



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.



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 WEB](#) → [Enterprise Reports Tab](#) → [Security](#) → [Access Request](#) → [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.



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



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 Transfer
 - Cash Receipt
 - Credit Card Receipt
 - Disbursement Voucher
 - Distribution of Income and Expense
 - General Error Correction
 - Instruct Cost Adjustment
 - Internal Billing
 - Transfer of Funds
 - Travel Encumbrance Removal
 - Student Reimbursement
- Labor Distribution**
 - Salary Expense Transfer
- Purchasing/Accounts Payable**
 - Bulk Receipt
 - Contract Manager Assignment
 - Payment Request
 - Receipt
 - 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 Memo

Lookup and Maintenance

- Position Management**
 - Employee
 - Employee Requisition
 - Operating Budget**
 - Position
 - Position Budget
 - Position Salary
 - Title Code
- Capital Asset Builder**
 - Ex-Asset Tagging
- Capital Asset Management**
 - Asset
 - Asset Fabrication
 - Account Global
 - Asset Global (Add)
 - Asset Location Global
 - Asset Payment
 - Asset Retirement Global
- Chart of Accounts**
 - Account
 - Account Global
 - Account Delegate
 - Account Delegate Global
 - Account Delegate Node
 - Account Delegate Global From Model
 - Object Code

Balance Inquiries

- General Ledger**
 - Available Balances
 - Balances by Consolidation
 - Cash Balance
 - 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

Operating Budget Lookup Table

Operating Budget Lookup

* required field

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/Besch \$1000 to 84999 | 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 Mngmnt 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 | 7,670.11 | 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 | 1,284,061.05 | 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

The screenshot shows the Kuali financial systems main menu. The navigation path is: Main Menu → Transactions → Budget Amendments → Operating Budget Amendments. The 'Budget Amendments' link is highlighted with a red arrow. The menu includes sections for Transactions, Custom Document Searches, Balance Inquiries, Financial Processing, and Labor Distribution.

The screenshot shows the 'Operating Budget Amendment' form. The 'Description' and 'Explanation' fields are highlighted with red boxes. The form includes sections for Document Overview, Financial Document Detail, Operating Budget Update Details, Accounting Lines, General Ledger Pending Entries, Notes and Attachments, Ad Hoc Receipts, and Route Log.

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). To change the budget type to current or future, click the radio button for either budget type.
6. 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)
7. 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

PLEASE NOTE: 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 **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

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 | 1113320 | ---- | 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 | IN | (40,000.00) | |
| 4 | 2020 | 01 | 1113320 | ---- | 0221 | --- | ----- | LOBA | CB | 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 | 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 | q. 2074 – Federal Work Study Student |
| h. 1020 – Graduate Assistants | r. 2075 – Student Wages |
| i. 1099 – Regular S&W Adjustments | s. 2077 – Non-Resident Alien Independent Contractor |
| j. 2000 – Labor and Assistance | t. 2078 – Non-Resident Alien Fellows |
| k. 2067 – Trainee | u. 2080 – Summer Salary Faculty |
| l. 2068 – Faculty Hourly | v. 2081 – Summer Salary Graduate Assistant |
| m. 2069 – Faculty Contractual | w. 2090 – Contingent 2 |
| n. 2071 – Faculty Summer School/ Other | |
| o. 2072 – Exempt Contingent 1 | |
| p. 2073 – Non-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](#)



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Main Menu Maintenance Administration

KFS 5.0.1-SR02 10/25/2019 11:45 AM (Oracle9)

action list doc search KFS Web kualifinancial

Logged in User: efarrish

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

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 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 Bank Code
- General Ledger Entry
- General Ledger Pending Entry
- Open Encumbrances
- Encumbrances By Commitment
- Encumbrances By Commitment/Account
- Encumbrances By Commitment/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

Position Budget Lookup Table

kuali financial systems

Main Menu Maintenance Administration

KFS 5.0.1-SR01.11 09/11/2019 10:17 PM (Oracle9)

action list doc search KFS Web kualifinancial

Logged in User: efarrish

Employee Position Lookup

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

Chart Of Accounts Code: 01 - College Park

Account Number: 118700

Employee Id:

