Budget Amendments

This sub-system is accessible from the GL menu (#5) and provides a way for various users to make requests for budget transfers (BT) electronically. Once the request has been entered, it must be ‘approved’ and ‘released’ before it is ready to be posted to the General Ledger. All participating users must be assigned to a ‘Budget Amendment Group’. These groups define the type’s amendments its members can generate.

A screen similar to the next screen will appear when the Budget Amendments option is selected.
Entering Amendments (Option #5/1)

This option is used to enter, adjust, duplicate, and/or delete budget amendments. Amendments are entered as “batches”. The ‘batch name’ is always the username of the person that initially entered the amendments. The ‘batch#’ is a system assigned one-up number for the given username. Each user may have up to 999 batches per fiscal year. Each batch may contain up to 160 lines (one debit, one credit). If the user is not assigned to an amendment group, a screen will appear with the following message: ERROR: USERNAME IS NOT ASSIGNED TO AN AMENDMENT GROUP.

A screen similar to the next screen will appear if the user is assigned to an amendment group.

Batch: The batch includes the username and a system assigned one up number. The username will default based on the user that is signed onto the AS/400.
Entering a New Amendment

If you are entering a new amendment, the batch name will default based on the user that is signed on. The batch number will be blank. Make sure the correct name is in the batch name and leave the batch number blank. Then press the enter key to start entering the new amendment. A screen similar to the next screen will appear.

**Date:** Enter a valid date in this field. The date must be a date within the current fiscal year. This is not the posting date. The ledger transaction date will be assigned when the “Post Amendments” option is run.

**Type:** Enter “BT” in this field.

**Reason:** Enter the reason for the budget transfer or adjustment.
A screen similar to the next screen will appear once the required information was entered and the enter key was pressed to proceed.
Press enter to add a new sequence. Enter the sequence number to access an existing sequence.

**Transfer to/Account to Debit**
Enter the account code in which you would like to debit. This must be a valid postable account code.

**Transfer from/Account to Credit**
Enter the account code in which you would like to credit. This must be a valid postable account code.

**Dept**
The department field is optional.

Press the enter key to access the debit amount field.
The current budget amount of each account will display on the screen.

**Amount**
Enter the amount of the transfer or the adjustment.

Press the enter key to proceed with the amendment entry process.

The information will be redisplayed in the recap area. If the results of an amendment cause an account to go over budget, an asterisk will be placed in front of the account number.
F5 – Change Header

Use the F5 function key to change the amendment header. This will allow the user to change the date, type, and/or reason. A screen similar to the next screen will appear.

Once the necessary changes have been made, press the enter key to return to the amendment.
F6 – Repeat Key

If you will be making multiple entries to the same debit or credit account, you can use the F6 function key to default these values from the previous entry. First you will position your cursor in the field in which you would like the previous code to appear. Then press the F6 function key and that code will default.
F5 – Account Lookup

Use the F5 function key to lookup an account code. The F5 account lookup feature will allow the user to use question mark logic. A screen similar to the next screen will appear when this option is selected.

Enter the account number or part of the account. Question mark logic may be used in the account field. The user is also given the option of searching for an account number based on the account short name, old cross reference account number, and/or the account postable status.
Enter the sequence number of the account you would like to select and press enter. The code will appear in the account field in which your cursor is located.
F9 – Reverse

If you realize that you’ve got your debits and credits backwards, just press the F9 function key.

The F9 reverse feature is also useful if you want to reverse a previous batch that has already been posted. Just use F6=Duplicate to copy in the old batch and then use the F9=Reverse function.

Once all transactions have been entered press the F20 function key to update.
Editing an Existing Amendment

There may be situations in which you need to edit an existing amendment. Enter the existing batch name and number to change the existing amendment.

PLEASE NOTE:
Anyone can view another user’s batch entries. However, only a “Manager” can make changes to another user’s batch. Once a batch has been posted it cannot be changed. Anytime changes are made to a batch all pre-existing approvals are removed.

F4 – Lookup Amendment Batch
If you are unsure of the batch name/number combination, use the F4 function key to lookup the existing batch. A screen similar to the next screen will appear when the F4 function key is selected.
Enter the batch name and press enter. A screen similar to the next screen will appear which lists the batches existing for the batch name entered.

Once the existing batch name/number combination has been entered, press the enter key to access the existing record.
Duplicating an Amendment

There may be situations in which you would like to duplicate an existing amendment. Enter the batch-name and number and press the F6 function key to duplicate an existing batch.

PLEASE NOTE:
Any batch can be duplicated regardless of its current status or who originally entered it.
Select the “Enter Amendments” option.
Enter the existing batch name/number combination.
Press the F6 Duplicate key.
A screen similar to the next screen will appear.

The record will be created with a new batch number. Make the necessary changes and press the F20 function key to save.
Deleting an Amendment

There may be situations in which you need to delete an amendment. 
Select the ‘Enter Amendments’ option.
Enter the existing batch name/number combination.
Press the enter key to access the amendment.
Press the F23 function key to delete.
A screen similar to the next screen will appear.

