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

### Document Overview

<table>
<thead>
<tr>
<th><strong>Description:</strong></th>
<th>Readjust Object Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Explanation:</strong></td>
<td>Reallocating budget from object code 6200 to 5000 to cover new salary expense.</td>
</tr>
<tr>
<td><strong>Organization Document Number:</strong></td>
<td></td>
</tr>
</tbody>
</table>

### Financial Document Detail

<table>
<thead>
<tr>
<th><strong>Year:</strong></th>
<th><strong>Total Amount:</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>2013</td>
<td>31,600.00</td>
</tr>
</tbody>
</table>
### Accounting Lines

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

#### Accounting Lines Table

<table>
<thead>
<tr>
<th>From/Decrease</th>
<th>* Chart Code</th>
<th>* Account Number</th>
<th>Sub-Account Code</th>
<th>* Object Code</th>
<th>Sub-Object Code</th>
<th>Project Code</th>
<th>Organization Reference Id</th>
<th>Current Amt</th>
<th>Base Amt</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>

#### Monthly Lines

<table>
<thead>
<tr>
<th>From/Decrease</th>
<th>* Chart Code</th>
<th>* Account Number</th>
<th>Sub-Account Code</th>
<th>* Object Code</th>
<th>Sub-Object Code</th>
<th>Project Code</th>
<th>Organization Reference Id</th>
<th>Current Amt</th>
<th>Base Amt</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>0.00</td>
<td>0</td>
<td></td>
</tr>
</tbody>
</table>
• 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

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
<th>I</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>If your institution has set the ACCOUNTS_CAN_CROSS_CHARTS_IND parameter to NO, delete the Chart column before using this template.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Delete the first four rows of text before saving your document to import in csv format.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td><strong>Indicates Required Field</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Chart*</td>
<td>Account*</td>
<td>Sub-Acct</td>
<td>Object*</td>
<td>Sub-Obj</td>
<td>Project</td>
<td>Org Ref ID</td>
<td>Cur Budget</td>
</tr>
<tr>
<td>5</td>
<td>CO</td>
<td>1313000</td>
<td></td>
<td>5400</td>
<td></td>
<td></td>
<td></td>
<td>1125.00</td>
</tr>
<tr>
<td>6</td>
<td>CO</td>
<td>1313000</td>
<td></td>
<td>6200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>7</td>
<td>CO</td>
<td>1313000</td>
<td></td>
<td>6600</td>
<td></td>
<td></td>
<td></td>
<td>150.00</td>
</tr>
<tr>
<td>8</td>
<td>CO</td>
<td>1313140</td>
<td></td>
<td>6200</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>CO</td>
<td>1313140</td>
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<td>6600</td>
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</tr>
</tbody>
</table>
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
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
  - RARSP
  - PVM
  - EXPSTA
  - EXTEN
  - CSFS

- **KEY Constraints:** Not applicable for COURSE or GOVTRF Subfunds

- Became Effective Oct 1\(^{st}\), 2014
Evaluations

Please complete the evaluation survey

If you would like to submit them later, please return to:
Travis Webb - 1080 Campus Delivery
Questions?

Contact the Office of Budgets

http://www.budgets.colostate.edu

Travis Webb   491-1359