## PROCESSING BUDGET AMENDMENT REQUESTS   8/8/2014

Each of your accounts is placed into a classification, such as Personal Services or Travel and Training. Each of these classifications is represented by a specific series of objects codes. For example, Travel and Training is represented by object codes between 55510 and 55599. When purchasing goods or services, the system performs budget verification based on classification. For example, if you have $2,000 available in the Airfare (55520) and Mileage (55510) accounts, but are overspent by $500 in the Registration (55540) account, purchases will still be processed as funding is available in the overall Travel and Training classification. You can see where you stand in each classification by going to Financial Management → Inquiries → General Ledger → G/L Organization. When you bring up your 4 digit cost center, change "Summarization Level" to "Classification". You will then see a list of your classifications and the amended budget, encumbrances, expenses, and remaining balance for each classification.

Journals provide the ability for users to set up and approve budget amendment requests. The system recognizes budget transfers as budget journals, so this terminology is used interchangeably in these instructions. To enter a budget amendment request, select Financial Management, Journals, Journals.
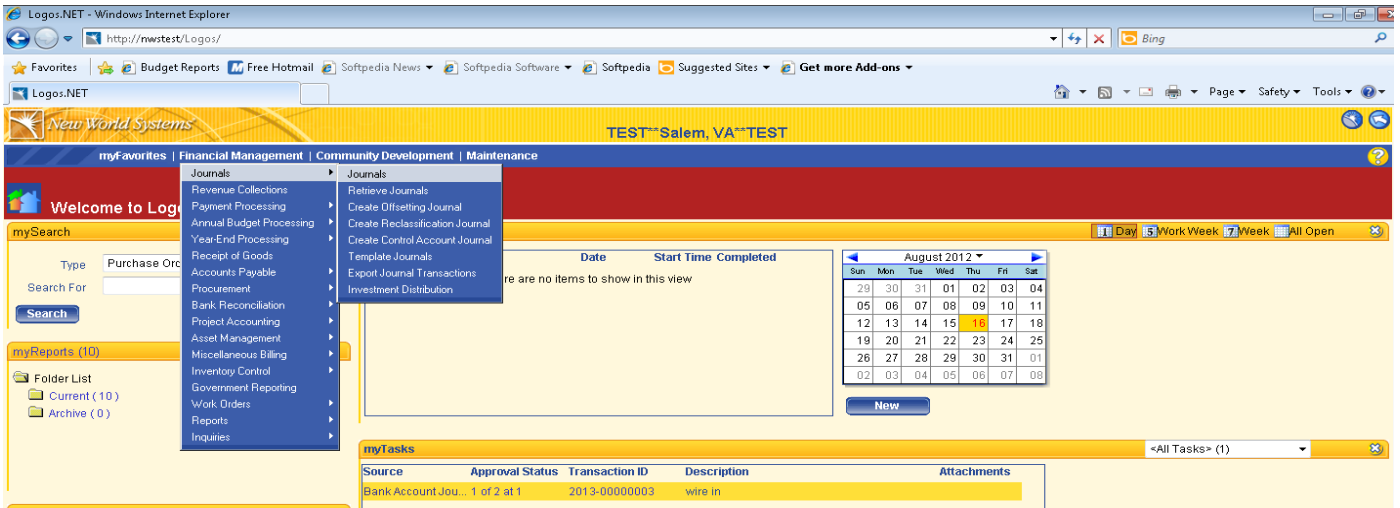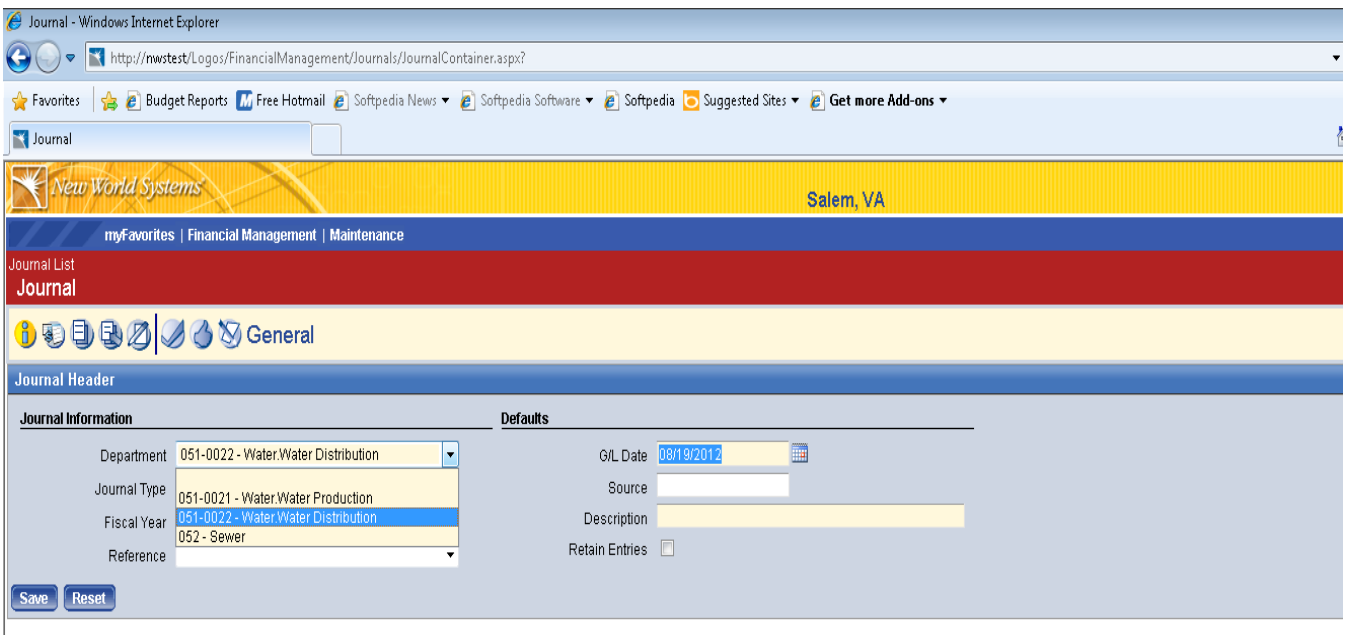

