

Imperial County
FY 2022-2023
Budget Submittal Process

**Change Requests:
Budget Augmentations**



Questica – Change Requests

BUDGET AUGMENTATIONS

The Questica Change Request Module will allow departments to make amendments to the Final Adopted Budget via a Transfer of Appropriation (TOA) or a Budget Amendment Resolution (BAR).

In addition, during the initial Budget Submittal Process, all Augmentation Request Forms will be submitted via a Change Request.

For FY 2022-2023, the Change Request Module will be open to all Questica Users, effective today, July 7, 2022. All Augmentation Requests are **due by Friday, July 15, 2022.**

Questica – Change Requests

BUDGET AUGMENTATIONS

To prepare a Budget Augmentation Change Request, you will need to have the following information:

1. Department Function (instructions will be provided as part of this training)
2. Justification
3. Org. Keys, Object Codes, Dollar Amounts (no cents)
4. Any necessary back-up
 - Quotes, memos or notices from agencies, agreements, position cost-out reports/position breakdown
 - **Related budget forms: Capital Purchase Request Form, Position Request Form**

Questica – Change Requests BUDGET AUGMENTATIONS

imperialcounty 2021.3.0.8

Dashboard My Tasks ¹⁰ **Budgeting** Reports Administration

Search Anything [CTRL + SPACE]

Questica Dashboard

Imperial County, California

Training Updates

If you were unable to attend the Questica Training Part 1 please click on the icon below to access the recorded Zoom meeting.

Items discussed on training:

- Introduction to Questica
- How to navigate the Questica Budgeting Module
- How to submit your FY 2022-2023 budget(s)

Click on the File Icon to go to the Zoom Meeting Recording
Passcode: @qF69D4W

Pending Change Request

5

Revenue/Expense - Budget vs Actuals - FY 2021-2022 By Fund Type

Income Statement
12 months ending June 30th, 2022

	2022 Budget	2022 Actuals	\$ Variance	% Variance
Revenues				
01 - General Government	159,157,858	179,726,188	(20,568,330)	(12.9)
02 - Public Protection	63,637,251	37,069,977	26,567,274	41.7
03 - Public Ways & Facilities	28,392,898	23,187,021	5,205,877	18.3
04 - Health and Sanitation	126,218,677	120,197,849	6,020,828	4.8
05 - Public Assistance	190,988,909	143,329,854	47,659,055	25.0
06 - Education	1,034,532	762,803	271,729	26.3
07 - Recreation	61,055	81,334	(20,279)	(33.2)
10 - Special District	452,227	864,062	(411,835)	(91.1)
Total Revenues	569,943,407	505,219,087	64,724,320	11.4
Expenses				
01 - General Government	97,918,182	88,232,397	9,685,785	9.9
02 - Public Protection	128,350,586	104,985,964	23,364,623	18.2
03 - Public Ways & Facilities	23,407,378	19,761,162	3,646,216	15.6
04 - Health and Sanitation	145,542,427	88,340,992	57,201,435	39.3
05 - Public Assistance	209,899,722	146,062,237	63,837,485	30.4
06 - Education	1,934,968	1,440,252	494,715	25.6
07 - Recreation	834,811	773,212	61,599	7.4
08 - Contingency	200,000	138,380	61,620	30.8
10 - Special District	870,994	394,132	476,862	54.7

Position Allocations

To prepare a Budget Augmentation Change Request, select **BUDGETING** from the Dashboard Menu

Questica – Change Requests BUDGET AUGMENTATIONS

imperialcounty
2021.3.0.8

Dashboard My Tasks ¹⁰ Budgeting [^] Reports Administration ^v

? ☆ ¹⁰ KE Karina Espinoza ^v

Operating

- ORGs
- Scenarios
- Security Assignments

Budget

- Account Summary
- Budget Lines
- Actual Costs
- Allocations

Positions

- Position Allocations

Stats

- Stat Account Summary
- Stat Budget Lines
- Stat Actuals

Calculations

- Calculations
- Calculation Templates

Personnel

- Positions
- Position Revisions
- Employees
- Employee Revisions
- Ranges
- Range Values
- Modifiers
- Modifier Amounts
- Earning Breakdowns
- Earning Breakdown Details
- Synchronize Personnel
- Index Keys

Variables

- All Variables
- Variables by Entity
- Variables by Owner

Funds

- Reserve Forecasts
- Fund Balance Forecasts

OpenBook

Change Requests

- Change Requests
- Change Request Budget Lines
- Change Request Project Budget Lines
- Position Allocation changes

Locate the Operating Module and
select **ORGs**

Questica – Change Requests BUDGET AUGMENTATIONS

To begin an Augmentation Request in Questica, you will first need to locate your **DEPARTMENT FUNCTION**

1. To locate your Department Function, ensure that you are in the correct Fiscal Year (2022-2023)
2. Search for the Org. Key that will be associated with your Augmentation Request by typing the Org. Key in the Search Box or Click on **LOAD DATA** (blue button located in the middle of your Questica screen)

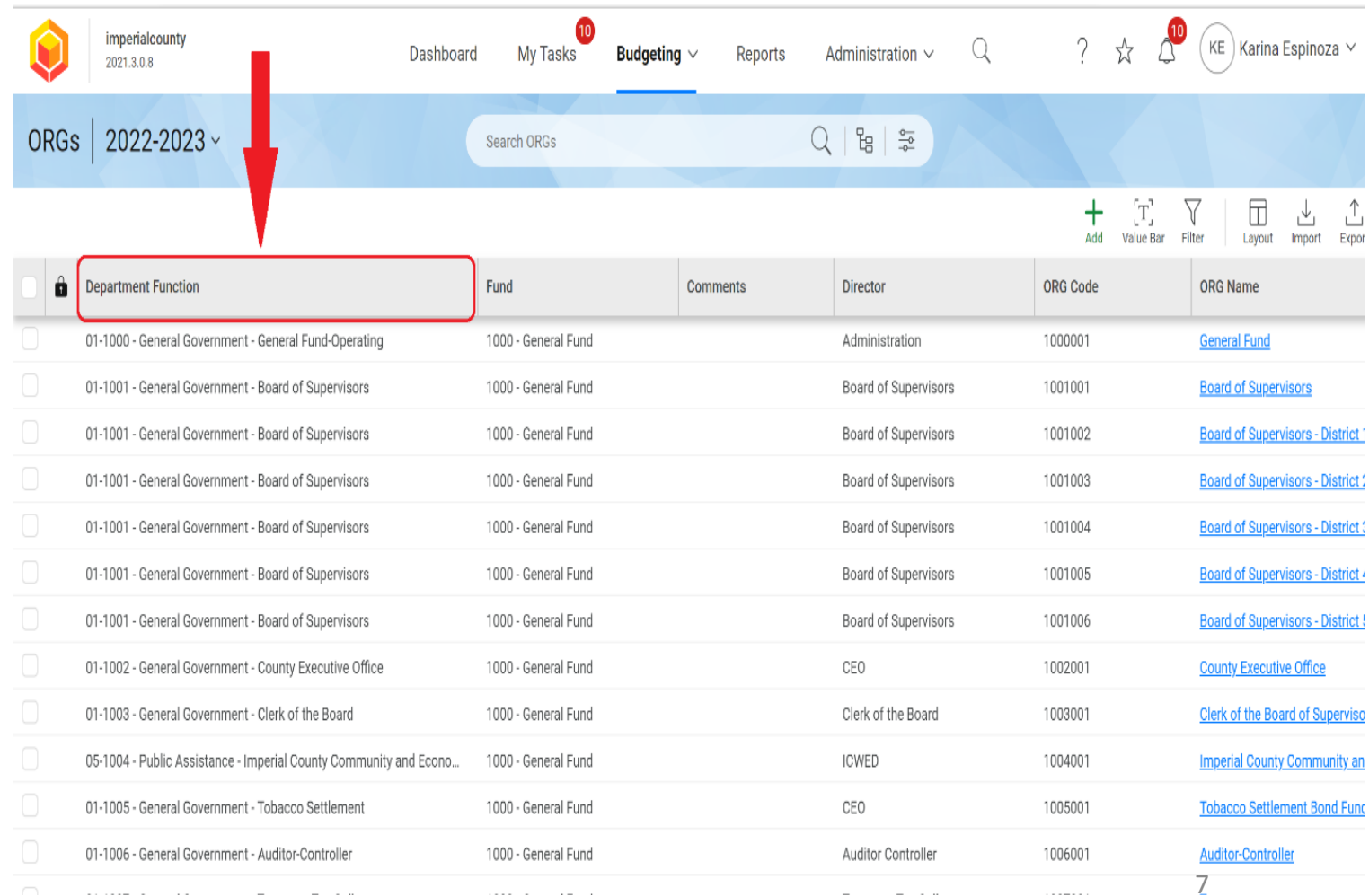
The screenshot displays the Questica web application interface. At the top, the navigation bar includes the Imperial County logo, version information (2021.3.0.8), and menu items: Dashboard, My Tasks (with a notification badge), Budgeting (selected), Reports, and Administration. A search icon and user profile (Karina Espinoza) are also visible. Below the navigation bar, a blue header bar shows 'ORGs' and a dropdown menu for the fiscal year '2022-2023'. A red arrow points from this dropdown to a search box labeled 'Search ORGs'. Below the search bar, a toolbar contains icons for 'Add', 'Value Bar', 'Filter', 'Layout', 'Import', and 'Export'. A table with columns for 'Department Function', 'Fund', 'Comments', 'Director', 'ORG Code', and 'ORG Name' is visible. A 'Let's Get Started' section contains a blue 'Load Data' button, which is highlighted with a red box and a red arrow pointing to it from the left.

