There is no functionality to attach documentation to a Budget Adjustment.
- Budget Controls are turned on which means that you will not be able to process a purchase requisition or any form of payment request if there are insufficient budget dollars available in the individual accounts in the request.
- Budget Adjustments will be reviewed and approved within 48 hours of receipt.
- See "Directions for Filtering Criteria" on Budget website for further assistance.
- If the Budget Office has to deny the entry and email will be sent with the reasoning.
- Historical Budget Adjustmentsl show on the Initiators screen.

- Log into Self Service via CONNECT2U. Click on Self Service Icon.

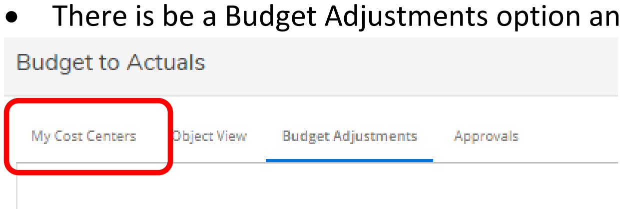
- Click on Financial Management.



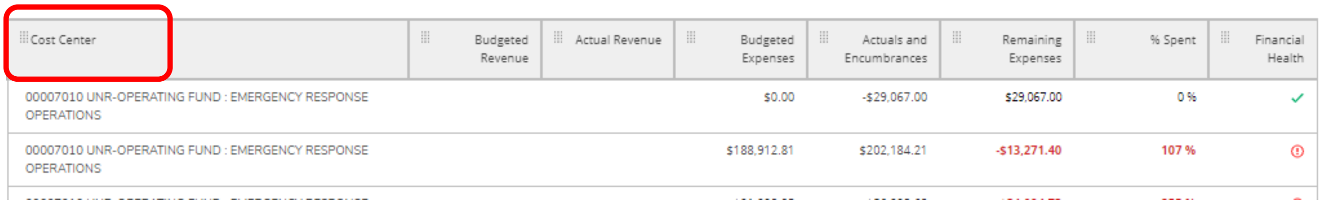
- Click on Budget to Actuals.



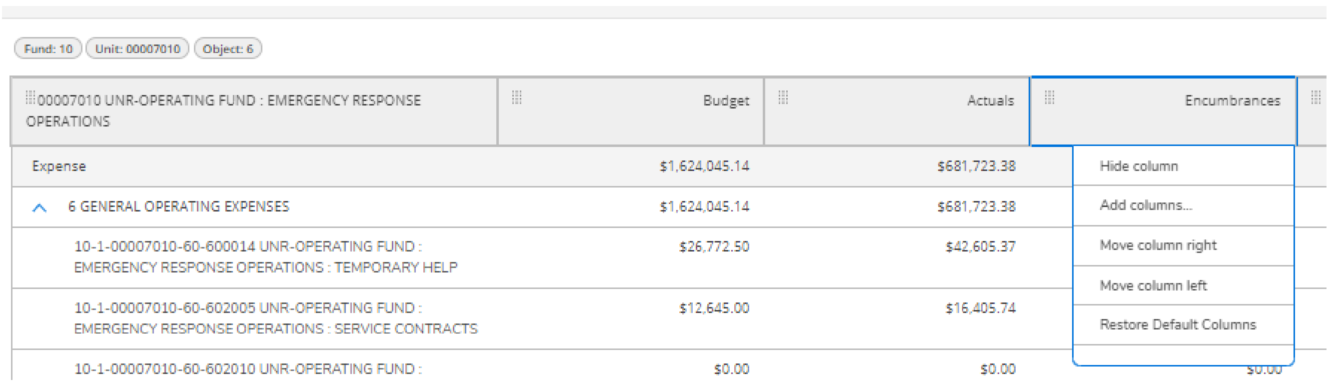
- There is be a Budget Adjustments option and an Approvals option (if applicable).



