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I. General Information about Budget Amendments

What is a Budget Amendment?

A budget amendment increases and decreases **budget** in order to move budget from one ledger account to another within a cost center, or between cost centers, or to adjust the budget because of an updated revenue forecast.

This Job Aid

This guide to the budget amendment process is for **unrestricted operating budgets in funds 10-16 and gifts funds 60-61**. It is not for grants or agencies.

Need Help?

- Workday Support - Contact itservicedesk@montclair.edu.
- Operating Budget questions - Contact Office of Budget and Planning
- Grant budgets - Contact Grants Accounting
- Agencies - Contact General Accounting

Workday Roles Permitted to Create (Initiate) Budget Amendments:

- Cost Center Finance Specialist
- Cost Center Manager
- Division Manager

Budget Amendment Rules

- Budget amendment date must be within the current fiscal year.
- Budget amendments must balance (i.e. decreases = increases).
- Transfer budget only within the same fund (e.g. Fund F10).
- Disallowed transfers: Personnel, Capital Projects, Mandatory Transfers, and Reserves. Exceptions: You may use 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, and 90005 Carryforward Reserve.

Preparation Before Creating a Budget Amendment

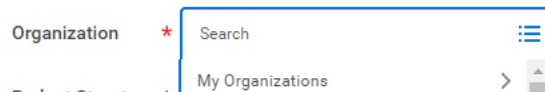
Run the *Operating Budget Variance (R002)* report and review ledger account pools where budget is available to transfer, to other pools that need budget for purchasing.



II. Create a Budget Amendment

A. Budget Amendment Structure

In the main *Search* field, enter **Create Budget Amendment** and select **Create Budget Amendment for Organization**. In the **Organization** field, enter or search for your Cost Center.

Create Budget Amendment for Organization

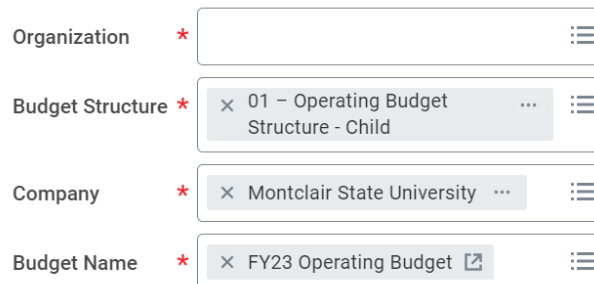


Organization * 
My Organizations > 


Now enter the **Budget Structure, Company, and Budget Name**.


For **expense** budget (ledger accounts beginning with 5 through 9) use the selections shown below, but be sure to update the Budget Name to the current fiscal year.


Create Budget Amendment for Organization



Organization *

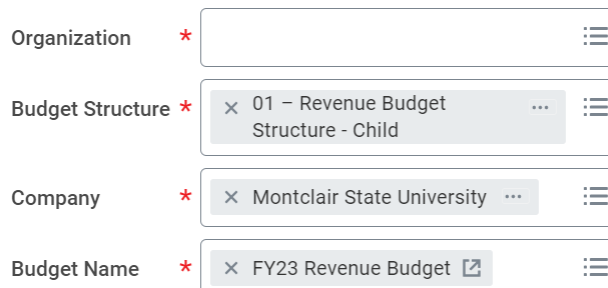
Budget Structure * 

Company * 


Budget Name * 


For **revenue** budget (ledger accounts beginning with 4), use the selections below. Budget Name must equal current fiscal year.


Create Budget Amendment for Organization



Organization *

Budget Structure * 

Company * 

Budget Name * 

Leave **Populate Existing Budget Lines** blank, or pre-populate the budget lines with the ledger account(s) and/or worktags you wish to amend. Leave **Budget Period** blank.

Populate Existing Budget Lines

Ledger Account/Summary	<input type="text"/>
Worktags	<input type="text"/>
Budget Period	<input type="text"/>

OK

Cancel

Click **OK** and complete the additional required fields.

Amendment Date: Leave the default current date.

Description: Provide a reason such as *Fall 2022 New Student Orientation supplies*.

Create Budget Amendment for Organization



Budget Amendment Total
0.00 USD

Budget Total
63,240.91 USD

Company Montclair State University

Budget Structure 01 – Operating Budget Structure - Child

Budget Name FY23 Operating Budget

Years FY 2023 - Fiscal Schedule

Currency USD

Budget Start Date 07/01/2022

Budget FY23 Operating Budget

Organizing Dimension Type (empty)

Amendment Date * 03/13/2023

Description * Fall 2022 New Student Orientation supplie

Amendment Type * x Temporary

Entry Type Temporary Changes

Balanced Amendment ☒

Amendment Type: choose only from the following options:

Temporary Changes – Affects only the current fiscal year.

