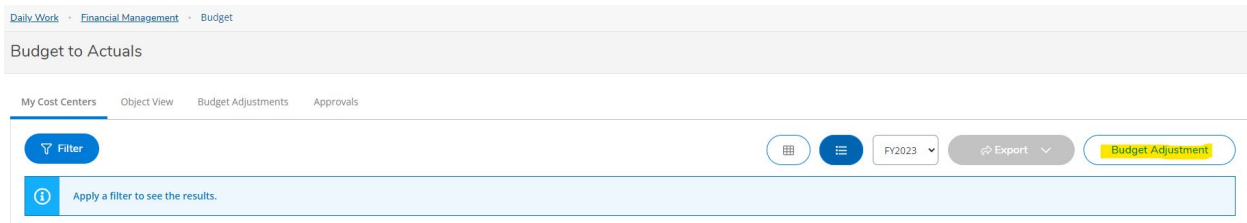
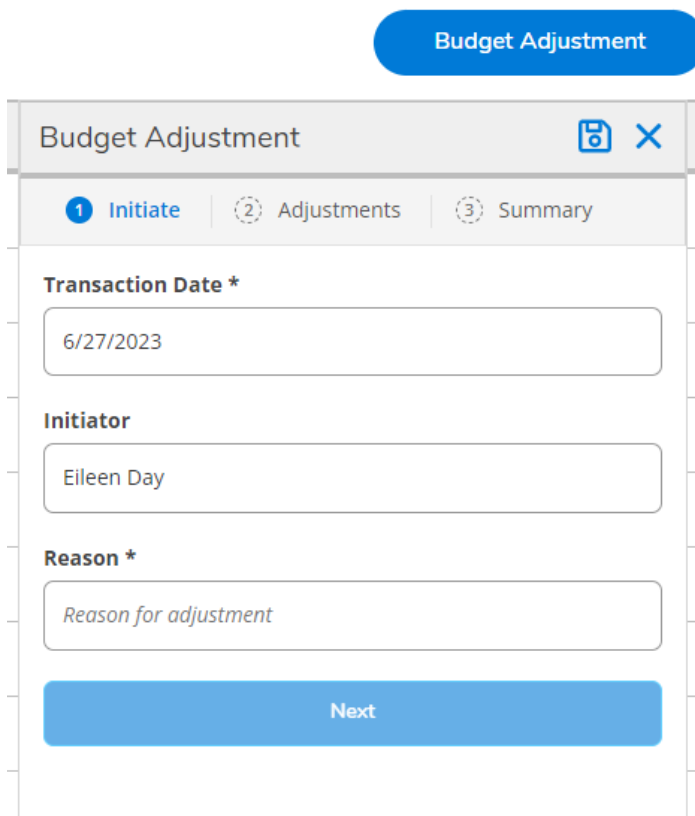


## Budget adjustments in MyCap

Budget adjustments can now be done in MyCap. In the Budget to Actuals module, you will see a button for budget adjustments at the far right.



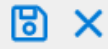
The transaction date and initiator will default in. Type a reason for the adjustment and click on next.



The 'Budget Adjustment' form is displayed in a modal window. At the top, there is a blue button labeled 'Budget Adjustment'. The form title is 'Budget Adjustment' with a save icon and a close icon. Below the title, there are three steps: '1 Initiate' (active), '2 Adjustments', and '3 Summary'. The form contains three input fields: 'Transaction Date \*' with the value '6/27/2023', 'Initiator' with the value 'Eileen Day', and 'Reason \*' with the placeholder text 'Reason for adjustment'. At the bottom of the form, there is a blue 'Next' button.

Enter, or drag and drop, the GL#'s and enter the amounts that need to be transferred. These lines may be split, i.e., you can take money from one line and split it among two or more lines if needed. The adjustment must balance. Then click next.

## Budget Adjustment



① Initiate | ② Adjustments | ③ Summary

From Account



*Enter a GL account*

Amount

*From Amount*

Adj. Remaining Balance

To Account



*Enter a GL account*

Amount

*To Amount*

Adj. Remaining Balance

+ Add From

+ Add To

**Total From** \$0.00

**Total To** \$0.00

✔ balanced transaction

Previous

Next

### Budget Adjustment

1 Initiate | 2 Adjustments | 3 Summary

Summary

Approvers

**Next Approvers**

Next Approver Lookup

Attachments

Comments

Add Comments

Previous Submit

Comments may be entered on this screen. Click Submit when ready. The request will be routed to Business and Finance for approval. Once the budget adjustment request is approved, it will show in MyCap.