

Adaptive Planning & Workday Budget Amendment Guide

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Overview: Budget Amendments

What is a Budget Amendment?

A Budget Amendment (BA) is used to revise the working budget for state operating and other unrestricted funds during the fiscal year. It allows budget reallocations within or between campus units and adjusts revenue and expenses as needed. An amendment cannot increase or decrease the University's overall budget, only reallocate between USources.

Why is it important?

BAs ensure revenues and expenditures align with the approved budget, prevent overspending, and keeps the Budget Office informed for reporting purposes. When there are material changes to position or operating budgets (i.e. 5% of a cost center's state revenue allocation), a BA should be used to reflect the material changes in the budget, **not to simply align the budget with actuals.**

Operating Budget Amendment:

- Used to increase or decrease the current and/ or future operating budget dollars within or across units.

Position Budget Amendment:

- Used to increase or decrease the current and/or future operating budget for itemized positions. **NOTE: Position Budgets only include position level details in Adaptive, any position budget amendments will be made at the spend category level in Workday**

Overview: College Park Process

Budget Amendments will need to be entered in both Adaptive & Workday due to system limitations. The revised budget cannot be published from Adaptive to Workday due to reporting limitations. This would require creating a new revised budget structure every time we needed to push back the changes, creating an unnecessary burden on the reporting team. This is why dual entry in Adaptive Planning & Workday is needed, to keep the revisions in both systems in sync.

The process will first start in Adaptive Planning, and then the corresponding changes will be made on the Workday side. Due to limited resources, constraints and personnel to validate and

process these entries **all Budget Amendments will be processed at specified intervals, once in November and once in February.**

Overview: Process for Partner Campuses

Each of the 3A partner institutions will be responsible for entering their own budget amendments in both Adaptive Planning and Workday. You can follow the steps outlined in this guide or develop your own rules and procedures regarding Budget Amendments.

Campus User: UMCP Budget Amendment Steps

Step 1: Go to the [University Budget Office](#) for College Park website and click on Budget Planning Resources. Click on Budget Amendments and download the attached Adaptive Budget Template.

Step 2: Submit a ServiceNow ticket to the Budget Office and attach an Adaptive BA Template.

NOTE: In order to route to the Budget Office, please choose the following prompts when opening a case.

Open a Case about Workday



Use this form to open a case if you have questions related to Workday

* Indicates required

Do not submit sensitive personal or medical data in your Case. This includes but is not limited to: Social security numbers, protected medical information, or conduct/disciplinary investigative records.

*What area do you need help with?

Finance



*What is this case about?

Budget



*More Specifically

Budget Amendments



*Is this case regarding another employee(s)?

No



Step 3: We will enter the Budget Amendment into Adaptive Planning. If there are questions, we will reach out to the submitter to clarify and/ or provide a corrected template.

- Column Q has a line by line to ensure each line is balanced. Each line does not have to balance as long as column R **balances**. Column R takes the sum of column G and column O and **must balance!**

Adaptive Budget Amendment Sheet

The sheet for Budget Amendments in Adaptive Planning is as follows, the descriptions and values needed for the columns are listed below.

Is Split Child Row	WD Amendment ID	Submitter	Date	To/From	Position	Employee - Ref ID	Object Code	GL Account	Level	USource	Fund	Higher Ed Function Code	Memo	Invalid Check (1 = Invalid)	FY2026	FY2027
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Is Split Child Row: Not Applicable (**System Generated**)

WD Amendment ID: Budget Amendment ID in Workday (**User Input**)

Submitter: User who requested amendment (**User Input**)

Date: Date the amendment is submitted via ServiceNow (**Required**)

From/ To: Decreasing (From) or Increasing (To) budgeted amount (**Required**)

Position: Itemized position number where changes are occurring, if applicable (**Required**)*

Employee – Ref ID: Employee ID, if applicable (**Required**)*

Employee_Type: Staff Regular or Faculty Regular, if applicable (**Required**)*

Object Code: Legacy spend / revenue category based on GL Account (**System Generated**)

GL Account: The spend/ revenue category associated with the amendment (**Required**)

Level: Cost Center (CC) associated with the amendment (**Required**)

USource: Usource related with the amendment (**Required**)

Fund: Fund associated with the amendment (**Required**)

Higher Ed Function Code: HEFC associated with the amendment (**Required**)

Memo: Notes about the amendment (**Optional**)

Invalid Check: Ensures related worktags are accurate (**System Generated**)

CY/ FY2026: FY26 Revised Budget – Current Year (**Optional**)

FY/ FY2027: FY26 Revised Budget – Future Year (**Optional**)

*** Indicates required for a position amendment**

Adaptive Budget Amendment Template Checklist

- Related worktags are correct and valid
- Fund code is the same in the 'From / To' column
- 'From' amount is negative and 'To' amount is positive
- The amendment is balanced
- Revenue adjustments = expense adjustment + fringe amount (if applicable)

Adaptive Budget Amendment Guidelines

- Similar to KFS, there are restrictions on what can be done with a budget amendment.
For example, **a budget amendment cannot be used to**
 - Move money between different fund types
 - Move position budget spend categories to operating budget spend categories , and vice versa

