KFS Budget Adjustment, Single Sided Budget Adjustment, and Transfer of Funds

A Procedural Guide for Kuali Financial Systems eDocs
Budget Office / Accounting Office / Sponsored Programs
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Transfer of Funds

• The Transfer of Funds (TF) document is used to transfer funds (cash) between accounts, and may need to be done in conjunction with a Single-Sided Budget Adjustment (SSBA).

• Moves cash / fund balance from one account to another.

• Should be used between similar Sub-Funds and Fund Groups. See table on page 5.

• Can only use transfer object codes:

<table>
<thead>
<tr>
<th></th>
<th>Transfer In</th>
<th>Transfer Out</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2-Ledger - Permanent</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within the Same School/College/Unit</td>
<td>3206</td>
<td>3306</td>
</tr>
<tr>
<td>Outside the School/College/Unit</td>
<td>3207</td>
<td>3307</td>
</tr>
<tr>
<td><strong>2-Ledger - One-Time</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within the Same School/College/Unit</td>
<td>3208</td>
<td>3308</td>
</tr>
<tr>
<td>Outside the School/College/Unit</td>
<td>3209</td>
<td>3309</td>
</tr>
<tr>
<td><strong>Non 2-Ledger Accounts</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Within the Same School/College/Unit</td>
<td>3200</td>
<td>3300</td>
</tr>
<tr>
<td>Outside the School/College/Unit</td>
<td>3201</td>
<td>3301</td>
</tr>
</tbody>
</table>
How to look up an account’s Sub-Fund:
1. Go to Main Menu ~ Lookup and Maintenance ~ Chart of Accounts ~ Account.
2. Look up the account
3. The Sub-Fund is listed in the results.
4. Click on the account number to open up the Account Inquiry. The Sub-Fund is also listed on the Accounts Details tab.
To see which Fund Group the Sub-Fund is in, click on the Sub-Fund Code:

![Sub-Fund Group Inquiry](image)

### Allowable Intrafund Transfers Between Sub-Funds:

<table>
<thead>
<tr>
<th>Sub-Fund</th>
<th>Sub-Fund Description</th>
<th>Fund Group</th>
<th>Restricted or Unrestricted?</th>
<th>Allowable Transfers To/From</th>
</tr>
</thead>
<tbody>
<tr>
<td>OPAUX</td>
<td>Operating Fund – Auxiliary Enterprises</td>
<td>CU</td>
<td>Unrestricted</td>
<td>OPAUX; OPOTF; OPOTP</td>
</tr>
<tr>
<td>OPOTF</td>
<td>Operating Fund – Non-State/Tuition Fiscal Accts</td>
<td>CU</td>
<td>Unrestricted</td>
<td>OPOTF; OPAUX; OPOTP</td>
</tr>
<tr>
<td>OPOTP</td>
<td>Operating Fund – Non-State/Tuition Project Accounts</td>
<td>CU</td>
<td>Unrestricted</td>
<td>OPOTP; OPAUX; OPOTF</td>
</tr>
<tr>
<td>OPTUI</td>
<td>Operating Fund – State/Tuition Funded 2-Ledger Accounts</td>
<td>CU</td>
<td>Unrestricted</td>
<td>OPTUI</td>
</tr>
<tr>
<td>UNRSF</td>
<td>Unrestricted Sponsored Programs Fiscal Account</td>
<td>CU</td>
<td>Unrestricted</td>
<td>UNRSF; UNRSP</td>
</tr>
<tr>
<td>UNRSP</td>
<td>Unrestricted Sponsored Programs Project Accounts</td>
<td>CU</td>
<td>Unrestricted</td>
<td>UNRSP; UNRSP</td>
</tr>
<tr>
<td>RSNSF</td>
<td>Restricted NonSponsored Programs Fiscal Accounts</td>
<td>CR</td>
<td>Restricted</td>
<td>RSNSF; RSNSP</td>
</tr>
<tr>
<td>RSNSP</td>
<td>Restricted NonSponsored Programs Project Accounts</td>
<td>CR</td>
<td>Restricted</td>
<td>RSNSP; RSNSF</td>
</tr>
<tr>
<td>RSTSP</td>
<td>Restricted Sponsored Programs (TF’s in RSTSP should be only be done by Sponsored Programs staff)</td>
<td>CR</td>
<td>Restricted</td>
<td>RSTSP</td>
</tr>
<tr>
<td>PLEQP</td>
<td>Unexpended Plant – Bond Construction</td>
<td>UP</td>
<td>Restricted</td>
<td>No Transfers – BA’s only within PLEQP</td>
</tr>
</tbody>
</table>
Enter a Description

This description appears in the action list of the approver, in eDoc searches, and often in the transaction detail. Do not use the Document Type as the description.

Go to: Transactions ~ Financial Processing ~ Transfer of Funds
Enter Chart (UC), Account Number, Object, Amount

<table>
<thead>
<tr>
<th>From</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC</td>
<td>1011010</td>
<td>Summer/Inter Matricula</td>
<td>3300</td>
<td>Intrafund Transfer Out</td>
<td></td>
<td></td>
<td>50,000.00</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>To</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>UC</td>
<td>4211680</td>
<td>Summer/Intersession Revenue</td>
<td>3200</td>
<td>Intrafund Transfer In</td>
<td></td>
<td></td>
<td>50,000.00</td>
<td></td>
</tr>
</tbody>
</table>

Remember to click *add* after entering each accounting line. The FROM and the TO lines must balance. Lines may also be imported (see page 13)
Budget Adjustment (BA)

- All accounts on a BA must have the same Sub-Fund
- Moves budget from one object code to another in a single account
- Moves budget into sub-accounts within the same account
- The Year End Budget Adjustment (YEBA) is used in July to adjust the previous fiscal year’s budget
- Budget Adjustments within the RSTSP Sub-Fund should only be initiated by Sponsored Programs staff.
Enter a Description

This description appears in the action list of the approver, in eDoc searches, and often in the transaction detail. Do not use the Document Type as the description.

