WELCOME!

Budget Adjustment Training
Accessing Kuali

- Administrative Application and Resources: [http://aar.is.colostate.edu](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](http://kuali.colostate.edu) and [http://busfin.colostate.edu](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. (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
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>Description:</th>
<th>Readjust Object Codes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Organization Document Number</strong>:</td>
<td></td>
</tr>
<tr>
<td><strong>Explanation</strong>:</td>
<td>Reallocationing budget from object code 6200 to 5000 to cover new salary expense.</td>
</tr>
</tbody>
</table>

**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
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 1\textsuperscript{st}; (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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