

Imperial County
FY 2023-2024
Change Requests

Immediate Amendments



Questica – Change Requests

IMMEDIATE AMENDMENTS

Questica added the Immediate Amendment – Change Request feature to allow departments to enter immediate amendments via the Questica Operating system.

Immediate Amendment requests are submitted for Board of Supervisors' approval subsequent to the approval of the Proposed Budget. This year, the FY 2023-2024 Proposed Budget was presented and approved by the board on Tuesday, June 27, 2023. The Final Adopted Budget for FY 2023-2024 is scheduled to seek board approval on September 19, 2023.

Therefore, should departments need to request an amendment to their FY 2023-2024 Proposed Budget between June 27, 2023 and the end of August of 2023, they will be required to submit Immediate Amendments, in place of BARs. (IMMEDIATE AMENDMENTS ARE TO BE SUBMITTED ONLY DURING THIS PERIOD.)

The Change Request Module is available to all Questica Users to prepare Immediate Amendments, which are to be attached to your board letters.

Questica – Change Requests Immediate Amendments

To prepare an Immediate Amendment Change Request, select **BUDGETING** from the Dashboard Menu

The screenshot shows the Questica dashboard interface. At the top, there is a navigation bar with the following items: "imperialcounty 2021.3.0.8", "Dashboard", "My Tasks" (with a red notification badge showing "10"), "Budgeting" (highlighted with a red box and a red arrow pointing to it), "Reports", and "Administration". To the right of the navigation bar are icons for help, star, notification (with a red badge showing "10"), and a user profile for "KE Karina Espinoza". Below the navigation bar is a search bar with the placeholder text "Search Anything [CTRL + SPACE]".

The main content area is titled "Questica Dashboard" and contains several widgets:

- Imperial County, California**: A widget with the Imperial County logo.
- Training Updates**: A widget with a message: "If you were unable to attend the Questica Training Part 1 please click on the icon below to access the recorded Zoom meeting." Below this is a link "Items discussed on training:" followed by a list of topics: "Introduction to Questica", "How to navigate the Questica Budgeting Module", and "How to submit your FY 2022-2023 budget(s)". At the bottom of this widget is a Zoom meeting link: "Click on the File Icon to go to the Zoom Meeting Recording Passcode: @qF69D4W".
- Pending Change Request**: A widget showing a large blue number "5".
- Revenue/Expense - Budget vs Actuals - FY 2021-2022 By Fund Type**: A table with the following data:

	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

On the right side of the dashboard, there is a widget titled "Position Allocations".

Questica – Change Requests Immediate Amendment

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

Locate the Operating Module and
select **ORGs**

Questica – Change Requests Immediate Amendments

To begin any Change Request in Questica, you will first need to locate your **DEPARTMENT FUNCTION**.

1. To locate your Department Function, search for the Org. Key that will be associated with your Change Request – Immediate Amendment by typing the Org. Key in the Search Box or clicking on **LOAD DATA** (blue button located in the center of your Questica screen).

