

Imperial County  
FY 2022-2023  
Change Requests

Transfer of Appropriations (TOA)  
and  
Budget Amendment Resolution (BAR)



# Questica – Change Requests TOAs and BARS

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

After today's training, the Change Request Module will be available to all Questica Users to prepare and submit TOAs and to prepare BARS for approval by the Imperial County Board of Supervisors via a board agenda item.

Please note that approval of TOAs will be processed after the adoption of the FY 2022-2023 Final Budget (September 27, 2022).

# Questica – Change Requests TOAs and BARs

To prepare a TOA or a BAR Change Request, you will need to have the following information:

1. Department Function
2. Justification
3. Org. Keys, Object Codes, Dollar Amounts (no cents)

**NOTE:** If you are approving (promoting) a TOA Change Request as a Department Head, you will need to ensure that you are on the Authorized Signature List under Request for Transfer of Appropriations.

COUNTY OF IMPERIAL CASH CONTROL AND ACCOUNTING STANDARD PRACTICE MANUAL FISCAL FORMS PREPARATION		
<b>AUTHORIZED SIGNATURE LIST</b>		
TO:	Karina B. Alvarez CPA, COUNTY AUDITOR-CONTROLLER	
FROM:	_____	_____
	<small>SIGNATURE OF DEPARTMENT HEAD</small>	<small>DEPARTMENT</small>
		<small>DATE</small>
The following are authorized to sign or act in lieu of department head for the following functions. These items must have a signature, not a stamp or a typed name:		
<b>PAYROLL</b>		<b>ACCOUNTS PAYABLE</b>
Payroll Certificate		Department Head on Claim
_____		_____
_____		_____
_____		_____
_____		_____
Pick-Up Warrants		Pick-Up Warrants
_____		_____
_____		_____
_____		_____
_____		_____
Deposit Permits		<b>OTHER</b>
_____		Purchase Orders
_____		_____
_____		_____
_____		_____
Property Transfer Request		<b>Request for Transfer of Appropriations</b>
_____		_____
_____		_____
_____		_____
_____		_____

14.32 revised May 2022

# Questica – Change Requests TOAs and BARs

imperialcounty 2021.3.0.8

Dashboard My Tasks **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
<b>Revenues</b>				
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)
<b>Total Revenues</b>	<b>569,943,407</b>	<b>505,219,087</b>	<b>64,724,320</b>	<b>11.4</b>
<b>Expenses</b>				
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 TOA or a BAR Change Request, select **BUDGETING** from the Dashboard Menu

# Questica – Change Requests TOAs and BARs

imperialcounty  
2021.3.0.8

Dashboard My Tasks <sup>10</sup> Budgeting <sup>^</sup> Reports Administration <sup>v</sup>

? ☆ <sup>10</sup> KE Karina Espinoza <sup>v</sup>

**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 TOAs and BARs

To begin a TOA or a BAR 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 TOA or BAR by typing the Org. Key in the Search Box or clicking on **LOAD DATA** (blue button located in the middle of your Questica screen)

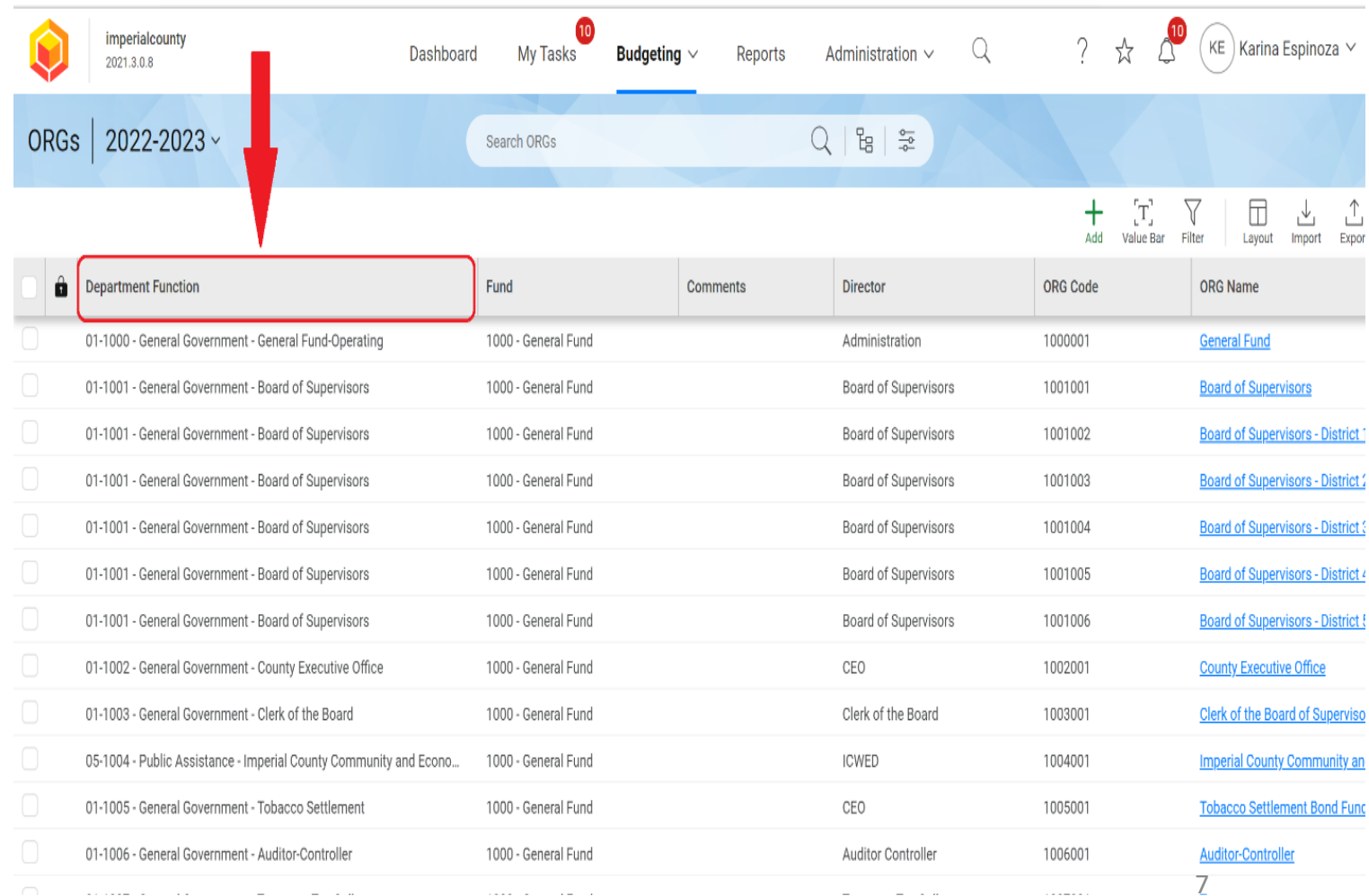
The screenshot displays the Questica web application interface. At the top, the navigation bar includes the Imperial County logo, version information (2021.3.0.8), and menu items: Dashboard, My Tasks (with a notification badge), Budgeting (selected), Reports, and Administration. A search icon and user 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 table header is visible with columns: Department Function, Fund, Comments, Director, ORG Code, and ORG Name. In the center of the screen, a 'Let's Get Started' message prompts the user to use search tools or click a 'Load Data' button. A red arrow points from the 'Load Data' button to the 'Load Data' button.

# Questica – Change Requests TOAs and BARs

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	<a href="#">General Fund</a>
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001001	<a href="#">Board of Supervisors</a>
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001002	<a href="#">Board of Supervisors - District</a>
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001003	<a href="#">Board of Supervisors - District</a>
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001004	<a href="#">Board of Supervisors - District</a>
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001005	<a href="#">Board of Supervisors - District</a>
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001006	<a href="#">Board of Supervisors - District</a>
<input type="checkbox"/>	01-1002 - General Government - County Executive Office	1000 - General Fund		CEO	1002001	<a href="#">County Executive Office</a>
<input type="checkbox"/>	01-1003 - General Government - Clerk of the Board	1000 - General Fund		Clerk of the Board	1003001	<a href="#">Clerk of the Board of Superviso</a>
<input type="checkbox"/>	05-1004 - Public Assistance - Imperial County Community and Econo...	1000 - General Fund		ICWED	1004001	<a href="#">Imperial County Community an</a>
<input type="checkbox"/>	01-1005 - General Government - Tobacco Settlement	1000 - General Fund		CEO	1005001	<a href="#">Tobacco Settlement Bond Func</a>
<input type="checkbox"/>	01-1006 - General Government - Auditor-Controller	1000 - General Fund		Auditor Controller	1006001	<a href="#">Auditor-Controller</a>

# Questica – Change Requests TOAs and BARs

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 these steps.*

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



# Questica – Change Requests TOAs and BARs

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), navigation links for Dashboard, My Tasks (with a notification badge of 10), Budgeting (selected), Reports, Administration, and a search icon. The user profile for Karina Espinoza is visible on the right. The main content area displays a navigation menu with several categories: Operating (with a sub-menu for ORGs), Personnel, Variables, Funds, and OpenBook. The 'Change Requests' module is highlighted with a red box, showing sub-items: Change Requests, Change Request Budget Lines, Change Request Project Budget Lines, and Position Allocation changes.

imperialcounty  
2021.3.0.8

Dashboard My Tasks <sup>10</sup> **Budgeting** ^ Reports Administration ▾ ? ☆ <sup>10</sup> KE Karina Espinoza ▾

- 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

# Questica – Change Requests TOAs and BARs

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, Administration, and a search icon. The user profile '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 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 TOAs and BARs

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 navigation menu includes Dashboard, My Tasks (with a red notification badge showing 10), Budgeting (selected), Reports, and Administration. A search icon and a user profile for Karina Espinoza (KE) are also visible.

Below the navigation bar, the main content area is titled "Change Requests" and shows the fiscal year "2022-2023". A search bar labeled "Search Change Requests" is present. Below the search bar, there are two dropdown menus: "All Change Request Types" and "Any Status". To the right of these dropdowns are several action icons: Add (+), Value Bar (T), Filter (funnel), Layout (grid), Import (download), and Export (upload).

The main data area is 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, and a "Let's Get Started" message is displayed below it, along with a "Load Data" button.

