

WELCOME!



Budget Adjustment Training

It really works



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What will be covered today?

- When should I use a Budget Adjustment (BA)?
- Document layout
- Important concepts
- Document search
- Income stream functionality
- Error correction
- One sided entries – Increasing/Decreasing spending authority



What is a Budget Adjustment?

- The Budget Adjustment (BA) document is used to record income and expense budget transactions against an existing budget.
- It is a financial planning tool that allows an organization to adjust the current figures for a given account as circumstances may change throughout the fiscal year.



How do I know when I need to use the BA document?

Moving current budget after the fiscal year begins as circumstances change throughout the year.

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.



To establish current budget in new account created after fiscal year begins.

When revising budgets in your EG Miscellaneous Revenue and associated Expense account.

When moving spending authority between accounts in the same subfund. (with the exception of the Income Stream Functionality)



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Accessing Kuali

- Administrative Application and Resources

<http://aar.is.colostate.edu>

- Log in with eID
- Practice on the TRAINING site
- Training materials available at <http://kuali.colostate.edu> and <http://busfin.colostate.edu>

Non-production Applications

Test

- [ARIES/Banner](#)
- [Emergency Text Alerts](#)
- [HRDEVL](#)
- [HRDTRD](#)
- [HRTEST](#)
- [Vista Plus](#)
- [WEBFOCUS Test](#)

Training

- [Effort Reporting \(ecrt\)](#)
- [Kuali Financial System](#)
- [Kuali Research \(KR\)](#)



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Training Environment

Message Of The Day
This is the TRAINING Environment _____ *** Cloned from Prod on 06/23/17***

Transactions

Accounts Receivable

- Cash Control
- Customer Credit Memo
- Customer Invoice
- Customer Invoice Writeoff
- Customer Invoice Writeoff Lookup
- Payment Application

Budget Construction

- Budget Construction Selection

Financial Processing

- Adjustment
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Internal Order
- Pre-Encumbrance
- Intra-Account Adjustment
- Single Sided Budget Adjustment
- Transfer of Funds
- Work Order Authorization

Purchasing/Accounts Payable

- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Shop Catalogs
- Vendor Credit Memo

Travel

- Travel Arranger
- Travel Authorization
- Travel Reimbursement

Administrative Transactions

Capital Asset Builder

- Capital Asset Builder AP Transactions
- Capital Asset Builder GL Transactions

Capital Asset Management

Custom Document Searches

Financial Transactions

Accounts Receivable

- Customer Invoices
- Customer Credit Memos
- Customer Invoice Writeoffs
- Cash Controls
- Payment Applications

Capital Asset Management

- Asset Maintenance

Effort Certification

- Effort Certification

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Electronic Invoice Rejects
- Payment Requests
- Purchase Orders
- Receiving
- Requisitions
- Vendor Credit Memos

Travel

- Travel Authorization
- Travel Reimbursement

Lookup and Maintenance

Capital Asset Builder

- Pre-Asset Tagging

Capital Asset Management

- Asset
- Asset Fabrication
- Asset Global (Add)
- Asset Location Global
- Asset Payment
- Asset Retirement Global

Chart of Accounts

- Account
- Account Global
- Account Delegate

Balance Inquiries

General Ledger

- Available Balances
- Balances by Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances

Reports

Accounts Receivable

- Billing Statement
- Customer Aging Report
- Customer Invoice

Effort Certification

- Duplicate Certifications Report
- Effort Certification Extract Build
- Outstanding Certifications by Chart/Org/Report
- Outstanding Certifications By Report

General Ledger

- Trial Balance

1099 Process

Record Maintenance

- Payee
- Payee
- Payment
- Process Extract History
- Payee 1099 Forms
- 1099 Exception Report



Document Overview

Description

Unique title for transaction

Explanation

Enter detailed explanation for transaction

Document Overview

Document Overview			
* Description:	Readjust Object Codes	Explanation:	Reallocating budget from object code 6200 to 5000 to cover new salary expense.
Organization Document Number:			
Financial Document Detail			
* Year:	2013	Total Amount:	31,600.00

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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Accounting Lines

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

Accounting Lines hide

hide detail

From/Decrease import lines

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
add:	<input type="text" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.00	0	<input type="button" value="add"/>
Monthly Lines show										

To/Increase import lines

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
add:	<input type="text" value="v"/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>	0.00	0	<input type="button" value="add"/>
Monthly Lines show										

- **To/Increase** – account reallocated budget into



Accounting Lines (cont.)