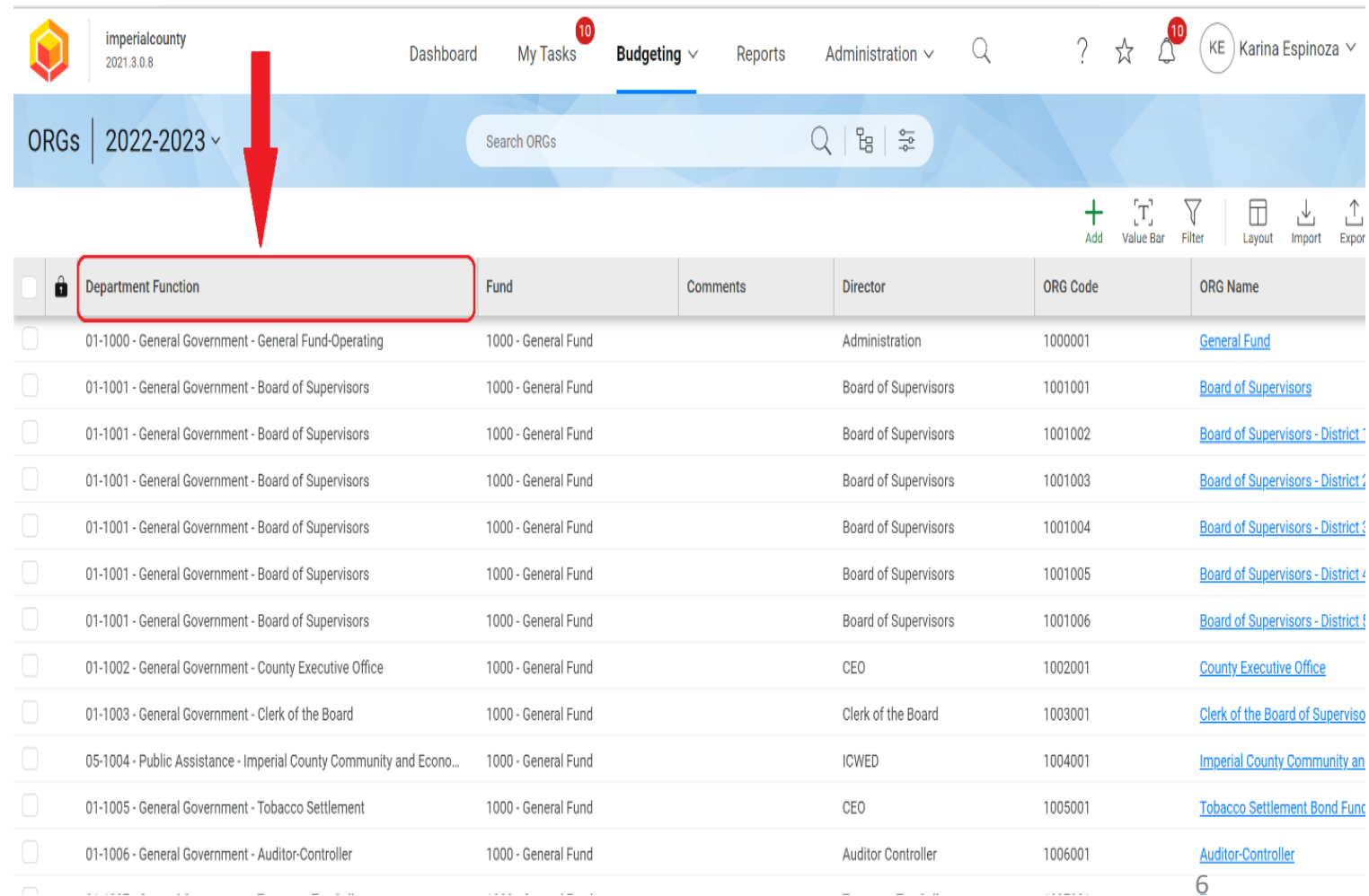
The screenshot displays the Questica web application interface. At the top, the navigation bar includes the Imperial County logo, version information (2021.3.0.8), and menu items: Dashboard, My Tasks (with a notification badge), Budgeting (with a dropdown arrow), Reports, and Administration (with a dropdown arrow). A search icon and a user profile icon for Karina Espinoza are also present. Below the navigation bar, a blue header bar shows 'ORGs' and a dropdown menu for '2022-2023'. A red arrow points from this dropdown to a search box labeled 'Search ORGs'. To the right of the search box are icons for search, list view, and refresh. Below the search bar, a toolbar contains icons for 'Add', 'Value Bar', 'Filter', 'Layout', 'Import', and 'Export'. A table with columns 'Department Function', 'Fund', 'Comments', 'Director', 'ORG Code', and 'ORG Name' is visible. 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 center of the screen.

Questica – Change Requests Immediate Amendments

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.

