Finance: Budget Amendment

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Budget Amendment

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Account Inquiry

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Amended Budget/General Ledger Inquiry - FIN8200

Finance > Budget Amendment > Account Inquiry > Amended Budget/General Ledger Inquiry

This tab is used to perform the following functions:

- Review the balances on individual amended budget/general ledger accounts or groups of amended budget/general ledger accounts.
- View a detail of the amended budget/general ledger account or just the balances in a summary view of the account.
- View amended budget/general ledger records by page or by printing.

Perform an inquiry:

❑ Select one of the following report types:

- **Detail**
- **Summary**
- **Totals**

Field	Description
Account Code	Type an account code in each of the account code field components. Click ⋮ to select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved. For example, if you want a summary of all payroll accounts for campus 001, the account mask would look like the following: XXX-XX-61XX-XX-001-XXXXXX

❑ Click **Retrieve** to process the inquiry. The inquiry is displayed.

Other functions and features:

Print	Click to print the report. Review the report.
Reset	Click to clear the account code and return to the default setting (all Xs).

Amended Budget Inquiry - FIN8200

Finance > Budget Amendment > Account Inquiry > Amended Budget Inquiry

This tab is used to perform the following functions:

- Review the balances on individual amended budget accounts or groups of amended budget accounts.
- View a detail of the amended budget account or just the balances in a summary view of the amended budget account.
- View amended budget records by page or by printing.

Perform an inquiry:

❑ Select one of the following report types:

- **Detail**
- **Summary**
- **Totals**

Field	Description
Account Code	Type an account code in each of the account code field components. Click ⋮ to select which account codes you want included in the mask. The account code components are displayed as a mask with all Xs. Fill in the digits that are used during the selection process, and only those account codes that match the ones specified are retrieved. For example, if you want a summary of all payroll accounts for campus 001, the account mask would look like the following: XXX-XX-61XX-XX-001-XXXXXX

❑ Click **Retrieve** to process the inquiry. The inquiry is displayed.

Other functions and features:

Print	Click to print the report. Review the report.
Reset	Click to clear the account code and return to the default setting (all Xs).

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Approve Budget Amendment - FIN8025

Finance > Budget Amendment > Approve Budget Amendment

This page is used to retrieve, return, and approve budget amendments that have been submitted through the workflow process as set up in the District Administration application. The page consists of three sections: amendment information, detail information, and summary information.

Approve a budget amendment:

Retrieve an existing record.	Type the amendment number, if known, using a maximum of six characters. If numeric values only are used, the system zero-fills the number to six digits when the user enters a partial amendment number and tabs out of the field (e.g., the user entered 123, the system zero-fills the field to 000123). If alphanumeric values are used, the system does not zero-fill the amendment number to six characters (e.g., the user entered ABC2, the amendment number remains ABC2). Click **Retrieve**. The amendment numbers are displayed. If the amendment number is not known, click Directory.

Under **Amendment Information**, the Budget Amendment Maintenance fields are displayed.

❏ Click **Path** to display the approval path, which allows you to insert an approver. Only users who are set up on the Security Administration > Manage Users page with an employee number are displayed in the autosuggest drop down.

❏ Select **Board Approval Required** to prevent the amendment from automatically posting to Finance when the amendment is approved by the final approval (as set up in District Administration). When **Board Approval Required** is selected, you must manually post the amendment transaction to the Finance > Budget Amendment > Post to General Ledger page.

❏ Click **Return** to disapprove the amendment and return the amendment to the originator.

❏ Click **Skip** to continue to the next amendment without returning or approving it.

❏ Click **Approve** to approve the amendment and forward the amendment to the next approver in the path. If you are the last approver, the Budget Amendment Post to General Ledger pop-up window opens.

❏ Indicate the applicable options and click **Post**. Otherwise, click **Cancel**.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
Print	Click to print data. Review the report.

🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Documents	[View or attach supporting documentation.](#)

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Budget Amendment Inquiry - FIN8050

Finance > Budget Amendment > Budget Amendment Inquiry

This page is used to view the status of each amendment that has been saved, returned, pending approval, or approved. All amendment information on this page is display only and cannot be modified. You are only able to view amendments that are in the approval path that you created or pending your approval.

