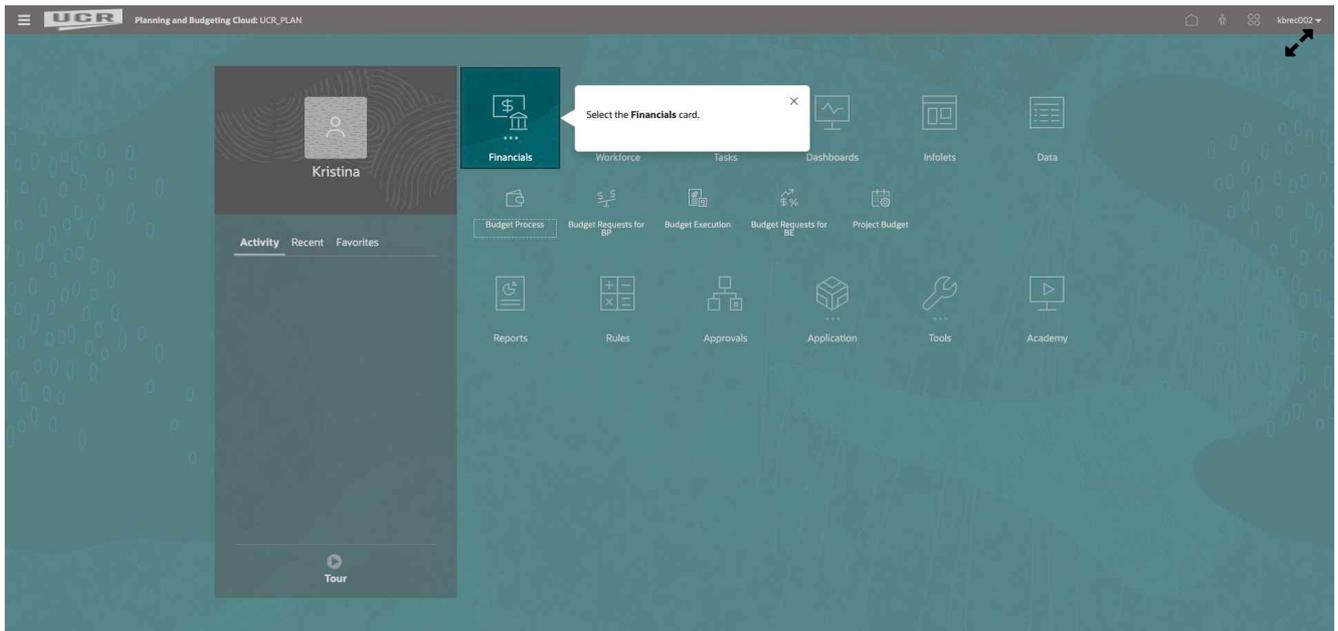


Inter-org and Intra-org Adjustments

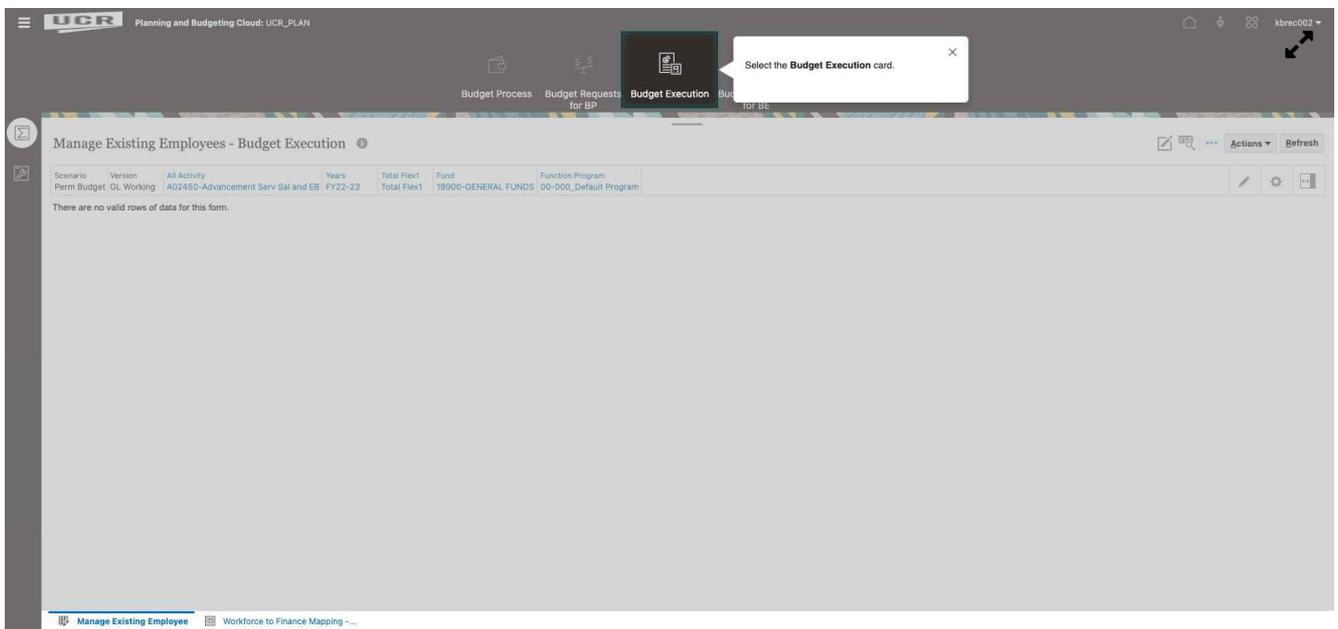