Permanent Changes – Affects the current fiscal year and next fiscal year.

Balanced Amendment: Check this box to be alerted if the amendment is unbalanced.

B. Budget Amendment Lines

Scroll to **Budget Amendment Lines** to enter the budget increase and decrease details. If you used **Populate Existing Budget Lines**, locate the lines you wish to amend and enter the **Amount Change**, using these guidelines:

For **expense** budget (ledger accounts beginning with 5 through 9):

To decrease an **expense** budget, enter a negative number (-112.00), a Credit.

To increase an **expense** budget, enter a positive amount (112.00), a Debit.

For **revenue** budget (ledger accounts beginning with 4)

To decrease a **revenue** budget, enter a positive number, which is a Debit.

To increase a **revenue** budget, enter a negative number, which is a Credit.

Budget Amendment Lines

Attachments

Budget Amendment Lines 2 items

	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Amount Change in Base Currency	Total Budget	Proposed Remaining Budget
<div><div><div></div><div></div></div><div></div></div>		<div><div><div><div><div></div><div></div></div><div>FY 2023 Annual (FY23 Operating Budget)</div></div></div></div>	<div><div><div><div><div></div><div></div></div><div>60101:Materials & Supplies</div></div></div></div>	<div><div><div><div><div></div><div></div></div><div>Cost Center: CC10094 Non Credit ESL Programs</div></div><div><div><div><div><div></div><div></div></div><div>Division: D22 College of Humanities and Social Sciences</div></div></div></div><div><div><div><div><div></div><div></div></div><div>Fund: F12 Self Supporting Fund</div></div></div></div><div><div><div><div><div></div><div></div></div><div>Program: N12 Public Service</div></div></div></div></div></div>	\$4,483.00	\$500.00	\$3,983.00	-2.498327	-112.00	(112.00)	4,371.00	\$3,871.00
<div><div><div></div><div></div></div><div></div></div>		<div><div><div><div><div></div><div></div></div><div>FY 2023 Annual (FY23 Operating Budget)</div></div></div></div>	<div><div><div><div><div></div><div></div></div><div>60575:Honorarium</div></div></div></div>	<div><div><div><div><div></div><div></div></div><div>Cost Center: CC10094 Non Credit ESL Programs</div></div><div><div><div><div><div></div><div></div></div><div>Division: D22 College of Humanities and Social Sciences</div></div></div></div><div><div><div><div><div></div><div></div></div><div>Fund: F12 Self Supporting Fund</div></div></div></div><div><div><div><div><div></div><div></div></div><div>Program: N12 Public Service</div></div></div></div></div></div>	\$0.00	\$0.00	\$0.00	0	112.00	112.00	112.00	\$112.00

If you did not **Populate Existing Budget Lines**, click the **+** (**Add Row**) to add 1 line for each ledger account + worktag combination you want to increase or decrease. Enter the following for each line:

Period – Select the current fiscal year.

Ledger Account/Summary – Select the ledger account (e.g. 60110:Books).

Worktags – Enter the **Cost Center** (or another “driver” worktag category such as **Gift**).

Amount Change – Enter the increase or decrease amount per the above guidelines.

Note: For a cost center outside your security access, the current budget and spend columns will be blank. The amendment will route to that cost center manager for approval.

Attachments (optional) – Click the **Attachments** tab to upload a document.

When finished entering the amendment, click **Submit**. It will route to the first approver.

Submit

Save for Later

Cancel

III. Approve a Budget Amendment

After the initiator submits the amendment, the standard approval workflow is:

- Gift Manager and/or Cost Center Manager(s)
- Division Manager (only if a transfer is made between two divisions)
- Budget Manager (Office of Budget and Planning)

Approvers receive items for approval in their Workday **Inbox**. In the left panel, click the item you wish to review. At right, **review** the “Description” and scroll down to review the budget line details, before taking any action. See action options on the next page.

Search Results 2 Items

Q budget amendment x

Advanced Search Save

Budget Amendment: FY 2023 - 01 - Operating Budget Structure - Child on 03/10/2023 : BDA-00018413 03/12/2023 ☆
Due: 03/14/2023

Budget Amendment: FY 2023 - 01 - Operating Budget Structure - Child on 03/10/2023 : BDA-00018412 03/12/2023 ☆
Due: 03/14/2023

Review Budget Amendment

1 day(s) ago - Due 03/14/2023 Budget Amendment Total 3,200.00 USD Budget Total 286,023,575.91 USD

Company Montclair State University

Budget Structure 01 - Operating Budget Structure - Child

Budget Name FY23 Operating Budget

Years FY 2023 - Fiscal Schedule

Currency USD

Budget Start Date 07/01/2022

Budget FY23 Operating Budget

Organizing Dimension Type (empty)

Amendment ID BDA-00018413

Amendment Date * 03/10/2023

Description * Transfer to cover incentives

Amendment Type * Temporary

Entry Type Temporary Changes

Entry Type Temporary Changes

Balanced Amendment ☒

Enter changes to original Budget data.