Questica – Change Requests BUDGET AUGMENTATIONS

Once you locate your department's Org. Key (Org. Code/ Budget/ Budget Number), look for the **DEPARTMENT FUNCTION** column, which aligns with your Org. Key.

Example: The Department Function for Org. Key 1004001 is 05-1004 – Public Assistance, Imperial County Community and Economic Development

Example: The Department Function for Org. Key 1001001 is 01-1001 – General Government-Board of Supervisors

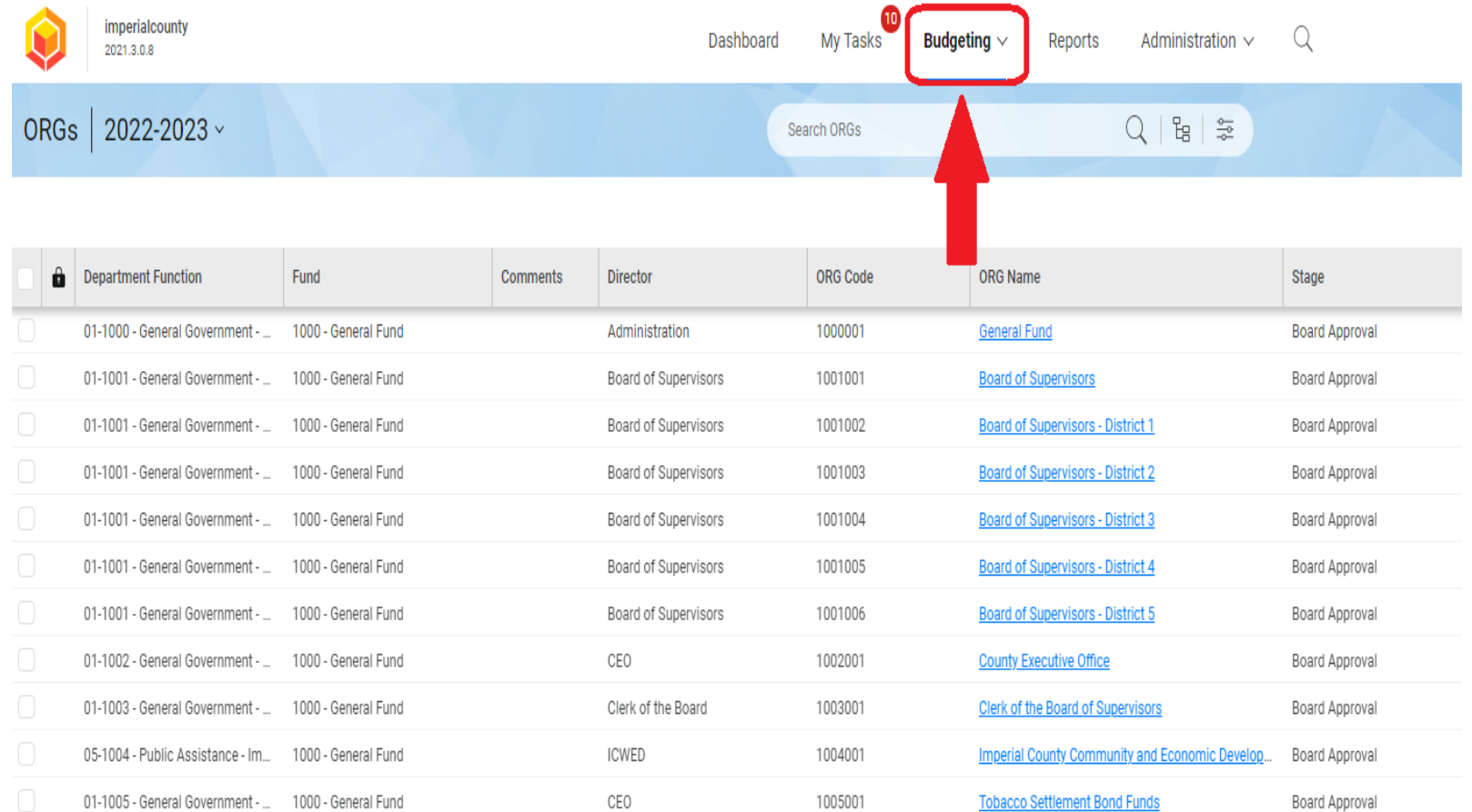


<input type="checkbox"/>	Department Function	Fund	Comments	Director	ORG Code	ORG Name
<input type="checkbox"/>	01-1000 - General Government - General Fund-Operating	1000 - General Fund		Administration	1000001	General Fund
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001001	Board of Supervisors
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001002	Board of Supervisors - District 1
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001003	Board of Supervisors - District 2
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001004	Board of Supervisors - District 3
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001005	Board of Supervisors - District 4
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001006	Board of Supervisors - District 5
<input type="checkbox"/>	01-1002 - General Government - County Executive Office	1000 - General Fund		CEO	1002001	County Executive Office
<input type="checkbox"/>	01-1003 - General Government - Clerk of the Board	1000 - General Fund		Clerk of the Board	1003001	Clerk of the Board of Supervisors
<input type="checkbox"/>	05-1004 - Public Assistance - Imperial County Community and Economic Development	1000 - General Fund		ICWED	1004001	Imperial County Community and Economic Development
<input type="checkbox"/>	01-1005 - General Government - Tobacco Settlement	1000 - General Fund		CEO	1005001	Tobacco Settlement Bond Fund
<input type="checkbox"/>	01-1006 - General Government - Auditor-Controller	1000 - General Fund		Auditor Controller	1006001	Auditor-Controller

Questica – Change Requests BUDGET AUGMENTATIONS

After locating your Department Function, select **BUDGETING** from your Menu.

NOTE: As you become familiar with your corresponding Department Function(s), you will be able to skip this step.



The screenshot shows the Questica web application interface. At the top, the Imperial County logo and version information (2021.3.0.8) are visible. The navigation menu includes 'Dashboard', 'My Tasks' (with a notification badge of 10), 'Budgeting' (highlighted with a red box and a red arrow), 'Reports', and 'Administration'. Below the navigation bar, there is a search bar for ORGs for the 2022-2023 fiscal year. The main content area displays a table of ORGs with the following columns: Department Function, Fund, Comments, Director, ORG Code, ORG Name, and Stage.