Last Updated: 09/01/2023 10:47 PM

STEP 1



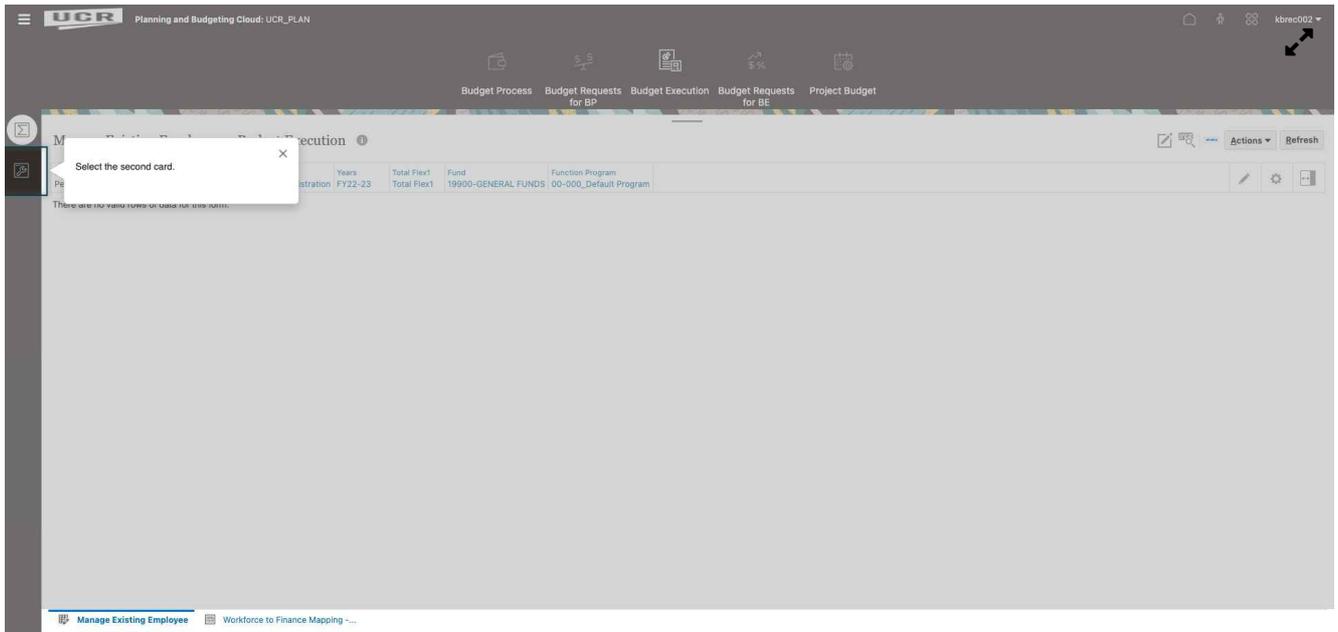
Select the Financials card.

