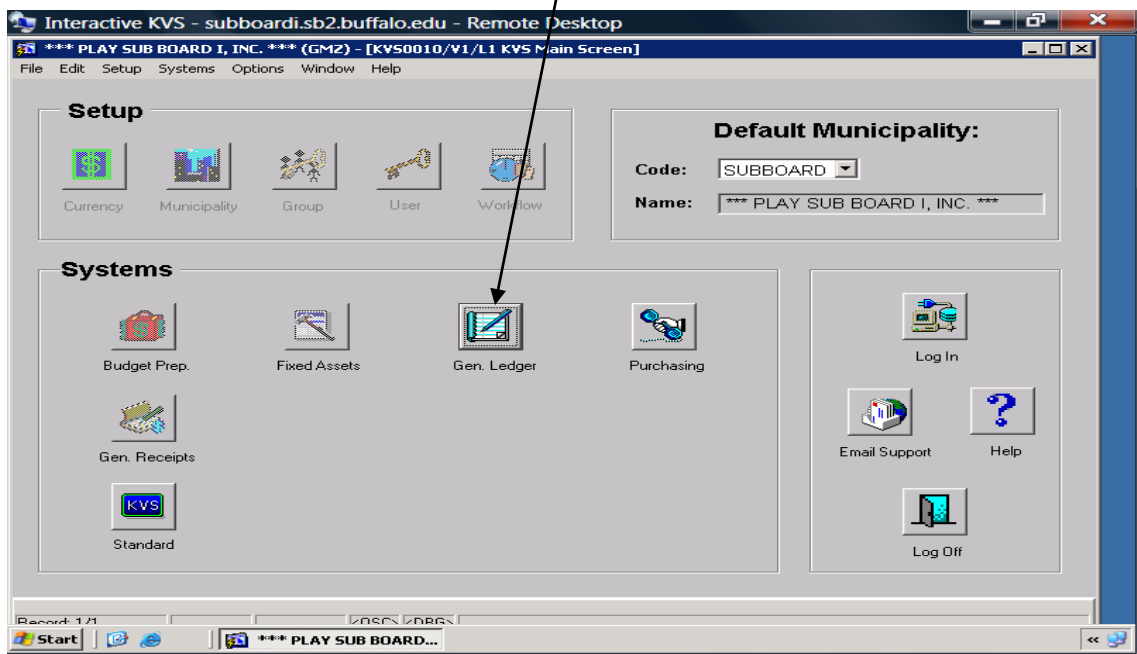


ON-LINE BUDGET ADJUSTMENT

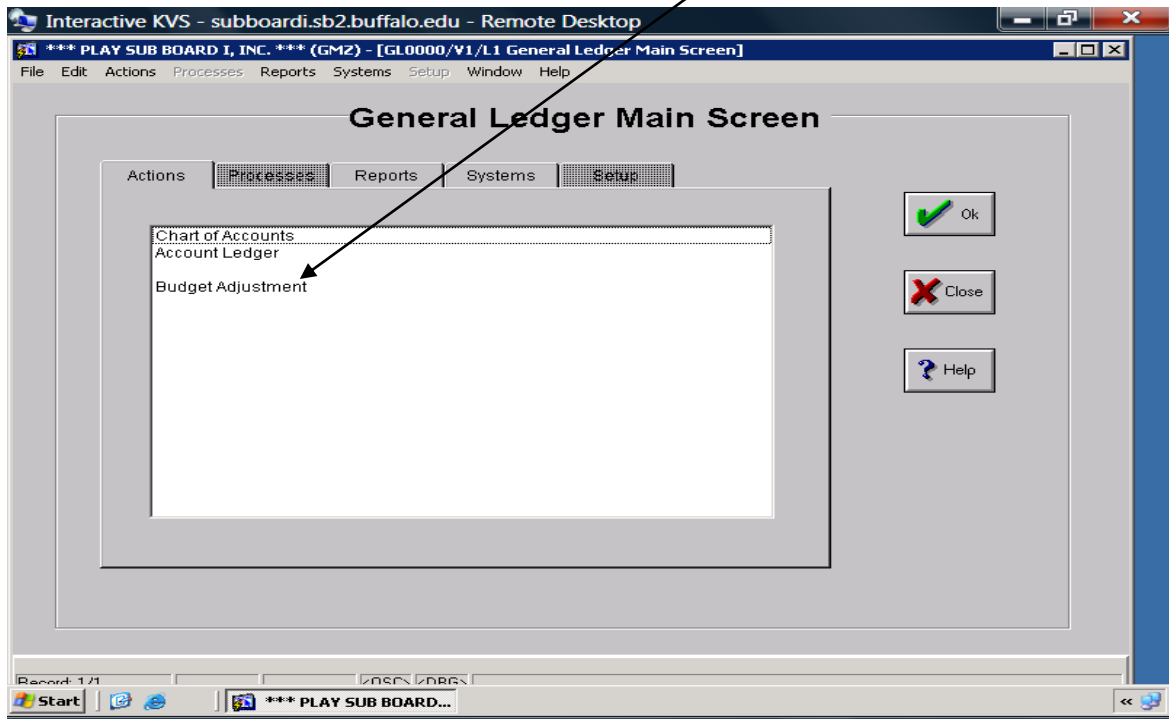
If you have been set up for Budget Adjustment Workflow, you can enter your budget adjustments on-line directly into the KVS Financial Management System. The budget adjustments can then be electronically approved, creating a completely paperless budget adjustment process.

