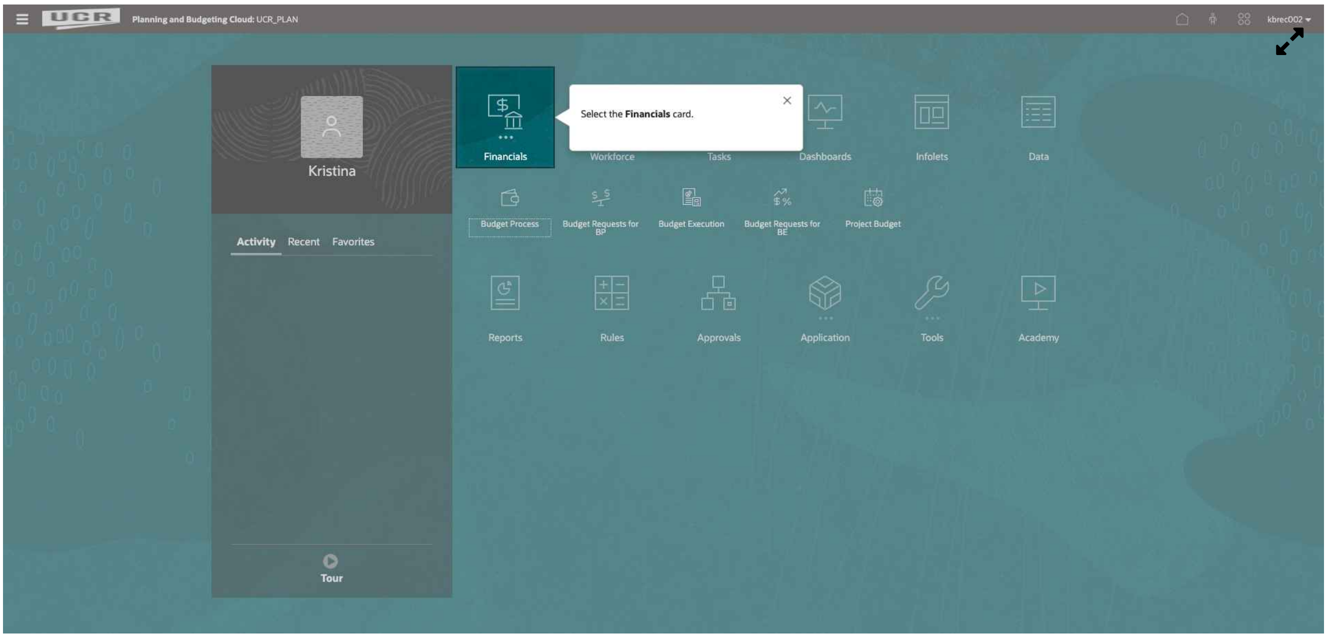
Inter-org and Intra-org Adjustments

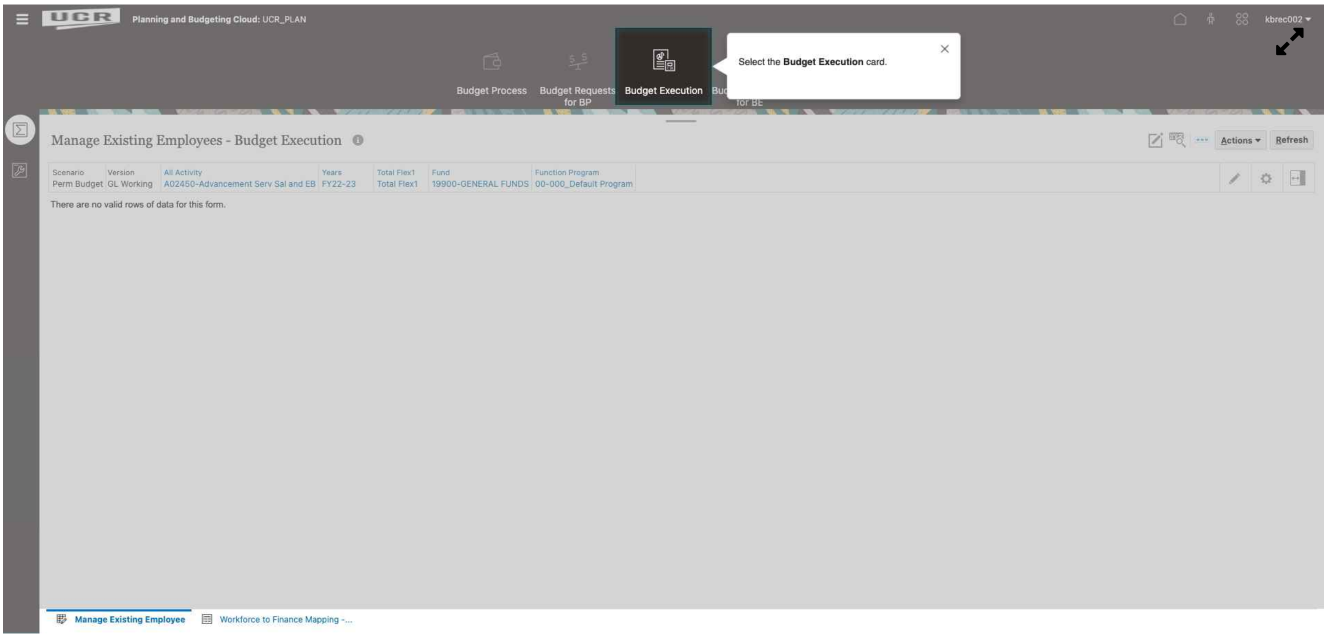
