Budget Adjustment

Overview of Exercises

1. Reallocate budget from one object code to another within a single account.
2. Reallocate budget using sub-object codes within a single account.
3. Reallocate budget from one account to another within the **same subfund**.
4. Reallocate budget using a sub-account.
5. Learn how to efficiently load large amounts of information using the Import Lines Tool.
6. Learn how to use error correction to reverse a budget adjustment that has already been approved.
7. Create a one-sided entry.

Log in to Kuali from the AAR menu.

From the Main Menu click the Budget Adjustment option.

Transactions

Financial Processing

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Credit Card Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Pre-Encumbrance
- Transfer of Funds

Exercise #1

Goal: Reallocate current budget from one object code to another within a single account.

Example of why would you want to do this: Your department hired a State Classified employee in December, which was not anticipated during the budget building process. You have excess budget of $45,000 in object code 6200 and would like to use this budget for your new hire. The following entry shows an example of how this adjustment would appear.

Document Overview ▾ hide

Document Overview

* Description:	Adjust budgeted object cds for new hire
Org. Doc. #:	

Explanation:

Financial Document Detail

* Year:	2011	Total Amount:	45,000.00

Accounting Lines ▾ hide

Accounting Lines ?   hide detail

From/Decrease

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	1355410 Assoc. VP Finance & Budget		6200 Budget Other Opr Exp				45,000.00	0	
	Monthly Lines ▸ show									

To/Increase

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	1355410 Assoc. VP Finance & Budget		5400 Budget Stclass Salry				45,000.00	0	
	Monthly Lines ▸ show									

Exercise #2

Goal: Reallocate budget using sub-object codes within a single account.

Example of why would you want to do this: Revenues for a food service account come from various sources; to provide a method for easy tracking a new sub-object code has been set up under object code 4385. Your budget is currently in object code 4385; the picture below shows how the Budget Adjustment should appear when moving budget from the main object code into the sub-object code.

Document Overview ▾ hide

Document Overview

| * Description: | Move revenue budget to sub-object code | | Explanation: |
| Org. Doc. #: | | | |

Financial Document Detail

| * Year: | 2011 | Total Amount: | 943,821.00 |

Accounting Lines ▾ hide

Accounting Lines ? | hide detail

From/Decrease

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	2605210 Braiden Hall Dining Services		4385 Auxiliary Food Sales				943,821.00	0	
	Monthly Lines ▸ show									

To/Increase

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	2605210 Braiden Hall Dining Services		4385 Auxiliary Food Sales	BD1 On Campus Student Board Revenue			943,821.00	0	
	Monthly Lines ▸ show									

Exercise #3

Goal: Reallocate budget from one account to another within the **same subfund** (ex: EG to EG or RARSP to RARSP).

Example of why would you want to do this: The Dean's Office has committed funding to your department for travel expenses. Budget in the Dean's account needs to be moved to the department account; follow the example below to complete the necessary adjustment.

Document Overview ▾ hide

Document Overview

| * Description: | 1x commitment for travel expenses | | Explanation: |
| Org. Doc. #: | | | |

Financial Document Detail

| * Year: | 2011 | Total Amount: | 500.00 |

Accounting Lines ▾ hide

Accounting Lines ? | hide detail

From/Decrease

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	1677000 Ra/Rsp Dean Natural Sciences		6200 Budget Other Opr Exp				500.00	0	
	Monthly Lines ▸ show									

To/Increase

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	1676940 Graduate & Research Program In The Chemical & Molecular Sciences & Technology		6000 Budget Travel				500.00	0	
	Monthly Lines ▸ show									

Exercise #4

Goal: Reallocate budget using a sub-account.

Example of why would you want to do this: Your department has committed funds to cover alumni-related expenses on a monthly basis. Budget has been set aside in a sub-account within your department account in order to cover this monthly commitment. The adjustment shown on the next page outlines the use of the main account and the sub-account when moving funding to the receiving department.

Document Overview

* Description:	August commitment from DI to Alumni
Org. Doc. #:	

Explanation:

Financial Document Detail

* Year:	2011	Total Amount:	4,018.00

Accounting Lines ▼ hide

Accounting Lines ?   hide detail

From/Decrease

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	1354010 Denver Initiative	ALUMN Alumni	6600 Budget Other Dir Cst				4,018.00	0	
	Monthly Lines ▶ show									

To/Increase

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	1354520 Denver Initiative		6600 Budget Other Dir Cst				4,018.00	0	
	Monthly Lines ▶ show									

Exercise #5

Goal: Learn how to efficiently load large amounts of information using the Import Lines Tool.

Why would you want to do this? On occasion, it may be necessary to move several budgets around (such as annual carryforward), or there are repetitive entries that your area enters every year. The import tool is an Excel document that allows easy manipulation and storage of large amounts of information that can be imported into the document rather than adding each individual accounting line.

How do I download the import template?

- Open a Budget Adjustment document and click the [?] icon next to the title **Budget Adjustment**.
- Once the new screen appears click the **Index** button on the toolbar.
- Type **Accounting Line Import Template** and click the go button.
- Click the link titled **accounting line import templates** (underlined below in green).
- Click the option circled below in green to download the template; you will be prompted to open or save the file.

