Workday Job Aid - Budget Amendments

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Updated: **Aug 2024**

I.   General Information about Budget Amendments

What is a Budget Amendment?

A budget amendment increases one budget and decreases another budget, in order to move budget between ledger accounts within a cost center, or between different cost centers. A budget amendment is also used to adjust an expense budget because of an updated revenue forecast.

This Job Aid

This guide to the budget amendment process is for **unrestricted operating budgets in funds 10-16 and gifts funds 60-61**. It is not for grants or agencies.

Need Help?

- Workday Support - Contact itservicedesk@montclair.edu.
- Operating Budget questions – Go to the **Budget and Planning** website, for resources and/or to get a list of contacts in the Office of Budget and Planning
- Grant budgets - Contact Grants Accounting
- Agencies - Contact General Accounting

Workday Roles Permitted to Create (Initiate) Budget Amendments:

- Cost Center Finance Specialist
- Cost Center Manager
- Division Manager

Budget Amendment Rules

- Budget amendment date must be within the current fiscal year.
- Budget amendments must balance (i.e. decreases = increases).
- Transfer budget only within the same fund (e.g. Fund F10).
- Disallowed transfers: Personnel, Capital Projects, Mandatory Transfers, and Reserves. Exceptions: You <u>may</u> use 55005 Temporary Employees, 55006 Mentors to Student Teachers, 55011 Supplemental Pay Non-Instruction, 56005 Graduate Assistantship, 57005 Student Employee-Ug, 57010 Student Employee-Grad, and 58006 Salary Saving, and 90005 Carryforward Reserve.

Preparation Before Creating a Budget Amendment

Run the *Operating Budget Variance (R002)* report and identify ledger account pools where there is available budget that can be transferred to the pool where budget is needed for purchasing.

II.   Create a Budget Amendment

A. Budget Amendment Structure

In the main *Search* field, enter **Create Budget Amendment** and select **Create Budget Amendment for Organization**. In the **Organization** field, enter or search for your Cost Center.

Now enter the **Budget Structure, Company, and Budget Name.**

For **expense** budget (ledger accounts beginning with 5 through 9) use the selections shown below, but be sure to update the Budget Name to the current fiscal year.

OR

For **revenue** budget (ledger accounts beginning with 4), use the selections below. Budget Name must be the current fiscal year.

OR

Leave **Populate Existing Budget Lines** blank, <u>or</u> pre-populate the budget lines with the ledger account(s) and/or worktags you wish to amend. Leave **Budget Period** blank.

Populate Existing Budget Lines

Ledger Account/Summary

Worktags

Budget Period

OK   Cancel

Click **OK** and complete the additional required fields, explained below.

Create Budget Amendment for Organization

Budget Amendment Total	Budget Total
0.00 USD	63,240.91 USD

Company	Montclair State University
Budget Structure	01 – Operating Budget Structure - Child
Budget Name	FY23 Operating Budget
Years	FY 2023 - Fiscal Schedule
Currency	USD
Budget Start Date	07/01/2022
Budget	FY23 Operating Budget
Organizing Dimension Type	(empty)
Amendment Date	* 03/13/2023
Description	* Fall 2022 New Student Orientation supplie
Amendment Type	* ✕ Temporary ⬀
Entry Type	Temporary Changes
Balanced Amendment	✔

Amendment Date: Leave the default current date.
Description: Provide a reason such as *Fall 2022 New Student Orientation supplies.*
Amendment Type: choose only from the following options:
    Temporary Changes – Affects only the current fiscal year.
    Permanent Changes – Affects the current fiscal year <u>and</u> next fiscal year.
Balanced Amendment: Check this box to be alerted if the amendment is unbalanced.

B. Budget Amendment Lines

Scroll to **Budget Amendment Lines** to enter the budget increase and decrease details. If you used **Populate Existing Budget Lines**, locate the lines you wish to amend and enter the **Amount Change,** using these guidelines:

For <u>expense</u> budget (expenditures; ledger accounts beginning with 5 through 9):

To decrease an **expense** budget, enter a negative number (-112.00), a Credit.

To increase an **expense** budget, enter a positive amount (112.00), a Debit.

