

# 07\_Create a Budget Amendment

- **Purpose:** The purpose of this task is to move available budget from one account to another account.
- *How to Access:* Enter Create Budget Amendment in the Workday Search field, and press Enter. Click Create Budget Amendment from the *Search Results* section.

Audience: Buyers and Approvers (Cost Center Managers & Program Managers)

- Helpful Hints:
   Be sure to keep in mind that only select users will have access to create a Budget Amendment in Workday. If you are not authorized, you will not be able to access this Workday task. (Contact your Finance Partner, if you do not have access and believe you should.)
  - Never move budget to or from the 100's or 200's Spend Categories, and never move budget from one fund to a different fund.
  - If you do not complete the fields in the Populate Existing Budget Lines section, you will need to manually enter the applicable Budget Lines on the subsequent screen.
  - Work with your Financial Partner when you have questions.
  - Workday displays fields in this task that CMSD is not using, only the fields listed in this document require you to complete, review, and/or update.
- **Procedure:** Complete the following steps to create a Budget Amendment.



## Create Budget Amendment - Initial

reate buuget Am	enument
Always select a "Child" budge	t as the Plan Structure (e.g., "Child Budget for General Fund (001)")
Only select Worktags under P	opulate Existing Budget Lines if you want the budget amendment template to pre-load the
budget rows associated with	he Worktag. These fields are optional.
Plan Structure *	:=
Company +	
Populate Existing Bu	udget Lines
Ledger Account/Summary	
Worktags	
Torrago	·
Plan Period	

*Note:* Be sure to review the Help Text, when available at the top of the screen.

1. As required, complete the following fields:

Field Name	Required / Optional	Description
		Identifies the budget and fund to use in the budget amendment, and it Must be a "Child"
Plan Structure	Required	structure.
		Example: Child budget for General Fund (001FD)
Company	Required	Always use Cleveland Metro School District.
		Select the current year.
Plan Name	Required	<u><b>Note:</b></u> This field does not display, until you
		complete the <b>Plan Structure</b> field.
		Identifies the ledger accounts to include in the
		budget amendment.
Ledger Account/Summary	Optional	Note: Complete this field to pre-populate the
		budget lines on the next screen
		associated with any selected worktags.



Field Name	Required / Optional	Description
Worktag	Optional	Identifies the budget item to use for the budget amendment. <u>Note:</u> Complete this field to pre-populate budget lines on the next screen associated with any selected worktags. To pre-populate all of your available Budget lines, enter only your <b>Cost</b> <b>Center</b> in these optional fields.
Plan Period	Optional	Identifies the fiscal year to execute the budget amendment. <u>Note:</u> Complete this field to pre-populate the budget lines on the next screen associated with any selected worktags.

<u>Note</u>: If you do not enter values in the Ledger Account/Summary, Worktag, or Plan Period fields, you will need to manually enter the Budget Amendment Lines on the next screen.

2. Click **OK** to continue to the *Create Budget Amendment - Description* screen.



# Create Budget Amendment - Description

← Create Budget	Amendment				
				Budget Amendment Total 0.00 USD	Budget Total 765,181,022.62 USD
Always select a "Child" budge Only select Worktags under P Link to the Budget Amendmer	t as the Plan Structure (e.g., "Child Bu opulate Existing Budget Lines if you v rt Job Aide:	idget for General Fund (001)") vant the budget amendment template to pre-	load the budget rows associated with the Wo	rktag. These fields are optic	nal.
Company	Cleveland Metropolitan School Dist	rict			
Plan Structure	Child Budget for General Fund (001	)			
Plan Name	2016/17 Child Budget for General P	und (001)- child level 1- child level 1			
Years	FY 2016 - 2017 - Fiscal Year				
Currency	USD				
Plan Start Date	07/01/2016				
Plan	2016/17 Child Budget for General F	fund (001)- child level 1- child level 1			
Organizing Dimension Type	(empty)				
Amendment Date	05/22/2017				
Description	•				
Amendment Type	•	=			
Entry Type	(empty)				
Balanced Amendment	<b>v</b>				
Enter changes to original Plan	data.				
Budget Amendment Lines	Attachments				
Budget Amendment Lines	1 item				Ŷ 🖽 x <sup>a</sup>
(+) Order	*Period	Ledger Account/Summary	*Cost Center	*Spend Categ	ory
Submit Save for Late	er Cancel				

3. As required, review and complete the following fields:

Field Name	Required / Optional	Description
Amendment Date	<u>Do Not</u> <u>Change</u>	Identifies the date to initiate the budget amendment. <u>Note:</u> Always leave as the current date.
Description	Required	Identifies the name for the budget amendment. <u>Note:</u> Be as descriptive as possible to ensure those who are approving the BA have the required details. This must be a unique description, as no two BAs can have the same description.



