Welcome to Budget Adjustment Training

The Art of The Budget Adjustment Document

OFFICE OF BUDGETS
COLORADO STATE UNIVERSITY
What will be covered today?

1. When should I use a Budget Adjustment (BA)?
2. Document layout
3. Important concepts
4. Document search
5. Error correction
6. One sided entries – Increasing/Decreasing spending authority
7. Income stream functionality
Handouts

In the chat we have provided you with:

1. Presentation Slides
2. Budget Pool Object Codes
3. BA Quiz Questions
4. Budget Adjustment Exercises

Please raise your hand if you are missing any of these.
Budget Buzz-words

Speaking the Language of Budgets

• State Appropriated sub-funds (budget based)
  • EG (13)
  • PVM (14)*
  • EXPSTA (15)*
  • RARSP (16)
  • EXTEN (17)*
  • CSFS (19)*
  • COURSE (25)**

• Base Budget = Beginning Budget
• Balance Available = Current Budget – Actuals
  • Balances by Consolidation

*Account ranges contain multiple subfunds. Only ones listed above are state appropriated.
**Budget in this subfund is a management tool.
Budget Buzz-words ...Continued

Speaking the Language of Budgets

- Account, Sub-Account, Object Code, Sub-Object Code
  - Exempt Budget Category Codes
    - XMPT, XMPTBR, XMPTCF, XMPTR, XMPTSS
- Budget Pool Object Codes
- Spending Authority
- Carry Forward
### Budget Buzz-words

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
</table>
| State Appropriated Sub-Fund | Budget based               | EG (13)  
PVM (14)*  
EXPSTA (15)*  
RARSP (16)  
EXTEN (17)*  
CSFS (19)*  
COURSE (25)** |
| Base Budget           | = Beginning Budget          |                                                                         |
| Current Budget        | = Beginning Budget + Budget Adjustment (TO/INCREASE) - Budget Adjustment (FROM/DECREASE) |                                                                         |

*Account ranges contain multiple subfunds. Only ones listed above are state appropriated.  
**Budget in this subfund is a management tool.
## Budget Buzz-words

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Expense Balance Available</strong></td>
<td>= Current Budget - Actual Expenses - Encumbrances</td>
<td>Balances by Consolidation examples</td>
</tr>
<tr>
<td><strong>Revenue Balance Available</strong></td>
<td>= Actual Revenue - Current Budget</td>
<td>Balances by Consolidation examples</td>
</tr>
<tr>
<td><strong>Account Sub-account</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Object Code Sub-Object Code</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Budget Pool Object Code</strong></td>
<td>Preferred method</td>
<td>“One-Sided” Budget Adjustment Documents</td>
</tr>
</tbody>
</table>
Sub-Fund

- You can check the sub-fund using Kuali by viewing the Account information by:
  - **Searching by Account**
    (Select Chart of Accounts from the side bar, then select Account & search)
  - **OR** -
  - **Click the Account** number once added to the system
## Account Detail: Example 1

<table>
<thead>
<tr>
<th>ACCOUNT DETAILS</th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code: CO - Colorado State University</td>
<td>Account Number: 1420120</td>
<td>Account Effective Date: 08/24/2012</td>
<td>Organization Code and Description: 1678-Clinical Sciences</td>
</tr>
<tr>
<td>Account Title: PVM Academic Program Funding</td>
<td>Account City Name: FORT COLLINS</td>
<td>Account Street Address: 1678 Campus Delivery</td>
<td></td>
</tr>
<tr>
<td>Campus Code: MC - CSU Main Campus</td>
<td>Account Expiration Date:</td>
<td>Continuation Account Number: 2001678</td>
<td></td>
</tr>
<tr>
<td>Account Postal Code: 80523</td>
<td></td>
<td>Labor Benefit Rate Category Code:</td>
<td></td>
</tr>
<tr>
<td>Account State Code: CO</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>SubFund Group Code: PVM - Professional Veterinary Medicine</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Continuation Chart Code: CO - Colorado State University</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Closed?: No</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Account Detail: Example 2

