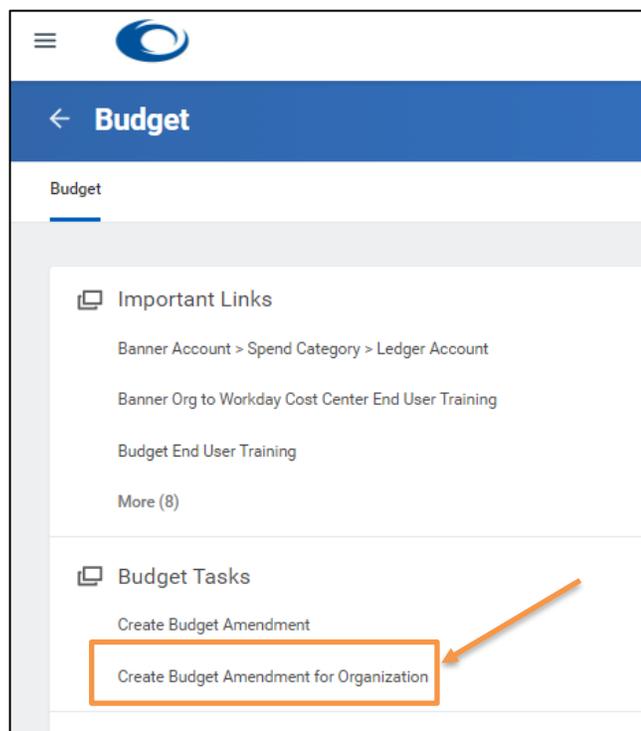
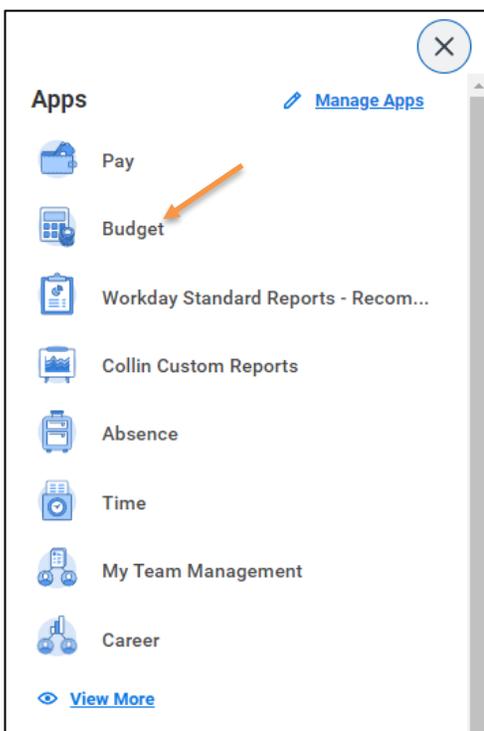
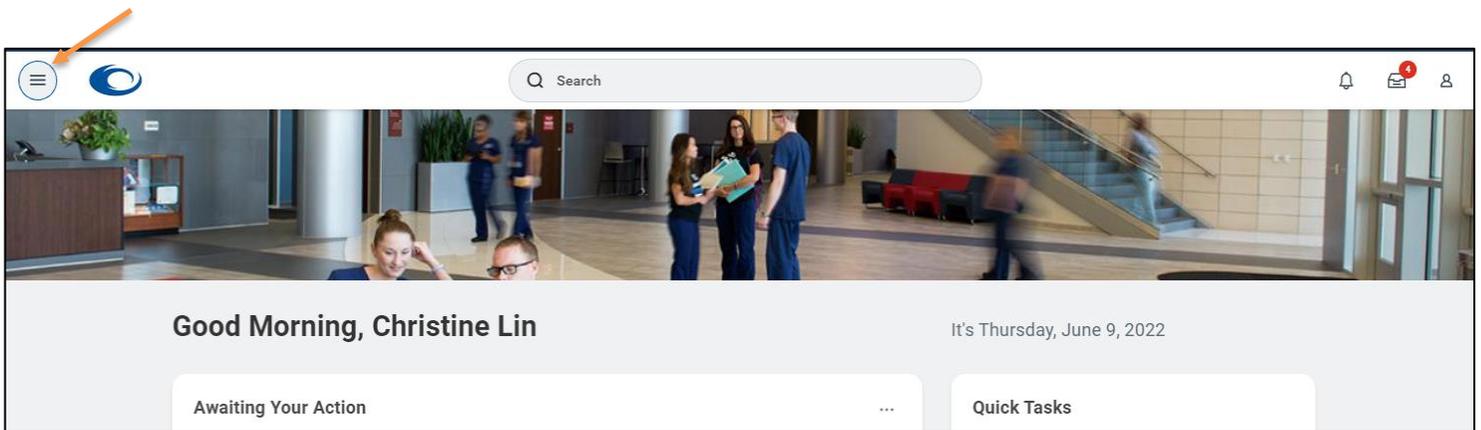


Budget: Create Budget Amendment for Organization

The **Create Budget Amendment for Organization Task** replaces the **Budget Adjustment** task previously performed in Finance self-service (Banner).