Getting Started: How to Enter a Budget Adjustment

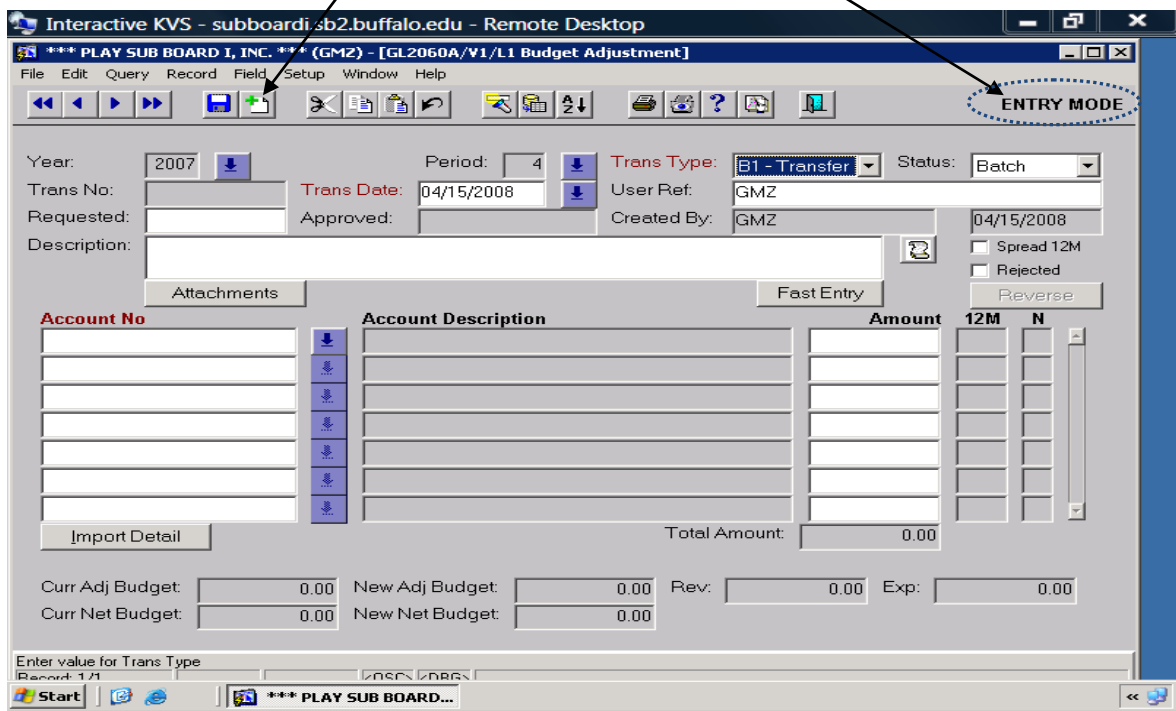
- Log on to the SBI Website (subboard.com)
- Click the “**Accounting**” tab.
- Click on “**KVS**”
- Click on “**Connect**” to connect to the Remote Terminal.
- Log onto the Remote Terminal with your UBIT Name and Password.
- At the KVS Login Screen, Log in with your UBIT Name and Password.
- After logging into KVS, select the **General Ledger** option from the Main Screen:



- At the General Ledger Main Screen, click on “**Budget Adjustment**”:



- This will open the Budget Adjustment screen in “**Entry Mode**”. (If you are not in Entry Mode, click on the “**Plus Sign**” button to access Entry Mode):



- **FIRST:** You **MUST** change the “Trans Type” to **B3-Adjust** by clicking on the pull-down arrow. Please **DO NOT** use any Trans Type other than B-3:

- If you wish, you may enter the name or initials of the person requesting the Budget Adjustment in the “**Requested**” box (not required).
- You may also enter a description of the budget adjustment you are entering in the “**Description**” box (not required).

Interactive KVS - subboard.sb2.buffalo.edu - Remote Desktop

*** PLAY SUB BOARD 1, INC. *** (GMZ) - [GL2060A/V1/1.1 Budget Adjustment]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2007 Period: 4 Trans Type: B3 - Adjust Status: Batch

Trans No: Trans Date: 04/15/2008 User Ref: GMZ

Requested: ABC Approved: Created By: GMZ

Description: SBA-ALLOCATE EXCESS REVENUE FROM BARRISTERS BALL

Attachments Fast Entry Reverse

Account No. Account Description Amount 12M N

Import Detail Total Amount: 0.00

Curr Adj Budget: 0.00 New Adj Budget: 0.00 Rev: 0.00 Exp: 0.00

Curr Net Budget: 0.00 New Net Budget: 0.00

Record: 1/1

Start

- You must enter the account number that you are adjusting in the “**Account No**” box (required). If you need to look up the account number you are adjusting, use the pull-down arrow to open a list of the accounts in your user profile:

Year: 2007 Period: 4 Trans Type: B3-Adjust Status: Batch

Trans No: Trans Date: 04/15/2008 User Ref: GMZ

Requested: ABC Approved: Created By: GMZ

Description: SBA-ALLOCATE EXCESS REVENUE FROM BARRISTERS BALL

Attachments Fast Entry

Account No Account Description Amount 12M N

Import Detail Total Amount: 0.00

Curr Adj Budget: 0.00 New Adj Budget: 0.00 Rev: 0.00 Exp: 0.00

Curr Net Budget: 0.00 New Net Budget: 0.00

- Double click on the account you are adjusting to send it to the budget adjustment “**Account No**” box:

