Log in. You will need to have your iKey and be logged in to the Joint VPN network. The tool is accessible via the Integrated System webpage http://its.virginia.edu/integratedsystem/ via a new button:

Go to Dashboard.

The app will open on the Dashboard. This screen shows a list of PTA(s) that the user can modify. From here, you can select the budgets that you want to modify. You can select as many budgets as you like. You are able to filter the budgets by clicking the filter icon at the top of each column. This will enable you to locate budgets quicker than scrolling. You have the option to click the arrow in the left navigation column to hide that column so that you can maximize the viewing of your budget tables.

Filtering example:

Minimize left navigation:
Make Changes.

1. The next screen enables you to view the budgets that you have selected. You will be able to edit the Change field on rows that you activate by pressing the “Edit” button. You will also be able to provide a description on that line item, up to 145 characters. The New Amount column will automatically update with the new amount calculation based on your Change entry. Your changes must net out to Zero. You can make changes between GL and GA, within GL or within GA. Changes overall must net to Zero.

Add a line.

2. The Add New GA Budget Line enables you to insert a new PTAE combination into the current budget, in this example the Budget Only, Equipment expenditure type has been chosen.

Update a budget line.

3. Clicking the Update button will automatically revise the New Amount.
4. You can commit the changes as Temporary or Permanent, and you will see all changes reflected on a Summary page once you have selected the appropriate “Commit Budget Changes” button.
Confirmation message:

5. After you commit permanent or temporary change, you will receive confirmation screen.

Note that this page may be printed or attached to email to share.

Log out of BudgetUVA:

6. Click on the arrow in the top right corner of page.