

Kuali Financial System

Budget Amendment Training Guide



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OVERVIEW

WHAT IS A BUDGET AMENDMENT?

A Budget Amendment (BA) is the mechanism used to revise the working budget of statesupported and auxiliary enterprise accounts, which reflect changes that occur throughout the fiscal year. Once the working budget is completed, it can only be changed by a Budget Amendment.

A BA is used to reallocate the budget either within a campus unit or among campus units. The reallocation can be among accounts or among departments. Increases must equal decreases when no adjustment is made to revenue.

A BA is used to program revenue increases or decreases. When revenue is increased or decreased, a corresponding adjustment must be made to expense. When you increase revenue and expense in one account you must decrease revenue and expense in another account.

WHY IT'S IMPORTANT?

The budget amendment process is important to help ensure that expenditures made during the fiscal year are supported by the budgets created during the working budget cycle. If you fail to amend the budgets to meet any changing circumstance, it can lead to an over expenditure of funds. Also, the Budget Office needs to be aware of changes to unit budgets for reporting purposes.

WHEN SHOULD I USE A BUDGET AMENDMENT?

- 1. A BA can be used to transfer full-time equivalent positions (FTE's) and budget dollars for positions as well as operating budget.
- 2. Budget Amendments can be used to affect both current and future fiscal years.
 - A BA for *CURRENT* year budgets can be processed up until the end of the current fiscal year, in the last week of June.
 - A *BA* for *FUTURE* year budgets can be processed up until the opening of working budget. (usually March/April timeframe)
- 3. A BA *cannot* be used to move money between sub funds.



HOW TO REQUEST ACCESS TO KFS BUDGET AMENDMENT DOCUMENTS?

All users must request access to the BA Document by completing the **KFS Central Administration** Access Form.

Navigation: KFS REPORTS → Under Topic select Security Access → Under Access Request select KFS Central Administration Access Form

- Complete the appropriate fields under **Document Overview** & User Details
- On the **Central Administration Roles and Groups** tab, make the following selection under **Groups**:
 - KFS-LD Labor Distribution: Budget Amendments Group

If you have any questions regarding completing the form, please contact KFS Support at kfs.umd.edu or call the KFS Help Desk extension at 52603.

Budget Amendments

Navigation: KFS Home → Main Menu Tab → Transactions → Budget Amendments

The Budget Amendments transactions contain two (2) budget amendment documents, Operating Budget and Position Budget.

Operating Budget Amendment is used to increase or decrease the current and/or future operating budget dollars within a unit or across units.

<u>Position Budget Amendment</u> is used to move budget dollars and/or FTE of a specific position from one unit/account to another.

Lookup and Maintenance

Navigation: KFS Home → Main Menu Tab → Lookup and Maintenance → Position Management

The Lookup and Maintenance tables under Position Management should be used prior to processing any Budget Amendment. This will allow users to ensure there are budget dollars associated with the Account, Position Number, Employee ID and/or Object Code.

The following tables correspond with the BA in KFS: Operating Budget and Position Budget.



UNIVERSITY BUDGET OFFICE

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Operating Budget: use to verify budget dollars associated with Account & Object Code.

Position Budget & Position Salary: use to verify budget associated with the Account, Employee Id, Position #, Object Code or Title Code.

Creating an Operating Budget Amendment

- Allows the movement of non-itemized operating expenses (object codes 3000 5999), transfers (object code 99XX) and revenues (object code 0XXX).
- Can be used to amend current and future budget.
- General Ledger Entries (*GLEs*) are only generated for current year transactions.
- The budget and salary are updated when you view the **Operating Budget** table, once the document has a status of FINAL.
- Document type is Ledger Operating Budget Amendment (LOBA).
- 1. Use the **Operating Budget table under Position Management** to verify budget dollars associated with the Account and/or Object Code. Once information is verified in the tables, you can proceed to processing the Operating BA.

Navigation: KFS Home→ Main Menu Tab→ Lookup and Maintenance→ Position Management→ Operating Budget



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Operating Budget Lookup Table

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2. Click on the **Operating Budget Amendment** link by following the navigation steps below.

