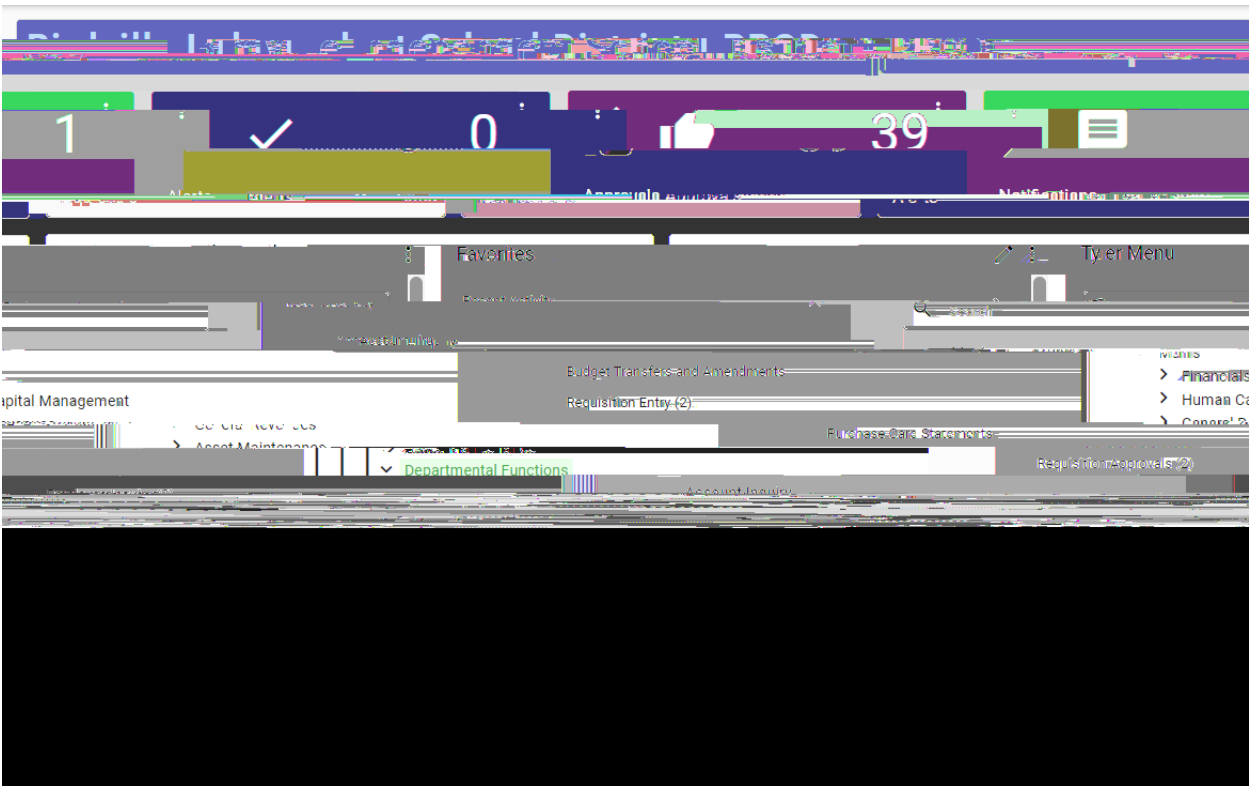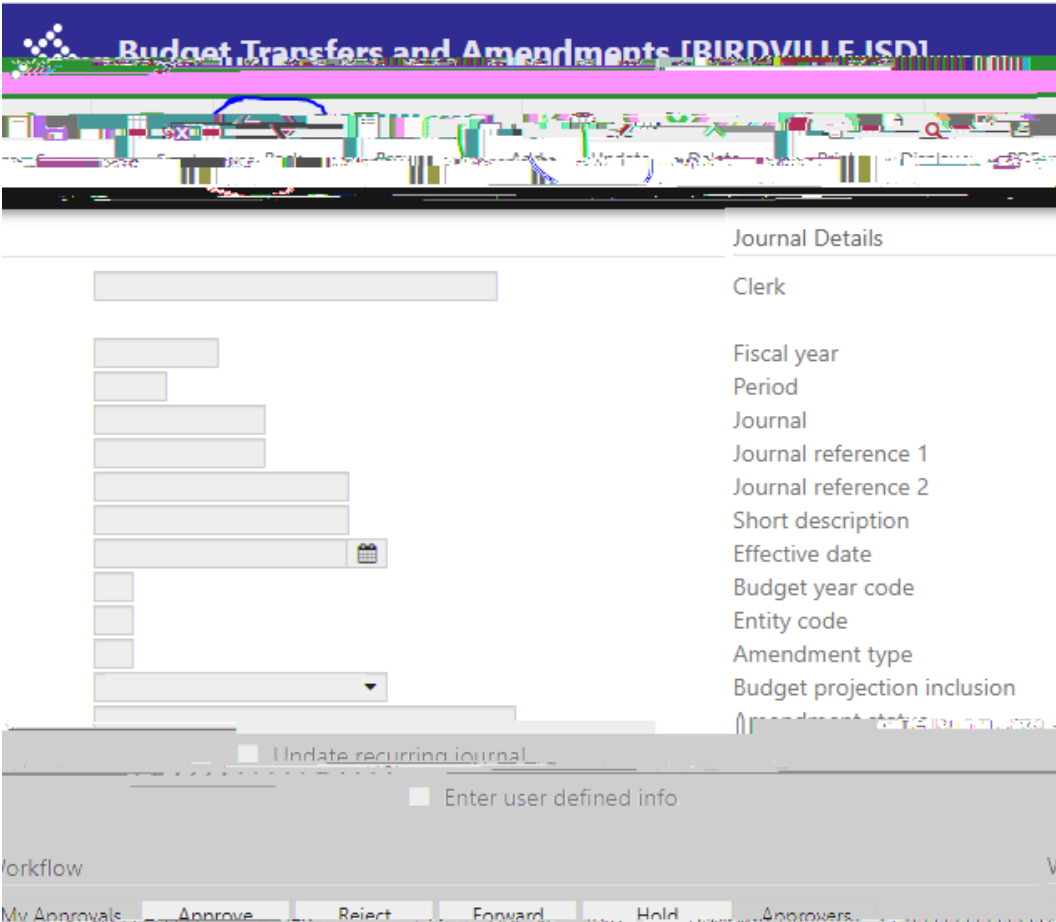# BUDGET TRANSFERS & AMENDMENTS

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

My Approvals   Approve   Reject   Forward   Hold   Approvers

3. Fiscal Year, Period and Journal will

5.