University of Hawaii
Campus Budget Process
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Objectives

- Process a 2-Sided Budget Adjustment
- Process a Single-Sided Budget Adjustment
- Process a Transfer of Funds
- View Available Balances

Resources

All of the materials covered in this workshop are also covered in the online tutorials http://www.hawaii.edu/kualifinancial/?page=training. This online tutorial can be useful before or after training in case you want to get a head start or you just need a refresher. You can also review the Process Documents for each business process to get a finer level of details related to each topic.

In the event you need to contact a member of the Kuali Financial implementation team you can view their phone number, email address, and their roles at http://hawaii.edu/kualifinancial/docs/Project_Team.pdf.

You may submit a web Trouble Ticket at this link: https://login.its.hawaii.edu/cas/login?service=http://www.hawaii.edu/kualifinancial/feedbackForm.php

The Kuali Financial website has pages to assist you with using KFS:

- Help Resources
  http://www.hawaii.edu/kualifinancial/?page=help&showSubMenu=help
- Tips of the Week
  http://www.hawaii.edu/kualifinancial/?page=tipsoftheweek&showSubMenu=tipsoftheweek
- Training
  http://www.hawaii.edu/kualifinancial/?page=training&showSubMenu=training
- Forms
  http://www.hawaii.edu/kualifinancial/?page=forms&showSubMenu=forms
Process a 2-Sided Budget Adjustment

Process

In this tutorial, you will learn how to **Process a 2-Sided Budget Adjustment**.

The **Budget Adjustment** (BA) document is used to directly post annual Base and Current Budgets for accounts at the beginning of a fiscal year, and to adjust the **Base** and **Current** budget figures as circumstances may change throughout the fiscal year. It may also be used to create a budget for a new account established after the beginning of a new fiscal year.

**Note:** The Budget Adjustment e-Doc may be used for all appropriated funds and Contracts and Grants accounts, but must be used for General Fund accounts.

**Navigation:** Main Menu tab > Financial Processing > Budget Adjustment

---

![Kuali Financial Systems Main Menu](image)

**Step #** | **Procedure**
--- | ---
1. | Click the **"Budget Adjustment"** link.
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>2.</td>
<td>In this <strong>2-Sided Budget Adjustment</strong> you will post <strong>Base</strong> and <strong>Current</strong> budgets (1st Quarter of the Fiscal Year)</td>
</tr>
<tr>
<td>3.</td>
<td>Upon determination of your General Fund allocation, your campus budget office will transfer this allocation to a designated “operating” account for your unit. You will use the Budget Adjustment document to distribute this allocation/budget among your individual accounts (if required by your campus’s budget procedures), in order to facilitate budget-to-actual monitoring and reporting.</td>
</tr>
<tr>
<td>4.</td>
<td>Click in the “<strong>Description</strong>” field.</td>
</tr>
<tr>
<td>5.</td>
<td>Enter “<strong>Move budgets to expenditure accounts</strong>” in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>6.</td>
<td>Click in the “<strong>Explanation</strong>” field.</td>
</tr>
<tr>
<td>7.</td>
<td>Enter “<strong>Move budgets from operating accts to expenditure accts</strong>” in the <strong>Explanation</strong> field.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
</tbody>
</table>
| 8.    | The **Organization Document Number** field is *Optional* and used for departmental purposes.  

   ![Organization Document Number](image)

| 9.    | The **Year** field will auto populate with the current fiscal year. If you need to change it, select the applicable year in the drop down and then click the **refresh** button.  

   ![Year](image)

| 10.   | The **Total Amount** field is display only. The amount will display when the document **Accounting Lines** are saved.  

   ![Total Amount](image)

| 11.   | Click the "**hide**" button on the **Document Overview** tab.  

