WELCOME!

Budget Adjustment Training
Accessing Kuali

- Campus Administrative Portal https://cap.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
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
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.
  – 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
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
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
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.
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
Document Search:
How to find a previous BA Document

• Click the button in the upper left section of KFS
• Enter Document type: BA
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
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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