



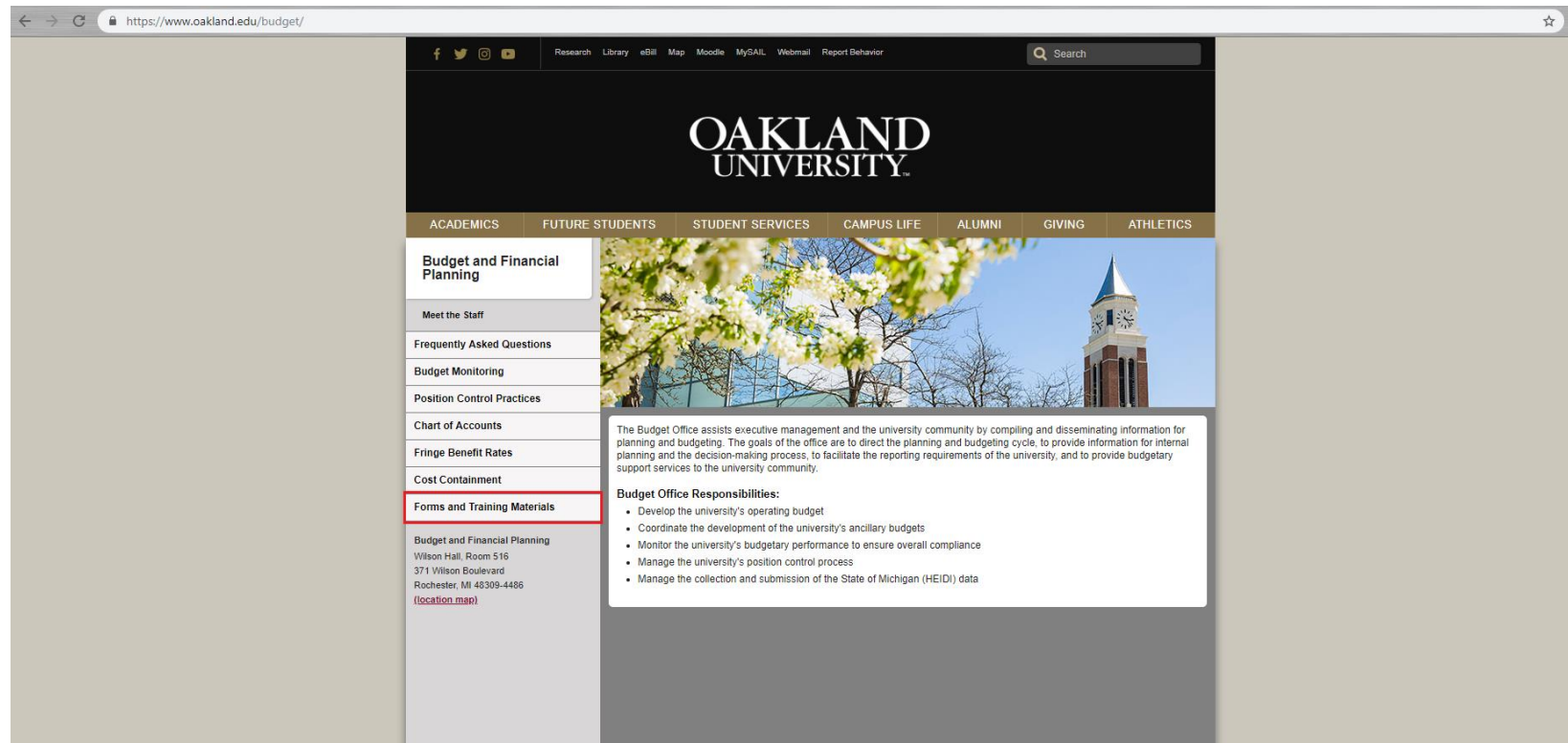
MAY 31, 2019

BUDGET ADJUSTMENT REQUESTS

INSTRUCTION MANUAL

BUDGET AND FINANCIAL PLANNING