Budget Amendment Lines 2 Items

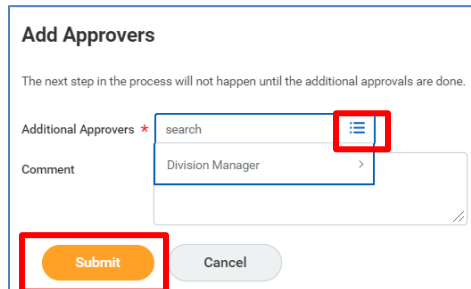
Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change
+	FY 2020 Annual (FY20 Operating Budget)	60101:Materials & Supplies	Cost Center: CC10310 Information Technology Cost Center Division: D70 Information Technology Fund: F10 Unrestricted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

Attachments

Approve Send Back Add Approvers ...

Approvers can **Approve**, or **Send Back** to add comments on changes the requester needs to make, or select the ellipsis (3 dots) and choose **Deny** to terminate the request.

Approvers may also select **Add Approvers** to queue up the Division Manager as an additional approver. Select the Division Manager, then click **Submit**.

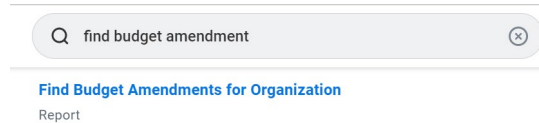


The screenshot shows a form titled "Add Approvers". Below the title is a message: "The next step in the process will not happen until the additional approvals are done." The form has two main sections: "Additional Approvers" and "Comment". The "Additional Approvers" section has a search bar and a dropdown menu. The dropdown menu is open, showing "Division Manager" as the selected option. The "Comment" section has a text area. At the bottom of the form, there are two buttons: "Submit" (highlighted with a red box) and "Cancel".

New topic starts on the next page.

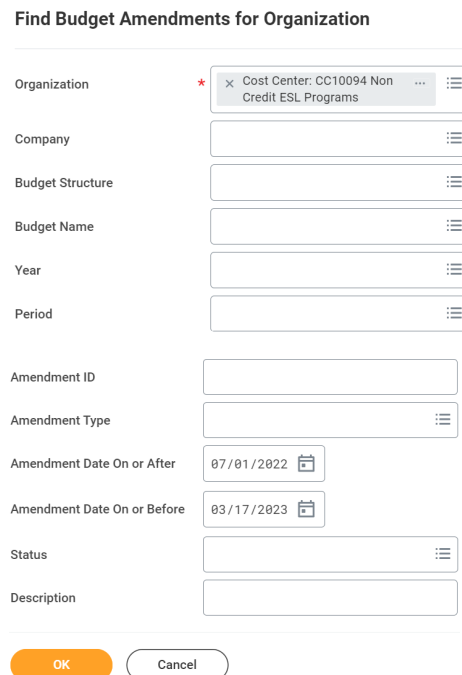
IV. Find Budget Amendments

If you know the budget amendment ID such as **BDA-00018238** type the ID into the main Workday search field. If not, search for **Find Budget Amendments for Organization**.



A screenshot of the Workday search bar. The search bar contains the text "find budget amendment". Below the search bar, a dropdown menu is open, showing the option "Find Budget Amendments for Organization" with the word "Report" underneath it.

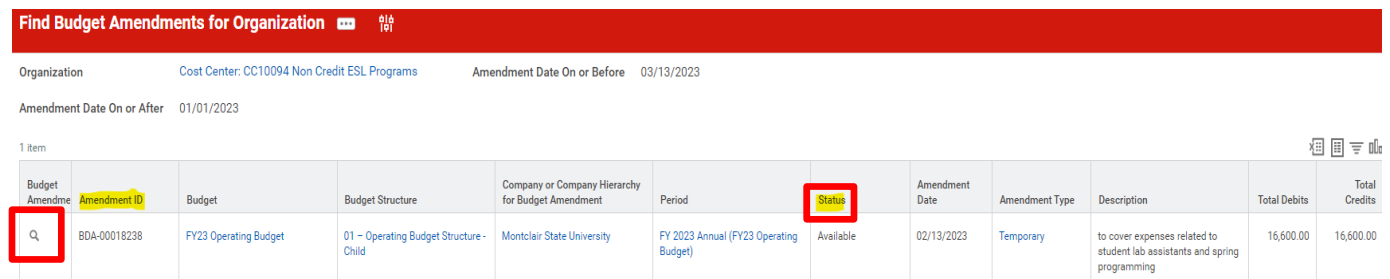
In the **Organization** field, search **My Organizations** to select the cost center. Division Managers can instead select their Division. Narrow your search using the other fields.