Acct No.: Description: Type: Grant/CapEx Code:

Show

Component Code

FUND DEPT ITEM PROJ LOC

Account No	Description	T	Grant	2007 Bud Bal	Bud Prep
003.0003.0100.0000.0000	BEGINNING CASH BALANCE	R		0.00	Bud Prep
003.0003.0101.0000.0000	STUDENT ACTIVITY FEES	R		51,880.06	Bud Prep
003.0003.0103.0000.0000	CASH SALES - MISCELLANEOUS	R		-3,761.00	Bud Prep
003.0003.0111.0000.0000	INTEREST REVENUE	R		0.00	Bud Prep
003.0003.0111.0099.0000	INTEREST REVENUE UNREALIZED GA	R		0.00	Bud Prep
003.0003.0167.0051.0000	GRANTS PROGRAMMING GRANTS	R		0.00	Bud Prep
003.0003.0243.0000.0000	SCHOLARLY PUBL. ON ACCOUNT	R		0.00	Bud Prep
003.0003.0402.0000.0000	CASH RETURNS	R		-29.64	Bud Prep

Enter value for Acct. No.

- If you wish to delete an entire line of the budget adjustment, make sure your cursor is on the line you wish to delete. Then click on **“Record”** on the menu bar at the top of the screen, and select **“Remove”** from the list of options:

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

*** PLAY SUB BOARD I, INC. *** (GMZ) - [GL2060A/V1/L1 Budget Adjustment]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2007 Period: 4 Trans Type: B3 - Adjust Status: Batch

Trans No: Trans Date: 04/15/2008 User Ref: GMZ

Requested: ABC Approved: Created By: GMZ 04/15/2008

Description: SBA-ALLOCATE EXCESS REVENUE FROM BARRISTERS BALL

Attachments Fast Entry Reverse

Account No	Account Description	Amount	12M	N
003.0003.0103.0000.0000	CASH SALES - MISCELLANEOUS	3,000.00	12M	N
003.4200.4682.0000.0000	SPECIAL ACTIVITIES	1,000.00	12M	N
003.1100.4102.0000.0000	TELEPHONES	-100.00	12M	N
003.4100.4111.0000.0000	CONFERENCES	950.00	12M	N
003.1100.4107.0000.0000	PUBLICITY/ADVERTISING	500.00	12M	N
003.1100.4123.0000.0000	SPEAKERS	650.00	12M	N
Total Amount:		6,000.00		

Import Detail

Curr Adj Budget: 2,500.00 New Adj Budget: 2,400.00 Rev: 3,000.00 Exp: 3,000.00

Curr Net Budget: 592.00 New Net Budget: 492.00

Record: 3/6

Start *** PLAY SUB BOARD... Reports Background Engine

- Once you have completed the budget adjustment, you must save it by clicking on the **“Diskette”** icon, or by closing the budget adjustment screen (**“Door”** icon):

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

*** PLAY SUB BOARD I, INC. *** (GMZ) - [GL2060A/V1/L1 Budget Adjustment]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2007 Period: 4 Trans Type: B3 - Adjust Status: Batch

Trans No: Trans Date: 04/15/2008 User Ref: GMZ

Requested: ABC Approved: Created By: GMZ 04/15/2008

Description: SBA-ALLOCATE EXCESS REVENUE FROM BARRISTERS BALL

Attachments Fast Entry Reverse

Account No	Account Description	Amount	12M	N
003.0003.0103.0000.0000	CASH SALES - MISCELLANEOUS	3,000.00	12M	N
003.4200.4682.0000.0000	SPECIAL ACTIVITIES	1,000.00	12M	N
003.1100.4102.0000.0000	TELEPHONES	-100.00	12M	N
003.4100.4111.0000.0000	CONFERENCES	950.00	12M	N
003.1100.4107.0000.0000	PUBLICITY/ADVERTISING	500.00	12M	N
003.1100.4123.0000.0000	SPEAKERS	650.00	12M	N
Total Amount:		6,000.00		

Import Detail

Curr Adj Budget: 15,000.00 New Adj Budget: 15,650.00 Rev: 3,000.00 Exp: 3,000.00

Curr Net Budget: 0.00 New Net Budget: 650.00

Enter value for Account No

Record: 6/6

Start *** PLAY SUB BOARD... Reports Background Engine

- If you would like a hard copy of the budget adjustment you may print it out by clicking on the **“Printer”** icon at the top of the screen.

