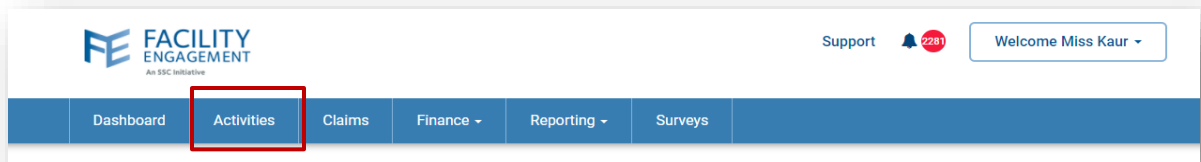# FEMS Tip Sheet:
How to Add and Remove Budget from Engagement Activities

How to solve it in FEMS

1. **Click on the Activities tab on the main dashboard.**
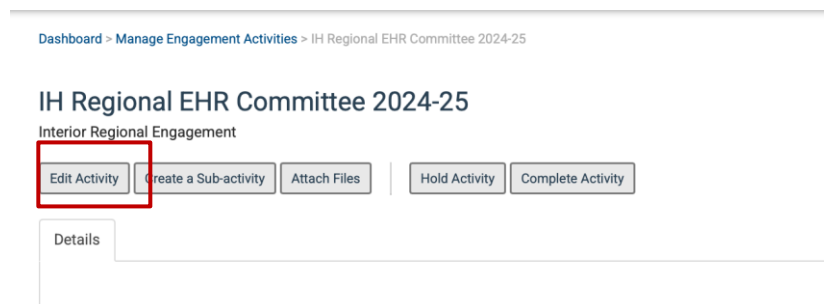

2. **Select the active engagement activity that you wish to adjust the budget for.**

3. **Click the Edit Activity button**

4. **Click the Budget Tab.**

Engagement Activities Admin

Details   **Budget**   Roles

* Physician Society/MSA

Interior Regional Engagement ▼

* Facilities

IRE Facility ✕ ▼

Is this activity DoBC managed?

⬤ No

5. **Click the Edit Budget button.**

← Back to Engagement Activity

Engagement Activities Admin

Details   Budget   Roles

Funds Committed:
$12,477.01

[Edit Budget]

TYPE	AMOUNT	TOTAL	BY	DATE	COMMENTS
Additional	$12,477.01	$12,477.01	Facility, Engagement	04/05/2024	2024-25 remaining budget

Showing 1 to 1 of 1 entries | Show 15 ⬍ entries   « Previous   1   Next »

6. **Select which option you would like to use.**
   - **If you wish to add budget to the activity, choose commit funds**
   - **If you wish to remove budget from the activity, choose return funds**

Dashboard > Manage Engagement Activities > IH Regional EHR Committee 2024-25 > Engagement Activities Admin > Update Budget

Update Authorized Budget Allocation

* Business Event Type

Commit funds to an Engagement Activity ▾

Commit funds to an Engagement Activity
Return funds from an Engagement Activity

$ Budget

Date

03-07-2025

Comments

Submit   Cancel

7. **Select the amount of money you wish to add/remove and add in any comments you would like to attach to the transaction.**
   - **NOTE: when removing budget, you do not need to add a minus sign to the dollar amount.**

Update Authorized Budget Allocation

* Business Event Type

Commit funds to an Engagement Activity ▾

* Amount

$ Budget

Date

03-07-2025

Comments

Submit   Cancel

3

8. **Press the Submit button. A banner will appear showing success.**
   - **NOTE: if an error appears, follow the instructions on the error and then return to follow steps 1-7.**

← Back to Engagement Activity

Success! Budget successfully allocated.

Engagement Activities Admin

Details | Budget | Roles

Funds Committed:
$12,478.01

Edit Budget

TYPE	AMOUNT	TOTAL	BY	DATE	COMMENTS

Show 15 entries

9. **The change and any previous changes to the budget will appear on the transaction grid.**

Details | Budget | Roles

Funds Committed:
$12,478.01

Edit Budget

TYPE	AMOUNT	TOTAL	BY	DATE	COMMENTS
Additional	$12,477.01	$12,477.01	Facility, Engagement	04/05/2024	2024-25 remaining budget
Additional	$1.00	$12,478.01	Racicot, Sarah	03/07/2025	

Showing 1 to 2 of 2 entries | Show 15 entries   « Previous 1 Next »