Budget Amendments

Contents

This guide is for entry of budget transfer requests directly in Workday. It applies to unrestricted, operating budgets in funds 10-14 and 60-61 (Gifts). It is not for grants or capital budgets. NOTE: Fund 80 will not be used in Workday. Those departments will use fund 12.

Note- In order to create a Budget Amendment you will need to have one of the following roles in Workday; Cost Center Finance Specialist, Cost Center Manager, or Division Budget Manager.

Updated: **February 2020**

Note- For budget amendments for Grants, send an email to your Grant Accountant to process the request.

Any Cost Center Finance Specialist can request a transfer between any two different cost centers. Each Cost Center Manager will need to approve the request. However, if a Division Budget Manager creates a budget amendment between different Cost Centers the Cost Center Manager approvals are not required.

Visit the Finance and Treasury website for Workday Spend Categories under Finance Job Aids.
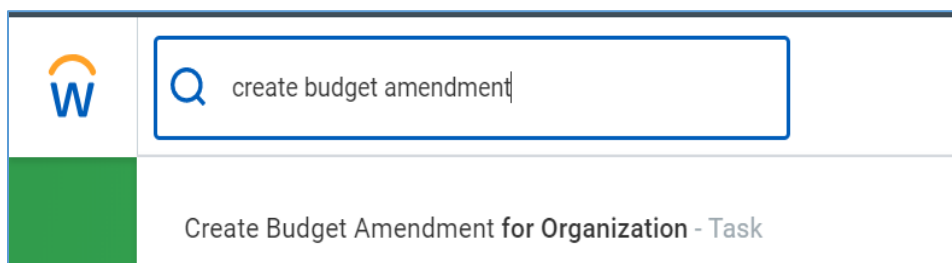
Budget Amendment Rules

The system will return a hard stop error if the following rules have not been followed:

1) No Personnel, Capital Project, Mandatory transfer, or Reserve accounts should be used within a budget amendment. Exceptions are:
   a. **Personnel** accounts: 55005 Temporary Employees, 55006 Mentors to Student Teachers, 55011 Supplemental Pay Non-Instruction, 56005 Graduate Assistantship, 57005 Student Employee-Ug, 57010 Student Employee-Grad, and 58006 Salary Saving.
   b. **Reserve** accounts: 90005 Carry-forward Reserve.
2) Multiple funds cannot be used within the same budget amendment – i.e. cannot use fund 10 and fund 12 in the same amendment.
3) Budget amendment date must be within the current fiscal year. Leave the default date within the amendment.

Entering a Budget Amendment

1) In the *Search* field, enter **Create Budget Amendment** and select **Create Budget Amendment for Organization – Task**.

2) In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those Cost Centers associated and available to you, and select the appropriate Cost Center.

Create Budget Amendment for Organization

Organization	*	search ☰
		My Organizations >
Budget Structure	*	Search for Organization >
Company	*	My Organization Hierarchies >

3) Continue completing the following fields:
- **Budget Structure** – Click the **Prompt** icon and select one of the following the options:
  - o To perform a budget amendment for expense accounts, select *01-Operating Budget Structure-Child.*
  - o To perform a budget amendment for revenue accounts, select *01-Revenue Budget Structure-Child.*

Budget Structure *	search ☰
Company *	○ 01 – Operating Budget Structure - Child
Budget Name *	○ 01 – Revenue Budget Structure - Child
Populate Exi	○ Agency Budget Structure
Ledger Account/Sum	○ Award
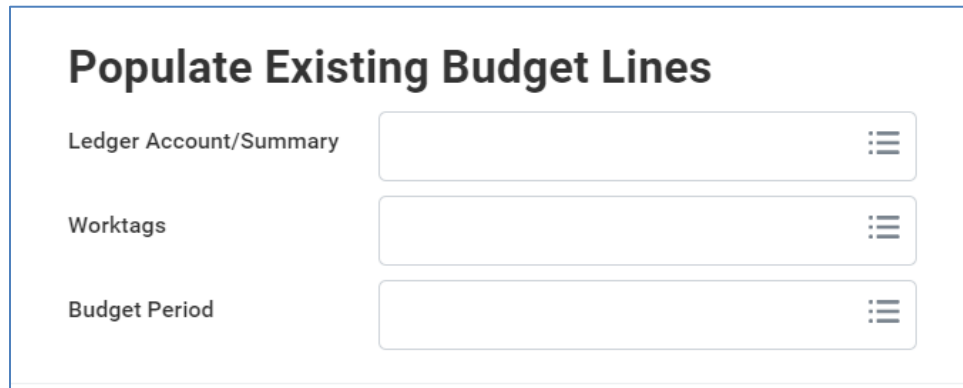
- **Company** – Click the **Prompt** icon and select Montclair State University.