# Transfer of Appropriations (TOA)



# Questica – Change Requests TOAs

imperialcounty  
2021.3.0.8

Dashboard My Tasks <sup>10</sup> **Budgeting** Reports Administration

Change Requests | 2022-2023

Search Change Requests

All Change Request Types Any Status

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

**+ Add** Value Bar Filter Layout Import Export

**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 TOA, select  
**ADD (+)**

# Questica – Change Requests TOAs

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 (TOA)
- Name of your TOA
- Purpose of the Budget Amendment

The screenshot shows a web application interface for 'Change Requests' for the '2022-2023' period. A search bar is present at the top. Below the search bar, there are filters for 'All Change Request Types' and 'Any Status'. A table with columns 'Budget Year', 'Change Request Type', and 'Number' is partially visible. A modal dialog box titled 'New 2023 Change Request' is open, with the subtitle 'Create a new Change Request for budgeting.' The dialog contains the following fields: 'Number \*' (text input with 'AUTO' pre-filled), 'Director \*' (dropdown menu), 'Department Function \*' (dropdown menu), 'Change Request Type \*' (dropdown menu), 'Name' (text input), and 'Purpose of Budget Amendment \*' (text input). At the bottom of the dialog, there is a checkbox for 'Override Auto Number', a 'Cancel' button, and an 'OK' button.

# Questica – Change Requests TOAs

Change Requests | 2022-2023 ▾

Search Change Requests

All Change Request Types ▾ Any Status ▾

Budget Year	Change Request Type	Number	Purpose of
-------------	---------------------	--------	------------

**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 TOAs

Change Requests | 2022-2023

Search Change Requests

All Change Request Types | Any Status

Budget Year	Change Request Type	Number	Name	Purpose of Budget Amendment	Change R
-------------	---------------------	--------	------	-----------------------------	----------

**Select from the drop down menu 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 TOAs

Change Requests | 2022-2023 Search Change Requests

All Change Request Types Any Status

Budget Year	Change Request Type	Number	Name	Purpose of Budget Amendment	Change Re
-------------	---------------------	--------	------	-----------------------------	-----------

**Select the corresponding Department Function**

### New 2023 Change Request

Create a new Change Request for budgeting.

Number \*  
AUTO

Director \*  
Assessor

Department Function \*

Change Request Type \*

Name

Override Auto Number

Cancel **OK**

# Questica – Change Requests TOAs

Change Requests | 2022-2023 Search Change Requests

All Change Request Types Any Status

Budget Year	Change Request Type	Number	Name	Purpose of Budget Amendment	Change I
-------------	---------------------	--------	------	-----------------------------	----------

**Change Request Type:**  
**Select Transfer of Appropriations (TOA)**  
**from the drop down menu**

### New 2023 Change Request

Create a new Change Request for budgeting.

Number \*  
AUTO

Director \*  
Assessor

Department Function \*  
01-1008 - General Government - Assessor

Change Request Type \*  
[Empty dropdown menu]

Name

Override Auto Number

Cancel **OK**

# Questica – Change Requests TOAs

**New 2023 Change Request** ?

Create a new Change Request for budgeting.

Number \*

AUTO

Director \*

- Budget Amendment Resolution (BAR)
- Budget Augmentation (ONLY to be used during the Budget Process)
- Immediate Amendments
- PY Encumbrances
- Transfer of Appropriations (TOA)**

Name

Override Auto Number

Cancel OK

# Questica – Change Requests TOAs

Change Requests | 2022-2023

Search Change Requests



All Change Request Types

Any Status

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

Revert to Saved Save for All Users Restore Original

### New 2023 Change Request

Create a new Change Request for budgeting.

Assessor

Department Function \*

01-1008 - General Government - Assessor

Change Request Type \*

Transfer of Appropriations (TOA)

Name

Training #3 - TOA to Offset Unanticipated Office Expense

Purpose of Budget Amendment \*

Cover cost of XYZ Component in the amount of \$700

Override Auto Number

Cancel

OK

**Enter the Name and Purpose of your TOA request.**

**Select OK once the information is entered**



# Questica – Change Requests TOAs

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

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

2022-2023 | AUTO - 152 - Training #3 - TOA to Offset Unanticipated Office Expense | Main (Active) ▾ Promote

General ▾ | Operating ▾ | Capital ▾ | Reports ▾

Change Request Information Save

Director \*  
Assessor ▾

Name  
Training #3 - TOA to Offset Unanticipated Office Expense

Number \*  
AUTO - 152

Change Request Type \*  
Transfer of Appropriations (TOA) ▾

Acct. Reference

Publish Date

Purpose of Budget Amendment \*  
Cover cost of XYZ Component in the amount of \$700

Comments

Justification

Department Function \*  
01-1008 - General Government - Assessor ▾

# Questica – Change Requests TOAs

In this tab, you will continue to enter necessary information and/or revise the information previously entered for your TOA.

**Number\***: An Auto Generated Number is provided for each TOA.

**Acct. Reference (Account Reference) and Publish Date:** Leave blank. Do not enter any information here.

**Purpose of Budget Amendment:** This information was added as part of the initial step (See Slide #17). The purpose may be revised to included further information.

**Comments:** Leave blank. Do not enter any information here.

**Justification:** Leave blank. Do not enter any informatio here.

**Department Function:** This information was added as part of the initial step (See Slide #17).

2022-2023 | AUTO - 152 - Training #3 - TOA to Offset Unanticipated Office Expense | Main (Active) v Promote

General v | Operating v | Capital v | Reports v

### Change Request Information

Director \*  
Assessor v

Name  
Training #3 - TOA to Offset Unanticipated Office Expense

Number \*  
AUTO - 152

Change Request Type \*  
Transfer of Appropriations (TOA) v

Acct. Reference  
DO NOT FILL

Publish Date  
DO NOT FILL

Purpose of Budget Amendment \*  
Cover cost of XYZ Component in the amount of \$700

Comments  
DO NOT FILL

Justification  
DO NOT FILL

Department Function \*  
01-1008 - General Government - Assessor v

Save

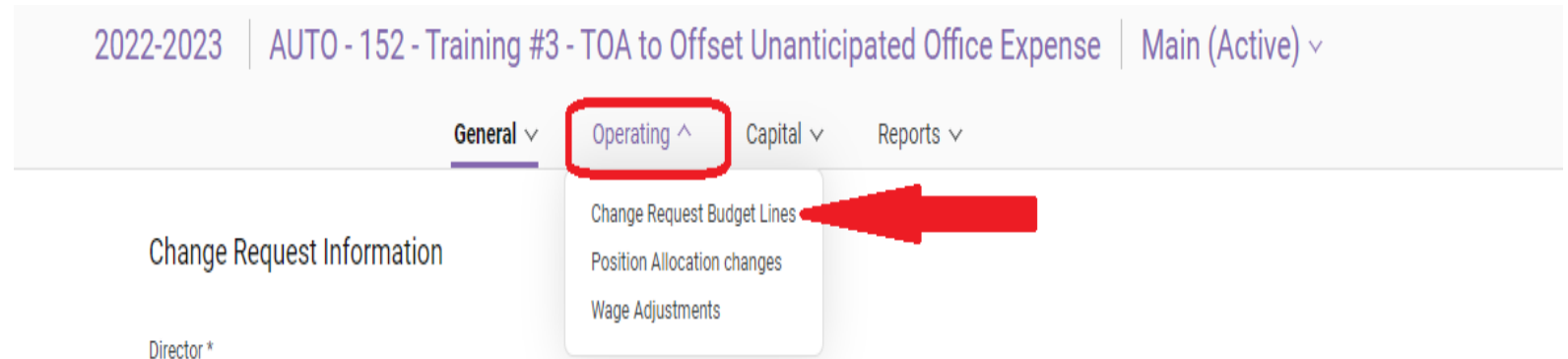
Click on the **SAVE** button once you have filled out the required fields.

# Questica – Change Requests TOAs

Adding Org Keys, Object Codes and Amounts to a TOA:

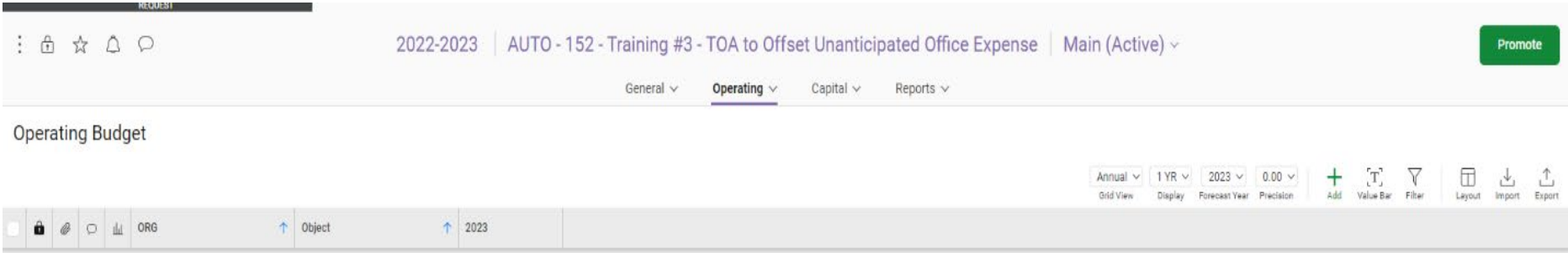
After entering the general information of your TOA and SAVING your request, select **OPERATING** from the menu.

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

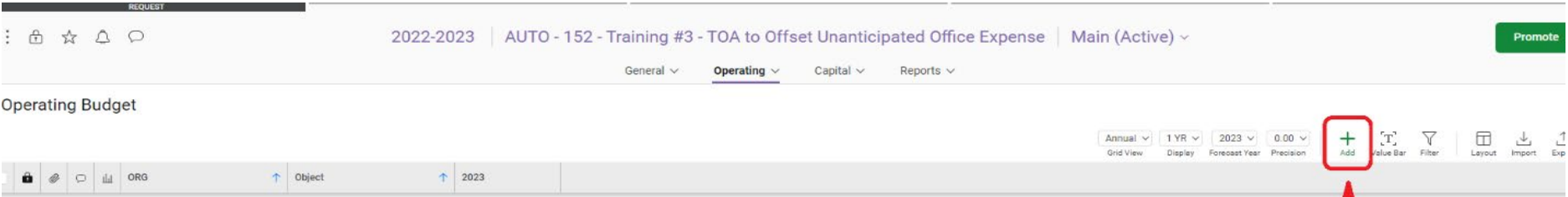


The screenshot displays the Questica interface for a Change Request. At the top, the breadcrumb trail reads: 2022-2023 | AUTO - 152 - Training #3 - TOA to Offset Unanticipated Office Expense | Main (Active) v. Below this, there are four tabs: General v, Operating ^, Capital v, and Reports v. The 'Operating ^' tab is highlighted with a red box. A dropdown menu is open under the 'Operating ^' tab, showing three options: 'Change Request Budget Lines', 'Position Allocation changes', and 'Wage Adjustments'. A red arrow points to the 'Change Request Budget Lines' option. Below the tabs, the text 'Change Request Information' is visible, followed by 'Director\*'. The 'Change Request Budget Lines' option is highlighted with a red box.