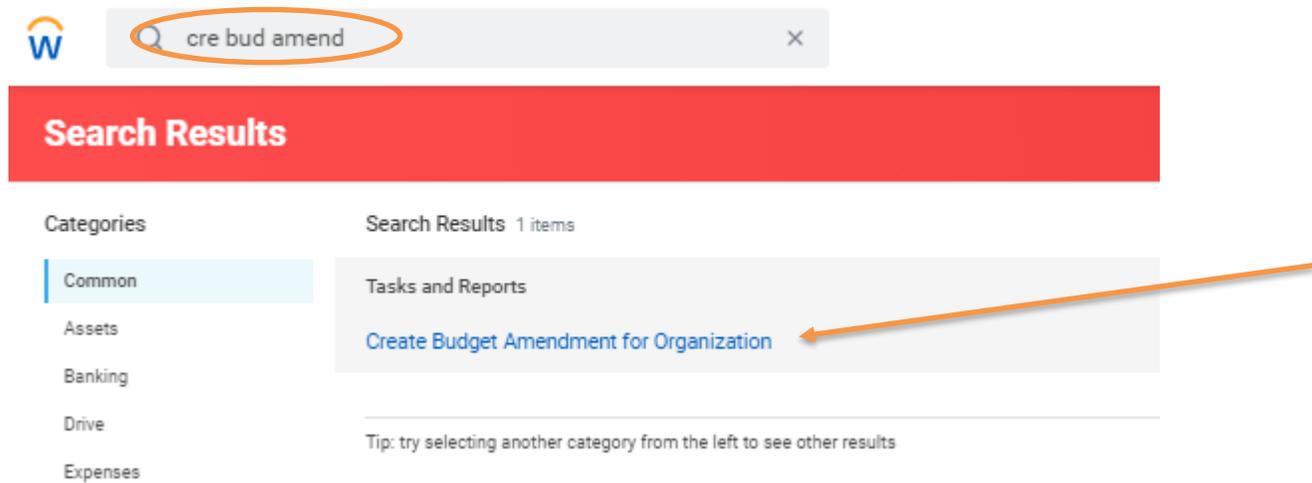
This task may be accessed by the **Budget dashboard** on the **Workday homepage** and then clicking on the appropriate task.

To access the **Budget dashboard**, click on the **Global Navigation button** (3 horizontal lines), and then click **Budget** under **Apps**.



Budget: Create Budget Amendment for Organization

Alternatively, you may type the first few letters of the task into the search bar at the top of the Workday page to bring up a list of tasks and choose the appropriate task.



The screenshot shows the Workday search interface. At the top left is the Workday 'W' logo. To its right is a search bar containing the text 'cre bud amend' with a magnifying glass icon on the left and a close 'x' icon on the right. Below the search bar is a red header bar with the text 'Search Results'. On the left side, there is a 'Categories' list with 'Common' selected. The main search results area shows 'Search Results 1 items' and a single result under the 'Tasks and Reports' category: 'Create Budget Amendment for Organization'. An orange arrow points to this result. Below the results is a tip: 'Tip: try selecting another category from the left to see other results'.

Budget: Create Budget Amendment for Organization

Please keep in mind that Workday uses pooled budgeting for budget checking. This means that Workday looks at the total budget available in all accounts at the Parent Level controlled by the individual Cost Center to determine budget availability for a requisition.

Budget Checking in Workday

All requisitions and invoices in Workday will check for budget availability at the “Parent” structure level.

Example:

Supplies	\$200	Child Level
Travel	\$500	Child Level
Events	\$100	Child Level
Total Budget Available For Budget Checking	\$800	Parent Level
Utilities	\$600	Child Level
Total Budget Reserved for Utilities	\$600	Parent Level
Total Available Budget	\$1,400	Parent Level

- An Administrative Assistant enters a requisition to office supplies for \$300.
- Banner/CougarMart would reject the requisition for insufficient budget and a budget adjustment would need to be made to move \$100 to the Supplies account.
- Workday will not reject the requisition. Workday will budget check at the “Parent” level and the total available budget is \$800.
- Certain ledgers are not included in the pooled budgets for budget checking. Examples include utilities, insurance, capital and salaries.

Pooled budgeting is within one Cost Center only. Workday will not consider other Cost Centers within a reporting hierarchy. For example, if a Dean has multiple Cost Centers, Workday will not pool all Cost Centers under that Dean for budget checking. It will only pool the accounts within a specific Cost Center.