Company	*	search ☰
Budget Name	*	○ Montclair State University

- **Budget Name** - Click the **Prompt** icon and select the current fiscal year.

Budget Structure *	○ FY18 Operating Budget
	○ FY19 Operating Budget
Company *	○ FY20 Operating Budget
Budget Name *	search ☰

4) In the **Populate Existing Budget Lines** section, optionally complete the following in order to filter the fields of the budget amendment screen:
   - **Ledger Account/Summary** - Click the **Prompt** icon and select the two ledger accounts to transfer between. If you do not know the ledger accounts, leave this field blank. All ledger accounts will show on the next screen.
   - **Worktags** – Click the **Prompt** icon, select **Cost Center** (or another driver worktag category) and choose the appropriate information for the department involved in the transfer.
   - **Budget Period** – Leave this field blank.

5) Click **OK**.
6) Complete the following fields on the **Create Budget Amendment for Organization** screen:
   - **Amendment Date**: Defaults as the current date.
   - **Description**: Begin the description with the current date and then provide specific details of the transfer. For example: "2/4/2020 – Cost of new student orientation program for Spring 2020", instead of "Transferring from Supplies to Catering."

Create Budget Amendment for Organization

Company	Montclair State University
Budget Structure	01 – Operating Budget Structure - Child
Budget Name	FY20 Operating Budget
Years	FY 2020 - Fiscal Schedule
Currency	USD
Budget Start Date	07/01/2019
Budget	FY20 Operating Budget
Organizing Dimension Type	(empty)
Amendment Date	* 09 / 13 / 2019 📅
Description	*
Amendment Type	* ☰
Entry Type	(empty)
Balanced Amendment	☑

Enter changes to original Budget data.

Submit   **Save for Later**   **Cancel**

- **Amendment Type**: choose from one of the following options:
  - *Original Amendment* – **DO NOT SELECT** this option. It is only for the original approved budget loaded by the Budget Office, and may not be used for amendments).
  - *Permanent Changes* – Changes current fiscal year budget as well as base budget for future fiscal years.
  - *Temporary Changes* – Applies to most budget amendments. Changes current fiscal year budget.

Scroll down to **Budget Amendment Lines**.

7) If fields were selected in the **Populate Existing Budget Lines** section (step 4), the Ledger Accounts will populate in under Budget Amendment Lines. Locate the line for the Ledger Account you wish to transfer the money from and enter the amount in the **Amount Change** field as a negative number (-112.00).

8) On the line for the Ledger Account you wish to transfer the money to, enter the amount in the **Amount Change** field (112.00). To reduce an expense line, enter a negative amount. To increase an expense line, enter a positive amount.

9) If the fields were not selected in the **Populate Existing Budget Lines** section (step 4), you will need to add the lines you wish to transfer the money from and to. See next page for **Adding a Line**.

Note - Attachments are not required for Budget Amendments, but can be included by clicking the **Attachments** tab and uploading the appropriate documentation.

Adding a Line

Ledger accounts that do not have budget do not display. If you need to add a line, select the plus sign to get a blank line.

1) Click the **+Add Row** icon on the column header row above the budget amendment line.