Navigation: Main Menu Tab→ Transactions→ Budget Amendments→ Operating Budget Amendments



UNIVERSITY BUDGET OFFICE

Message Of The Day *NRW*: KFS month end processing will be Thursday, 10/31/19 for inclusion in the October month end process. Transactions Budget Amendments • Descrition Budgets Amendments • Descrition Budgets Amendments • Advance Decosing • Advance Decosing • Advance Decosing • Advance Decosing • Disburgement Voucher's • Disburgement Vouche	action list 🖉 doc search 🕸 KFS Web	ancial .	Logged in User: efarrish
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				submit save ck	se cancel copy				

- 3. Enter a description in the "Description" field.
- 4. Enter a detailed explanation of the amendment in the "Explanation" field.
- 5. On the Operating Budget Update Details tab, the radio button for the "Budget Update Type" is defaulted to Both (Current and Future). If you are updating the Current and Future year budgets, please ensure both the Current (Debit & Credit) and Future (Debit &



Credit) fields highlighted in the example below are completed. To change the budget type to Current or Future, click the radio button for either budget type.

Operating	Rodget Update Details		Indata Tanan						
Accounting	Lines	(*)	In Contract Ora	riore — Brith					
Accounting	stimes #2	RestA		_	_	_	_	_	relation of the
Source	* Debit Chart	* Debit Account Number	Debit Sub Account	* Debit Object Code	Debit Sub-Object Code	Debrt Project Code	* Debit Amount Current	* Debit Amount Future	Actions
-	* Credit Chart	* Credit Account Humber	Gredit Sub Account	* Credit Object Code	Credit Salo Object Cade	Credit Project Code	Credit Amount Current	Credit Amount Future	
	Line Desc			Record Control of Cont					Care I

- On the Accounting Lines tab, to <u>Increase</u> the Expense Budget for a specific account, enter the chart code, account number and object code in the <u>Debit</u> accounting line fields. Enter the <u>Debit</u> amount in the current /future field, based on the radio button selection on the Budget Update Type. (see Figure 1)
- 7. To <u>Decrease</u> the Expense Budget for a specific account, enter the *chart code, account number and object code* in the Credit accounting line fields. Enter the Credit amount in the current/future field, based on the radio button selection on the Budget Update Type. Click the add button to complete entry. (see Figure 1)

	Accounting Lines		
Account	Object Code	Amount	Notes
118XXXX (Debit) Increase Operating	3110	500	Increase Operating Funding
118XXXX (Credit) Decrease Operating	3110	500	Decrease Operating Funding

Figure 1

Revenue Entry: When processing an operating budget amendment on different state supported accounts (SubFund 401100), you must adjust object code 0221 on each affected account to balance the accounts.

If you are moving revenue, follow the steps in #8, otherwise move on to #9.

8. To <u>Decrease</u> the **Revenue** for a specific account, enter the *chart code, account number and object code* in the <u>Debit</u> accounting line fields. (see Figure 2)

To *Increase* the **Revenue** for a specific account, enter the *chart code, account number and object code* in the *Credit* accounting line fields. (see Figure 2)

Accounting Lines			
Account	Object Code	Amount	Notes
118XXXX (Debit) Decrease Revenue Budget	0221	500	Decrease Revenue Funding
114XXXX (Credit) Increase Revenue Budget	0221	500	Increase Revenue Funding

Figure 2



- 9. Scroll to the bottom of the page and click the **save** button.
- 10. Verify the pending entries by clicking the **show** button on the **General Ledger Pending Entries** tab. An Accounting Line (Debit & Credit) will have two General Ledger Pending Entries. If you also moved revenue (object code 0221) then an Accounting Line will have four General Ledger Pending entries. See examples below.

**Additional lines will appear if you also adjusted object code 0221. **

Expense Only GLE's

General Ledg	er Pending Entries 🔇											
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2020	<u>01</u>	1182300		3611			LOBA	<u>CB</u>	EX	5,000.00	
2	2020	<u>01</u>	1164000	(1000)	3321			LOBA	<u>CB</u>	EX	(5,000.00)	

Expense & Revenue Only GLE'S

General Ledge	r Pending Entries			▼ hide								
General Ledge	er Pending Entries 🄇		-		15		10				×	
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C
1	2020	01	1113330		3110			LOBA	<u>CB</u>	EX	40,000.00	
2	2020	01	1113370		3110	222		LOBA	<u>CB</u>	<u>EX</u>	(40,000.00)	
3	2020	01	1113370		0221			LOBA	<u>CB</u>	IN	(40,000.00)	
4	2020	01	1113320		0221			LOBA	<u>CB</u>	IN	40,000.00	

11. Once pending entries are verified, click the **submit** button.

Creating a Position Budget Amendment

- Allows the movement of itemized and pooled salary object codes. (See Chart Below).
- Can be used to amend current and future budget.
- General Ledger Entries (GLEs) are only generated for current year transactions.
- The budget and salary are updated when you view the Position Budget table, once the document has a status of FINAL.
- Document type is Ledger Position Budget Amendment (LPBA).

