

Budget Revision Definition

The **Budget Revision** Screen enables budget adjustments for one or more components from the same project. Revisions are stored historically for auditing purposes. Only components in a status associated to an active status flag are displayed (See CP-04 BUDGET MANAGER).

Workflows could play an important role in budget revisions if reviews and approvals are required.

Budget revision types do not have a hierarchical relationship with budget revision statuses, unlike most type/status relationships in AiM.

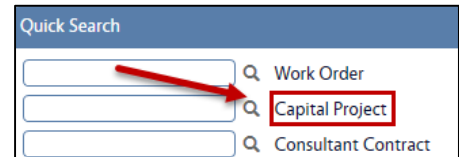
Budget revision reasons provide helpful insight into why budgets change throughout the project lifecycle.

Responsibility: PROJECT AD / PROJECT MANAGER

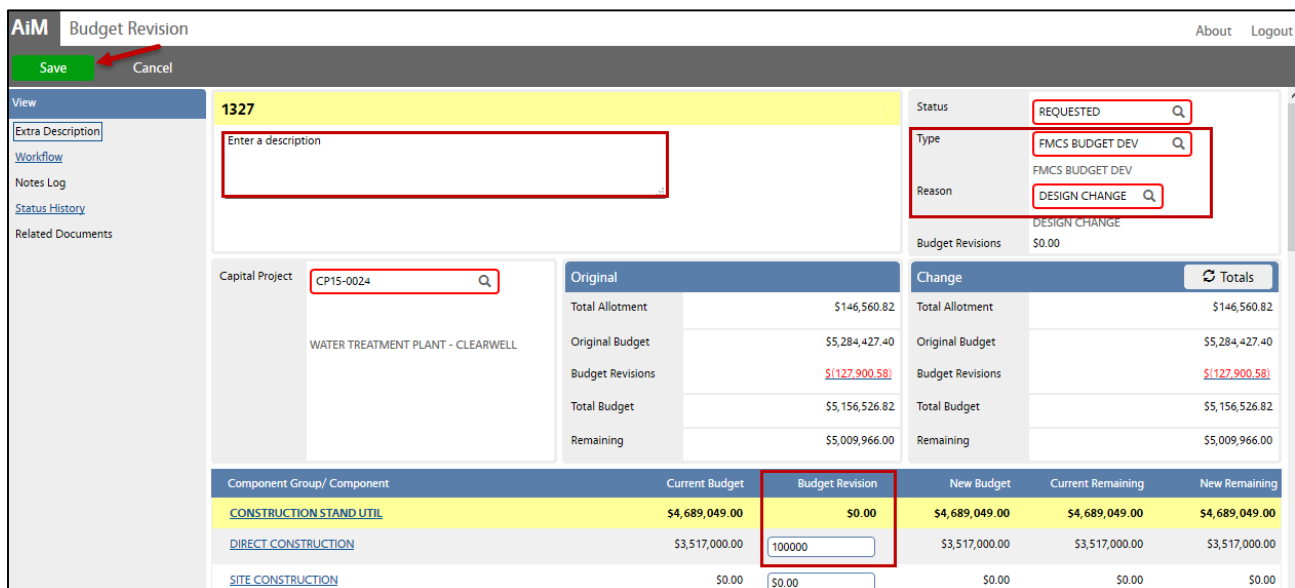
The PROJECT AD and/or PROJECT MANAGER will perform the following procedures in AiM for creating Budget Revision in AiM.

Enter a Budget Revision:

1. From Quick Search, click: **Capital Project**
(Capital Projects Module > Capital Project)
2. Search for the Capital Project and select
3. Click: **Budget Revision** (left side bar)



4. Automatically adjusts to **Edit mode**



5. Click: **Save** to return to the Capital Project screen. *The Budget Revision will not show up on the Capital Project Screen until the Revision has been approved. Once approved, the Budget item in the component will decrease or increase according to the revision.*