



UNIVERSITY
BUDGET OFFICE

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 state-supported 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.



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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.

Position Budget Amendment 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

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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Main Menu Maintenance Administration

action list doc search KFS Web kualifinancial

Message Of The Day
NEW: November 2019 month end is finished and the reports are now available on KFS Web.

Transactions

- Budget Amendments
 - Operating Budget Amendment
 - Position Budget Amendment
 - Position Salary Amendment
- Financial Processing
 - Advance Deposit
 - Auxiliary Voucher
 - Budget Adjustment
 - Commitment Of Funds Transfers
 - Cash Receipt
 - Credit Card Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - General Error Correction
 - Indirect Cost Adjustment
 - Internal Billing
 - Transfer of Funds
 - Travel Encumbrance Removal
 - Student Reimbursement
- Labor Distribution
 - Salary Expense Transfer
- Purchasing/Accounts Payable
 - Bulk Receiving
 - Contract Manager Assignment
 - Payment Request
 - Receiving
 - Requisition
 - Vendor Credit Memo

Administrative Transactions

- Capital Asset Builder
 - Asset Builder AP Transactions
 - Asset Builder GL Transactions
- Capital Asset Management
 - Asset Manual Payment
 - Barcode Inventory Process
- Financial Processing
 - General Ledger Correction Process
 - Central Admin Form GAAP Chart

Custom Document Searches

- Financial Transactions
- Capital Asset Management
 - Asset Maintenance
- Financial Processing
 - Disbursement Vouchers
- Purchasing/Accounts Payable
 - Payment Requests
 - Purchase Orders
 - Receiving
 - Requisitions
 - Vendor Credit Memos

Balance Inquiries

- General Ledger
 - Available Balances
 - Balances by Consolidation
 - Cash Balances
 - General Ledger Balance
 - General Ledger Balance By Bank/Code
 - General Ledger Entry
 - General Ledger Pending Entry
 - Open Encumbrances
 - Encumbrances By Commitment
 - Encumbrances By Commitment/Account
 - Encumbrances By Commitment/Account/Object Code
- Labor Distribution
 - Account Status (Current Funds)
 - Labor Ledger View
 - Labor Ledger Pending Entry

Year End Transactions

- Capital Asset Management
 - Year End Depreciation
- Financial Processing
 - Year End Budget Adjustment
 - Year End Distribution of Income and Expense
 - Year End General Error Correction
 - Year End Transfer of Funds

Lookup and Maintenance

- Position Management
 - Employee
 - Operating Budget
 - Position
 - Position Budget
 - Position Salary
 - Title Code
- 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

Operating Budget Lookup Table

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Main Menu Maintenance Administration

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Operating Budget Lookup

Search Tip: Place an * before/after a word or phrase for which you are searching.

University Fiscal Year: 2020
Chart Of Accounts Code: 01 - College Park
Account Number: 1111000
Object Code:

search clear cancel

55 items retrieved, displaying all items.

Account Number	Object Code	Prior Year Actuals	Prior Year Budget	Original Budget	Current Budget	Future Budget
1111000-DEAN ADMINISTRATION	3752-Other Contractual Services	9,723.90	5,692.00	34,852.00	34,852.00	34,852.00
1111000-DEAN ADMINISTRATION	3321-Out of State Travel	15,212.95	14,925.00	29,356.00	29,356.00	29,356.00
1111000-DEAN ADMINISTRATION	3952-Other Supplies and Materials	11,043.49	2,064.00	21,796.00	21,796.00	21,796.00
1111000-DEAN ADMINISTRATION	3110-Honorariums	17,500.00	20,000.00	20,000.00	20,000.00	20,000.00
1111000-DEAN ADMINISTRATION	4930-Association Dues	4,500.00	15,706.00	19,679.00	19,679.00	19,679.00
1111000-DEAN ADMINISTRATION	3220-Telephone	15,358.99	13,084.00	14,779.00	14,779.00	14,779.00
1111000-DEAN ADMINISTRATION	4361-Computers Acad/Resch \$1000 to \$4999	5,407.09	1,507.00	3,309.00	3,309.00	3,309.00
1111000-DEAN ADMINISTRATION	4130-Office Equipment including Copy Machines	0.00	0.00	1,560.00	1,560.00	1,560.00
1111000-DEAN ADMINISTRATION	5005-Facilities Mgmtmt Reimbursement Billing	825.52	340.00	549.00	549.00	549.00
1111000-DEAN ADMINISTRATION	4600-Student Aid	0.00	0.00	446.00	446.00	446.00
1111000-DEAN ADMINISTRATION	0720-Endowment Income from Foundation	(3,219.40)	0.00	0.00	0.00	0.00
1111000-DEAN ADMINISTRATION	1011-Faculty Academic Year	7,676.11	0.00	0.00	0.00	0.00
1111000-DEAN ADMINISTRATION	1012-Faculty 12 months	419,532.95	0.00	0.00	0.00	0.00
1111000-DEAN ADMINISTRATION	1013-Exempt Staff	1,294,061.05	0.00	0.00	0.00	0.00
1111000-DEAN ADMINISTRATION	1014-Non Exempt Staff	40,493.70	0.00	0.00	0.00	0.00