Field Name	Required / Optional	Description
Amendment Type	Required	Identifies the type of the amendment. <b>Note:</b> Always select the <b>Adjustment</b> option.
		<u></u>

- 4. Scroll down to the *Budget Amendment Lines* section.
- 5. As required, complete one of the following:

If you did	Then	Go to
Enter a value in at least one of the following fields on the previous screen: • Ledger Account/Summary • Worktag • Plan Period,	-	<u>Step 6</u>
Not enter a value in any of the following fields on the previous screen: • Ledger Account/Summary • Worktag • Plan Period	No Budget lines display, and you must manually enter them. <u>Note:</u> You will need to click to add additional lines, to ensure you have at least two lines with offsetting increases and decreases.	<u>Step 7</u>

# Create Budget Amendment - Lines

• • • • • • • • • • • • • • •	+	Order	*Period	Ledger Account/Summary	*Cost Center	*Spend Category	
+        FY 2016 - 2017 Annual (2016/17 Child Budget for General Fund (001) - child level       5410:Professional and Technical       0088CC Clark       415SC Management Services         +        -       -       +       FY 2016 - 2017 Annual (2016/17 Child Budget for General Fund (001) - child level       5410:Professional and Technical       0088CC Clark       415SC Management Services         +        -       -       +       -       +       +       +         +        -       -       -       +       +       +       +         +        -       -       -       +       +       +       +       +         +        -       -       -       -       +	• -	₹ ₹	FY 2016 - 2017 Annual (2016/17 Child Budget for General Fund (001)- child level 1)	5410:Professional and Technical Services	0088CC Clark	419SC Other Professional and Technical Services	1
FY 2016 - 2017 Annual (2016/17 Child 5410:Professional and Technical 0088CC Clark 419SC Other Professional and Technical	÷ 🖯	* *	FY 2016 - 2017 Annual (2016/17 Child Budget for General Fund (001)- child level 1)	5410:Professional and Technical Services	0088CC Clark	415SC Management Services	2
Budget for General Fund (001) - child level Services Services Services	• -	▲ ▲	FY 2016 - 2017 Annual (2016/17 Child Budget for General Fund (001)- child level 1)	5410:Professional and Technical Services	0088CC Clark	419SC Other Professional and Technical Services	2 Ir

6. Review the budget lines to determine where money can be moved from.



*Note:* Never remove lines from the budget amendment, as it will cause an error in Workday.

<u>Note:</u> They system displays the available budget lines for whatever information you entered into the Ledger Account/Summary, Worktag, or Plan Period fields.

7. As required, review, update, and/or complete the following fields:

Field Name	Required / Optional	Description
		Identifies the fiscal year and fund for the
Period	Required	budget amendment.
		<u><i>Note:</i></u> Select the most current period.
Ledger Account/Summary	Required	Identifies the ledger account to include in the
		budget amendment.
Cost Center	Required	Identifies the location/department to include
		in the budget amendment.
Spend Category	Required	Identifies the types of items or services to
	•	include in the budget amendment.
Function	Required	Identifies the function to include in the
	•	budget amendment.
Fund	Required	Identifies the fund to include in the budget
		amendment.
Program	Required	Identifies the program to include in the
	•	budget amendment.
		Identifies the total dollar amount for the
Current Plan Amount	Required	budget line.
		<b>Note:</b> This is a system generated field.
Current Spend	Required	Identifies any spend for the budget line.
-		<b>Note:</b> This is a system generated field.
		Identifies the remaining balance of the budget
Remaining Plan	Required	line.
		<b>Note:</b> This is a system generated field.
Percentage Change	Optional	Indicates the percentage that you want the
		plan to change by.
Amount Change	Optional	Indicates the amount that you want the
		budget line to change by.
Total Dian	Ontional	line ofter moving funds, and does not take
Total Plan	Optional	inte account the surrent spand
		Indicates the balance of the budget line often
		moving funds, and takes into account the
Proposed Remaining Plan	Required	current spend
		Note: This is a system generated field
Momo	Ontional	Add any notes about the hydrot amendment
IVIEITIO	Optional	Aud any notes about the budget amenument.



**Note:** Never move budget to or from the 100's or 200's Spend Categories, and never move budget from one fund to a different fund.

- 8. As required, repeat <u>Step 6</u> and 7 to ensure the budget amendment is balanced (i.e. offsetting increases and decreases).
- Scroll to the top of the *Workday* screen and verify the **Budget Amendment Total** field is **0.00** USD. If it is not, return to <u>Step 6</u> and 7 to ensure you have offsetting increases and decreases.

<u>Note:</u> If supporting documentation is required for the Budget Amendment, click the Attachments tab, and add the file.

