

Budget Amendments



Budget Amendments

Job Aid for Cost Center Accountants

Last Updated: 21 Jun 2024

 For more information about this job aid, please contact budget@uni.edu

Overview

This process is used to amend the current budget. Amendments can be temporary or permanent. All general fund budget amendments must be balanced before they can be submitted. The process can be initiated by Cost Center Accountants.

Process Flow

Create Budget Amendment > Cost Center Manager(s) > Budget Manager

Key Terminology

Workday Term	Legacy Term	Definition
Ledger Account	Object Code	Defines the type of revenue or expense
Cost Center Accountant		Role used to initiate Accounting Adjustments, Accounting Journals and Budget Amendments. All Cost Center Managers and Cost Center Financial Analysts have this role

Create Budget Amendment for Organization

Step 1: Select the **UNI Financials** application.

Step 2: Click **Reports/Tasks**.

Step 3: Click **Create Budget Amendment for Organization**.

Create Budget Amendment for Organization ✕

Organization *

Budget Structure *

Company *

Budget Name *

Populate Existing Budget Lines

Ledger Account/Summary

Worktags

Budget Period

Step 4: Organization: Enter or select your **Cost Center**.



Note: This does not impact the budget lines you can select on the amendment lines.

Step 5: Budget Structure: Select either **General Fund Budget** or **Non General Fund Budget**.

Step 6: Company: Select **University of Northern Iowa**.

Step 7: Budget Name: Select the Fiscal Year.

Step 8: Worktags: Select all of the Cost Centers impacted with budget amendment. This is necessary to see current budget amounts.

Step 9: Once all of the Cost Centers have been selected, click **OK**.

Budget Amendment Total 0.00 USD	
Company	University of Northern Iowa
Budget Structure	General Fund Budget
Budget Name	FY2024 - General Fund Budget
Years	FY2024 - YE Jun
Currency	USD
Budget Start Date	07/01/2023
Budget	FY2024 - General Fund Budget
Organizing Dimension Type	(empty)
Amendment Date	* 05/16/2024 
Description	* <input type="text"/>
Amendment Type	* <input type="text"/> 
Entry Type	(empty)
Balanced Amendment	<input checked="" type="checkbox"/>

Step 10: The **Amendment Date** will default to the current date but can be updated to post to an open period.

Amendment Date	* 05/20/2024 
Description	* <input type="text"/>
Amendment Type	* <input type="text"/> 

Step 11: Enter a **Description** for the budget amendment.

Step 12: Amendment Type: Select **Permanent** or **Temporary**.

Update Budget Amendment Lines

Step 1: Locate the budget line you would like to update.

Step 2: Scroll to the right to see current budget amounts.

Step 3: To increase the budget, enter a positive amount in **Amount Change**. To decrease the budget, enter a negative number in **Amount Change**.

Step 4: Update the **Memo** field to provide a description or reason for the amendment.

Add Additional Lines

Step 1: To add additional lines to the Budget Amendment Lines, click the  on the header.

Step 2: Click in **Period** to select the correct fiscal year.

Step 3: Ledger Account/Summary: Select a **ledger account**.



Note: 60000 can be used to budget for supplies and services.

Step 4: If amending an employee line, enter **Employee**.



Note: If an **Employee** is selected, their default **Cost Center**, **Fund**, and **Functional Classification** will automatically populate.

Step 5: If amending a lump-sum or supplies & services budget enter or select a **Cost Center**.

Step 6: Review the **Fund** and update if necessary.

Step 7: Review the **Functional Classification** and update if necessary.

Step 8: (Optional) Click **Additional Worktags** to select a **Program**, or **Activity**.

Step 9: To increase the budget, enter a positive amount in **Amount Change**. To decrease the budget, enter a negative number in **Amount Change**.

Step 10: Enter a description or reason for the amount in the **Memo** field.

Step 11: Repeat steps 16-25 as needed.

Step 12: Scroll to the top of the page and review the **Budget Amendment Total**. If the amount is \$0.00, the budget amendment is balanced.



Note: *General Fund Budget Amendment must be balanced.*

Step 13: Scroll to the bottom of the page and click **Submit**.

What Happens Next

The Budget Amendment will now go through the approval process. You can view the status of the business process at any time by clicking on My Tasks>Archive>Process.

Report - Find Budget Amendments for Organization

To view budget amendments for your organization:

Step 1: In the search bar, enter **Find Budget Amendments for Organization** and select the report.

Find Budget Amendments for Organization ✕

Organization	*	<input type="text"/>	:≡
Company		<input type="text"/>	:≡
Budget Structure		<input type="text"/>	:≡
Budget Name		<input type="text"/>	:≡
Year		<input type="text"/>	:≡
Period		<input type="text"/>	:≡
Amendment ID		<input type="text"/>	
Amendment Type		<input type="text"/>	:≡
Amendment Date On or After		MM/DD/YYYY	
Amendment Date On or Before		MM/DD/YYYY	
Status		<input type="text"/>	:≡
Description		<input type="text"/>	

Step 2: Select the **Organization**.

Step 3: To narrow your search, enter or select additional fields.

Step 4: Click **OK**.

Step 5: Review the list of Budget Amendments.

Step 6: To view the details, click the magnifying glass to the left of the budget amendment you would like to view.