A screenshot of the "Find Budget Amendments for Organization" filter form. The form has several fields: Organization (with a dropdown menu showing "Cost Center: CC10094 Non Credit ESL Programs"), Company, Budget Structure, Budget Name, Year, Period, Amendment ID, Amendment Type, Amendment Date On or After (with a date picker set to 07/01/2022), Amendment Date On or Before (with a date picker set to 03/17/2023), Status, and Description. At the bottom of the form are "OK" and "Cancel" buttons.

Click **OK** and a list of budget amendments displays. Note the **Status** of each.

- *Available* – approved, completed
- *Draft* – not submitted and open to editing by users with access
- *In Progress* – still not fully approved
- *Cancelled* – cancelled
- *Denied* – denied amendment



A screenshot of the "Find Budget Amendments for Organization" report results. The report header shows the title "Find Budget Amendments for Organization" and filters for Organization (Cost Center: CC10094 Non Credit ESL Programs), Amendment Date On or Before (03/13/2023), and Amendment Date On or After (01/01/2023). The report displays 1 item. The table has columns for Budget Amendment ID, Budget, Budget Structure, Company or Company Hierarchy for Budget Amendment, Period, Status, Amendment Date, Amendment Type, Description, Total Debits, and Total Credits. The first row shows a budget amendment with ID BDA-00018238, Budget FY23 Operating Budget, Budget Structure 01 - Operating Budget Structure - Child, Company or Company Hierarchy for Budget Amendment Montclair State University, Period FY 2023 Annual (FY23 Operating Budget), Status Available, Amendment Date 02/13/2023, Amendment Type Temporary, Description to cover expenses related to student lab assistants and spring programming, Total Debits 16,600.00, and Total Credits 16,600.00.

Budget Amendment ID	Budget	Budget Structure	Company or Company Hierarchy for Budget Amendment	Period	Status	Amendment Date	Amendment Type	Description	Total Debits	Total Credits
BDA-00018238	FY23 Operating Budget	01 - Operating Budget Structure - Child	Montclair State University	FY 2023 Annual (FY23 Operating Budget)	Available	02/13/2023	Temporary	to cover expenses related to student lab assistants and spring programming	16,600.00	16,600.00

Click the magnifying glass in the far-left column. **View Budget Amendment** displays, along with two tabs, **Budget Amendment Entries** and **Process History** (approvals).

View Budget Amendment Budget Amendment: FY 2023 - 01 – Operating Budget Structure - Child on C

Company Montclair State University

Budget Template 01 – Operating Budget Structure - Child : FY23 Operating Budget

Budget FY23 Operating Budget

Organizing Dimension Type (empty)

Amendment ID BDA-00018238

Amendment Date 02/13/2023

Description to cover expenses related to student lab assistants and spring programming