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

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



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The screenshot displays the Kuali financial systems interface. The top navigation bar includes 'Main Menu', 'Maintenance', and 'Administration'. The user is logged in as 'efarrish'. A 'Message Of The Day' banner is present. The main content area is divided into several sections: 'Transactions', 'Custom Document Searches', 'Balance Inquiries', and 'Year End Transactions'. The 'Transactions' section is highlighted, and a red arrow points to the 'Operating Budget Amendment' link. Below this, the 'Operating Budget Amendment' form is shown, featuring fields for 'Description' and 'Explanation', and a 'Budget Update Details' section with radio buttons for 'Current', 'Future', and 'Both'.

Transactions

- Budget Amendments**
 - Operating Budget Amendment
 - Position Encumbrance Amendment
 - Position Salary Amendment
- Financial Processing**
 - Advance Deposit
 - Auxiliary Voucher
 - Budget Adjustment
 - Commitment Of Funds Transfers
 - Cash Receipt
 - Credit Card Receipt
 - Disbursement Voucher
 - Distribution Of Income and Expense
 - General Error Correction
 - Indirect Cost Adjustment
 - Internal Billing
 - Transfer of Funds
 - Travel Encumbrance Removal
 - Student Reimbursement
- Labor Distribution**
 - Salary Expense Transfer
- Purchasing/Accounts Payable**
 - Bulk Receiving
 - Contract Manager Assignment
 - Payment Request
 - Receiving
 - Requisition
 - Vendor Credit Memo

Custom Document Searches

- Financial Transactions**
 - Capital Asset Management**
 - Asset Maintenance
 - Financial Processing**
 - Disbursement Vouchers
 - Purchasing/Accounts Payable**
 - Payment Requests
 - Purchase Orders
 - Receiving
 - Requisitions
 - Vendor Credit Memos
- Lookup and Maintenance**
 - Position Management**
 - Employee
 - Employee Position
 - Operating Budget
 - Position
 - Position Budget
 - Position Salary
 - Title Code
 - Capital Asset Builder**
 - Pre-Asset Tagging

Balance Inquiries

- General Ledger**
 - Available Balances
 - Balances by Consolidation
 - Cash Balances
 - General Ledger Balance
 - General Ledger Balance By BankCode
 - General Ledger Entry
 - General Ledger Pending Entry
 - Open Encumbrances
 - Encumbrances By Commitment
 - Encumbrances By Commitment/Account
 - Encumbrances By Commitment/Account/Object Code
- Labor Distribution**
 - Account Status (Current Funds)
 - Labor Ledger View
 - Labor Ledger Pending Entry

Year End Transactions

- Capital Asset Management**
 - Year End Depreciation
- Financial Processing**
 - Year End Budget Adjustment
 - Year End Distribution of Income and Expense
 - Year End General Error Correction
 - Year End Transfer of Funds

Operating Budget Amendment

Doc Mbr: 7703073 Status: INITIATED
Initiator: efarrish Created: 04/24 PM 10/28/2019

Document Overview

Description	Explanation

Financial Document Detail

Organization Document Number: Total Amount:

Operating Budget Update Details

Budget Update Type: ☐ Current ☐ Future ☒ Both

Accounting Lines

Source	* Debit Chart	* Debit Account Number	Debit Sub Account	* Debit Object Code	Debit Sub-Object Code	Debit Project Code	* Debit Amount Current	* Debit Amount Future	Actions
							0.00	0.00	
							0.00	0.00	

General Ledger Pending Entries

Notes and Attachments (0)

All New Receipts

Receipt Log

Submit Save Cancel Reply

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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 **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 &



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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.