<input type="checkbox"/>	<input type="lock"/>	Department Function	Fund	Comments	Director	ORG Code	ORG Name	Stage
<input type="checkbox"/>		01-1000 - General Government - ...	1000 - General Fund		Administration	1000001	General Fund	Board Approval
<input type="checkbox"/>		01-1001 - General Government - ...	1000 - General Fund		Board of Supervisors	1001001	Board of Supervisors	Board Approval
<input type="checkbox"/>		01-1001 - General Government - ...	1000 - General Fund		Board of Supervisors	1001002	Board of Supervisors - District 1	Board Approval
<input type="checkbox"/>		01-1001 - General Government - ...	1000 - General Fund		Board of Supervisors	1001003	Board of Supervisors - District 2	Board Approval
<input type="checkbox"/>		01-1001 - General Government - ...	1000 - General Fund		Board of Supervisors	1001004	Board of Supervisors - District 3	Board Approval
<input type="checkbox"/>		01-1001 - General Government - ...	1000 - General Fund		Board of Supervisors	1001005	Board of Supervisors - District 4	Board Approval
<input type="checkbox"/>		01-1001 - General Government - ...	1000 - General Fund		Board of Supervisors	1001006	Board of Supervisors - District 5	Board Approval
<input type="checkbox"/>		01-1002 - General Government - ...	1000 - General Fund		CEO	1002001	County Executive Office	Board Approval
<input type="checkbox"/>		01-1003 - General Government - ...	1000 - General Fund		Clerk of the Board	1003001	Clerk of the Board of Supervisors	Board Approval
<input type="checkbox"/>		05-1004 - Public Assistance - Im...	1000 - General Fund		ICWED	1004001	Imperial County Community and Economic Develop...	Board Approval
<input type="checkbox"/>		01-1005 - General Government - ...	1000 - General Fund		CEO	1005001	Tobacco Settlement Bond Funds	Board Approval

Questica – Change Requests BUDGET AUGMENTATIONS

Locate the
CHANGE REQUESTS
Module

The screenshot shows the Questica web application interface. The top navigation bar includes the Imperial County logo and version (2021.3.0.8), and navigation links for Dashboard, My Tasks (with a notification badge of 10), Budgeting (selected), Reports, Administration, and a search icon. The user profile 'KE Karina Espinoza' is visible in the top right.

The main content area displays a navigation menu with the following categories and items:

- Operating**
 - ORGs
 - Scenarios
 - Security Assignments
 - Budget
 - Account Summary
 - Budget Lines
 - Actual Costs
 - Allocations
 - Positions
 - Position Allocations
 - Stats
 - Stat Account Summary
 - Stat Budget Lines
 - Stat Actuals
 - Calculations
 - Calculations
 - Calculation Templates
- Personnel**
 - Positions
 - Position Revisions
 - Employees
 - Employee Revisions
 - Ranges
 - Range Values
 - Modifiers
 - Modifier Amounts
 - Earning Breakdowns
 - Earning Breakdown Details
 - Synchronize Personnel
 - Index Keys
- Variables**
 - All Variables
 - Variables by Entity
 - Variables by Owner
- Funds**
 - Reserve Forecasts
 - Fund Balance Forecasts
- OpenBook**

The 'Change Requests' module is highlighted with a red box and contains the following sub-items:

- Change Requests
- Change Request Budget Lines
- Change Request Project Budget Lines
- Position Allocation changes

Questica – Change Requests

BUDGET AUGMENTATIONS

Select **CHANGE REQUESTS**

The screenshot shows the Questica web application interface. The top navigation bar includes the Imperial County logo, version information (2021.3.0.8), and navigation links for Dashboard, My Tasks (with a notification badge of 10), Budgeting (selected), Reports, and Administration. The user profile for Karina Espinoza is visible in the top right corner.

The main content area is divided into three columns of menu items:

- Operating**
 - ORGs
 - Scenarios
 - Security Assignments
 - Budget
 - Account Summary
 - Budget Lines
 - Actual Costs
 - Allocations
 - Positions
 - Position Allocations
 - Stats
 - Stat Account Summary
 - Stat Budget Lines
 - Stat Actuals
 - Calculations
 - Calculations
 - Calculation Templates
- Personnel**
 - Positions
 - Position Revisions
 - Employees
 - Employee Revisions
 - Ranges
 - Range Values
 - Modifiers
 - Modifier Amounts
 - Earning Breakdowns
 - Earning Breakdown Details
 - Synchronize Personnel
 - Index Keys
- Change Requests** (highlighted with a red box and arrow)
 - Change Requests
 - Change Request Budget Lines
 - Change Request Project Budget Lines
 - Position Allocation changes
- Variables**
 - All Variables
 - Variables by Entity
 - Variables by Owner
- Funds**
 - Reserve Forecasts
 - Fund Balance Forecasts
- OpenBook**

Questica – Change Requests

BUDGET AUGMENTATIONS

Select the correct fiscal year for the Change Request.

The screenshot shows the Questica web application interface. At the top, there is a navigation bar with the Imperial County logo and version information (2021.3.0.8). The main navigation includes Dashboard, My Tasks (with a red notification badge showing 10), Budgeting (selected), Reports, and Administration. A search bar and user profile (KE Karina Espinoza) are also present. Below the navigation bar, the page title is "Change Requests" with a dropdown for the fiscal year "2022-2023". A search bar for "Search Change Requests" is available. Below the search bar, there are filters for "All Change Request Types" and "Any Status". On the right side, there are icons for Add, Value Bar, Filter, Layout, Import, and Export. The main content area features a table with the following columns: Budget Year, Change Request Type, Number (with an upward arrow), Name, Purpose of Budget Amendment, and Change Request Stage. The table is currently empty. Below the table, there is a "Let's Get Started" section with a message: "Try using the search tools above to find what you're looking for, or click below to retrieve all of the records." and a blue "Load Data" button.

Questica – Change Requests

BUDGET AUGMENTATIONS

Change Request Features

The screenshot shows the Questica interface for Change Requests. The top navigation bar includes 'imperialcounty 2021.3.0.8', 'Dashboard', 'My Tasks' (with a red notification badge '10'), 'Budgeting' (selected), 'Reports', and 'Administration'. The user profile 'Karina Espinoza' is visible. The main header is 'Change Requests | 2022-2023' with a search bar. Below the header, there are two dropdown menus: 'All Change Request Types' and 'Any Status'. The 'All Change Request Types' dropdown is open, showing options: 'All Change Request Types', 'Budget Amendment Resolution (BAR)', 'Budget Augmentation (ONLY to be used during the Budget Process)', and 'Transfer of Appropriations (TOA)'. A red arrow points to the 'Budget Augmentation' option. To the right of the dropdowns are icons for '+ Add', 'Value Bar', 'Filter', 'Layout', 'Import', and 'Export'. Below these is a table with columns: 'Number', 'Name', 'Purpose of Budget Amendment', and 'Change Request Stage'.

The screenshot shows the Questica interface for Change Requests, similar to the first one. The top navigation bar is the same. The main header is 'Change Requests | 2022-2023'. Below the header, there are two dropdown menus: 'All Change Request Types' and 'Any Status'. The 'Any Status' dropdown is open, showing options: 'Any Status', 'Published', and 'Not Published'. To the right of the dropdowns are icons for '+ Add', 'Value Bar', 'Filter', 'Layout', 'Import', and 'Export'. Below these is a table with columns: 'Budget Year', 'Number', 'Name', 'Purpose of Budget Amendment', 'Change Request Stage', and 'Director'.

Questica – Change Requests

BUDGET AUGMENTATIONS

imperialcounty 2021.3.0.8

Dashboard My Tasks ¹⁰ **Budgeting** Reports Administration

Change Requests | 2022-2023 Search Change Requests

All Change Request Types Any Status

+ Add Value Bar Filter Layout Import Export

<input type="checkbox"/>	<input type="checkbox"/>	Budget Year	Change Request Type	Number	Name	Purpose of Budget Amendment	Change Request Stage
--------------------------	--------------------------	-------------	---------------------	--------	------	-----------------------------	----------------------

Let's Get Started

Try using the search tools above to find what you're looking for, or click below to retrieve all of the records.

Load Data

To create a Budget Augmentation, select **ADD (+)**

Questica – Change Requests

BUDGET AUGMENTATIONS

A new window will pop-up titled New 2023 Change Request

In this window, you will be required to provide the following information:

- Director
- Change Request Type
- Name of your Budget Augmentation
- Purpose of the Budget
- Augmentation Request

Change Requests | 2022-2023

Search Change Requests

All Change Request Types | Any Status

Number *
AUTO

Director *
[Dropdown]

Department Function *
[Dropdown]

Change Request Type *
[Dropdown]

Name
[Text Input]

Purpose of Budget Amendment *
[Text Input]

Override Auto Number

Cancel OK

Questica – Change Requests

BUDGET AUGMENTATIONS

Change Requests | 2022-2023 ▾

Search Change Requests

All Change Request Types ▾ Any Status ▾

<input type="checkbox"/>		Budget Year	Change Request Type	Number	
--------------------------	--	-------------	---------------------	--------	--

Change Request Number is automatically generated.

New 2023 Change Request ?

Create a new Change Request for budgeting.

Number *
AUTO

Director *
▾

Department Function *
▾

Change Request Type *
▾

Name

Override Auto Number

Cancel OK

Questica – Change Requests

BUDGET AUGMENTATIONS

Change Requests | 2022-2023

Search Change Requests

All Change Request Types | Any Status

Budget Year | Change Request Type | Number

Select or type the name of your department.

