BUDGET TRANSFERS & AMENDMENTS
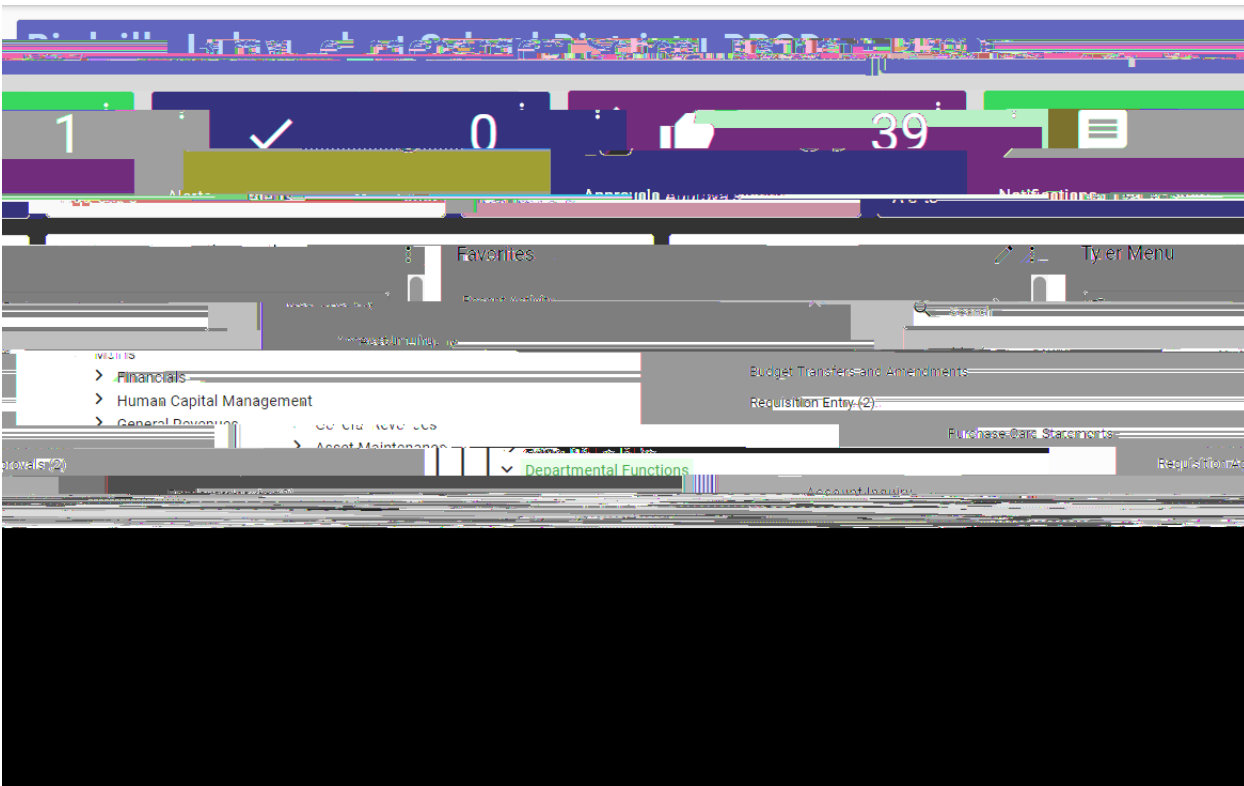
1. Choose Tyler Menu – Departmental Functions – Budget Transfers and Amendments

2. Choose Add

Journal Details

Clerk

Fiscal year
Period
Journal
Journal reference 1
Journal reference 2
Short description
Effective date
Budget year code
Entity code
Amendment type
Budget projection inclusion
Amendment status

☐ Update recurring journal

☐ Enter user defined info

Workflow

Approve   Reject   Forward   Hold   Approvers   My Approvals

3. Fiscal Year, Period and Journal will

5.