For <u>revenue</u> budget (incomes; ledger accounts beginning with 4)

To decrease a **revenue** budget, enter a positive number (112.00), a Debit.

To increase a **revenue** budget, enter a negative number (-112.00), a Credit.

If you did <u>not</u> **Populate Existing Budget Lines**, click the **+ (Add Row)** to add 1 line for each ledger account + worktag combination you want to increase or decrease. Enter the following for <u>each line</u>:

Period – Select the current fiscal year.
Ledger Account/Summary – Select the ledger account (e.g. 60110:Books).
Worktags – Enter the **Cost Center** (or another "driver" worktag category such as **Gift**).
Amount Change – Enter the increase or decrease amount per the above guidelines.
Note: For a cost center outside your security access, the <u>current</u> budget and spend columns will be blank. The amendment will route to that cost center manager for approval.
Attachments (optional) – Click the **Attachments** tab to upload a document.
When finished entering the amendment, click **Submit**. It will route to the first approver.

III. Approve a Budget Amendment

After the initiator submits the amendment, the standard approval workflow is:

- Gift Manager and/or Cost Center Manager(s)
- Division Manager (only if a transfer is made between two divisions)
- Budget Manager (Office of Budget and Planning)

Approvers receive items for approval in their Workday **Inbox**. In the left panel, click the item you wish to review. At right, **review** the "Description" and scroll down to review the budget line details, before taking any action. See action options on the next page.

Approvers can **Approve**, or **Send Back** to add comments on changes the requester needs to make, or select the ellipsis (3 dots) and choose **Deny** to terminate the request.

Approvers may also select **Add Approvers** to queue up the Division Manager as an additional approver. Select the Division Manager, then click **Submit.**

Add Approvers

The next step in the process will not happen until the additional approvals are done.

Additional Approvers ★   search   ☰

Comment   Division Manager   ›
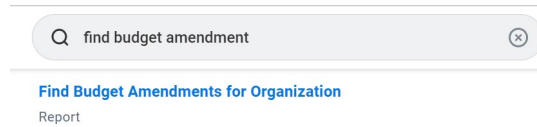
Submit   Cancel

New topic starts on the next page.

IV. Find Budget Amendments
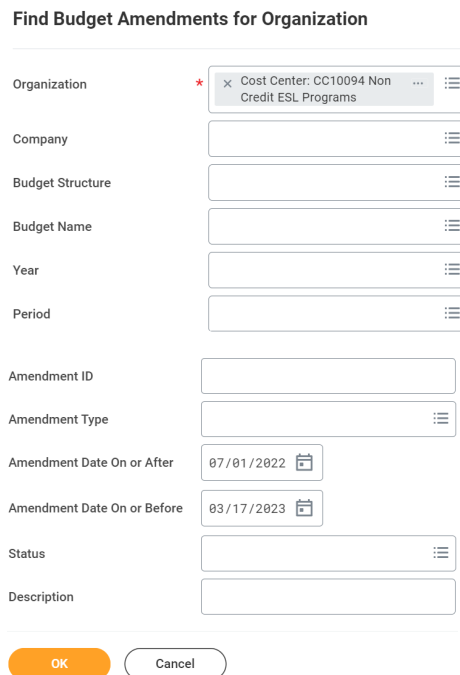
To find an existing budget amendment, enter the ID number, such as **BDA-00018238** in the main Workday search field.   If not you do not know the ID number, search for the task **Find Budget Amendments for Organization**.

Q   find budget amendment   ⊗

Find Budget Amendments for Organization
Report

For **Organization**, search **My Organizations** and select one of your cost centers. Division Managers can select their Division. Narrow your search using the other fields.

Find Budget Amendments for Organization

Organization	* ✕ Cost Center: CC10094 Non … ☰ Credit ESL Programs
Company	☰
Budget Structure	☰
Budget Name	☰
Year	☰
Period	☰
Amendment ID	
Amendment Type	☰
Amendment Date On or After	07/01/2022 📅
Amendment Date On or Before	03/17/2023 📅
Status	☰
Description	

OK   Cancel

Click **OK** and see which budget amendment(s) are listed. Note the **Status** of each.