New 2023 Change Request

Create a new Change Request for budgeting.

Number *

AUTO

Director *

Administration

Ag Commissioner

Air Pollution Control District

Assessor

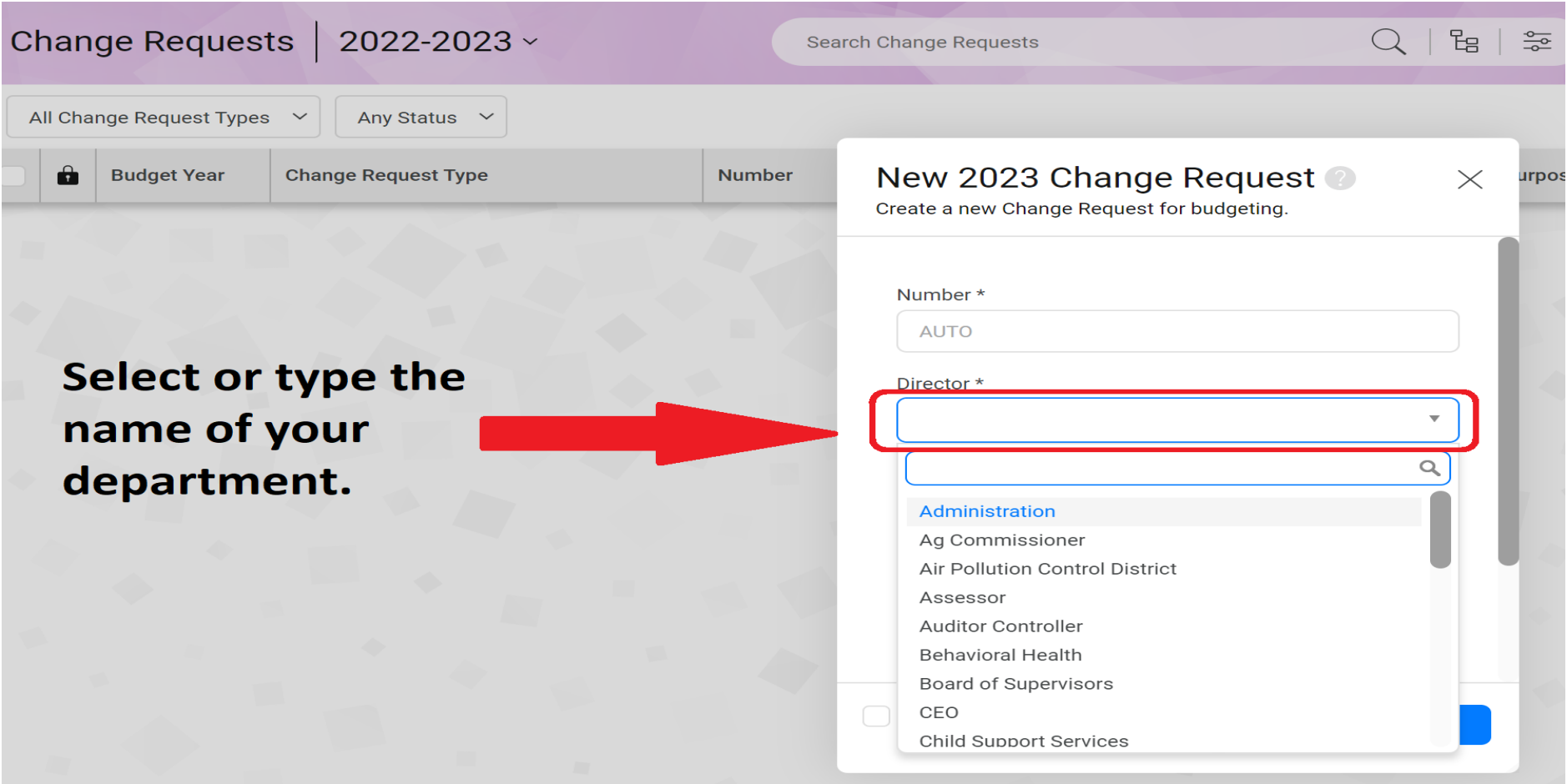
Auditor Controller

Behavioral Health

Board of Supervisors

CEO

Child Support Services




Questica – Change Requests

BUDGET AUGMENTATIONS

Change Requests | 2022-2023 Search Change Requests

All Change Request Types Any Status

Budget Year	Change Request Type	Number
-------------	---------------------	--------

Select the corresponding Department Function 

New 2023 Change Request ?

Create a new Change Request for budgeting.

Number *
AUTO

Director *
Air Pollution Control District

Department Function *

Change Request Type *

Name

Override Auto Number Cancel OK

Questica – Change Requests

BUDGET AUGMENTATIONS

Change Requests | 2022-2023 ▾ Search Change Requests 🔍

All Change Request Types ▾ Any Status ▾

Budget Year	Change Request Type	Number
-------------	---------------------	--------

New 2023 Change Request ?

Create a new Change Request for budgeting.


Number *
AUTO

Director *
Air Pollution Control District ▾

Department Function *
04-0101 - Health and Sanitation - Non General Fund ▾

Change Request Type *
Budget Amendment Resolution (BAR)
Budget Augmentation (ONLY to be used during the Budget Transfer of Appropriations (TOA))

Select Change Request Type:
BUDGET AUGMENTATION
Do not select any other CRT



Questica – Change Requests

BUDGET AUGMENTATIONS

Change Requests | 2022-2023 Search Change Requests

All Change Request Types Any Status

Budget Year	Change Request Type	Number
-------------	---------------------	--------

Enter the Name and Purpose of your Budget Augmentation request

New 2023 Change Request ?

Create a new Change Request for budgeting.

Air Pollution Control District

Department Function *

04-0101 - Health and Sanitation - Non General Fund

Change Request Type *

Budget Augmentation (ONLY to be used during the ...

Name

Purpose of Budget Amendment *

Override Auto Number

Cancel **OK**

Questica – Change Requests

BUDGET AUGMENTATIONS

Select OK once the Name and Purpose of the Budget Augmentation have been entered

imperialcounty 2021.3.0.8

Dashboard My Tasks **Budgeting** Reports Administration

Change Requests | 2022-2023

Search Change Requests

All Change Request Types Any Status

Budget Year Change Request Type Number

New 2023 Change Request

Create a new Change Request for budgeting.

Air Pollution Control District

Department Function *
04-0101 - Health and Sanitation - Non General Fund

Change Request Type *
Budget Augmentation (ONLY to be used during the ...)

Name
Additional State Aid - Grant #22-23-1596 for \$25,000

Purpose of Budget Amendment * 81
Increase Special Department Expense for APCD Project

Override Auto Number Cancel **OK**

Questica – Change Requests BUDGET AUGMENTATIONS

After the Budget Augmentation Change Request is created, a new tab will open.

Your request will contain an Auto Generated Number and the information entered in the previous page.

The screenshot shows a web browser window with the URL https://imperialcounty.questica.com/changerequest_general.aspx?Load=true&ID=36. The page title is "2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active)". The form is titled "Change Request Information" and includes the following fields:

- Director ***: Air Pollution Control District
- Name**: Additional State Aid - Grant #22-23-1596 for \$25,000
- Number ***: AUTO - 36 (9 of 100)
- Change Request Type ***: Budget Augmentation (ONLY to be used during the Budget Process)
- Acct. Reference**: (Empty)
- Publish Date**: (Empty)
- Purpose of Budget Amendment ***: Increase Special Department Expense for APCD Project related to Grant #22-23-1596
- Comments**: (Empty)
- Justification**: (Empty)
- Department Function ***: 04-0101 - Health and Sanitation - Non General Fund
- Resolution Number**: (Empty)

A "Save" button is located at the top right of the form area, and a "Promote" button is located at the top right of the page.

Questica – Change Requests

BUDGET AUGMENTATIONS

In this tab, you will continue to enter necessary information for your Budget Augmentation Request and upload your documents/back-up.

1. Number*:

An Auto Generated Number is provided for each Budget Augmentation Request.

2. Acct. Reference (Account Reference):

Only use this section if your Budget Augmentation includes a request to transfer funds from a different account and/or a trust.

Example

A department transferring money from a trust account to offset the Budget Augmentation Request shall provide the following description in the Acct. Reference section: Transfer from Trust #1234 for \$50.00 to offset Augmentation for the purchase of XYZ.