Position Number:

Object Code:

Title Code:

search clear cancel

56 items retrieved, displaying all items.

| Account Number | Employee | Position | Object Code | Title | Bi-Weekly Salary | PHR FTE | Position FTE |
|------------------------------------|----------|----------|--------------------------|-------|------------------|---------|--------------|
| 1012-Faculty 12 months | | | 9148518-Dist. Univ. Prof | | | | |
| 1012-Exempt Staff | | | 9430507-Coodinator | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1012-Exempt Staff | | | 9430507-Coodinator | | | | |
| 1012-Exempt Staff | | | 9332024-Pur. Admin. Svc | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1012-Exempt Staff | | | 9430506-Program Manager | | | | |
| 1016-Faculty Non-Tenured 12 Months | | | 9124101-Assoc. Res. Prof | | | | |
| 2071-Faculty Summer School/Other | | | 9243003-Lecturer | | | | |
| 1012-Faculty 12 months | | | 9148510-Prof | | | | |
| 1016-Faculty Non-Tenured 12 Months | | | 9243107-Asst. Fac. Senc | | | | |
| 2071-Faculty Summer School/Other | | | 9243003-Lecturer | | | | |
| 1012-Faculty 12 months | | | 9123509-Assoc. Prof | | | | |
| 1012-Faculty 12 months | | | 9247502-Asst. Prof | | | | |
| 1016-Faculty Non-Tenured 12 Months | | | 9243106-Fac. Senc | | | | |
| 2071-Faculty Summer School/Other | | | 9243003-Lecturer | | | | |
| 2071-Faculty Summer School/Other | | | 9243003-Lecturer | | | | |
| 1012-Exempt Staff | | | 9430516-Res. Code | | | | |
| 1012-Exempt Staff | | | 9430516-Res. Code | | | | |
| 1016-Faculty Non-Tenured 12 Months | | | 9243106-Fac. Senc | | | | |
| 1012-Faculty 12 months | | | 9149101-Prof & Chair | | | | |

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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Main Menu Maintenance Administration

KFS 5.0.1-SR82 10/25/2019 11:45 AM (Oracle9i)

action list doc search KFS Web kualifinancial

Logged in User: efarish Logout

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 documents into the 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
- 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

kuali financial systems

Main Menu Maintenance Administration

KFS 5.0.1-SR82 10/25/2019 11:45 AM (Oracle9i)

action list doc search KFS Web kualifinancial

Logged in User: efarish Logout

Position Budget Amendment

Doc Nbr: 7702979 Status: INITIATED

Initiator: efarish Created: 04:04 PM 10/28/2019

expand all collapse all * required field

Document Overview

Document Overview

* Description: Explanation:

Organization Document Number: Total Amount:

Position Budget Update Details

Position Budget Update Details

* Budget Update Type: Current Future Both

Accounting Lines

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 |
|--------|----------------|-------------------------|--------------------|----------------------------|------------------------|---------------------|-----------------------|----------------------|------------|------------------|--------------------------|-------------------|---------|
| | | | | | | | 0.00 | 0.00 | 0.00 | | | | |
| 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 | |
| | | | | | | | 0.00 | 0.00 | 0.00 | | | | |
| | | | | | | | | | | | | | add |

3. Enter a description in the “Description” field.
4. Enter a detailed explanation of the amendment in the “Explanation” field.



- On the **Position Budget Update Details** tab the radio button for the “**Budget Update Type**” is defaulted to **Both** (Current and Future). 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 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 **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)

| 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.

| 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 | ... | | LEBA | CR | EX | 3,871.00 | |
| 2 | 2020 | 01 | 1102150 | | 0221 | ... | | LEBA | CR | IN | 3,871.00 | |
| 3 | 2020 | 01 | 1102150 | | 0221 | ... | | LEBA | AC | IN | 3,871.00 | C |
| 4 | 2020 | 01 | 1102150 | | 6100 | ... | | LEBA | AC | AR | 3,871.00 | D |
| 5 | 2020 | 01 | 1001050 | | 1010 | ... | | LEBA | CR | EX | (3,871.00) | |
| 6 | 2020 | 01 | 1001050 | | 0221 | ... | | LEBA | CR | IN | (3,871.00) | |
| 7 | 2020 | 01 | 1001050 | | 0221 | ... | | LEBA | AC | IN | 3,871.00 | D |
| 8 | 2020 | 01 | 1001050 | | 6100 | ... | | LEBA | AC | AR | 3,871.00 | C |



