

Overview

- Any change to Original/Approved Budget in Workday is an Amendment.
- Roles that can input a budget amendment are: Cost Center Budget Specialist (input only), Budget Specialist and Budget Manager
- Your Budget Structure defines the type of budget:
 - Fiscal Year Budgets for Program or Gift or Program
 - Summer Session for the Calendar Year Budgets (Fund FD209).
 - Balance Controlled Budgets
- Your Budget "Level" is the detail or summary/control level:
 - Child is the budget level of input at the Ledger Account Level
 - Parent is the summary level for Budget Control
- Your Budget Name identifies the Year and Institution for the Budget. For example: UNR 2017 Fiscal Year Budgets - Child or TMCC 2017 Summer Session Budgets - child
- Budget Amendment Type is a way to track the purpose of the change. Typical Amendment types are:
 - **One-time Adjustment** – we have new revenue and associated expense that is not expected to continue
 - **Permanent Adjustment** – we have new revenue and/or expense that is expected to continue into future budget years

- **Original Amendment/Correction** – Correction to the Original Budget
 - **Transfers** – Move expenses between ledger accounts or worktags
- Budgets are input in accounting format. Positive (debit) decreases revenue and increases expense. Negative (credit) increases revenue and decreases expense.

Create Budget Amendment

From the search bar:

1. Search and click on **Create Budget Amendment**.

Create Budget Amendment

Important Reminder:

- Select Amendment Types appropriate for your plan structure, e.g. Av
- Select any detail worktag first in the budget line since related workta
- If the plan is budgeted at a hierarchy level, you should select the hier

Budget Structure *

Company *

Populate Existing Budget Lines

Ledger Account/Summary

Worktags

Budget Period

pop-up to select your **Budget Name**.

2. Select your **Budget Structure** and your **Company**.

A screenshot of a selection pop-up window. It contains three rows, each with a red asterisk and a dropdown menu. The first row is 'Budget Structure' with 'Fiscal Year - Child' selected. The second row is 'Company' with 'University of Nevada, Reno' selected. The third row is 'Budget Name' with 'UNR 2017 Fiscal Year Budgets - child' selected.

3. After you enter your Budget Structure, an additional entry box will

4. Click **GO**.

A screenshot of the main entry screen. It displays various fields with their values: Company (University of Nevada, Reno), Budget Structure (Fiscal Year - Child), Budget Name (UNR 2017 Fiscal Year Budgets - child), Years (FY 2017 - July - June), Currency (USD), Budget Start Date (07/01/2016), Budget (UNR 2017 Fiscal Year Budgets - child), Organizing Dimension Type ((empty)), Amendment Date (06/16/2017), Description (061617. Sample 1), Amendment Type (Transfers), Entry Type (Temporary Reallocation), and Balanced Amendment (checked).

5. On top of entry screen, select your **Amendment Date**.

A screenshot of a dialog box titled 'Populate Existing Budget Lines'. It has four sections: 'Ledger Account/Summary' with two selected items, 'Worktags' with one selected item, and 'Budget Period' which is empty.

Optional: Under *Populate Existing Budget Lines*, enter your ledger account or worktags if you have specific lines you are updating to list the current budget lines as a starting point. If you do not enter a worktag(s), then you get blank lines to enter your changes.




Budget: Entering Budget Amendments

6. Enter a **Description**.

7. Select an **Amendment Type**.

8. On the bottom of the entry screen enter the Budget Changes. The lines you requested are populated with current budget, balance and input areas.



The description **MUST** be unique. We recommend that you combine the date with text to avoid a duplication error. The **Entry Type** and **Balanced Amendment** check box will populate automatically.

Budget Amendment Lines 2 items					
⊕ ⊖	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount
⊕ ⊖	▼	FY 2017 Annual (UNR 2017 Fiscal Year Budgets - child)	4300-Sales & Services of Educational Departments	Cost Center: CC1162 Music Department Function: FN10 Instruction Fund: FD201 Self Supporting-Budgeted Program: PG01994 Unr Band Activities Unit: UNR10 College of Liberal Arts	(\$24,500.00)
⊕ ⊖	▲	FY 2017 Annual (UNR 2017 Fiscal Year Budgets - child)	6000:General Operations - Budget Only	Cost Center: CC1162 Music Department Function: FN10 Instruction Fund: FD201 Self Supporting-Budgeted Program: PG01994 Unr Band Activities Unit: UNR10 College of Liberal Arts	\$36,650.00

Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Total Budget	Proposed Remaining Budget	Memo
(\$24,500.00)	(\$22,521.50)	(\$1,978.50)	0	0.00	-24,500.00	(\$1,978.50)	1201-112-1206- RSRC-78
\$36,650.00	\$0.00	\$36,650.00	0	0.00	36,650.00	\$36,650.00	1201-112-1206- OBJT-30

9. If you are entering new lines, the Period has only one selection based on the Budget Structure chosen. Your Ledger Account and Worktags will need to be entered in full.

10. The current budget, spend and remaining budget will populate. You can enter a change as a % or as a \$ and the resulting budget will calculate. The memo field can be updated with additional information about the amendment as shown below. You can also add and delete new lines as needed.

Budget: Entering Budget Amendments

Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Total Budget	Proposed Remaining Budget	Memo
\$0.00	\$0.00	\$0.00	0	-10,000.00	-10,000.00	(\$10,000.00)	Transfer from Music Chair
\$36,650.00	\$0.00	\$36,650.00	27.28513	10,000.00	46,650.00	\$46,650.00	Transfer from Chair for Supplies



Your budget change must balance in most cases.

If you change a populated line and then zero the change, you will need to delete the line to avoid an error.

11. When you have completed all entries, click **Submit**. If your role is Cost Center Budget Specialist, the amendment is routed to your central budget staff roles (*Budget Specialist* or *Budget Manager*) for approval.