   ![Hide](image)
Step #  Procedure

12. On the Accounting Lines tab, entries using this e-Doc must be two-sided. This e-Doc must be used for entering and/or adjusting budgets for General Fund accounts to ensure that spending does not exceed our allocation, and that no funds are lapsed. Examples of two-sided entries include:

• Increase spending (budget) in one account and reduce spending (budget) in another account

• Increase spending on Other Expenditures in an account and reduce spending on Personnel in the same account

• Increase income budget (revenue) in an account and increase expense budget (expenditures)

• Receive restrictions or lower income projections and reduce spending (budget)
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
</table>
| 13. | The **From/Decrease** section will decrease an account budget by the amount specified.  
**Note:** A budget can be moved between single or multiple **From/Decrease** lines and single or multiple **To/Increase** lines, as long as the amounts balance to zero. |
| 14. | Click the “**Chart Code**” drop down list box and select the “**MA**” option for this example. |
| 15. | Click in the “**Account Number**” field and enter “**1123342**” |
| 16. | Click in the “**Object Code**” field and enter “**B020**” |
17. **Note**: Respective campuses will determine which set of Budget Pool codes will be used for appropriated funds:

**Set 1**

**Income Budgets**

“A100” for Carryover Budget

“A200” for New Allocation Budget

“A300” for One-Time Transfer Budget

Projected Revenue: should be entered as an income budget using the actual revenue object code(s) used by the fund

**Expenditure Budgets**

“B020” for Personnel Cost Budget Pool

“B040” for Other Current Expenditures Budget Pool

**Set 2**

**Income Budgets**

“A100” for Carryover Budget

“A200” for New Allocation Budget

“A300” for One-Time Transfer Budget

Projected Revenue: should be entered as an income budget using the actual revenue object code(s) used by the fund

**Expenditure Budgets**

“B100” for Regular Employee Payroll

“B200” for Non-Regular Employee Payroll

“B300” for Lecturer Payroll

“B400” for Student Help Payroll

“B500” for Other Personal Services

“B600” for Other Current Expense

“B700” for Equipment

“B800” for Motor Vehicle
# Contracts and Grants

The following set of Budget Pool codes should be used for Contracts and Grants accounts:

- “C100” for Salaries & Wages
- “C101” for Overload
- “C102” for Casual
- “C103” for Student Help – Regular
- “C104” for Student Help – Work Study
- “C105” for Fringe Benefits
- “C106” for Services – Fee Basis
- “C107” for Material & Supplies
- “C108” for Travel – Domestic
- “C109” for Travel – International
- “C110” for Print & Publications
- “C111” for Utilities & Communication
- “C112” for Rentals
- “C113” for Repairs
- “C114” for Tuition
- “C115” for Stipends & Allowances
- “C116” for Equipment
- “C117” for Others
- “C990” for Indirect Cost
### Step # | Procedure
--- | ---
18. | **Note:** The Amount of budget to be moved in the current fiscal year is entered in the **Current Amt** field.
   
   Click in the “**Current Amt**” field and enter “1,082,565”

19. | **Note:** The **Base Amt** field is required when loading original annual budgets. Subsequent budget adjustments will be made to the “Current Amt” only. The Current Budget is used for budget-to-actual reporting.
   
   Click in the “**Base Amt**” field and enter “1,082,565”
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>20.</td>
<td>The <strong>Monthly Lines</strong> show button allows you to enter monthly budgets, if desired. Clicking the “show” button will open a series of 12 monthly periods where you can specify how much of the current budget for an account should be distributed to each month.</td>
</tr>
<tr>
<td>21.</td>
<td>Click the “add” button in the <strong>Actions</strong> field.</td>
</tr>
</tbody>
</table>
| 22.   | The **To/Increase** section will increase an account budget by the amount specified. 

