Kuali@USC Quick Reference Guide: KFS Budget Construction

Scope of this guide. This guide provides basic instructions for working with the **Budget Construction** module of the Kuali Financial System (KFS). For introductory Kuali information, such as general descriptions of the on-screen interface, please see the separate document titled **Kuali Basics: Reference and Training Guide**, which can be accessed here: <www.usc.edu/kuali/basicsguide>

If you need assistance, please call ITS Customer Support at 213-740-5857.

CONTENTS:

General Information About Budget Construction eDocs

At USC, the Office of Budget and Planning creates budgets for each school and department (referred to here as "units"). Budgets are created in a hierarchical fashion, using the relevant Organization Code and high-level Object Code, in a "top-down" model — meaning that the total budget amount for each unit is already a known factor by the time that budget administrators for individual schools and departments begin to determine how their pre-determined budget funds will be allocated. This allocation process is performed in the **Budget Construction** (BC) module of the Kuali Financial System (KFS), sometimes referred to by the abbreviation "KBC."

The BC eDoc enables authorized users to add, edit, and delete allocation details for their school's or department's "base budget," which is the starting budget for the current fiscal year, not the current budget. Budget amounts for a specific account are allocated by object code. Any budget changes made throughout the fiscal year will update and change the current budget, but the base budget will remain the same as it was when it was loaded from KBC.

Differences From Other Kuali Modules. There are a few key differences that set Budget Construction apart from other Kuali modules.

- Budget Construction differs from most other KFS modules in that users do not initiate the BC eDoc. Instead, BC eDocs for existing accounts are created by a special batch job named "Genesis" that runs once a year. To work with a BC eDoc, users access it from the **Budget Construction Selection** screen discussed on page 3. Users can also create a new BC eDoc if one has not been generated by the one-time Genesis batch job or by nightly batch updates.
- Another key difference from other KFS modules is that Budget Construction controls user access to sensitive budget data by means of special restrictions. Those restrictions are independent of the account-level security settings that are utilized in other KFS modules.
- One of the biggest differences from other Kuali modules is that, unlike most eDocs, BC eDocs are created with a status of "FINAL" and are not routed for approval. Instead, users authorized as BC Processors either "pull up" or "push down" the BC eDocs, moving the documents up to the user's approval level within the organization hierarchy defined in the chart of accounts, or down to any level in the hierarchy below the user's own approval level. Rather than submitting the BC eDoc after updating it, each user must save the eDoc each time he/she has made changes to it. What any specific user can do with a given BC eDoc depends on where that eDoc is in the organization hierarchy, and on pre-defined locking rules that prevent multiple users from editing a particular BC eDoc at the same time.

Working With BC eDocs. The following are some basic concepts that apply to working with BC eDocs:

- **Budget amounts.** The BC eDoc sets budget amounts in whole dollars. You can enter a decimal value, but the system will round it up to a whole number.
- **Required fields.** Required fields on the BC eDoc are indicated by an asterisk (*****).
- **Workflow.** Because BC eDocs are not routed for approval, they do not get sent to any user's action list. Each BC eDoc is created in "FINAL" status and then accessed for editing by users who have been assigned the necessary permissions within the organization hierarchy. After all BC eDocs are balanced and the budget cycle is completed, the budget data will be loaded automatically into the General Ledger (GL) by a batch process.

NOTE: Because BC eDocs are not routed for approval, users should not add comments or attach files on the **Notes and Attachments** tab. This tab is reserved for attachments added by the system.

- **Security and user roles.** Budget data is highly confidential and is not shared between schools or departments. Instead of relying on the account-level security utilized elsewhere in the Kuali system, the Budget Construction module restricts user access based on Organization Codes and assigned user roles.

  Access to Budget Construction in Kuali is restricted to the following user roles:
  - **BC Processor** – A Senior Business Officer (SBO) or other person designated as responsible for inputting and approving/balancing all of the budget data, including the GL budgets. This role includes use of all BC data entry screens, import of GL budget data, and access to a set of special Budget Construction reports on the **Business Intelligence Portal for KFS**. The BC Processor role also controls the locking and unlocking of records and the final approval to close the budget. Due to the extensive permissions assigned to this role, only one BC processor should be assigned per 5-digit organization code.
  - **Fiscal Officer** – Already established in the Kuali system, this role is not exclusive to Budget Construction and it cannot be delegated. However, in some instances, the same person may be assigned both the Fiscal Officer and BC Processor roles.
- **Saving your work.** Always be sure to save your changes on a BC eDoc by clicking the save button at the bottom of the eDoc.
- **Closing the eDoc.** When you finish working on a BC eDoc, click the close button at the bottom of the eDoc. Note that the system may display a message asking whether you want to save your work even if you clicked the save button before attempting to close the eDoc.
- **Session cleanup.** If your BC session was ended by a timeout, a power failure, or some other non-standard conclusion rather than by your saving and closing the BC eDoc, the system will display a special message the next time you access the Budget Construction Selection screen. The message will state that a previous BC session has been detected, and you will have to choose whether to perform a "session cleanup." Be sure to click the **yes** button so that the incomplete session can be resolved properly; otherwise you will not be able to use the Budget Construction Selection screen.

