WELCOME!

Budget Adjustment

Training

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Accessing Kuali

- Administrative Application and Resources
  http://aar.is.colostate.edu
- Practice using the TRAINING site
- Log in with eID
- Log out using the X
- Training materials are available at http://kuali.colostate.edu and http://busfin.colostate.edu

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What will be covered today?

- When should I use a Budget Adjustment (BA)?
- Document layout
  - Balance inquiry
- Important concepts
- Document Search
- Error correction
- One Sided Entries – Increasing/Decreasing Spending Authority
- Income Stream functionality

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When to use a Budget Adjustment

- How do I know when I need to use the BA document?
  - Moving budget after the fiscal year begins as circumstances change throughout the year.
  - When moving spending authority between accounts in the same subfund. (with the exception of the Income Stream Functionality)
  - When moving budget from one object code or sub-object code to another in a single account.
  - When moving budget from one account to a sub-account.
  - When revising budgets in your EG Miscellaneous Revenue and associated Expense account.
  - To establish current budget in new account created after fiscal year begins.
  - To establish current budget in a Start-up account

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Training Environment

kuali financial systems

Main Menu | Maintenance | Administration

Provide Feedback

KFS 5.0.3 Standalone (Oracle9i)

action list | doc search

Logged in User: travisw@colostate.edu Impersonating User: travisw@colostate.edu

Login | Logout

Message Of The Day

~~~This is the TRAINING Environment~~~ ________~~~ Cloned from Prod on 07/08/14~~~

Transactions

Budget Construction

- Budget Construction Selection

Financial Processing

- Advance Deposit
- 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
- 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

Administrative Transactions

Capital Asset Builder

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

Capital Asset Management

- Asset Manual Payment
- Barcode Inventory Process