Itemized Salary Object Codes

- a. 1011 Faculty Academic Year
- b. 1012 Faculty 12 months
- c. 1013 Exempt Staff

- d. 1014 Non-Exempt Staff
- e. 1015 Faculty Non-Tenured Academic Year
- f. 1016 Faculty Non-Tenured 12 Months



Pool Salary Object Codes

- g. 1018 Faculty Non-Tenured Lecturer
- h. 1020 Graduate Assistants
- i. 1099 Regular S&W Adjustments
- j. 2000 Labor and Assistance
- k. 2067 Trainee
- I. 2068 Faculty Hourly
- m. 2069 Faculty Contractual
- n. 2071 Faculty Summer School/ Other
- o. 2072 Exempt Contingent 1

- p. 2073 Non-Exempt Contingent 1
- q. 2074 Federal Work Study Student
- r. 2075 Student Wages
- s. 2077 Non-Resident Alien Independent Contractor
- t. 2078 Non-Resident Alien Fellows
- u. 2080 Summer Salary Faculty
- v. 2081 Summer Salary Graduate Assistant
- w. 2090-Contingent 2
- 1. Use the **Position Budget table under Position Management** to verify budget dollars associated with the Account and/or Object Code. Once information is verified in the tables, you can proceed to processing the Position Budget BA.

Navigation: KFS Home → Main Menu Tab → Lookup and Maintenance → Position Budget





Position Budget Lookup Table

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oyee Position Lookup 👔							
							* requires
rch Tip: Place an * before/after a word or pl	hrase for which you are searching.						
		* Chart Of Accounts Code:	01 - College Park	<u>~</u> •			
		* Account Number:	1118700				
		Employee Id					
		cinproyee in		3			
		Position Number:					
		Object Code:					
		Title Code:					
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THE REAL PROPERTY AND A RE	EWHERAEE	Position	Object Code	Ittle	Bi-Weekly Salary	PHRFIE	CMANNEL
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	Linuxyes	Position	Object Code 1012-faculty 12 months 1013-Exempt Staff 1012-faculty 12 months	Ittle 9148518-Dist Univ. Prof 9430507-Coordinator 9148510-Prof	Bi-Weekly Salary	PHREIL	- Sandrand
	LINKING Care Device Control	Position	Object.Code 1012-faculty 12 months 1013-Exempt Staff 1012-Faculty 12 months 1012-Faculty 12 months	Jitle 9148518-Dist Univ Prof 9430507-Coordinator 9148510-Prof 9148510-Prof	Bi-Weekly_Salary	PBRFIE	- sources
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2. Click on the **Position Budget Amendment** link by following the navigation steps below.

Navigation: Main Menu Tab→ Transactions→ Budget Amendments→ Position Budget Amendment





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- 3. Enter a description in the "Description" field.
- 4. Enter a detailed explanation of the amendment in the "Explanation" field.
- 5. On the Position Budget Update Details tab the radio button for the "Budget Update Type" is defaulted to Both (Current and Future). If you are updating the Current and Future year budgets, please ensure both the Current (Debit & Credit) and Future (Debit & Credit) fields highlighted in the example below are completed.

To change the budget type to Current or Future, click the radio button for either budget type.

Peats	n Budget Update Deta	4			2								
				* Budget Update Typer	O Current O Puture @ Bot								
Access	ting Links			- tale									
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Source	* Debrt Chart	* Debrit Account Number	Debit Sub Account	* Debrt Laber Object Code	Delet Sub-Object Code	Debit Project Code	Debit Amount Carront	Dabit Amount Future	Debrt FTS	* Debit Empl Id	* Debit Position Number	Debrt Title Code	Actions
	* Gredit Chart	* Gredit Account Number	Credit Sub Account	* Credit Labor Object Code	Gredit Sub Object Code	Credit Project Code	Credit Amount Current	Gredit Assount Future	Credit FTE	* Credit Empl 1d	* Credit Position Number	Credit Title Code	4
	1		Line Desc										-

- On the Accounting Lines tab, to <u>Increase</u> the position budget, enter the *chart code*, account number and object code in the **Debit** accounting line fields. Enter the **Debit** in the current/future field, based on the radio button selection on the **Budget Update Type**. (see Figure 3)
- To <u>Decrease</u> the Budget for a specific amount, enter the *chart code*, account number and object code in the <u>Credit</u> accounting line fields. Enter the <u>Credit</u> amount in the current/future field, based on the radio button selection on the Budget Update Type. Click the add button to complete entry. (see Figure 3)



Accounting Lines									
Account	Object Code	Amount	Notes						
11 8 XXXX (Debit) Increase Position	1013	500	Increase Position Funding						
11 4 XXXX (Credit) Decrease Position	1014	500	Decrease Position Funding						

Figure 3

8. The **Employee ID** (UID) and **Position Number** are required, enter the UID in the "Employee ID" field and the Position Number in the "Position Number" field.