If you already have requests in process that have not been approved, they will be displayed on the Journal List.
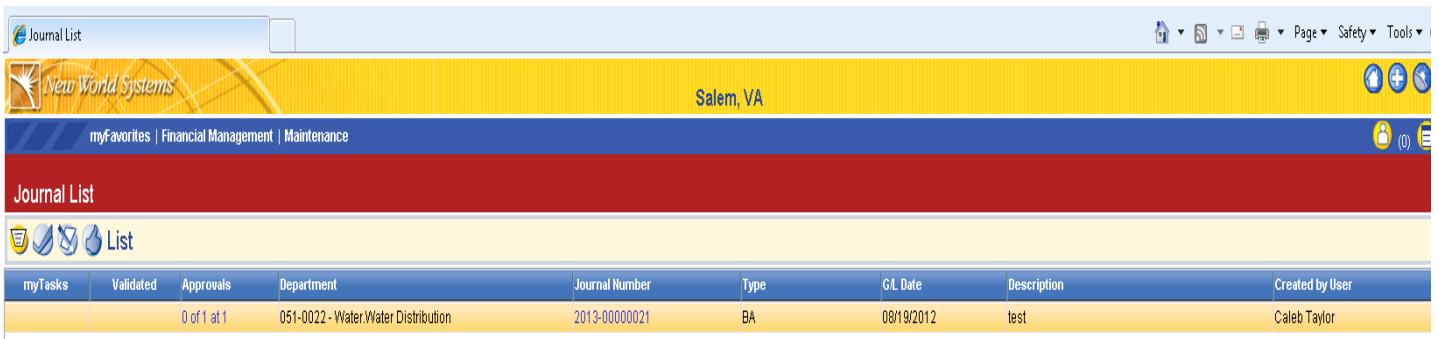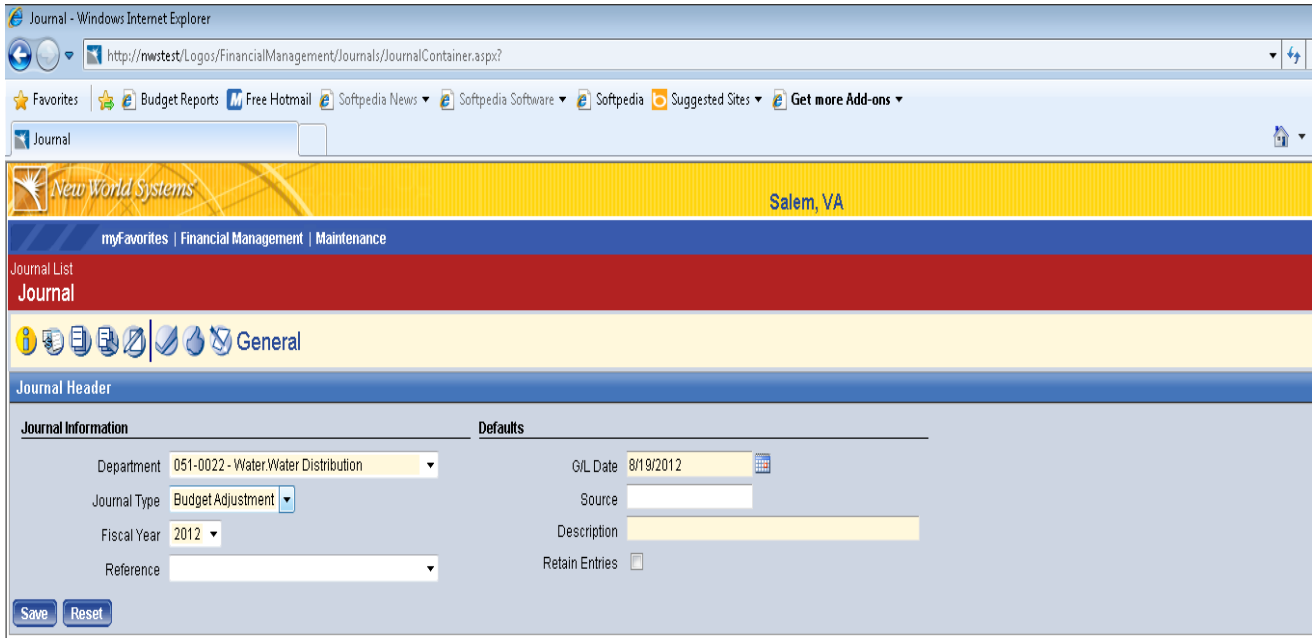