OAKLAND UNIVERSITY

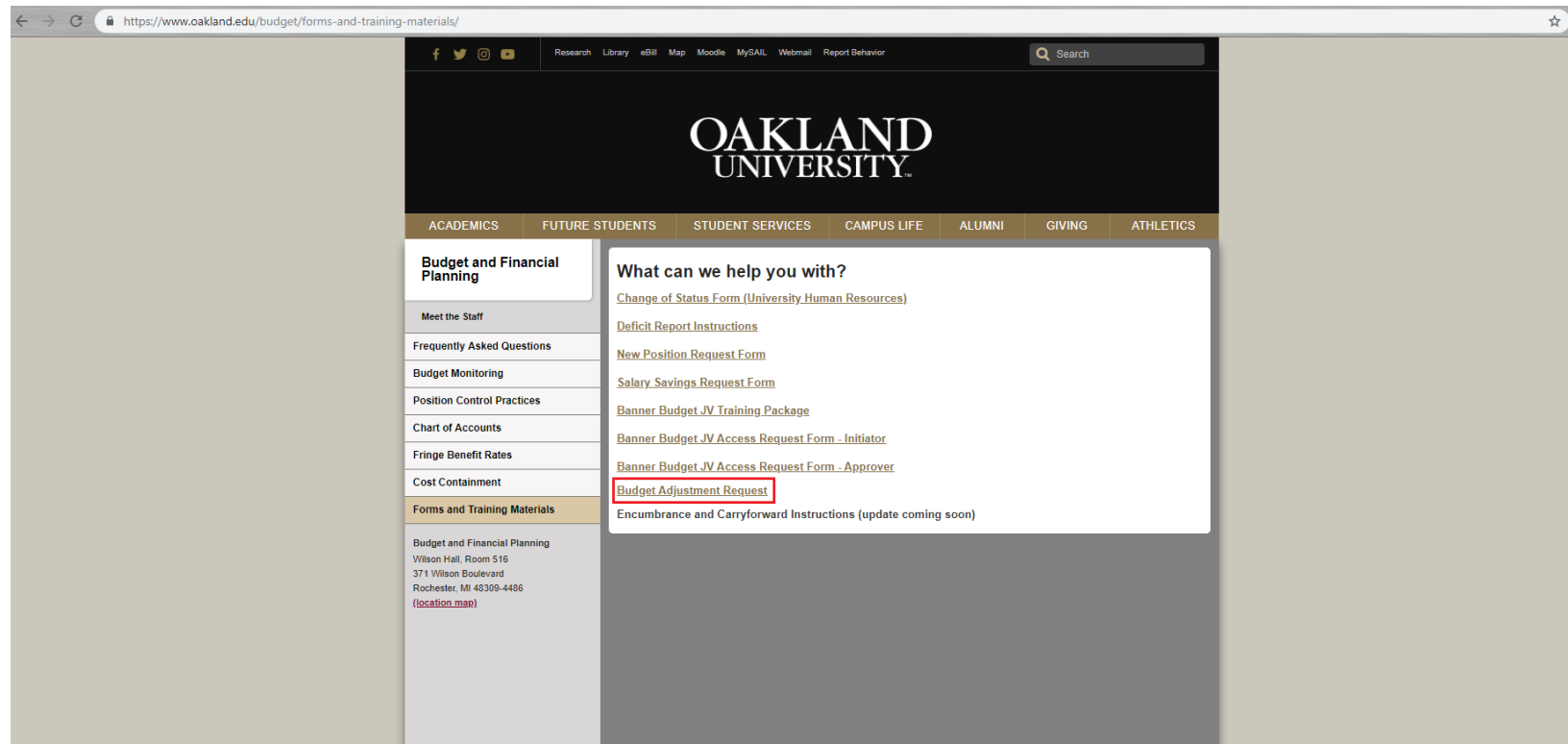
Budget Adjustment Requests Instruction Manual