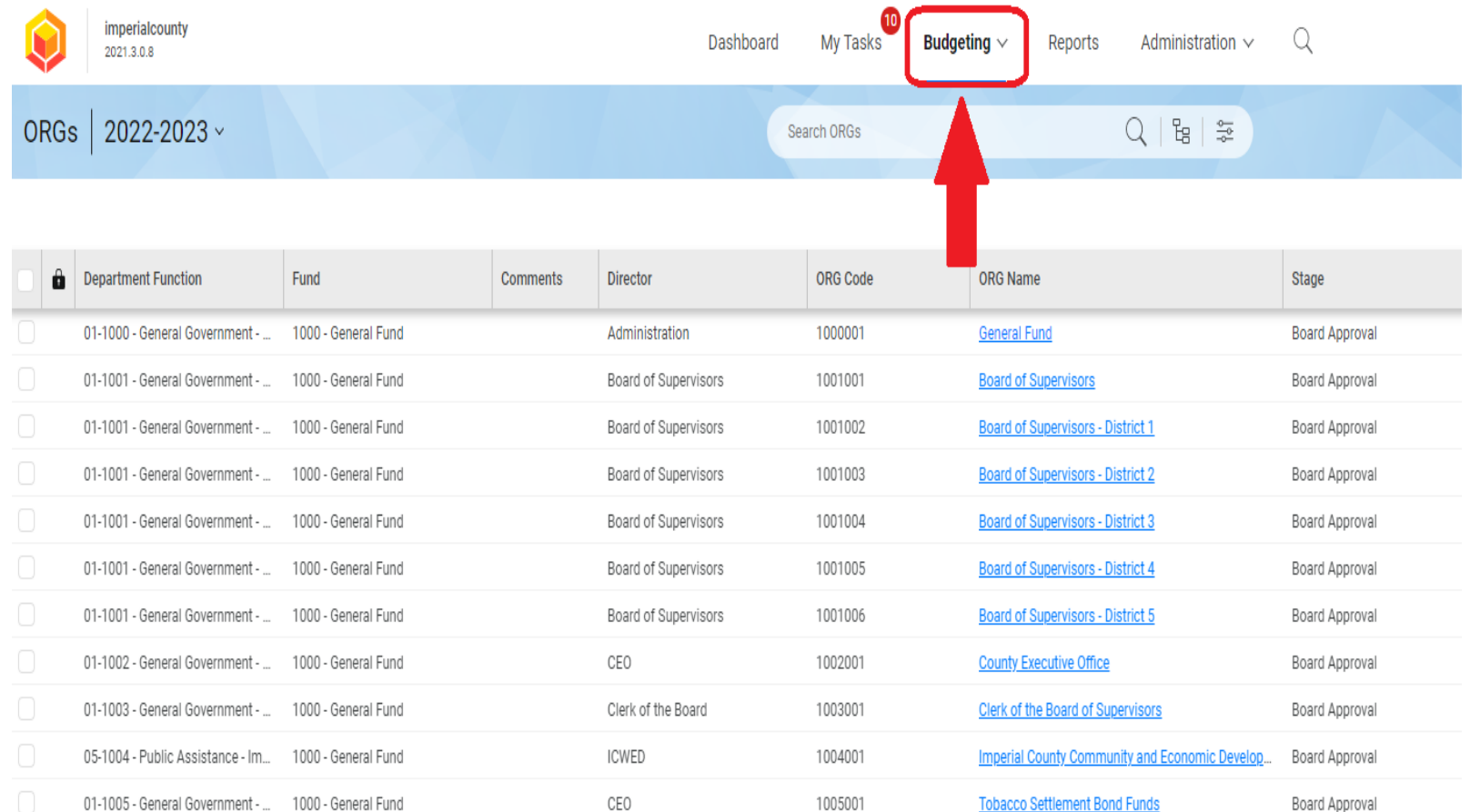


<input type="checkbox"/>	Department Function	Fund	Comments	Director	ORG Code	ORG Name
<input type="checkbox"/>	01-1000 - General Government - General Fund-Operating	1000 - General Fund		Administration	1000001	General Fund
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - 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
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001003	Board of Supervisors - District
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001004	Board of Supervisors - District
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001005	Board of Supervisors - District
<input type="checkbox"/>	01-1001 - General Government - Board of Supervisors	1000 - General Fund		Board of Supervisors	1001006	Board of Supervisors - District
<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 Superviso
<input type="checkbox"/>	05-1004 - Public Assistance - Imperial County Community and Econo...	1000 - General Fund		ICWED	1004001	Imperial County Community an
<input type="checkbox"/>	01-1005 - General Government - Tobacco Settlement	1000 - General Fund		CEO	1005001	Tobacco Settlement Bond Func
<input type="checkbox"/>	01-1006 - General Government - Auditor-Controller	1000 - General Fund		Auditor Controller	1006001	Auditor-Controller

Questica – Change Requests Immediate Amendments

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.