Position Budget Spend Categories

Itemized Salary Spend Categories	
Faculty Academic Year - SC00002 - 1011	Non Exempt Staff - SC00005 - 1014
Faculty 12 months - SC00003 - 1012	Faculty Non Tenured Academic Year - SC00006 - 1015
Exempt Staff - SC00004 - 1013	Faculty Non Tenured 12 Months - SC00007 - 1016
Pooled Salary Spend Categories	
Faculty Non Tenured Lecturer - SC00008 - 1018	Non-Exempt Contingent 1 - SC00017 - 2073
Graduate Assistants - SC00009 - 1020	Federal Work Study Student - SC00018 - 2074
Regular S&W Adjustments - SC00010 - 1099	Student Wages - SC00019 - 2075
Labor and Assistance - SC00011 - 2000	Non Res Alien Independent Contractor - SC00020 - 2077
Trainee - SC00012 - 2067	Non Resident Alien Fellows - SC00022 - 2078
Faculty Hourly - SC00013 - 2068	Summer Salary Faculty - SC00023 - 2080
Faculty Contractual - SC00014 - 2069	Summer Salary Graduate Assistant - SC00024 - 2081
Faculty Summer School/Other - SC00015 - 2071	Contingent 2 - SC00025 - 2090
Exempt Contingent 1 - SC00016 - 2072	

Adaptive Budget Amendment Tips & Tricks

- Adaptive does not use debits/ credits the same way Workday does. **To increase the budget, it will always be a 'To' and will be positive thereby increasing the budget. To decrease the budget, one would select 'From' and it will always be negative thereby decreasing the budget.**
- Always choose the lowest level cost center available (CC), not at a hierarchy level (CCH)
- Fringe rate changes will be applied to the Usource(s) in the amendment based on the spend category, if applicable
- Corresponding revenue changes will be applied to the Usource(s) in the amendments, and include any related fringe changes
- A budget amendment will move the budget from Usource to Usource, not to a grant, gift or project. These are not part of our annual operating budget

Central Users: UMCP Adaptive to Workday Conversion

Step One:

- Enter Budget Amendment in Adaptive
- 'From' will **always** be a negative number, and 'To' will **always** be a positive number

Step Two:

- Export Budget Amendment Sheet (1st option Download, not printable view - printable view does not contain worktag/ ledger code)
- In this example, a pivot was set up to get the data in a format to copy / paste into the Budget Amendment EIB Template
- Always enter amounts as absolute values. If you enter a negative number, the system will reverse the direction of the debit or credit

	A	B	C	D	E	F	G	H
1	USource Code	US000643						
2								
3	Sum of FY2026				Column Labels			
4	Row Labels	Level Code	Fund Code	Higher_Ed_Function_Code Code	From	Grand Total		
5	49100_RC00072	CC010052	FD40100	HE0501	-553,561	-553,561	Debit	553,561
6	51200_SC00004	CC010052	FD40100	HE0501	-405,242	-405,242	Credit	405,242
7	52100_SC00043	CC010052	FD40100	HE0501	-148,319	-148,319	Credit	148,319
8	Grand Total				-1,107,122	-1,107,122		
9								
10								
11								
12	USource Code	US002353						
13								
14	Sum of FY2026				Column Labels			
15	Row Labels	Level Code	Fund Code	Higher_Ed_Function_Code Code	To	Grand Total		
16	49100_RC00072	CC010043	FD40100	HE0501	553,561	553,561	Credit	
17	51200_SC00004	CC010043	FD40100	HE0501	405,242	405,242	Debit	
18	52100_SC00043	CC010043	FD40100	HE0501	148,319	148,319	Debit	
19	Grand Total				1,107,122	1,107,122		

- Follow the logic below to translate the Adaptive export into a loadable format for Workday
- **NOTE: This logic may not apply to revenue categories that show up in the Operating Expense, Non-Operating Capital, and Transfers sections of RPT587**
- **NOTE: This logic may not apply to spend categories listed in the Revenue section of RPT587**
- To determine proper signage, click into the ledger details to view the debits, credits and translated trial balance

	From	To
Revenue	Debit (Decrease)	Credit (Increase)
Expense	Credit (Decrease)	Debit (Increase)

Step Three:

- Follow Budget Amendment EIB Procedures to load the file. If there is an error, it will let you know what the error is and what's needed to correct it. Correct if needed and reload.

Step Four:

- Validate the changes. To ensure both systems align and are in sync run the following reports to verify the amounts in the Revised Budget column amount are consistent in both Workday and Adaptive
 - Workday:
 - **RPT587 FIN ACCT Income Statement Operating Budget vs. Actuals**
 - Adaptive:

- **Run Budget Amendments - Original vs. Revised Budget (Summary)** to see same reporting format/ structure as RPT587
- **Run Budget Amendments - Original vs. Revised Budget (Detail)** to see all dimensionality associated between the Original Budget and Revised Budget

Step Five:

- In Adaptive, make sure you enter the following fields (WD Amendment ID, Submitter, and Date) to provide a way to track and audit our budget amendments. If UMCP, save a copy of the amendment in the UBO folder Budget Amendments with the file name as the amendment ID.