Budget and Financial Planning Website

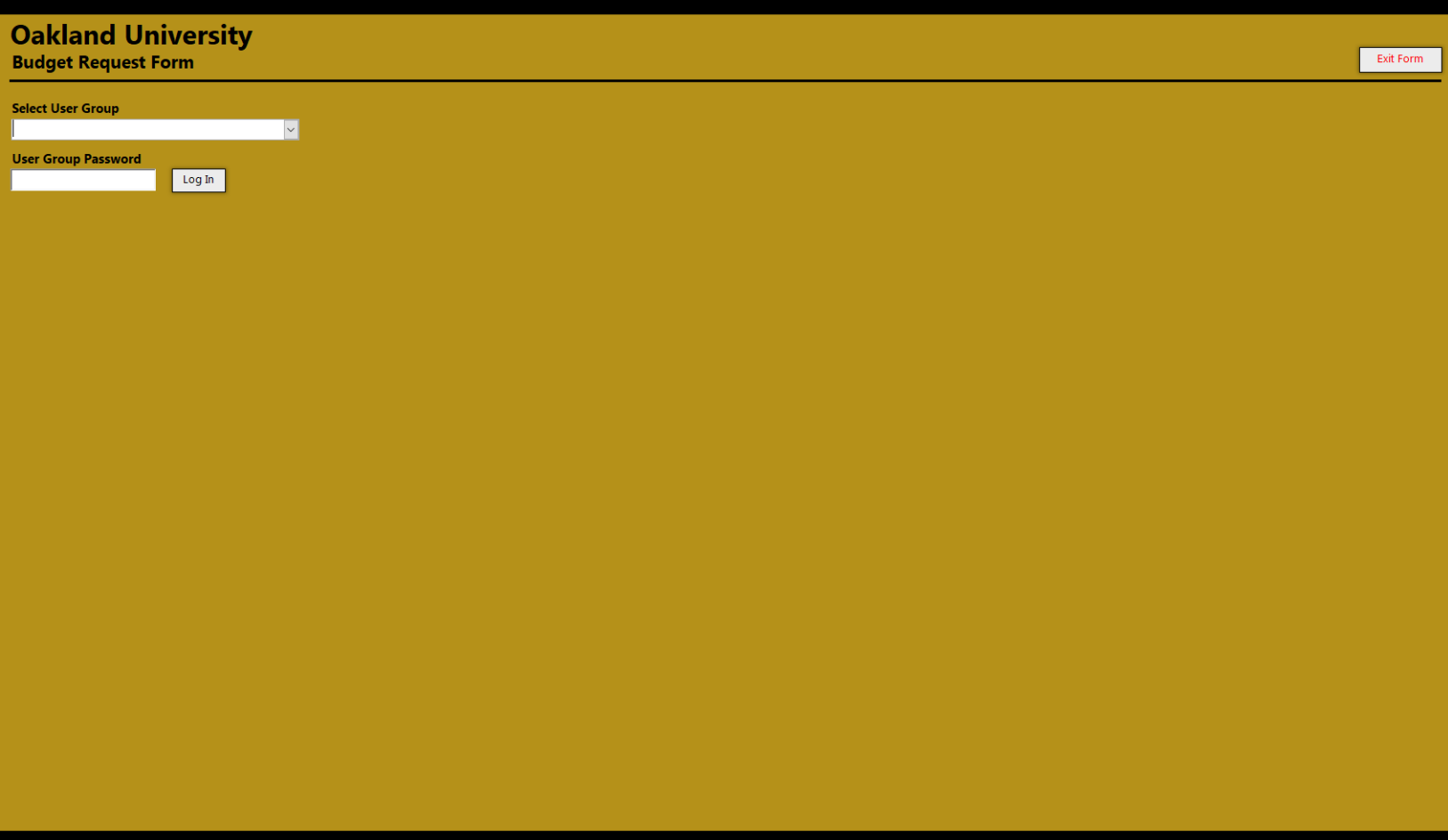
In order to submit a budget adjustment request, navigate to www.oakland.edu/budget/. Click the **Forms and Training Materials** button in the navigation panel on the left side of the screen.