- *Available* – approved, completed
- *Draft* – not submitted and open to editing by users with access
- *In Progress* – still not fully approved
- *Cancelled* – cancelled
- *Denied* – denied amendment

Find Budget Amendments for Organization ⋯ ⊹

Organization   Cost Center: CC10094 Non Credit ESL Programs   Amendment Date On or Before   03/13/2023

Amendment Date On or After   01/01/2023

1 item

Budget Amendme	Amendment ID	Budget	Budget Structure	Company or Company Hierarchy for Budget Amendment	Period	Status	Amendment Date	Amendment Type	Description	Total Debits	Total Credits
🔍	BDA-00018238	FY23 Operating Budget	01 – Operating Budget Structure - Child	Montclair State University	FY 2023 Annual (FY23 Operating Budget)	Available	02/13/2023	Temporary	to cover expenses related to student lab assistants and spring programming	16,600.00	16,600.00

Click the magnifying glass in the far-left column. **View Budget Amendment** displays, along with two tabs, **Budget Amendment Entries** and **Process History** (approvals).

View Budget Amendment   Budget Amendment: FY 2023 - 01 – Operating Budget Structure - Child on C

Company	Montclair State University
Budget Template	01 – Operating Budget Structure - Child : FY23 Operating Budget
Budget	FY23 Operating Budget
Organizing Dimension Type	(empty)
Amendment ID	BDA-00018238
Amendment Date	02/13/2023
Description	to cover expenses related to student lab assistants and spring programming
Amendment Type	Temporary
Balanced Amendment	Yes
Entry Type	Temporary Changes
Status	Available

Budget Amendment Entries   Process History

Budget Amendment Entries 6 items
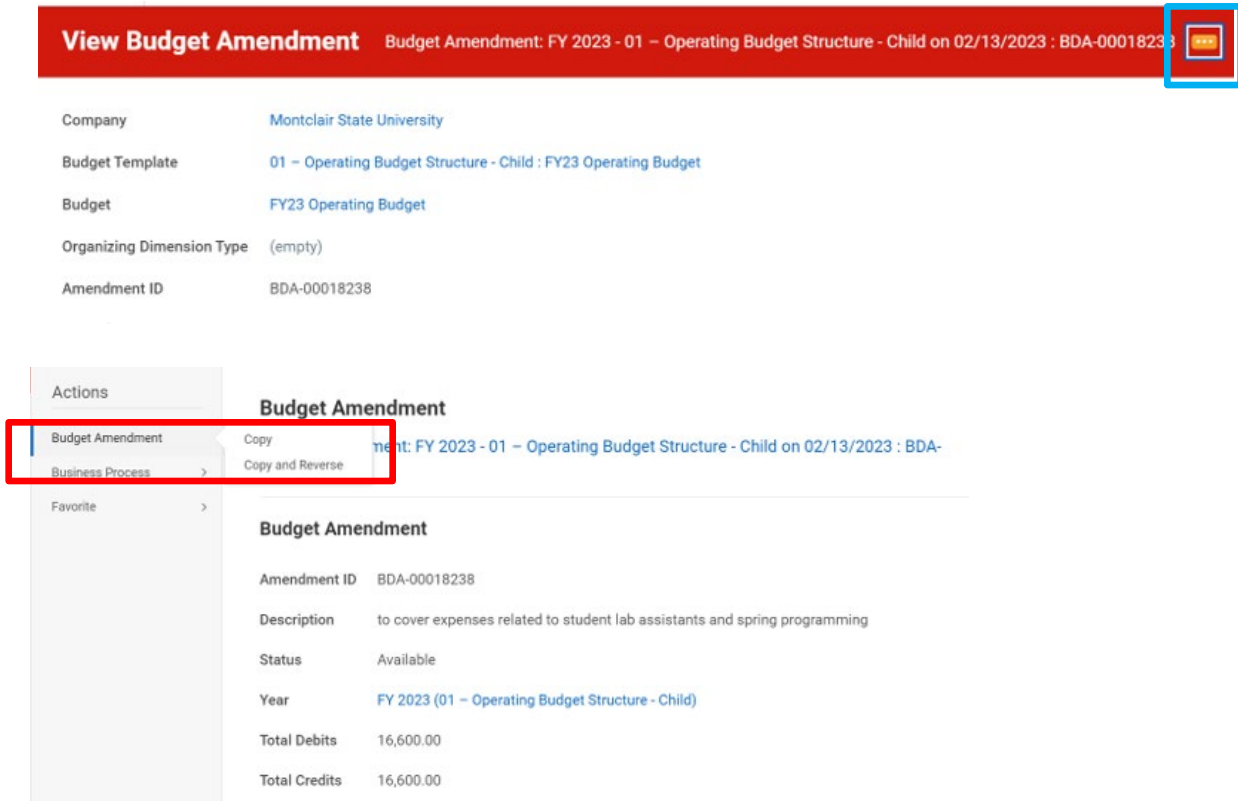
Period	*Ledger Account/Summary	*Worktags	Debit Amount	Credit Amount	M
FY 2023 Annual (FY23 Operating Budget)	66205:Internal Expense - Postage Chargeback	Cost Center: CC10094 Non Credit ESL Programs Division: D22 College of Humanities and Social Sciences Fund: F12 Self Supporting Fund Program: N12 Public Service	$0.00	$100.00	
FY 2023 Annual (FY23 Operating Budget)	60101:Materials & Supplies	Cost Center: CC10094 Non Credit ESL Programs Division: D22 College of Humanities and Social Sciences Fund: F12 Self Supporting Fund Program: N12 Public Service	$1,417.00	$0.00	
FY 2023 Annual (FY23 Operating Budget)	66201:Internal Expense - Parking	Cost Center: CC10094 Non Credit ESL Programs	$0.00	$2,000.00	

