E-Bud-Mod (electronic Budget Modification)
Step-by-Step Navigation

1) Login to the Lehman Connect webpage (use Lehman's email ID and password to login)
2) Click the "My Lehman Connect" tab
3) Click the "Automated Forms"
4) Double click the "New Case" link.
5) Under the Budget Office folder, select and double click the "E-Bud Mod" link.
6) Select the "Budget Modification Type" from the dropped down menu.
7) Select department number
8) Select funding source (i.e. 10-Tax-Levy)
9) Select fiscal year
10) Click "Next". (budget balances by budgetary accounts are displayed)
11) Select "From" and "To" budgetary account chartfields
12) Enter amount to be transferred and click "Verify".
13) Click "Continue" to submit transfer request to the Office of Budget and Planning