The screenshot shows a web browser window with the URL https://imperialcounty.questica.com/changerequest_general.aspx?Load=true&ID=36. The page title is "QUESTICA" and the breadcrumb navigation shows "2022-2023" > "AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000" > "Main (Active)". A green "Promote" button is visible in the top right corner.

The form is titled "Change Request Information" and includes the following fields:

- Director ***: A dropdown menu with "Air Pollution Control District" selected.
- Name**: A text field containing "Additional State Aid - Grant #22-23-1596 for \$25,000".
- Number ***: A text field containing "AUTO - 36", with a "9 of 100" character count indicator.
- Change Request Type ***: A dropdown menu with "Budget Augmentation (ONLY to be used during the Budget Process)" selected.
- Acct. Reference**: An empty text field.
- Publish Date**: An empty text field.
- Purpose of Budget Amendment ***: A text field containing "Increase Special Department Expense for APCD Project related to Grant #22-23-1596".
- Comments**: An empty text area.
- Justification**: An empty text area.
- Department Function ***: A dropdown menu with "04-0101 - Health and Sanitation - Non General Fund" selected.
- Resolution Number**: An empty text field.

Red arrows point from the text on the left to the "Number *" and "Acct. Reference" fields in the form.

Questica – Change Requests

BUDGET AUGMENTATIONS

Questica - Change Requests x AUTO - 36 - Additional State Aid x +
https://imperialcounty.questica.com/changerequest_general.aspx?Load=true&ID=36

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) v Promote

General v Operating v Capital v Reports v

Change Request Information

Save

Director *
Air Pollution Control District

Name
Additional State Aid - Grant #22-23-1596 for \$25,000

Number 9 of 100
AUTO - 36

Change Request Type *
Budget Augmentation (ONLY to be used during the Budget Process) v

Acct. Reference
Publish Date

Purpose of Budget Amendment *
Increase Special Department Expense for APCD Project related to Grant #22-23-1596

Comments

Justification

Department Function *
04-0101 - Health and Sanitation - Non General Fund v

Resolution Number

3. Publish Date:

Leave blank. Do not enter any information here. This is for GSA use only.

4. Purpose of Budget Amendment:

You may edit the purpose for your Budget Augmentation Request here and/or provide additional information.

5. Comments:

The comments section should only be used to notify the administrator of anything deemed important as it relates to the Augmentation Request.

Questica – Change Requests

BUDGET AUGMENTATIONS

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) Promote

General | Operating | Capital | Reports

Director *
Air Pollution Control District

Name
Additional State Aid - Grant #22-23-1596 for \$25,000

Number *
AUTO - 36

Change Request Type *
Budget Augmentation (ONLY to be used during the Budget Process)

Acct. Reference
Publish Date

Purpose of Budget Amendment *
Increase Special Department Expense for APCD Project related to Grant #22-23-1596

Comments
0

Justification
APCD is requesting a Budget Augmentation for FY 2022-2023 to appropriate funds and related expenses for IV Prevention Program in the amount of \$25,000 under Special Department Expense - Other. APCD will receive additional state funding.

Department Function *
04-0101 - Health and Sanitation - Non General Fund

Resolution Number

Save

6. Justification:

Enter the justification for requesting the Budget Augmentation.

7. Department Function:

This information was added as part of the initial step to add a new Budget Augmentation Request (See Slide #17).

Questica – Change Requests

BUDGET AUGMENTATIONS

Browser address bar: https://imperialcounty.questica.com/changerequest_general.aspx?Load=true&ID=36

REQUEST

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) v

General v | Operating v | Capital v | Reports v

Director *
Air Pollution Control District

Name
Additional State Aid - Grant #22-23-1596 for \$25,000

Number *
AUTO - 36

Change Request Type *
Budget Augmentation (ONLY to be used during the Budget Process) v

Acct. Reference
Publish Date

Purpose of Budget Amendment *
Increase Special Department Expense for APCD Project related to Grant #22-23-1596

Comments
0

Justification
APCD is requesting a Budget Augmentation for FY 2022-2023 to appropriate funds and related expenses for IV Prevention Program in the amount of \$25,000 under Special Department Expense - Other. APCD will receive additional state funding.

Department Function *
04-0101 - Health and Sanitation - Non General Fund v

Resolution Number

Buttons: Promote, Save

8. Resolution Number:
Leave blank. Do not enter any information here. This is for GSA use only.

Questica – Change Requests

BUDGET AUGMENTATIONS

Click on the **SAVE** button once you have filled out the required fields in this tab.

REQUEST

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) ▾

Promote

General ▾ | Operating ▾ | Capital ▾ | Reports ▾

Director *
Air Pollution Control District ▾

Name
Additional State Aid - Grant #22-23-1596 for \$25,000

Number *
AUTO - 36

Change Request Type *
Budget Augmentation (ONLY to be used during the Budget Process) ▾

Acct. Reference
Publish Date

Purpose of Budget Amendment *
Increase Special Department Expense for APCD Project related to Grant #22-23-1596


Comments
0

Justification
APCD is requesting a Budget Augmentation for FY 2022-2023 to appropriate funds and related expenses for IV Prevention Program in the amount of \$25,000 under Special Department Expense - Other. APCD will receive additional state funding.

Department Function *
04-0101 - Health and Sanitation - Non General Fund ▾

Resolution Number

Save



Questica – Change Requests

BUDGET AUGMENTATIONS

⋮ 🔒 ☆ 🔔 💬 2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) ▾ Promote

General ▾ Operating ▾ Capital ▾ Reports ▾

Change Request Information

Director *
Air Pollution Control District ▾

Name
Additional State Aid - Grant #22-23-1596 for \$25,000

Number * AUTO - 36 Change Request Type * Budget Augmentation (ONLY to be used during the Budget Process) ▾

Acct. Reference Publish Date

Purpose of Budget Amendment *
Increase Special Department Expense for APCD Project related to Grant #22-23-1596

Comments

Justification
APCD is requesting a Budget Augmentation for FY 2022-2023 to appropriate funds and related expenses for IV Prevention Program in the amount of \$25,000 under Special Department Expense - Other. APCD will receive additional State funding.

Save

The **SAVE** button feature is greyed out and will only become available if additional changes are made to this tab.

Questica – Change Requests

BUDGET AUGMENTATIONS

Attaching documents to an Augmentation Request:

Select **GENERAL** from the menu. A drop down menu will appear.

Click on **DOCUMENTS**

The screenshot shows the Questica interface for a 2022-2023 budget augmentation request. The breadcrumb trail is: 2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) v. A 'Promote' button is in the top right. A navigation menu is open under 'General', with options: Change Request, Capital Expenditure Authorizations, Security, Documents (highlighted with a red box and a red arrow), History, and Scenario. The form fields include: Director * (Air Pollution Control District), Name (Additional State Aid - Grant #22-23-1596 for \$25,000), Number * (AUTO - 36), Change Request Type * (Budget Augmentation (ONLY to be used during the Budget Process) v), Acct. Reference, Publish Date, Purpose of Budget Amendment * (Increase Special Department Expense for APCD Project related to Grant #22-23-1596), Comments, and Justification (APCD is requesting a Budget Augmentation for FY 2022-2023 to appropriate funds and related expenses for IV Prevention Program in the amount of \$25,000 under Special Department Expense - Other. APCD will receive additional State funding.). A 'Save' button is on the right side of the form.