Budget Adjustment Requests Instruction Manual



Budget and Financial Planning Website

Click on the Budget Adjustment Request hyperlink on the Forms and Training Materials webpage. Clicking this link will start the download of the Budget Adjustment Request database. Once the database has completed downloading, open the database.



The screenshot shows a web form titled "Oakland University Budget Request Form" on a gold background. In the top right corner, there is a red "Exit Form" button. Below the title, there is a "Select User Group" dropdown menu and a "User Group Password" text field. A "Log In" button is positioned to the right of the password field.

Login Form

Opening the database will take you to the login page. In order to proceed, select one of the predefined user groups from the **Select User Group** drop-down, and then enter the corresponding password for that user group in the **User Group Password** field. If the credentials entered are invalid, the user will be prompted to re-enter their credentials.

At any time, the database can be closed by clicking the **Exit Form** button located in the top right hand corner of the form. **Entries that have not been submitted before the database closes will be lost.**

Oakland University

Budget Request Form

Log Out

Exit Form

Choose Action

Division

College or Unit

Fund

Account

Request Type

E-Class

Divisional Priority

Amount

Fringe Benefits

Total

Strategic Initiative

([Strategic Planning Goals](#))

1. Student Success

2. Research

3. Community

4. Diversity

Description and Strategic Justification (<256 Char.)

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

After your credentials have been verified, you will be asked to sign using your ODBC user name and password. The login form will close and the form shown above will open. This is the form that will be used to add new requests, to modify/delete existing requests, and to view reports on existing requests.

This page, like the **Login Form**, has a button on the top right corner of the form that allows the user to exit the database. This form also has a **Log Out** button, which returns the user to the **Login Form**.

Oakland University

Budget Request Form

[Log Out](#) [Exit Form](#)

Choose Action

Choose Action ▾
New Entry
 Existing Entry
Previous

College or Unit

Fund

Account

Request Type

E-Class

Divisional Priority

Amount	Fringe Benefits	Total

Strategic Initiative [\(Strategic Planning Goals\)](#)

- ☐ 1. Student Success
- ☐ 2. Research
- ☐ 3. Community
- ☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

Click on the **Choose Action** button to start the process of adding a new entry. Select **New Entry**.

Note that all of the entry fields are locked (grey) until an action is selected. Once an action has been selected, all of the fields except for the **Fringe Benefits** and **E-Class** fields can be edited.

Oakland University

Budget Request Form

Log OutExit Form

Choose Action
New Entry

Division
Finance & Administration

Fund

Request Type

Amount0Fringe Benefits0Total0

Strategic Initiative [\(Strategic Planning Goals\)](#)

☐ 1. Student Success☐ 2. Research☐ 3. Community☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Submit Entry

College or Unit

Account

E-Class

Divisional Priority

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time RequestsFY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time RequestsFY21 Base Requests

Main Entry Form

Click on **Division** and select your division from the drop-down selection(s). Your options will coincide with your login credentials.

Oakland University

Budget Request Form

[Log Out](#)
[Exit Form](#)

Choose Action

New Entry ▾

Division

Finance & Administration ▾

Fund

▾

Request Type

▾

College or Unit

▾
 Auxiliary Services
 Asst VP & Controller
 Finance & Administration
 F&A - Assistant Vice President
Budget & Financial Planning

▾

▾

Amount	Fringe Benefits	Total
0	0	0

Strategic Initiative [\(Strategic Planning Goals\)](#)

- ☐ 1. Student Success
- ☐ 2. Research
- ☐ 3. Community
- ☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Click on **College or Unit** and select the appropriate college or unit.