Perform a budget amendment inquiry:

Perform an inquiry.	Amendment Nbr	Type an amendment number. The field can be a maximum of six characters. Amendment numbers can be alphanumeric. If only numeric values are used, the field is zero-filled to equal six digits when a partial amendment number is entered and you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled to equal six characters (e.g., you entered ABC2, the amendment number remains ABC2). **Note**: Each amendment number entered is validated against existing journal voucher numbers and amendment numbers. If the amendment number entered already exists as either an amendment number or a journal entry number in Finance, the duplicate amendment number cannot be used. Another amendment number can be entered.
	Amendment Number Description	Type a description for the amendment. The description can be a maximum of 30 characters.
	Amendment Status	Click ⌄ to select an amendment status.
	From Date	Type the beginning pay date in the MMDDYYYY format for which the inquiry is being conducted.
	To Date	Type the ending pay date in the MMDDYYYY format for which the inquiry is being conducted.
	Click **Retrieve**. The amendment information is displayed.	

Under **Amendment Information**, the fields are display only.

❑ Click 🔍 to view additional information for an amendment.

Under **Detail Information**, the fields are display only and indicate the account code transactions that were created for the selected amendment.

Under **Approval Information**, the fields are display only and indicate the amendment approval path, which includes historical, current, and future approvers.

Other functions and features:

Print	Click to print data. Review the report.
Documents	View or attach supporting documentation.

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Budget Amendment Maintenance - FIN8000

Finance > Budget Amendment > Budget Amendment Maintenance

This page is used to retrieve, create, save, or delete budget amendments that have been created by the originator or returned by an approver for further modification. The page consists of three sections: amendment information, detail information, and summary information.

When posting transactions on the Budget Amendment Maintenance page, enter an account code in the detail section, and then tab out of the field after making the entry to update the summary account code information.

If you are unable to add a budget amendment on this page, reference the **Amendment Cutoff Date** on the Finance > Tables > District Finance Options > Finance Options tab. The **Amendment Cutoff Date** indicates the final date that budget amendment requests can be created.

Retrieve or create an amendment:

Add			Retrieve an existing record.	Type the amendment number, if known, using a maximum of six characters. If numeric values only are used, the system zero-fills the number to six digits when the user enters a partial amendment number and tabs out of the field (e.g., the user entered 123, the system zero-fills the field to 000123). If alphanumeric values are used, the system does not zero-fill the amendment number to six characters (e.g., the user entered ABC2, the amendment number remains ABC2). Click **Retrieve**. The amendment numbers are displayed. If the amendment number is not known, click Directory.
	Click to add an amendment. Budget amendments can only be created in file ID C. This button is disabled for all prior year file IDs.	OR		

❑ Under **Amendment Information**:

Field	Description
Amendment Nbr	Type an amendment number. The field can be a maximum of six characters. Amendment numbers can be alphanumeric. If only numeric values are used, the field is zero-filled to equal six digits when a partial amendment number is entered and you tab out of the field (e.g., you entered 123, the field is zero-filled to 000123). If alphanumeric values are used, the field is not zero-filled to equal six characters (e.g., you entered ABC2, the amendment number remains ABC2). **Note**: Each amendment number entered is validated against existing journal voucher numbers and amendment numbers. If the amendment number entered already exists as either an amendment number or a journal entry number in Finance, the duplicate amendment number cannot be used. Another amendment number can be entered.
Amendment Number Description	Type a description for the amendment. The description can be a maximum of 30 characters.
Originator	The name of the user currently logged on to the system is displayed.
Campus/Dept	Type the name of the campus and department submitting the amendment transaction. As you type the data, a drop-down list of first approver campuses is displayed. Select the campus/department. This is a required field. This field only displays on the page when **Allow for Approval Process** is selected on the Tables > District Finance Options page.
Board Approval Required	Select to prevent the amendment from automatically posting to Finance when the amendment is approved by the final approval (as set up in District Administration). If selected, you must manually post the amendment transaction to the Finance > Budget Amendment > Post to General Ledger page.
Note	Click to add or read a note for the amendment. An amendment notes pop-up window opens. The text is in the standard font if there are no amendment notes entered. If there is a paper clip next to the button, an amendment note exists. In the amendment notes pop-up, type comments, additional justification, or instructions about the amendment transaction. Click **OK** to save the amendment notes and close the pop-up. Otherwise, click **Cancel** to close the pop-up without saving the note.

