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.

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

Note: 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.

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

Field Name	Required / Optional	Description
Amendment Date	<u>Do Not Change</u>	Identifies the date to initiate the budget amendment. ***Note:*** Always leave as the current date.
Description	Required	Identifies the name for the budget amendment. ***Note:*** 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. **_Note:_** Always select the **Adjustment** option.

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**,	–	Step 6
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. **_Note:_** You will need to click ⊕ to add additional lines, to ensure you have at least two lines with offsetting increases and decreases.	Step 7

Create Budget Amendment - Lines

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.

Note: 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
Period	Required	Identifies the fiscal year and fund for the budget amendment. *Note:* 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.
Current Plan Amount	Required	Identifies the total dollar amount for the budget line. *Note:* This is a system generated field.
Current Spend	Required	Identifies any spend for the budget line. *Note:* This is a system generated field.
Remaining Plan	Required	Identifies the remaining balance of the budget line. *Note:* 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 Plan	Optional	Indicates the current balance of the budget line after moving funds, and does not take into account the current spend.
Proposed Remaining Plan	Required	Indicates the balance of the budget line after moving funds, and takes into account the current spend. *Note:* This is a system generated field.
Memo	Optional	Add any notes about the budget amendment.

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 Step 6 and 7 to ensure the budget amendment is balanced (i.e. offsetting increases and decreases).

9. 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 Step 6 and 7 to ensure you have offsetting increases and decreases.

    Note: 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 .	Step 11
Finish processing the Budget Amendment,	Click Submit .	Step 13

Budget Amendment: FY 2016-2017 - Child Budget for General Fund (001) on 03/14/2017

Actions

Company	Cleveland Metropolitan School District
Plan Template	Child Budget for General Fund (001) : 2016/17 Child Budget for General Fund (001)
Plan	2016/17 Child Budget for General Fund (001)
Amendment Date	03/14/2017
Description	Move money to pay for student activity
Amendment Type	Adjustments
Balanced Amendment	Yes
Status	Draft

Budget Amendment Entries 2 items

Period	*Ledger Account/Summary	*Cost Center	*Spend Category	*Function	*Fund	*Program	D
FY 2016-2017 Annual (2016/17 Child Budget for General Fund (001))	5480:Pupil Transportation	0020CC Jesse Owens Academy	411SC Instruction Services	3290FN Other Community Services	001FD_L General Fund	100PG Department Budget	
FY 2016-2017 Annual (2016/17 Child Budget for General Fund (001))	5450:Utilities Services	0020CC Jesse Owens Academy	411SC Instruction Services	3290FN Other Community Services	001FD_L General Fund	100PG Department Budget	

Done

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

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.

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