# Questica – Change Requests TOAs



A new tab will open in the **OPERATING BUDGET** section.



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



# Questica – Change Requests TOAs

A new, blank budget line will appear.

STEP 1: Click on the **ORG** arrow located on the blank budget line to select from the drop-down menu or type in the **ORG KEY**.

STEP 2: Hit the TAB key to move to the **OBJECT** column or click on the **OBJECT** arrow located on the budget line. Select the **OBJECT CODE** from the drop-down menu or type in the **OBJECT CODE**.

STEP 3: Hit the TAB key to move to the **2023** column and enter the dollar amount. *DO NOT include cents, commas “,” or “\$” signs.*


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

Repeat the steps from Slides #24-25 to add another budget line(s) and enter the account information to complete the TOA request.

The screenshot displays the Questica software interface for a budget request. At the top, the header shows '2022-2023 | AUTO - 152 - Training #3 - TOA to Offset Unanticipated Office Expense | Main (Active)'. Below this, there are navigation tabs for 'General', 'Operating', 'Capital', and 'Reports'. The main area is titled 'Operating Budget'. On the right side, there are controls for 'Annual', '1 YR', '2023', and '0.00', along with icons for 'Add', 'Value Bar', and 'Filter'. The main data area is a table with columns for 'ORG', 'Object', and '2023'. A single budget line is visible, with the columns labeled 'STEP 1', 'STEP 2', and 'STEP 3' respectively. Three red arrows point upwards from below the table to these three columns, indicating the steps for entering data.

# Questica – Change Requests TOAs

Annual ▾ 1 YR ▾ 2023 ▾  
Grid View Display Forecast Ye

ORG	Object	2023	
<a href="#">1008001 - Assessor</a>	524000 - Office Expense	700.00	
<a href="#">1008001 - Assessor</a>	530005 - Special Dept Expense	(700.00)	

**NOTE: When entering a TOA in Questica, ensure that you use the minus " - " sign to deduct (Debit) the amount you are transferring from.**

**After the amount is entered with the minus ( - ) sign, Questica will automatically change it to a parentheses "( )".**

# Questica – Change Requests TOAs

Select **PROMOTE** after the TOA – Change Request is complete.

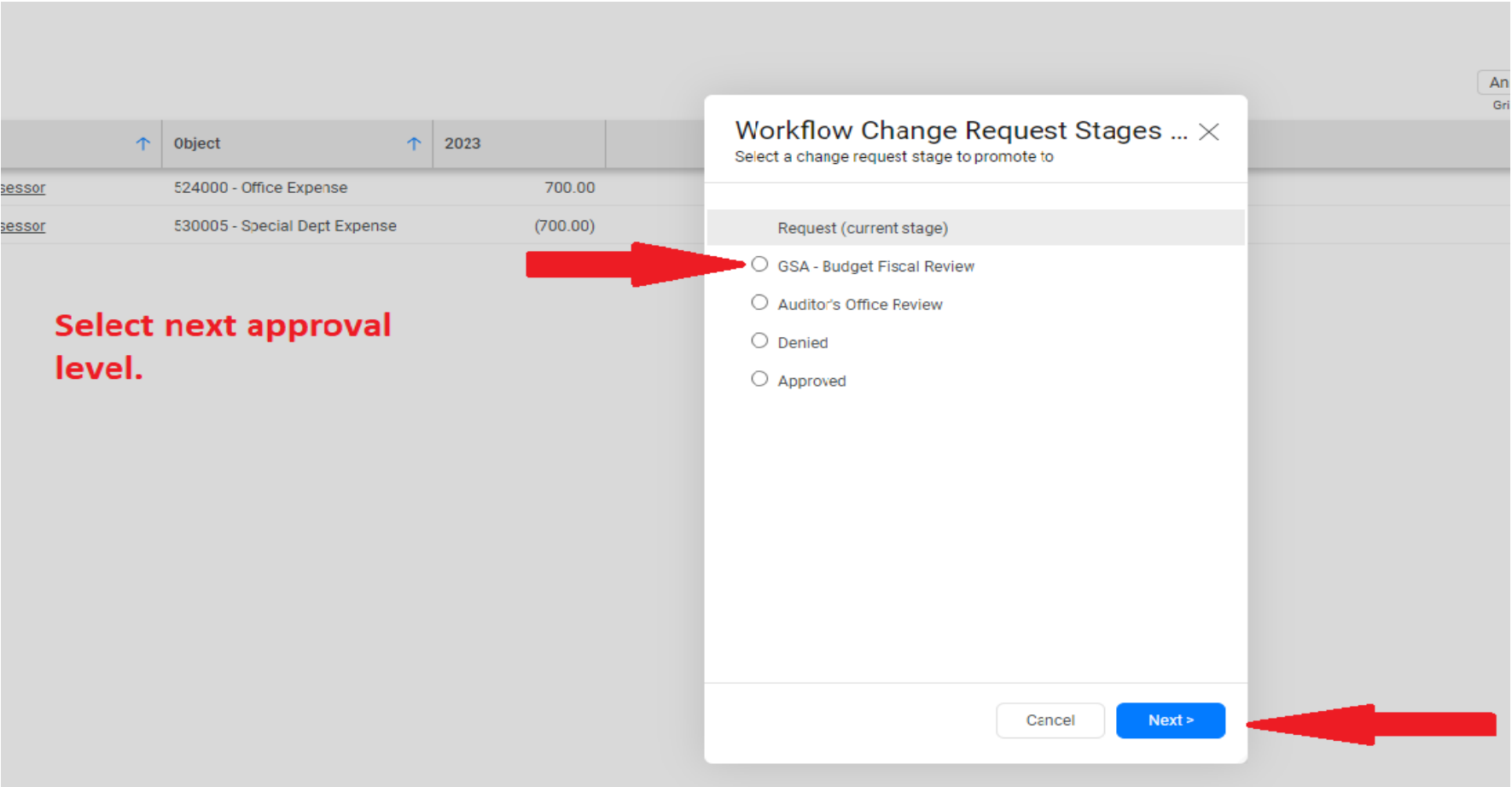
The screenshot shows the Questica interface for a TOA. At the top, the breadcrumb path is '2022-2023 | AUTO - 152 - Training #3 - TOA to Offset Unanticipated Office Expense | Main (Active)'. Below this, there are tabs for 'General', 'Operating', 'Capital', and 'Reports', with 'Operating' selected. A green 'Promote' button is highlighted with a red box and a red arrow. Below the tabs, there are filters for 'Annual', '1 YR', '2023', and '0.00'. A table displays the TOA data:

ORG	Object	2023
1008001 - Assessor	524000 - Office Expense	700.00
1008001 - Assessor	530005 - Special Dept Expense	(700.00)

# Questica – Change Requests TOAs

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.



# Questica – Change Requests TOAs

A Notes and Comment window will appear.

Add a comment for GSA-Budget Fiscal if needed. Otherwise, leave blank and Select **SAVE**.

Notes ?

Flagged notes and notes that were added in the current stage

No Notes

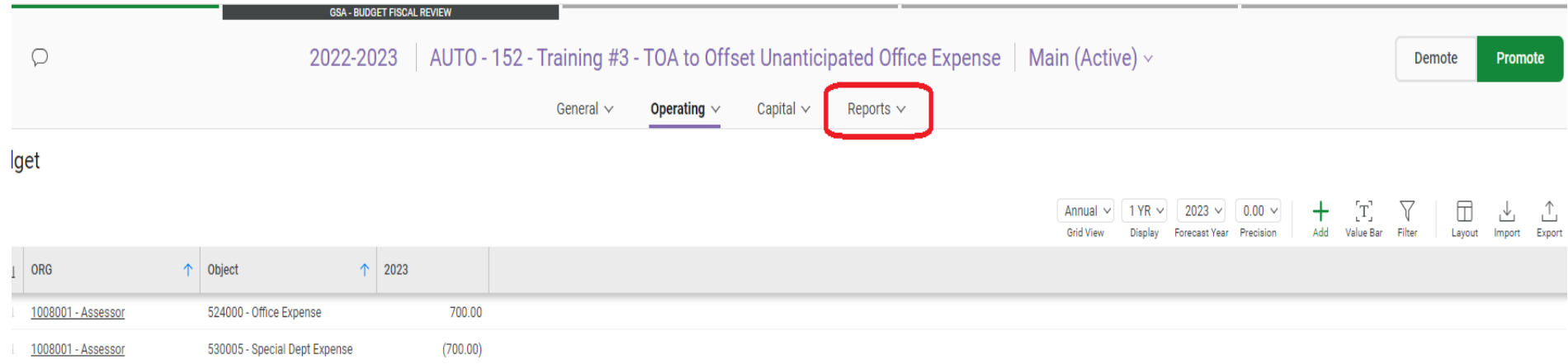
Enter promote comment here

Cancel < Previous Save

# Questica – Change Requests

## TOAs: How to Print a Copy of Your Request

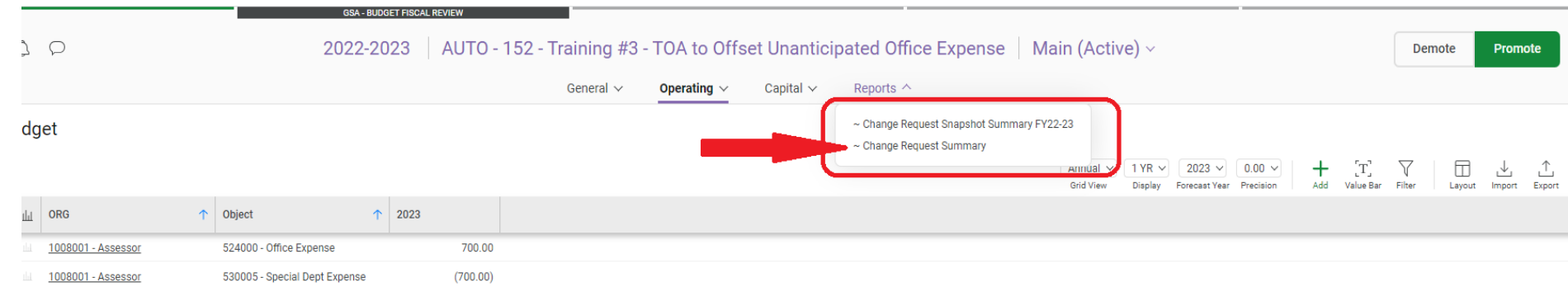
Select **REPORTS** from the menu.