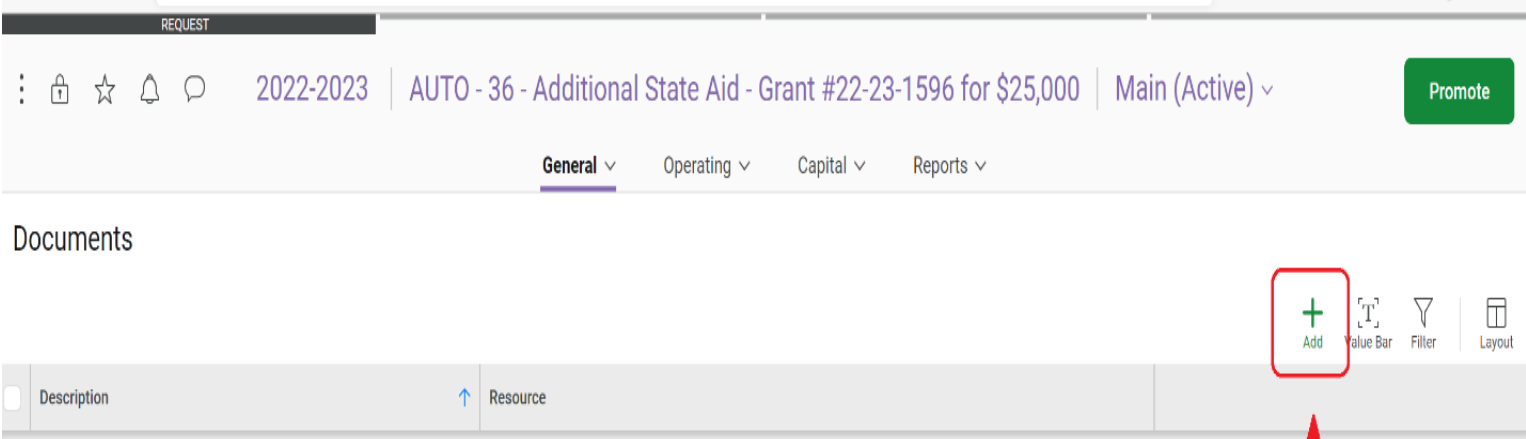
Questica – Change Requests

BUDGET AUGMENTATIONS

Attaching documents to an Augmentation Request:

After selecting DOCUMENTS from the drop down menu, you will be redirected a new page.

In the Documents section, select **ADD (+)**



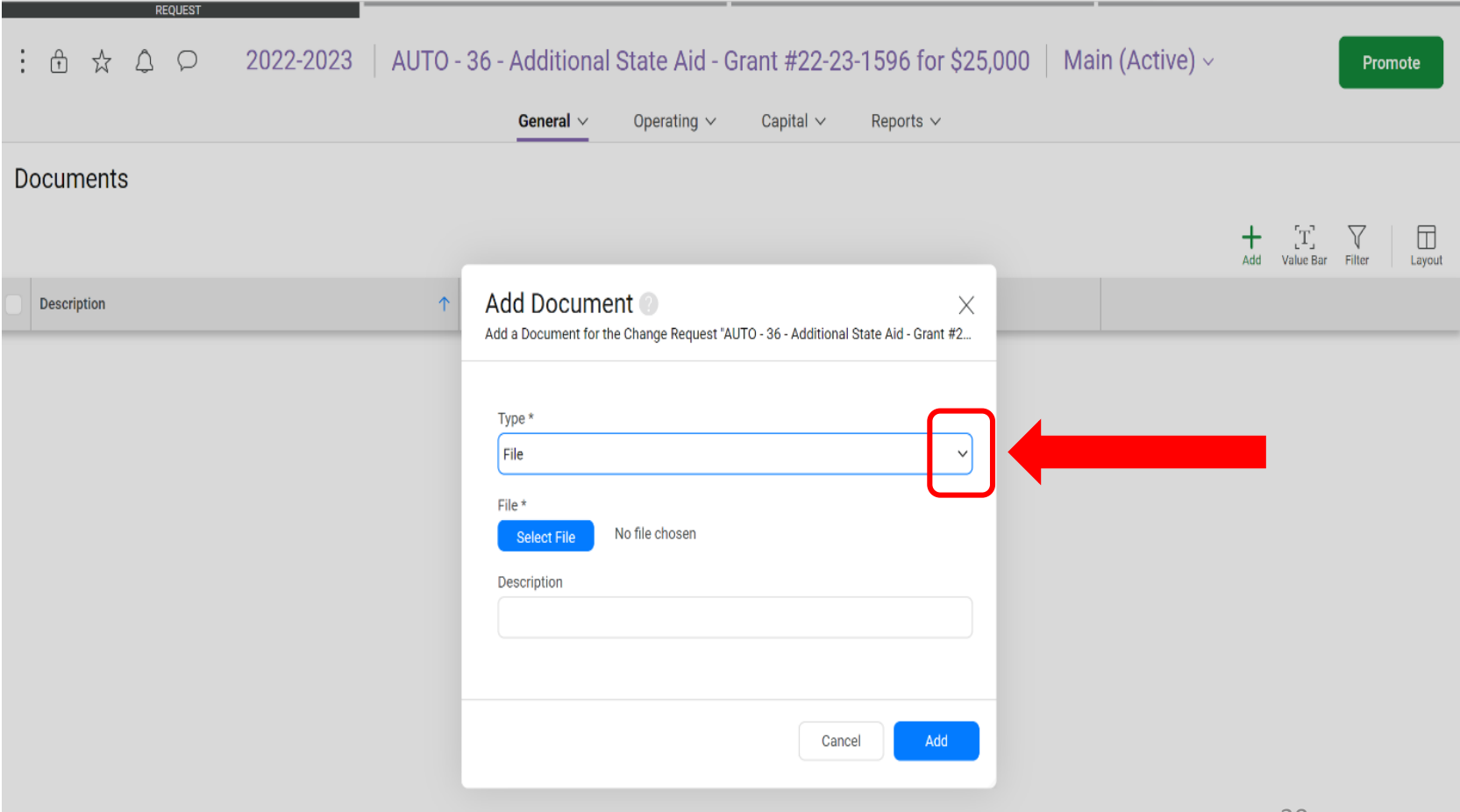
No results found

Questica – Change Requests BUDGET AUGMENTATIONS

Attaching documents to an Augmentation Request:

An ADD DOCUMENTS screen will open.

Click on the arrow to select the file type.



Questica – Change Requests BUDGET AUGMENTATIONS

Attaching documents to an Augmentation Request:

Select **FILE** from the drop down menu

Search for the file you wish to attach and click to open/add

Enter the **DESCRIPTION** of your attachment

Once the first file has been added, click the **ADD** button

The screenshot shows a modal dialog box titled "Add Document" with a close button (X) in the top right corner. Below the title bar, it says "Add a Document for the Change Request 'AUTO - 36 - Additional State Aid - Grant #2...". The main content area has a "Type *" label above a dropdown menu. The dropdown menu is open, showing "File" as the selected option, which is highlighted with a red box. Below the dropdown is a "Link" label and a "Select File" button, also highlighted with a red box. To the right of the "Select File" button, it says "No file chosen". Below this is a "Description" label and a text input field. At the bottom right of the dialog are "Cancel" and "Add" buttons, with the "Add" button highlighted with a red box. Three red arrows point from the left side of the dialog to the "File" option in the dropdown, the "Select File" button, and the "Add" button.

Questica – Change Requests BUDGET AUGMENTATIONS

The attached document will appear below.



REQUEST

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) Promote

General | Operating | Capital | Reports

Documents

+ Add [T] Value Bar Filter [L] Layout

<input type="checkbox"/>	Description	↑	Resource
<input type="checkbox"/>	Test File - Questica Demo. This is a test to add a file to Questica.docx		Test File - Questica Demo. This is a test to add a file to Questica.docx

To add more documents, select the **ADD (+)** button and repeat the steps from Slides #30-31.

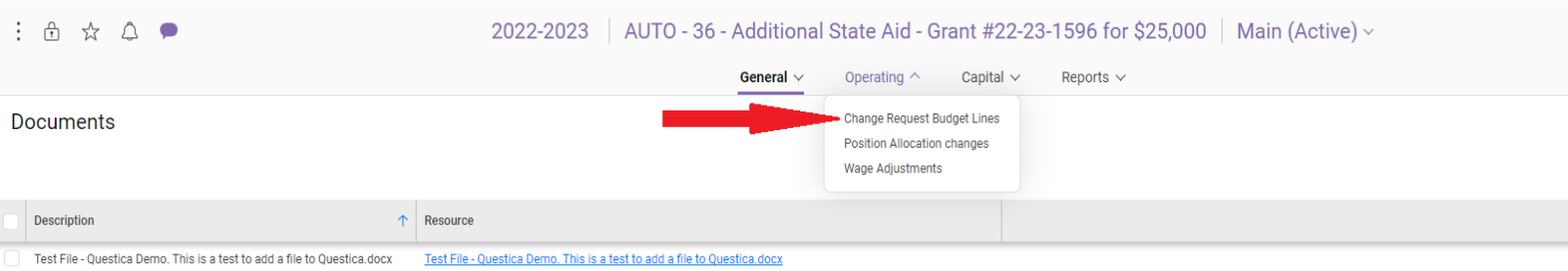
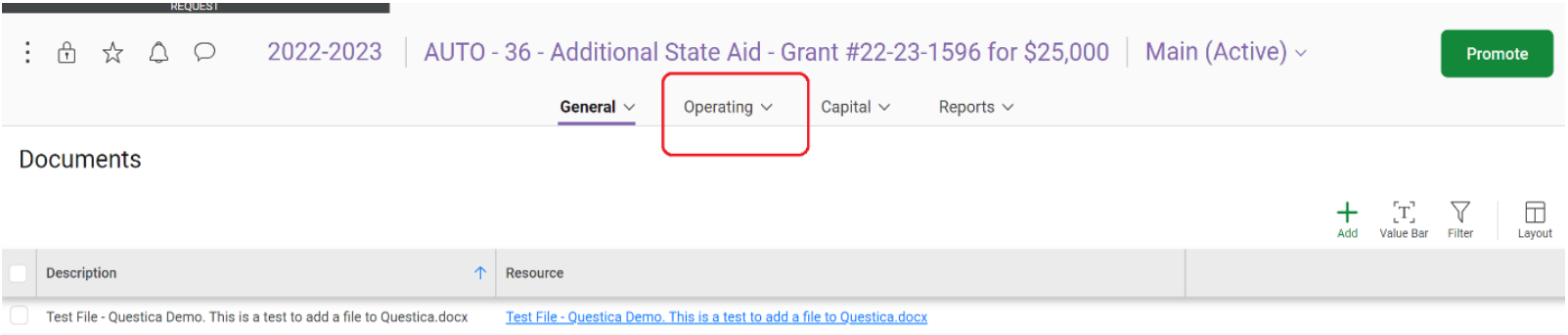
Questica – Change Requests