Amendment Type Temporary

Balanced Amendment Yes

Entry Type Temporary Changes

Status Available

Budget Amendment Entries Process History

Budget Amendment Entries 6 items

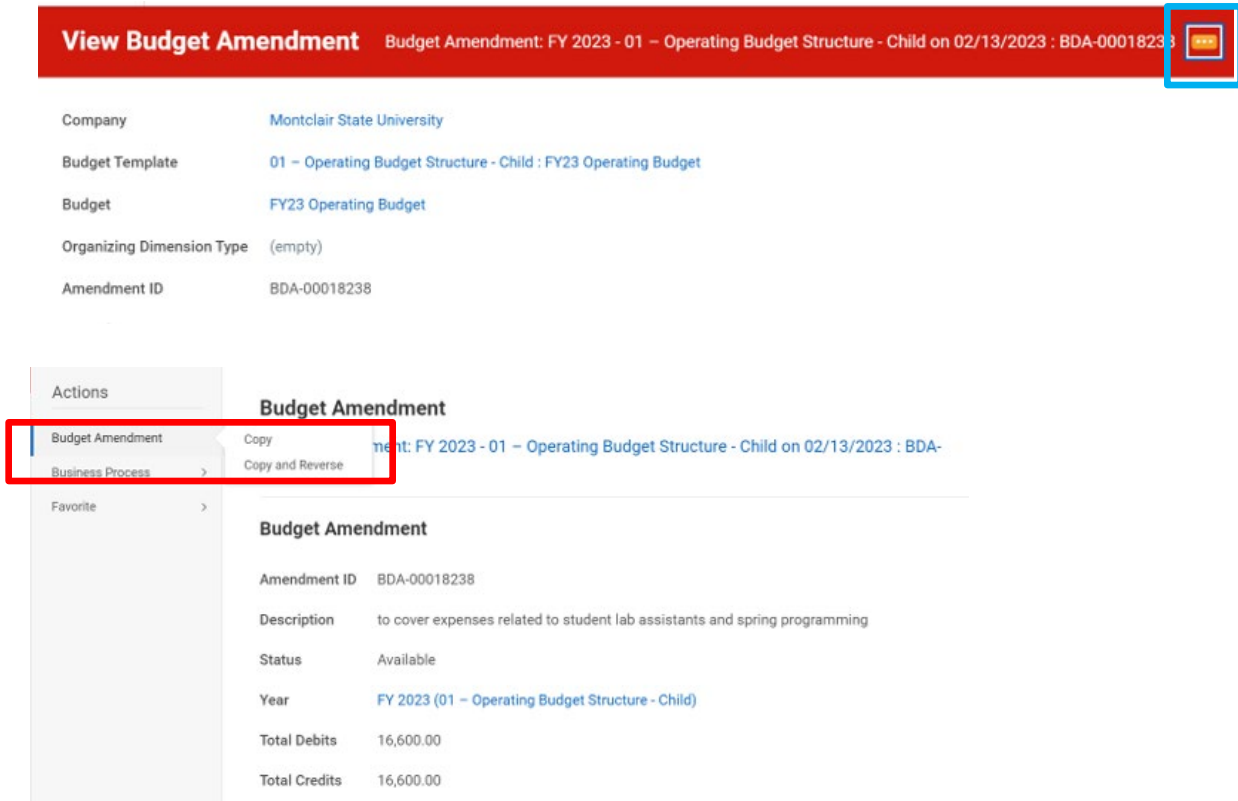
Period	*Ledger Account/Summary	*Worktags	Debit Amount	Credit Amount	
FY 2023 Annual (FY23 Operating Budget)	66205:Internal Expense - Postage Chargeback	Cost Center: CC10094 Non Credit ESL Programs Division: D22 College of Humanities and Social Sciences Fund: F12 Self Supporting Fund Program: N12 Public Service	\$0.00	\$100.00	
FY 2023 Annual (FY23 Operating Budget)	60101:Materials & Supplies	Cost Center: CC10094 Non Credit ESL Programs Division: D22 College of Humanities and Social Sciences Fund: F12 Self Supporting Fund Program: N12 Public Service	\$1,417.00	\$0.00	
FY 2023 Annual (FY23 Operating Budget)	66201:Internal Expense - Parking	Cost Center: CC10094 Non Credit ESL Programs	\$0.00	\$2,000.00	

See *Copy*, *Copy and Reverse*, *Edit*, or *Cancel* instructions on the next page.

V. Copy, Copy and Reverse, Edit, or Cancel

A. Copy, Copy and Reverse

See section IV to find a budget amendment that was previously completed. At the **View Budget Amendment** page click the ellipsis (3 dots) and select **Copy** if you want to simply repeat the same amendment. Or select **Copy and Reverse** which creates a duplicate and flips the debits and credits. Copy and reverse restores budget to where it was before the original budget amendment was done. **Note:** You *cannot* reverse a budget amendment if there is insufficient budget remaining in the budget pool.



View Budget Amendment Budget Amendment: FY 2023 - 01 - Operating Budget Structure - Child on 02/13/2023 : BDA-00018238

Company	Montclair State University
Budget Template	01 - Operating Budget Structure - Child : FY23 Operating Budget
Budget	FY23 Operating Budget
Organizing Dimension Type	(empty)
Amendment ID	BDA-00018238

Budget Amendment

Amendment ID: BDA-00018238

Description: to cover expenses related to student lab assistants and spring programming

Status: Available

Year: FY 2023 (01 - Operating Budget Structure - Child)