Updated: **February 2020**

							Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Total Bud
⊕	Order	*Period	Ledger Account/Summary	*Worktags	Restricted							
				Division: D53 Finance and Treasury Fund: F10 Unrestricted Operating Fund Program: N15 Institutional Support								
⊕ ⊖ ▲ ▼ Add Row		FY 2020 Annual (FY20 Operating Budget)	60101:Materials & Supplies	Cost Center: CC10278 VP Finance and Treasurer Division: D53 Finance and Treasury Fund: F10 Unrestricted Operating Fund	No		$2,500.00	$0.00	$2,500.00	0	0.00	2,50

2) Enter the following fields:
   ● **Period** – click the **Prompt** icon and select the current fiscal year.
   ● **Ledger Account Summary** – click the **Prompt** icon and select the appropriate ledger (child) account.
   ● **Worktags** – select the **Cost Center** (or another driver worktag category such as Gift) and choose the appropriate information for the department involved in the transfer.
3) On the line for the added Ledger Account, enter the amount that you are transferring into the **Amount Change** field.

Note- If you are transferring budget to/from a cost center for which you do not hold an appropriate role, the **Restricted** column will reflect YES as you will not have access to view their budget values.

4) Make sure the amendment is balanced, increases = decreases and net = $0.
5) Click **Submit**.

Approval Process

The process moves forward for additional reviews and approvals. The standard approval flow is:

• Cost Center Manager, Gift Manager
• Division/College Budget Managers (if a transfer is made between two divisions), if needed
• Budget and Planning Office

Approvers can **Add an Additional Approval** which will forward to the Division Budget Manager.

Approving Budget Amendments

When a budget amendment is submitted by a requester, the approver will receive an item in the Inbox, under the Actions tab.

1) Click the item in the left pane of the screen to view the detail information of the request.

2) By scrolling down in the right side, the Approver can then view the details of the amendment.

Budget Amendment Lines table showing:

	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change
		FY 2020 Annual (FY20 Operating Budget)	60101:Materials & Supplies	Cost Center: CC10310 Information Technology Cost Center; Division: D70 Information Technology; Fund: F10 Unrestricted Operating Fund; Program: N15 Institutional Support	$1,001,501.00	$1,404.10	$1,000,096.90	-0.003744

Entry Type: Temporary Changes
Balanced Amendment ☑

Enter changes to original Budget data.

Budget Amendment Lines 2 items

Attachments

[Approve] [Send Back] [Add Approvers] [...]

Drop files here

3) The **Approver** can select **Approve** to move the request forward in the approval process, click **Send Back** to add comments on any changes that need to be made back to the requester, or select the ellipse and choose **Deny** to terminate the request.

Add Approvers

On occasion, the Division/College Budget Manager may need to be added onto an approval flow.

1) From the **budget amendment request** select the **Add Approvers** option at the bottom of the screen.

Review Budget Amendment

8 minute(s) ago - Due 11/16/2019

Company	Montclair State University
Budget Structure	01 – Operating Budget Structure - Child
Budget Name	FY20 Operating Budget
Years	FY 2020 - Fiscal Schedule
Currency	USD
Budget Start Date	07/01/2019
Budget	FY20 Operating Budget
Organizing Dimension Type	(empty)
Amendment ID	BDA-00005581
Amendment Date	* 11 / 14 / 2019 📅
Description	* Cover expense for Tech Expo Food
Amendment Type	* ✕ Temporary Changes ↗ ☰
Entry Type	Temporary Changes
Balanced Amendment	☑

Approve   Send Back   **Add Approvers**   •••

2) Select the prompt icon in the **Additional Approvers** field to add the Division Manager as an approver onto this budget amendment.
3) Click the **Submit** button.

Edit Request

Changes can only be made by the Initiator once it is sent back from an Approver.

Budget Amendment Status

The following Budget Amendment statuses appear in the system:

- Available: View, copy or reverse an amendment already made to your budget.
- In Progress: View the progress on an amendment pending approval.
- Draft: Edit an incomplete amendment that you saved for later. **NOTE-Leaving amendments in Draft status is discouraged as any user with access to the cost center's budget amendments could Edit the amendment.**
- Canceled: View amendments that were cancelled before completion.
- Denied: View amendments that were not approved, but denied.

Find Budget Amendment

1) In the *Search* field, enter **Find Budget Amendments** and select **Find Budget Amendments for Organization – Report**. Do not select the shorter, Find Budget Amendments, as this version is only available to the Budget Office.

2) In the **Organization** field, select the **Prompt** icon and **My Organizations** to view a list of those Cost Centers associated and available to you, and select the appropriate Cost Center(s). Division Budget Managers can select Division in the Organization field to get all budget amendments for their division.