BUDGET AUGMENTATIONS

Adding Orgs, Object Codes and Amounts to an Augmentation Request:

After attaching all documents, Select **OPERATING** from the menu.

Select **CHANGE REQUEST BUDGET LINES** from the drop down menu.



Questica – Change Requests

BUDGET AUGMENTATIONS

A new tab will open in the OPERATING BUDGET section.

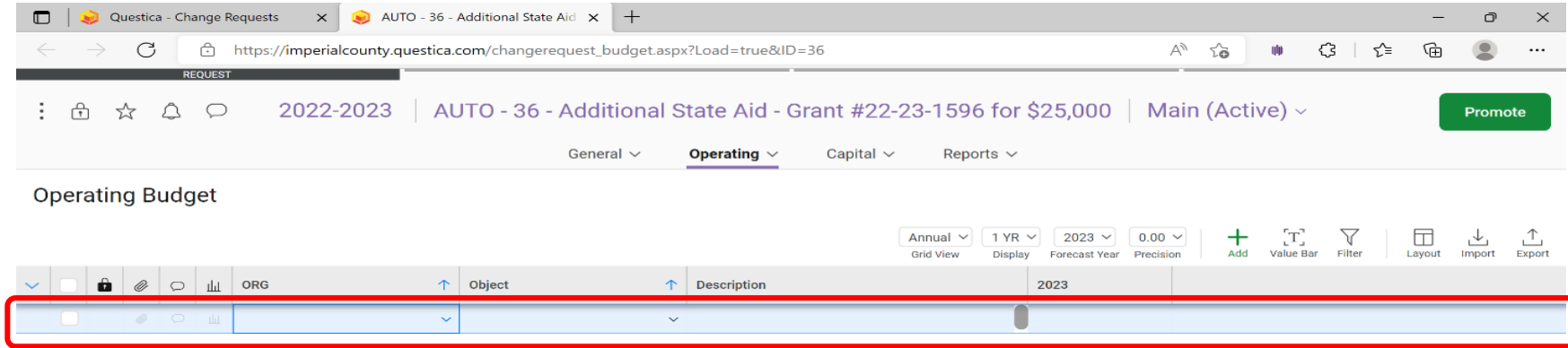
Select **ADD (+)** to enter a budget line/account for the Augmentation Request

The screenshot shows the Questica software interface for a 'REQUEST' titled '2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active)'. The interface is divided into sections: 'General', 'Operating', 'Capital', and 'Reports'. The 'Operating Budget' section is active, displaying a table with columns for 'Object', 'Description', and '2023'. A red box highlights the 'Add (+)' button in the top right corner of the table, with a red arrow pointing to it. The table currently shows 'No results found'.

Questica – Change Requests

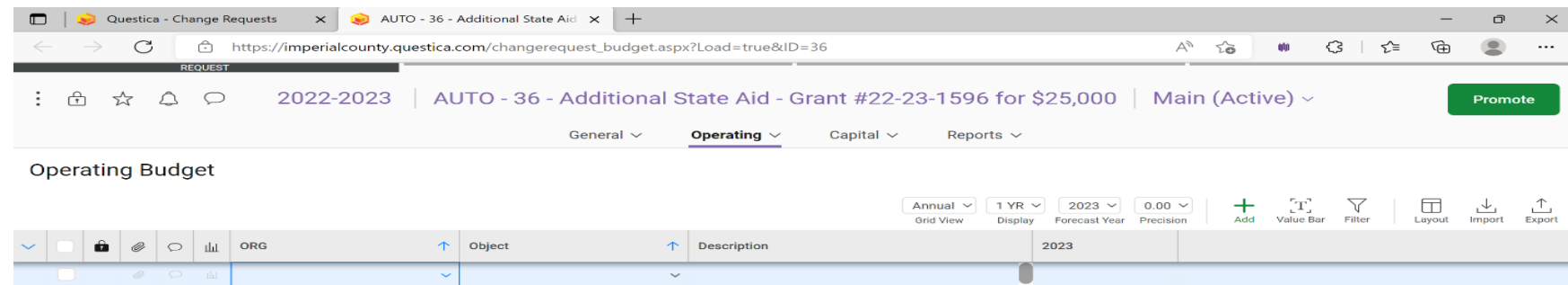
BUDGET AUGMENTATIONS

A new budget line will appear.



The screenshot shows the Questica web application interface. The browser address bar displays the URL: https://imperialcounty.questica.com/changerequest_budget.aspx?Load=true&ID=36. The page title is "2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active)". The "Operating Budget" section is visible, with a table containing columns for "ORG", "Object", "Description", and "2023". A new budget line is highlighted with a red box, indicating its appearance.

Click on the **ORG** arrow to select from a drop down menu or type in the **ORG** Key for the Augmentation Request.



The screenshot shows the Questica web application interface, similar to the previous one. The "Operating Budget" section is visible, with a table containing columns for "ORG", "Object", "Description", and "2023". The "ORG" column is highlighted with a red arrow, indicating the user's focus on selecting or entering the organization key.

Hit the TAB key to move to the OBJECT column or hit ENTER.



Questica – Change Requests BUDGET AUGMENTATIONS

Click on the **OBJECT** arrow to select from a drop down menu or type in the **OBJECT** Code for the Augmentation Request.

The screenshot shows the Questica interface for a request titled "2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active)". The "Operating Budget" section is active, displaying a table with columns for "ORG", "Object", and "Description". A red arrow points to the "Object" column header, which has a small upward-pointing arrow next to it. The table contains one row with the object code "1596001 - Air Pollution Contr...".

Hit the **TAB** key to move to the **DESCRIPTION** column or hit **ENTER**.

The screenshot shows the same Questica interface as above, but with the "Description" column selected. A red arrow points to the "Description" column header, which has a small upward-pointing arrow next to it. The table now shows two rows: the first row has the object code "1596001 - Air Pollution Contr..." and the second row has the object code "446030 - State-Air Pollution C...".

Questica – Change Requests BUDGET AUGMENTATIONS

Once you are in the **2023** column, enter the dollar amount. Do not include cents.

The screenshot shows the Questica interface for a request titled "2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active)". The "Operating Budget" section is active. The table below shows columns for "ORG", "Object", "Description", and "2023". A red arrow points to the empty cell in the "2023" column for the row with "1596001 - Air Pollution Contr...", "446030 - State-Air Pollution C...", and "Grant #22-23-1596 for Project IV-Prevention".

ORG	Object	Description	2023
1596001 - Air Pollution Contr...	446030 - State-Air Pollution C...	Grant #22-23-1596 for Project IV-Prevention	

Hit the **ENTER** key to add the budget line.

The screenshot shows the same Questica interface as above, but now the value "25,000.00" has been entered in the "2023" column for the selected row. The table below shows the updated values.