Budget: Create Budget Amendment for Organization

1. **Create Budget Amendment for Organization** – access the **Create Budget Amendment for Organization Task** through the **Budget dashboard** or by typing the task in the **Search bar**.

Organization: You may enter your home Cost Center (CCXXXX) or use the drop-down menu. If you click “My Organizations” from the drop-down you should be able to choose your Cost Center.

Budget Structure: choose Operating Child.

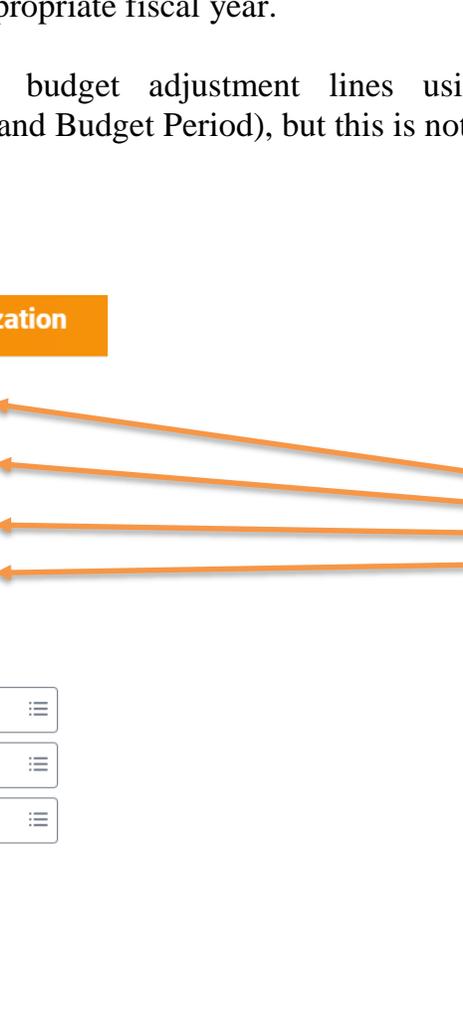
Company: choose Collin College.

Budget Name: choose the appropriate fiscal year.

You may pre-populate the budget adjustment lines using the additional fields (Ledger Account/Summary, Worktags and Budget Period), but this is not required.

Hit OK.

Create Budget Amendment for Organization

Organization *	<input type="text" value="x Cost Center: CC1391 Office - ... Provost - Wylie"/>	
Budget Structure *	<input type="text" value="x Operating Child"/>	
Company *	<input type="text" value="x Collin College ..."/>	
Budget Name *	<input type="text" value="x 2022 Operating Child Budget"/>	

All fields with a red asterisk are required.

Populate Existing Budget Lines

Ledger Account/Summary	<input type="text"/>
Worktags	<input type="text"/>
Budget Period	<input type="text"/>

OK

Cancel

Budget: Create Budget Amendment for Organization

2. Fill out the header section of the next page as shown below.

Amendment Date: use current date or last day of prior period if end of year.

Description: enter appropriate description.

Amendment Type: use the dropdown menu to choose the appropriate item.

-Other Recurring Amendment – this is the equivalent of a badj in Banner. You should choose this for most amendments.

-Other Nonrecurring Amendment – this is for special circumstances where two or more cost center managers agreed to a one-time transfer among their budgets.

-Reserve Nonrecurring Amendment – use if you are moving funds from a Provost or VP reserve.

If you have a special situation or are unsure which amendment type to use, please contact the Business Office (Christine Lin or Lenora Gray) for assistance.