To initiate a new request, select the NEW button in bottom left corner.
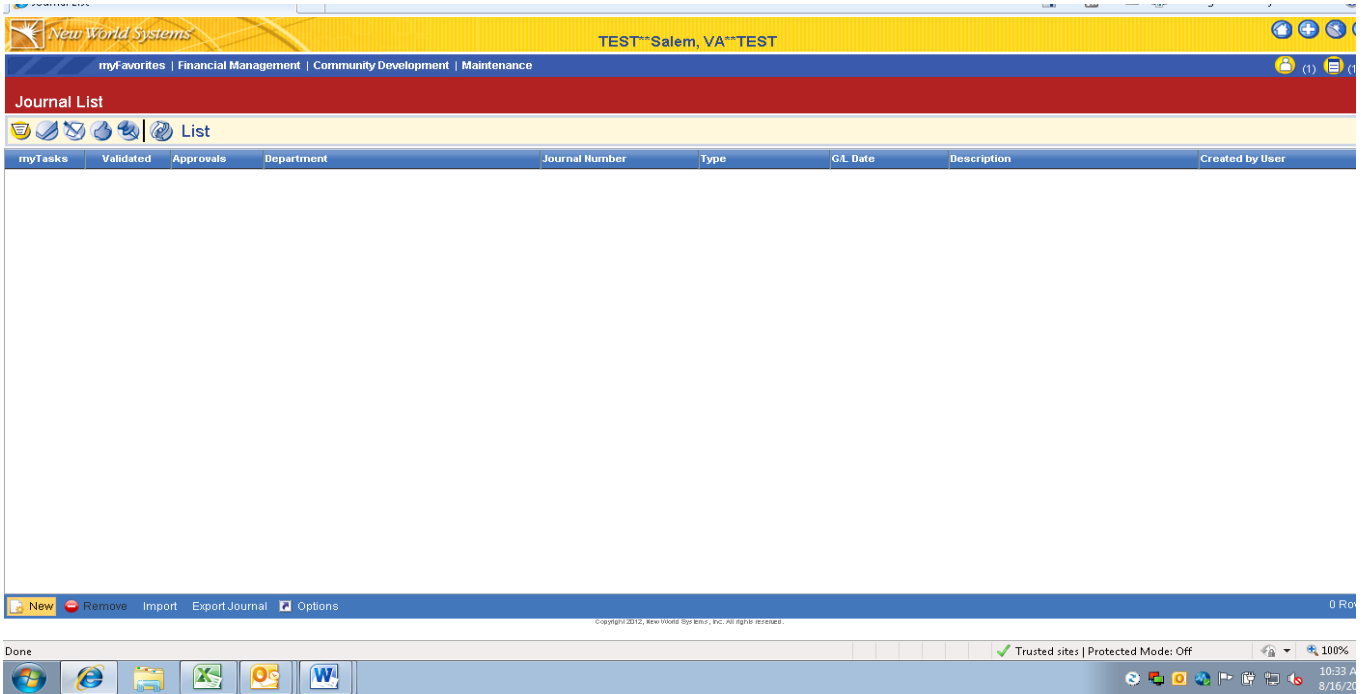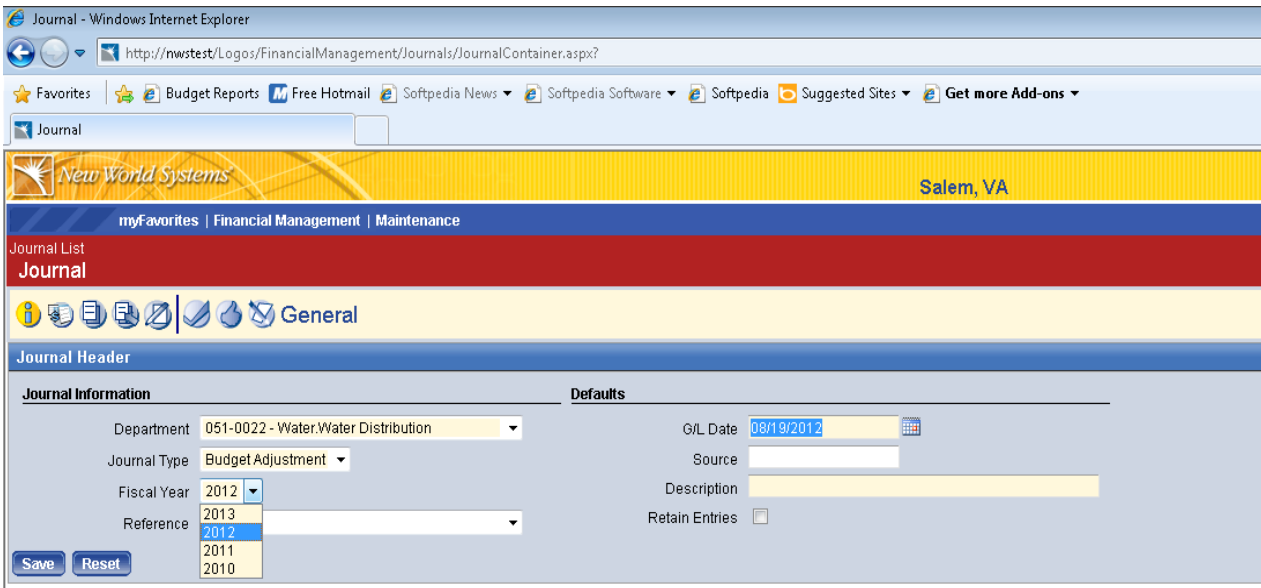

The journal header is now displayed. Select your Department. Some users have multiple departments to choose from, others have only one.

Journal Type should be defaulted as Budget Adjustment.

Select correct fiscal year.   Remember, the fiscal year is not always the same as the date; for example, a budget amendment completed on 8/19/2012 will be fiscal year 2013.

Select G/L Date, which should be a date within the fiscal year you selected. For example, if you're entering a budget amendment request on 7/15/12 for FY2012, the G/L date should be no later than 6/30/12.

No data is keyed in the Reference or Source fields. Description field is required. The maximum character length is 64; the minimum is 1. Enter a brief description of your amendment and click Save. This saves the journal header.

The first line of your budget amendment request is then available. The G/L Date and Description are populated from what you've already entered. Tab to the G/L account field, which can by typed in (with
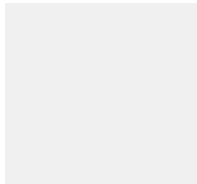
dashes) or you can click on the   icon, which allows you to search for the G/L account. No budget adjustments should be made to revenue, salary or fringe benefit accounts.
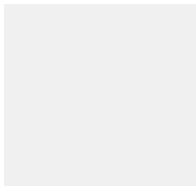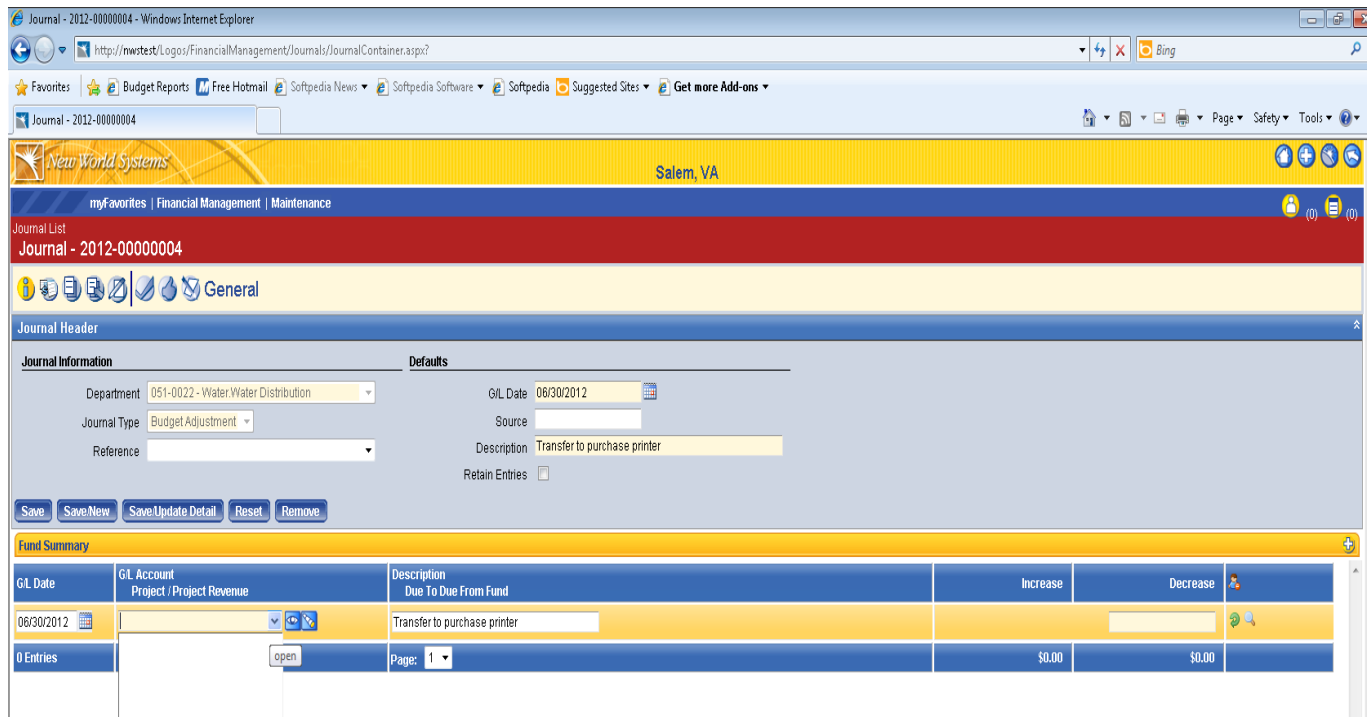
When you click on   , the following screen will be displayed.
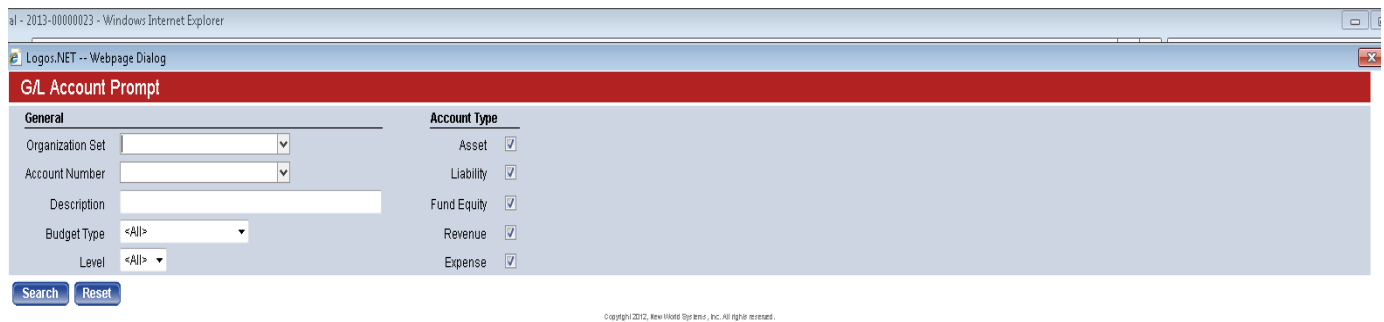
The boxes under Account Type can be unchecked so only expense accounts are displayed.