See *Copy, Copy and Reverse, Edit, or Cancel* instructions on the next page.

V.   Copy, Copy and Reverse, Edit, or Cancel

A. Copy, Copy and Reverse

See section IV to find a budget amendment that was previously completed. At the **View Budget Amendment** page click the ellipsis (3 dots) and select **Copy** if you want to simply repeat the same amendment. Or select **Copy and Reverse** which creates a duplicate and flips the debits and credits. Copy and reverse restores budget to where it was before the original budget amendment was done. **Note:** You *cannot* reverse a budget amendment if there is insufficient budget remaining in the budget pool.

With the new amendment opened, write a new **Description** and choose the **Amendment Type** (Temporary or Permanent). For **Copy and Reverse** the amendment type <u>must</u> match that of the one you are reversing. **Submit** for approval.

B. Edit a Budget Amendment

You can edit (make changes to) an amendment that is in **Draft** status (not submitted). First, see section IV. Find a Budget Amendment. Click the ellipsis of the appropriate amendment.   Select **Budget Amendment** and click **Edit** from the pop-up window.
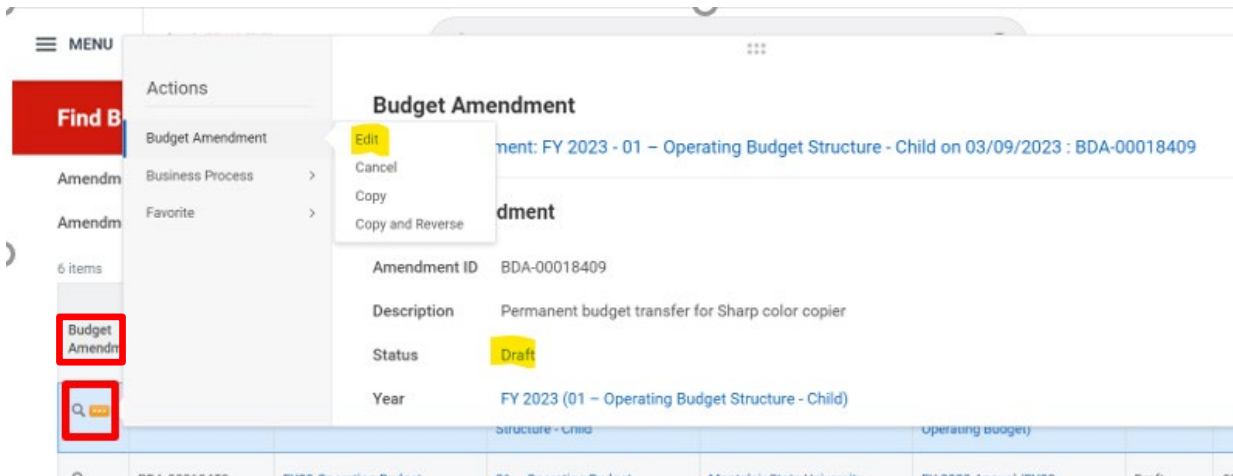
From the Edit Budget Amendment page, make the necessary changes and **Submit**.

