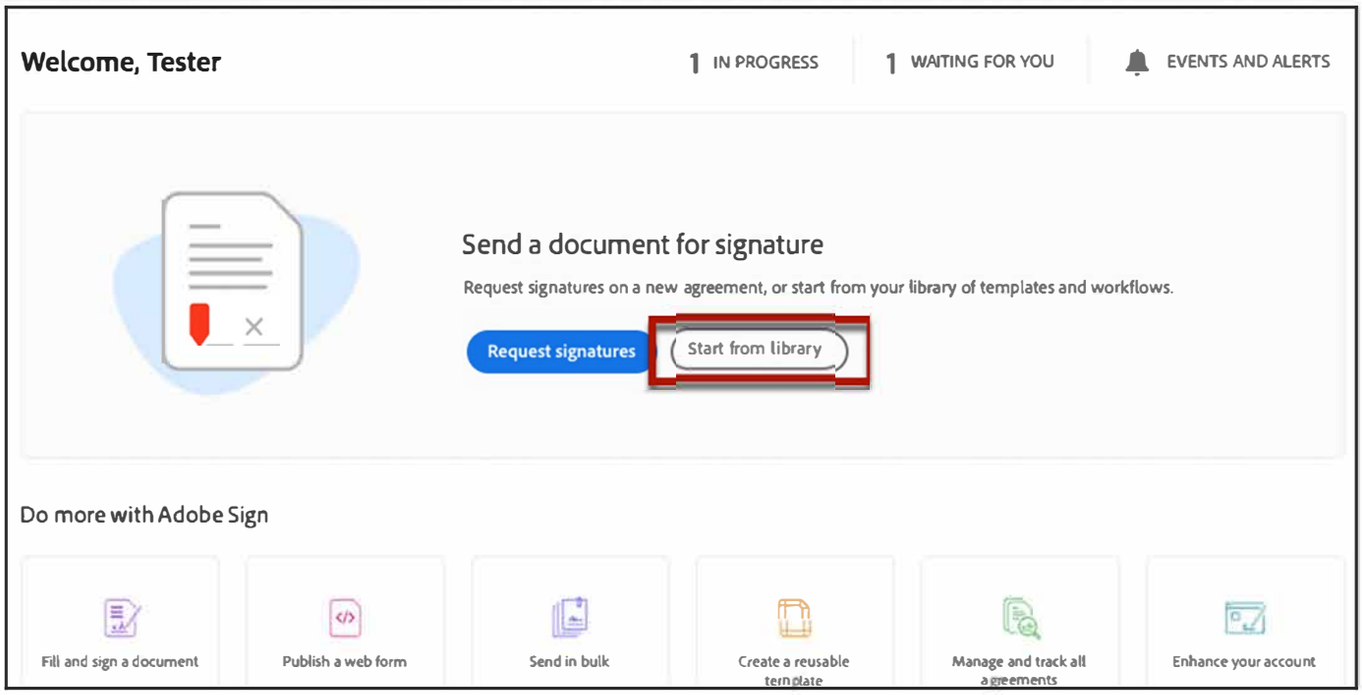
Adjusting Budget Journal

Adobe Sign Workflow



1 Log in to Adobe Sign, adobesign.fresnostate.edu. Select the start from library option on the homepage.

2 Select workflows from the sidebar options. You may search the selection you wish to find or scroll through the list of workflows available. Please select the appropriate Adjusting Budget Journal (ABJ) workflow to enter the required signers needed for the ABJ.