Go to: Transactions ~ Financial Processing ~ Transfer of Funds

Transactions

Accounts Receivable
- Cash Control
- Customer Credit Memo
- Customer Invoice
- Customer Invoice Writeoff
- Customer Invoice Writeoff Lookup
- Payment Application

Budget Construction
- Budget Construction Selection

Financial Processing
- Advance Deposit
- Adjustment/Accrual Voucher
- Budget Adjustment
- Cash Receipt
- Credit Card Receipt
- Disbursement Voucher
- Distribution of Income and Expense
- General Error Correction
- Indirect Cost Adjustment
- Internal Billing
- Pre-Encumbrance
- Single Sided Budget Adjustment
- Transfer of Funds
• **From/Decrease** ~ choose the account and object code the budget should be reallocated from
• **To/Increase** ~ choose the account and object code the budget should be reallocated to

Enter Chart Code (UC), Account Number, Object Code, Current Amt, and Click “add” for both sides. When complete, click “submit.”
To change a budget permanently, enter amounts in both the Current Amt and the Base Amt fields.

Base Budget can only be adjusted in whole dollars. KFS will automatically round and remove decimals. Base Budget should only be adjusted on accounts in the OPTUI Sub-Fund.
Single-Sided Budget Adjustment (SSBA)

• Adjusts budgets after the start of the fiscal year when circumstances change in budgeted items.

• Establishes budget in a new account created after the fiscal year begins.

• Only one section of the Accounting Lines needs to be completed, using either a revenue or an expense object code (does not need to balance).

• Looks identical to the Budget Adjustment.

• Single-Sided Budget Adjustments within the **RSTSP** Sub-Fund should *only* be initiated by Sponsored Programs staff.

Under Transactions ~ Financial Processing ~ Single Sided Budget Adjustment
**Importing Accounting Lines**

- Accounting Lines can be imported directly into any eDoc with Accounting Lines

- Spreadsheet must be saved as a csv file

- If an import is done on both the debit and credit (to/from) sides, then each must have its own import file

- Base Budget amounts *cannot* be imported

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**On the Accounting Lines tab, click on the Question Mark**
Data Import Templates

KFS line import templates allow you to import any number of accounting lines, endowment transaction lines, purchasing line items, and other templates are available in the default system and provides a link to the corresponding template for each document type. Following the table subsections contain detailed information about each template.

More:

- Links to Default Data Import Templates
- Process Overview
- AD_CR_CCR_DV_SB_Import.xls
- AV_Import.xls
- BA_YEBA_Import.xls
- DI_YEDI_IB_TF_YETF_PE_Encumbrance_Only_Import.xls
- GEC_YEGERC_Import.xls
- ICA_Import.xls
- JV_Ext_Encumbr_Import.xls
- JV_NonOffset_Bal_Type_Import.xls
- JV_Offset_Bal_Type_Import.xls
- KLY_Import.xls
- LD_Import.xls
- PD_TeXcunbrance_Only_Import.xls
- PURAP_Item_Import.xls
- PURAP_Account_Import.xls
- CM_MPAP_Account_Import.xls
- BC_Annual_Request_Imports.xls
- BC_Monthly_Request_Imports.xls
- KEM_EAI_EAD_EL_ELD_Import.xls
- KEM_ECL_FCD_ECT_Import.xls
- KEM_EST_Import.xls
- KEM_ECA_Import.xls
- KEM_EGLT_Import.xls
- KEM_FHA_Import.xls
- KEM_EUSA_Import.xls
- KEM_GLET_Import.xls

Locate the right template for the eDoc: (DI, GEC, BA, etc.)

You may want to save frequently used templates on your desktop for easy access.
Choose “Save As” and save as an Excel document to your computer

Enter the Accounting Lines. The columns with red headings are required.
Delete the first three lines of text, and save as a csv file
(Other Formats ~ CSV Comma Delimited)

Click “Yes” for each of the prompts

Be sure that the “Amount” column contains no commas. Change the format to “General” in that column to remove them.
On the eDoc Accounting Lines tab, click “import lines” then “browse”

Find your csv import file, click “Open” ~ then click the “Add” button (next to the browse button)
Your Accounting Lines are now in your eDoc!

<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Account Number</th>
<th>Sub-Account</th>
<th>Object</th>
<th>Sub-Object</th>
<th>Project</th>
<th>Org Ref Id</th>
<th>Amount</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>UC University of Connecticut</td>
<td>2922660 Property Mgmt</td>
<td></td>
<td>6775</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td>100.00</td>
<td>delete, bal inquiry</td>
</tr>
<tr>
<td>2</td>
<td>UC University of Connecticut</td>
<td>2922570 Accounting</td>
<td></td>
<td>6775</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td>260.00</td>
<td>delete, bal inquiry</td>
</tr>
<tr>
<td>3</td>
<td>UC University of Connecticut</td>
<td>2922620 Controller</td>
<td></td>
<td>6775</td>
<td>Office Supplies</td>
<td></td>
<td></td>
<td>300.00</td>
<td>delete, bal inquiry</td>
</tr>
</tbody>
</table>

Total: 600.00
For Frequently Asked Questions about any of the eDocs in this procedure guide, see KFS FAQs:

KFS Tips and FAQs