C. Cancel a Budget Amendment

Budget Amendments can only be canceled if they are still in **Draft** or **In Progress** status. Find the budget amendment (see section IV). Click the 3 dots and select **Cancel**.

On the *Confirm Cancel Budget Amendment* screen, click **OK.**

New topic starts on the next page.

VI. Carryforward Budget Amendment

For self-supporting funds only, F11-F14 and F60-F61. Carryforward is available in the amount of *surplus* in the revenue center's prior year ending *net asset balance.* Carryforward is allocated as a current year <u>expense</u> budget increase. Follow section **II. Create and Submit a Budget Amendment.** However, include the following particulars:

In *Create Budget Amendment for Organization*, write a **Description** containing the word "carryforward" and a reason. Select **Temporary Changes** as the **Amendment Type**.

Company	Montclair State University
Budget Structure	01 – Operating Budget Structure - Child
Budget Name	FY20 Operating Budget
Years	FY 2020 - Fiscal Schedule
Currency	USD
Budget Start Date	07/01/2019
Budget	FY20 Operating Budget
Organizing Dimension Type	(empty)
Amendment Date	* 10 / 30 / 2019 🗓
Description	* 10/29/2019 carry-forward to cover sum
Amendment Type	* ✕ Temporary Changes ⧉ ☰
Entry Type	Temporary Changes
Balanced Amendment	☑

For **Budget Amendment Lines:**

Add a budget line for each **ledger account** needed (e.g. 70401 Equipment Expense). Select the **cost center** that generated the surplus, and enter **positive** amounts.

When the company is **MONTCLAIR,** add a line for ledger account **90005-Carryforward Reserve** and worktag **CC10714-Institutional Budget Reserve**. In the **Amount Change** field, enter a **negative** amount equal to the sum of the positive amounts in the other lines. Do <u>not</u> "Submit" the amendment.

When the company is **BLOOMFIELD,** add a line for ledger account **90001- General Reserve** and worktag **CC30714-Institutional Budget Reserve**. In the **Amount Change** field, enter a **negative** amount equal to the sum of the positive amounts in the other lines. Do <u>not</u> "Submit" the amendment. See instructions below.
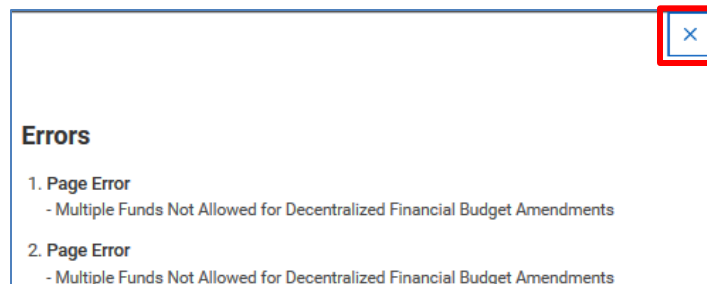
	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change
	▼	FY 2023 Annual (FY23 Operating Budget)	70401:Equipment Expense	Cost Center: CC10094 Non Credit ESL Programs; Division: D22 College of Humanities and Social Sciences; Fund: F12 Self Supporting Fund; Program: N12 Public Service	$0.00	$0.00	$0.00	0	4,800.00
	▲	FY 2023 Annual (FY23 Operating Budget)	90005:Carryforward Reserve	Cost Center: CC10714 Institutional Budget Reserve; Division: D19 Institutional; Fund: F10 Unrestricted Operating Fund; Program: N15 Institutional Support	($452,172.5	$0.00	($452,172.58)	1.061542	-4,800.00

Do not submit

Submit   Save for Later   Cancel

Important: You will <u>not</u> be able to submit the amendment. By design, the system will issue an **error** due to the use of multiple funds (e.g. F10 and F12).