The screenshot shows the Questica interface for a TOA. The breadcrumb trail is "2022-2023 | AUTO - 152 - Training #3 - TOA to Offset Unanticipated Office Expense | Main (Active)". The navigation menu includes "General", "Operating", "Capital", and "Reports". The "Reports" menu is highlighted with a red box. Below the menu, there are filters for "Annual", "1 YR", "2023", and "0.00", along with icons for "Add", "Value Bar", "Filter", "Layout", "Import", and "Export". A table below shows the following data:

ORG	Object	2023
1008001 - Assessor	524000 - Office Expense	700.00
1008001 - Assessor	530005 - Special Dept Expense	(700.00)

Select **CHANGE REQUEST SUMMARY** from the drop-down menu.



The screenshot shows the Questica interface with the "Reports" menu expanded. The "Change Request Summary" option is highlighted with a red box and a red arrow. The breadcrumb trail is "2022-2023 | AUTO - 152 - Training #3 - TOA to Offset Unanticipated Office Expense | Main (Active)". The navigation menu includes "General", "Operating", "Capital", and "Reports". Below the menu, there are filters for "Annual", "1 YR", "2023", and "0.00", along with icons for "Add", "Value Bar", "Filter", "Layout", "Import", and "Export". A table below shows the following data:

ORG	Object	2023
1008001 - Assessor	524000 - Office Expense	700.00
1008001 - Assessor	530005 - Special Dept Expense	(700.00)

# Questica – Change Requests

## TOAs: How to Print a Copy of Your Request

Navigation: 1 of 1 | 100% | Find | Next

### Change Request Summary

Change Request: AUTO - 152 - Training #3 - TOA to Offset Unanticipated Office Expense  
 Budget Year: 2023  
 Change Request Type: Transfer of Appropriations (TOA)  
 Change Request Stage: Request [Transfer of Appropriations (TOA)]  
 Acct. Reference:  
 Publish Date:  
 Purpose of Budget Amendment: Cover cost of XYZ Component in the amount of \$700 that was an unanticipated expense incurred on August 28, 2022.  
 Comments:  
 Justification:  
 Net Operating Budget: -  
 Net Capital Budget: -  
 Net Budget: -

#### Operating Budget Details

Object	Description	2023 Budget
Expenses		
1008001 - Assessor		
524000 - Office Expense		700
530005 - Special Dept Expense		(700)
Total 1008001 - Assessor		-
Total Expenses		-
<b>Net Total</b>		<b>-</b>

Sep 09, 2022 10:38 AM (PDT) | Change Request Summary | Page 1

# Budget Amendment Resolution (BAR)

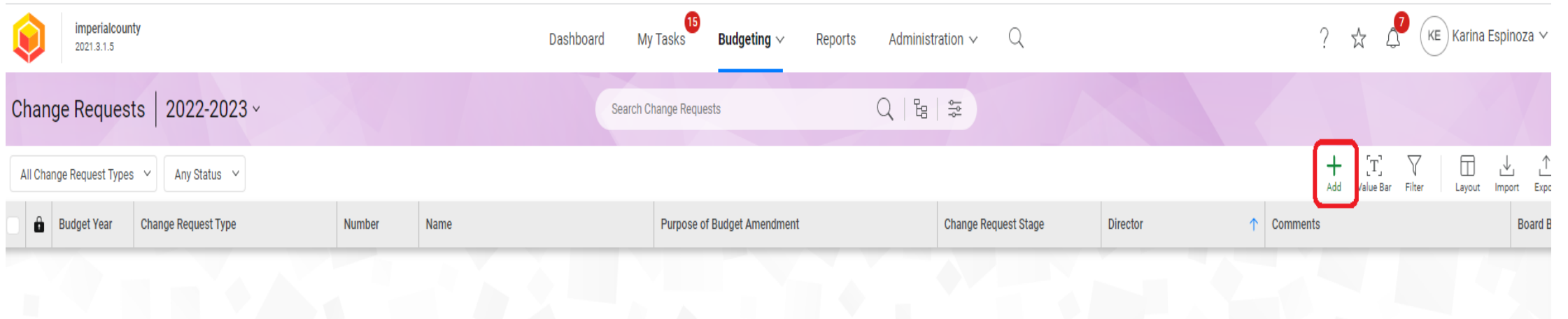




# Questica – Change Requests BARs

To prepare a Budget Amendment Resolution (BAR) Change Request, follow the same steps from **Slides #3-11** of this handout.

Find your Department Function and go to the Change Request Module.



The screenshot displays the Questica web application interface. At the top, the Imperial County logo and version number (2021.3.1.5) are visible on the left. The navigation menu includes Dashboard, My Tasks (with a red notification badge showing 15), Budgeting (selected), Reports, and Administration. A search bar and user profile (Karina Espinoza) are on the right. The main header shows 'Change Requests | 2022-2023' and a search bar for 'Search Change Requests'. Below the header, there are filters for 'All Change Request Types' and 'Any Status'. A toolbar contains icons for 'Add (+)', 'Value Bar', 'Filter', 'Layout', 'Import', and 'Export'. The 'Add (+)' button is highlighted with a red box. Below the toolbar is a table with columns: Budget Year, Change Request Type, Number, Name, Purpose of Budget Amendment, Change Request Stage, Director, Comments, and Board B.

To create a BAR, select **ADD (+)**

# Questica – Change Requests BARs

## **DIRECTOR:**

Select from the drop-down menu or type the name of your department.

## **DEPARTMENT FUNCTION:**

Select the corresponding function from the drop-down menu.

## **CHANGE REQUEST TYPE:**

Select **BUDGET AMENDMENT RESOLUTION (BAR)** from the drop-down menu.

The screenshot shows a web form titled "New 2023 Change Request" with a close button (X) in the top right corner. Below the title is the instruction "Create a new Change Request for budgeting." The form contains several fields:

- Number \***: A text input field containing "AUTO".
- Director \***: A dropdown menu with "Ag Commissioner" selected. A red arrow points to this field.
- Department Function \***: A dropdown menu with "02-1031 - Public Protection - Agricultural Commissioner" selected. A red arrow points to this field.
- Change Request Type \***: A dropdown menu with "Budget Amendment Resolution (BAR)" selected and highlighted by a red box. A red arrow points to this field. Other options include "Budget Augmentation (ONLY to be used during the Budget Process)", "Immediate Amendments", "PY Encumbrances", and "Transfer of Appropriations (TOA)".

# Questica – Change Requests BARs

## NAME:

Type in a name of your BAR. (If it is related to a grant or contacts, you will need to include that information here.)

## PURPOSE OF BUDGET AMENDMENT:

Type in the purpose for your BAR.

Select **OK** once the information is entered.

The screenshot shows a dialog box titled "New 2023 Change Request" with a close button (X) in the top right corner. Below the title is the instruction "Create a new Change Request for budgeting." The form contains the following fields:

- A dropdown menu for "Ag Commissioner" with "Ag Commissioner" selected.
- A dropdown menu for "Department Function \*" with "02-1031 - Public Protection - Agricultural Commissioner" selected.
- A dropdown menu for "Change Request Type \*" with "Budget Amendment Resolution (BAR)" selected.
- A text input field for "Name" containing "Test - Training #3. Increase appropriations due to grant award #101". A red arrow points to this field.
- A text input field for "Purpose of Budget Amendment \*" containing "Grant award #1013-1 in the amount of \$55,000 from State". A red arrow points to this field.
- A checkbox for "Override Auto Number" which is unchecked.
- Buttons for "Cancel" and "OK". The "OK" button is highlighted with a red circle and a red arrow points to it.

# Questica – Change Requests BARs

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

Your BAR will contain an Auto Generated Number and the information entered from the previous page.

In this tab, you will continue to enter necessary information and/or revise the information previously entered for your BAR.

**Acct. Reference (Account Reference):** If transferring funds from an Agency or Trust fund, enter the account number here.

**Publish Date:** Leave blank. Do not enter any information here.

**Purpose of Budget Amendment:** This section may be revised to include detailed information relating to your BAR.

2022-2023 | AUTO - 153 - Test - Training #3. Increase appropriations due to grant award #1013-1 in the amount of \$55,000 | Main (Active) Promote

General | Operating | Capital | Reports

### Change Request Information

Director \*  
Ag Commissioner

Name  
Test - Training #3. Increase appropriations due to grant award #1013-1 in the amount of \$55,000

Number \*  
AUTO - 153

Change Request Type \*  
Budget Amendment Resolution (BAR)

Acct. Reference  
**DO NOT FILL**

Publish Date  
**DO NOT FILL**

Purpose of Budget Amendment \*  
The Department applied for Grant #1013-1 on January of 2022. A grant in the amount of \$55,000 was awarded on July 1, 2022. The department is requesting approval to appropriate revenue and expenditures for Grant award #1013-1 from State-Aid for the Agriculture State Aid Pesticide Enforcement Program.

Comments  
**DO NOT FILL**

Justification  
**DO NOT FILL**

Department Function \*  
02-1031 - Public Protection - Agricultural Commissioner

Resolution Number  
**DO NOT FILL**

### Budget Amendment Resolution & Immediate Amendments

Board Budget Approval Date  
**DO NOT FILL**

Minute Order Number  
**DO NOT FILL**

Approval Date  
**DO NOT FILL**

Save

# Questica – Change Requests BARs

**Comments:** Leave blank. Do not enter any information here.

**Justification:** Leave blank. Do not enter any information here.

**Department Function:** This information was added as part of the initial step (See Slide #34).

**Resolution Number:** Leave blank. Do not enter any information here.

**Budget Amendment Resolution & Immediate Amendment Section:** Leave this entire section blank. This is for GSA-Budget Fiscal use only.