**Note:** A budget can be moved between single or multiple **From/Decrease** lines and single or multiple **To/Increase** lines, as long as the amounts balance to zero. |
| 23.   | Click the “**Chart Code**” drop down list box and select the “**MA**” option for this example. |
| 24.   | Click in the “**Account Number**” field and enter “**1118732**” |
Step # | Procedure
---|---
25. | Click in the “Object Code” field and enter “B020”
26. | Click in the “Current Amt” field and enter “699,765”
27. | Click in the “Base Amt” field and enter “699,765”
28. | Click the “add” button in the Actions field.
29. | Click the “Chart Code” drop down list box to the new add row in the To/Increase section to add a second row and select the “MA” option for this example.
30. | Click in the “Account Number” field and enter “1118732”
31. | Click in the “Object Code” field and enter “B040”
32. | Click in the “Current Amt” field and enter “10,000”
33. | Click in the “Base Amt” field and enter “10,000”
34. | Click the “add” button in the Actions field.
Step # | Procedure
--- | ---
35. | Click the “Chart Code” drop down list box to the new add row in the To/Increase section to add a third row.
36. | Select the applicable Chart Code for your campus. Select the “MA” option for this example.
37. | Click in the “Account Number” field and enter “1118972”
38. | Click in the “Object Code” field, and enter “B020”
39. | Click in the “Current Amt” field and enter “372,000”
40. | Click in the “Base Amt” field and enter “372,000”
41. | Click the “add” button in the Actions field.
42. | Click the “Chart Code” drop down list box to the new add row in the To/Increase section to add a fourth row and select the “MA” option for this example.
43. | Click in the “Account Number” field and enter “1118972”
44. Click in the “Object Code” field and enter “B040”
45. Click in the “Current Amt” field and enter “800”
46. Click in the “Base Amt” field and enter “800”
47. Click the “add” button in the Actions field.
48. Click the “save” button.
49. Note: Be sure to verify you receive a “Document was successfully saved.” message at top of the page.
50. Click the “show” button on the General Ledger Pending Entries tab.
51. The General Ledger Pending Entries data will display until the document is submitted and the transactions are posted to the General Ledger during the nightly batch process.
## Step # | Procedure
--- | ---
52. | Enter any **Notes and Attachments**, and/or add **Ad Hoc Recipients** as necessary on the corresponding tabs.

```
<table>
<thead>
<tr>
<th>Notes and Attachments (0)</th>
</tr>
</thead>
<tbody>
<tr>
<td>show</td>
</tr>
</tbody>
</table>
```

```
<table>
<thead>
<tr>
<th>Ad Hoc Recipients</th>
</tr>
</thead>
<tbody>
<tr>
<td>show</td>
</tr>
</tbody>
</table>
```

53. | Click the "submit" button.

54. | Be sure you receive a "**Document was successfully submitted**" message at the top of the page.

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.

```
| Document was successfully submitted. |
```

55. | Click the "show" button on the **Route Log** tab.
56. Approvals

The Budget Adjustment Document is approved as FINAL by the initiator if the following conditions are met:

- The Initiator is the fiscal officer for the account(s).
- The account is not identified as a Contracts and Grants account.

If the previous conditions are not met, the document continues with standard financial document routing based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Organization review routing occurs for the organization that owns each account (optional by chart).
- Sub-fund routing occurs (if specified) based on the sub-fund of each account.
- If the account is a Contract and Grants account, it will route to ORS for review and approval.
The document status becomes “FINAL” when the required approvals are obtained. The transaction is posted to the G/L during the next G/L batch process.

57. The budgets you input in KFS will be used to generate Budget-to-Actual reports via the eThority reporting tool. These reports will be at varying levels of detail (summary level, Legal Authority, Budget Plan ID, by Fiscal Officer, by account, etc.), and will be used to help you monitor and manage your budgets.

58. You have successfully completed the Process a 2-Sided Budget Adjustment tutorial.

59. End of Procedure.

Business Rules

- Increases and decreases must balance in the document with relation to object code types. Increases in income may be balanced by decreases in other income lines or by increases in expenditures. Decreases in income may be balanced by increases in other income lines or by decreases in expenditures. Similar logic applies to changes in expenditures.

- There can only be one fun group on the document (i.e., Fund Group 11.)
Exercise 1

Adjusting Budget During the Fiscal Year (2-Sided BA)

Scenario 1: In this exercise you will move budgets from Other Expenditures to Personnel using the following From/Decrease account MA, 1118972 using Object Code B040 with an amount of $800.00, and move it to To/Increase account MA, 1118972 using Object Code B020 with an amount of $800.

Scenario 2: In this exercise you will move budgets from one account to another using the following From/Decrease account MA 1118732 using Object Code B020 with an amount of $500,000, and move it to To/Increase account MA, 1118972 using Object Code B020 with an amount of $800.

Exercise 2

View Available Balances

In this exercise you will search for and review the account balances for the accounts in the exercises above.

Navigation: Main Menu>View Available Balances
Process a Single-Sided Budget Adjustment

Process

In this tutorial, you will learn how to **Process a Single-Sided Budget Adjustment** e-Doc.

The **Single-Sided Budget Adjustment** (SSBA) document is used to directly post annual base and current budgets for Special Fund, Revolving Fund, appropriated Federal Fund, and Contract & Grant accounts at the beginning of a fiscal year, and to adjust the current and base budget figures as circumstances may change throughout the fiscal year. It may also be used to create a budget for a new account established after the beginning of a new fiscal year.