If position is Vacant on an *Itemized line, use 999999999* for the Employee ID (UID).

If position is Vacant on a **Pooled line**, use 555555555 for the Employee ID (UID).

To confirm which UID to use for vacant positions, please refer back to the Position Budget Lookup table.

******To add additional lines, enter the debit and credit accounting information and click the **add** button. ******

- 9. Scroll to the bottom of the page and click the **save** button.
- 10. Verify the pending entries by clicking the **show** button on the **General Ledger Pending Entries** tab.

General Ledger	Pending Entries			v hide									
General Ledge	eneral Ledger Pending Entries 🛇												
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	Doc Type	Balance Type	Obj. Type	Amount	D/C	
1	2020	01	1102150		1012			LPBA	CB	EX	3,871.00		
2	2020	01	1102150		0221			LPBA	<u>CB</u>	IN	3,871.00		
3	2020	01	1102150		0221			LPBA	AC	IN	3,871.00	c	
4	2020	01	1102150		6100			LPBA	AC	AS	3,871.00	D	
5	2020	<u>91</u>	1001050		1018			LPBA	CB	EX	(3,871.00)		
6	2020	01	1001050		0221			LPBA	CB	IN	(3,871.00)		
7	2020	01	1001050		0221			LPBA	AC	IN	3,871.00	D	
8	2020	01	1001050		6100			LPBA	AC	AS	3,871.00	c	

		<u>Pe</u>	ending Ent	<u>ries</u>			
	Account	Туре	Category	Object Code	D/C	Amount	Notes
	118XXXX (Debit) Increase Position	СВ	EX	1013		500	Increase Position Funding
	11 4 XXXX (Credit) Decrease Position	СВ	EX	1014		(500)	Decrease Position Funding
8 Total	11 4 XXXX (Debit) Decrease Revenue Budget (Auto-generated)	СВ	IN	0221		(500)	Decrease Revenue Funding
Pending	118XXXX (Credit) Increase Revenue Budget (Auto-generated)	CB	IN	0221		500	Increase Revenue Funding
Entries	114XXXX (Debit) Decrease Revenue Actuals (Auto-generated)	AC	IN	0221	D	500	Decrease Revenue Funding
	118XXXX (Credit) Increase Revenue Actuals (Auto-generated)	AC	IN	0221	С	500	Increase Revenue Funding
	118XXXX (Debit) Increase Position Cash (Auto-generated)	AC	AS	6100	D	500	Increase Position Funding
	114XXXX (Credit) Decrease Position Cash (Auto-generated)	AC	AS	6100	С	500	Decrease Position Funding

PLEASE NOTE: When processing a Position Budget Amendment on different State Supported accounts (SubFund 401100) six auto-generated entries will be populated with object codes 0221 and 6100 on each affected account to balance the accounts. Including



your two manual entries there will be a total of eight entries based on the example above. Be aware that the entries that adjust Actuals move cash between the designated accounts in the current year.

- Debit and Credit Entry to adjust Revenue Budget (Object Code 0221)
- Debit and Credit Entry to adjust **Revenue Actuals** (Object Code 0221)
- Debit and Credit Entry to adjust **Cash Actuals** (Object Code 6100)
- 11. Once pending entries are verified, click the **submit** button.

Verifying the Amendment in KFS

When all budget amendments are finalized and approved, please verify your updates by reviewing the **Lookup Tables in KFS**.

To review reports in KFS Reports for budget amendment updates, please follow the steps below.

Navigation: KFS Reports→ Select Topic: Account Reports→ Financial Overview→ KFS090 Account Overview

Scenario – you have just successfully submitted a position budget amendment (one that has fully routed through approvals) and want to see/verify that the amendment updated correctly in a KFS report.





1. Click on KFS Reports icon from KFS home screen or from the link below select **Kuali Financial Reports**.

https://adminreports.umd.edu/

- 2. Select the **Topic Account Reports.**
- 3. Under the Financial Overview click on the KFS090: Account Overview link.
- 4. In the Account Overview link, enter in the account number used in your position budget amendment. Verify that you are selecting the correct fiscal period that reflects your amendment.

court Denies	#5ad.5g1,2041.01
-Account Rivametars Overview: Account Chart: M1-College Park (UA) Account: Select a periodu account manage	Fiscal Period • (2020-13 September •)
Please enter an account number or select a previously viewed account, select a fiscal period and then click the green submit button to retrieve the account information.	