3) Enter the last 4 digits of the amendment ID such as 3716, for BDA-00003716. **Tip**: If you don't know the amendment ID, use another field to narrow your search such as Amendment Date, or Status. Leaving all fields blank, except cost center, will return a list of all budget amendments ever made to the cost center, including the original budgets, and prior year budgets.

Find Budget Amendments for Organization

Organization	*	search
Company		My Organizations >
Budget Structure		Search for Organization >
Budget Name		My Organization Hierarchies >
Year		Business Units >
Period		Business Unit Hierarchy >
Amendment ID		Cost Center >
Amendment Type		Cost Center Hierarchy >
Amendment Date On or After		Funds >
Amendment Date On or Before		Fund Hierarchy >
Status		
Description		

OK   Cancel

4) Click **OK**.

A list of budget amendment(s) matching the search criteria displays.

Note the following fields:

Status:

- *Available* – approved, completed
- *Draft* – not submitted. NOTE-Leaving amendments in Draft status is discouraged as any user with access to the cost center's budget amendments could Edit the amendment.
- *In Progress* – still not approved
- *Cancelled* – cancelled
- *Denied* – denied amendment

Amendment Type:

- *Original Amendment* – **DO NOT USE**. This is for the original approved budget for the FY loaded Budget Office only.
- *Permanent Changes* – Changes current fiscal year budget as well as base budget for future fiscal years.
- *Temporary Changes* – Applies to most budget amendments. Changes current fiscal year budget.

View Budget Amendment Details

To view details of the amendment, go to the far left of the listing and click the **twinkie** next to the magnifying glass. A summary of the amendment displays.

View Budget Amendment Line Details

To view line details, click the **blue text description** of the amendment, to display the *View Budget Amendment page* with the amendment lines (Budget Amendment Entries) at the bottom.

Updated: **February 2020**

View Budget Amendment
Budget Amendment: FY 2020 - 01 – Operating Budget Structure - Child on 10/14/2019 : BDA-00003716 (Actions)

Company	Montclair State University
Budget Template	01 – Operating Budget Structure - Child : FY20 Operating Budget
Budget	FY20 Operating Budget
Organizing Dimension Type	(empty)
Amendment ID	BDA-00003716
Amendment Date	10/14/2019
Description	TEST sal savings request
Amendment Type	Temporary Changes
Balanced Amendment	Yes
Entry Type	Temporary Changes
Status	Available

Budget Amendment Entries   Process History

Budget Amendment Entries 2 items

Period	*Ledger Account/Summary	*Worktags	Debit Amount	Credit Amount	Memo
FY 2020 Annual (FY20 Operating Budget)	55005:Temporary Employees	Cost Center: CC10096 Anthropology Department Division: D22 College of Humanities and Social Sciences Fund: F10 Unrestricted Operating Fund Program: N10 Instruction	$15,000.00	$0.00	
FY 2020 Annual (FY20 Operating Budget)	58006:Salary Saving	Cost Center: CC10096 Anthropology Department Division: D22 College of Humanities and Social Sciences Fund: F10 Unrestricted Operating Fund Program: N10 Instruction	$0.00	$15,000.00	

View Budget Amendment Process History

To view the approval flow history, click the **Process History** tab.

Company	Montclair State University
Budget Template	01 – Operating Budget Structure - Child : FY20 Operating Budget
Budget	FY20 Operating Budget
Organizing Dimension Type	(empty)
Amendment ID	BDA-00003716
Amendment Date	10/14/2019
Description	TEST sal savings request
Amendment Type	Temporary Changes
Balanced Amendment	Yes
Entry Type	Temporary Changes
Status	Available

Budget Amendment Entries   **Process History**

Process History 5 items

Process	Step	Status	Completed On	Due Date	Person	Comment
Budget Amendment Event	Budget Amendment Event	Step Completed	10/14/2019 11:25:55 AM	10/16/2019	Joanne Caruso	
Budget Amendment Event	Approval by Gift Manager (All)	Not Required		10/16/2019		
Budget Amendment Event	Approval by Cost Center Manager (All)	Approved	10/14/2019 02:52:30 PM	10/16/2019	Peter Siegel (Cost Center Manager)	
Budget Amendment Event	Approval by Division Manager (All)	Not Required		10/16/2019		
Budget Amendment Event	Review Budget Amendment	Approved	10/14/2019 02:53:05 PM	10/16/2019	Carole Schaffer (Budget Manager)	

Copy/Copy and Reverse a Budget Amendment

1) To **Copy** or **Copy and Reverse** a budget amendment, from the summary of the budget amendment, click the **twinkie** next to the magnifying glass.
2) In the pop-up window, click onto **Budget Amendment** in the left column, and choose the appropriate action – Copy, or Copy and Reverse.