**Note:** The **Single-Sided Budget Adjustment** e-Doc may be used for Special Funds, Revolving Funds, Appropriated Federal Funds, and Contract & Grants, but should **NOT** be used for General Funds.

**Navigation:** Main Menu>Transactions>Financial Processing>Single-Sided Budget Adjustment

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>60.</td>
<td><strong>Click the “Single Sided Budget Adjustment” link.</strong></td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
61. | This document allows the posting of one-sided base budget transactions to KFS, as opposed to the regular **Budget Adjustment** document, where budget transactions must be two-sided. The **Single-Sided Budget Adjustment** document does not require that budget adjustments balance (i.e., you may increase the expense budget for an account without decreasing spending in another account or increasing the revenue budget in the account). This document can be used for non-General funds, since the income budgets for these funds (ceilings, revenue projections) do not necessarily have to equal the expense budgets.
### Step # | Procedure
--- | ---
62. | In this **Single-Sided Budget Adjustment** you will load **Base** and **Current** Budgets for Revenue and Expenditures.

The **Single-Sided Budget Adjustment** document can be used to load Base and Current Budgets at the start of the fiscal year. You can use the Single-Sided Budget Adjustment document to distribute budgets among your accounts, in order to facilitate budget-to-actual monitoring and reporting. This tutorial is an example of entries posting budgets in an individual account. You will note that entries do not need to balance between income budgets and expenditure budgets.

63. | Click in the **Description** field.

64. | Enter "**Load base and current budgets**" in the **Description** field.
Training Guide

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>65.</td>
<td>Click in the “<strong>Explanation</strong>” field.</td>
</tr>
<tr>
<td>66.</td>
<td>Enter “<strong>Load revenue and expenditure budgets start FY</strong>” in the Explanation field.</td>
</tr>
<tr>
<td>67.</td>
<td>The <strong>Organization Document Number</strong> is an Optional field used as a department reference when applicable. The field has a maximum of 10 characters.</td>
</tr>
<tr>
<td>68.</td>
<td>The <strong>Year</strong> field will auto populate with the current fiscal year. If you need to change it, select the applicable year in the drop down and then click the <strong>refresh</strong> button.</td>
</tr>
<tr>
<td>69.</td>
<td>The <strong>Total Amount</strong> field is display only. The amount will display when the document <strong>Accounting Lines</strong> are saved.</td>
</tr>
<tr>
<td>70.</td>
<td>Click the “<strong>hide</strong>” button on the <strong>Document Overview</strong> tab.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>71.</td>
<td>The accounts and object codes for which budgets are being adjusted are entered on the <strong>Accounting Lines</strong> tab. The <strong>From/Decrease</strong> section will decrease an account budget by the amount specified, and the <strong>To/Increase</strong> section will increase an account budget by the amount specified. <strong>Note:</strong> A budget can be decreased in single or multiple <strong>From/Decrease</strong> lines and/or increased in single or multiple <strong>To/Increase</strong> lines.</td>
</tr>
<tr>
<td>72.</td>
<td>Click the “<strong>Chart Code</strong>” drop down list box in the <strong>To/Increase</strong> section and select the “<strong>MA</strong>” option for this example.</td>
</tr>
<tr>
<td>73.</td>
<td>Click in the “<strong>Account Number</strong>” field and enter “<strong>2248982</strong>”</td>
</tr>
<tr>
<td>74.</td>
<td>Click in the “<strong>Object Code</strong>” field and enter “<strong>0794</strong>”</td>
</tr>
</tbody>
</table>
| Note: Respective campuses will determine which set of Budget Pool codes will be used for appropriated funds:

**Set 1**

**Income Budgets**

“A100” for Carryover Budget
“A200” for New Allocation Budget
“A300” for One-Time Transfer Budget

Projected Revenue: should be entered as an Income budget using the actual revenue object odes used by the fund.

**Expenditure Budgets**

“B020” for Personnel Cost Budget Pool
“B040” for Other Current Expenditures Budget Pool

**Set 2**

**Income Budgets**

“A100” for Carryover Budget
“A200” for New Allocation Budget
“A300” for One-Time Transfer Budget

Projected Revenue: should be entered as an Income budget using the actual revenue object odes used by the fund.