Last Updated: 09/01/2023 10:47 PM

STEP 1



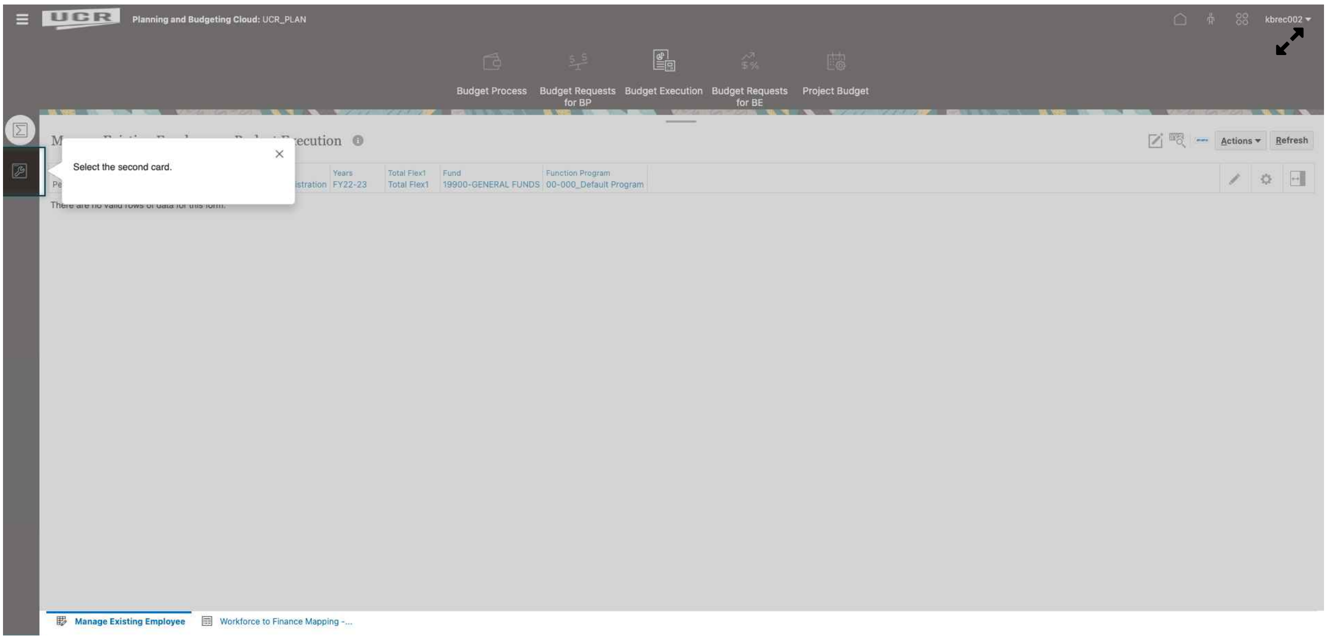
Select the Financials card.