<table>
<thead>
<tr>
<th>ACCOUNT DETAILS</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Chart Code: CO - Colorado State University</td>
<td></td>
</tr>
<tr>
<td>Account Title: VTH Computer</td>
<td></td>
</tr>
<tr>
<td>Campus Code: MC - CSU Main Campus</td>
<td></td>
</tr>
<tr>
<td>Account Postal Code: 80523</td>
<td></td>
</tr>
<tr>
<td>Account State Code: CO</td>
<td></td>
</tr>
<tr>
<td>SubFund Group Code: PVMSF - Prof Vet Med Self Funded</td>
<td></td>
</tr>
<tr>
<td>Continuation Chart Code: CO - Colorado State University</td>
<td></td>
</tr>
<tr>
<td>Closed?: No</td>
<td></td>
</tr>
<tr>
<td>Account Number: 1420210</td>
<td></td>
</tr>
<tr>
<td>Organization Code and Description: 1620-Veterinary Teaching Hospital</td>
<td></td>
</tr>
<tr>
<td>Account Effective Date: 07/01/2009</td>
<td></td>
</tr>
<tr>
<td>Account City Name: FORT COLLINS</td>
<td></td>
</tr>
<tr>
<td>Account Street Address: 1620 Campus Delivery</td>
<td></td>
</tr>
<tr>
<td>Account Expiration Date:</td>
<td></td>
</tr>
<tr>
<td>Continuation Account Number: 2001620</td>
<td></td>
</tr>
<tr>
<td>Labor Benefit Rate Category Code:</td>
<td></td>
</tr>
</tbody>
</table>

Sub-Fund Group is “PVMSF”
What is a Budget Adjustment?

Cash Funds:
- It is an optional financial planning tool.
- To establish current budget in a non-budget based account

State Appropriated:
- The Budget Adjustment (BA) document is used to record income and expense budget transactions against an existing budget.
- Moving current budget after the fiscal year begins as circumstances change throughout the year.
- When revising budgets in your EG Miscellaneous Revenue and associated Expense account.
- To establish current budget in new account created after fiscal year begins.
- When moving budget from one account to a sub-account.
- When moving budget from one object code or sub-object code to another in a single account.
- When moving spending authority between accounts in the same subfund
Accessing Kuali

- Administrative Application and Resources
  [http://aar.is.colostate.edu](http://aar.is.colostate.edu)
- Log in with eID
- Practice on the TRAINING site
- Training materials will be available at [budgets.colostate.edu/Resources/](http://budgets.colostate.edu/Resources/)
Test Environment

Accounting

ACTIVITIES

- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Distribution Of Income And Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Intra-Account Adjustment
- Non-Check Disbursement
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer Of Funds
- Work Order Authorization
### Document Overview

#### Description
Unique title for transaction

#### Explanation
Enter detailed explanation for transaction

<table>
<thead>
<tr>
<th>OVERVIEW</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Description:</em> Readjust Object Codes</td>
</tr>
<tr>
<td>Organization Document Number:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>FINANCIAL DOCUMENT DETAIL</th>
</tr>
</thead>
<tbody>
<tr>
<td><em>Fiscal Year:</em> 2020</td>
</tr>
<tr>
<td>Total Amount: 0.00</td>
</tr>
</tbody>
</table>

- **Organization Document Number:** User defined field
- **Fiscal Year:** defaults to current fiscal year (unless at year end)
- **Total Amount:** Populates after Accounting Lines are added

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**Office of Budgets Colorado State University**
**Accounting Lines**

**From/Decrease** – account budget reallocated from

**To/Increase** – account reallocated budget into
Accounting Lines ...Continued

- Additional Features
  - Delete
  - Balance Inquiry*
Remaining Tabs

- General Ledger Pending Entries
- Notes & Attachments
  - Available balance should exist in account; all insufficient funds require an explanation in the Notes & Attachments tab.
  - Document backup for transaction such as email, forms, or other related materials. All of which should be PDF format
  - Think in terms of an audit for sufficient attachments.
- Ad Hoc Recipients
- Route Log
Buttons

- **Submit** – when you are ready to send through workflow
- **Save** – use when you are not finished with or ready to release the BA.
- **Close** – when you want to exit the document after saving
- **Cancel** – when you do not want to save the information entered
- **Copy** – use when creating multiple similar BA documents
After Submitting

- After clicking the submit button, you will see at the top of your screen either “Document was successfully submitted” or a message in red describing the error to be resolved.