3) Complete the required header fields. If you are performing a Copy and Reverse, you must select the same Budget Type (e.g. Temporary Changes) as the amendment you are reversing.
4) Click the **OK** button.

Note- *Copy* is simply a duplicate of the amendment you are copying, whereas *Copy and Reverse* flips the debits (positive) and credits (positive) for the Amount Change so as to reverse the amendment you made but now want to reverse. The original amendment will still exist. You have created a new amendment that reverses the amounts.

5) Submit the amendment and await the normal approval routing.

Edit a Budget Amendment – Draft Status

1) If your amendment is in Draft status, locate the amendment by searching on the amendment ID number or filtering the search to draft status. (See Find a Budget Amendment section for steps)
2) From the search results, click on the **twinkie** of the appropriate amendment.
3) Select **Budget Amendment** and **Edit** from the Actions list in the pop-up window to open the amendment to edit.

4) Make the necessary changes to the amendment.

5) Click the **Submit** button to process the revised amendment and await approval routing.

Cancel Budget Amendment

Budget Amendments can only be canceled if they are not yet approved.

1) To cancel a budget amendment, run the **Find Budget Amendments for Organization** report.
2) In the **Organization** field, select the **Prompt** icon and **My Organizations** and select the appropriate Cost Center(s).
3) Click **OK**.

4) Within the report display, click the **twinkie** of the associated amendment.
5) In the *Related Actions* window, hover on the **Budget Amendment** option and click **Cancel**.

6) On the *Confirm Cancel Budget Amendment* screen, click the **OK** button to have the amendment canceled.

Create Carry Forward Budget Amendment

Carry-forward based on a revenue center's prior year surplus balance is available for request after the full close of the prior year. It is provided in the form of additional current year <u>expense</u> budget. Contact the Budget Office with questions on policy or procedure.

When requesting a carry-forward, follow all the standard steps for entering a budget amendment request, with the following particulars:

1) Select your **Organization** and enter the **Budget Structure**, **Company** and **Budget Name** as shown below. The Budget Name should match the current fiscal year.
2) Click the **OK** button.

3) On the *Create Budget Amendment for Organization* screen, write a description explaining the need for the carry-forward in the **Description** field.
4) Click the prompt icon in the *Amendment Type* field, and select **Temporary Changes**.

Company	Montclair State University
Budget Structure	01 – Operating Budget Structure - Child
Budget Name	FY20 Operating Budget
Years	FY 2020 - Fiscal Schedule
Currency	USD
Budget Start Date	07/01/2019
Budget	FY20 Operating Budget
Organizing Dimension Type	(empty)
Amendment Date	* 10 / 30 / 2019 📅
Description	* 10/29/2019 carry-forward to cover sum
Amendment Type	* ✕ Temporary Changes ⤢ ☰
Entry Type	Temporary Changes
Balanced Amendment	☑

5) Scroll down to the *Budget Amendment Lines* section to complete the required fields.
6) Click the **prompt** icon in the **Period** field and select the current fiscal year.
7) In the **Ledger Account Summary** field, enter the appropriate ledger account, such as 60101-Materials and Supplies.
8) In the **Worktags** field, enter cost center (revenue center) with the surplus receiving the funds.
9) In the **Amount Change** field, enter the amount of the carry forward dollar amount as a **positive** number.
10) Add additional lines, by clicking the **plus sign** in the left column, if funding will be spread amongst more than one ledger account in that cost center and complete the fields listed above accordingly.
11) Add one final line to identify the funding of the lines previously added.
12) Click the prompt icon in the **Period** field and select the current fiscal year.
13) In the **Ledger Account Summary** field, click the prompt icon to search and select **90005-Carry-forward Reserve**.
14) In the **Worktags** field, enter cost center **CC10013-Institutional Activities**.