- Asset Year End Depreciation

Financial Processing

- Cash Management
- General Ledger Correction Process
- Journal Voucher
- Non-Check Disbursement
- Service Billing

Check Reconciliation

- Check Reconciliation
- Reconciliation Report

Automated Journal Vouchers

- Automated Journal Vouchers Sets
- Automated Journal Vouchers Types

Custom Document Searches

Financial Transactions

Capital Asset Management

- Asset Maintenance

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

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

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
- Account Delegate Global
- Account Delegate Model
- Account Delegate Global From Model
- Object Code
- Object Code Global
- Organization
- Project Code
- Sub-Account
- Sub-Object Code
- Sub-Object Code Global

Financial Processing

- Disbursement Voucher Travel Company

Vendor

- Vendor
- Vendor Contracts

Balance Inquiries

General Ledger

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

1099 Process

Record Maintenance

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

Document Overview

- **Description** – unique title for transaction
- **Explanation** – enter detailed explanation for transaction
- **Organization Document Number** - user defined field (not currently used)
- **Year** – defaults to current fiscal year
- **Total Amount** – populates after Accounting Lines are added

Document Overview ▾ hide

Document Overview

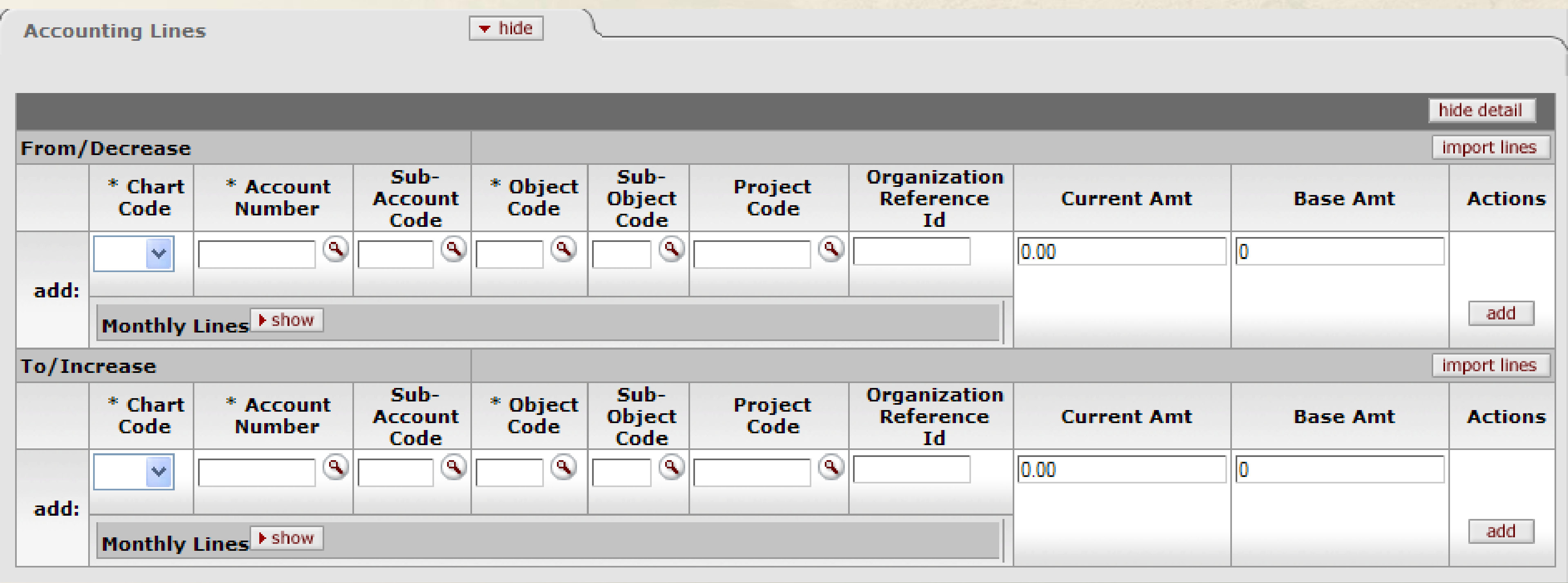
* **Description:**	Readjust Object Codes	**Explanation:**	Reallocating budget from object code 6200 to 5000 to cover new salary expense.
Organization Document Number:			

Financial Document Detail

* **Year:**	2013	**Total Amount:**	31,600.00

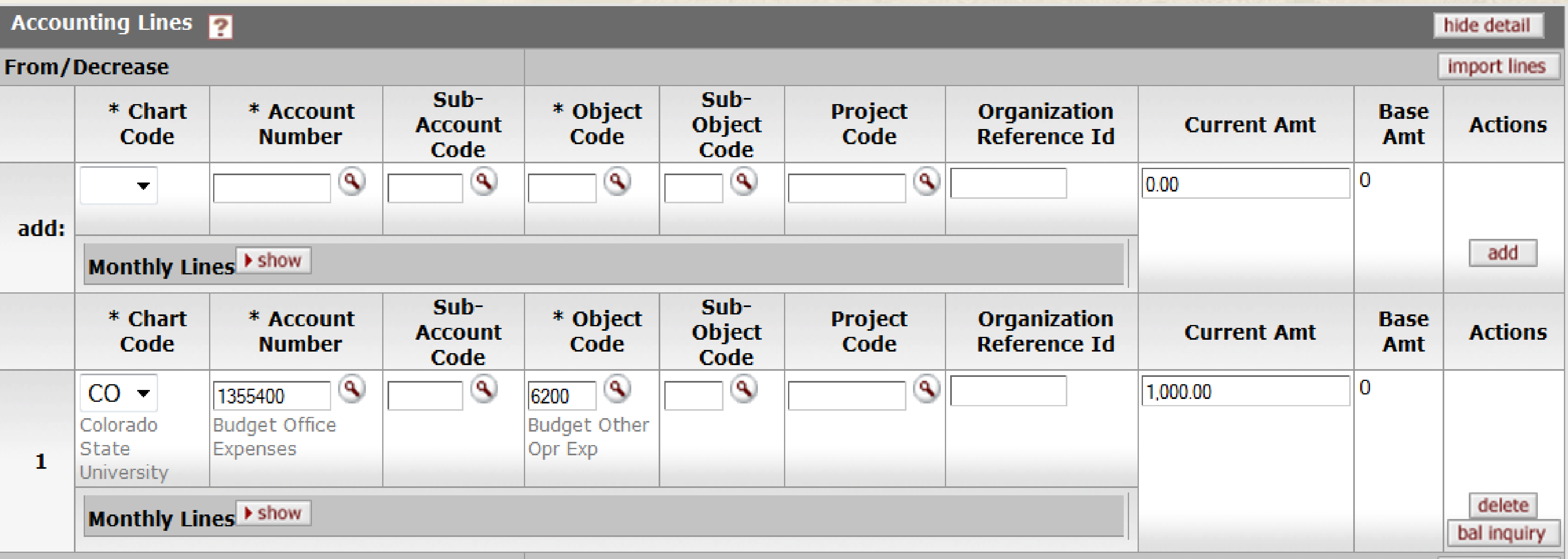
Accounting Lines

- **From/Decrease** – account budget reallocated from
- **To/Increase** – account reallocated budget into



Accounting Lines (cont.)

- Additional Features
  - Delete
  - Balance Inquiry*

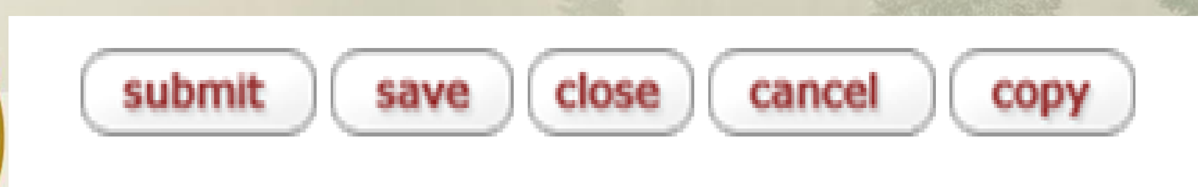


Remaining Tabs

- 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

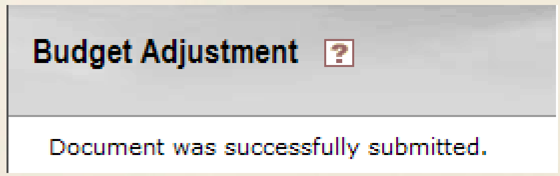
Action Buttons

- **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