**Expenditure Budgets**

“B100” for Regular Employee Payroll
“B200” for Non-Regular Employee Payroll
“B300” for Lecturer Payroll
“B400” for Student Help Payroll
“B500” for Other Personal Services
“B600” for Other Current Expense
“B700” for Equipment
“B800” for Motor Vehicle
### Contracts and Grants

The following set of Budget Pool codes should be used for Contracts and Grants accounts:

- **"C100"** for Salaries & Wages
- **"C101"** for Overload
- **"C102"** for Casual
- **"C103"** for Student Help – Regular
- **"C104"** for Student Help – Work Study
- **"C105"** for Fringe Benefits
- **"C106"** for Services – Fee Basis
- **"C107"** for Material & Supplies
- **"C108"** for Travel – Domestic
- **"C109"** for Travel – International
- **"C110"** for Print & Publications
- **"C111"** for Utilities & Communication
- **"C112"** for Rentals
- **"C113"** for Repairs
- **"C114"** for Tuition
- **"C115"** for Stipends & Allowances
- **"C116"** for Equipment
- **"C117"** for Others
- **"C990"** for Indirect Cost
### Step # Procedure

**76.** **Note:** The Amount of budget to be moved in the current fiscal year is entered in the **Current Amt** field.

Click in the “**Current Amt**” field and enter “**100,000**”

**77.** **Note:** The **Base Amt** field is required when loading original annual budgets. Subsequent budget adjustments will be made to the “Current Amt” only. The Current Budget is used for budget-to-actual reporting.

Click in the “**Base Amt**” field and enter “**100,000**”
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>78.</td>
<td>Click the “add” button in the Actions field.</td>
</tr>
<tr>
<td>79.</td>
<td>Click the “Chart Code” drop down list box to the new add row in the To/Increase section to add a second row and select the “MA” option for this example.</td>
</tr>
<tr>
<td>80.</td>
<td>Click in the “Account Number” field and enter “2248982”</td>
</tr>
<tr>
<td>81.</td>
<td>Click in the “Object Code” field and enter “B040”</td>
</tr>
<tr>
<td>82.</td>
<td>Click in the “Current Amt” field and enter “90,000”</td>
</tr>
<tr>
<td>83.</td>
<td>Click in the “Base Amt” field and enter “90,000”</td>
</tr>
<tr>
<td>84.</td>
<td>Click the “show” button for the Monthly Lines section.</td>
</tr>
<tr>
<td>85.</td>
<td>The Monthly Lines section allows you to enter monthly budgets, if desired.</td>
</tr>
<tr>
<td>86.</td>
<td>Click the “hide” button on the Monthly Lines section.</td>
</tr>
<tr>
<td>87.</td>
<td>Click the “add” button in the Actions field.</td>
</tr>
<tr>
<td>88.</td>
<td>Click the “save” button.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>89.</td>
<td><strong>Note:</strong> Be sure to verify you receive a “Document was successfully saved.” message at top of the page.</td>
</tr>
<tr>
<td>90.</td>
<td>Click the “hide” button on the Accounting Lines tab.</td>
</tr>
<tr>
<td>91.</td>
<td>Click the “show” button on the General Ledger Pending Entries tab.</td>
</tr>
<tr>
<td>92.</td>
<td>The <strong>General Ledger Pending Entries</strong> data will display until the document is submitted and the transactions are posted to the General Ledger during the nightly batch process.</td>
</tr>
<tr>
<td>93.</td>
<td>Click the “hide” button on the General Ledger Pending Entries tab.</td>
</tr>
<tr>
<td>94.</td>
<td>Enter any <strong>Notes and Attachments</strong>, and/or add <strong>Ad Hoc Recipients</strong> as necessary on the corresponding tabs.</td>
</tr>
<tr>
<td>95.</td>
<td>Click the “submit” button.</td>
</tr>
</tbody>
</table>
96. Be sure you receive a "Document was successfully submitted" message at the top of the page.

**Note:** If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.

97. Click the "show" button on the **Route Log** tab.

98. **Approvals**

The **Single-Sided Budget Adjustment** Document is approved as **FINAL** by the initiator if the following conditions are met:

- The account is not a General Fund account
- The fund group on the account is not CG (Contract and Grants)

If accounts belonging to more than one Fiscal Officer are being the adjusted,
the Fiscal Officer for each account must approve the document.

