



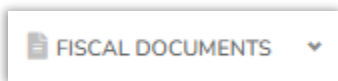
3.0 Submitting A Budget Amendment



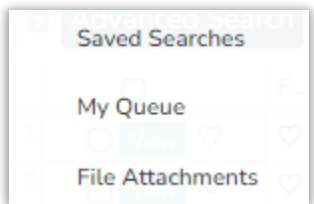
AMENDMENTS

An Amendment is done to move the money around on the budget, the instructions below show how this process is completed.

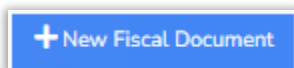
1. Go to **Fiscal Documents** from the Dashboard.



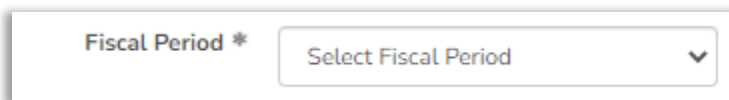
2. Click **My Approval Queue**



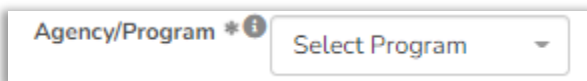
3. Choose the **New Fiscal Document**



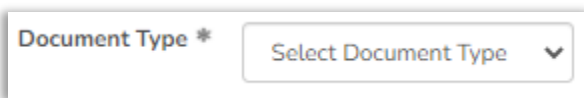
4. Choose the applicable **Fiscal Year** from the dropdown list.



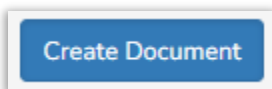
5. Choose the **Agency/Program** title from the Program dropdown list



6. Choose the **Document Type** (Amendment) from the dropdown list.

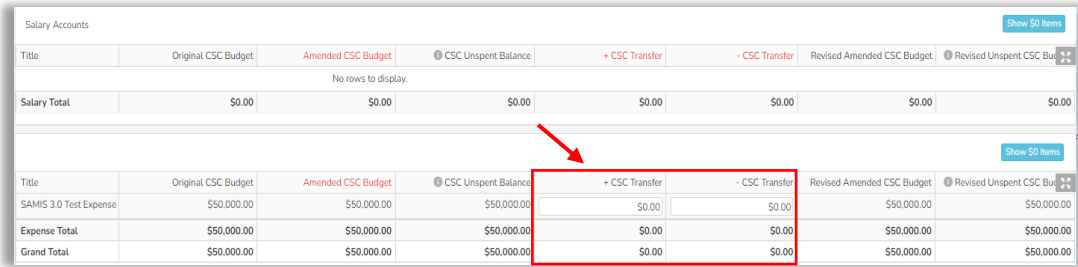


7. Click on Create Document.



8. The Amendment page will then come up showing the original Budget amounts and the CSC Unspent Balance amounts. **Notice that there is a column +CSC Transfer and a column - CSC Transfer.**
 - a. To add money to a line item, you will choose the line item that you want to add the money to and put the amount in +CSC Transfer column.
 - b. The line item that you want to remove the money from, will need to be put in the - CSC Transfer column.

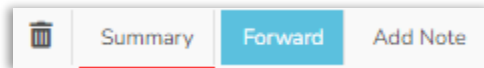
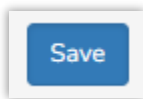
- c. After you have completed moving the money to the correct areas, the **+CSC Transfer** and **- CSC Transfer** columns Totals will have to be the same amount.



Title	Original CSC Budget	Amended CSC Budget	CSC Unspent Balance	+ CSC Transfer	- CSC Transfer	Revised Amended CSC Budget	Revised Unspent CSC Budget
No rows to display.							
Salary Total	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00

Title	Original CSC Budget	Amended CSC Budget	CSC Unspent Balance	+ CSC Transfer	- CSC Transfer	Revised Amended CSC Budget	Revised Unspent CSC Budget
SAMIS 3.0 Test Expense	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Expense Total	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00
Grand Total	\$50,000.00	\$50,000.00	\$50,000.00	\$0.00	\$0.00	\$50,000.00	\$50,000.00

- 9. After reviewing all the information, click on **Save** at the bottom of the page. This will then take you back to the top of the Amendment page. Here you will click on the **Forward** button.



- 10. This will send the Amendment to the Submitter’s queue. The Submitter will verify the information is correct and will then click on the Submit button, if the information needs to be changed, they will click on the Reject button.
 - a. When the Amendment is rejected back to the Creator. The Creator will correct or add the additional information and save, then forward to Submitter.
 - b. Until the Submitter clicks on the Submit button the Amendment will stay on the Provider’s side. When the Submitter clicks on the Submit button the Amendment will go to the Contract Manager’s queue at KHA.
 - c. The Contract Manager will look over the Amendment and verify that all information is correct and then will either click on the Forward button or the Reject button.
 - d. If the Contract Manager clicks on the Forward button, it will then go to the Finance Dept., where they will complete the process of approving the Amendment.
 - e. If the Contract Manager clicks the Reject button it will then go back to the Creator of the Amendment.