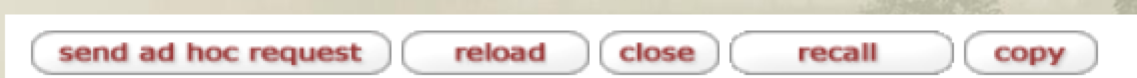


Submit

- 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



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Important Concepts

- You must use budget pools for all object codes.
- You may only enter one subfund per document
    - Some exceptions will be made starting Oct 1st;(see Income Stream functionality for details)
- There does not need to be a 1 to 1 match on accounting lines.
- The dollars entered on each document must net to zero.

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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	Mo
4	Chart*	Account*	Sub-Acct	Object*	Sub-Obj	Project	Org Ref ID	Adj Amt*	Adj Amt	Bu
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										

Document Search:

How to find a previous BA Document

- Click the **doc search** button in the upper left section of KFS
- Enter Document type: BA

Document Type:	BA

Document Type:	BA
Initiator:	travisw*
Document Id:	
Date Created From:	09/26/2013
Date Created To:	09/26/2014
Document Description:	*test*
Organization Document Number:	
Chart Code:	
Organization Code:	
Account Number:	
Ledger Document Type:	
Total Amount:	
Search Result Type:	Document Specific Data / Workflow Data
Name this search (optional):	

search clear cancel

Error Correction

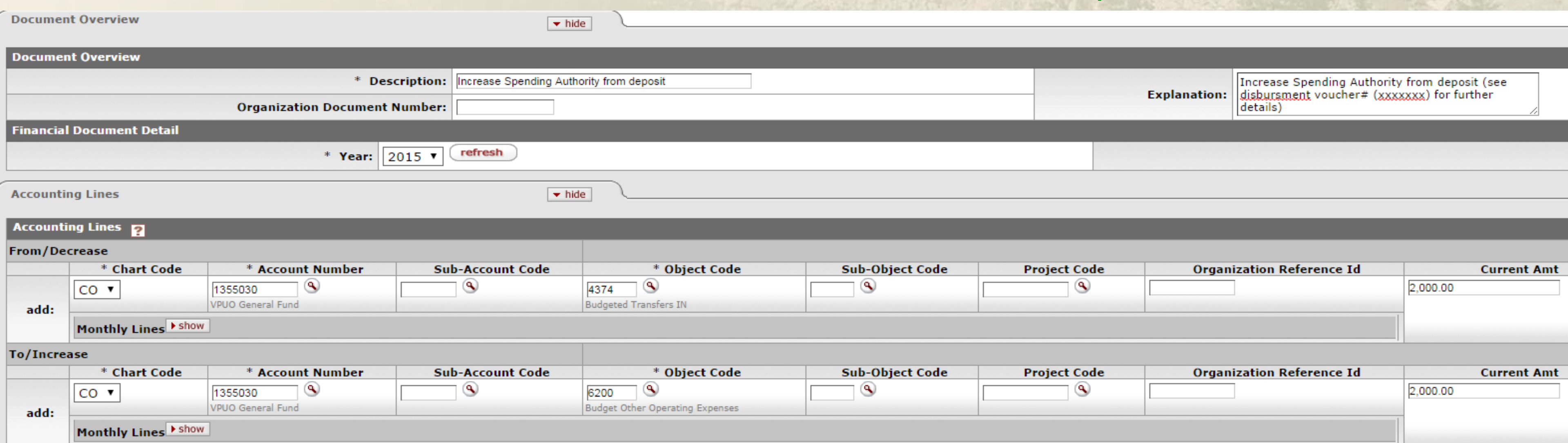
- Automatically corrects a document by creating a new document which reverses the original transaction
- Used on documents that have **completed** the routing process and have been fully approved
- Enter an explanation, then submit the error corrected budget adjustment document

“One-Sided” Entries

- Two entries that are entered on the same side of the accounting lines tab.
- For instance:

An account that needs an increase in spending authority

- To/Increase 2605210 4374 $2,000
- To/Increase 2605210 6200 $2,000



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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Evaluations

Please complete the evaluation survey

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

Office of Budgets -1080 Campus Delivery

Questions?

Contact the Office of Budgets

http://www.budgets.colostate.edu

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