Pending Entries

| | Account | Type | Category | Object Code | D/C | Amount | Notes |
|--|---|-------------|-----------------|--------------------|------------|---------------|---------------------------|
| | 118XXXX (Debit) Increase Position | CB | EX | 1013 | | 500 | Increase Position Funding |
| | 114XXXX (Credit) Decrease Position | CB | EX | 1014 | | (500) | Decrease Position Funding |
| 8 Total Pending Entries | 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 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 Web for budget amendment updates, please follow the steps below.

Navigation: [KFS Web](#) → [Account Reports](#) → [Financial Inquires](#) → [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.

The screenshot shows the Kuali financial system interface. At the top left is the University of Maryland logo. The main header features the 'kuali' logo and 'financial system' text. Below this are three tabs: 'Enterprise Reports' (selected), 'Central Reports', and 'Historical Reports'. A navigation bar contains three buttons: 'kfs home', 'ares home', and 'umd home'. The main content area is titled 'Account Reports' and contains several sections: 'Financial Inquiries' with links for 'KFS090: Account Overview' (highlighted in yellow) and 'SAR001: SAR SD Details Inquiry'; 'Financial Reports' with links for 'FBM090: Account Statement of Whole Dollars', 'FBM091: Report of Transactions', 'FBM092: Month-End Report', and 'BUR091: Bursar Report of Transactions'; 'Labor Ledger Download' with a link for 'LDA081: Account Statement of Payroll Charges Download'; and 'Labor Ledger Report' with a link for 'LDA080: Statement of Payroll Charges'.

1. Click on the **KFS090: Account Overview** link.
2. 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.



Account Overview NFS as of: Sep 17, 2019 at 11:42:10 pm

Account Parameters

Overview: Account Fiscal Period: 2020-03 September

Chart: 01 - College Park (UM)

Account:

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.

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

Income Statement Balance Sheet Encumbrance **Ledger Details** Trends Labor Optix Images

View: Ledger Entries Balance Types: AC - Actuals (Balance Sheet)

Includes State Funding (Obj Codes 0221, 9925): Yes Include Obj Code 6100: No

4. 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 Balance Types: AC - Actuals (Balance Sheet)

Includes State Funding (Obj Codes 0221, 9925): Include Obj Code 6100: No

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



Income Statement | Balance Sheet | Encumbrance | **Ledger Details** | Trends | Labor | Optix Images

View: Ledger Entries Balance Types: CB - Current Budget

Includes State Funding (Obj Codes 0221, 9925): Yes

The following is a list of the Ledger Entries for the list of ledger entries by entering a value into the

Display 20 entries per page

| Chart Code | Account | Object Code | Balance Type | Org Code |
|------------|---------|-------------|--------------|----------|
|------------|---------|-------------|--------------|----------|

- 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 |

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



Income Statement Balance Sheet Encumbrance **Ledger Details** Trends Labor Optix Images

View: Ledger Entries Balance Types: AC - Actuals (Balance Sheet)

Includes State Funding (Obj Codes 0221, 9925): Yes

The following is a list of the Ledger Entries for the list of ledger entries by entering a value into the

Display 20 entries per page

| Chart Code | Account | Object Code | Balance Type |
|------------|---------|-------------|--------------|
|------------|---------|-------------|--------------|

- All Balance Types
- A2 - A21 Balances - Labor Ledger Only
- AC - Actuals (Balance Sheet)
- BB - Adjusted Base budget
- CB - Current Budget
- CE - Cost Share Encumbrances
- EX - External Encumbrance
- IE - Internal Encumbrance
- MB - Monthly Budget
- NB - Close Nominal Balance
- PE - Pre-Encumbrance
- RE - Year End Budget Reversion
- TR - Transfers

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