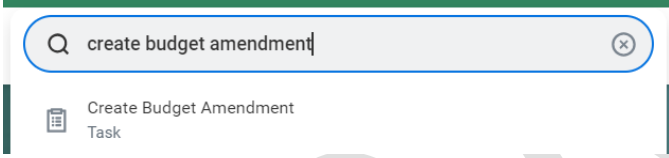


Budgets: Create Budget Amendment

Audience / Role	Award Contract Specialist Budget Manager Budget Unbalanced Amendment Manager Department Accountant (Unconstrained) Grant Budget Specialist Payroll Accountant Project Manager Project Specialist
Description	This job aid provides instructions to create a budget amendment. A budget amendment is to move budget between types of spend, between cost centers, and appropriate additional budget.
Before You Start	View a Budget to Actuals report to and chose a budget line to move the funds from.

Create Budget Amendment

1	In the Search bar, enter Create Budget Amendment. In the search results, select the Create Budget Amendment task. 
2	Under Create Budget Amendment, enter the following into the fields: Budget Structure – select Adopted Budget Structure – Production/Gold Version, Award Total Expense, Fiscal Year Fixed Asset, Project Capital or Major Maintenance Total Expense, or Project Operating Total Expense. Once the Budget Structure is selected, the field for Budget Name will appear. <i>Note that the structures that are visible depend on your security role.</i> Company – enter Kern County. Budget Name – select the respective budget name.
3	<u>Recommended:</u> Under the Populate Existing Budget Lines section, populate this section to minimize the returned rows for amending. Enter the following into the fields based on where this is transferring to or from: • Ledger Account/Summary – enter the ledger account or summary to amend. • Worktags – enter the worktags to amend. Select multiple worktags if necessary. • Budget Period – enter the budget period to amend. <i>Entering data in any of these lines will limit the data returned to amend. Leave all 3 optional fields blank to view all budget lines for the budget selected in previous step.</i> Select OK.

4	Under Create Budget Amendment, enter the following into the fields: • Amendment Date – defaults to today's date. • Description – provide an explanation for amendment. • Amendment Type – select the type of amendment from the list: ○ Board Amendment ○ Same Object Transfer ○ Internal Rebudget ○ Additional Project Funding ○ Reduced Project Funding ○ Encumbrance Carry Over (Adopted) ○ Encumbrance Carry Over (Project) • Balanced Amendment –This option will default and requires both debits and credits balance. For "Project Operating Total Expense" Budget Structure, only one budget line shows. No need to check "Balanced Amendment" .
5	Under the Budget Amendment Lines tab, enter the following into the fields: • Period – select period for amendment. <u>Must be an open budget period.</u> • Ledger Account/Summary and Worktags – for each budget amendment line in this grid, select a unique combination of ledger account and worktags. If selections match with an existing plan line on the plan or budget getting amended, Workday automatically populates the existing values into the grid. • Percentage Change – if the selected line has an existing budget, use a percentage value to change the budget amount or use the following: ○ Amount Change – amend by entering positive or negative values on the Amount Change column. Workday converts negative values into credits and positive values into debits when you submit the amendment. • Total Budget – populates based on the change percentage or amount entered. It is the Original Budget plus or minus the Amount Change. • Memo – Optional; provide an explanation for the line amendment. Select OK.
6	Under the Attachments tab, add attachments. Click Select files>find and click on the file you want to attach>click open>Successfully Uploaded! message displays. To add more than one attachment: Click Upload>find and click on the new file you want to attach>click open>Successfully Uploaded! message displays. To remove an attachment altogether, click the Trash Can icon.

7Select **Submit**.

What Happens Next?

- The budget amendment routes for review and approval.
 - Cost Center Manager
 - Project Manager (If Plan Type is Project)
 - Project Hierarchy Manager (If Plan Type is Project)
 - Budget Manager (Unless a previous approver is also a Budget Manager)
 - Delegate for Board Approval (If Amendment type is Board Amendment)
 - Accounting Operations Lead

Related Reports

- Kern – Budget to Actuals – CC>LA>RCSC
- Kern Budget to Actuals Detail View
- Kern – Budget to Actuals – Award
- Kern – Budget to Actuals – Project