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

- To **Decrease** the **Revenue** for a specific account, enter the *chart code, account number and object code* in the **Debit** 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



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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 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	1182300	-----	3611	---	-----	LOBA	CB	EX	5,000.00	
2	2020	01	1164000	-----	3321	---	-----	LOBA	CB	EX	(5,000.00)	

Expense & Revenue Only GLE'S

General 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	1113330	-----	3110	---	-----	LOBA	CB	EX	40,000.00	
2	2020	01	1113370	-----	3110	---	-----	LOBA	CB	EX	(40,000.00)	
3	2020	01	1113370	-----	0221	---	-----	LOBA	CB	III	(40,000.00)	
4	2020	01	1113320	-----	0221	---	-----	LOBA	CB	III	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 | d. 1014 – Non-Exempt Staff |
| b. 1012 – Faculty 12 months | e. 1015 – Faculty Non-Tenured Academic Year |
| c. 1013 – Exempt Staff | f. 1016 – Faculty Non-Tenured 12 Months |



Pool Salary Object Codes

- | | |
|--|---|
| g. 1018 – Faculty Non-Tenured Lecturer | p. 2073 – Non-Exempt Contingent 1 |
| h. 1020 – Graduate Assistants | q. 2074 – Federal Work Study Student |
| i. 1099 – Regular S&W Adjustments | r. 2075 – Student Wages |
| j. 2000 – Labor and Assistance | s. 2077 – Non-Resident Alien Independent Contractor |
| k. 2067 – Trainee | t. 2078 – Non-Resident Alien Fellows |
| l. 2068 – Faculty Hourly | u. 2080 – Summer Salary Faculty |
| m. 2069 – Faculty Contractual | v. 2081 – Summer Salary Graduate Assistant |
| n. 2071 – Faculty Summer School/ Other | w. 2090 – Contingent 2 |
| o. 2072 – Exempt Contingent 1 | |


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

The screenshot displays the Kuali financial systems web application interface. The top navigation bar includes links for 'Main Menu', 'Maintenance', and 'Administration'. The 'Lookup and Maintenance' section is expanded, showing a list of links. The 'Position Management' link is highlighted with a red box and a red arrow pointing to it. The 'Position Budget' link is also visible under 'Position Management'.

[illegible]

- Navigation:** [Main](#) [Menu](#) [Tab➔](#) [Transactions➔](#) [Budget](#) [Amendments➔](#) [Position](#) [Budget Amendment](#)


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[Main Menu](#)
[Maintenance](#)
[Administration](#)

KFS 5.0.1-PRR2 10/25/20

[action list](#)
[doc search](#)
[KFS Web](#)
[kualifinancial](#)

Logged in User: elarrish

Message Of The Day

NEW: KFS month end processing will be Thursday, 10/31/19. Please have your Auxiliary Vouchers, Distribution of Income and Expense, General Error Correction, Transfer of Funds and Salary Transfer document Comptroller Office Reviewer Groups by Noon on 10/31/19 for inclusion in the October month end process.

Transactions

Budget Amendments

- Operating Budget Amendment
- Position Budget Amendment**
- Position Salary Amendments

Financial Processing

- Advance Deposit
- Auxiliary Voucher
- Budget Adjustment
- Commitment Of Funds Transfers
- Cash Receipt
- Credit Card Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Transfer of Funds
- Travel Encumbrance Removal
- Student Reimbursement

Labor Distribution

- Salary Expense Transfer

Purchasing/Accounts Payable

- Bulk Receiving
- Contract Manager Assignment
- Payment Request
- Receiving
- Requisition
- Vendor Credit Memo

Custom Document Searches

Financial Transactions

Capital Asset Management

- Asset Maintenance

Financial Processing

- Disbursement Vouchers

Purchasing/Accounts Payable

- Payment Requests
- Purchase Orders
- Receiving
- Requisitions
- Vendor Credit Memos

Balance Inquiries

General Ledger

- Available Balances
- Balances By Consolidation
- Cash Balances
- General Ledger Balance
- General Ledger Balance By Bank Code
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
- Encumbrances By Commitment
- Encumbrances By Commitment/Account
- Encumbrances By Commitment/Account/Object Code

Labor Distribution

- Account Status (Current Funds)
- Labor Ledger View
- Labor Ledger Pending Entry

Year End Transactions

Capital Asset Management

- Year End Depreciation

Financial Processing

- Year End Budget Adjustment
- Year End Distribution of Income and Expense
- Year End General Error Correction
- Year End Transfer of Funds

Lookup and Maintenance

Position Management

- Employee
- Employee Position
- Operating Budget
- Position
- Position Budget
- Position Salary
- Title Code

Capital Asset Builder

- Pre-Asset Tagging



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Logged in User: efarrish Logout

Doc Nbr: 7702979 Status: INITIATED
Initiator: efarrish Created: 04:04 PM 10/28/2019

Position Budget Amendment

Document Overview

Description: Explanation:

Organization Document Number: Financial Document Detail: Total Amount:

Position Budget Update Details

Budget Update Type: ☐ Current ☐ Future ☒ Both

Accounting Lines

Source	* Debit Chart	* Debit Account Number	Debit Sub Account	* Debit Labor Object Code	Debit Sub-Object Code	Debit Project Code	Debit Amount Current	Debit Amount Future	Debit FTE	* Debit Empl Id	* Debit Position Number	Debit Title Code	Actions
add:	* Credit Chart	* Credit Account Number	Credit Sub Account	* Credit Labor Object Code	Credit Sub-Object Code	Credit Project Code	Credit Amount Current	Credit Amount Future	Credit FTE	* Credit Empl Id	* Credit Position Number	Credit Title Code	

Line Desc

add

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.