If the previous conditions are not met, the document continues with standard financial document routing based on the account numbers used on the document as follows:

- The fiscal officer for each account must approve.
- Organization review routing occurs for the organization that owns each account (optional by chart).
- Sub-fund routing occurs (if specified) based on the sub-fund of each account.
- ORS will review/approve if the account is a Contracts & Grants account.

The document status becomes “FINAL” when the required approvals are obtained. The transaction is posted to the G/L during the next G/L batch process.

99. Click the “close” button.

100. You have successfully completed the Process a Single-Sided Budget Adjustment tutorial.

101. End of Procedure

**Business Rules**

- Accounting line totals in the “From/Decrease” section do not need to balance to the accounting line totals in the “To/Increase” section.
- There are no restrictions on fund group (i.e., Fund Group 11, 12, etc.) or sub-fund group since these are one-sided budget entries.

**Exercise 3**

**Adjusting Budget During the Fiscal Year (Single-Sided BA)**

**Scenario 1:** For the same account above, you anticipate increased Revenue for the fiscal year, but in order to build reserves, expenditures will be decreased. Decrease MA 2248982, Object Code B040 with an amount of $5,000, and Increase MA 2248982, Object Code 0794 with an amount of $10,000.
Process a Transfer of Funds

Process

In this tutorial, you will learn how to Process a Transfer of Funds e-Doc.

The Transfer of Funds (TF) eDocs is used to transfer funds (cash) between accounts. There are two kinds of transfer transactions, mandatory and non-mandatory. Mandatory transfers are required to meet contractual agreements. Specific object codes are used to identify these transactions. Non-mandatory transfers are allocations of unrestricted cash between fund groups or accounts, which are not required by any external agreements. The most common non-mandatory transfers recorded by the University are transfers of tuition cash from the tuition revenue control account to the college/department expending accounts.

Navigation: Main Menu>Transactions>Financial Processing>Transfer of Funds

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>102.</td>
<td>Click the “Transfer of Funds” link.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>103.</td>
<td>Click in the “<strong>Description</strong>” field.</td>
</tr>
<tr>
<td>104.</td>
<td><strong>Note</strong>: Prefix the description with your 3 digit FO code and a short description of your transaction. Enter “<strong>073-Tuition Cash Transfer</strong>” in the <strong>Description</strong> field.</td>
</tr>
<tr>
<td>105.</td>
<td>Click in the “<strong>Explanation</strong>” field.</td>
</tr>
<tr>
<td>106.</td>
<td>Although it is not a system required field, UH is requiring that the <strong>Explanation</strong> field is used to give a more detailed explanation of the <strong>Description</strong>.</td>
</tr>
<tr>
<td>107.</td>
<td>The <strong>Organization Document Number</strong> field is <strong>Optional</strong> and used for departmental purposes.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>-------</td>
<td>-----------</td>
</tr>
<tr>
<td>108.</td>
<td>The <strong>Total Amount</strong> field is display only. The amount will display when the document <strong>Accounting Lines</strong> are saved.</td>
</tr>
<tr>
<td>109.</td>
<td>Click the &quot;<strong>hide</strong>&quot; button on the <strong>Document Overview</strong> tab.</td>
</tr>
</tbody>
</table>
| 110.  | The **FROM** section of the transaction represents a decrease in cash or where the cash is being transferred from.  
The **TO** section of the transaction represents an increase in cash or where the cash is being transferred to. |
<p>| 111.  | Click the &quot;<strong>Chart Code</strong>&quot; drop down list box in the <strong>From</strong> section and select the &quot;<strong>MA</strong>&quot; option for this example. |
| 112.  | Click in the &quot;<strong>Account Number</strong>&quot; field and enter &quot;<strong>2210393</strong>&quot; |
| 113.  | Click in the &quot;<strong>Object Code</strong>&quot; field and enter &quot;<strong>1519</strong>&quot; |
| 114.  | Click in the &quot;<strong>Amount</strong>&quot; field and enter &quot;<strong>1,000</strong>&quot; |
| 115.  | Click the &quot;<strong>add</strong>&quot; button in the <strong>Actions</strong> field. |</p>
<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>116.</td>
<td>Click the <strong>Chart Code</strong> drop down list box in the <strong>To</strong> section and select the <strong>“MA”</strong> option for this example.</td>
</tr>
<tr>
<td>117.</td>
<td>Click in the <strong>Account Number</strong> field and enter <strong>“2014003”</strong></td>
</tr>
<tr>
<td>118.</td>
<td>Click in the <strong>Object Code</strong> field and enter <strong>“1419”</strong></td>
</tr>
<tr>
<td>119.</td>
<td>Click in the <strong>Amount</strong> field and enter <strong>“1,000”</strong></td>
</tr>
<tr>
<td>120.</td>
<td>Click the <strong>add</strong> button in the <strong>Actions</strong> field.</td>
</tr>
<tr>
<td>121.</td>
<td>Click the <strong>hide</strong> button on the <strong>Accounting Lines</strong> tab.</td>
</tr>
<tr>
<td>122.</td>
<td>Click the <strong>save</strong> button.</td>
</tr>
<tr>
<td>123.</td>
<td><strong>Note</strong>: Be sure to verify you receive a “<strong>Document was successfully saved.</strong>” message at top of the page.</td>
</tr>
<tr>
<td>124.</td>
<td>Click the <strong>show</strong> button on the <strong>General Ledger Pending Entries</strong> tab.</td>
</tr>
<tr>
<td>125.</td>
<td>The <strong>General Ledger Pending Entries</strong> data will display until the document is submitted and the transactions are posted to the General Ledger during the nightly batch process.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>126.</td>
<td>Click the “hide” button on the General Ledger Pending Entries tab.</td>
</tr>
<tr>
<td>127.</td>
<td>Enter any Notes and Attachments, and/or add Ad Hoc Recipients as necessary on the corresponding tabs.</td>
</tr>
<tr>
<td>128.</td>
<td>Click the “submit” button.</td>
</tr>
<tr>
<td>129.</td>
<td>Be sure you receive a “Document was successfully submitted” message at the top of the page. <strong>Note:</strong> If there are errors on the document it will not submit successfully. You will receive a message in red text of the issues with the document. You will need to make the changes and then resubmit the document at the bottom of the page until you receive the success message.</td>
</tr>
<tr>
<td>130.</td>
<td>Click the “show” button on the Route Log tab.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
131. | Review the workflow in the **Pending Action Requests** section of the **Route Log**.
132. | Click the “close” button.
133. | You have successfully completed the **Process a Transfer of Funds** tutorial.