10. As required, complete one of the following:

If you want to	Then	Go to
Cancel the Budget Amendment,	Click Cancel .	_
Save the Budget Amendment, to finish processing at a later time,	Click Save for Later.	<u>Step 11</u>
Finish processing the Budget Amendment,	Click Submit .	<u>Step 13</u>



### Create Budget Amendment – Save for Later

Cleveland Metropolitan Scho	ool District					
Child Budget for General Fur	nd (001) : 2016/17 Child B	udget for General Fund (	001)			
2016/17 Child Budget for Ge	eneral Fund (001)					
03/14/2017						
Move money to pay for stud	ent activity					
Adjustments						
Yes						
Draft						
Entries 2 items						2 <sup>20</sup>
*Ledger Account/Summary	*Cost Center	*Spend Category	*Function	*Fund	*Program	D
5480:Pupil Transportation	0020CC Jesse Owens Academy	411SC Instruction Services	3290FN Other Community Services	001FD_L General Fund	100PG Department Budget	
5450:Utilities Services	0020CC Jesse Owens Academy	411SC Instruction Services	3290FN Other Community Services	001FD_L General Fund	100PG Department Budget	•
						P
	Cleveland Metropolitan Scho Child Budget for General Fur 2016/17 Child Budget for Ge 03/14/2017 Move money to pay for stud Adjustments Yes Draft Entries 2 items *Ledger Account/Summary 5480:Pupil Transportation \$450:Utilities Services	Cleveland Metropolitan School District Child Budget for General Fund (001) : 2016/17 Child Budget for General Fund (001) 03/14/2017 Move money to pay for student activity Adjustments Yes Draft Traft Centries 2 items *Ledger Account/Summary *Ledger Account/Summary 5480:Pupil Transportation Services Colored Col	Cleveland Metropolitan School District         Child Budget for General Fund (001): 2016/17 Child Budget for General Fund (001)         03/14/2017         Move money to pay for student activity         Adjustments         Yes         Draft         Entries 2 items         *Ledger Account/Summary       *Cost Center       *Spend Category         5480;Pupil       0020CC Jesse Owens       411SC Instruction         Services       0020CC Jesse Owens       411SC Instruction         Services       0020CC Jesse Owens       411SC Instruction	Cleveland Metropolitan School District         2016/17 Child Budget for General Fund (001)         03/14/2017         Move money to pay for student activity         Adjustments         Yes         Draft         Entries 2 items         *Cost Center         *Ledger Account/Summary       *Cost Center       *Spend Category       *Function         5480;Pupil       00200CC Jesse Owens       411SC Instruction       3290FN Other         Transportation       00200CC Jesse Owens       411SC Instruction       3290FN Other         Services       Academy       411SC Instruction       3290FN Other         Services       Academy       411SC Instruction       S290FN Other         Services       Academy       411SC Instruction       Services	Cleveland Metropolitan School District         Cleveland Metropolitan School District         Child Budget for General Fund (001): 2016/17 Child Budget for General Fund (001)         Option Colspan="4">Cleveland Metropolitan School District         Option Colspan="4">Services         Adjustments         Yes         Draft         Stender Account/Summary       *Cost Center       *Spend Category       *Function       *Fund         Stender Account/Summary       *Cost Center       *Spend Category       *Fund       001FD_L General         5480:Pupil       D020CC Jesse Owens       A11SC Instruction       S290FN Other       D01FD_L General         Transportation       D020CC Jesse Owens       A11SC Instruction       S290FN Other       D01FD_L General         Services       Macdemy       Services       S290FN Other       D01FD_L General         Services       Services       S290FN Other       Community       Services       Pund         Servi	Cleveland Metropolitan School District         Child Budget for General Fund (001) : 2016/17 Child Budget for General Fund (001)         2016/17 Child Budget for General Fund (001)         03/14/2017         Move money to pay for student activity:         Adjustments         Yes         Draft         Entries 2 items         *Ledger Account/Summary       *Cost Center       *Spend Category       *Function       *Fund       *Program         \$480.Pupili Transportation       0200C Jesse Owens Academy       \$11SC Instruction Services       2200FN Other Services       001FD_L General Fund       100PG Department Budget         \$450.Utilities Services       0200C Jesse Owens Academy       \$11SC Instruction Services       2290FN Other Community       001FD_L General Fund       100PG Department Budget

- Review the displayed information, and pay particular attention to the Status field.
   <u>Note</u>: If additional changes are required at this time, click the Actions button to the right of the title and select Budget Amendment and Edit.
- Click Done to complete the task of saving the budget amendment for later processing.
   <u>Note</u>: Execute the Find Budget Amendments report to locate previously created budget amendments.



#### Create Budget Amendment – Submitted

Up Next	Do Another
Walter Smith (420453)	Create Budget Amendment
Approval by Financial Partner (All) Due Date 03/15/2017	
Details and Process	

13. Review the *Up Next* section to identify the next step in the process, which is the approval by the financial partner.

# Result:

You have successfully created a Budget Amendment, but be sure to click **Done** to exist this task. Now access your Workday **Inbox** (**Actions** or **Archive** tabs) to confirm the creation of the Budget Amendment and record the amendment number.

<u>Note:</u> For additional information on this Budget Amendment, click vote to the left of **Details and Process** and review the available details, prior to clicking **Done**.