15) In the **Amount Change** field, enter the dollar amount equal to the total carry-forward amount being requested. This should be entered as a **negative** number.

   Note- The total budget amendment should net to $0.

Once the lines are added to the amendment, the system will return expected errors, as the carry-forward request typically involves multiple funds. The Budget Office will need to finalize this request. Do NOT make changes to this request.

16) Select the **X** in the upper right corner of the error message.

17) Click the **Save for Later** button at the bottom of the request to place this amendment in draft status, and make note of the budget amendment number.
18) Email budget@montclair.edu to advise the Budget Office that Budget Amendment # BDA-_____ is in error due to multiple funds, so that they can review and process the request.

Create Salary Savings Budget Amendment

The use of "salary savings" from vacant positions is subject to approval. Contact the Budget Office with any policy or procedure questions.

When you're ready to submit a request, follow the regular steps for entering a budget amendment, but enter the following particulars:

1) Select your **Organization** and enter the **Budget Structure**, **Company** and **Budget Name** as shown below. The Budget Name should match the current fiscal year.
2) Click the **OK** button.

3) On the *Create Budget Amendment for Organization* screen, write a description similar to: "*Salary Savings to cover vacancy of position # _____ to perform _____ duties for _____ weeks, at _____ hours per week, at $_____ per hour*" in the **Description** field.
4) Click the prompt icon in the *Amendment Type* field, and select **Temporary Changes**.

Company	Montclair State University
Budget Structure	01 – Operating Budget Structure - Child
Budget Name	FY20 Operating Budget
Years	FY 2020 - Fiscal Schedule
Currency	USD
Budget Start Date	07/01/2019
Budget	FY20 Operating Budget
Organizing Dimension Type	(empty)
Amendment Date	* 10 / 14 /2019 📅
Description	* sal savings to cover PO123456 for 12 v
Amendment Type	* ✕ Temporary Changes ☰
Entry Type	Temporary Changes
Balanced Amendment	☑

5) Scroll down to the *Budget Amendment Lines* section to complete the required fields.
6) Click the **prompt** icon in the **Period** field and select the current fiscal year.
7) In the **Ledger Account Summary** field, enter the appropriate ledger account, such as 55005-Temporary Employees.
8) In the **Worktags** field, enter cost center (revenue center) receiving the funds.
9) In the **Amount Change** field, enter the dollar amount being added as a <u>**positive**</u> number.
10) Add additional lines, by clicking the **plus sign** in the left column, if funding will be spread amongst more than one ledger account in that cost center and complete the fields listed above accordingly.
11) Add one final line to identify the funding of the lines previously added.
12) Click the prompt icon in the **Period** field and select the current fiscal year.
13) In the **Ledger Account Summary** field, click the prompt icon to search and select <u>**58006-Salary Savings**</u>.
14) In the **Worktags** field, enter the same cost center as in the line(s) above.
15) In the **Amount Change** field, enter the dollar amount equal to the total funding being requested. This should be entered as a <u>**negative**</u> number.

Note- The total budget amendment should net to $0.

Budget Amendment Lines 2 items

⊕	Order	*Period	Ledger Account/Summary	*Worktags	Restricted	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change
⊕⊖ ▼▾		× FY 2020 Annual (FY20 Operating Budget) ☰	× 55005:Temporary Employees ☰	× Cost Center: CC10096 Anthropology Department ⋯ ☰ × Division: D22 College of Humanities and Social Sciences ⋯ × Fund: F10 Unrestricted Operating Fund × Program: N10 Instruction	No	$0.00	$0.00	$0.00	0	15,000.00
⊕⊖ ▲▴		× FY 2020 Annual (FY20 Operating Budget) ☰	× 58006:Salary Saving ☰	× Cost Center: CC10096 Anthropology Department ⋯ ☰ × Division: D22 College of Humanities and Social Sciences ⋯ × Fund: F10 Unrestricted Operating Fund × Program: N10 Instruction	No	$0.00	$0.00	$0.00	0	-15,000.00

Submit   **Save for Later**   **Cancel**

16) Click the **Submit** button to process the request.