Interactive KVS - subboardi.sb2.buffalo.edu - Remote Desktop

*** PLAY SUB BOARD I, INC. *** (GMZ) - [GL2060A/21/L1 Budget Adjustment]

File Edit Query Record Field Setup Window Help

ENTRY MODE

Year: 2007 Trans No: 00000000 Trans Date: 04/15/2008 Trans Type: B3 - Adjust Status: Batch

Requested: ABC Approved: User Ref: GMZ Created By: GMZ 04/15/2008

Description: SBA-ALLOCATE EXCESS REVENUE FROM BARRISTERS BALL

Attachments Fast Entry Reverse

Account No	Account Description	Amount	12M	N
003.0003.0103.0000.0000	CASH SALES - MISCELLANEOUS	3,000.00	12M	N
003.4200.4682.0000.0000	SPECIAL ACTIVITIES	1,000.00	12M	N
003.1100.4102.0000.0000	TELEPHONES	-100.00	12M	N
003.4100.4111.0000.0000	CONFERENCES	950.00	12M	N
003.1100.4107.0000.0000	PUBLICITY/ADVERTISING	500.00	12M	N
003.1100.4123.0000.0000	SPEAKERS	650.00	12M	N
	Total Amount	6,000.00		

Import Detail

Curr Adj Budget: 15,000.00 New Adj Budget: 15,650.00 Rev: 3,000.00 Exp: 3,000.00

Curr Net Budget: 0.00 New Net Budget: 650.00

Enter value for Account No Record: 6/6 List of Values <OSC> <DBG>

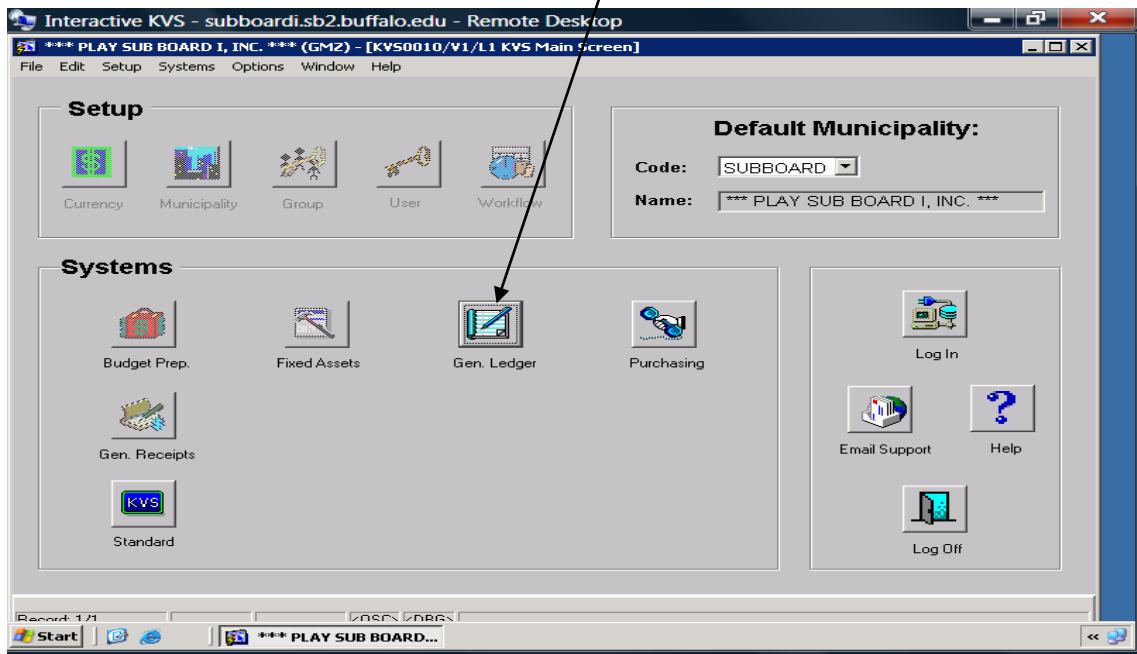
Start *** PLAY SUB BOARD...

The budget adjustment is now ready for approvals.

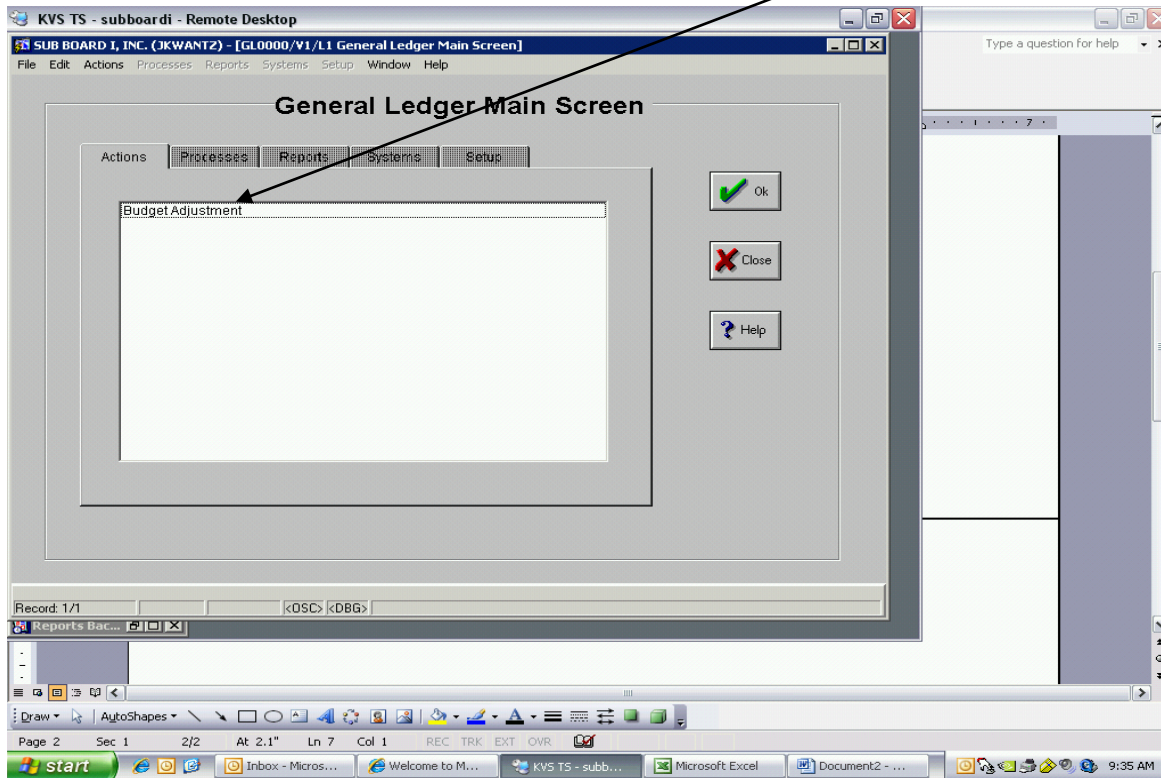
On-Line Budget Adjustment Approvals: How to Approve a Budget Adjustment

