

Amendment ID Naming Conventions

The naming convention for AMENDID is now standardize and enforced by the system.

See examples below where yy = Budget Period, nn = Numeric value, and zz = Alpha value

- AOByyyyzz
- Ayyynnnzz
- IRyynnnzz

NOTE: The Allotment file comes to Teamworks from OPB (BudgetNet) only. The Allotment AMENDID (ALyynnnn) begins with "AL", then the last 2 digits of the fiscal year, 2 digits for the quarter, and 2 digits for the naming sequence. A maximum of 8 characters are allowed.

Annual Operating Budget (AOB)

For AOB, the Amend ID(s) should begin with the alphabets "AOB" and be followed by the year and then, at customer's discretion, a single or double alphabet can be used. A maximum of 9 characters are allowed (ex. AOByyyy, AOByyyyA, or AOByyyyAA); WHEREAS, AA, AB, AC.....ZX, ZY and ZZ are acceptable. A number cannot be used in place of the single or double alphabets.

Amendments (A)

For Amendments, the AMENDID should begin with "A", then the last 2 digits of the fiscal year, 4 digits for your number, and then at customer's discretion, a single or double alphabet can be used. A maximum of 9 characters are allowed. ex. Ayy0100, A100200 Ayy0100A, Ayy0200AA; WHEREAS, AA, AB, AC.....ZX, ZY AND ZZ are acceptable. A number cannot be used in place of the single or double alphabets

Internal Revisions (IR)

For Internal Revisions, the AMENDID should begin with "IR", then the last 2 digits of the fiscal year, 4 digits for your number, and then at customer's discretion, a single or double alphabet can be used. A maximum of 10 characters are allowed (ex. IRyy0001, IRyy0002, IRyy0001A, IRyy0002AA).

The AMENDID is no longer a separate entry page, but is on the Enter Budget Journal entry page and is entered only once. This saves time for everyone. The AMENDID must be entered using the format described above. Thus, you will want to have your budget AMENDIDs formatted correctly prior to the loading of your budget in TeamWorks and carry forth throughout the year.