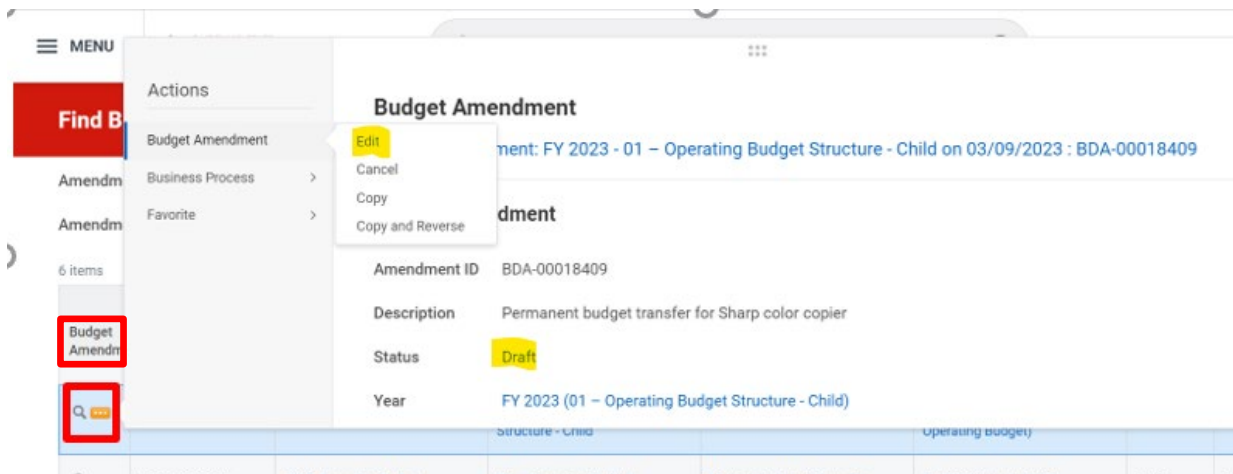
Total Debits: 16,600.00

Total Credits: 16,600.00

With the new amendment opened, write a new **Description** and choose the **Amendment Type** (Temporary or Permanent). For **Copy and Reverse** the amendment type must match that of the one you are reversing. **Submit** for approval.

B. Edit a Budget Amendment

You can edit (make changes to) an amendment that is in **Draft** status (not submitted). First, see section IV. Find a Budget Amendment. Click the ellipsis of the appropriate amendment. Select **Budget Amendment** and click **Edit** from the pop-up window.



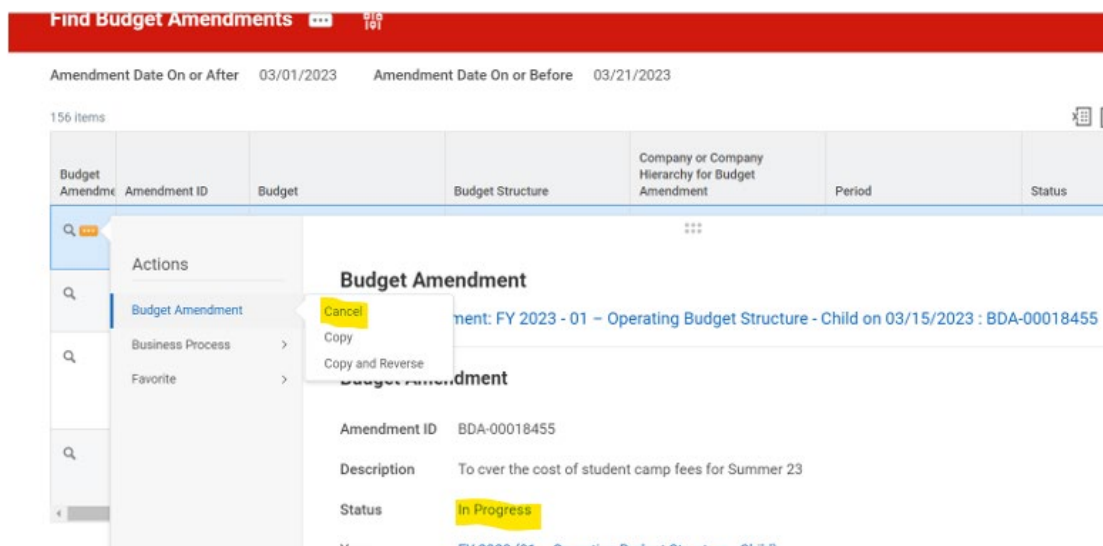
Edit Budget Amendment

Budget Amendment Total	Budget Total
0.00 USD	286,020,375.91 USD
Company	Montclair State University
Budget Structure	01 - Operating Budget Structure - Child
Budget Name	FY23 Operating Budget

From the Edit Budget Amendment page, make the necessary changes and **Submit**.

C. Cancel a Budget Amendment

Budget Amendments can only be canceled if they are still in **Draft** or **In Progress** status. Find the budget amendment (see section IV). Click the 3 dots and select **Cancel**.



On the *Confirm Cancel Budget Amendment* screen, click **OK**.

Confirm Cancel Budget Amendment

Are you sure you want to cancel this Budget Amendment?

Budget Amendment	Budget Amendment: FY 2020 - 01 - Operating Budget Structure - Child on 12/06/2019 : BDA-00008590
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-00008590
Amendment Date	12/06/2019
Description	covering costs for new student
Amendment Type	Temporary Changes
Balanced Amendment	<input checked="" type="checkbox"/>
Entry Type	Temporary Changes

Status

In Progress

OK

Cancel

Amendment Choices



Process History

New topic starts on the next page.

