

Frequently Asked Questions

1. Does the budget need to be adjusted with every transfer?
 - No, if you already budgeted for this transfer during Budget Construction and included the revenue/expense in your budget, there is no need to adjust again. A Budget Adjustment should only be done if the transfer was not originally budgeted and will change your year end forecast.
2. When can an account be closed?
 - An account can be closed when there is no beginning balance (object codes 3000, 3100 or 3150) assets (object codes beginning with 1) or liabilities (object codes beginning with 1) or encumbrances. To check, use the Available Balances Lookup in KFS.
3. Why was my edoc disapproved due to the description?
 - The document type and account numbers involved are already part of the document. The description should provide additional information as to the business purpose for the transaction. Descriptions such as “Budget Adjustment” or “Transfer between 4XXXXXX and 4XXXXXX” do not provide any additional information. The description field appears when running WebFOCUS reports.
4. How does the Generate BA button in a Transfer of Funds document work?
 - The generate BA Indicator can be used when a transfer was not originally budgeted. By checking off this indicator, the transfer in and out object codes (33xx and 32xx) will be increased. You will be required to enter an expense object code on the “To” side, which will also be increased (if multiple expense object codes need to be increased, use additional lines on the “To” side). The Expense budget will not be decreased on the “From” account, so you would need to submit an SSBA to decrease that budget if desired.
5. Why don't I see the transfer that I budgeted for?
 - By budgeting a transfer, you are saying that you are expecting the transaction to happen at some point in the year. The Transfer of Funds document still has to be done to actually move the funds.
6. Which edoc should I use for a co-sponsorship?
 - If the account receiving the funds is a 4 or 3 ledger, then an Internal Billing (IB) should be submitted by the department receiving the revenue. (Revenue object codes: for auxiliary use 4659, non-auxiliary use 4735. Expense object code us 6260). If the account receiving the funds is a 2 ledger, then either a Transfer of Funds (TF) or Distribution of Income (DI) can be used.
7. Can I make adjustments to the 4100 object code in my 2 ledger throughout the year?
 - No. Adjustments can't be made directly to the 4100, however any permanent transfers (TFs using object codes 3206/3306 and 3207/3307) that are completed will change your 4100 for the following Budget Construction cycle.
8. Now that transfers are allowed on 2 ledgers, can I transfer between 2 and 3 or 4 ledgers?
 - No, it is still important to keep the funding sources separate for reporting purposes.
9. Why can't a transfer be done between different fund sources?
 - It is important for reporting to the State to keep revenue sources separate. By keeping the funds separate, it makes it possible for us to show exactly how those funds were spent.

10. Do all my Foundation transactions have to flow through a 6 ledger?

- Yes, revenues from the Foundation must go directly to a RFNDA or RFNDO account. All expenses against this revenue must also be coded to this 6 ledger account.