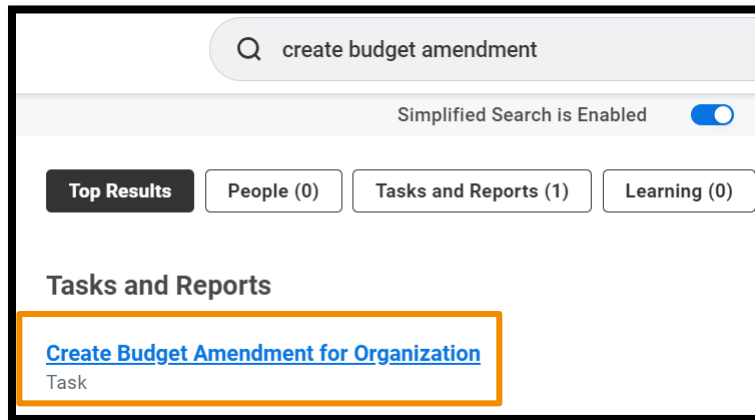


WORKDAY BUDGET AMENDMENT (COST CENTER MANAGER)

This user guide will assist you with creating a budget amendment.

Create Budget Amendment

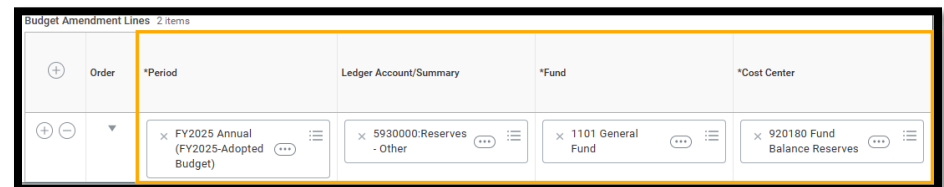
1. In the Workday Search bar, type **Create Budget Amendment for Organization**.
2. Click on the name of the task to get started.



3. Populate the required fields.
 - a. **Organization:** Cost Center for which you are making the budget amendment
 - b. **Plan Structure:** Annual Budget Detail
 - c. **Company:** The County of Galveston
 - d. **Plan Name:** FY-(Year)-Amended Budget
4. Click OK.
5. Select the **Amendment Date (Commissioners Court Date)**, type in a **Description (Court sponsor and detailed description/justification)**, and select the **Amendment Type as Budget Transfer**.
 - a. Please note: A court sponsor is mandatory.

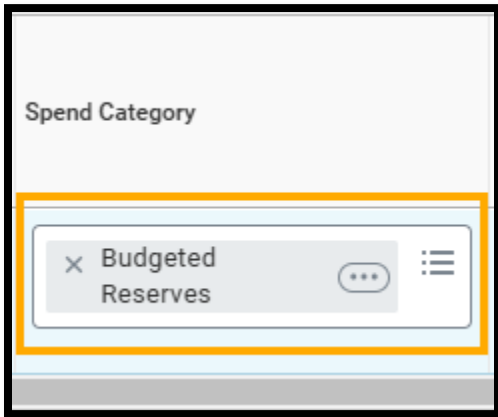


6. In the Budget Amendment Lines, enter the **Period, Ledger Account/Summary (List provided below), Fund, and Cost Center** where the funds are coming from.