STEP 2



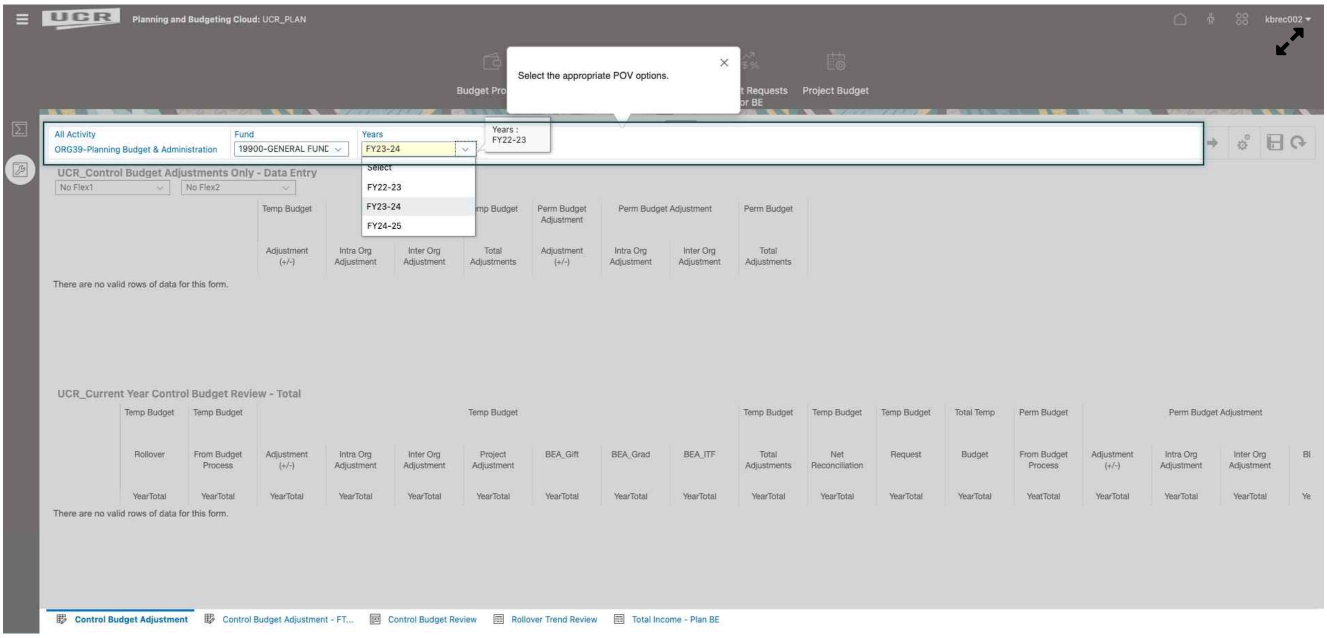
Select the Budget Execution card.