2022-2023 | AUTO - 153 - Test - Training #3. Increase appropriations due to grant award #1013-1 in the amount of \$55,000 | Main (Active) Promote

General Operating Capital Reports

### Change Request Information

Director \*  
Ag Commissioner

Name  
Test - Training #3. Increase appropriations due to grant award #1013-1 in the amount of \$55,000

Number \* AUTO - 153 Change Request Type \* Budget Amendment Resolution (BAR)

Acct. Reference Publish Date

Purpose of Budget Amendment \*  
The Department applied for Grant #1013-1 on January of 2022. A grant in the amount of \$55,000 was awarded on July 1, 2022. The department is requesting approval to appropriate revenue and expenditures for Grant award #1013-1 from State-Aid for the Agriculture State Aid Pesticide Enforcement Program.

Comments  
**DO NOT FILL**

Justification  
**DO NOT FILL**

Department Function \*  
02-1031 - Public Protection - Agricultural Commissioner

Resolution Number  
**DO NOT FILL**

Budget Amendment Resolution & Immediate Amendments

Board Budget Approval Date  
**DO NOT FILL**

Minute Order Number  
**DO NOT FILL**

Approval Date  
**DO NOT FILL**

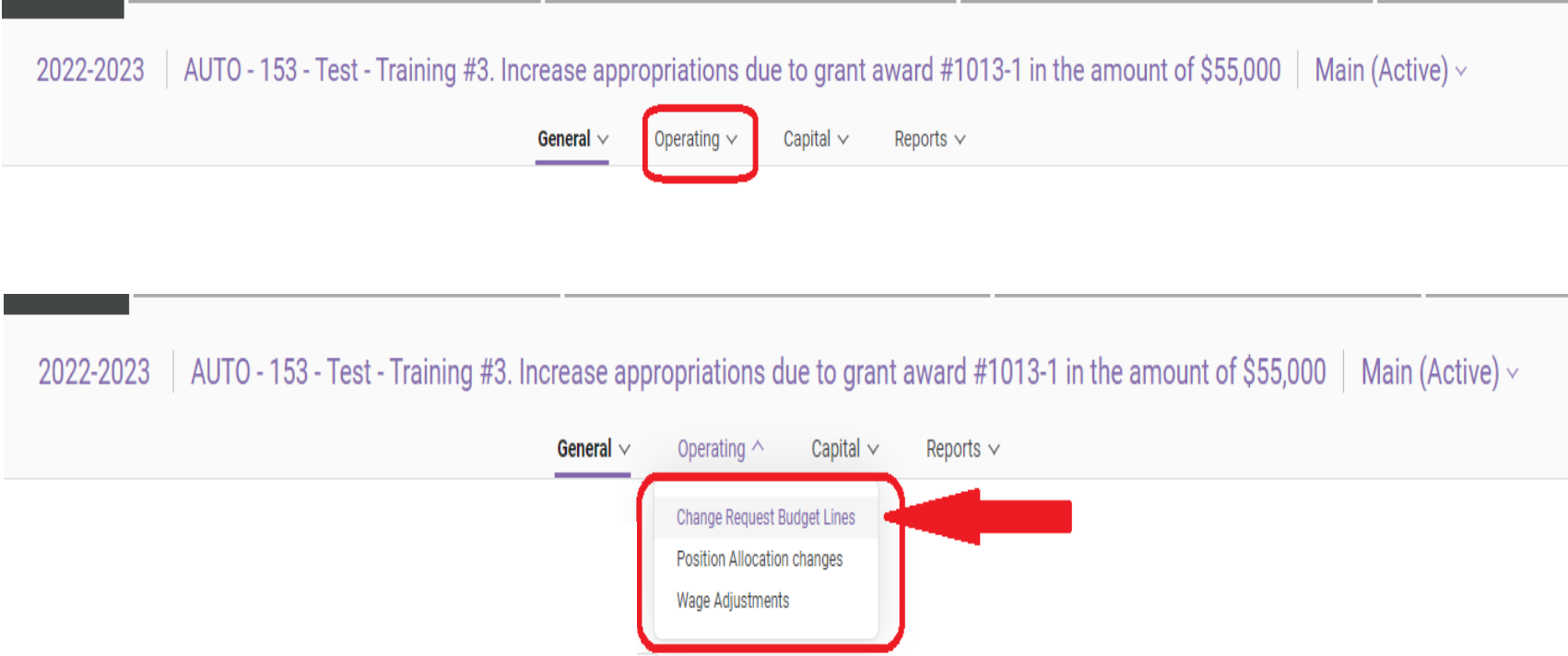
Save

# Questica – Change Requests BARs

Adding Org Keys, Object Codes and Amounts to a BAR:

After entering the general information of your BAR and SAVING your request, select **OPERATING** from the menu.

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



# Questica – Change Requests BARs

A new tab will open in the  
OPERATING BUDGET section.

Operating Budget

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

Operating Budget

# Questica – Change Requests BARs

A new, blank budget line will appear.

STEP 1: Click on the **ORG** arrow located on the blank budget line to select from the drop-down menu or type in the **ORG KEY**.

STEP 2: Hit the TAB key to move to the **OBJECT** column or click on the **OBJECT** arrow located on the budget line. Select the **OBJECT CODE** from the drop-down menu or type in the **OBJECT CODE**.

STEP 3: Hit the TAB key to move to the **2023** column and enter the dollar amount. *DO NOT include cents, commas “,” or “\$” signs.*

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

Repeat the steps from Slides #39-40 to add another budget line(s) and enter the account information to complete the BAR request.

The screenshot displays the Questica interface for a budget request. At the top, a header bar shows the request details: '2022-2023 | AUTO - 153 - Test - Training #3. Increase appropriations due to grant award #1013-1 in the amount of \$55,000 | Main (Active)'. Below this, there are tabs for 'General', 'Operating', 'Capital', and 'Reports'. The main area shows a table with columns for 'ORG', 'Object', and '2023'. A new budget line is being added, and three red arrows point to the 'ORG', 'Object', and '2023' columns, labeled 'STEP 1', 'STEP 2', and 'STEP 3' respectively. The '2023' column contains the value '0.00'. To the right of the table, there are various utility icons for 'Grid View', 'Display', 'Forecast Year', 'Precision', 'Add', 'Value Bar', 'Filter', 'Layout', 'Import', and 'Export'.



# Questica – Change Requests BARs

REQUEST

2022-2023 | AUTO - 153 - Test - Training #3. Increase appropriations due to grant award #1013-1 in the amount of \$55,000 | Main (Active) v

General v | **Operating** v | Capital v | Reports v

**Promote**

Operating Budget

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

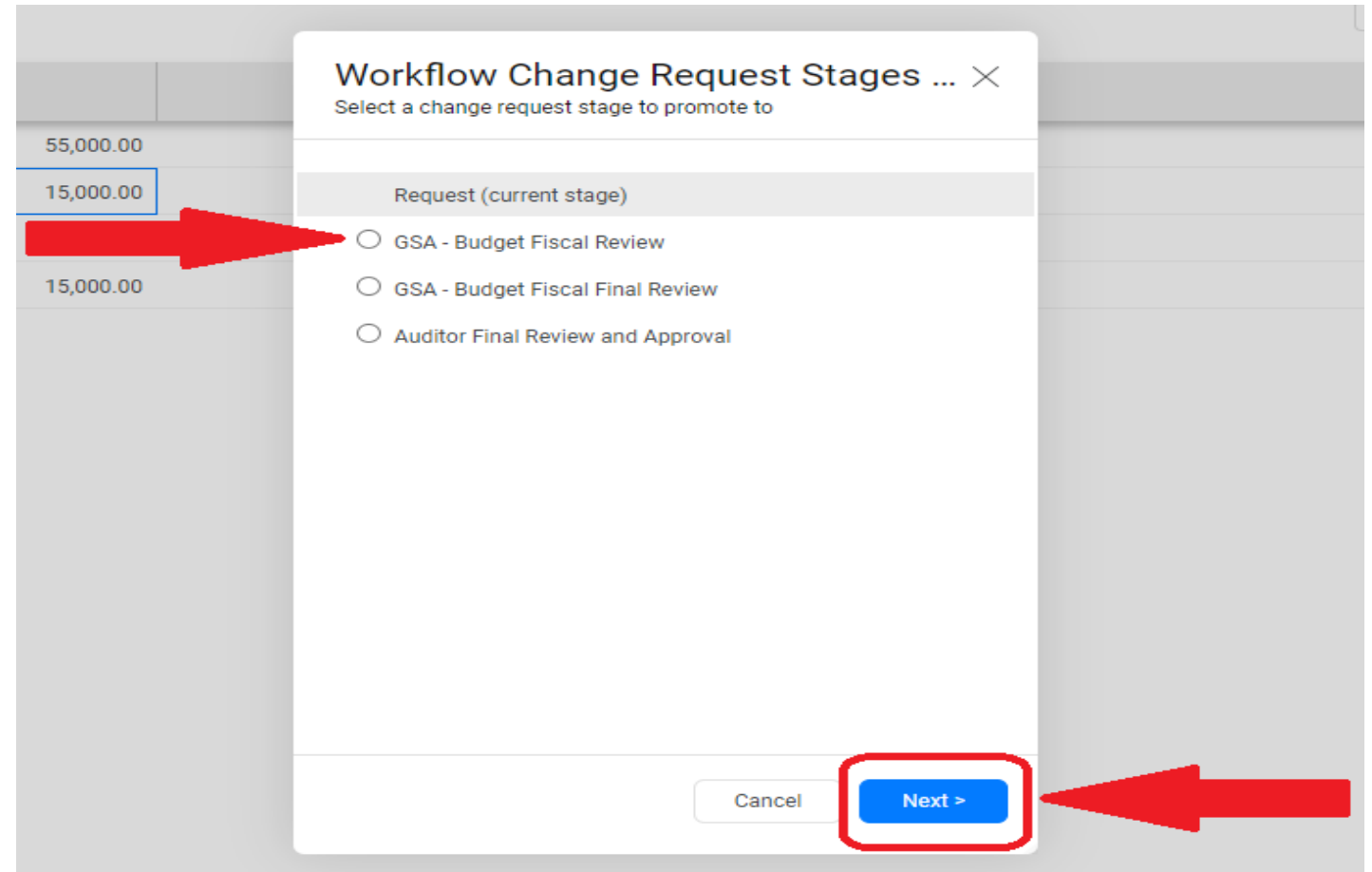
ORG	Object	2023
1031001 - Agricultural Commissi..	440005 - State Aid-Agriculture	55,000.00
1031001 - Agricultural Commissi..	524000 - Office Expense	15,000.00
1031001 - Agricultural Commissi..	525030 - Prof & Spec Svs Other	25,000.00
1031001 - Agricultural Commissi..	530005 - Special Dept Expense	15,000.00

Select **PROMOTE** after the BAR – Change Request is complete.