- Log on to the SBI Website (subboard.com)
- Click the **“Accounting”** tab.
- Click on **“KVS”**
- Click on **“Connect”** to connect to the Remote Terminal.
- Log onto the Remote Terminal with your UBIT Name and Password.
- At the KVS Login Screen, Log in with your UBIT Name and Password.

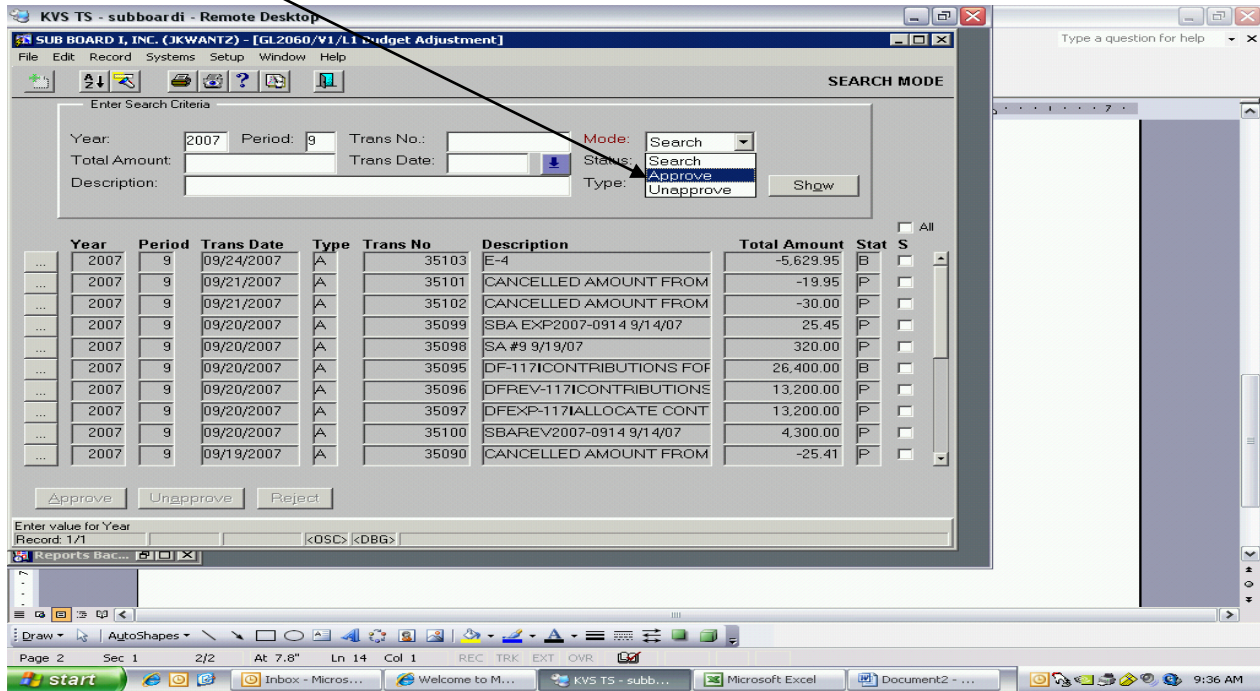
- At the KVS Main Screen click on “**Gen. Ledger**”:



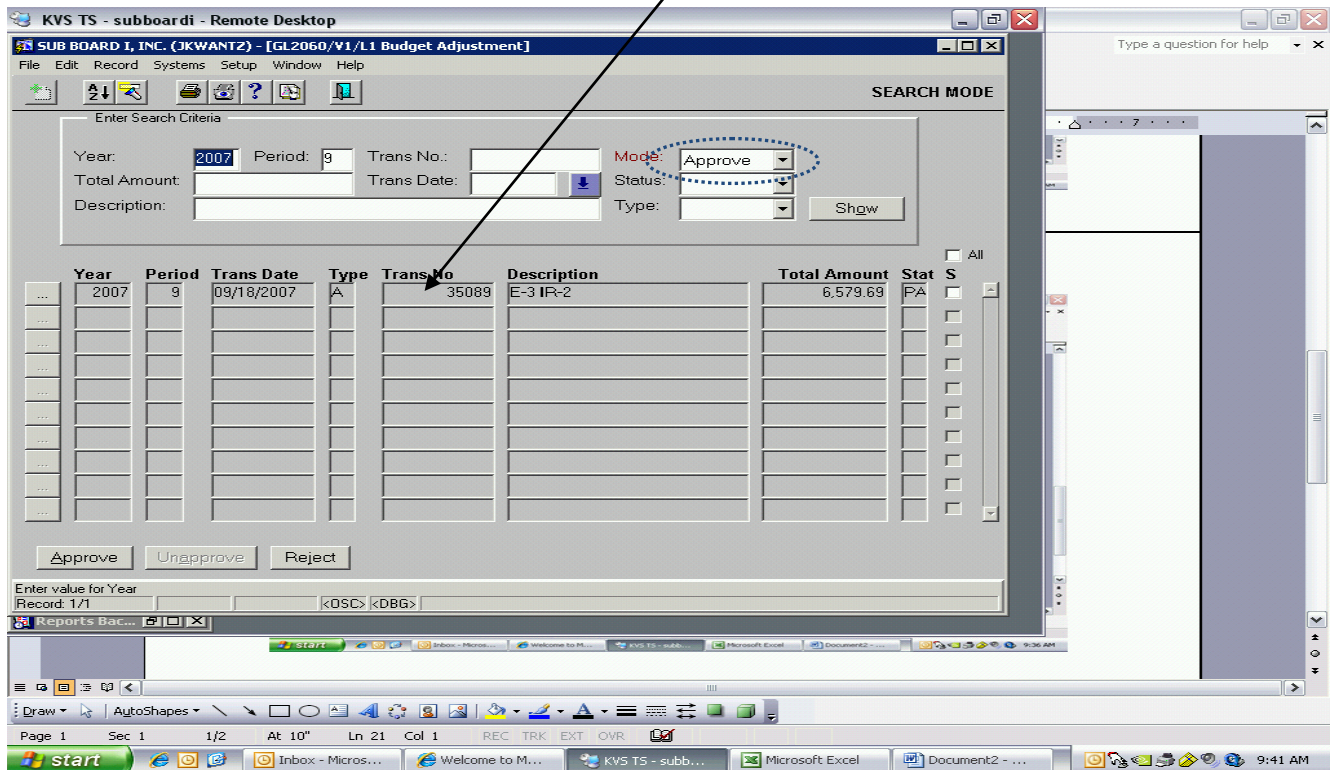
- From the General Ledger Main Screen, click on “**Budget Adjustment**”:



- From the Budget Adjustment Search Screen, change the mode from “Search” to “Approve”:



- In “Approve” Mode, double click on the Budget Adjustment to be approved:



- The budget adjustment will be displayed:

Account No	Account Description	Amount	12M	N
003.1600.4771.0000.0000	CHINESE STUDENT CLUB	600.00	12M	N
003.4300.4120.0000.0000	CO-SPONSORSHIPS	-1,770.00	12M	N
003.1500.4128.0000.0000	UNALLOCATED RESERVE	1,370.00	12M	N
003.1401.4466.0000.0000	DISC OF FREUDIAN FIELD	400.00	12M	N
003.0003.0103.0000.0000	CASH SALES - MISCELLANEOUS	600.00	12M	N
003.0003.3002.0000.0000	PRIOR YR ACCRUED PAYROLL	1,373.69	12M	N
003.0003.0111.0000.0000	INTEREST REVENUE	4,006.00	12M	N
Total Amount:		6,579.69		