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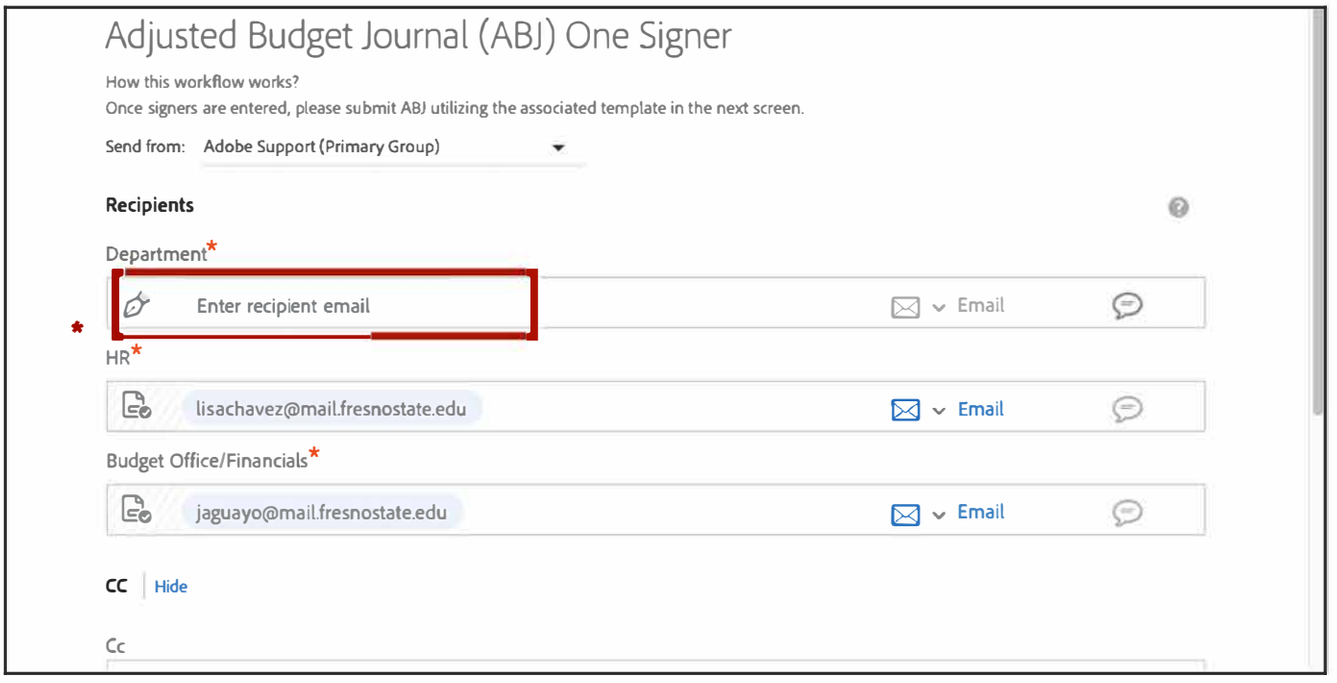
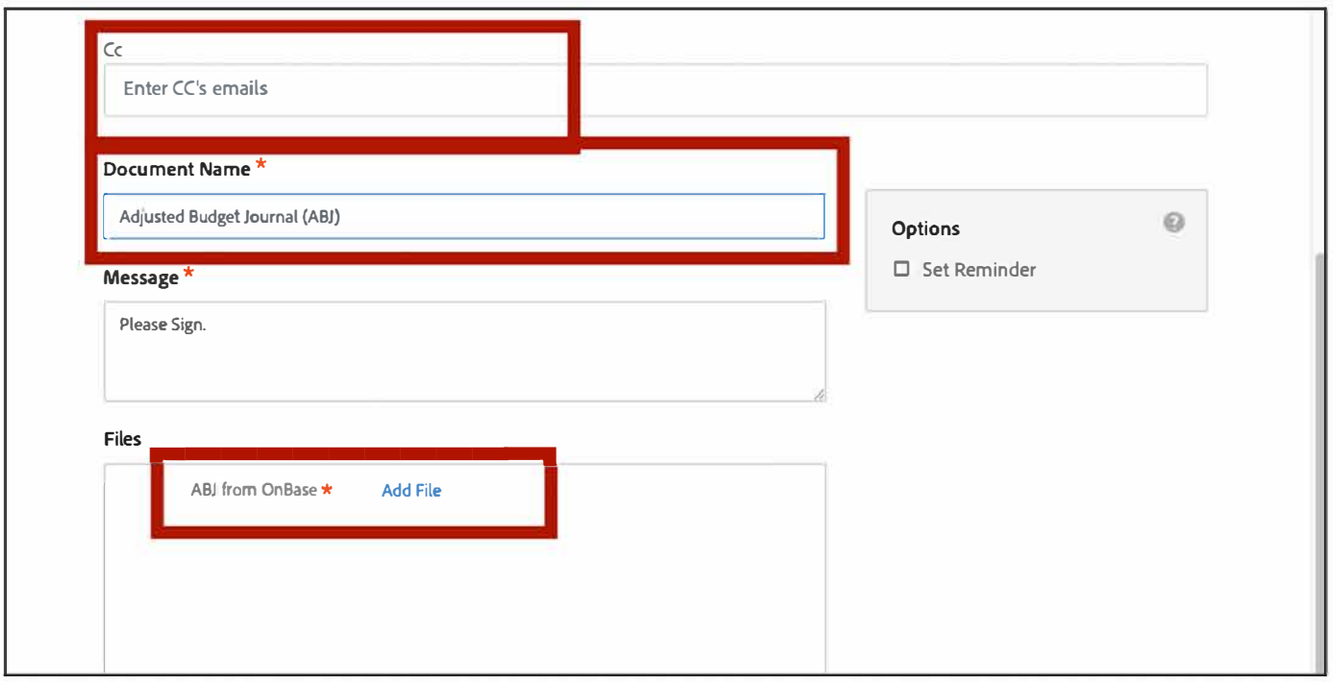


3 Depending on the workflow selection, you will be required to enter either the Department, Dean/Director, and/or Vice President for signature. There is also an option for no signature if the ABJ requires no additional signatures once it has been uploaded into Adobe Sign.

*Please enter @mail.fresnostate.edu addresses for Faculty and Staff.



4 You may enter additional recipients to receive a copy of the agreement within the CC section. Please provide additional information in the ABJ title to assist in sorting all ABJs from your area. Upload your ABJ form that was downloaded from OnBase.