# Questica – Change Requests BARs

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.



# Questica – Change Requests BARs

A Notes and Comment window will appear.

Add a comment for GSA-Budget Fiscal if needed. Otherwise, leave blank and Select **SAVE**.

Notes ?

Flagged notes and notes that were added in the current stage

No Notes

Enter promote comment here

**Enter a comment if necessary.**

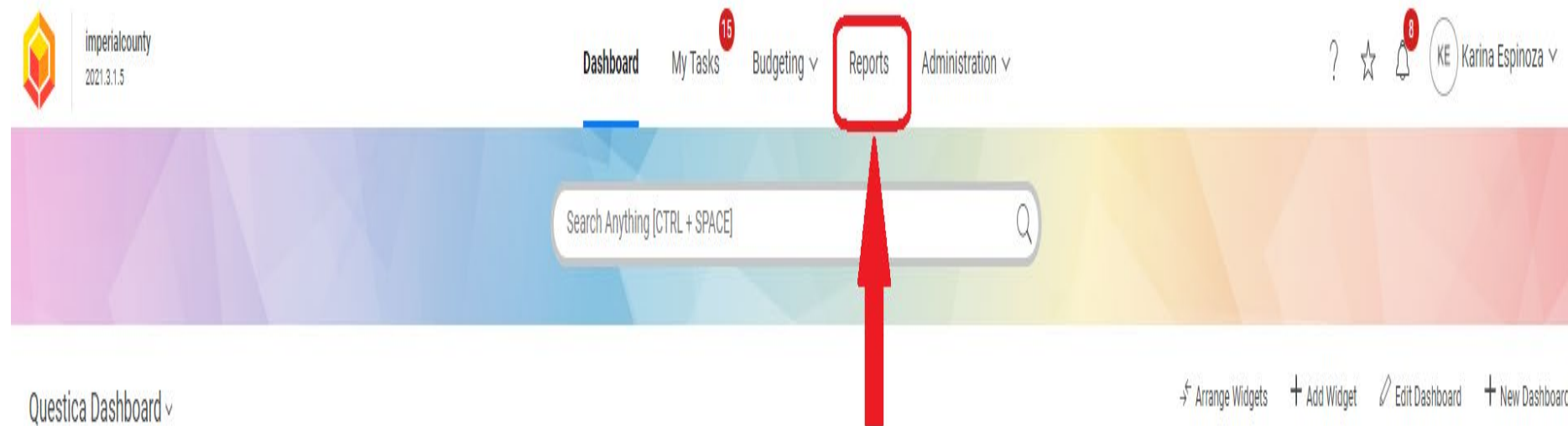
Cancel < Previous **Save**

# How to Print a Copy of a Budget Amendment Resolution After it has Been Reviewed in Questica.

**Reminder – A copy of the BAR will need to be attached to the department’s Board Agenda Packet for Board approval. In addition, the department will need to save copy of the BAR, in Word Format, and email it to Clerk of the Board.**

To print a copy of a BAR after it has been reviewed in Questica, locate Questica’s main Dashboard Menu.

Select **REPORTS**



# BARs: How to Print a Copy of Your Request

A new tab will open titled **REPORT CENTER**.

Place your cursor on the **SEARCH BOX**.

TYPE the word “**CUSTOM**” and hit the **ENTER** key.

The screenshot shows the 'Report Center' interface for 'imperialcounty' (version 2021.3.1.5). The navigation menu includes 'Dashboard', 'My Tasks' (with a red notification badge '15'), 'Budgeting', 'Reports' (which is the active tab), and 'Administration'. A search bar is located at the top right of the 'Report Center' section, containing the text 'Search Reports CUSTOM'. A red arrow points to the search bar. Below the search bar are several filter buttons: 'All Reports', 'All Categories', 'All Contexts', and 'Print Reports & Smart Reports'. The main content area lists various reports, each with a document icon, a title, and a brief description:

- 2022 Actuals**: An annual comparison of Operating budgets vs Actuals across a single year.
- 5 Year Operating Budget Summary**: Shows a five-year summary of Budget Lines from all ORGs rolled up to Object Type.
- Actual vs Budget Year To Date**: Displays the Actual versus Budgeted amounts sorted by either Fund Type, Fund, Budget Function, Department Function, Object Category or Object for the selected Budget Year.
- Actuals - Current Year**: An annual comparison of Operating budget vs actuals across a single year.
- Allocated/Unallocated Positions**: Displays the Positions that are allocated, partially allocated, over allocated, and unallocated to ORGs.
- Allocation Detail**: Provides all the details of an Allocation.
- Allocation Summary**: Provides an overview of all Allocation transfers for a Budget Year.
- Baseline Comparison With Multiple Grouping**: Compares Baseline Budgets using Multiple Group Items.
- Budget Forecast by Budget Function**: Displays 2 years of forecasts and changes with a chart and organized by Budget Function.
- Budget Forecast by ORG**: Displays 2 years of expenditure estimates and changes by ORG with associated charts.

# BARs: How to Print a Copy of Your Request

After TYPING “CUSTOM” in the SEARCH BOX, a customized report list will appear.

Select **CUSTOM BUDGET AMENDMENT RESOLUTION REPORT**

The screenshot shows the 'Report Center' interface for 'imperialcounty 2021.3.1.5'. The navigation bar includes 'Dashboard', 'My Tasks' (with a red notification badge '15'), 'Budgeting', 'Reports' (highlighted with a blue underline), and 'Administration'. A search bar contains the text 'custom'. Below the search bar are four filter buttons: 'All Reports', 'All Categories', 'All Contexts', and 'Print Reports & Smart Reports'. The search results list five reports, each with a document icon and a 'Custom Report' label:

- Copy of the Copy of Income Statement - General Fund  
Shows the financial performance of your revenues and expenses by user-selected groupings over a chosen period of time with optional comparisons.
- Custom - Position Budgeting: Detail by Employee
- Custom - Position Budgeting: Summary of Salaries & Benefits by Org. Key
- Custom - Vacant Position Request
- Custom Budget Amendment Resolution Report** (highlighted with a red arrow)

# BARs: How to Print a Copy of Your Request

Select **RUN PRINT REPORT** located at the bottom right hand side of the screen.

The screenshot shows the 'Report Center' interface. At the top, there is a search bar with the word 'custom' and a magnifying glass icon. Below the search bar are four filter buttons: 'All Reports', 'All Categories', 'All Contexts', and 'Print Reports & Smart Reports'. A list of reports is displayed below these filters. The reports are:

- Copy of the Copy of Income Statement - General Fund  
Shows the financial performance of your revenues and expenses by user-selected groupings over a chosen period of time with optional comparisons.
- Custom - Position Budgeting: Detail by Employee  
Custom Report
- Custom - Position Budgeting: Summary of Salaries & Benefits by Org. Key  
Custom Report
- Custom - Vacant Position Request  
Custom Report
- Custom Budget Amendment Resolution Report**  
Custom Report

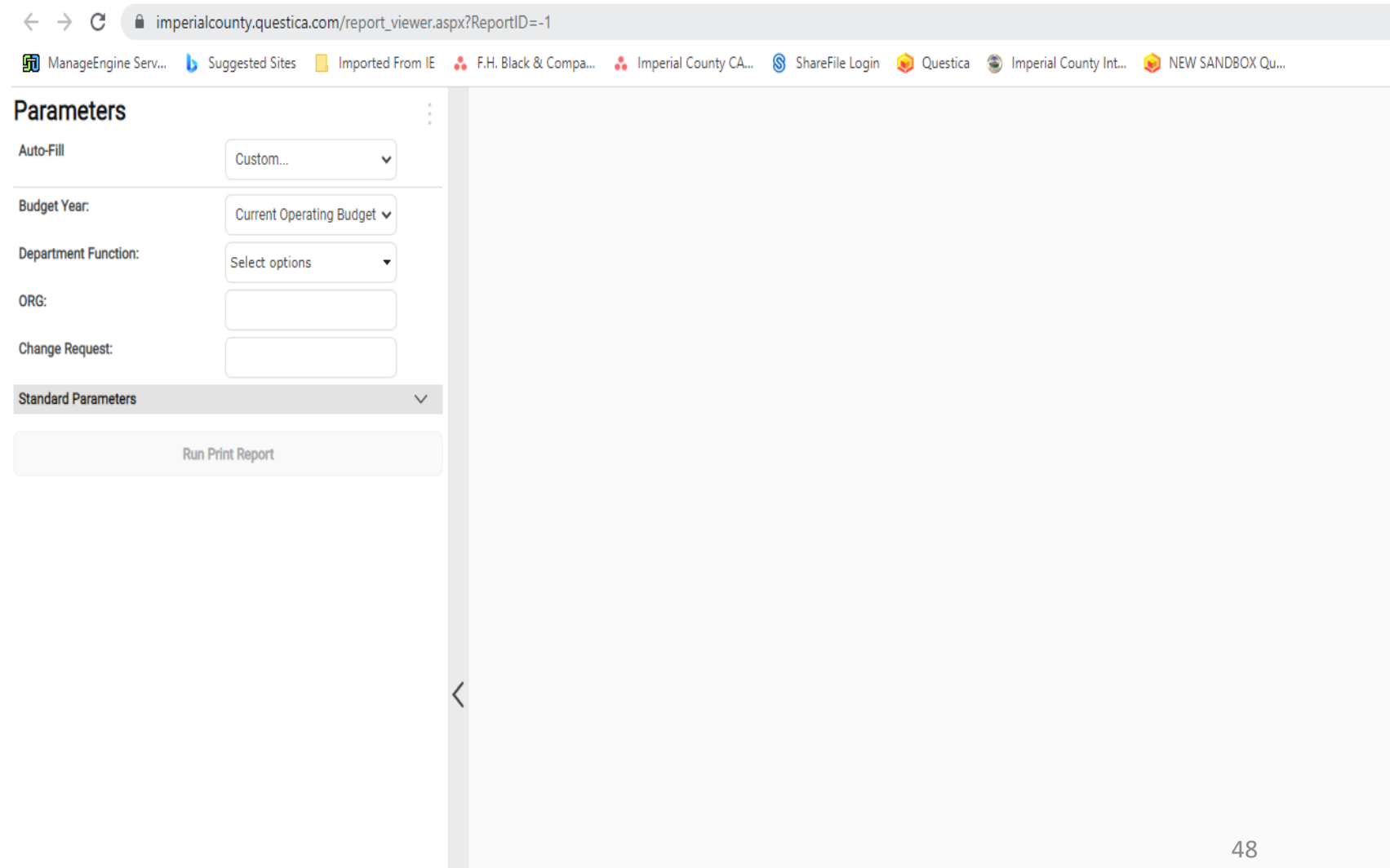
The 'Custom Budget Amendment Resolution Report' is highlighted with a blue bar. To the right of the report list is a sidebar for the selected report. The sidebar contains the following information:

- Custom Report
- Report Categories: Change Request, Custom
- Context: Report Center
- Created By: Questica | Last Changed On: 2/9/2022 11:20:34 AM
- At the bottom of the sidebar, there is a blue button labeled 'Run Print Report' with a dropdown arrow. A red arrow points to this button.

# BARs: How to Print a Copy of Your Request

A new tab will open. You will need to select a few PARAMETERS to find your BAR:

1. AUTO-FILL:
2. BUDGET YEAR:
3. DEPARTMENT FUNCTION:
4. ORG:
5. CHANGE REQUEST:



The screenshot shows a web browser window with the URL `imperialcounty.questica.com/report_viewer.aspx?ReportID=-1`. The browser's address bar and tabs are visible at the top. Below the browser, the 'Parameters' section of the application is shown. It includes several input fields and dropdown menus:

- Auto-Fill:** A dropdown menu currently set to 'Custom...'.
- Budget Year:** A dropdown menu currently set to 'Current Operating Budget'.
- Department Function:** A dropdown menu currently set to 'Select options'.
- ORG:** An empty text input field.
- Change Request:** An empty text input field.

Below these fields is a section titled 'Standard Parameters' with a dropdown arrow. At the bottom of the parameter section is a button labeled 'Run Print Report'. The right side of the browser window is mostly blank, indicating the report content area.



# BARs: How to Print a Copy of Your Request

## 1. AUTO-FILL:

Skip this section. Do not select anything from the Auto-Fill drop down menu.

## 2. BUDGET YEAR:

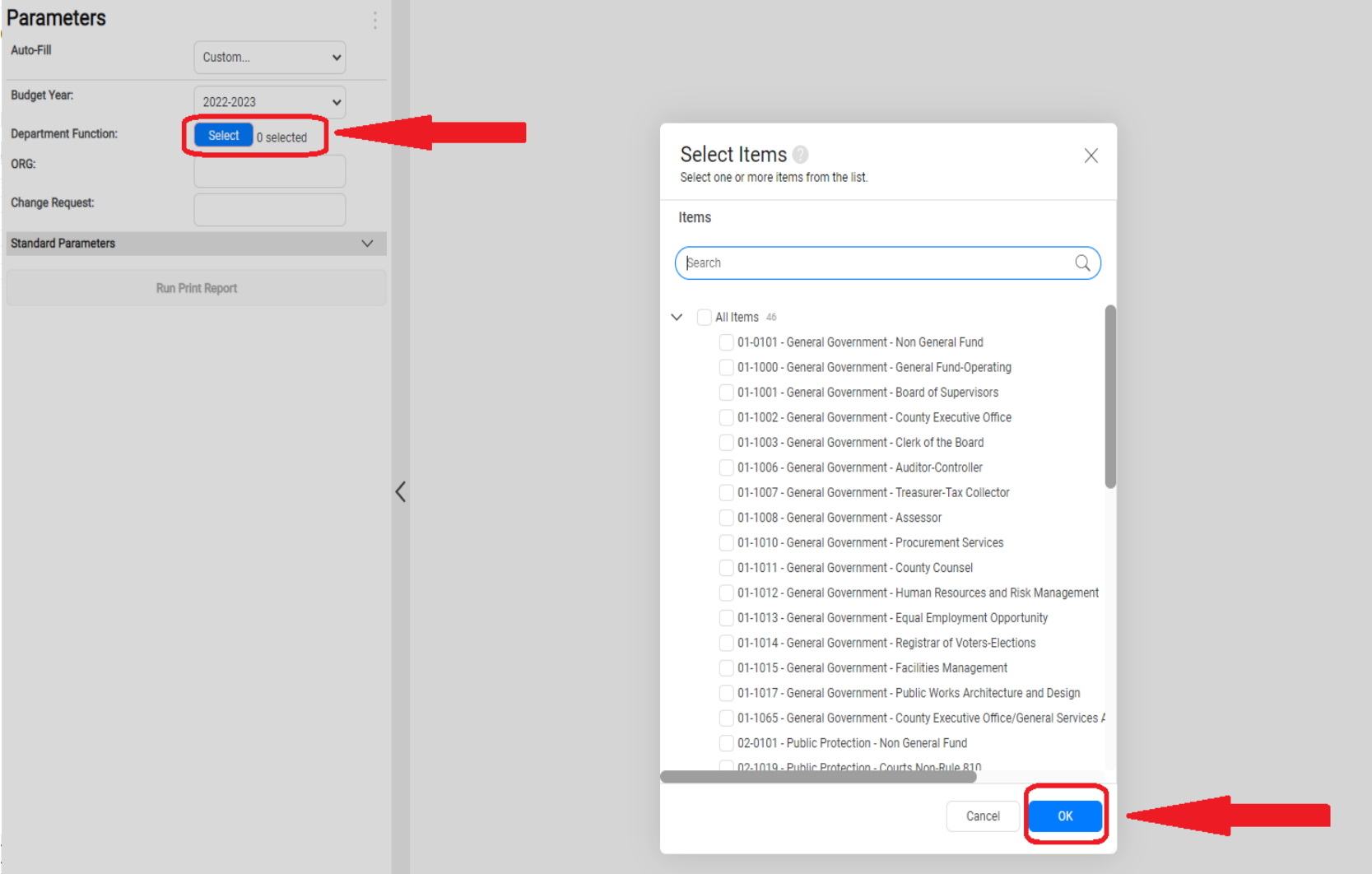
Select 2022-2023

The screenshot shows a web interface titled "Parameters". It contains several input fields: "Auto-Fill" (set to "Custom..."), "Budget Year:" (set to "Current Operating Budget"), "Department Function:", "ORG:", and "Change Request:". Below these is a "Standard Parameters" section. A dropdown menu is open for the "Budget Year:" field, showing a list of options: "Current Operating Budget Year (2021-2022)", "Previous Operating Budget Year (2020-2021)", "Current Fiscal Year (2021-2022)", "Previous Fiscal Year (2020-2021)", "2022-2023" (highlighted in blue), "2021-2022", "2020-2021", "2019-2020", "2018-2019", and "2017-2018". At the bottom of the form is a "Run Print Report" button. A vertical scrollbar is visible on the right side of the form.

# BARs: How to Print a Copy of Your Request

3. **DEPARTMENT FUNCTION:**  
Click on the **SELECT** button. A  
SELECT ITEMS window will appear.  
TYPE or SEARCH or search for the  
Department Function that is  
associated with your BAR request.

Once this is complete. Select **OK**.



# BARs: How to Print a Copy of Your Request

## 4. **ORG:**

Click on the **SELECT OPTIONS** button. A drop-down menu will appear with the Org. Keys that are associated with any department's BARs that are in the process of being reviewed and approved in Qwestica.

Click on the Orgs. that are related to the specific BAR. Once the selection(s) is/are made, click the "X" located on the top right corner of the drop-down list or click outside the box to close it.

The screenshot shows a web interface titled "Parameters" with several input fields. The "ORG:" field is highlighted with a red box, and its dropdown menu is open, showing a list of options. The option "1031001 - Agricultural Commissioner" is selected, indicated by a blue square checkbox and a red arrow pointing to it. The dropdown menu also includes a "Check all" option (checked) and an "Uncheck all" option (unchecked). The "Department Function:" field has a "Select" button and "1 selected" text. The "Auto-Fill" field is set to "Custom...". The "Budget Year:" field is set to "2022-2023". The "Change Request:" field has a "Run Print" button. The "Standard Parameters" section is visible at the bottom.

# BARs: How to Print a Copy of Your Request

## 5. CHANGE REQUEST:

Click on the **SELECT OPTIONS** button. A drop-down menu will appear with the NAME of the BARs that have been prepared by the department. Select the BAR name.

Once the selection(s) is/are made, click the “X” located on the top right corner of the drop-down list or click outside the box to close it.

The screenshot shows a web application interface with a 'Parameters' section. The 'Change Request' dropdown menu is open, displaying a list of options. A red arrow points to the selected option: 'Test - Training #3. Increase appropriations due to grant award #1013-1 in the amount of \$55,000'. The interface includes a 'Run Pri' button and a 'Standard Parameters' section with a 'Check all' and 'Uncheck all' option.

Parameters

Auto-Fill: Custom...

Budget Year: 2022-2023

Department Function: Select 1 selected

ORG: 1 selected

Change Request: Select options

Standard Parameters

Run Pri

✓ Check all ✗ Uncheck all

Test - Training #3. Increase appropriations due to grant award #1013-1 in the amount of \$55,000

# BARs: How to Print a Copy of Your Request

After the parameters have been selected, click **RUN PRINT REPORT**.

## Parameters

Auto-Fill

Custom...

Budget Year:

2022-2023

Department Function:

Select

1 selected

ORG:

1 selected

Change Request:

1 selected

Standard Parameters

Run Print Report

# BARs: How to Print a Copy of Your Request

A Budget Amendment Resolution Report is generated.

You may click on the arrows to see all pages.