STEP 2



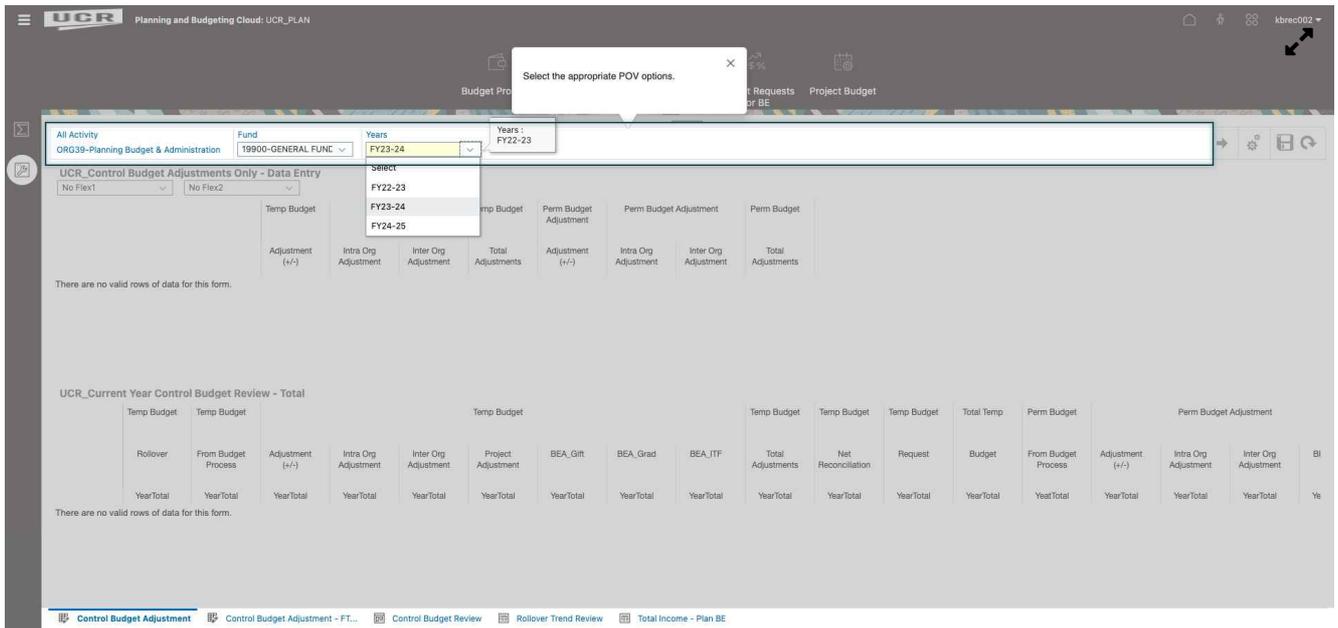
Select the Budget Execution card.

STEP 3



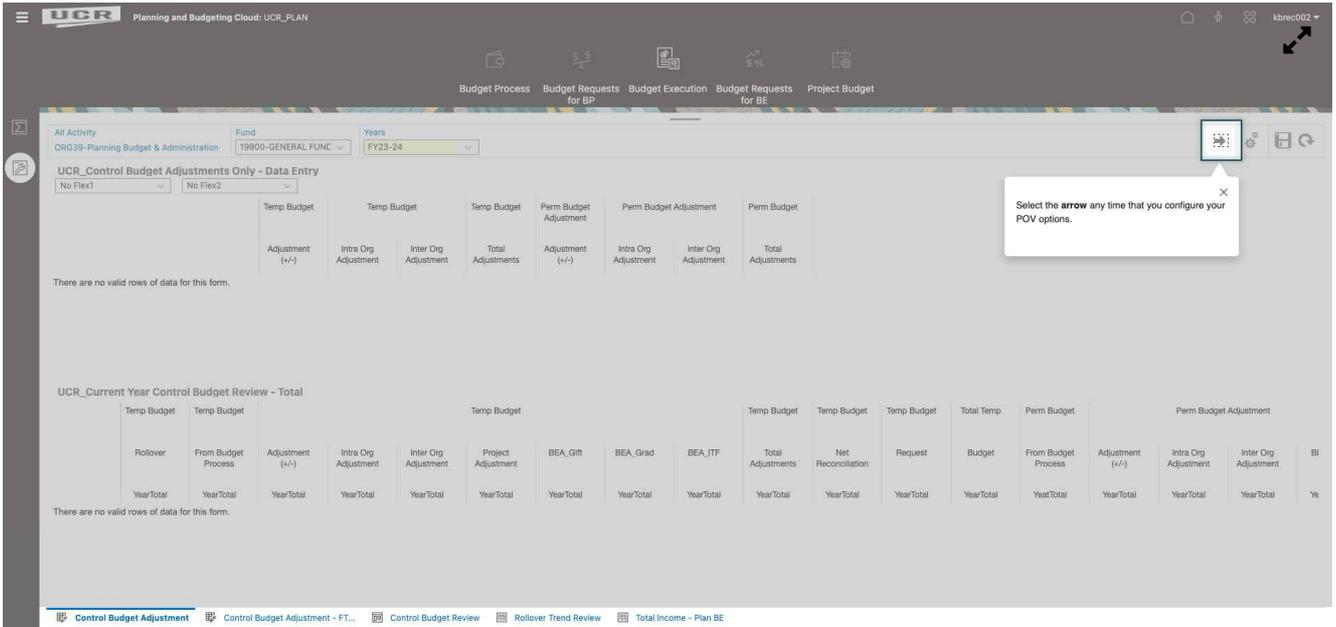
Select the second card.