STEP 3



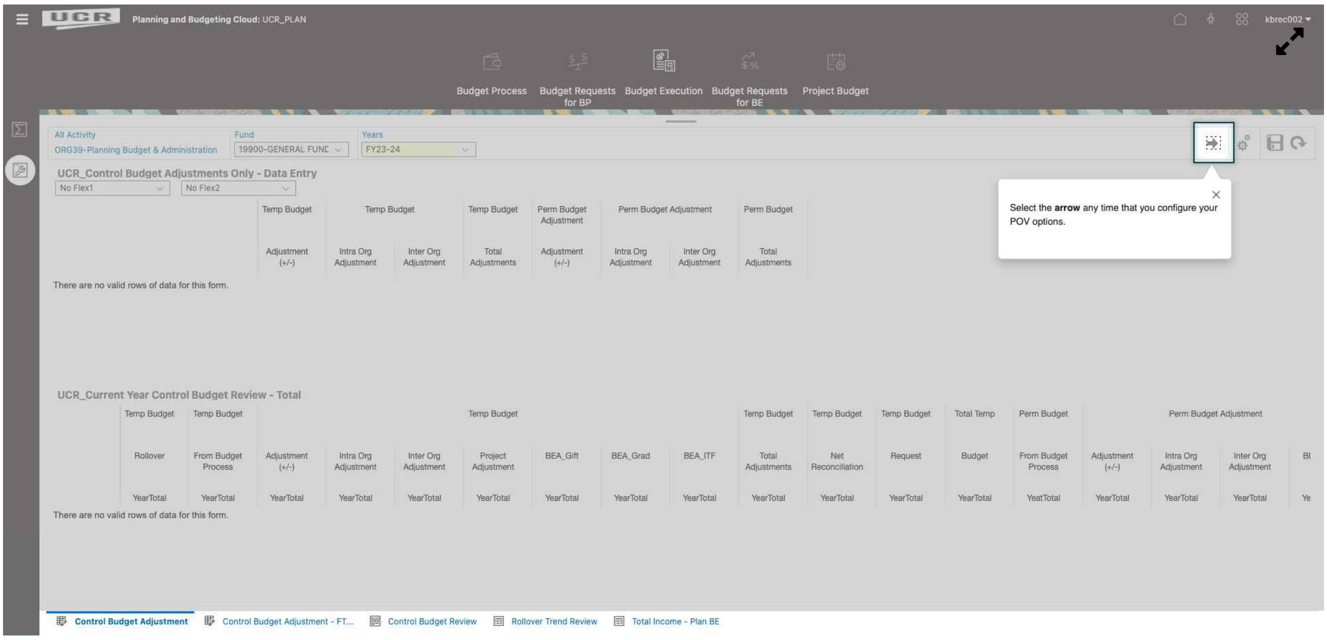
Select the second card.

STEP 4



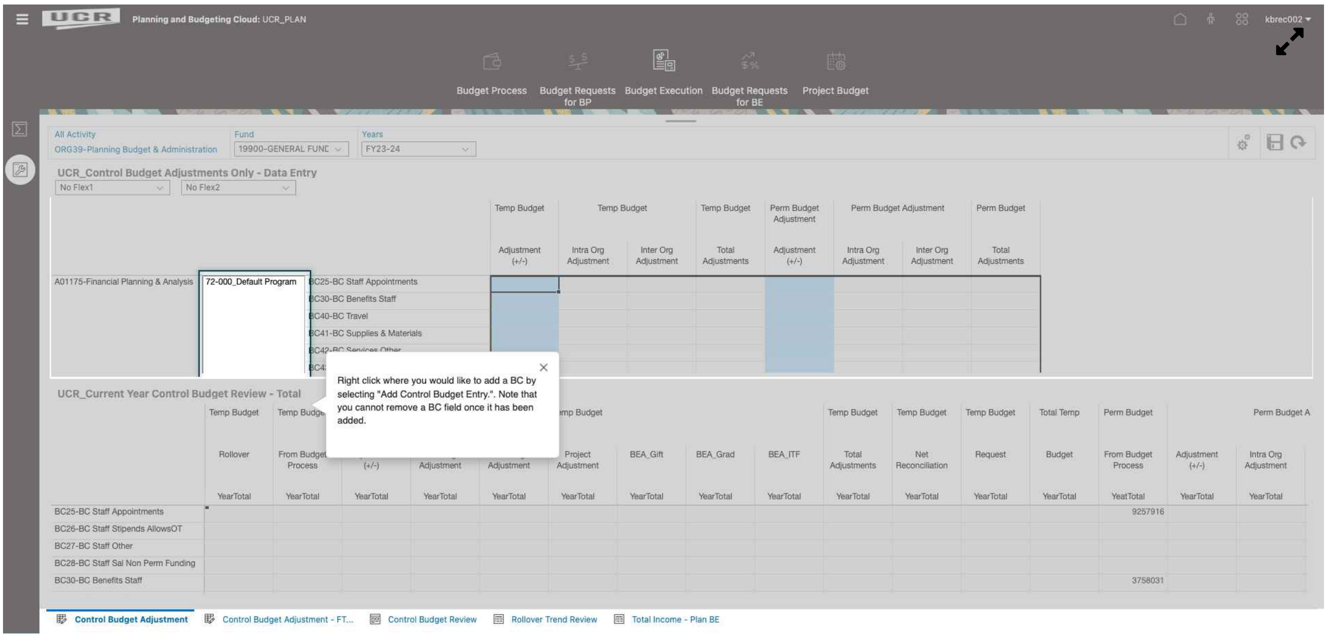
Select the appropriate POV options.

