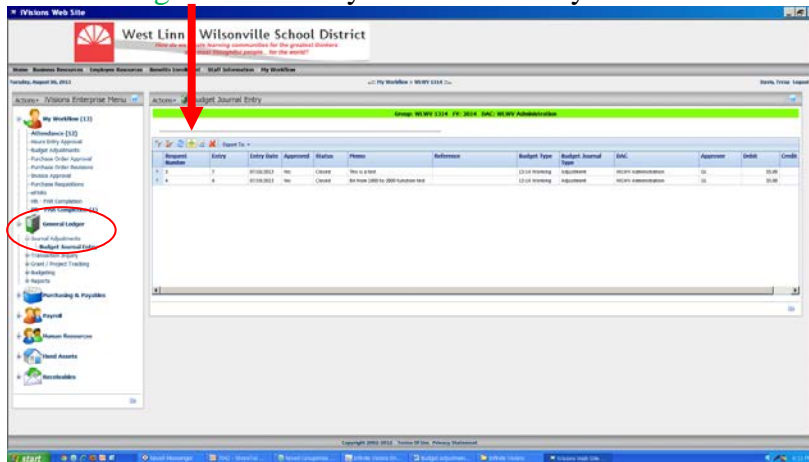
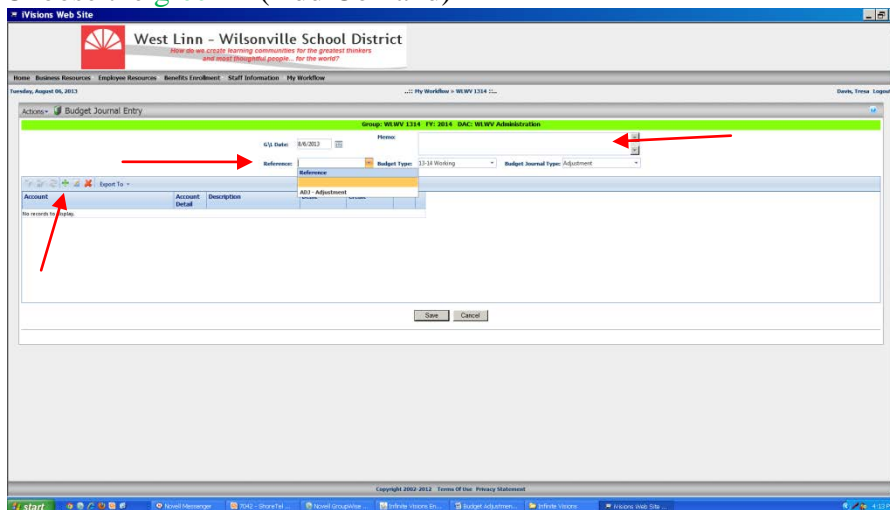


Creating Budget Adjustments in iVisions

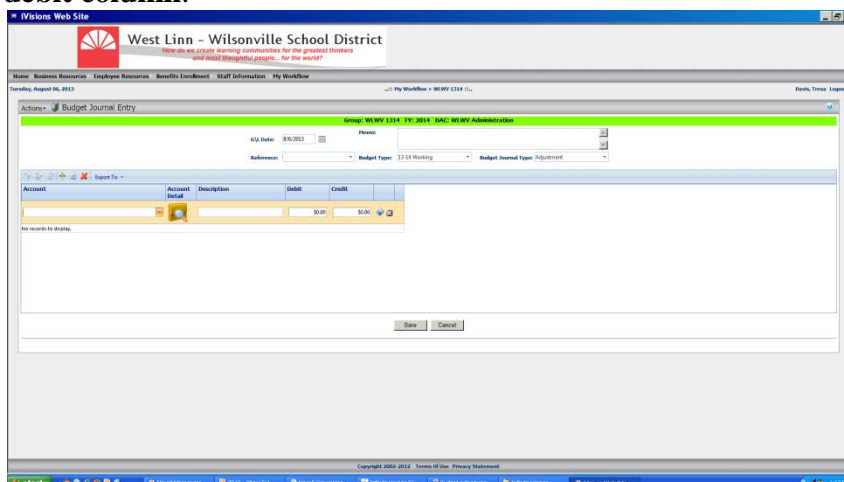
1. Go to [General Ledger](#) | [Journal Adjustments](#) | [Budget Journal Entry](#)
2. Choose the **green +** to add your Journal Entry



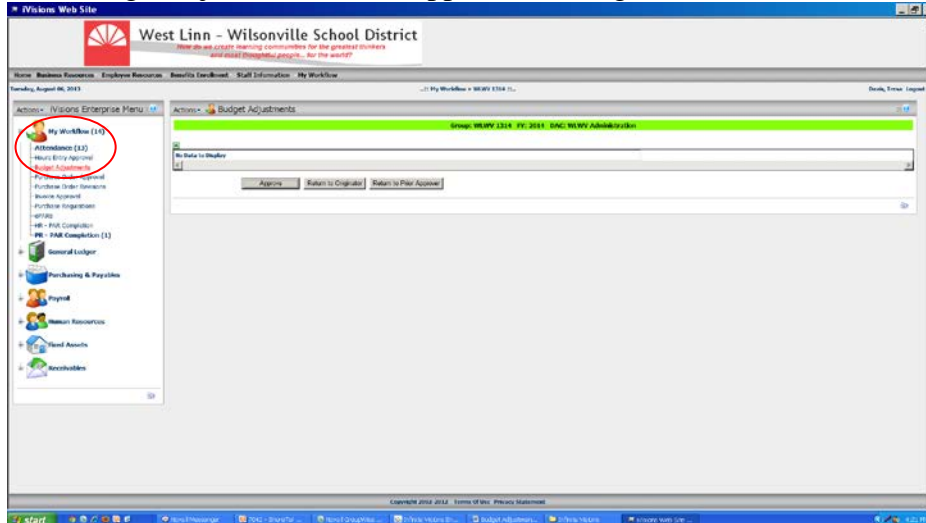
3. In the Memo field, type the description of this entry. This entry appears in reports and gives Doug information as to why you are creating this adjustment; it is a required field.
4. Choose ADJ-Adjustment in the reference field
5. Choose the **green +** (Add Comand)



6. Enter account you want to **increase** the budget amount, then enter the amount in the **debit** column.



7. Select the Add command again. Enter the account you want to **decrease** the budget amount, then enter the amount in the **credit column**. The debits and credits must be the same. Otherwise the budget adjustment will not process.
8. When finished click Save
9. Go to [My Workflow | Budget Adjustments](#)
10. Your budget adjustment should appear on the right.



11. Put an x in the box next to the req #.
12. Click approve. Your adjustment will then go to Doug Middlestetter for approval.

If you have created the budget adjustment and decide you want to change it or delete it you can do so **before** you have clicked approve.

Go back to General Ledger – Budget adjustments, highlight the adjustment. At this point you can delete by clicking on the red X or edit by clicking edit (pencil on paper) then click update. If you edited the adjustment, go back to My workflow and click approve.

Remember

the debit column will increase the budget amount
the credit column will decrease the budget amount