- Additional Features
 - Delete
 - Balance Inquiry*

Accounting Lines ? hide detail										
From/Decrease import lines										
	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
add:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	0.00	0	<input type="button" value="add"/>
Monthly Lines <input type="button" value="show"/>										
	* 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	1355400 Budget Office Expenses	<input type="text"/>	6200 Budget Other Opr Exp	<input type="text"/>	<input type="text"/>	<input type="text"/>	1,000.00	0	<input type="button" value="delete"/> <input type="button" value="bal inquiry"/>
Monthly Lines <input type="button" value="show"/>										



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

General Ledger Pending Entries	▶ show
Notes and Attachments (0)	▶ show
Ad Hoc Recipients	▶ show
Route Log	▶ show

[submit](#) [save](#) [blanket approve](#) [close](#) [cancel](#) [copy](#)






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.

Budget Adjustment 

Document was successfully submitted.

- 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

send ad hoc request

reload

close

recall

copy



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IMPORTANT

























- You must use **Budget Pools** for all object codes.
(handout)
- You may only enter one subfund per document
 - Some exceptions - Income Stream functionality
- There does not need to be a 1 to 1 match on accounting lines.
- The dollars entered on each document must net to zero.



Document :

How to find a previous BA Document

- Click the  button in the upper left section of KFS

Document Type:	<input type="text" value="BA"/>	  
Initiator:	<input type="text" value="travisw*"/>	  
Document Id:	<input type="text"/>	
Date Created From:	<input type="text" value="09/26/2013"/>	 
Date Created To:	<input type="text" value="09/26/2014"/>	 
Document Description:	<input type="text" value="*test*"/>	
Organization Document Number:	<input type="text"/>	
Chart Code:	<input type="text"/>	 
Organization Code:	<input type="text"/>	 
Account Number:	<input type="text"/>	 
Ledger Document Type:	<input type="text"/>	 
Total Amount:	<input type="text"/>	
Search Result Type:	<input checked="" type="radio"/> Document Specific Data <input type="radio"/> Workflow Data 	
Name this search (optional):	<input type="text"/>	
<input type="button" value="search"/> <input type="button" value="clear"/> <input type="button" value="cancel"/>		



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Income Stream Functionality

- **Purpose:** To allow you to make a budget adjustment between different **(State Appropriated)** Subfunds
 - EG
 - PVM
 - EXPSTA
 - EXTEN
 - CSFS
- **KEY Constraints:** Not applicable for COURSE, RARSP or GOVTRF Subfunds
- Became Effective Oct 1st, 2014



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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

Current Amt
(61,021.97)
Current Amt
(61,021.97)



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“One-Sided” Entries

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

Document Overview hide * required field

Document Overview

* Description: Increase Spending Authority
Organization Document Number: Explanation: Increase Spending Authority from cash receipt on doc number xxxxxxxx

Financial Document Detail

* Year: 2018 Total Amount: 2,000.00

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
CO							0.00	0	
Colorado State University									
add: <input type="text"/> Line Description									
Monthly Lines <input type="button" value="show"/> <input type="button" value="add"/>									

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							0.00	0	
Colorado State University									
add: <input type="text"/> Line Description									
Monthly Lines <input type="button" value="show"/> <input type="button" value="add"/>									

* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
CO	1300000		4401				2,000.00	0	
Colorado State University									
CRS General Miscellaneous Revenue									
Other Sales+Service-Ed Activities									
1 <input type="text"/> Line Description									
Monthly Lines <input type="button" value="show"/> <input type="button" value="bal inquiry"/> <input type="button" value="delete"/>									

* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
CO	1322000		6700				2,000.00	0	
Colorado State University									
Departmental Academic Administration									
Budget Other Operating Expenses									
2 <input type="text"/> Line Description									
Monthly Lines <input type="button" value="show"/> <input type="button" value="bal inquiry"/> <input type="button" value="delete"/>									



Import Lines

- Open Budget Adjustment Import template as an Excel file
- Required fields in red
- Save as .csv file
 - Must create 2 separate files for From/Decrease and To/Increase accounting lines

	A	B	C	D	E	F	G	H	I	
1	If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.									
2	Delete the first four rows of text before saving your document to import in csv format.							*Indicates Required Field		
3								Cur Budget	Base Budget	Mc
4	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Adj Amt*	Adj Amt	Buc
5	CO	1313000		5400				1125.00		
6	CO	1313000		6200				14500.00		
7	CO	1313000		6600				150.00		
8	CO	1313140		6200				5000.00		
9	CO	1313140		6600				975.00		
10										
11										
12										



Evaluations

Please complete the evaluation survey



If you would like submit them later,
please return to:

Office of Budgets -1080 Campus Delivery



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Questions?

Contact the Office of Budgets

<http://www.budgets.colostate.edu>

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