



## Departmental Guide to Budget Adjustments

Effective 1/1/2017

### Overview

This guide applies to the following funds.

- Education & General (E&G), including carryforward (110-241)
- Designated (301, 330-336, 610-620, 650)
- Auxiliary (310-325, 345-391, 630-636)
- Restricted (510, 660-680)
- Debt Service (711-743)

Questions regarding Sponsored Research (520-570) should be directed to Sponsored Research Administration, while questions regarding Capital Projects (801-899) should be directed to Accounting Services.

Prior to the start of each fiscal year, departments formulate an annual operating budget. Once approved, this budget is booked in the commitment control (KK) ledgers in the university's enterprise resource planning system, OMNI. Each department's spending is controlled by their expense budget. That is, a department cannot spend more than they have budgeted on a particular department-fund-account combination.

Annual operating budgets developed prior to the start of a fiscal year are based upon estimates and plans. As estimates become actuals and plans change, expense budgets in KK must be adjusted so that departments may continue to spend as needed.

### Types of Budget Adjustments

There are six types of budget adjustments used in OMNI.

- Budget Transfers
  - Recurring Transfer
  - Non-Recurring Transfer
- Budget Journals (*Budget Office use only*)
  - Recurring Original
  - Non-Recurring Original
  - Recurring Adjustment
  - Non-Recurring Adjustment

Recurring adjustments are used to make permanent changes to E&G budgets (excluding E&G Carryforward). Non-recurring adjustments are temporary, one-time adjustments, and will not carry forward to the next fiscal year. All adjustments for E&G Carryforward, Designated, Auxiliary, Restricted, and Debt Service funds are considered non-recurring.

Description		Type	Funds
Budget Transfers	Recurring Transfer	Permanent	E&G only
	Non-Recurring Transfer	Temporary	Any
Budget Journals ( <i>Budget Office use only</i> )	Recurring Original	Permanent	E&G only
	Non-Recurring Original	Temporary	Any
	Recurring Adjustment	Permanent	E&G only
	Non-Recurring Adjustment	Temporary	Any

## **Budget Transfers**

Budget transfers may be used to shift budget between departments and/or accounts. Budget may not be transferred between funds. Departmental personnel may be given access to enter and post budget transfers.

Some budget transfers must be entered and/or posted by the Budget Office.

- For funds 110, 121, 210, and 211 (E&G), transfers involving Salary (71xxxx), Special Categories (73xxxx), and Other (78xxxx) must be posted by the Budget Office.
- For funds 126, 140, 240, and 241 (E&G-Carryforward), transfers involving Other (78xxxx) and Unallocated Balance (999001) must be posted by the Budget Office.
- For non-E&G funds, variances between revenue budgets and actuals will not prevent departments from posting revenue or spending; however, revenue budget may be transferred between departments and/or accounts. These transfers must be entered and posted by the Budget Office. Contact the Budget Office to request a revenue budget transfer.

Departments are encouraged to attach any supporting documentation (e.g., memos or emails) to budget transfers in OMNI. Departments are also encouraged to use the “Notify” button in OMNI to let the Budget Office know that a transfer is ready to be posted.

Additional information regarding budget transfers is available in the [Budget Transfer Job Aid](#).

## **Budget Journals**

For non-E&G departments only, when budget is not available to transfer from another department and/or account, budget journals may be used to increase a department’s budget. These journals must be entered and posted by the Budget Office.

Departmental personnel should contact the Budget Office to request a budget journal. Requests must include an explanation of the need for the budget increase. (Please note: Budget increases will not be posted when there is sufficient budget available. That is, departments should request budget increases only when their available budget no longer covers anticipated needs.)

In cases where budget journals total greater than \$100,000 on a single department during a fiscal year, additional budget journals must be reviewed by the Chief Budget Officer before they may be posted.