Oakland University

Budget Request Form

Log Out

Exit Form

Choose Action

New Entry

Division

Finance & Administration

Fund

11337 Extension Tuition Abatement
14384 Oc Use Charge Stu Services
14562 Support Of Oakland Center
14563 Support of MBT
14564 Ce Tuition Differential
14565 Student Activity Support(Tuition)
14566 Athletics Support(Tuition)
14567 Graham HC Support(Tuition)
14568 Oakland Center Support(Tuition)
14569 Park. Imp. Reserve(Tuition)
14570 Road, Walks, Lots Support(Tuition)
14718 Utility Exp Abatement from Aux Fund
14881 Rental Residence Hall
17700 Admin Overhead-Cost Recov
17702 Off Of Budget & Financ Planning
17750 Undistributed Comp - Clearing A/C

College or Unit

Budget & Financial Planning

Account

E-Class

Divisional Priority

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

Click on **Fund** and select the fund for the budget adjustment request. The **Fund** drop-down will only populate with the funds belonging to a given division and college/unit.

Oakland University

Budget Request Form

[Log Out](#)
[Exit Form](#)

Choose Action

New Entry ▼

Division

Finance & Administration ▼

Fund

17702 Off Of Budget & Financl Planning ▼

Request Type

▼

Amount	Fringe Benefits	Total
0		

Strategic Initiative [\(Strategic Planning Goals\)](#)

- ☐ 1. Student Success
- ☐ 2. Research
- ☐ 3. Community
- ☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

College or Unit

Budget & Financial Planning ▼

Account

6101 Salary - Faculty Budget
6201 Salary - Admin Prof Budget
 6211 Salary Clerical Technical Budget
 6221 Salary Other Budget
 6301 Other Instr Faculty Budget
 6311 Graduate Assistant Budget
 6401 Wages General Budget
 6411 Wages Clerical / Technical Budget
 6421 Wages OUCMT Budget
 6431 Wages Public Safety Budget
 6501 Student Labor Budget
 6601 Student Work Study Budget
 7101 Supplies & Services Budget
 7111 Repairs & Maintenance Budget
 7131 Insurance Budget
 7141 Utilities Budget

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

Click on **Account** and select the account for the budget adjustment request. If a salary (6%) account is selected, the **E-Class** field will be enabled so that you can enter the position class that pertains to the budget adjustment request.

Oakland University

Budget Request Form

Log Out

Exit Form

Choose Action

New Entry

Division

Finance & Administration

Fund

17702 Off Of Budget & Financ'l Planning

Request Type

FY20 One-Time Budget Adjustment

FY21 Base Budget Adjustment

0

Strategic Initiative

([Strategic Planning Goals](#))

☐ 1. Student Success

☐ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Click on **Request Type** and select the request type for the budget adjustment request.

Oakland University

Budget Request Form

Log Out

Exit Form

Choose Action

New Entry

Division

Finance & Administration

Fund

17702 Off Of Budget & Financ'l Planning

Request Type

FY20 One-Time Budget Adjustment

Amount

0

Fringe Benefits

0

Total

0

Strategic Initiative

([Strategic Planning Goals](#))

☐ 1. Student Success

☐ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

College or Unit

Budget & Financial Planning

Account

6201 Salary - Admin Prof Budget

E-Class

Divisional Priority

FM Faculty- SOM

GA Graduate Assistant

HF Service Maintenance Full-time

HP Service Maintenance Part-time

IC Individual Contract - Coaches

IF Individual Contract Full-Time

IH Individual Contract Hourly

IP Individual Contract Part-Time

LL Part-Time Faculty

LS Special Lecturers

MC Misc Child Care Center - Time

MH Miscellaneous MBH

OF Police Officer Full-time

PF Admin Professional Full-time

PP Admin Professional Part-time

SF Police Sergeant Full-time

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

If a salary account has been selected in the **Account** field, a position class will also need to be selected. In order to select a position class, click on the **E-Class** drop-down and select the E-Class that pertains to the budget adjustment request. By selecting the employee class, the correct fringe benefits for the position will automatically be added to your request.