**End of Procedure**
Exercise 4

Transfer of Funds

Scenario 1: In this exercise you will transfer cash from the Manoa tuition revenue control account 2210393, object code 1519 to your college tuition and fee expending account 2014003, object code 1419 based on the allocation received for the 2nd quarter.

Scenario 2: In this exercise you will transfer cash from your college tuition and fee expending account 2014003, object code 1419 to your department tuition and fee expending account 2014005, object code 1419 based on the department expenditures for the 2nd quarter.

Scenario 3: In this exercise you will transfer cash from your department operating account 2017309, object code 1387 to the Bond debt service account 8082950, object code 1217 to pay for the bond payment due on June 15th.
View Available Balances

Process

In this tutorial you will learn how to View Available Balances.

Viewing Available Balances allows the retrieval of General Ledger balances by account or other data in a format that combines the impact of multiple transactions including budgets, pending entries and available balances.

**Navigation**: Main Menu>Balance Inquiries>Available Balances

<table>
<thead>
<tr>
<th>Step #</th>
<th>Procedure</th>
</tr>
</thead>
<tbody>
<tr>
<td>134.</td>
<td>Click the “Available Balances” link.</td>
</tr>
<tr>
<td>Step #</td>
<td>Procedure</td>
</tr>
<tr>
<td>--------</td>
<td>-----------</td>
</tr>
<tr>
<td>135.</td>
<td>Click in the “Chart Code” field. Enter “MA” in the Chart Code field.</td>
</tr>
<tr>
<td>136.</td>
<td>Click in the “Account Number” field. Enter “2014004” in the Account Number field.</td>
</tr>
<tr>
<td>137.</td>
<td>Click the “search” button.</td>
</tr>
</tbody>
</table>
Step # | Procedure
--- | ---
138. | There are two rows with the **Account Number** you searched for. Notice the **Accounts** have different **Object Codes**.

<table>
<thead>
<tr>
<th>Account Number</th>
<th>Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>3014004</td>
<td>5010</td>
</tr>
<tr>
<td>2014004</td>
<td>9902</td>
</tr>
</tbody>
</table>

139. | The **Available Balances Lookup** search results page displays the **Budget Amount**, **Actuals Amount**, **Encumbrance Amount**, and **Variance** for each **Account**.