❑ Under **Detail Information**:

- Click **+Add** to add a transaction.
- Click 🔍 to view additional information for a transaction.

Account Code	Type an account code. As you type the data, a drop-down list of corresponding data is displayed. Select an account code from the list.
Description	The account description from the chart of accounts is displayed. The **Description** field can only be modified if **Allow Account Creation** is selected in the District Administration application.
Reason	If a description exists in the **Amendment Number Description** field, the description automatically displays in the **Reason** field. You may change the reason. The reason can be a maximum of 30 characters.

Increase/Decrease Amt	Type a number which increases or decreases the general ledger for the selected account code. The current account code information is displayed in the summary page. The translation of how increases/decreases become debits/credits is as follows: 	Class Object	Increase	Decrease	 |---|---|---| 	**3XXX**	Credit	Debit	 	**5XXX or 7XXX**	Debit	Credit	 	**6XXX or 8XXX**	Credit	Debit	
Trans Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.
User ID	The name of the user who created the transaction is displayed. Users are created in the Security Administration application. If a pending transaction overdraws an account, an error is generated to alert the user of the overdrawn condition for the specific account.

❑ Under **Summary Information**, the account code transactions for all account codes that have been entered for the specified amendment are summarized.

❑ Click **Save**. If the total debit plus credit amounts do not equal zero, a warning message is displayed.

❑ Click **Submit** to submit the amendment for approval. An amendment cannot be submitted if **Allow for Approval Process** is not selected on the District Finance Options > Finance Options tab and the amendment's funds are not in balance.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.
+Add	Click to add a row to the grid or press ALT+1. **Note**: When using ALT+1 to add a new row to the grid, you must use the 1 key on the keyboard, not the 1 key on the numeric keypad.
Print	Click to print data. Review the report.
🗑	Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. Click **Save**.
Documents	View or attach supporting documentation.

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Delete Amendments

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Amendment Number - FIN8300

Finance > Budget Amendment > Delete Amendments > Amendment Number

Amended budget transactions are posted in an amended transaction table maintained by the system. This tab allows you to delete a specific range of budget amendment transactions. General ledger transactions are not deleted. This function allows you to delete posted and/or unposted amended budget transactions and any related comments you may have attached to them. This process is usually performed at the beginning of the new school year in order to delete the prior year funds.

Delete a fund by amendment number:

❏ Under **Amendment Number Range**:

Field	Description
From	Type the beginning budget amendment transaction number that is to be deleted. The field can be a maximum of six digits. By default, this field is set to 000000.
To	Type the ending budget amendment transaction number that is to be deleted. The field can be a maximum of six digits. By default, this field is set to 000000.

❏ Under **Delete Options**:

Posted Amendments	Select to delete posted amended budget transactions (if any exist) for this file ID only.
Unposted Amendments	Select to delete unposted amended budget transactions (if any exist) for this file ID, in addition to the transactions in the amended transaction table from any funds selected in the left panel of the page.

❏ Click **Execute** to execute the process. The Delete Amended Budget report is displayed. Review the report.

❏ Click **Process** proceed. Otherwise, click **Cancel** to return to the Delete Amendments page.

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Post to General Ledger - FIN8100

Finance > Budget Amendment > Post to General Ledger

This page is used to post the final approved budget amendment to the general ledger. This transfers account information in the amendment table to the general ledger in the Finance application for all accounts with an increase or decrease to the budget amount. Amendment journal entries are created for each account with an increase or decrease amount. Once the amendment has been approved and no additional changes are required, the changes must be posted to the general ledger. The posting process performs two separate functions:

- Adds all account numbers and descriptions from the amendment journal table to the chart of accounts if the accounts do not currently exist in the chart of accounts.
- Creates budget amendment journal entries for each account with an increase or decrease. These values are added to or subtracted from the estimated revenue/appropriations field for each account.