The screenshot shows the Questica web application interface. At the top, the 'imperialcounty 2021.3.0.8' logo is on the left, and navigation links for 'Dashboard', 'My Tasks', 'Budgeting', 'Reports', and 'Administration' are on the right. The 'Budgeting' link is highlighted with a red box and a red arrow. Below the navigation bar, there is a search bar for 'ORGS' for the '2022-2023' fiscal year. Below the search bar is a table of ORGs.

<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 Immediate Amendments

Locate the
CHANGE REQUESTS
Module

The screenshot shows the Questica web application interface. The top navigation bar includes the Imperial County logo, version information (2021.3.0.8), and menu items: Dashboard, My Tasks (with a red notification badge for 10), Budgeting (selected), Reports, Administration, and a search icon. The user profile 'KE Karina Espinoza' is visible in the top right corner. The main content area is divided into three columns: Operating, Personnel, and Variables. The 'Operating' column lists items like ORGs, Scenarios, Security Assignments, Budget, Positions, Stats, and Calculations. The 'Personnel' column lists items like Positions, Position Revisions, Employees, Employee Revisions, Ranges, Range Values, Modifiers, Modifier Amounts, Earning Breakdowns, Earning Breakdown Details, Synchronize Personnel, and Index Keys. The 'Variables' column lists All Variables, Variables by Entity, Variables by Owner, Funds, Reserve Forecasts, and Fund Balance Forecasts. An 'OpenBook' icon is also present. A red box highlights the 'Change Requests' section in the Personnel column, which includes sub-items: Change Requests, Change Request Budget Lines, Change Request Project Budget Lines, and Position Allocation changes.

Questica – Change Requests Immediate Amendments

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: Operating, Personnel, and Variables. The 'Change Requests' menu item is highlighted with a red box and a red arrow pointing to it. The 'Change Requests' menu includes sub-items: Change Request Budget Lines, Change Request Project Budget Lines, and Position Allocation changes.

- 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

Questica – Change Requests Immediate Amendments

Select Fiscal Year **2023-2024** for a Change Request – Immediate Amendment.

The screenshot displays the Questica web application interface. At the top, the navigation bar includes the Imperial County logo, version information (2021.3.1.11), and menu items: Dashboard, My Tasks (75), Budgeting (selected), Reports, and Administration. A search bar is located on the right. Below the navigation bar, the main content area features a purple header with 'Change Requests' and a dropdown menu showing '2023-2024'. A search bar for 'Change Requests' is also present. Below the header, there are two dropdown menus: 'All Change Request Types' and 'Any'. A table with columns for Budget Year, Change Request Type, Number, Name, Purpose of Budget Amendment, and Change Request ID is visible. A red box highlights the '2023-2024' dropdown menu, and a red arrow points to it from below. At the bottom of the page, there is a 'Let's Get Started' section with a 'Load Data' button.

Questica – Change Requests Immediate Amendments

imperialcounty
2021.3.1.11

Dashboard My Tasks ⁷⁵ **Budgeting** Reports Administration

Change Requests | 2023-2024 Search Change Requests

All Change Request Types Any Status

	Budget Year	Change Request Type	Number	Name	Purpose of Budget Amendment	Change Request Stage	Dir
	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter

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 an Immediate Amendment, select **ADD (+)**

Questica – Change Requests Immediate Amendment

A new window will pop-up titled
New 2024 Change Request.