Oakland University

Budget Request Form

Log Out
Exit Form

Choose Action

New Entry ▾

Division

Finance & Administration ▾

Fund

17702 Off Of Budget & Financ Planning ▾

Request Type

FY20 One-Time Budget Adjustment ▾

College or Unit

Budget & Financial Planning ▾

Account

6201 Salary - Admin Prof Budget ▾

E-Class

PF ▾

Divisional Priority

1

2

3

4

5

6

7

8

9

10

11

12

13

14

15

16

Amount	Fringe Benefits	Total
0	0	0

Strategic Initiative [\(Strategic Planning Goals\)](#)

- ☐ 1. Student Success
- ☐ 2. Research
- ☐ 3. Community
- ☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

Click on the **Divisional Priority** drop-down and select the priority number for the budget adjustment request. Each requests needs to be assigned a different priority number. Only line items that are for the same project should have duplicate rankings.

Oakland University

Budget Request Form

Choose Action

New Entry

Division

Finance & Administration

Fund

17702 Off Of Budget & FinancI Planning

Request Type

FY20 One-Time Budget Adjustment

E-Class

PF

Divisional Priority

1

College or Unit

Budget & Financial Planning

Account

6201 Salary - Admin Prof Budget

Amount

57,500

Fringe Benefits

24,668

Total

82,168

Strategic Initiative

([Strategic Planning Goals](#))

☐ 1. Student Success

☐ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

Click on the **Amount** field and enter the whole dollar amount that is being requested. A positive amount indicates a budget addition request, while a negative amount indicates a budget reduction request. Note that the **Fringe Benefits** and **Total** fields will auto-populate once an amount has been entered into the **Amount** field. If you are requesting a position, base requests will be limited to the bottom of the second quartile for the position's band (consistent with OU's Compensation Guidelines) Adjustments will be made upon review of the data submitted.

Oakland University

Budget Request Form

Log Out

Exit Form

Choose Action

New Entry

Division

Finance & Administration

Fund

17702 Off Of Budget & Financ'l Planning

Request Type

FY20 One-Time Budget Adjustment

E-Class

PF

Divisional Priority

1

College or Unit

Budget & Financial Planning

Account

6201 Salary - Admin Prof Budget

Amount

57,500

Fringe Benefits

24,668

Total

82,168

Strategic Initiative

([Strategic Planning Goals](#))

☐

1. Student Success

☐

2. Research

☐

3. Community

☐

4. Diversity

Description and Strategic Justification (<256 Char.)

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

Select one or more of the strategic initiative checkboxes listed under the **Strategic Initiatives** label.

Oakland University

Budget Request Form

Log Out

Exit Form

Choose Action

New Entry

Division

Finance & Administration

Fund

17702 Off Of Budget & Financi Planning

Request Type

FY20 One-Time Budget Adjustment

E-Class

PF

Divisional Priority

1

College or Unit

Budget & Financial Planning

Account

6201 Salary - Admin Prof Budget

Amount

57,500

Fringe Benefits

24,668

Total

82,168

Strategic Initiative

([Strategic Planning Goals](#))

☒ 1. Student Success

☒ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Testing

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

In the textbox under the **Description and Strategic Justification**, enter a description and strategic justification for the budget adjustment request. The description and strategic justification cannot exceed 255 characters.

Oakland University

Budget Request Form

Log Out

Exit Form

Choose Action

New Entry

Division

Finance & Administration

Fund

17702 Off Of Budget & Financ'l Planning

Request Type

FY20 One-Time Budget Adjustment

E-Class

PF

Divisional Priority

1

College or Unit

Budget & Financial Planning

Account

6201 Salary - Admin Prof Budget

Amount

57,500

Fringe Benefits

24,668

Total

82,168

Strategic Initiative

([Strategic Planning Goals](#))

☒ 1. Student Success

☒ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Testing

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Submission Recorded

The submission has been recorded.

OK

Main Entry Form

Click the **Submit Entry** button when you are ready to submit the adjustment request. If all fields have been completed, the adjustment request entry will be recorded and a confirmation message will appear on the screen. If any fields are omitted, a message box will appear prompting you to complete the necessary field(s).

