

BUDGET AMENDMENT

Purpose:

These forms, AABA, AABT, and AABP, are forms used to record permanent and temporary changes to operating budgets for all types of funds except miscellaneous and restricted funds.

General Information:

- For further information refer to the Budget section of the University Policy Manual.
- Permanent and temporary changes must be submitted on separate forms.

Note: AABA, AABP, and AABT are essentially the same form. AABA becomes AABP if instruction six is marked as "P." AABA becomes AABT if instruction six is marked as "T." Any of the 3 forms can be accessed directly by entering the form mnemonic on a function line.

BUDGET AMENDMENT

05/20/03
10:15:24.2

SCREEN 1
AABA
[userid]

Form Action: _____ Document #: _____
Next Approver: _____

Unit: _____ Confidential: Y
Document Status: _____

Eff Date: 05 / 01 / 20XX **1**

Approval Routing Budget: _____ - _____ UP

BA Eff Date: 05/01/20XX **2**

Fans Resolution Indc: N **15**

Admin. Area: 020 **3** BA #: 020-01234 **4**

Cen Log #: **5** BA Type (P/T): _____ **6**

	Budget	Func	Fund	Admn Area	Obj Cd	Trn Cd	Incr / (-) Decr
1	0202002 UP	112	10010	020	17B	10	___5000
2	0202002 UP	112	10010	020	20B	10	___- 5000
3	<u>_____</u> 7	<u>_____</u> 8	<u>_____</u>	<u>_____</u> 9	<u>_____</u> 10	<u>_____</u> 11	<u>_____</u> 12
4	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
5	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
6	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
7	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>
8	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>	<u>_____</u>

More Lines: _____ **13**

Send Copies to: _____

Next Key: _____

Next Function:-----(MENU,KEYS,END)

05/20/03
10:15:24.2

Budget Amendment

Screen 10
AABA
[userid]

Form Action: _____ Document #: _____
Eff Date: 05 / 01 / 20XX

Unit: _____ Confidential: Y
Document Status: _____

Note Pad Area: _____
14 _____

Last Action: _____
Last Act Name: _____ Next Approve: _____

NEXT FUNCTION: _____

- 1 Enter the month, day, and the year the amendment is to become effective.
- 2 The system will enter the date initially entered by the user in the “Eff Date” field. During the budget building time period, when the user enters July XX, (new fiscal year) in the “Eff Date” field, the system will enter July 1, (new fiscal year) in the “BA Eff Date” field and change “Eff Date” to the current date.
- 3 Enter the Administrative Area number of the originating Financial Officer’s area.
- 4 IBIS assigns the budget amendment number automatically.
- 5 IBIS assigns the Central Log # automatically.
- 6 Enter “P” when the budget amendment is permanent (is to continue indefinitely).
Enter “T” when the budget amendment is temporary (is for current fiscal year only).
- 7 Enter the budget and fund numbers of the account being affected.
- 8 IBIS pulls in the [functional classification](#) that was assigned to the budget.
- 9 Enter the administrative areas being impacted by the budget amendment.
- 10 Enter the appropriate [object classification codes](#). Expense and income code numbers appear by pressing “PF1” with the cursor in the “Obj. Cd” field when completing the form.
- 11 Depending on the purpose of the budget change, enter the appropriate transaction code. Valid transaction codes appear by pressing “PF1” with the cursor in the “Trn Cd” field when completing the form.
- 12 Enter budget dollar changes. Decreases are entered with a minus sign”-“ preceding the value. (Do not include dollar signs (\$), commas or decimal points).
- 13 Enter a “Y” if more than eight lines are needed.
- 14 Enter an explanation of the proposed changes. Dollar amounts do not have to be stated.
- 15 The Budget Amendment system will retrieve the indicator set by the Financial Officer for the administrative area via the UCFI function. The user may override the indicator in a specific budget amendment by changing (CHG) this field. Enter a “Y” to enable resolution of budget amendment to cost centers via FANS window. Enter an “N” to have budget amendment process without resolution. If budget amendment is processed without resolution, CRFN will have to be used later to resolve budget amendment details to cost centers.