<table>
<thead>
<tr>
<th></th>
<th>Budget Amount</th>
<th>Actuals Amount</th>
<th>Encumbrance Amount</th>
<th>Variance</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>0.00</td>
<td>(82,529.61)</td>
<td>0.00</td>
<td>(82,529.61)</td>
</tr>
<tr>
<td>2018</td>
<td>9.90</td>
<td>(82,529.61)</td>
<td>0.00</td>
<td>(82,529.61)</td>
</tr>
</tbody>
</table>

140. | You have successfully completed the tutorial on how to **View Available Balances**.  
End of Procedure
Exercise 5

View Balances by Consolidation

In this exercise you will review an account balance by consolidation.

Scenario 1

The Chart Code = MA, the Fiscal Year = 2013, and the Account Number = 1001964

(Hint: you will also need to search with the Consolidation option, include the Cost Share Sub-Accounts, and Include All Ledger Pending Entries.)

1. What is the Consolidation Code? ________________________________
2. What is the Actuals Amount? ________________________________
3. What is the Variance? ________________________________
4. What is the Available Balance? ________________________________

Exercise 6

View Cash Balances

In this exercise you will review the cash balances on an account.

Scenario 1

The Chart Code = MA, the Fiscal Year = 2013, and the Account number begins with ‘1’.

Choose an account from the list:

1. What is the Account Number? ________________________________
2. What is the Beginning Balance Line Amount? ________________________________
3. What is the Available Cash Balance? ________________________________
Helpful FAQs

How Does KFS Process Budgets?

KFS has 2 eDocs that are used to load or adjust budgets. Object codes have been established to enter budgets in various budget pools. Data can be uploaded to the Budget Adjustment eDocs from an Excel spreadsheet using an import feature.

Budgets will be entered for appropriated funds at the Budget Plan ID level or lower, based on instructions from the respective campus Budget Offices. Reports to assist in monitoring/managing budgets are available via eThority. These reports proved a means of tracking budget-to-actual status at varying levels (by account, Fiscal Officer, Budget Plan ID, etc.)

Budgets will be entered for all extramural Contract and Grant accounts similar to how it has been done in FMIS/Fast Track.

Account Numbers

The KFS Account number is used to track budgets, revenues and expenses, and assets and liabilities for a given purpose. The Account is a 7-digit number and is generally unique across charts.

- What do the KFS Accounts look like?

  The KFS account is very similar to the FMIS account. The only differences are 7 digits instead of 6 digits and a single self balancing account instead of separate GL and SL accounts.
  The first digit of the account number will represent the source of funds:
  1 = General Funds
  2 = Special Funds
  3 = Revolving Funds
  4 = Private Funds
  5, 6 = Federal Funds
  7 = Loan Funds
  8 = Plant Funds
  9 = Agency and other Funds
Converted accounts from FMIS will have the last 6 digits be the same as the converted FMIS account. For example, FMIS account 134400 will become 1134400 and FMIS account 654937 will become 6654937.

- **Do any of the digits of the Account number represent logical data?**
  The first digit of the account number represents the source of funds.
  1=General funds
  2=Special Funds
  3=Revolving Funds
  4=Private/Trust Funds
  5, 6=Federal Funds
  7=Loan Funds
  8=Plant Funds
  9=Agency and Other Types of Funds.

- **How do I create a new account?**
  KFS has an account maintenance document that will be initiated by the campus field user. The maintenance document will be routed to the fiscal officer, campus budget office (ad hoc), campus chart manager and central system chart manager for review and approvals.

  The campus field user should enter a temporary account number using the following convention: [Fund Type-Alpha] [3 digit FO Code] [3 digit sequence number]

  CG account numbers will be assigned by the Office of Research Services (ORS).

- **Who will setup sponsored project accounts?**
  ORS

- **Why are there two accounts with the same number but with different chart codes (e.g., MA and NI)? What is the NI chart?**
  The NI chart will be used to record non-imposed fringe costs. These fringes are paid by the State of Hawaii and UH does not record it in our financial system during the normal fiscal year. UH reports these costs as part of its financial...
statements. Common non-imposed accounts are General Funds and S397 accounts. KFS will have matching accounts on the operational chart (e.g., MA, HI, HO, KA, etc) and the NI chart.

Notes: