

# Single Sided Budget Adjustment

## Document Overview:

The Single Sided Budget Adjustment (SSBA) is primarily used by The Budget Office for unique purposes. Such as: to establish carryforward, process payments of central loans, and create budget for new Work In Progress accounts. Unlike a regular budget adjustment, the SSBA does not require to balance the account line amounts on both the “To” and “From” side of the document. You are able to only have one accounting line added on the “To” or “From” side of the document to be able to submit the document. If a department is considering creating an SSBA first reach out to the Budget Office to see if this is the correct document to use.

The document has a From/Decrease section and a To/Increase section.

The screenshot displays the 'Accounting Lines' interface, which is divided into two main sections: 'From/Decrease' and 'To/Increase'. Each section contains a table with columns for \* Chart Code, \* Account Number, Sub-Account Code, \* Object Code, Sub-Object Code, Project Code, Organization Reference Id, Current Amt, Base Amt, and Actions. The 'From/Decrease' section is currently active, showing a 'CO' dropdown and a '0.00' value in the 'Current Amt' column. Below the table, there is a 'Line Description' field and a 'Monthly Lines' section with a 'show' button. The 'To/Increase' section is identical but currently empty.

If the budget needs to be decreased, then the account information will be put in the From section. If the budget needs to be increased, then the account information will be put in the To section.

To be able to create this document the user must have Role 54 in Quali.

## How to Complete the Document:

The Document Overview section contains the fields titled “Description” as well as “Explanation”. It is required that the description field is populated for every KFS document created. The Description field should include a brief statement of the document’s purpose. The description should be concise since the field is limited to 40 characters. The “Explanation” field can be used to elaborate on the description since the character restriction in the Explanation field exceeds 400 characters. The goal between the Description and Explanation is to provide a clear understanding of the document’s purpose in the event the reviewer/approver needs further information or for audit purposes.

Document Overview hide

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Document Overview

* Description: FY17-18 DFC's RARSP VPR	Explanation:
Organization Document Number:	

Financial Document Detail

The Accounting Lines section is where the initiator inputs which account and object code the budget needs to decrease or increase from.

Accounting Lines hide

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Accounting Lines hide detail

From/Decrease

To/Increase

	* Chart Code	* Account Number	Sub-Account Code	* Object Code	Sub-Object Code	Project Code	Organization Reference Id	Current Amt	Base Amt	Actions
	CO Colorado State University	1678000 Ra/Rsp Vp Research-Control Act		6200 Budget Other Operating Expenses				1,094,363.00	0	
1	Line Description									
Monthly Lines <span>show</span>										

It is recommended supporting documentation be attached to the transaction for an audit trail. It is required to be in PDF format within the Notes and Attachments section. The documentation can be an email, spreadsheet or document like an MOU, etc. that further explains why the adjustment is needed and answers any questions related to the transaction being submitted so the reviewer and approvers of the transaction get a clear understanding and eliminates the need to contact the initiator for further explanations

Notes and Attachments (1) hide

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Notes and Attachments

	Posted Timestamp	Author	* Note Text	Attached File	Notification Recipient	Actions
add:				<input type="button" value="Browse..."/> No file selected. <input type="button" value="CANCEL"/>		<input type="button" value="add"/>
1	12/15/2017 10:38 AM	Hall, Cheyenne Michelle	Back up	Carryforward_DFC FY17 to FY18_2017_09_27 Back up.pdf (109 KB, application/pdf)		<input type="button" value="delete"/> <input type="button" value="send"/>

**Document Routing:**

This document routes to the Fiscal Officer, Organization approver, and Division Approver (only if document is over \$10,000). In the screen shot that follows, the document was ad hoc routed to Angela Nielsen. When ad hoc is used, it first goes to that individual before it goes through the normal routing.

