

Pontem® General Ledger — Budget Amendment

NOTE: Budget Amendments do not change income or expense entries from any program. Remember this is an adjustment to the amount budgeted for the year in a single account. To move money from the budget of one account to another account requires two budget amendments

To amend a budget, follow these steps:

1. Click on the primary task of **Yearly Budgets**.
2. Double Click on the **Budget Year** to be amended.
3. Select the **Ledger Account Number** (1) to be amended.
 - a. You can type the number (using hyphens), use the drop down menu, or use the Down Arrow on the keyboard.
4. Click the **Date** field (5) to set the effective date of the amendment.
5. Enter the **Amount of Change** (3), up or down, to the **Actual Budget Amount** (6).
 - a. For an increase adjustment, use a positive number and for a decrease adjustment, use a negative number.
6. Enter any **Comments** (4) you may have such as the board meeting date, or the account number the funds were coming from, or moved to.
7. Click **Save Amendment** or **Cancel Amendment** (5).
8. Repeat steps 3 – 7 as needed.

localhost:Benton - Pontem General Ledger

File Edit Reports Help

Primary Tasks:
Overview (F4)
Journal Entries (F5)
Yearly Budgets (F6)
Ledger Accounts (F7)

Tools Reports
Budget Worksheet with Account Nbr
Preliminary Budget Report
Current Budget
Budget Amendment Report

Budgets

Budget Year to work with: 2016-2017 Get Budget Budget Status FINALIZED

Detail View (Left-Click this header or press Alt-L to display the Budgets list)

Ledger Account Number: 101-000-402.000 PROPERTY TAX 1

Initial Budget Entry
Amount: \$84,750.00 Save Budget Entry Cancel Budget Entry

Date	Amount of Change	Comment
07/04/2016 2	\$10,000.00 3	Board Meeting on 06/20/2016 4

Actual Budget Amount: \$84,750.00 6 Save Amendment Cancel Amendment 5

Budgeted Change in Fund Balance: (\$67,225.00)

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The following reports are available to show amendment activity:

1. On the Menu bar select **Reports: Budgets: Finalized Budget: Budget Amendments Activity Report**
2. On the Menu bar select **Reports: Budgets: Finalized Budget: Budget Amendments Report**