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

- Director
- Department Function
- Change Request Type
(Immediate Amendment)
- Name of your IA
- Purpose of the Budget Amendment

The screenshot shows the Questica web application interface. At the top, there is a navigation bar with 'imperialcounty 2021.3.1.11', 'Dashboard', 'My Tasks 75', 'Budgeting', 'Reports', 'Administration', and a user profile 'KE Karina Espinoza'. Below the navigation bar, there is a search bar for 'Change Requests' and a table with columns for 'Budget Year', 'Change Request Type', and 'Number'. A modal window titled 'New 2024 Change Request' is open, containing the following fields:

- Department Function: Sheriff Coroner
- Department Function *: 02-1024 - Public Protection - Sheriff Coroner
- Change Request Type *: Immediate Amendments
- Purpose of the Budget Amendment: A dropdown menu with options: Budget Amendment Resolution (BAR), Budget Augmentation (ONLY to be used during the Budget Process), Immediate Amendments (highlighted with a red arrow), Transfer of Appropriations (TOA), and Year-End Encumbrances.

At the bottom of the modal, there is an 'Override Auto Number' checkbox, a 'Cancel' button, and an 'OK' button. To the right of the modal, there is a text overlay: 'Change Request Type: Select Immediate Amendments from the drop down menu'.

Questica – Change Requests Immediate Amendment

After entering the information for your Change Request – Immediate Amendment, click the OK button located at the bottom right hand corner of the window.

The screenshot shows the 'New 2024 Change Request' form in the Questica system. The form is titled 'New 2024 Change Request' and includes the following fields:

- Department Function: Sheriff Coroner
- Department Function *: 02-1024 - Public Protection - Sheriff Coroner
- Change Request Type *: Immediate Amendments
- Name: Test - IA 2023-24
- Purpose of Budget Amendment *: Grant #123 Awarded. Establish Revenue & Expense for grant activity

The form also includes an 'Override Auto Number' checkbox and 'Cancel' and 'OK' buttons. The 'OK' button is highlighted with a red box and a red arrow pointing to it.

Questica – Change Requests Immediate Amendment

Questica will open a new tab for your Change Request – Immediate Amendment. In this section, you may continue entering necessary information and/or revise the information previously entered.

Number*: An Auto Generated Number is provided for each Change Request.

Acct. Reference (Account Reference): Only use this section if your request includes a transfer from a different account/ trust/ custodial fund.

Publish Date: Do not enter information.

Purpose of Budget Amendment: This information was added as part of the initial step (see previous slide). The purpose may be revised to included further information.

Comments: Do not enter information.

Justification: Do not enter information.

Department Function: This information was added as part of the initial step (see previous slide).

Minute Order Number and Resolution Number: Do not enter information.

REQUEST - IMMEDIATE AMENDMENT ENTRY

2023-2024 | AUTO - 775 - Test - IA 2023-24 | Main (Active) v

Promote

General v Operating v Capital v Reports v

Change Request Information

Save

Director *
Sheriff Coroner v

Name
Test - IA 2023-24

Number *
AUTO - 775

Change Request Type *
Immediate Amendments v

Acct. Reference
Publish Date

Purpose of Budget Amendment *
Grant #123 Awarded. Establish Revenue & Expense for grant activity \$5,000.

Comments

Justification

Department Function *
02-1024 - Public Protection - Sheriff Coroner v

Resolution Number

Minute Order Number

Questica – Change Requests Immediate Amendment

After entering the information for your Change Request – Immediate Amendment, click the **SAVE** button located at the top right and corner of the window.

REQUEST - IMMEDIATE AMENDMENT ENTRY

2023-2024 | AUTO - 775 - Test - IA 2023-24 | Main (Active) ▾

Promote

General ▾ | Operating ▾ | Capital ▾ | Reports ▾

Change Request Information

Director *
Sheriff Coroner ▾

Name
Test - IA 2023-24

Number *
AUTO - 775

Change Request Type *
Immediate Amendments ▾

Acct. Reference
Publish Date

Purpose of Budget Amendment * 75
Grant #123 Awarded. Establish Revenue & Expense for grant activity \$5,000]

Save

Questica – Change Requests Immediate Amendment

Next, locate and click on **OPERATING** from the menu.