In the Organization List field, enter two or more digits of your G/L account (with the dash in between segments). A list of cost centers you have access to will be displayed. Scroll down or up and select. Once selected, hit Search.
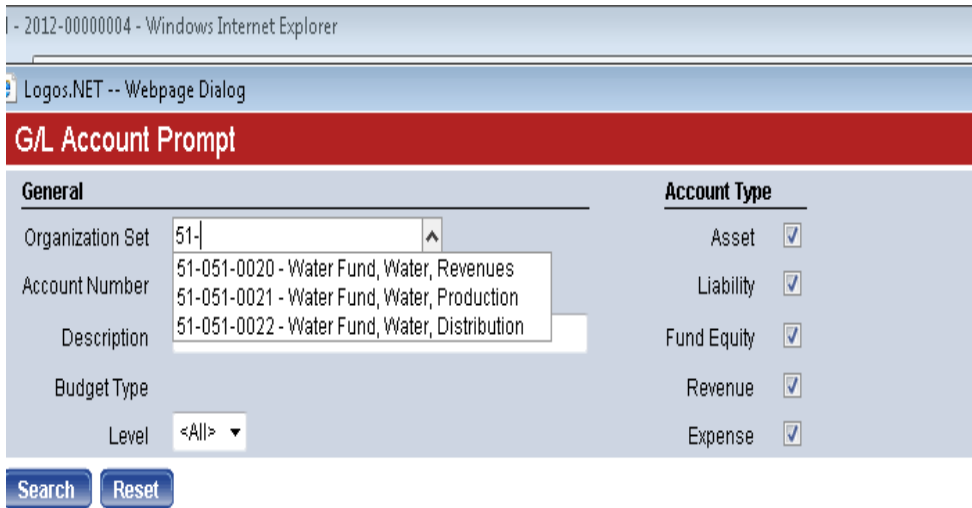
A list of G/L accounts will be displayed. Select the G/L Account (click on the blue account number, not description) and the G/L field will be populated in your entry.

Logos.NET -- Webpage Dialog

G/L Account Prompt

General

		Account Type	
Organization Set	51-	Asset	☐
Account Number		Liability	☐
Description		Fund Equity	☐
Budget Type	<All>	Revenue	☐
Level	<All>	Expense	☑

[Search] [Reset]

G/L Account △	Description	Quick Code	Transaction	Budget	Report	Account Type	Organization Description
51-051-0021-53150	Legal Services		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53190	Administrative Costs		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53191	Billing And Collection Costs		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53199	Other Professional Services		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53310	Maintenance Of Equipment		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53320	Maintenance Of Building & Grounds		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53330	Maintenance Of Auto Equipment		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53370	Software Maintenance/Support		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53500	Printing And Binding		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-53600	Advertising		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-55110	Electrical Services		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-55120	Heating Services - Gas, Coal And Oil		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-55130	Water And Sewer		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-55210	Postage		✓	✓	✓	Expense	Water Fund,Water,Production
51-051-0021-55230	Telephone Service		✓	✓	✓	Expense	Water Fund,Water,Production

