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Budget Amendment Form

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Symbol Key
☑ Helpful hints
Complete the Budget Amendment Form

☐ The Description field is automatically populated, indicating which form you selected.

1. From the BA Number field, enter the BA Number. The BA number requires a minimum of 6 characters/numbers, with a maximum of 7 characters/numbers. The first few characters of the BA number will be a unique department identifier that the department chooses. The same acronym used for the JV can be used for the BA.

2. The Date, Fiscal Year, and User ID (first initial and last name) fields will all default. If necessary, you can edit these fields.

3. From the Apply Budget Amendment to: field, select Current Year Only, Current Year and Future Year, or Future Year Only.

☐ If Current Year Only is selected, the Budget Amendment will be reflected in your budget for the current fiscal year only. (Cannot make FTE changes applicable to current fiscal year.)

☐ If Current Year and Future Year is selected, the Budget Amendment will be reflected in your current fiscal year budget and next year’s Working Budget.

☐ If Future Year Only is selected, the Budget Amendment will be reflected in your Working Budget for next fiscal year.

4. To start adding transactions, click the Add Row button at the bottom right-hand corner of the form. The Add Transaction screen will appear.
1. The **Transaction Code** field is automatically populated with code 022, which cannot be changed by the creator. The Cursor will appear in the **Debit Account Number** field.

2. Type the debit account number in the **Debit Account** field. Press the [Tab] key.

3. Type the debit subcode in the **Debit Subcode** field. Press the [Tab] key.

4. If applicable to subcodes 1011, 1012, 1013, & 1014, type the six-digit debit position number in the **Debit Position** field. Press the [Tab] key.

5. Type the description of the transaction in the **Description** field. This field requires at least 2 characters, with a maximum of 20 characters. Press the [Tab] key.

6. Type the amount in the **Amount** field. This field will default to whole dollars, which is all that is allowed on a BA. You may leave the amount at 0 if only making FTE changes. Press the [Tab] key.

7. Type the FTE amount in the **FTE** field. This field will only allow for FTE between 0 and 1.

   ✓ **Note:** This FTE refers to Budget FTE and is not referring to PHR FTE.

8. Type the credit account number in the **Credit Account Number** field. Press the [Tab] key.
9. Type the credit subcode in the **Credit Subcode** field. Press the `[Tab]` key.

   ☑ Note: For expenditure subcodes, a credit decreases a budget and a debit increases a budget. For revenue subcodes, a debit decreases a budget and a credit increases a budget.

10. If applicable to subcodes 1011, 1012, 1013, & 1014, type the six-digit credit position number in the **Credit Position** field. Press the `[Tab]` key.

11. Click on **Add**. If the transaction passes all the edit checks, the line will be added below the previously added transactions with the most recent transaction on top.

   ☑ To copy or delete a line item, check the white box to the left of the line number and the appropriate button (**Copy Row** or **Delete Row**).

   ☑ To edit a line, check the white box to the left of the line number, then click **Edit Row**. Make the necessary changes and click on **Save**.

   ☑ When all transactions have been entered, click on **Exit**.
1. Click the **Justification** tab.
   - The form will not be sent unless the **Justification** tab is completed.

2. The **Phone** field will automatically populate with the phone number assigned to the ‘Login Name’.
   - To update your phone number, go to ARES. Click **Personal Services**. Click **Update Personnel Information**. Click the first **Here** to “Update Address Information”.

3. In the **Justification** field, type a detailed explanation of the transactions.
   - To add a sticky note to the form, click the **Notes** button at the top of the form. This note will stay with the BA until it’s approved.

4. Click the **Check** button to edit the form for errors. The **Errors** tab will detail the location and type of error.

5. Select **Send** to send the BA form to the authorized approver in your department. Transfers between salaries and wages and operating require the approval of the Dean.
Other Budget Amendment Edit Policies

1. Major funding source and support indicator should match the debit and credit transaction.

2. Any transfers regarding a revolving account must be done via a Journal Voucher. A Journal Voucher is a journal entry that is a non-cash transfer of dollars between two or more accounts. This form of entry can be used to allocate charges, transfer funds, correct account number errors, process interdepartmental billings, and other reasons.
ELF-BA Feedback

Use the ELF Feedback form to send any comments or suggestions related to the Electronic Budget Amendment process.

Direct questions and comments to BFA@accmail.umd.edu.