Contents | Index | Search | ☆ Favorites

Index

Look for

Account Line Import Template

Overview

Data Import Templates

KFS line import templates allow you to import any number section contains a table that lists types of e-docs for which t document type. Following the table is a process overview th contain detailed information about each template.

More:

- ☐ Links to Default Data Import Templates
- ☐ Process Overview
- ☐ Standard_Import.xls
- ☐ AV_Import.xlxs
- ☐ BA_YEBA_Import.xlxs
- ☐ GEC_YEGEC_Import.xls
- ☐ ICA_Import.xlxs
- ☐ JV_Ext_Encumbr_Import.xlxs
- ☐ JV_NonOffset_Bal_Type_Import.xlxs
- ☐ JV_Offset_Bal_Type_Import.xls
- ☐ LLJV_Import.xls
- ☐ ND_Import.xls
- ☐ PE_Disencumbrance_Only_Import.xls

Open the file when prompted and enter the information provided in the picture labeled **FROM** below. ==When you are ready to save your work, you should follow these steps:==

1. Delete Rows 1, 2, and 3 on the template to avoid importing template instructions and row headers.
2. Save the document as "From.csv". In order to save a file as a .csv you can click the **Save as type** drop-down and select "CSV (Comma delimited)". DO NOT select any other option for .csv as you will have additional choices like .csv-MS-DOS and .csv-Macintosh. Leave the file open for use in Step 3.

FROM

	A	B	C	D	E	F	G	H	I
1	Delete the first three rows of text before saving your document to import in csv format.							*Indicates Required Field	
2								Cur Budget	Base Budget
3	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Adj Amt*	Adj Amt
4	CO	1301490		6600				5000.00	
5	CO	1301350		6200				10000.00	

3. Type over the current information with the information from the picture below. Repeat steps 1 & 2, but name the second file "To.csv".

TO

	A	B	C	D	E	F	G	H	I
1	Delete the first three rows of text before saving your document to import in csv format.							*Indicates Required Field	
2								Cur Budget	Base Budget
3	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Adj Amt*	Adj Amt
4	CO	1301220		6000				5000.00	
5	CO	1301450		6200				5000.00	
6	CO	1301670		6200				5000.00	

How do I import the files I have saved?

- Once the import files have been completed, return to the Budget Adjustment document and enter a Description for your transaction.
- Next click the `import lines` button (found in the From/Decrease section) to begin importing your "From.csv" file.
- Click the Browse button, choose the .csv file you want to import, and then click the Open button.
- Once you have returned to the Budget Adjustment screen click the `add` button. The lines from the .csv file should populate on the Budget Adjustment document at this point.

 * If you get an error message, begin by reviewing your .csv file for accuracy. If anything is typed incorrectly or any of the accounts are closed the import template will not load.

- Repeat the process for the To/Increase accounting line of the document, remembering to use the "To.csv" file. You may add notes and backup documentation as desired, then submit the document.

Exercise #6

Goal: Learn how to use error correction to reverse a budget adjustment that has already been approved.

Why would you want to do this? In the event that a budget adjustment is not accurate **but has already been finalized** (or in processed status), the error correction button can be used to reverse the entire document.

Begin by clicking the `doc search` button and entering the document number you want to reverse on the Document/Notification Id line, and then press the Enter key. Information about your document should appear near the bottom of the screen; click the document number to open your document (see picture below for an example).

Once the document has opened, scroll to the bottom of the screen and click the `error correction` button. A new budget adjustment document will automatically open. Along the top of the screen, you will be able to see the new document number as well as the document number for the budget adjustment you are correcting. Enter an explanation for the reversal and then <u>submit</u> the document.

Budget Adjustment		Doc Nbr:	1002432	Status:	INITIATED		Corrects Document Id:	1002431
		Initiator:	eskimo	Created:	04:42 PM 10/20/2010			

expand all | collapse all

Document Overview ▼ hide

Document Overview

* Description:	CIMS/SAX support from CNS	Explanation:	Reversing document 1002431, moved budget from the wrong account.
Org. Doc. #:			

Financial Document Detail

* Year:	2011	Total Amount:	

Accounting Lines ▼ hide

Accounting Lines ❓ | hide detail

From/Decrease

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	1677000 Ra/Rsp Dean Natural Sciences		6200 Budget Other Opr Exp				(9,300.00)	0	
	Monthly Lines ▶ show									

To/Increase

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
	CO Colorado State	1685400 Center For Interdisciplinary		6200 Budget Other				(9,300.00)	0	

Exercise #7

Goal: Create a one-sided entry.

Example of why would you want to do this: Revenues have exceeded what were originally anticipated; in order to increase spending authority in the account a budget revision (increase) needs to be entered.

Document Overview

* Description:	Increase spending authority from deposit	Explanation:
Org. Doc. #:		

Financial Document Detail

* Year:	2011	Total Amount:	4,000.00

Accounting Lines ▼ hide

Accounting Lines ❓ | hide detail

From/Decrease

To/Increase

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
1	CO Colorado State University	1355030 Das General Fund		4378 Gen Sales Of Service				2,000.00	0	
	Monthly Lines ▶ show									
2	CO Colorado State University	1355030 Das General Fund		6200 Budget Other Opr Exp				2,000.00	0	
	Monthly Lines ▶ show									

Notice both sides of this transaction are in the To/Increase section of the document; this allows you to increase the revenue (4378) and associated expense (6200), which increases the available balance in the account.