Current Page: 2	Total Number of Pages: 14	Total G/L Accounts: 204

[Refresh] [< Prev] [Next >]

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Journal - 2012-00000004

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Salem, VA

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Journal List
Journal - 2012-00000004

General

Journal Header

Journal Information

		Defaults	
Department	051-0022 - Water,Water Distribution	G/L Date	06/30/2012
Journal Type	Budget Adjustment	Source	
Reference		Description	Transfer to purchase printer
		Retain Entries	☐

[Save] [Save/New] [Save/Update Detail] [Reset] [Remove]

Fund Summary

G/L Date	G/L Account Project /Project Revenue	Description Due To Due From Fund	Increase	Decrease	
06/30/2012	51-051-0021-55210	Transfer to purchase printer			
0 Entries		Page: 1	$0.00	$0.00	

Tab over to the Increase/Decrease field and enter the amount you wish to transfer. To reduce an expense budget, the amount must be entered as a negative number.

Hit tab until the next line of your entry is displayed and enter the rest of your adjustments. Use Tab to move from one field to the next. The entry must be balanced (i.e. increase = decrease). Tab to a blank line when done so the system will recognize all lines of your entry.

Click the Save button in the middle of the screen.

Some or all of the following workflow buttons will be displayed on your screen based on your role in the budget amendment process.
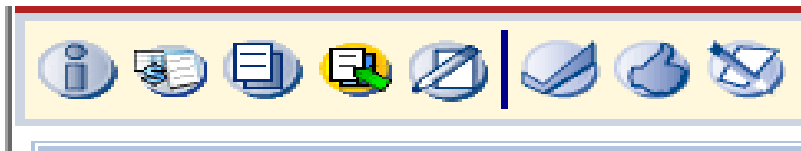
 Review Icon– Displays your entry for review.

Journal - 2012-00000004

New World Systems

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Journal List
Journal - 2012-00000004

Review

Journal Header

Fund Summary

				G/L Date	G/L Account	Description	Increase	Decrease	Project
				06/30/2012	51-051-0021-55210 - Postage	Transfer to purchase printer		$500.00	
				06/30/2012	51-051-0021-56001 - Office Supplies	Transfer to purchase printer	$500.00		

Documents Icon–Allows you to attach documents. Click the Add button in the bottom left corner to attach documents.

Document Viewer - Windows Internet Explorer

Journal - 2015-00000512   (Documents)NWSTEST _   Copy of prod as of 7/28

	Status	File	File Type	Changed User	Changed Date

0 - 0 of 0 records   prev   1   next   Show 25   records

Add   Delete   Download   Filing   Views   Options

Notes Icon – Allows you to add notes for approvers.

 Validation Icon – Before budget amendment request can be sent to the next approval level, it must be validated by clicking on this icon.

This step performs a system check and makes sure the journals are in balance and within available budget. If the journal is successfully validated, 'Valid' displays after the journal number in the Validation Results that are displayed. If the journal is not successfully validated, the reason displays after the journal number in the Validation Results that are displayed.

Approval Icon –This is a human approval to make sure the journal was reviewed by the appropriate parties. When you click on the approval icon, the approval levels required will be displayed with your level in bold. In the example below, this entry is at the initiator level.

Click the Approve button in the middle of the screen and a list of approvers is displayed.

Most departments have the following approval levels for budget amendment requests:

Initiator – Enters request.

Department Head – Can enter requests and approve or approve those sent from department's initiator(s).

City Manager – Any budget amendment requests for amounts greater than $5,000 or requests $500 or great that affect travel accounts should be routed to the City Manager for approval. Requests should be sent to Kevin Boggess. In the event he is out of the office, requests can be sent to Jay Taliaferro.

Finance – Final level of approval before posting. Requests can be sent to Rosie Jordan, Tammy Todd or Mary Ann Penney for approval at this level.

Some departments do not have Assistant Directors or other backups. In the event your Director is out of the office a budget amendment must be processed, it can be sent to the next level above the Director for approval.