Errors

1. Page Error
   - Multiple Funds Not Allowed for Decentralized Financial Budget Amendments
2. Page Error
   - Multiple Funds Not Allowed for Decentralized Financial Budget Amendments

Click **Save for Later** at the bottom of the budget amendment to place it in "Draft" status, and make note of the budget amendment number (**BDA-000____**).   **Email** the BDA number to budget@montclair.edu asking the Budget Office to process the carryforward.

New topic starts on the next page.

VII. Salary Savings Budget Amendment

Position budgets cannot be directly transferred to another ledger account. However, you can allocate the savings on a vacant position with a "salary savings" budget amendment. Follow section **II. Create and Submit a Budget Amendment**, but enter the following particulars:

In the *Create Budget Amendment for Organization* screen, enter a **Description**: "Use s*alary savings from position # _____ to backfill the vacancy for __ weeks, at ___ hours per week, at $___ per hour.*"   For **Amendment Type**, select **Temporary Changes**.

Company	Montclair State University
Budget Structure	01 – Operating Budget Structure - Child
Budget Name	FY20 Operating Budget
Years	FY 2020 - Fiscal Schedule
Currency	USD
Budget Start Date	07/01/2019
Budget	FY20 Operating Budget
Organizing Dimension Type	(empty)
Amendment Date	* 10 / 14 / 2019 📅
Description	* sal savings to cover PO123456 for 12 w
Amendment Type	* ☒ Temporary Changes ☰
Entry Type	Temporary Changes
Balanced Amendment	☑

Add line(s) for how the savings will be spent. For each line, select the ledger account (e.g. 55005-Temporary Employees). In the **Worktags** field, enter the cost center receiving the funds. For **Amount Change**, enter the increase as a **positive** number.

In the **Ledger Account Summary** field, search for and select **58006-Salary Savings**. In the **Worktags** field, enter the cost center of the vacant position. In the **Amount Change** field, enter the dollar amount equal to the total funding being requested. This should be entered as a **negative** number.

Budget Amendment Lines 2 items										
⊕	Order	*Period	Ledger Account/Summary	*Worktags	Restricted	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change
⊕ ⊖	▼ ▼	✕ FY 2020 Annual (FY20 Operating Budget)	✕ 55005:Temporary Employees	✕ Cost Center: CC10096 Anthropology Department ✕ Division: D22 College of Humanities and Social Sciences ✕ Fund: F10 Unrestricted Operating Fund ✕ Program: N10 Instruction	No	$0.00	$0.00	$0.00	0	15,000.00
⊕ ⊖	▲ ▲	✕ FY 2020 Annual (FY20 Operating Budget)	✕ 58006:Salary Saving	✕ Cost Center: CC10096 Anthropology Department ✕ Division: D22 College of Humanities and Social Sciences ✕ Fund: F10 Unrestricted Operating Fund ✕ Program: N10 Instruction	No	$0.00	$0.00	$0.00	0	-15,000.00

Submit   Save for Later   Cancel

Click the **Submit** button to process the request.

Alert

1. **Budget Amendment Lines (Row 2)**
   Edit this amendment line so that Total Budget is greater than or equal to Current Spend. You can still submit the amendment if you leave this amendment line as is.

The system will display an **alert** because of the negative budget in 58006. But you are deliberately creating this negative budget, so click the **Submit** button a second time to move past the alert. This budget amendment is now pending approval.

New topic starts on the next page.

VIII. Create Revenue and Expense Budget Amendments

Self-supporting cost centers (funds F11-14, 60-610) may increase their expense budget, when total actual revenue surpasses the total budgeted revenue. This requires **2** separate budget amendments: 1) the revenue budget, and 2) the expense budget.

A. Amendment 1: Revenue Budget

To create a revenue budget amendment, follow the steps in *Section II. Create a Budget Amendment*, with the below specific entries:

Select **01-Revenue Budget Structure-Child**.