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

REQUEST - IMMEDIATE AMENDMENT ENTRY

2023-2024 | AUTO - 775 - Test - IA 2023-24 | Main (Active) v

Promote

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

Change Request Information

Director *
Sheriff Coroner v

Name
Test - IA 2023-24

Number *
AUTO - 775

Change Request Type *
Immediate Amendments v

Acct. Reference
Publish Date

Purpose of Budget Amendment *
Grant #123 Awarded. Establish Revenue & Expense for grant activity \$5,000.

Save

Questica – Change Requests Immediate Amendment

A new tab will open in the
OPERATING BUDGET section.

The screenshot shows the Questica interface for the 'Operating Budget' section. At the top, there is a navigation bar with the following elements: a menu icon, a lock icon, a star icon, a bell icon, and a speech bubble icon. The main navigation bar displays '2023-2024 | AUTO - 775 - Test - IA 2023-24 | Main (Active) v' and a green 'Promote' button. Below this, there are tabs for 'General v', 'Operating v', 'Capital v', and 'Reports v'. The 'Operating Budget' section is active, and the title 'Operating Budget' is displayed. On the right side of the section, there is a toolbar with several icons: 'Annual v' (Grid View), '1 YR v' (Display), '2024 v' (Forecast Year), '0.00 v' (Precision), a green '+ Add' button (highlighted with a red box and a red arrow), a 'Value Bar' icon, a 'Filter' icon, a 'Layout' icon, an 'Import' icon, and an 'Export' icon. Below the toolbar, there is a table header with columns for 'ORG', 'Object', and '2024'. The table is currently empty, and the text 'No results found' is visible at the bottom of the page.

Select **ADD (+)** to enter a budget
line/ account for the Change Request
- Immediate Amendment

Questica – Change Requests Immediate Amendment

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 **2024** column and enter the dollar amount. *DO NOT include cents, commas “,” or “\$” signs.*

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

Repeat the steps from the previous slide (Slide #17) to add another budget line(s) and enter the account information to complete the Immediate Amendment.

Operating Budget

The screenshot shows the 'Operating Budget' interface. At the top right, there are controls for 'Annual', '1 YR', '2023', and '0.00', along with icons for 'Grid View', 'Display', 'Forecast Year', 'Precision', 'Add', 'Value Bar', and 'Filter'. Below these is a table with columns for 'ORG', 'Object', and '2024'. A new budget line is highlighted in light blue, with 'STEP 1' in the 'ORG' column, 'STEP 2' in the 'Object' column, and 'STEP 3' in the '2024' column. Three red arrows point upwards from below the table to the dropdown arrows in the 'STEP 1', 'STEP 2', and 'STEP 3' cells.

Questica – Change Requests Immediate Amendment

Example:

First Org. Key/ Object Code and amount entered.

2023-2024 | AUTO - 775 - Test - IA 2023-24 | Main (Active) Promote

General **Operating** Capital Reports

Operating Budget

Annual 1 YR 2024 0.00 Add Value Bar Filter Layout Import Export

ORG	Object	2024
1024001 - Sheriff - Coroner A...	446100 - State Aid	5000

Second Org. Key/ Object Code and amount entered.

2023-2024 | AUTO - 775 - Test - IA 2023-24 | Main (Active) Promote

General **Operating** Capital Reports

Operating Budget

Annual 1 YR 2024 0.00 Add Value Bar Filter Layout Import Export

ORG	Object	2024
1024001 - Sheriff - Coroner Admi...	446100 - State Aid	5,000.00
1024001 - Sheriff - Coroner Admi...	525030 - Prof & Spec Svs Other	5,000.00

Questica – Change Requests Immediate Amendment

Select **PROMOTE** after the Change Request – Immediate Amendment is complete.

The screenshot displays the Questica software interface for an Operating Budget. At the top, there is a navigation bar with icons for settings, lock, star, notification, and chat. The main header shows the fiscal year '2023-2024', the department 'AUTO - 775 - Test - IA 2023-24', and the status 'Main (Active)'. Below this, there are tabs for 'General', 'Operating' (which is selected), 'Capital', and 'Reports'. A green 'Promote' button is highlighted with a red box, and a red arrow points to it from below. The main content area is titled 'Operating Budget' and includes a toolbar with options for 'Annual', '1 YR', '2024', and '0.00', along with icons for 'Add', 'Value Bar', 'Filter', 'Layout', 'Import', and 'Export'. Below the toolbar is a table with columns for 'ORG', 'Object', and '2024'. The table contains two rows of budget data.