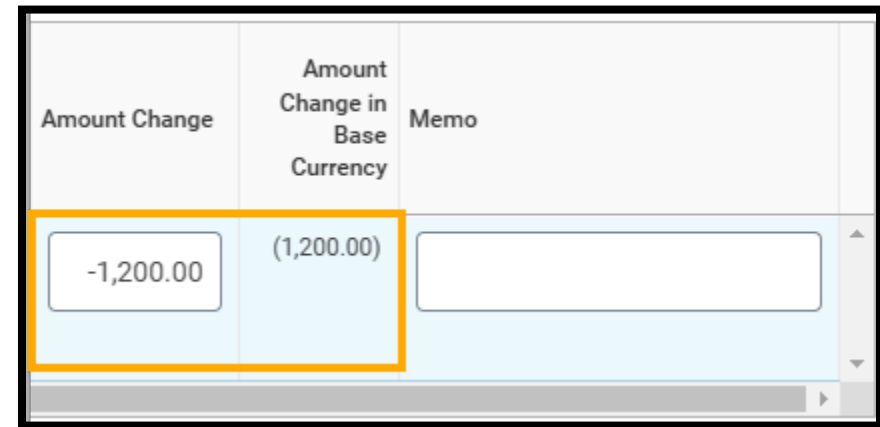
Workday Budget Amendment

7. Select a spend category. (Spend categories list provided on this job aid)

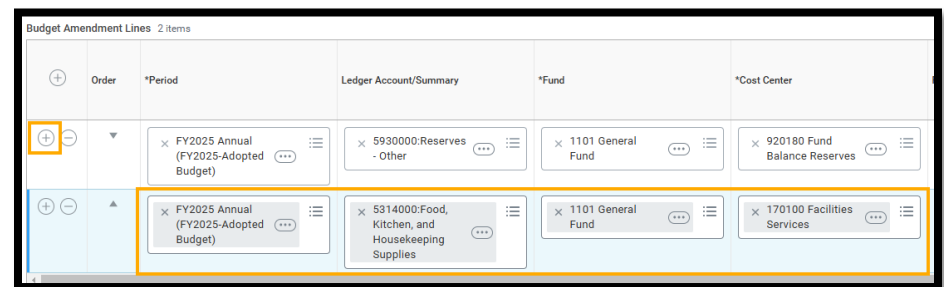


Cost Center Manager

8. Type in a **Credit Amount Change**.
 - a. The credit amount indicates where the funds are coming from and should always be a negative number, as shown in the example below

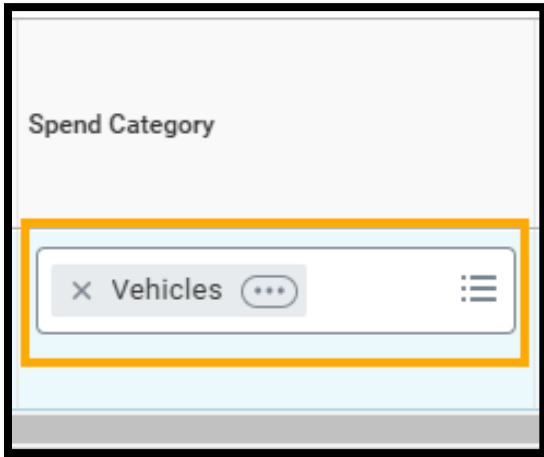


9. Add another line to the grid to enter the **Period, Ledger Account/Summary (List provided below), Fund, and Cost Center** where the funds are going to.



Workday Budget Amendment

10. Select a spend category. (Spend categories list provided on this job aid)



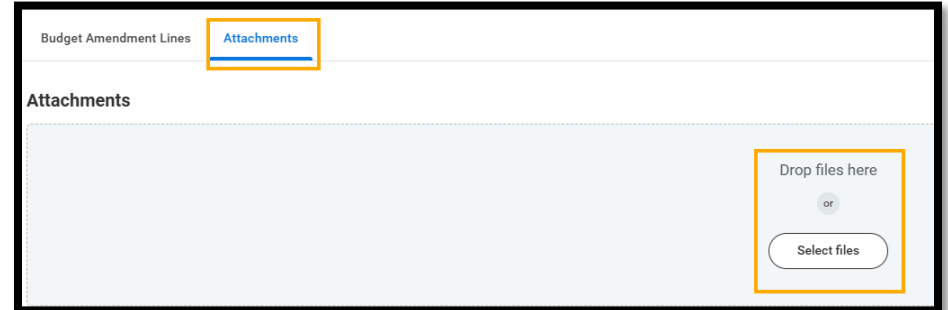
11. Type in a **Debit Amount Change**.

- a. The debit amount indicates where the funds are going and should always be a positive number, as shown in the example below.
- b. Please note: The credit and debit amounts should always balance out.

Amount Change	Amount Change in Base Currency	Memo
-1,200.00	(1,200.00)	
1,200.00	1,200.00	

Cost Center Manager

12. Select and upload any supporting documents related to the budget amendment.



13. Click **Submit**.

Next steps: The Budget Amendment will be routed to a Budget Analyst for approval.