Route Log					
ID: 14220842					
Title: Single Sided Budget Adjustment - FY17-18 DFC's RARSP VPR					
Type	Single Sided Budget Adjustment	Created	10:36 AM 12/15/2017		
Initiator	Hall, Cheyenne Michelle	Last Modified	08:52 AM 12/19/2017		
Route Status	FINAL	Last Approved	08:52 AM 12/19/2017		
Node(s)	CampusServiceReviewer	Finalized	08:52 AM 12/19/2017		
Actions Taken					
Action	Taken By	For Delegator	Time/Date	Annotation	
SAVED	Hall, Cheyenne Michelle		10:40 AM 12/15/2017		
COMPLETED	Hall, Cheyenne Michelle		10:41 AM 12/15/2017		
		Action	Requested Of	Time/Date	Annotation
		APPROVE	Budget Office	08:52 AM 12/19/2017	KFS-SYS Sub-Fund Reviewer RARSP SSBA
		COMPI FTE	Hall, Cheyenne Michelle	10:40 AM 12/15/2017	
APPROVED	Nielsen, Angela C.			03:30 PM 12/15/2017	
		Action	Requested Of	Time/Date	Annotation
		APPROVE	Nielsen, Angela C.	10:41 AM 12/15/2017	Ad Hoc Routed by chey11@colostate.edu
APPROVED	Bohm Small, Ann E.			04:45 PM 12/15/2017	
		Action	Requested Of	Time/Date	Annotation
		APPROVE	Bohm Small, Ann E.	03:30 PM 12/15/2017	KFS-SYS Fiscal Officer CO 1678000
APPROVED	Harrnaton, Pamela S.			08:52 AM 12/19/2017	
		Action	Requested Of	Time/Date	Annotation
		APPROVE	ORG 2001	04:45 PM 12/15/2017	KFS-SYS Accounting Reviewer CO 99999999 SSBA 2001 0
		APPROVE	DIV-UA	04:45 PM 12/15/2017	KFS-SYS Accounting Reviewer CO 99999999 SSBA UA 10000

**Document Exceptions/Restrictions:**

Below are the list of parameters related to the SSBA document. If the Constraint Code is "A" it means "Allowed" and if "D" it means "Disallowed".

Namespace Code	Component	Application ID	Parameter Name	Parameter Description	Parameter Value	Parameter Constraint Code
KFS-FP	SingleSidedBudgetAdjustment	KFS	OBJECT_CODES	Object Code(s) restricted from use on th...	2000;2100;2200;2300;2400;2500;2600;2700;...	D
KFS-FP	SingleSidedBudgetAdjustment	KFS	OBJECT_SUB_TYPES	Object Sub-Type(s) restricted from use o...	CA;AR;MT;AM;BD;CM;SO;CS;CF;LA;LE	D
KFS-FP	SingleSidedBudgetAdjustment	KFS	SUBFUNDS	Allow only these Subfunds from Single Si...	CPLB;CPAD;CPOTH;CPRR;RESERV;CAPGEN;CAPAU...	A

Below is the allowed parameters:

- Allows the use of the following subfunds:  
CPLB;CPAD;CPOTH;CPRR;RESERV;CAPGEN;CAPAUX;RECHAR;GENOP;SPWIP;INSURE;RARSP;EG;PVM;EXP  
STA;EXTEN;CSFS;CSFSSF;HEAFOR;WPF;WERF;FRP;PVMSTA;ENTERP;GIFT;ATHLET;1EG;1GIFT;1ATHLE;1G  
ENOP;1CAPAU;1CAPGE;1RESER;1CPRR;1CPOTH;1CPAD;1CPLB;DCESUP;SUSPEN;1AEP;1RARSP;1DCESU;B  
OG;1RECHA

Below is the explanation of the restrictions:

- The following object codes are restricted from use on this document:  
2000;2100;2200;2300;2400;2500;2600;2700;6050
- The following Object Sub Types are restricted from use on this document:  
CA;AR;MT;AM;BD;CM;SO;CS;CF;LA;LE