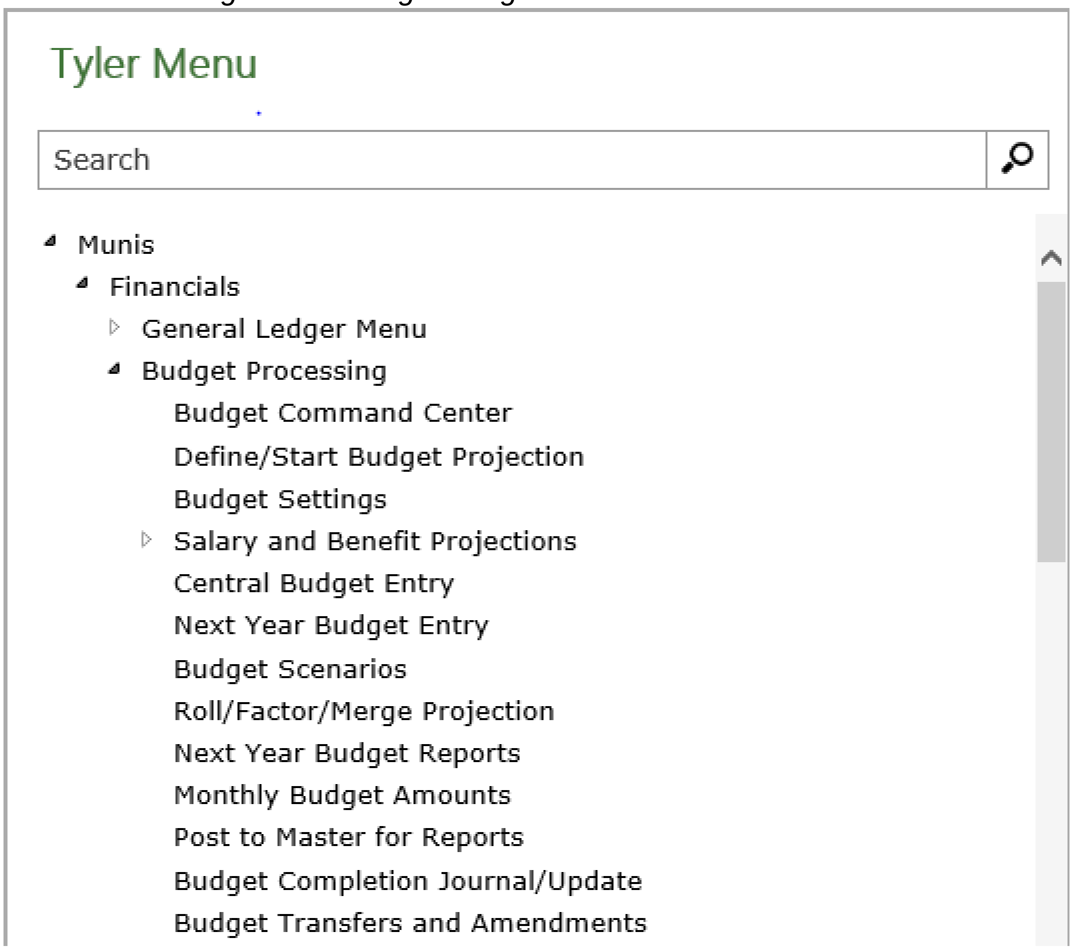
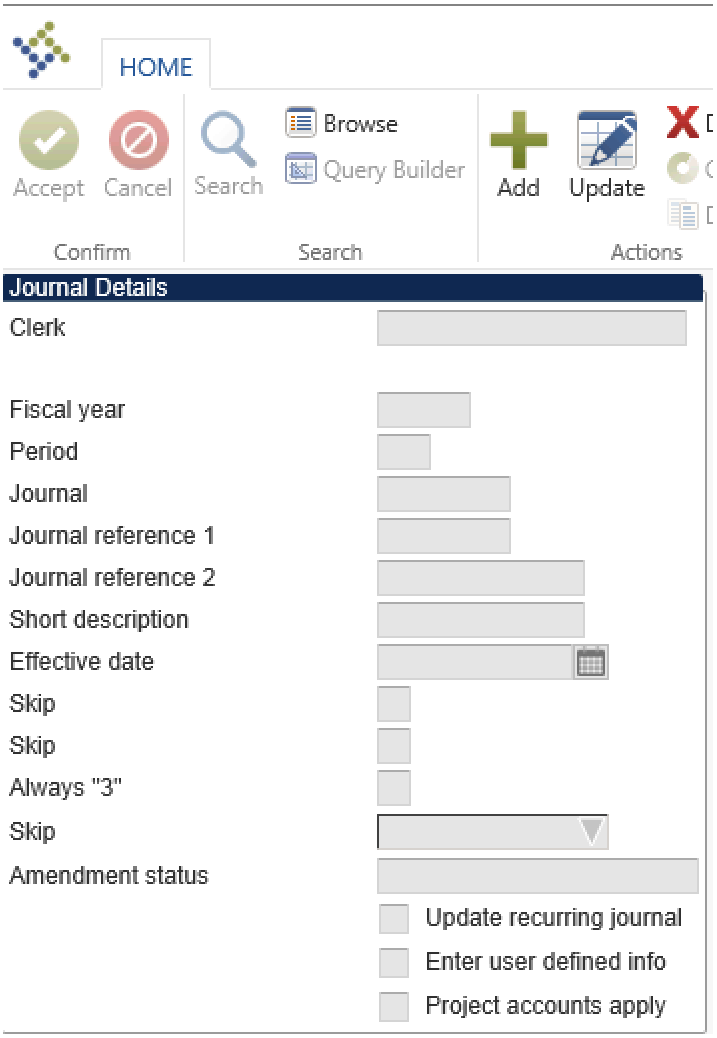
Budget Transfers and Amendments

Financials > Budget Processing > Budget Transfers and Amendments



To add a budget transfer or amendment:

1. Open the Budget Transfer and Amendments program.



Click Add.

Complete the fields according to the following table to complete the header information for this budget transfer or amendment.

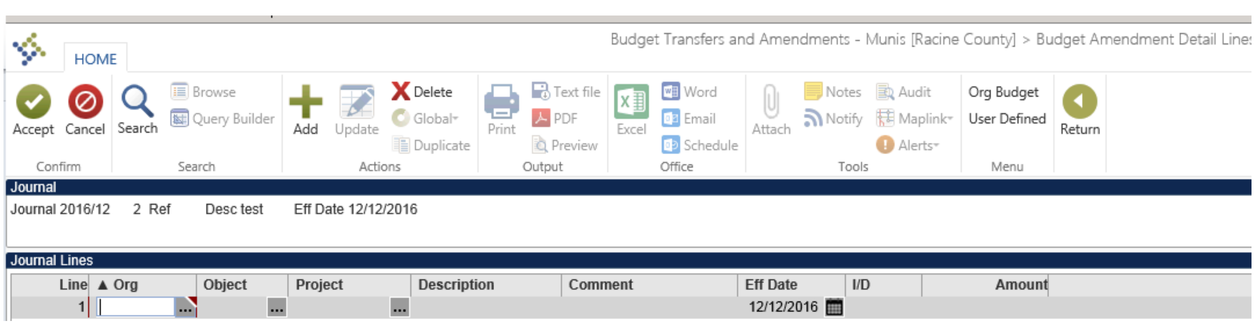
Field	Description

Field	Description
Journal Details	
Clerk	This box identifies the name of the person creating this transaction. The program completes the value of this box; it is display-only.
Fiscal Year	This box specifies the accounting year for the transfer or amendment. The default value is the fiscal year established in the General Ledger Settings program. Valid entries are the current year, next year, or last year.
Period	This box specifies the fiscal period for the transfer or amendment. The default value is the fiscal periods established in the General Ledger Settings program.
Journal	This box contains the journal number for the transaction. This box is not available for entry when you add a transfer or amendment; it is only available for entry when you click Define to search for an existing budget transaction. During the Add process, the program automatically completes the value in the box with the next available the journal number.
Journal Reference 1 and 2	These boxes contain user-defined journal reference codes (primary and/or an additional code). The number or numbers you enter stay with a transaction throughout its life and display on reports, in the general ledger, and in the Journal Inquiry program. This box is not available during the Define process.
Short Description	This is the short transaction description that identifies the journal content. The short description contains up to 10 characters and displays on reports and anywhere journal information is summarized. This is a required field.
Effective Date	This is the date that the transaction affects the general ledger; the default value is the current date. If the date you enter falls outside of the fiscal year and period previously indicated, the program displays a warning. Note that the effective date may be altered since the transaction may not be posted to the general ledger until the review process has been completed. Budget staff will have an opportunity to update the effective date at the time of posting. This box is not available during the Define process.
Budget Year Code *Skip*	This box indicates the code for the budget year for which the transaction is being entered. Accept the default value of 1 to process the budget transfer against the current budget year or type **2** to process the budget transfer against the carry-forward budget amount. If you enter 2, the transaction must consist of a non-multiyear expense account. This box is not available during the Define process.
Entity Code *Skip*	This box identifies the entity for which the transaction is being entered when a system is shared by multiple locations. This box is not accessible.
Always “3” (Amendment Type)	**3**: One-sided expense or revenue account This box is not available during the Define process.
Special Condition *Skip*	This is identifies an applicable special condition. If a special condition is necessary, select whether the amendment is temporary or recurring, or leave the default blank value to indicate there are no special conditions for the

Field	Description
	transaction. Temporary budgetary transactions may be excluded from next year budget figures when utilizing the prior year as a reference point. Recurring budget transactions must have an associated recurring journal entry to match. When this amendment is posted, the corresponding recurring journal is updated.
Amendment Status	This box displays the current status of the transaction. Applicable statuses include: • Held: This is the initial status of the added transaction. The status may also display as Held if an approver selects to hold this record at the time of approval. • Unbalanced: This indicates that the journal entered is not balanced. An unbalanced journal cannot be released. • Pending Approval: This indicates that the journal has been released and has initiated the workflow approval process. • Approved: This indicates that the journal has been approved through workflow, but has not been posted. • Error: This indicates that an error has occurred in the workflow process. This box is not accessible.
Project Accounts Apply	This check box, if selected, directs the program to include project accounts when making the transfer or amendment. Clearing this check box indicates that you are separating the project accounts from the transfer and amendment process.

Click Accept.

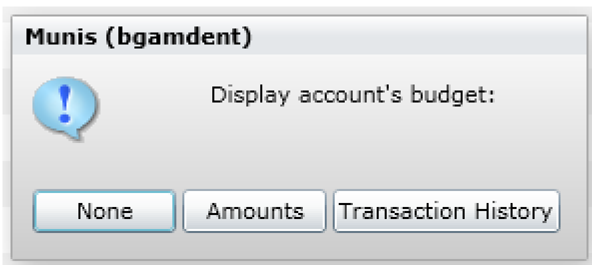
The program displays the Budget Amendment Detail Lines screen.



Complete the following fields to complete the detail lines for the budget transaction.

Field	Description
Journal	
	This display-only area contains the journal details from the Budget Amendment Entry screen for the transaction.
Journal Lines	
Line	This box indicates the sequential number assigned by the program as a unique identifier for each line entered. The program completes the default sequence numbers; Munis personnel recommend that you accept the default values.
Account Number	These boxes identify the account type and full general ledger account number.

When you press **Tab** after entering the account number, the program displays a message that allows you to view the account's additional amount or transaction information.



Do one of the following:

- Click None to continue with the transaction entry without displaying additional information.
- Click Amounts to display current year account information. The program displays the Budget Amounts Display, which includes current year and carryforward amounts for the original budget, amendments, revised budget, expenditures, and so on. The display fields vary according to the fiscal year.
- Click Transaction History to display the Year/Period, Journal Number, Date, Description, and Budget Change for each account transaction. If no history is available, the screen display does not change.

Comment	This box displays any comments associated with the account.
Effective Date	This box displays the date the transaction posts to the general ledger. You can type the date another date in the box, select the date from the calendar, or leave the default date, which is the effective date established on the Budget Amendment Entry screen.
I/D	This box indicates if the change is an increase (I) or decrease (D) for the selected account. Type **I** in this box if the transaction creates an increase to the account or type **D** if the transaction creates a decrease to the account.
Amount	This box specifies the amount of the transaction to affect this line. Do not type a dollar sign or commas; if the transaction is a whole dollar amount it is not necessary to type the decimal point. You cannot type a negative value as you can adjust the value in the I/D column to indicate

Field	Description
	whether the amount is an increase or decrease.
Journal Totals	
Increase	This box contains the calculated total dollar amount of increases within the transaction. Confirm the total increased amount; any adjustments must be made to the journal lines. The program completes this value; it is not accessible.
Decrease	This box is contains the calculated total dollar amount of decreases within the transaction. Confirm the total decreased amount; any adjustments must be made to the journal lines. The program completes this value; it is not accessible.

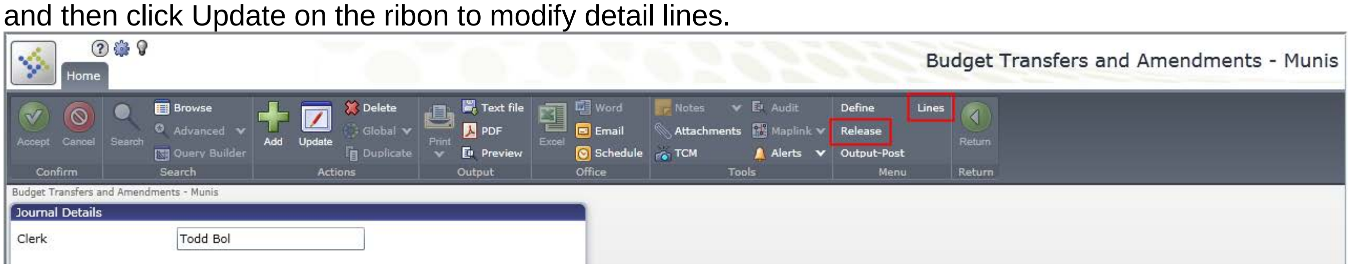
Click Accept to save the updates.

Click Attachments to attach supporting documentation files, or click the Paper Clip to attach any support documentation using Tyler Content Manager.

Review and confirm all account and totals information.

Click Return on the ribbon to return to the Budget Transfers and Amendments screen.

If changes need to be made to the detail lines prior to release, click Lines on the Budget Transfers and Amendments screen to display the Budget Amendment Detail Lines screen, and then click Update on the ribon to modify detail lines.



When the transaction is complete, click Release on the Budget Transfers and Amendments screen to initiate the workflow approval process.
The transaction will be reviewed and posted upon final approval.