Create Budget Amendment for Organization

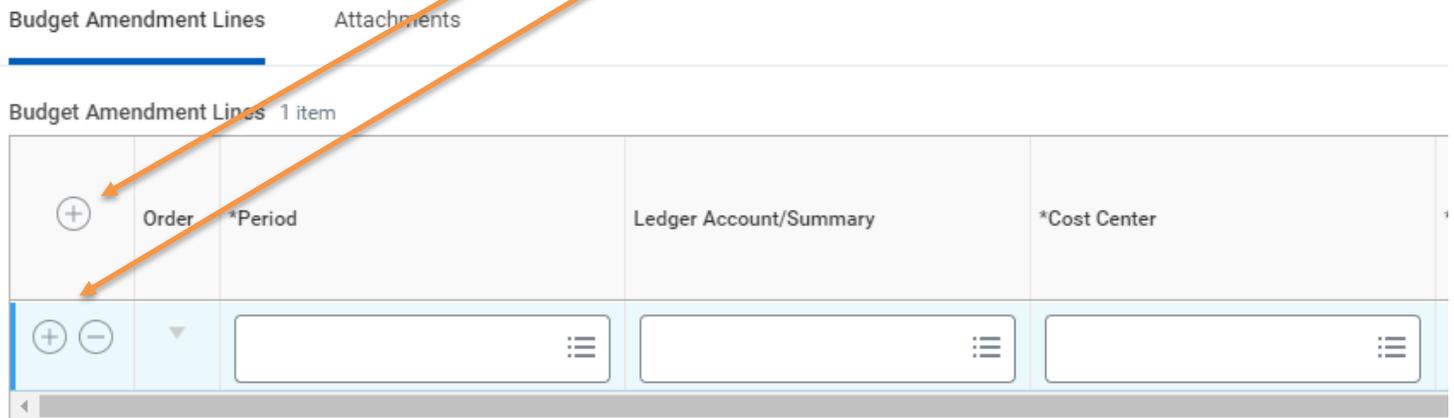
Budget Amendment Total
0.00 USD

Company	Collin College
Budget Structure	Operating Child
Budget Name	2022 Operating Child Budget
Years	FY 2022 - Collin College Fiscal Year
Currency	USD
Budget Start Date	09/01/2021
Budget	2022 Operating Child Budget
Organizing Dimension Type	(empty)
Amendment Date	* 09/20/2021 
Description	* Budget for Requisition
Amendment Type	* x Other Recurring Amendment 
Entry Type	Permanent Changes
Balanced Amendment	<input checked="" type="checkbox"/>

Enter changes to original Budget data.

Budget: Create Budget Amendment for Organization

3. Scroll down to the entry section of the Budget Amendment and fill out. You may add/delete lines by clicking the +/- signs.



Budget Amendment Lines Attachments

Budget Amendment Lines 1 item

+	Order	*Period	Ledger Account/Summary	*Cost Center
+ -	▼	<input type="text"/>	<input type="text"/>	<input type="text"/>

Period: enter September or use drop-down. Period is always September of Fiscal Year you want to do the amendment in.

Ledger Account/Summary: enter ledger account or type part of the name to make your selection. You may also use the drop-down menu and scroll through the accounts. See the helpful links section of the Budget Dashboard for a crosswalk of Banner Ledger Accounts to Workday Ledger Accounts.

Cost Center: enter the Cost Center, type all or part of the name or use the drop-down menu to choose the appropriate Cost Center.

Additional Worktags: these should populate automatically based on the Cost Center.

Amount Change: enter amount, either + if moving funds in or – if moving funds out. Budget should always be in whole dollars.

Memo: fill in additional info if needed or copy from the description in header.

Add additional lines until your Budget Amendment is complete. All Budget Amendments should total \$0.00 (see below).

*****Please note that budget should not cross funds.**

Budget: Create Budget Amendment for Organization

Click here to add attachments as necessary.

Budget Amendment Lines Attachments

Budget Amendment Lines 2 items

Order	*Period	Ledger Account/Summary	*Cost Center	*Additional Worktags	Restricted	Current Budget Amount	Current Spend	Remaining Budget	Percentage Change	Amount Change	Amount Change in Base Currency	Total Budget
1	FY 2022 01 September (2022 Operating Child Budget)	72020:Travel	CC1085 Biology - Wylie	Campus: GA21 Wylie Campus Division: DV30 Academic Services Fund: FD100 Unrestricted Program: PG103 Instruction - Biology, Physical Sciences, and Science Technology	Yes	\$0.00	\$0.00	\$0.00	0	-500.00	(500.00)	
2	FY 2022 01 September (2022 Operating Child Budget)	72020:Travel	CC1623 English - Wylie	Campus: CA21 Wylie Campus Division: DV30 Academic Services Fund: FD100 Unrestricted Program: PG112 Instruction - English Language, Lit, Philosophy, Humanities, & Interdisciplinary	Yes	\$0.00	\$0.00	\$0.00	0	500.00	500.00	

Budget: Create Budget Amendment for Organization

The total at the top should be \$0.00 before clicking submit.

Create Budget Amendment for Organization

Budget Amendment Total
0.00 USD

Company	Collin College
Budget Structure	Operating Child
Budget Name	2022 Operating Child Budget
Years	FY 2022 - Collin College Fiscal Year
Currency	USD
Budget Start Date	09/01/2021
Budget	2022 Operating Child Budget
Organizing Dimension Type	(empty)
Amendment Date	* 09/20/2021 
Description	* Budget for Requisition
Amendment Type	* Other Recurring Amendment 
Entry Type	Permanent Changes
Balanced Amendment	<input checked="" type="checkbox"/>

Enter changes to original Budget data.

Budget Amendment Lines Attachments

Budget Amendment Lines 2 items

Order	Account	Budget Account/Summary	*Cost C

4. Once submitted, the Budget Amendment will go through an approval process to the Cost Center Manager(s) and the Budget Office and then funds will be available. If there are any issues with the Budget Amendment, it may be sent back to you with a comment for any necessary corrections.