Position Budget Update Details

Budget Update Type: ☐ Current ☐ Future ☒ Both

Accounting Lines

Source	* Debit Chart	* Debit Account Number	Debit Sub Account	* Debit Labor Object Code	Debit Sub-Object Code	Debit Project Code	Debit Amount Current	Debit Amount Future	Debit FTE	* Debit Empl Id	* Debit Position Number	Debit Title Code	Actions
add:	* Credit Chart	* Credit Account Number	Credit Sub Account	* Credit Labor Object Code	Credit Sub-Object Code	Credit Project Code	Credit Amount Current	Credit Amount Future	Credit FTE	* Credit Empl Id	* Credit Position Number	Credit Title Code	

Line Desc

add

6. On the **Accounting Lines** tab, to **Increase** 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)
7. To **Decrease** the **Budget** for a specific amount, 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 3)



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Accounting Lines			
Account	Object Code	Amount	Notes
118XXXX (Debit) Increase Position	1013	500	Increase Position Funding
114XXXX (Credit) Decrease Position	1014	500	Decrease Position Funding

Figure 3

- 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. ****

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

General Ledger Pending Entries													
Seq #	Fiscal Year	Chart	Account	Sub-Account	Object	Sub-Object	Project	LPBA	Doc Type	CR	Balance Type	Obj. Type	Amount
1	2020	01	1102150	1013	LPBA	CR	EX	IN	3,871.00
2	2020	01	1102150	0221	LPBA	CR	IN	IN	3,871.00
3	2020	01	1102150	0221	LPBA	AC	IN	IN	3,871.00
4	2020	01	1102150	6100	LPBA	AC	AS	AS	3,871.00
5	2020	01	1102150	6100	LPBA	CR	EX	EX	3,871.00
6	2020	01	1102150	0221	LPBA	CR	IN	IN	3,871.00
7	2020	01	1102150	0221	LPBA	AC	IN	IN	3,871.00
8	2020	01	1102150	6100	LPBA	AC	AS	AS	3,871.00

Pending Entries

	Account	Type	Category	Object Code	D/C	Amount	Notes
8 Total Pending Entries	118XXXX (Debit) Increase Position	CB	EX	1013		500	Increase Position Funding
	114XXXX (Credit) Decrease Position	CB	EX	1014		(500)	Decrease Position Funding
	114XXXX (Debit) Decrease Revenue Budget (Auto-generated)	CB	IN	0221		(500)	Decrease Revenue Funding
	118XXXX (Credit) Increase Revenue Budget (Auto-generated)	CB	IN	0221		500	Increase Revenue Funding
	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	C	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	C	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



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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.

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KUALI FINANCIAL KFS HOME FINANCE ARES HOME UMD HOME

Administrative Reporting

LOGGED IN USER: EFARRISH

Welcome

Kuali Financial Reports

Payroll & Human Resources Reports

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KFS090: Account Overview

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Financial Reports

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KFS090: Account Overview

The account overview contains the basic financial statements for an account. This report can be used to view transactions posted to a KFS account, and offers a variety of summary and detail views with filtering capabilities on account attributes. This overview includes the income statement, which displays revenue and expense; and the balance sheet, which displays assets, liabilities and fund balance. This report also has detail displays for daily transactions, with capability to view across fiscal periods; payroll by employee, and encumbrances. This report is updated daily.

OPEN KFS090: ACCOUNT OVERVIEW

Report/Link ID: kfs090

Created by: 08-14-2019 by sflleming

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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.

5. Click on the **Ledger Details** tab.

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



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7. Select “**CB – Current Budget**” under the **Balance Types** option.

Chart Code	Account	Object Code	Balance Type
01	440000	0000	CB - Current Budget

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 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

9. Another check is to look at Actuals. Select “**AC – Actuals (Balance Sheet)**” under the **Balance Types** option.

Chart Code	Account	Object Code	Balance Type
01	440000	0000	AC - Actuals (Balance Sheet)

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



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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.