From the approval list that is displayed based on the criteria above, select the next approval level and click the right arrow.
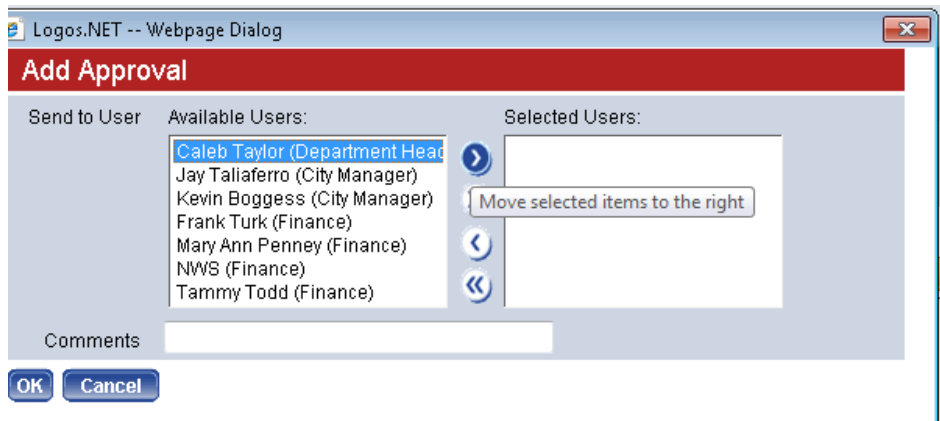
The user selected for the next approval level is moved to the Selected User field. Click OK
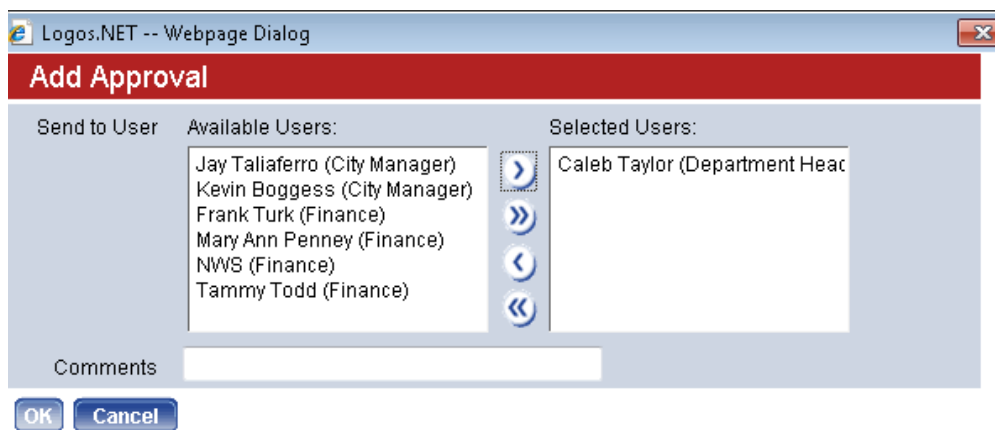
The request is then sent to the selected user for approval and the initiator is now done with the transaction. The initiator can "bread crumb" back to the journal list to see the status of their entry.

The approver now has a notification on his/her home screen in NWS under myTasks that a budget journal is waiting for approval. The approver can view the entry by clicking on Transaction ID from this screen.

The entry is then displayed for review.

Journal - 2012-00000004

myFavorites | Financial Management | Maintenance

Home
Journal - 2012-00000004

Review

Journal Header

Fund Summary

			G/L Date	G/L Account	Description	Increase	Decrease	Project
			06/30/2012	51-051-0021-55210 - Postage	Transfer to purchase printer		$500.00	
			06/30/2012	51-051-0021-56001 - Office Supplies	Transfer to purchase printer	$500.00		

If documents or notes are attached, approver can click on the appropriate icon to view. To approve, click on the Approve Icon and the following screen is displayed. Click the Approve button in the middle of the screen.

If the amount of the budget amendment request is greater than $5,000 or the request increases or decreases travel account budgets by $500 or more, the request should be routed to the City Manager. If it's less than $5,000 and does not affect travel accounts, it can be routed to Finance.

The request will then move to the next level of approval. Once all approvals are done, the entry will be posted by Finance.

To view your budgets, from Finance Management menu, select Inquiries, General Ledger, G/L Accounts.

Select the appropriate account you would like to see from drill down menu on the left side of the screen.

Account detail is displayed.

Clicking on the amount in the amendment column will display detail of budget amendments.