**Parameters**

Auto-Fill: Last Run...  
 Budget Year: 2022-2023  
 Department Function: Select 1 selected  
 ORG: 1 selected  
 Change Request: 1 selected

Standard Parameters  
 Run Print Report

BOS Approved:  
 M.O. #:

**Budget Amendment Resolution No.**

The Final Budget for Fiscal Year 2022-2023 was duly adopted by *Resolution No.* , of the Board of Supervisors on in accordance with the State of California Government Code; and

The Board of Supervisors has determined it is appropriate to amend the Final Budget, in accordance with proper governmental accounting and financial reporting practices; and

Funds are available, as designated in the requested action; and

Therefore, the Board of Supervisors approves the following action(s):  
 Authorize Transfer of Funds From:  
 ORG 1031001 - Agricultural Commissioner  
 Fiscal Year 2022-2023  
 Purpose of Budget Amendment The Department applied for Grant #1013-1 on January of 2022. A grant in the amount of \$55,000 was awarded on July 1, 2022. The department is requesting approval to appropriate revenue and expenditures for Grant award #1013-1 from State-Aid for the Agriculture State Aid Pesticide Enforcement Program.

Operating	2023 Budget
<b>Revenues</b>	
1031001 - Agricultural Commissioner	55,000
440005 - State Aid-Agriculture	55,000
Total 1031001 - Agricultural Commissioner	55,000
Total Revenues	55,000
<b>Expenses</b>	
1031001 - Agricultural Commissioner	55,000
524000 - Office Expense	15,000
525030 - Prof & Spec Svs Other	25,000
530005 - Special Dept Expense	15,000
Total 1031001 - Agricultural Commissioner	55,000
Total Expenses	55,000

If transferring from Fund Balance provide account Acct No Amount

# BARs: How to Print a Copy of Your Request

### Parameters

Auto-Fill: Last Run... ▼

Budget Year: 2022-2023 ▼

Department Function: Select 1 selected

ORG: 1 selected ▼

Change Request: 1 selected ▼

Standard Parameters ▼

Run Print Report

|◀
<
2 of 2
 >
▶
↺
↻
100% ▼
📄
🖨️
Find | Next

**CAPITAL EXPENDITURE AUTHORIZATION:**

Authorize Specific Capital Item(s) or Project:

Fund No	Fund Title	Object Code	Object Code Title	Qty	Description	Amount
					Total	

**THE ABOVE AMENDMENT RESOLUTION WAS APPROVED BY ACTION OF THE BOARD** at a regular meeting of the Board of Supervisors of the County of Imperial held on the day of , by the following vote, to-wit:

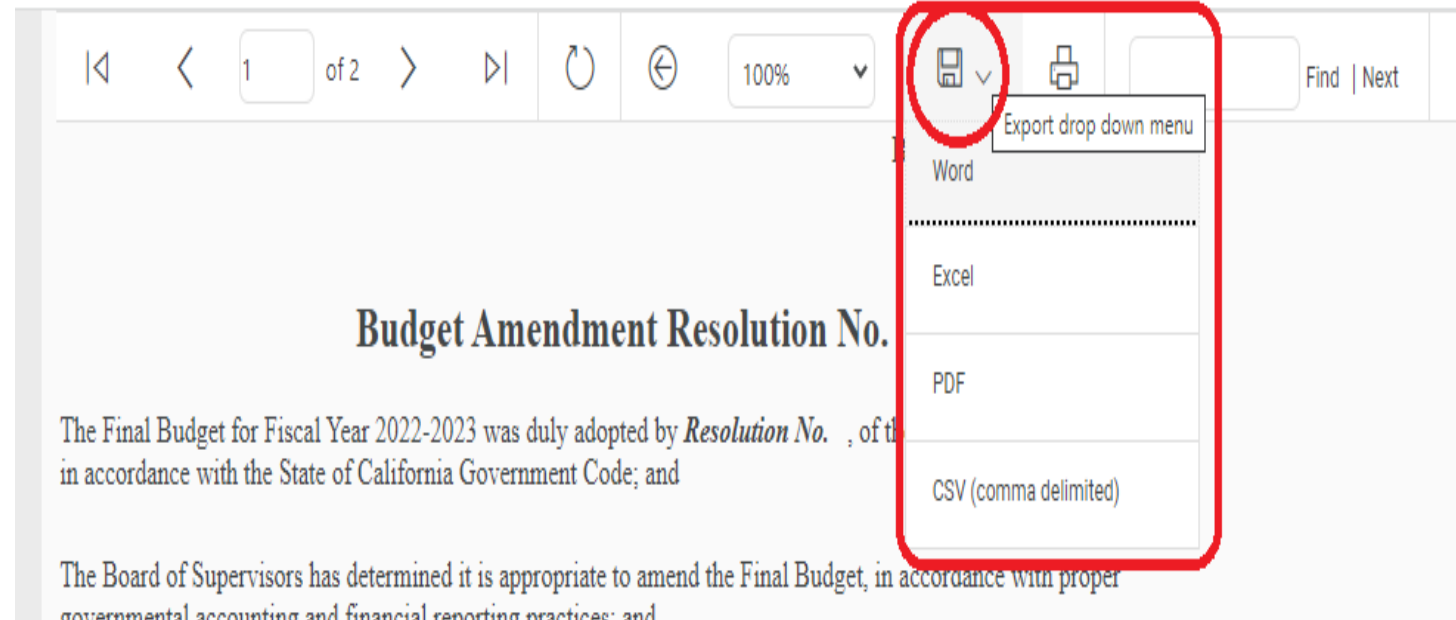
AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSTAINED: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_

\_\_\_\_\_  
 Blanca Acosta, Clerk of the Board of Supervisors  
 County of Imperial, State of California

cc Department  
 Auditor-Controller  
 CEO  
 GSA-Budget Fiscal

# BARs: How to Print a Copy of Your Request

To save a copy, select the Floppy Disk icon and save the report in **WORD** format.



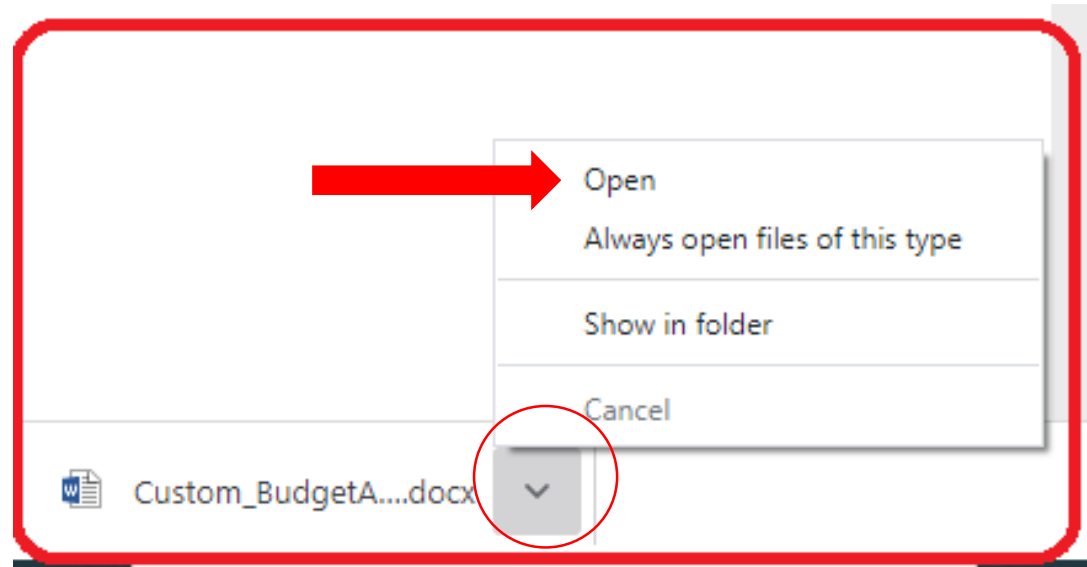


# BARs: How to Print a Copy of Your Request

The WORD Doc will appear at the bottom left hand side of your screen.

Click on the ARROW from the Word Doc and Select **OPEN**.

*\*\*\*Once the Word Doc is open and no further information needs to be added, select print.*



# \*\*\*Resolution No. 2022-128



BOS Approved:  
M.O. #:

## Budget Amendment Resolution No.

The Final Budget for Fiscal Year 2022-2023 was duly adopted by *Resolution No.* , of the Board of Supervisors on in accordance with the State of California Government Code; and

The Board of Supervisors has determined it is appropriate to amend the Final Budget, in accordance with proper governmental accounting and financial reporting practices; and

Funds are available, as designated in the requested action; and

Therefore, the Board of Supervisors approves the following action(s):

Authorize Transfer of Funds From:

ORG	1031001 - Agricultural Commissioner
Fiscal Year	2022-2023
Purpose of Budget Amendment	The Department applied for Grant #1013-1 on January of 2022. A grant in the amount of \$55,000 was awarded on July 1, 2022. The department is requesting approval to appropriate revenue and expenditures for Grant award #1013-1 from State-Aid for the Agriculture State Aid Pesticide Enforcement Program.



Operating	2023 Budget
Revenues	
1031001 - Agricultural Commissioner	55,000
440005 - State Aid-Agriculture	55,000
Total 1031001 - Agricultural Commissioner	55,000
Total Revenues	55,000
Expenses	
1031001 - Agricultural Commissioner	55,000
524000 - Office Expense	15,000
525030 - Prof & Spec Svcs Other	25,000
530005 - Special Dept Expense	15,000
Total 1031001 - Agricultural Commissioner	55,000
Total Expenses	55,000

If transferring from Fund Balance, provide account number and amount:      Acct No      Amount

CAPITAL EXPENDITURE AUTHORIZATION:						
Authorize Specific Capital Item(s) or Project:						
Fund No	Fund Title	Object Code	Object Code Title	Qty.	Description	Amount
					Total	

THE ABOVE AMENDMENT RESOLUTION WAS APPROVED BY ACTION OF THE BOARD at a regular meeting of the Board of Supervisors of the County of Imperial held on the day of , by the following vote, to-wit:

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSTAINED: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_

\_\_\_\_\_  
 Blanca Acosta, Clerk of the Board of Supervisors  
 County of Imperial, State of California

cc Department  
 Auditor-Controller  
 CEO  
 GSA-Budget Fiscal

# COI Live Demo

## TOA and BAR Change Requests