Budget Structure * | × 01 – Revenue Budget Structure - Child ... ≣

Add a line for each type of revenue budget that needs to be increased. Make sure each line includes the appropriate **Revenue Category** in the Worktags column. Hint: Drill into the revenue actuals in report R002 to ensure you are selecting the correct revenue category. To *increase* a revenue budget, enter a **negative** number such as *-2,000.00* in the **Amount Change** column.
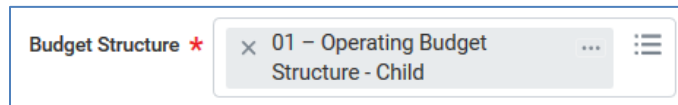
To balance the amendment, add a line for account **39005: Budget Transfer Balancing Account.** In the **Worktags** column, enter the cost center that has more revenue than budgeted. Use the drop-down menu in Worktags to select the **Revenue Category: RC0248 Budget Transfer Balancing.** In the **Amount Change** field, enter a **positive** number that is equivalent to the total of the revenue increases you entered in the other lines, such as *2,000.00*.

Budget Amendment Lines (2 items)

	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Amount Change in Base Currency	Total Budget
⊕⊖ ▼		× FY 2023 Annual (FY23 Revenue Budget)	× 42001:Educational Sales and Services	× Cost Center: CC10094 Non Credit ESL Programs; × Division: D22 College of Humanities and Social Sciences; × Fund: F12 Self Supporting Fund; × Program: N12 Public Service; × Revenue Category: RC0062 Educational Services	$0.00	$0.00	$0.00	0	-2,000.00	(2,000.00)	-2,000.00
⊕⊖ ▲		× FY 2023 Annual (FY23 Revenue Budget)	× 39005:Budget Transfer Balancing Account	× Cost Center: CC10094 Non Credit ESL Programs; × Division: D22 College of Humanities and Social Sciences; × Fund: F12 Self Supporting Fund; × Program: N12 Public Service; × Revenue Category: RC0248 Budget Transfer Balancing	$0.00	$0.00	$0.00	0	2,000.00	2,000.00	2,000.00

Click the **Submit** button to process the request. **Important:** Now enter the expense budget amendment. See instructions below. Both amendments must be submitted before either will be approved.

<h2 style="text-align:center; color:red;">B. Amendment 2: Expense Budget</h2>

Create an <u>expense</u> budget amendment in budget structure:

| Budget Structure * | × 01 – Operating Budget Structure - Child | ... | ☰ |

Add lines for each expense **ledger account** you will be spending against, as a result of the revenue increase. In the **Worktags** column, enter the same cost center that has the extra revenue and that was used in Amendment 1. In the **Amount Change** field, enter a **positive** number that is equivalent to the total revenue increase you entered in Amendment 1, such as *2,000.00*.

To balance the amendment, add a line for account **39005: Budget Transfer Balancing Account.** In the **Worktags** column, enter the same cost center that has the extra revenue and that was used in Amendment 1. In the **Amount Change** field, enter an equivalent **negative** number; in this case *-2,000.00*.

Budget Amendment Lines
2 items

	Order	*Period	Ledger Account/Summary	*Worktags	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Amount Change in Base Currency	Total Budget
⊕⊖ ▼		× FY 2023 Annual (FY23 Operating Budget)	× 60101:Materials & Supplies	× Cost Center: CC10094 Non Credit ESL Programs × Division: D22 College of Humanities and Social Sciences × Fund: F12 Self Supporting Fund × Program: N12 Public Service	$1,483.00	$766.85	$716.15	134.861767	2,000.00	2,000.00	3,483.00
⊕⊖ ▲		× FY 2023 Annual (FY23 Operating Budget)	× 39005:Budget Transfer Balancing Account	× Cost Center: CC10094 Non Credit ESL Programs × Division: D22 College of Humanities and Social Sciences × Fund: F12 Self Supporting Fund × Program: N12 Public Service	$0.00	$0.00	$0.00	0	-2,000.00	(2,000.00)	-2,000.00

Click the **Submit** button to process the request. Budget Office will confirm that a corresponding revenue budget amendment has been submitted.

After both the amendments are approved, you will be able to see the increase in the cost center's revenue budget and an equal increase in the expense budget.