STEP 5



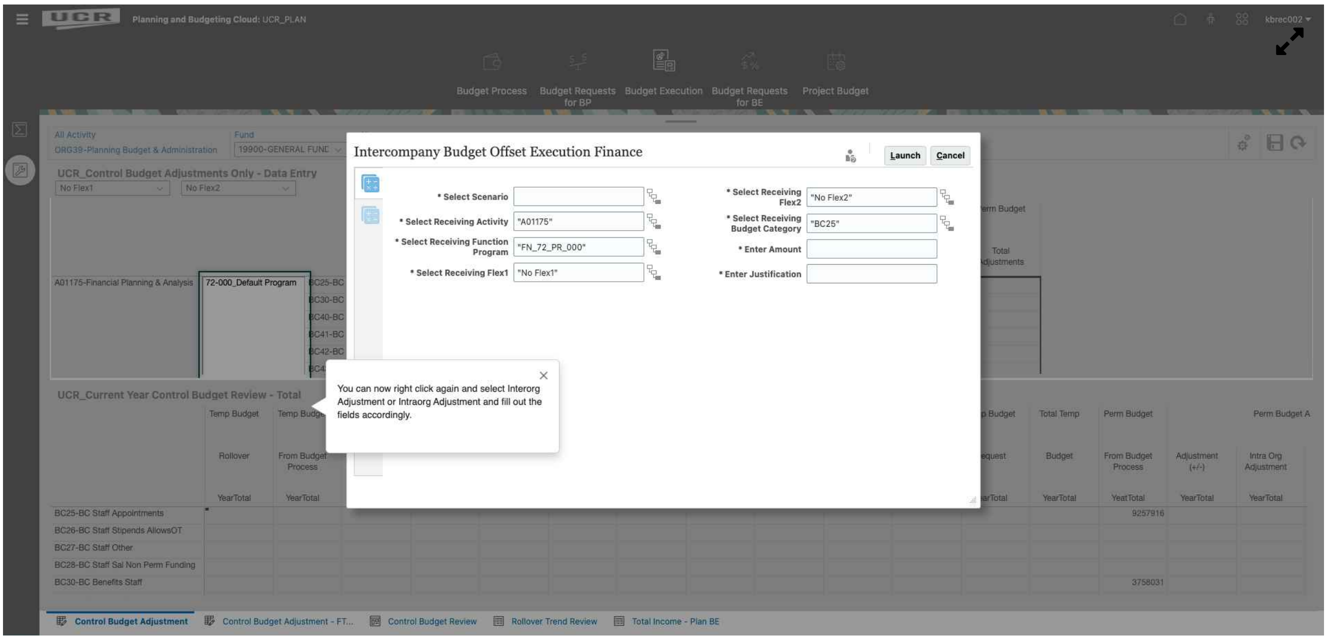
Select the arrow any time that you configure your POV options.

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



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.