VI. Carryforward Budget Amendment

For self-supporting funds only, F11-F14 and F60-F61. Carryforward is available in the amount of *surplus* in the revenue center's prior year ending *net asset balance*. Carryforward is allocated as a current year expense budget increase. Follow section II. **Create and Submit a Budget Amendment.** However, include the following particulars:

In *Create Budget Amendment for Organization*, write a **Description** containing the word "carryforward" and a reason. Select **Temporary Changes** as the **Amendment Type**.

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 surr
Amendment Type	* × Temporary Changes 
Entry Type	Temporary Changes
Balanced Amendment	<input checked="" type="checkbox"/>

For Budget Amendment Lines:

Add a budget line for each **ledger account** needed (e.g. 70401 Equipment Expense). Select the **cost center** that generated the surplus, and enter **positive** amounts.

Next, add a line for ledger account **90005-Carryforward Reserve** and worktag **CC10714-Institutional Budget Reserve**. In the **Amount Change** field, enter a **negative** amount equal to the sum of the positive amounts in the other lines. Do not submit.

Budget Amendment Lines 2 items										
	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	
+	-	▼	× FY 2023 Annual (FY23 Operating Budget)	× 70401:Equipment Expense	× Cost Center: CC10094 Non Credit ESL Programs	\$0.00	\$0.00	\$0.00	0	4,800.00
				× Division: D22 College of Humanities and Social Sciences						
				× Fund: F12 Self Supporting Fund						
				× Program: N12 Public Service						
+	-	▲	× FY 2023 Annual (FY23 Operating Budget)	× 90005:Carryforward Reserve	× Cost Center: CC10714 Institutional Budget Reserve	(\$452,172.51)	\$0.00	(\$452,172.58)	1.061542	-4,800.00
				× Division: D19 Institutional						
				× Fund: F10 Unrestricted Operating Fund						
				× Program: N15 Institutional Support						

Do not submit

Important: You will not be able to submit the amendment. By design, the system will issue an **error** due to multiple funds (e.g. F10 and F12).

×

Errors

- Page Error**
- Multiple Funds Not Allowed for Decentralized Financial Budget Amendments
- Page Error**
- Multiple Funds Not Allowed for Decentralized Financial Budget Amendments



Click **Save for Later** at the bottom of the budget amendment to place it in “Draft” status, and make note of the budget amendment number (**BDA-000____**). **Email** the BDA number to budget@montclair.edu and ask the Budget Office to process the carryforward.

New topic starts on the next page.

VII. Salary Savings Budget Amendment

Position budgets cannot be directly transferred to another ledger account. However, you can allocate the savings on a vacant position with a “salary savings” budget amendment. Follow section II. **Create and Submit a Budget Amendment**, but enter the following particulars:

In the *Create Budget Amendment for Organization* screen, enter a **Description**: “Use salary savings from position # _____ to backfill the vacancy for __ weeks, at __ hours per week, at \$__ per hour.” For **Amendment Type**, 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 w
Amendment Type	* × Temporary Changes 
Entry Type	Temporary Changes
Balanced Amendment	<input checked="" type="checkbox"/>

Add line(s) for how the savings will be spent. For each line, select the ledger account (e.g. 55005-Temporary Employees). In the **Worktags** field, enter the cost center receiving the funds. For **Amount Change**, enter the increase as a **positive** number.

In the **Ledger Account Summary** field, search for and select **58006-Salary Savings**. In the **Worktags** field, enter the cost center of the vacant position. In the **Amount Change** field, enter the dollar amount equal to the total funding being requested. This should be entered as a **negative** number.

Budget Amendment Lines 2 items											
	Order	*Period	Ledger Account/Summary	*Worktags	Restricted	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	
+			<div> <div>×</div> <div>FY 2020 Annual (FY20 Operating Budget)</div> </div>	<div> <div>×</div> <div>55005:Temporary Employees</div> </div>	<div> <div>×</div> <div>Cost Center: CC10096 Anthropology Department</div> </div> <div> <div>×</div> <div>Division: D22 College of Humanities and Social Sciences</div> </div> <div> <div>×</div> <div>Fund: F10 Unrestricted Operating Fund</div> </div> <div> <div>×</div> <div>Program: N10 Instruction</div> </div>	No	\$0.00	\$0.00	\$0.00	0	15,000.00
+			<div> <div>×</div> <div>FY 2020 Annual (FY20 Operating Budget)</div> </div>	<div> <div>×</div> <div>58006:Salary Saving</div> </div>	<div> <div>×</div> <div>Cost Center: CC10096 Anthropology Department</div> </div> <div> <div>×</div> <div>Division: D22 College of Humanities and Social Sciences</div> </div> <div> <div>×</div> <div>Fund: F10 Unrestricted Operating Fund</div> </div> <div> <div>×</div> <div>Program: N10 Instruction</div> </div>	No	\$0.00	\$0.00	\$0.00	0	-15,000.00

Submit
Save for Later
Cancel

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

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.