A prompt will appear at the bottom of the screen. Enter a “Y” if you want to delete the batch amendment. Enter an “N” if you do not want to delete the batch amendment.
Amendment Edit Report (Option # 5/2)

This option allows the user to review budget amendments before or after the amendments have been posted to the General Ledger.

Sort Report by (B)atch or (R)equest Date

Use this option to indicate how the report should be sorted. If you would like the information to be listed in batch name/number order, enter a “B” in this field. If you would like the information to be listed in request date order, enter an “R” in this field.

Enter Beginning Date

If you would like to run the report for a particular date range, enter the date to begin the date range in this field. If you would like to only include one date on the report, enter the same date in the beginning and ending date fields. This field defaults to the first day of the current fiscal year.

Enter Ending Date

If you would like to run the report for a particular date range, enter the date to end the range in this field. If you would like to only include one date on the report, enter the same date in the beginning and ending date fields. This field defaults to the current date.
**Enter Batch Name**
If you would like to print the report for a particular batch name, enter the batch name in this field. Leave this field blank to include all batch names.

**Enter Batch Status**
Leave this field blank to include all statuses. If you would like the report to only include a particular status, enter the status in this field. The following are the valid options:
- O = open or only partially approved
- A = fully approved
- R = released
- P = posted to GL
- C = canceled

**Enter Batch Type**
If you would like the report to only include budget adjustments, enter “BA” in this field. If you would like the report to only include budget transfers, enter “BT” in this field. Leave this field blank to include both types.

**Suppress Printing of Reasons**
If you would like the reason to print on the report, enter an “N” in this field. If you do not want the reason to print on the report, enter a “Y” in this field.

**Move Export File from AS/400 to PC Now**
If you would like to create a comma-delimited file that can be imported into Excel, enter a “Y” here. The file will be called C\SFFIN\BADEXPF.CSV.

**PLEASE NOTE:**
The user is also given the option of allowing the program to automatically FTP the file from the AS/400 to the PC. The FTPUSER must be a valid user in the AS/400 profiles and the Communication settings must be setup in the System File before this program can be run with the automatic transfer set to “Y”. See the System File Manual for details on setting up the FTPUSER and Communication settings.

**PLEASE NOTE:**
We have found that some units must start the FTP server before running programs that perform the automatic transfer. Enter the following command from the AS/400 command line to start the FTP server: STRTCPSVR SERVER(*FTP)

**Enter Printer Name**
Enter the name of the printer in which you would like to print the report. The printer located on the user’s security authorizations will default on this screen.
Example of Amendment Edit Report with “Reason” Included

PLEASE NOTE:
If the results of an amendment cause an account to go over budget, an asterisk will be placed in front of the account number.
Example Amendment Edit Report with “Reason” Omitted
Approve Amendments (Option # 5/3)

This option allows various “managers” to approve existing amendments. The number of approvals required for a given batch depends on the settings in the Amendment Group parameters. An approver can only approve batches containing accounts in which they have account access. Once a batch has received all of the required approvals its status will be changed to “A”.

A screen similar to the next screen will appear when the Approve Amendments option has been selected.

Batch: Enter the batch name/number combination you would like to approve. Or press the F1 function key to retrieve the first batch requiring approval.
A screen similar to the next screen will appear.

The original batch information will display on the screen. Press the F6 function key to approve the batch. Once the batch has been approved, the batch will not appear in the “Approve Amendments” option unless the batch requires re-approval.

**PLEASE NOTE:**
If the results of an amendment cause an account to go over budget, an asterisk will be placed in front of the account number.

**PLEASE NOTE:**
When a manager makes changes to a batch, any approvals that may have already occurred will be discarded.

**Status**

This is the status of the amendment. The following are the valid statuses:

- **Open** - The amendment is open and still requires approval and releasing before it may be posted.
- **Approved** - The amendment has been approved but it still requires releasing before it may be posted.
- **Released** - This means the amendment has been release and is now ready for posting.
- **Posted** - This means the amendment has been posted to the general ledger.

**PageUp/Down**

Use the page-up and page-down keys to view additional accounts in the batch.
Use the F1 function key to go to the next batch needing approval.

Use the F2 function key to go to the previous batch needing approval.

Use the F3 function key to exit the approval program.

Use the F6 function key to approve the batch. Once the F6 function key has been pressed, the next batch requiring approval will appear on the screen.

Use the F9 function key to switch to the amendment entry/edit option. Only managers will have the ability to switch to the entry/edit option. Once you have finished making your changes press the F20 function key to save the changes and return back to the approval program. If you decide you do not want to make any changes to the amendment, press the F3 function key to return to the approval program.

Use the F12 function key to cancel the amendment batch.
F9 - Edit

A screen similar to the next screen will appear when the F9 edit key has been selected.

Changes may be made based on the rules of the owner of the amendment not the current user. The program will look at the access and limitations of the user that originally entered the amendment. If the needed changes are not allowed, another option is to cancel the amendment and enter a new amendment.

Once you have made all of the necessary changes, press the F20 function key to update the changes and return to the approval screen.