Record: 1/1

Page 3 Sec 1 3/3 At 1" Ln 4 Col 1 REC TRK EXT OVR

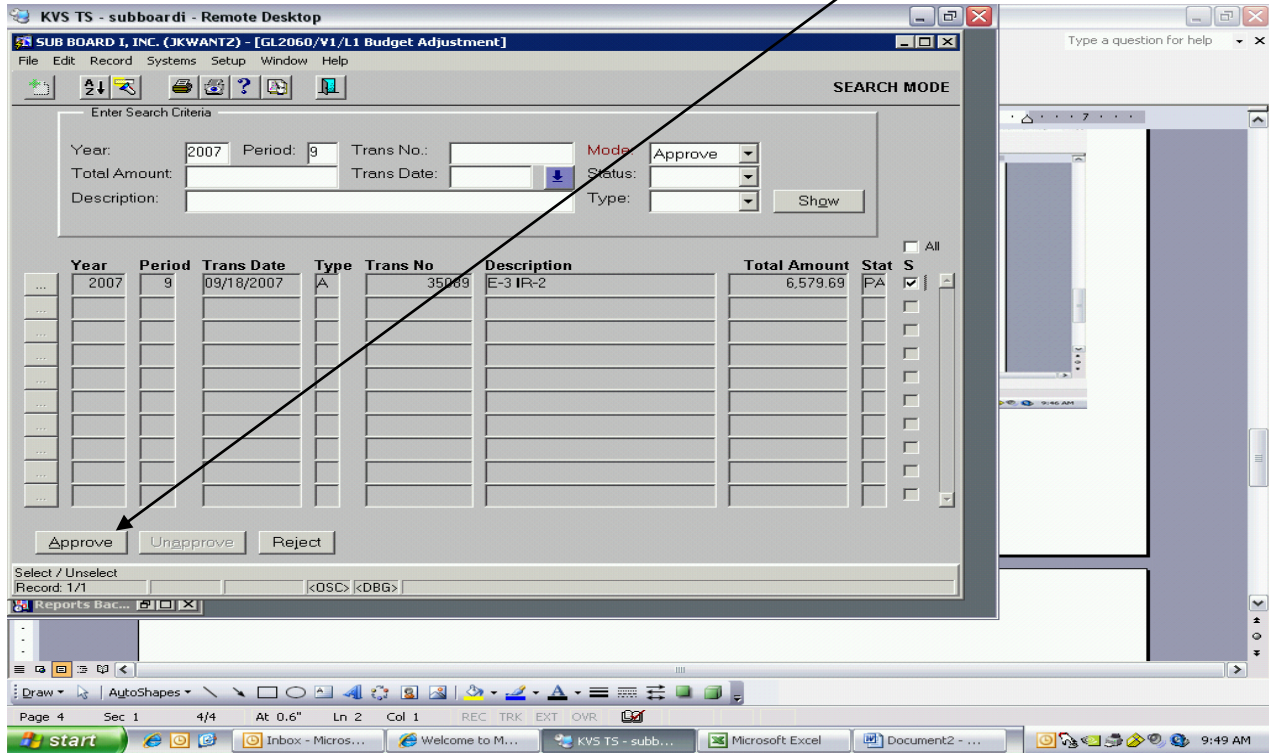
- After reviewing the budget adjustment, click on the “Blue Door” icon to return to the Approval Screen. Click on the “Select” button (“S”) on the line for the budget adjustment to be approved:

Year	Period	Trans Date	Type	Trans No	Description	Total Amount	Status
2007	9	09/18/2007	A	35089	E-3 IR-2	6,579.69	PA