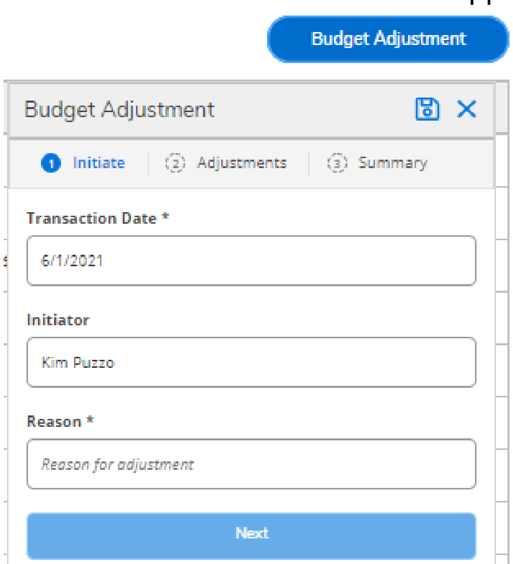
- The easiest way to populate the Budget Adjustment is to click on My Cost Centers, and then select the filtered criteria that will show the General Ledger (GL) accounts required for the Budget Adjustment(s).
- The screen below shows the column headings that will automatically appear. You can then see if there are remaining budget dollars available to move and which accounts are over budget.



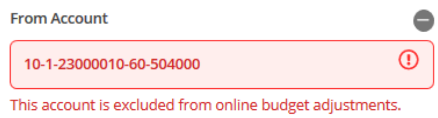
- Under the Cost Center field, you can click to expand the accounts further until you get to the level displaying the desired GL accounts.
- This will allow you to drag and drop the GL accounts that you need, but you can manually type in the accounts if you prefer.
- You can click on the columns and elect to hide, move etc. You can hide the Encumbrances column so that you can see the overages easier.



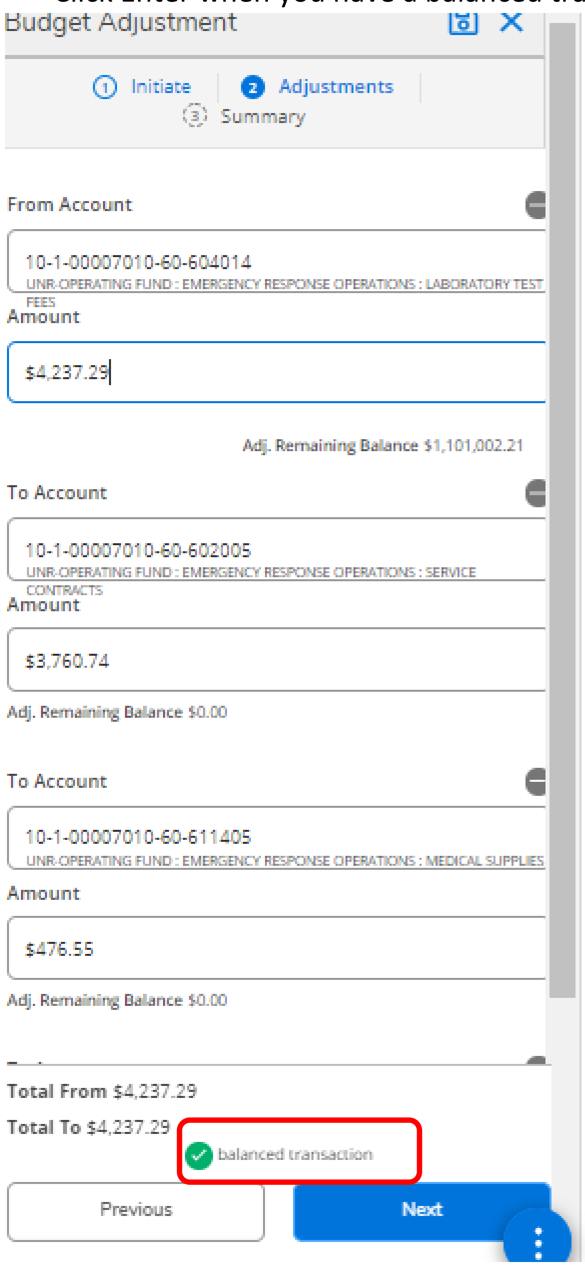
- Click on Budget Adjustment Tab.
- The Date and Initiator will auto populate.
- There is a Reason box that must be completed in order to click Next and move forward. There is a 30-character limit and this will appear in the General Ledger for all to see.