The system will display an expected soft alert as the final line was entered with a negative sign. The alert is designed to prevent transferring more budget than is available. In this situation, we are deliberately creating this negative budget.

Alert

1. Budget Amendment Lines (Row 2)

Edit this amendment line so that Total Budget is greater than or equal to Current Spend. You can still submit the amendment if you leave this amendment line as is.

17) Click the **Submit** button a second time to move past the alert.

The next step in the approval routing displays. This budget amendment is now pending approval by the Cost Center Manager, followed by the Budget Office.

Create Revenue and Expense Increase Budget Amendment

When actual revenue surpasses the budgeted revenue, a **revenue center** may request an increase to both the revenue and expense budgets. This requires **2** separate budget amendments, one for revenue and one for expense.

Amendment 1: Revenue budget

Follow the basic Create Budget Amendment instructions with the exceptions listed below.

1) On the *Create Budget Amendment for Organziation* page, select **01-Revenue Budget Structure-Child** in the *Budget Structure* field.
2) In the Worktags field, enter the Cost Center representing the revenue center with the extra revenue. This will pre-populate the current budget lines for the cost

center and bring in all related worktags for existing budgets, including Revenue Category-a required worktag for each revenue account.

3) Click the **OK** button.

4) Scroll down to the Budget Amendment Lines section to complete the required fields.
5) Click the **prompt** icon in the **Period** field and select the current fiscal year.
6) In the **Ledger Account Summary** field, enter the revenue account(s) where revenue has surpassed the budget, such as 42001: Educational Sales and Services.
7) In the **Worktags** field, find or enter the cost center that will be receiving the revenue increase.
8) Additionally, make sure each line in the revenue amendment includes a **Revenue Category** in the Worktags column. For account 39005 go to the Worktags column, click the drop-down menu, select **Revenue Category** and search for **RC0248 Budget Transfer Balancing.** For other revenue accounts, select that revenue category that corresponds with the revenue account.
9) In the **Amount Change** field, enter an amendment amount for the revenue increase, using a **negative** number. For example, -2,000.00 represents a revenue budget increase.
10) In order to balance the amendment, add one more line and select the <u>same cost center</u>.
11) Click the prompt icon in the **Period** field and select the current fiscal year.
12) In the **Ledger Account Summary** field, click the prompt icon to search and select **39005: Budget Transfer Balancing Account**.

13) In the **Worktags** field, enter the same cost center as in the line(s) above.
14) Also in the **Worktags** field, select that **revenue category** that corresponds with the revenue account.
15) In the **Amount Change** field, enter the dollar amount equal to the total revenue amount of the revenue lines above; in this case $2,000.. This should be entered as a **<u>positive</u>** number.
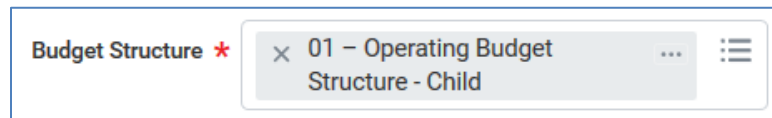
> **Note-** The total budget amendment should net to $0, allowing the amendment to be submitted. (Note: You will do the same on the expense amendment that corresponds with this revenue amendment; except signs will be reversed. The two 39005 lines will wash each other out to $0).

18) Click the **Submit** button to process the request.

Note, before approving, Budget Office will confirm there is a corresponding expense budget amendment. See below.

Amendment 2: Expense budget

1) Create a regular expense budget amendment in budget structure:

2) Within the lines of the budget amendment, increase the accounts where you planned to spend against the extra revenue earned. The total must be equivalent to the amount in the revenue budget amendment, and listed as a **<u>positive</u>** number representing a debit, in this case $2,000.00.
3) Add one more line with the <u>same cost center</u> and account **39005: Budget Transfer Balancing Account.** Enter a **<u>negative</u>** number equivalent to the total expense amount (-2,000.00) to balance the amendment to net $0, allowing the amendment to be submitted.
4) Click the **Submit** button to process the request.

Note, before approving, Budget Office will confirm there is a corresponding revenue budget amendment.