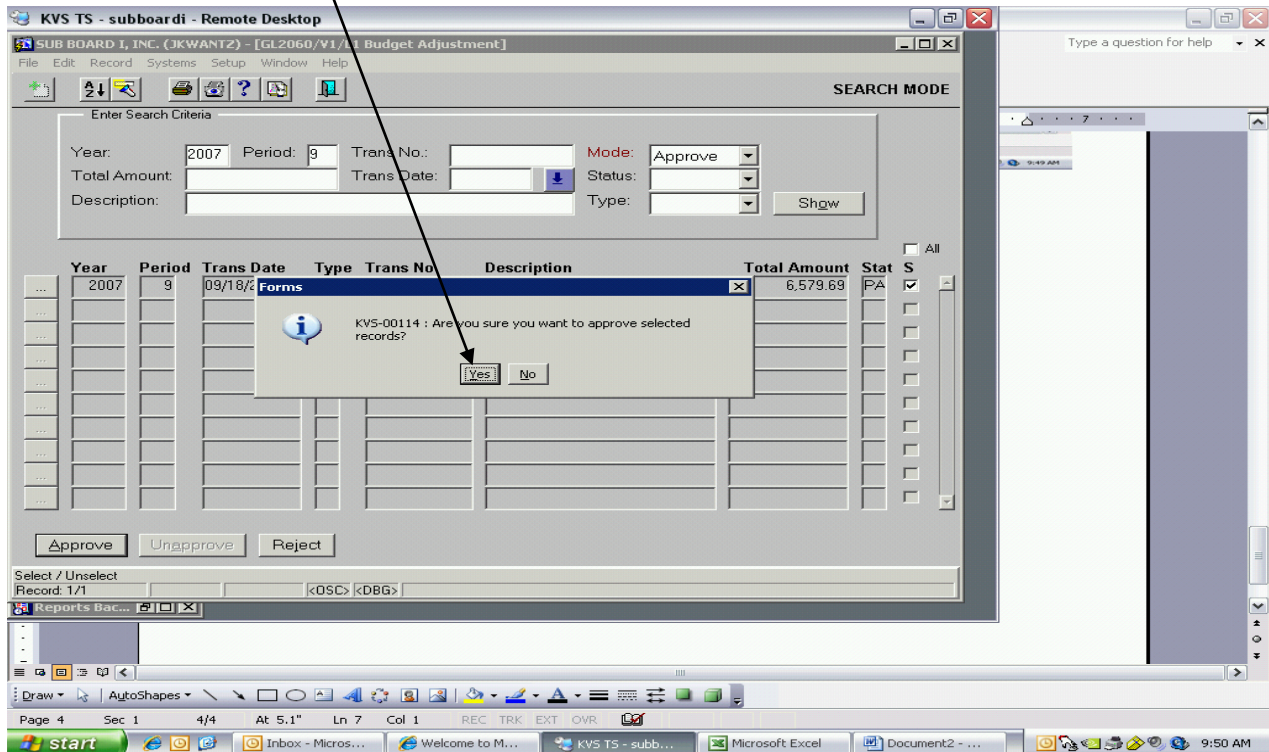
Record: 1/1

Page 3 Sec 1 3/3 At 6.1" Ln 9 Col 1 REC TRK EXT OVR

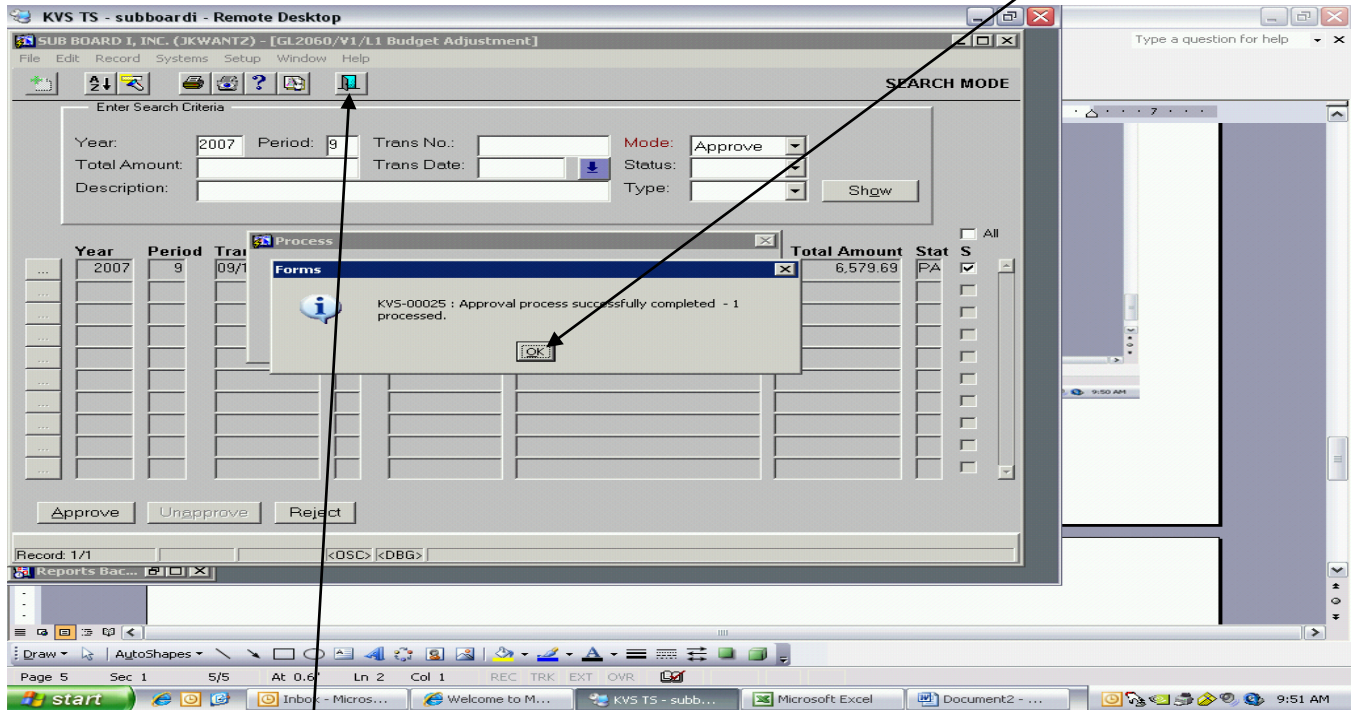
- To approve the selected budget adjustment, click on the “**Approve**” button:



- Click on the “**Yes**” button to approve:



- You will receive a message that the approval has been completed. Click the “OK” button:



- Click on the “Blue Door” icon to close the budget adjustment screen.

You may then log out of the KVS Financial Management System.

Budget Adjustment Workflow: Checking on the status of a budget adjustment

As part of the electronic workflow system, once you have entered and saved a budget adjustment, an e-mail message is automatically sent to the first Approver in the approval hierarchy. When that Approver approves the budget adjustment, a second e-mail will be sent to the next Approver in the approval hierarchy, and so on, until the budget adjustment is fully approved. The budget adjustment will then be updated to the budget (“Posted”) by SBI accounting personnel.

- You can check on the approval status of a budget adjustment from the “**Budget Adjustment Search Screen**” in the “**Status**” column
 - Status “**B**” (**Batch**): The budget adjustment has been entered and saved, but has not yet been approved by any of the Approvers.
 - Status “**PA**”(**Partially Approved**): The budget adjustment has been approved by at least one Approver, but the approval process has not been fully completed by all Approvers.
 - Status “**A**” (**Approved**): The budget adjustment is fully approved by all Approvers.
 - Status “**P**” (**Posted**): The budget adjustment has been posted (updated) to the budget.

Year	Period	Trans Date	Type	Trans No	Description	Total Amount	Stat
2007	4	04/15/2008	A	35796	GSA-1	500.00	B
2007	4	04/15/2008	A	35795	SBA-ALLOCATE EXCESS REV	6,000.00	PA
2007	4	04/02/2008	A	35794	TEST FOR WORKFLOW/UPD	250.00	A
2007	4	04/01/2008	A	35791	BUDGET ADJUSTMENT FRO	0.00	P
2007	4	04/01/2008	A	35792	BUDGET ADJUSTMENT FRO	0.00	P
2007	4	04/01/2008	A	35793	BUDGET ADJUSTMENT FRO	0.00	P

- You can also view a budget adjustment by double clicking on the line for the budget adjustment you wish to view.
- You can also view who has approved the budget adjustment (and who hasn't):

Account No	Account Description	Amount	12M	N
003.1100.4105.0000.0000	OFFICE SUPPLIES	250.00	12M	N