After the posting process is complete, print the general ledger reports for the funds (e.g., general journal). The reports allow you to verify that the values have been transferred correctly. Entries are made only for those accounts with an increase or decrease.

Post an amendment to the general ledger:

❏ Under **Accounting Period**, select the general ledger period in which to post.

Field	Description
Current	Selected by default if **Current Accounting Period Close** is not selected on the District Finance Options > Accounting Periods tab.
Next	Selected by default if **Current Accounting Period Close** is selected on the District Finance Options > Accounting Periods tab.

❏ Under **Options**:

Capture As Original Budget	Select if the posting needs to be captured in the original budget. The entries being posted will change the original budget values currently seen on the Budget Amendment > Budget Amendment Maintenance page for those accounts being changed.
Auto Assign JV Number	If **Use Automatic JV Number Assignment** is not selected on the Tables > District Finance Options > Finance Options tab, this field (also known as the journal entry number) is not enabled. If **Use Automatic JV Number Assignment** is selected on the Tables > District Finance Options > Finance Options tab, then **Auto Assign JV Number** is automatically selected, and **Post to General Ledger Amendment Number** displays AUTO. When executed, AUTO is replaced with the next available journal voucher number. If the journal entry number exists in Finance, the entry is not posted. You have the option to clear the Auto Assign JV Number field, which enables the **Post to General Ledger Amendment Number** and displays the original journal voucher number to modify or use to post to the general ledger.

Transaction Date	The current system date is displayed by default, but it can be modified. If it is modified, all new transactions default to the last transaction date that was entered.

Under **Amendment Nbrs Available**, if the **Note** button is italicized, an amendment note exists for the amendment transaction.

❏ Click **Note** to display the notes. The amendment notes cannot be modified.

❏ Use the following buttons to select which amendment numbers to place under Post to General Ledger:

 - Click to move selected entries from the left side to the right side of the page.

 - Click to move all entries from the left side to the right side of the page.

 - Click to move selected entries from the right side to the left side of the page.

 - Click to move all entries from the right side to the left side of the page.

❏ Under **Post to General Ledger**:

- If **Use Automatic JV Number Assignment** is not selected on the Tables > District Finance Options > Finance Options tab, the **Post to General Ledger Amendment Number** field is set to the amendment number selected and can be modified.
- If **Use Automatic JV Number Assignment** is selected on the Tables > District Finance Options > Finance Options tab, the **Post to General Ledger Amendment Number** field displays AUTO. When executed, AUTO is replaced with the next available amendment number.
- The **Post to General Ledger Amendment Number** becomes the journal voucher number in Journal Budget.

❏ Click **Execute** to execute the process. The system validates for duplicate amendment numbers and displays an Amended Budget Post Listing report. Review the report.

An error report is displayed if the amendment is not balanced. The report lists the amendments, funds, and amounts. Review the report.

- Click **Continue** to continue processing, and the system will automatically create a balancing entry. Or, click **Cancel** to cancel processing, and no amended budget accounts are moved to the general ledger.
- If you click **Continue** from the error report, the Amended Budget Post to General Ledger/Amended Budget Post Listing is displayed. The Amended Budget Post to General Ledger that is composed of two or three reports is displayed depending on whether the funds were in balance when the amendments were submitted.
- If the funds were in balance when submitted, the Amended Budget Post Listing and General Journal are created.

- If the funds were not in balance when submitted, the Account Change Notifications is displayed before the Amended Budget Post Listing and General Journal.

The translation of how increases/decreases become debits/credits is as follows:

Class Object	Increase	
3XXX	Credit	Debit
5XXX or 7XXX	Debit	Credit
6XXX or 8XXX	Credit	Debit

❏ If the report is correct, click **Process** to post the selected accounts to the general ledger. When **Process** is clicked, either the estimated revenues, appropriations, or balance columns are updated based on the account class and the accounting period. Otherwise, click **Cancel** to return to the Post to General Ledger page without moving the accounts.

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