Oakland University

Budget Request Form

Log Out
Exit Form

Choose Action

▼

New Entry

Existing Entry

or previous

Fund

▼

College or Unit

▼

Request Type

▼

E-Class

▼

Divisional Priority

▼

Amount	Fringe Benefits	Total
0	0	0

Strategic Initiative [\(Strategic Planning Goals\)](#)

- ☐ 1. Student Success
- ☐ 2. Research
- ☐ 3. Community
- ☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Click on the **Choose Action** drop-down to start the process of modifying or deleting an existing entry. Select **Existing Entry**.

Oakland University

Budget Request Form

Log OutExit Form

Choose Action

Existing Entry

Division

Fund

Request Type

Amount

Fringe Benefits

Total

Select Entry

Fund: , Acct: , Desc:
Fund: 17702, Acct: 6201, Desc: Testing
~~Fund: 17702, Acct: 6201, Desc: Testing~~

Account

E-Class

Divisional Priority

Strategic Initiative

([Strategic Planning Goals](#))

☐ 1. Student Success

☐ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Delete Entry

Modify Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Using the **Select Entry** drop-down you may select the entry you would like to modify or delete.

Oakland University

Budget Request Form

[Log Out](#)
[Exit Form](#)

Choose Action

Existing Entry

Select Entry

Fund: 17702, Acct: 6201, Desc: Testing

Division

Finance & Administration

College or Unit

Finance & Administration

Fund

17702 Off Of Budget & Financ'l Planning

Account

6201 Salary - Admin Prof Budget

Request Type

FY20 One-Time Budget Adjustment

E-Class

PF

Divisional Priority

Amount

57,500

Fringe Benefits

24,668

Total

82,168

Strategic Initiative [\(Strategic Planning Goals\)](#)

☒ 1. Student Success
 ☒ 2. Research
 ☐ 3. Community
 ☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Testing

Delete Entry

Modify Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

[FY20 One-Time Requests](#)
[FY21 Base Requests](#)

Budget Adjustment Requests by Category

[FY20 One-Time Requests](#)
[FY21 Base Requests](#)

Main Entry Form

After an entry has been selected from the Select Entry drop-down, the values for that entry will populate in the appropriate fields on the form. The selected budget adjustment request can then be modified by selecting a field and typing over the value in the field. Once all modifications have been completed, click on the **Modify Entry** button.

Oakland University
Budget Request Form

Log OutExit Form

Choose ActionExisting Entry

DivisionFinance & Administration

Fund17702 Off Of Budget & FinancI Planning

Request TypeFY20 One-Time Budget Adjustment

Amount57,500

Fringe Benefits24,668

Total82,168

Strategic Initiative (Strategic Planning Goals)

☒ 1. Student Success

☒ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)
Testing #1

Delete EntryModify Entry

Select EntryFund: 17702, Acct: 6201, Desc: Testing

College or UnitFinance & Administration

Account6201 Salary - Admin Prof Budget

E-ClassPF

Divisional Priority1

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

If there are no errors and/or omissions in the amended budget adjustment request, the request will be recorded and a confirmation message will appear on the screen.

Oakland University

Budget Request Form

[Log Out](#)
[Exit Form](#)

Choose Action
Existing Entry

Select Entry
Fund: 17702, Acct: 6201, Desc: Testing #1

Division
Finance & Administration

College or Unit
Finance & Administration

Fund
17702 Off Of Budget & Financ'l Planning

Account
6201 Salary - Admin Prof Budget

Request Type
FY20 One-Time Budget Adjustment

E-Class
PF

Divisional Priority
1

Amount	Fringe Benefits	Total
57,500	24,668	82,168

Strategic Initiative [\(Strategic Planning Goals\)](#)
☒ 1. Student Success
☒ 2. Research
☐ 3. Community
☐ 4. Diversity

Description and Strategic Justification (<256 Char.)
Testing #1

[Delete Entry](#)
[Modify Entry](#)

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests
FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests
FY21 Base Requests

Main Entry Form

In order to delete an entry, select the entry by selecting **Existing Entry** in the **Choose Action** drop-down and then selecting the entry in the **Select Entry** drop-down. Once you review and confirm the entry you wish to delete, click on the **Delete Entry** button in the bottom left-hand corner of the form.