STEP 4



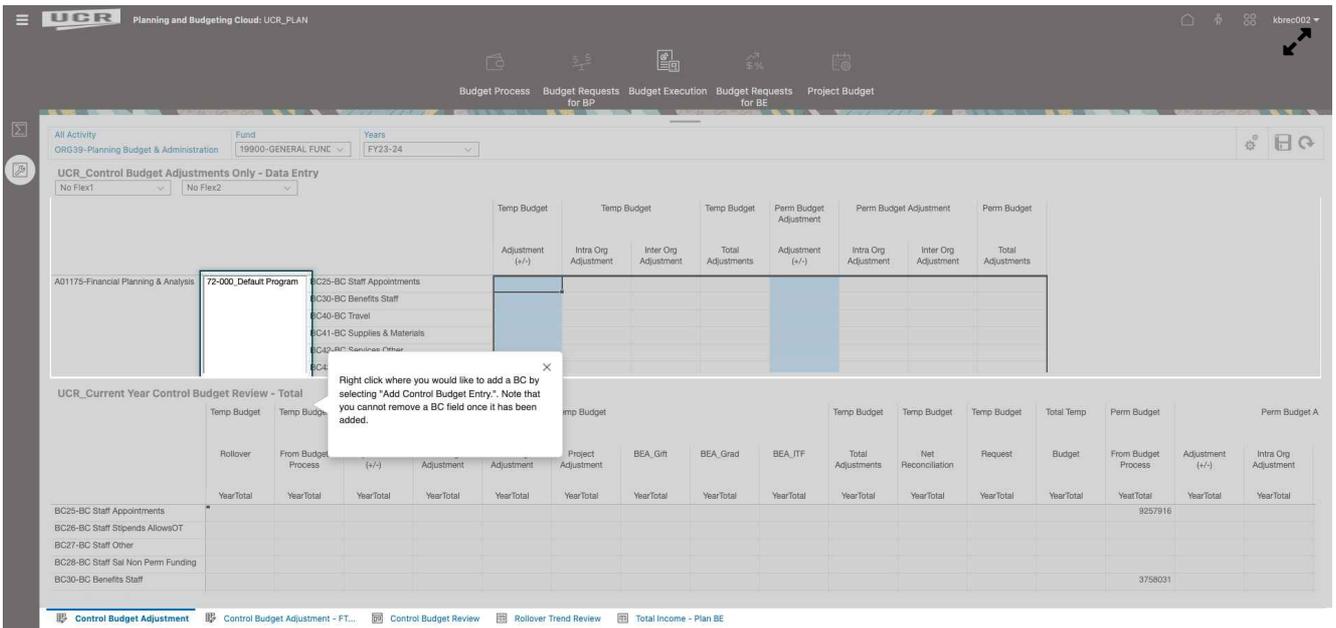
Select the appropriate POV options.

STEP 5



Select the arrow any time that you configure your POV options.

STEP 6



Right click where you would like to add a BC by selecting "Add Control Budget Entry.". Note that you cannot remove a BC field once it has been added.

STEP 7

The screenshot shows the 'Intercompany Budget Offset Execution Finance' dialog box overlaid on the 'Control Budget Adjustment' screen. The dialog box contains the following fields:

- Select Scenario: [Empty]
- Select Receiving Activity: *A01175*
- Select Receiving Function Program: *FN_72_PR_000*
- Select Receiving Flex1: *No Flex1*
- Select Receiving Flex2: *No Flex2*
- Select Receiving Budget Category: *BC25*
- Enter Amount: [Empty]
- Enter Justification: [Empty]

A tooltip message is displayed over the dialog box, stating: "You can now right click again and select Interorg Adjustment or Intraorg Adjustment and fill out the fields accordingly."

You can now right click again and select Interorg Adjustment or Intraorg Adjustment and fill out the fields accordingly.

STEP 8

Make sure that you fill out the justification with the following information:
Date/NetID/Sending Activity ORG to Receiving Activity Org/ Amount/ Reason

Note that your department may have different justification information. You can ask your SAA for guidance.

STEP 9

Click Launch. You have now completed the transfer and should receive a success message.