ORG	Object	2024
1024001 - Sheriff - Coroner Admi...	446100 - State Aid	5,000.00
1024001 - Sheriff - Coroner Admi...	525030 - Prof & Spec Svs Other	5,000.00

Questica – Change Requests Immediate Amendment

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.

The screenshot shows the Questica interface for a 'REQUEST - IMMEDIATE AMENDMENT ENTRY'. The main window displays the 'Operating Budget' section with a table of items. A modal dialog box titled 'Workflow Change Request Stages ...' is open, prompting the user to 'Select a change request stage to promote to'. The dialog lists the following stages:

- Request - Immediate Amendment Entry (current stage)
- GSA - Budget Fiscal Review
- BOS Approval - Final GSA Review
- Final - Publish

At the bottom of the dialog, there are two buttons: 'Cancel' and 'Next >'. The 'Next >' button is highlighted in blue. Red arrows point to the 'GSA - Budget Fiscal Review' stage (labeled 'Step 1') and the 'Next >' button (labeled 'Step 2').

Questica – Change Requests Immediate Amendment

A Notes and Comment window will appear.

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

The screenshot shows the 'Notes' dialog box in the Questica application. The dialog box is titled 'Notes' and contains the text 'Flagged notes and notes that were added in the current stage'. Below this text, it says 'No Notes'. At the bottom of the dialog box, there is a text input field with the placeholder text 'Enter promote comment here'. To the right of the input field are three buttons: 'Cancel', '< Previous', and 'Save'. The 'Save' button is highlighted with a red box, and a red arrow points to it from the right. The background shows the 'Operating Budget' table with columns for 'ORG' and 'Object'. The table has two rows of data. The top row is '1024001 - Sheriff - Coroner Admi...' with '446100 - State Aid'. The bottom row is '1024001 - Sheriff - Coroner Admi...' with '525030 - Prof & Spec'. The top navigation bar shows '2023-2024 | AUTO - 775 - Test - IA 2023-24 | Main (Active)'. There are also icons for lock, star, bell, and chat. A 'Promote' button is visible in the top right corner.

Questica – Change Requests Immediate Amendment

I promoted my Immediate Amendment (Change Request) to the GSA Review Stage. How do I obtain a copy to include with my Board Item?

GSA Budget & Finance will review your Immediate Amendment. Once finalized, you will receive a copy of your Immediate Amendment Request via email.

Please ensure that the copy is attached to your Board Item. The language in your Fact Sheet Requested Action and your board letter should include the following:

Approve Immediate Amendment to the Fiscal Year 2023-2024 Proposed Budget for *INSERT PURPOSE* in the amount of *INSERT AMOUNT*.

Immediate Amendment to the FY2023-2024 Proposed Budget

Change Request AUTO - 775 - Test - IA 2023-24
 Budget Year 2024
 Change Request Type Immediate Amendment to the FY2023-2024 Proposed Budget
 Change Request Stage GSA - Budget Fiscal Review [Immediate Amendments]
 Acct. Reference
 Department IMPERIAL COUNTY SHERIFF'S OFFICE
 Purpose of Budget Amendment Grant #123 Awarded. Establish Revenue & Expense for grant activity \$5,000.
 Comments
 Justification
 Minute Order Number

SAMPLE

Operating Budget Details

Object	Description	2024 Budget
Revenues		
1024001 - Sheriff - Coroner Administration		
446100 - State Aid		5,000
Total 1024001 - Sheriff - Coroner Administration		5,000
Total Revenues		
		5,000
Expenses		
1024001 - Sheriff - Coroner Administration		
525030 - Prof & Spec Svs Other		5,000
Total 1024001 - Sheriff - Coroner Administration		5,000
Total Expenses		
		5,000
Net Total		
		-