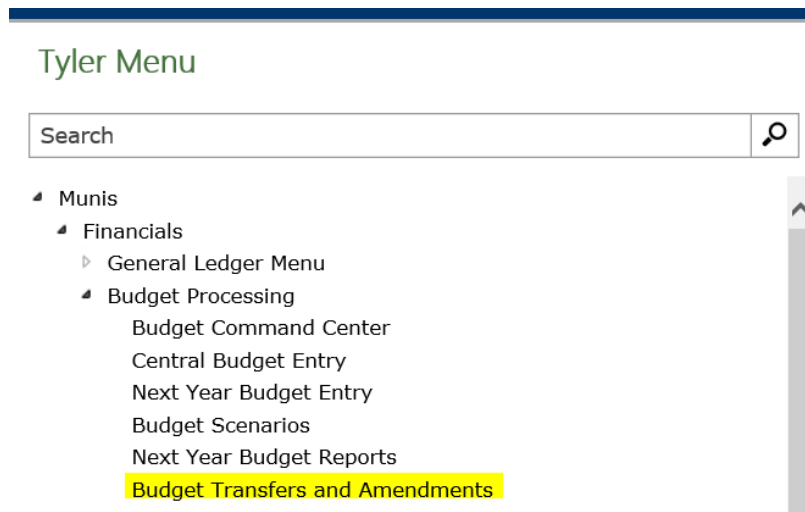


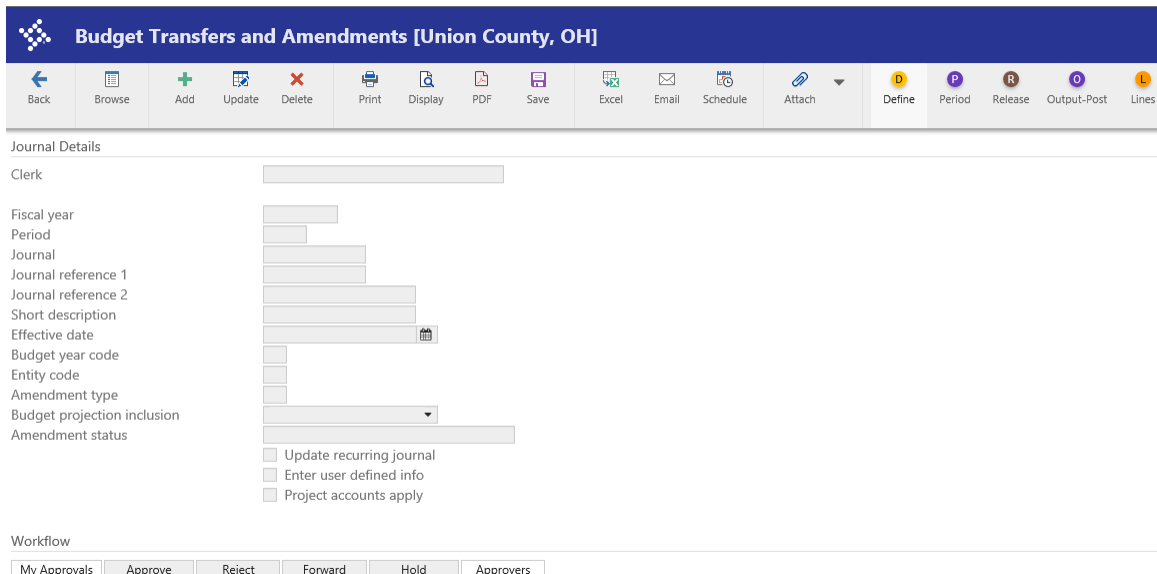
Budget Transfers – Appropriation or Revenue transfers between object codes **within the same fund**.

Budget Amendments – Increasing or Decreasing a specific org and object code to increase or decrease a budget.

1. *Financials > Budget Processing > Budget Transfers and Amendments*



2. To add a record, Click Add.



Journal Fields

FISCAL YEAR: This will default to the current year. Do not change this.

PERIOD: This will default to the current period. Do not change this.