The system will display an **alert** because of the negative budget in 58006. But you are deliberately creating this negative budget, so click the **Submit** button a second time to move past the alert. This budget amendment is now pending approval.

New topic starts on the next page.

VIII. Create Revenue and Expense Budget Amendments

In a given fiscal year, when total actual revenue surpasses the total budgeted revenue, a cost center may increase the budget. This requires **2** separate budget amendments: one for revenue budget, and one for expense budget.

A. Amendment 1: Revenue Budget

To create a revenue budget amendment, follow the steps in *Section II. Create a Budget Amendment*, with the below specific entries:

Select **01-Revenue Budget Structure-Child**.

Budget Structure * ✕ 01 – Revenue Budget Structure - Child ...

Add a line for each type of revenue budget that needs to be increased. Make sure each line includes the appropriate **Revenue Category** in the Worktags column. Hint: Drill into the revenue actuals in report R002 to ensure you are selecting the correct revenue category. To *increase* a revenue budget, enter a **negative** number such as -2,000.00 in the **Amount Change** column.

To balance the amendment, add a line for account **39005: Budget Transfer Balancing Account**. In the **Worktags** column, enter the cost center that has more revenue than budgeted. Use the drop-down menu in Worktags to select the **Revenue Category: RC0248 Budget Transfer Balancing**. In the **Amount Change** field, enter a positive number that is equivalent to the total of the revenue increases you entered in the other lines, such as 2,000.00.

Budget Amendment Lines											
2 Items											
	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Amount Change in Base Currency	Total Budget
+		✕ FY 2023 Annual (FY23 Revenue Budget) ...	✕ 42001:Educational Sales and Services ...	✕ Cost Center: CC10094 Non Credit ESL Programs ✕ Division: D22 College of Humanities and Social Sciences ✕ Fund: F12 Self Supporting Fund ✕ Program: N12 Public Service ✕ Revenue Category: RC0062 Educational Services	\$0.00	\$0.00	\$0.00	0	-2,000.00	(2,000.00)	-2,000.00
+		✕ FY 2023 Annual (FY23 Revenue Budget) ...	✕ 39005:Budget Transfer Balancing Account	✕ Cost Center: CC10094 Non Credit ESL Programs ✕ Division: D22 College of Humanities and Social Sciences ✕ Fund: F12 Self Supporting Fund ✕ Program: N12 Public Service ✕ Revenue Category: RC0248 Budget Transfer Balancing	\$0.00	\$0.00	\$0.00	0	2,000.00	2,000.00	2,000.00

Click the **Submit** button to process the request. **Important:** Now enter the expense budget amendment. See instructions below. Both amendments must be submitted before either will be approved.

B. Amendment 2: Expense Budget

Create an expense budget amendment in budget structure:

Budget Structure *

×
01 – Operating Budget
Structure - Child
...
⋮

Add lines for each expense **ledger account** you will be spending against, as a result of the revenue increase. In the **Worktags** column, enter the same cost center that has the extra revenue and that was used in Amendment 1. In the **Amount Change** field, enter a **positive** number that is equivalent to the total revenue increase you entered in Amendment 1, such as 2,000.00.

To balance the amendment, add a line for account **39005: Budget Transfer Balancing Account**. In the **Worktags** column, enter the same cost center that has the extra revenue and that was used in Amendment 1. In the **Amount Change** field, enter an equivalent **negative** number; in this case -2,000.00.

Budget Amendment Lines
2 items

	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Amount Change in Base Currency	Total Budget									
+ -	▼	×	FY 2023 Annual (FY23 Operating Budget)	×	60101:Materials & Supplies	×	Cost Center: CC10094 Non Credit ESL Programs	×	Division: D22 College of Humanities and Social Sciences	×	Fund: F12 Self Supporting Fund	×	Program: N12 Public Service	\$1,483.00	\$766.85	\$716.15	134.861767	2,000.00	2,000.00	3,483.00
+ -	▲	×	FY 2023 Annual (FY23 Operating Budget)	×	39005:Budget Transfer Balancing Account	×	Cost Center: CC10094 Non Credit ESL Programs	×	Division: D22 College of Humanities and Social Sciences	×	Fund: F12 Self Supporting Fund	×	Program: N12 Public Service	\$0.00	\$0.00	\$0.00	0	-2,000.00	(2,000.00)	-2,000.00

Click the **Submit** button to process the request. Budget Office will confirm that a corresponding revenue budget amendment has been submitted.

After both the amendments are approved, you will be able to see the increase in the cost center's revenue budget and an equal increase in the expense budget.