- Five buttons will appear in the lower portion of the screen:
  - **Send Ad Hoc Request** – sends document to additional ad hoc recipient’s action list
  - **Reload** - refreshes screen to show most recently saved information
  - **Close** - you will be prompted to save before closing
  - **Recall** – New feature – will recall your current document
  - **Copy** - a copy of your budget adjustment will be loaded into a *new* form
Things to Remember

• Preferred method is to use budget pool object codes on a budget adjustment
• Accounts used are within the same sub-fund
• Document must net to zero
• All documents require attachments in PDF format
• If there is insufficient balance available, including pending entries, a note is required in the notes and attachments section explaining that the deficit will be covered (example of how to check on next slide)
### Sufficient Funds Check

#### Balances By Consolidation Lookup

- **Fiscal Year:** 2021
- **Account Number:** 1302500
- **Chart Code:** CO

#### Search Results

<table>
<thead>
<tr>
<th>Fiscal Year</th>
<th>Chart Code</th>
<th>Account Number</th>
<th>Sub-Account Number</th>
<th>ReportingSort Code</th>
<th>Consolidation Code</th>
<th>Lookup By Level</th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2021</td>
<td>CO</td>
<td>1302500</td>
<td>&quot;MLL&quot;</td>
<td>B</td>
<td>CMPN</td>
<td>Drill Down</td>
<td>362,070.00</td>
<td>150,321.43</td>
<td>267,380.00</td>
<td>-54,811.62</td>
</tr>
<tr>
<td>2021</td>
<td>CO</td>
<td>1302500</td>
<td>&quot;MLL&quot;</td>
<td>B</td>
<td>GENX</td>
<td>Drill Down</td>
<td>49,923.00</td>
<td>19,922.73</td>
<td>2,739.23</td>
<td>27,261.04</td>
</tr>
<tr>
<td>2021</td>
<td>CO</td>
<td>1302500</td>
<td>&quot;MLL&quot;</td>
<td>B</td>
<td>TRVL</td>
<td>Drill Down</td>
<td>25,000.00</td>
<td>709.65</td>
<td>0.00</td>
<td>24,210.35</td>
</tr>
<tr>
<td>2021</td>
<td>CO</td>
<td>1302500</td>
<td>&quot;MLL&quot;</td>
<td>B</td>
<td>TRWX</td>
<td>Drill Down</td>
<td>0.00</td>
<td>108.51</td>
<td>0.00</td>
<td>108.51</td>
</tr>
</tbody>
</table>

#### Totals

- **Income:**
  - Budget Amount: 0.00
  - Actuals Amount: 0.00
  - Encumbrance Amount: 0.00
  - Variance: 0.00

- **Income From Transfers:**
  - Budget Amount: 0.00
  - Actuals Amount: 0.00
  - Encumbrance Amount: 0.00
  - Variance: 0.00

- **Total Income:**
  - Budget Amount: 0.00
  - Actuals Amount: 0.00
  - Encumbrance Amount: 0.00
  - Variance: 0.00

- **Expense:**
  - Budget Amount: 437,993.00
  - Actuals Amount: 171,233.61
  - Encumbrance Amount: 270,119.22
  - Variance: -2,360.04

- **Expense From Transfers:**
  - Budget Amount: 0.00
  - Actuals Amount: 108.51
  - Encumbrance Amount: 0.00
  - Variance: 108.51

- **Total Expense:**
  - Budget Amount: 437,993.00
  - Actuals Amount: 171,342.32
  - Encumbrance Amount: 270,119.22
  - Variance: -3,468.55
How to find a previous BA Document

Click the button in the upper right section of Kuali
**Error Correction**

- Corrects a document by creating a new document which **reverses** the original transaction
- Only time negative amounts are shown on a document
- Used on documents that are in FINAL status
Error Correction

NOT the same as Kuali’s General Error Correction!

Corrects a document by creating a new document which reverses the original transaction

• Only time negative amounts are shown on a document
• Used on documents that are in FINAL status
“One-Sided” Entries

- Two entries that are entered on the same side of the accounting lines tab.
- Transfers object code – 4374 Budgeted Transfers IN
Questions?

Contact the Office of Budgets

http://www.budgets.colostate.edu

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Cheyenne Hall 491-0898