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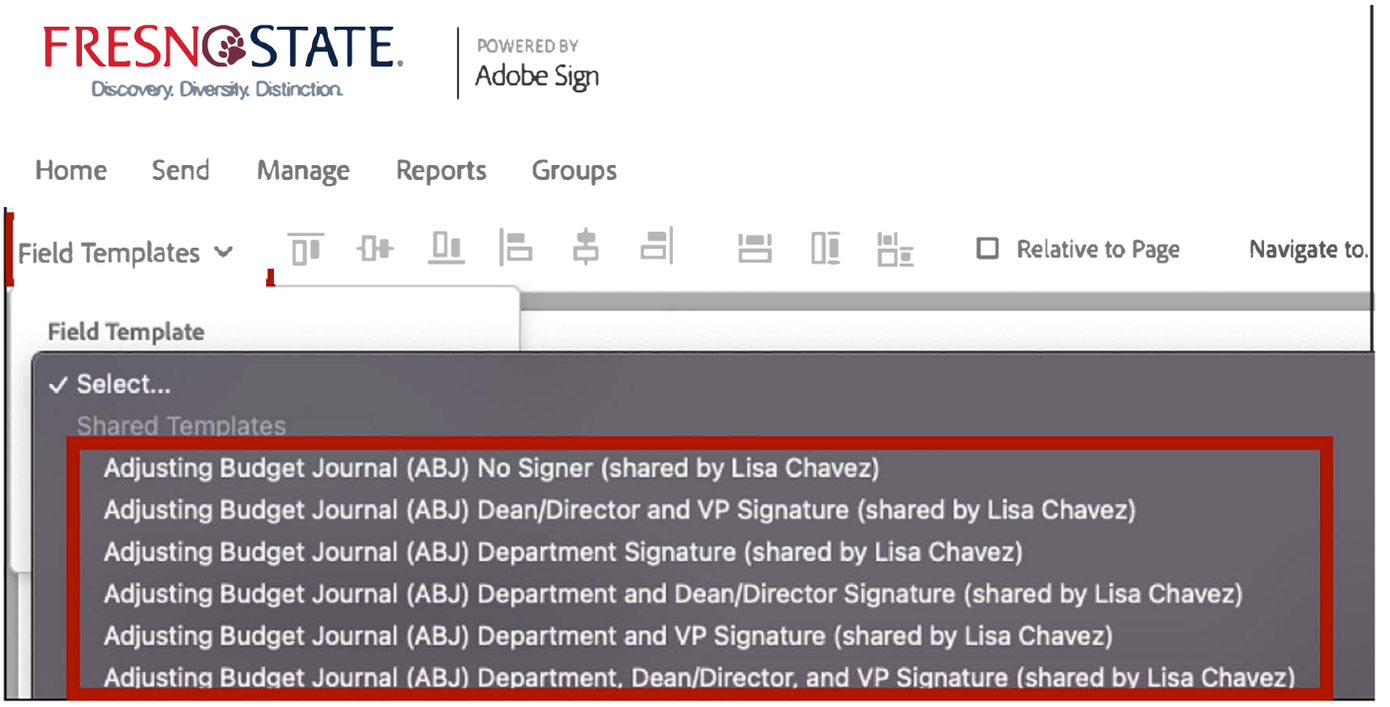
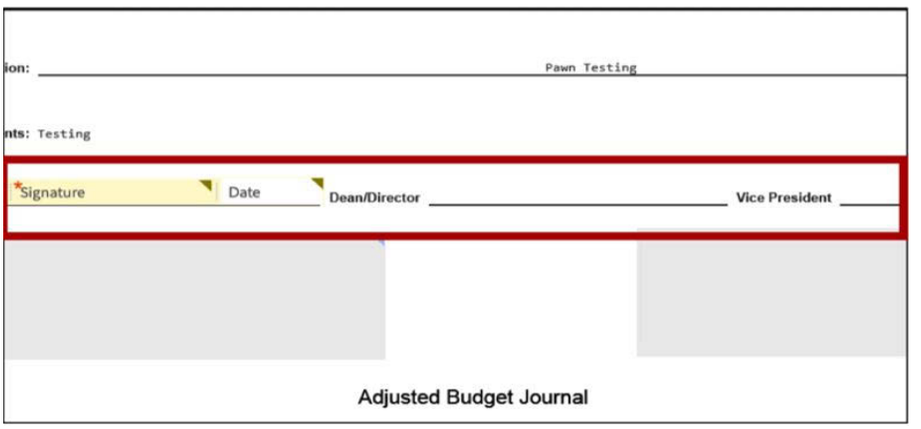


5 Select the field templates dropdown menu and apply the template matching the workflow selected in step 2.

If you see the Blue Pop-Up Box, please delete by clicking the "x" on the blue box.

6 Once the template is applied, please ensure that all signature fields are in their correct placement for your signers.