Oakland University

Budget Request Form

Log Out

Exit Form

Choose Action

Existing Entry

Division

Finance & Administration

Fund

17702 Off Of Budget & Financ'l Planning

Request Type

FY20 One-Time Budget Adjustment

Amount

57,500

Fringe Benefits

24,668

Total

82,168

Strategic Initiative

([Strategic Planning Goals](#))

☒ 1. Student Success

☒ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Testing #1

Delete Entry

Modify Entry

Select Entry

Fund: 17702, Acct: 6201, Desc: Testing #1

College or Unit

Finance & Administration

Account

6201 Salary - Admin Prof Budget

E-Class

PF

Divisional Priority

1

Confirm Deletion

Are you sure you want to delete this entry?

Yes

No

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

Once you have clicked **Delete Entry**, a confirmation message box will appear. If you are sure that you want to delete the entry, click yes. Otherwise, click no to cancel the deletion process.

Oakland University
Budget Request Form

Log OutExit Form

Choose ActionExisting Entry

DivisionFinance & Administration

Fund17702 Off Of Budget & Financ'l Planning

Request TypeFY20 One-Time Budget Adjustment

Amount57,500

Fringe Benefits24,668

Total82,168

Strategic Initiative (Strategic Planning Goals)

☒ 1. Student Success

☒ 2. Research

☐ 3. Community

☐ 4. Diversity

Description and Strategic Justification (<256 Char.)

Testing #1

Delete EntryModify Entry

Select EntryFund: 17702, Acct: 6201, Desc: Testing #1

College or UnitFinance & Administration

Account6201 Salary - Admin Prof Budget

E-ClassPF

Divisional Priority1

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time RequestsFY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time RequestsFY21 Base Requests

Record Deleted

The record has been deleted.

OK

Main Entry Form

If you clicked yes (to delete the entry), a confirmation message will appear.

Oakland University
Budget Request Form

Log OutExit Form

Choose Action

Division

College or Unit

Fund

Account

Request Type

E-Class

Divisional Priority

Amount

0

Fringe Benefits

0

Total

0

Strategic Initiative

([Strategic Planning Goals](#))

1. Student Success

2. Research

3. Community

4. Diversity

Description and Strategic Justification (<256 Char.)

Submit Entry

Adjustment Request Reports

Budget Adjustment Requests by Unit

FY20 One-Time Requests

FY21 Base Requests

Budget Adjustment Requests by Category

FY20 One-Time Requests

FY21 Base Requests

Main Entry Form

A number of reports can be run in order to summarize the data. The buttons to access the reports are located on the top right side of the main form. The **Budget Adjustment Requests by Unit** report shows budget adjustment requests by transaction and unit, while the **Budget Adjustment Requests by Category** report shows budget adjustment requests by request categories.

Oakland University One-Time Budget Adjustments Fiscal Year 2020										
By Division and Unit										
Fund	Fund Title	Acct	Acct Title	ECLS	Requested Amt	Fringe Benefits	Total Amt	Priority	Strategic Init	Description
17702	Off Of Budget & Finand Planning									
	6201	Salary - Admin Prof Bud		PF	57,500	24,668	82,168	1	1, 2	Testing #1
Total for Fund: 17702 Off Of Budget & Finand Planning					57,500	24,668	82,168			
Total for Operations and Finance					57,500	24,668	82,168			
	7101	Supplies & Services Bud			113,500		113,500	3	1, 2	
Total for Fund:					113,500		113,500			
Total for Operations and Finance					113,500		113,500			
FY20 Budget Modifications					171,000	24,668	195,668			

Wednesday, May 22, 2019

Page 1 of 1

Budget Adjustment Requests by Unit Report

Sample output for **Budget Adjustment Requests by Unit** reports.

Sample output for **Budget Adjustment Requests by Category** reports.