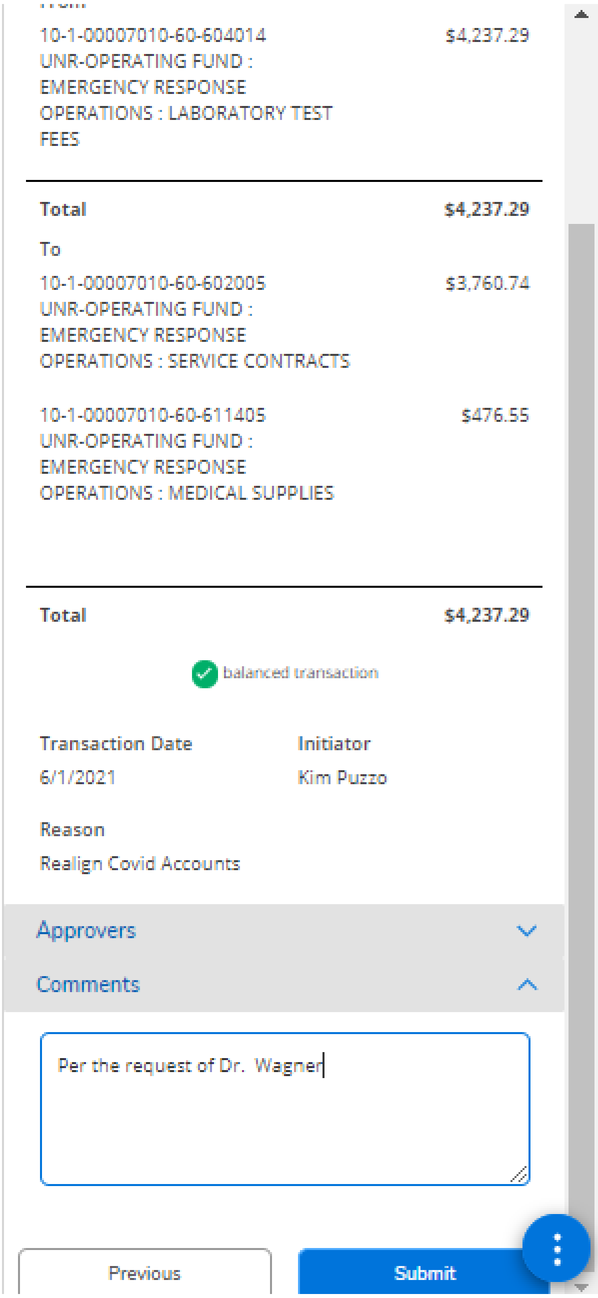
- Drag the account(s) over into the Budget Adjustment screen.
- The Adj. Remaining Balance will auto populate.
- You have the option to add multiple accounts in the “To” or “From” section.
- If you attempt to select an excluded account (such as a compesnation or fringe benefts account) the following error message will appear.



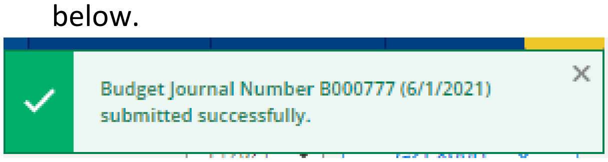
- Click Enter when you have a balanced transaction and then click Next.



- The screen below provides a Comments section where you can state whatever detail will help you remember this transaction and any information that the Budget Office should know.



- Click Submit and then Colleague will automatically assign a Budget Adjustment number as seen below.



- The entry will then workflow to the Budget Office for final approval and posting to the General Ledger.