ORG	Object	Description	2023
1596001 - Air Pollution Control D...	446030 - State-Air Pollution Contr	Grant #22-23-1596 for Project IV-Prevention	25,000.00

Questica – Change Requests BUDGET AUGMENTATIONS

REQUEST

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) Promote

General **Operating** Capital Reports

Operating Budget

Annual 1 YR 2023 0.00 **+** Add Value Bar Filter Layout Import Export

ORG	Object	Description	2023
Object Type: Revenues			25,000.00
1596001 - Air Pollution Control D...	446030 - State-Air Pollution Contr	Grant #22-23-1596 for Project IV-Prevention	25,000.00

Repeat the steps from Slides #34-37 to add each budget line to your Augmentation Request.

REQUEST

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) Promote

General **Operating** Capital Reports

Operating Budget

Annual 1 YR 2023 0.00 + Value Bar Filter Layout Import Export

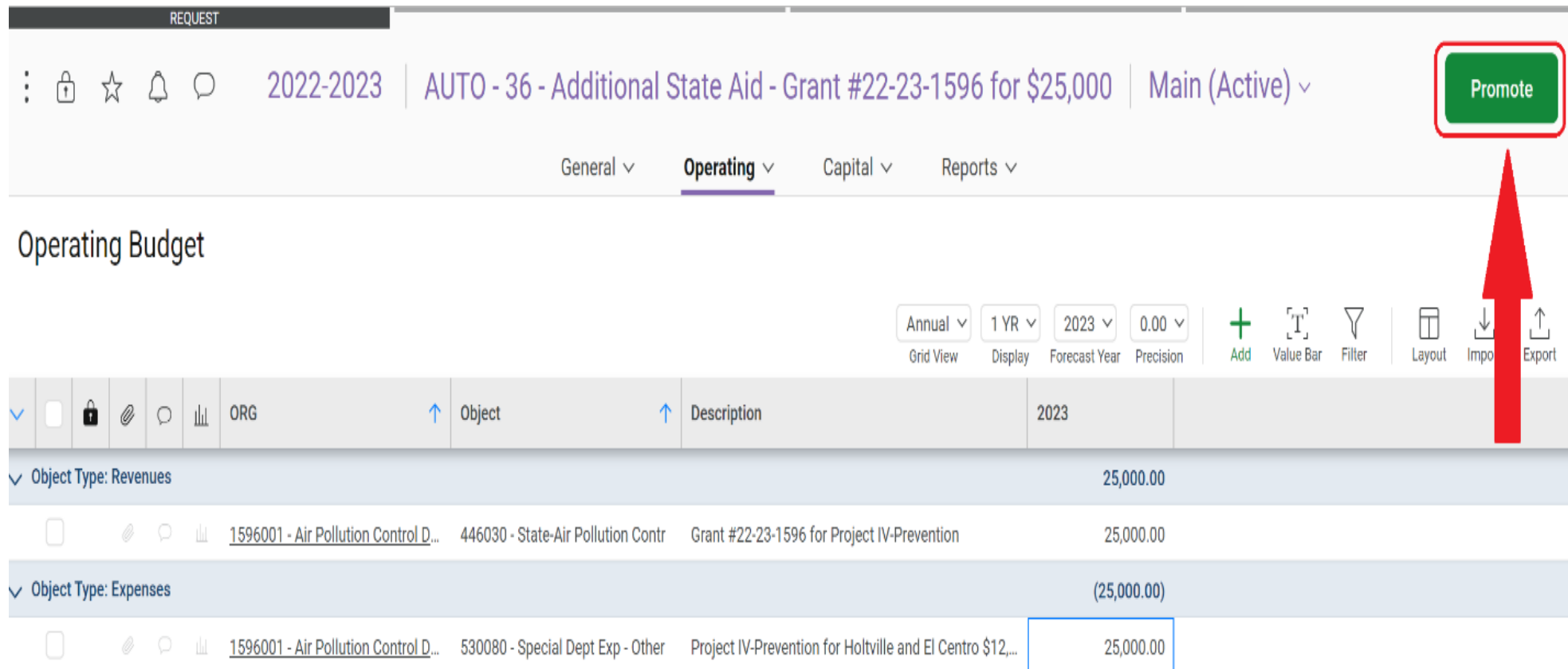
ORG	Object	Description	2023
Object Type: Revenues			25,000.00
	Step 1	Step 2	Step 3
1596001 - Air Pollution Control D...	446030 - State-Air Pollution Contr	Grant #22-23-1596 for Project IV-Prevention	25,000.00

Questica – Change Requests

BUDGET AUGMENTATIONS

Select **PROMOTE** after all budget lines have been added.

This should include the offset account information for your Augmentation Request.



REQUEST

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) ▾

General ▾ Operating ▾ Capital ▾ Reports ▾

Operating Budget

Annual ▾ 1 YR ▾ 2023 ▾ 0.00 ▾ | + Add | Value Bar | Filter | Layout | Import | Export

ORG	Object	Description	2023
Object Type: Revenues			25,000.00
	1596001 - Air Pollution Control D...	446030 - State-Air Pollution Contr Grant #22-23-1596 for Project IV-Prevention	25,000.00
Object Type: Expenses			(25,000.00)
	1596001 - Air Pollution Control D...	530080 - Special Dept Exp - Other Project IV-Prevention for Holtville and El Centro \$12,...	25,000.00

Questica – Change Requests BUDGET AUGMENTATIONS

From the **Workflow Change Request Stages** window, Click on the next review **STAGE (GSA – Budget Fiscal Review)** and Select **NEXT** to submit your request.

DO NOT skip a stage.

Promote the Budget Augmentation Request to the next level: GSA - Budget Fiscal Review

Workflow Change Request Stages ... X
Select a change request stage to promote to

- Request (current stage)
- GSA - Budget Fiscal Review
- Denied
- Approved

Cancel Next >

Select Next

Questica – Change Requests BUDGET AUGMENTATIONS

How to print a copy for your Budget Augmentation Change Request Information:

Right-Click on your mouse and Select **PRINT**

GSA - BUDGET FISCAL REVIEW

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) ▾

General ▾ | Operating ▾ | Capital ▾ | Reports ▾

Change Request Information

Director *	Air Pollution Control District ▾		
Name	Additional State Aid - Grant #22-23-1596 for \$25,000		
Number *	AUTO - 36	Change Request Type *	Budget Augmentation (ONLY)
Acct. Reference	This is a test	Publish Date	
Purpose of Budget Amendment *	Increase Special Department Expense for APCD Project related to Grant #22-23-1596		
Comments			

- Back Alt+Left Arrow
- Forward Alt+Right Arrow
- Reload Ctrl+R
- Save as... Ctrl+S
- Print... Ctrl+P**
- Cast...
- Search images with Google Lens
- Create QR Code for this page
- Translate to English
- View page source Ctrl+U
- Inspect

Questica – Change Requests

BUDGET AUGMENTATIONS

GSA - BUDGET FISCAL REVIEW

2022-2023 | AUTO - 36 - Additional State Aid - Grant #22-23-1596 for \$25,000 | Main (Active) ▾

General ▾ **Operating** ▾ Capital ▾ Reports ▾

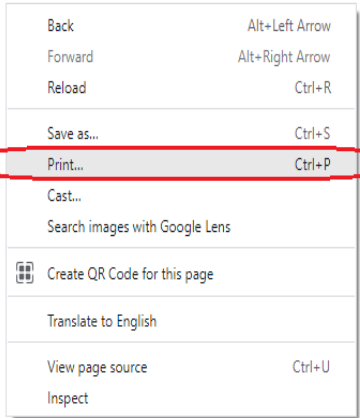
Operating Budget

Annual ▾ 1 YR ▾ 2023 ▾ 0.00 ▾ + T
Grid View Display Forecast Year Precision Add Value

ORG	Object	Description	2023
Object Type: Revenues			25,000.00
1596001 - Air Pollution Control D...	446030 - State-Air Pollution Contr	Grant #22-23-1596 for Project IV-Prevention	25,000.00
Object Type: Expenses			(25,000.00)
1596001 - Air Pollution Control D...	530080 - Special Dept Exp - Other	Project IV-Prevention for Holtville and El Centro \$12,...	25,000.00

How to print a copy for your Budget Augmentation Operating Budget Information:

Right-Click on your mouse and Select **PRINT**



Questica – Change Requests

BUDGET AUGMENTATIONS

- Approval

If your Budget Augmentation Request is approved, it will flow through the final approval process. No further action is required on behalf of the department.

- Denial

If your Budget Augmentation Request is denied, it will be demoted back to the department with a note from GSA for the denial. The department may then opt to appeal the request before the Board of Supervisors during the Budget Hearings scheduled August 23, 2022.

COI Live Demo

Budget Augmentation Change Request