JOURNAL: This number is automatically assigned to the journal using the next available number from Journal Number Control. **Access to this field is unavailable** when adding a transaction.

JOURNAL REFERENCE 1: Enter a reference/description (not a required field, for your information)
Example: RC for Revenue Change or AC for Appropriation Change

JOURNAL REFERENCE 2: Enter a reference/description (**not a required field**, for your information)

SHORT DESCRIPTION: This field is required; enter an abbreviated description of the journal you are entering. This is the field that will print on reports.

EFFECTIVE DATE: The effective date of the transaction. The field will default to today's date. **Do not change this.**

BUDGET YEAR CODE: Choose 1 for current year.

ENTITY CODE: There is no access to this field when adding a transaction. The default is 1.

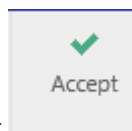
AMENDMENT TYPE (Union County only has 2 options):

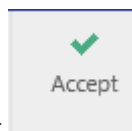
- **Choose 1** if you are transferring between two object codes within the same fund (expense to expense or revenue to revenue). The net amount must equal zero.
- **Choose 3** if you are making a budget amendment. This allows an increase or decrease to one side.

BUDGET PROJECTION INCLUSION: Continuing is the default. Do not change this.

AMENDMENT STATUS: **This is a display only field.** The list of possible options is as follows:

- Held: The initial status of the added journal.
- Unbalanced: Displays if the journal is not in balance. Unbalanced journals cannot be released.
- Pending Approval: The journal is released and pending workflow approval.
- Approved: The journal has been approved using the workflow process or the Budget Approvals program.
- Error: An error has occurred in the workflow process. (See the Workflow help content for more information on workflow functionality.)
- **Do not check any of the check boxes.**



3. When complete, click . You will be brought to the **LINES** screen. On this screen you will enter the account information.

Budget Amendment Detail Lines												
Back	Accept	Cancel	Search	Add	Delete	Org Budget	User Defined	View Budget				
Journal												
Journal 2021/08 398 Ref Desc office sup Eff Date 08/06/2021												
Journal Lines												
Line	T	Project String	Project Desc	Org	Object	Project	Description	Comment	Ref 1	Eff Date	I/D	Amount
1	E									08/06/2021		

Enter your **Org, Object and Project** Codes (enter Project Code only if applicable).

Enter a **DESCRIPTION** of the transfer. The description entered becomes part of the detail transaction. If you would like to add more than fits this field, click the *Add'l Description* option.

EFF DATE: This is brought forward from the *Journal Details* screen.

I/D: Enter I if you are increasing the budget of this account, enter D if you are decreasing the budget of this account.

AMOUNT: Enter the amount of the budget increase or decrease. Enter a value up to 9,999,999,999.99. Do not enter a dollar sign or commas; if the transaction is a whole dollar amount, do not enter the decimal point. You cannot enter a negative value. You may not transfer more budget from an account than the current budget. You will receive a second line to enter your next account (by default MUNIS will give you the same ORG, OBJECT and Project, you can type right over it).

4. After all lines have been entered, click the **Accept** button  to complete the entry.

You will remain on the **LINES** screen. You may click , to return to the *Journal Detail* Screen when you are finished.

Other options within the **LINES** screen:



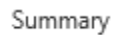
Delete Will delete a line item



Browse Displays all lines in the standard browse format. You may choose a specific line to UPDATE.



Update Will allow you to change information on a line item.




Summary Will give you the sum (increases & decreases) for the budget transfer by fund.

5. To release your budget transfer or amendment

From the *Journal Details* Screen (1st screen):

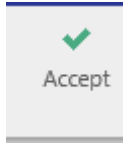
Click on the **Release** command from the Action Menu. Releasing this transaction initiates the Budget Transfer & Amendments Approvals workflow process.

If you need to make corrections, click on the **Lines** command from the Action Menu to get to the **LINES** screen.

Click on the Browse button  Browse to view all lines & select the line to be changed.



Click on the **Update** button Update to make your changes.



Click the Accept button to accept/save the changes made.

Click on File, and then Exit to return to the **Journal Detail** Screen (1st screen).