5. Click on the Ledger Details tab.

L

Income Statement	Balance Sheet	Encumbrance	Ledger Details	Trends Labor	Optix Images
View: Ledger Entries	▼ Ba	lance Types: A	C - Actuals (Balance Sh	eet) 🔻	
Includes State Fundi	ng (Obj Codes 0221	1, 9925):Yes 🔻	Include Obj Code	e 6100: No 🔻	

6. Select "Yes" on the Includes State Funding (Obj Codes 0221, 9925):

Income Statement	Balance Sheet	Encumbrance		Ledger Details	Trends	Labor	Optix Images			
View: Ledger Entries	View: Ledger Entries V Balance Types: AC - Actuals (Balance Sheet) V									
Includes State Fundin	ng (Obj Codes 022	1, 9925): No	• I	Include Obj Code	e 6100: No	, T				
		No								
		Yes								



7. Select "CB – Current Budget" under the Balance Types option.

Income Statement Balance Sheet Encumbrance	e Ledger Details Trends L	abor Optix Images
View: Ledger Entries Balance Types: Includes State Funding (Obj Codes 0221, 9925): Yes	CB - Current Budget T All Balance Types A2 - A21 Balances - Labor Ledger Only AC - Actuals (Balance Sheet)]
The following is a list of the Ledger Entries for the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the ledger entries by entering a value entries by entering a value enter	BB - Adjusted Base budget CB - Current Budget CE - Cost Share Encumbrances EX - External Encumbrance	ies are displayed in pag ter. Columns may be m
Display 20 ▼ entries per page Chart Account Object Account	MB - Monthly Budget NB - Close Nominal Balance PE - Pre-Encumbrance RE - Year End Budget Reversion TR - Transfers	Balance Type

8. The current budget data will reflect any recent budget amendments. Filtering by Transaction Date in the data will help you find the most recent transaction that was completed. In the example below, funds on object code 1011 were increased, and as a result, 0221 State Appropriation automatically increased by the same amount, keeping the budget balanced. Note how 0221 State Appropriation updated automatically - without entering this information in the position budget amendment accounting lines.

Chart Code	Account	Object 🔒 Code	Description	Balance A Type	Org Code	Fiscal 🔒 Period	FDoc Number	FDoc Type	Transaction 🔒 Date	Org Reference ID	Org Document Number	Document Reference Number	Amount
01		0221											-2,550.00
01		0221											-10,775.00
01		1011										· · · · · ·	10,775.00
01		1011						_					2,550.00

 Another check is to look at Actuals. Select "AC – Actuals (Balance Sheet)" under the Balance Types option.

Income Statement Balance Sheet Encumbrance	e Ledger Details Trends L	abor Optix Images
View: Ledger Entries Balance Types: Includes State Funding (Obj Codes 0221, 9925): Yes	AC - Actuals (Balance Sheet) All Balance Types A2 - A21 Balances - Labor Ledger Only]
	AC - Actuals (Balance Sheet)	
The following is a list of the Ledger Entries for the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the list of ledger entries by entering a value into the ledger entries by entering a value entries by entering a value into the ledger entries by entering a value into the ledger entries by entering a value into the ledger entries by entering a value en	BB - Adjusted Base budget CB - Current Budget CE - Cost Share Encumbrances EX - External Encumbrance IE - Internal Encumbrance	ies are displayed in pag ter. Columns may be m
Display 20 🔻 entries per page	MB - Monthly Budget NB - Close Nominal Balance	
Chart Account Code	PE - Pre-Encumbrance RE - Year End Budget Reversion TR - Transfers	Balance Type

10. The data will then show that the actuals have also moved under the object code 0221 State Appropriation.



11. There are other ways to verify that your account has updated correctly. Change the View to "Ledger Entries by Object Code" and selecting "Current Budget" as the Balance Types. Navigating this way will show the changes to your current budget by object code. You can also select "AC – Actuals (Balance Sheet)" to see the changes to any actuals that occurred.

Income Statement	Balance Sheet	Encumbrance	Ledger Details	Trends	Labor	Optix Images			
View: Ledger Entries by Object Code ▼ Balance Types: CB - Current Budget ▼									
Includes State Funding (Obj Codes 0221, 9925): Yes 🔻									

All the *General Ledger Pending Entries* before the amendment was submitted for approval should have successfully posted in KFS.