Budget Construction Selection Screen

The **Budget Construction Selection** screen is the hub of BC eDoc operations, with buttons that enable you to perform various tasks:

- Directly load (i.e., open and edit) a BC eDoc (see ***Loading a Budget Construction eDoc***, page 5)
- View a list of the organizations and accounts for which you are the fiscal officer or BC Processor (see ***Organization Hierarchy and "Point of View"***, page 4)
- Pull up or push down BC documents along the organizational tree (see ***Pushing Down and Pulling Up a BC eDoc***, page 8)
- Open a General Ledger budget eDoc, or import GL budget data from a special template file (see ***Importing GL Budget Data (for Fiscal Officers and BC Processors only)*** on page 11)

The *BC Fiscal Year* field on the **Budget Construction Selection** screen is read-only (non-editable). Also, the default selection in the *Chart* drop-down list is **SC**, which usually should not be changed.

Budget Construction Locks

When a BC eDoc is opened in edit mode, it causes an Account Lock to be set for that document, thereby preventing other users from performing any kind of operation on the data contained in that eDoc. The lock is needed because without it, two users might unknowingly revise the same eDoc at the same time, with one user's changes being lost or causing a conflict.

An Account Lock that is in effect on a BC eDoc is removed when the document is saved and closed in the proper way. In the event that a user exited the BC eDoc through non-normal means (such as a network failure, session timeout, etc.), the lock can be cleared by the BC Processor for the root organization in the Organization Review Hierarchy, or by the KBC Administrator. Alternatively, the user holding the lock can re-open the eDoc and then save and close it correctly.

NOTE: The lock on a given BC eDoc will only remain effective until the nightly system update is completed, at which time all locks are released.

When you have finished updating or viewing a BC eDoc, you should always close it, and save it as well, if necessary. If you merely close the browser window without saving and closing the eDoc properly, you may inadvertently place a lock on the account or the position, which will prevent you or anyone else from editing the eDoc.

Any Kuali system user can use the Lock Monitor function to view locks currently in effect. For instructions, please see ***Using the Lock Monitor to See Who is Working On a Locked eDoc*** on page 7.

Organization Hierarchy and "Point of View"

Every department of the university occupies a specific level within the organization hierarchy. The number of levels within a given organization varies: Level 0 is the Fiscal Officer (account level). The system counts the number of levels from the account level (*0*) up to the top level, which is BC Processor Org (*2*). Your particular level is predetermined by the BC Administrator, and you are only authorized to make budgetary changes to accounts at or below your own level, which is referred to as your "Point of View."

- If you are a BC Processor, you can see your Point of View, and the accounts for which you can update BC eDocs, when you click the [my organization] button on the **Budget Construction Selection** screen.
- If you are a Fiscal Officer, you can see the accounts for which you can update BC eDocs when you click the [my accounts] button.

When you load a BC eDoc, your highest level is shown in the *Controls* section of the **System Information** tab.

Business Rules for Budget Construction eDocs

- USC control budgets are prepared at the 7- or 5-digit level of organization codes.
- Accounts used for allocating GL budgets must begin with *1* or *8,* must belong to the CU sub-fund group or the appropriate PC sub-fund groups, and must be active.

Notes About Fringe Benefit Calculation

- The Budget Construction module automatically calculates fringe benefits during a nightly batch process that involves no user intervention. The system searches for allocated base budget accounting lines with object codes that qualify for fringe benefits, and aggregates the amounts. The calculation uses the fringe rate as updated by the Office of the Comptroller.

- Once the fringe benefits are calculated, a new accounting line with the fringe amount budget is inserted into the BC eDoc using object code 13000. A single fringe benefit row will be created for each qualifying eDoc. The fringe benefit row will be read-only (i.e., non-editable). It will be included in the total allocated budget.

Notes About Student Aid Tuition Assessment

- The Budget Construction module will charge an automatically calculated Student Aid Tuition Assessment (SATA) amount on undergraduate tuition for certain tuition revenue object codes. The calculation uses the SATA rate as updated in KFS by the Office of the Comptroller.
- The SATA assessment is calculated in an overnight batch process that searches all eDocs for each organization. If the allocated tuition revenue amounts within those eDocs qualify for the SATA calculation, a new BC eDoc is created for the organization with a PDF attachment showing all rows that qualified for the calculation. The new BC eDoc will have one accounting line representing the amount of the SATA assessment. The eDoc contains the allocated GL budget for the student aid revenue account that has been automatically entered during this overnight process.
- The SATA accounting line entries will only appear on the **Revenue** tab of the BC eDoc. These accounting lines will appear as charges to revenue, or debits (no minus sign). SATA accounting line entries are system-generated and read-only (i.e., non-editable). They can only be recalculated if there has been a change to the funding line with a qualifying Student Aid Tuition Assessment Object Code, or if a rate change has occurred during the budgeting cycle. Any recalculation will happen only during the nightly batch process.

Notes About Facilities Improvement Fund (FIF) Assessment

- The Budget Construction module will charge an automatically calculated Facilities Improvement Fund (FIF) assessment for certain tuition revenue object codes. The calculation uses the FIF rate as updated in KFS by the Office of the Comptroller.
- The FIF assessment is calculated in a nightly batch process that searches all BC eDocs for each organization. If the allocated revenue amounts within those eDocs qualify for the FIF calculation, a new BC eDoc is created for the organization with a PDF attachment showing all rows that qualified for the calculation. The new BC eDoc will have one accounting line representing the amount of the FIF assessment.
- FIF assessment accounting line entries will only appear on the **Revenue** tab of the BC eDoc. These accounting lines are charges to revenue and will appear as debits (no minus sign). FIF assessment accounting line entries are system-generated and read-only (i.e., non-editable). They can only be recalculated if there has been a change to the funding line with a qualifying FIF Assessment Object Code, or if a rate change has occurred during the budgeting cycle. Any recalculation will happen only during the nightly batch process.

Loading a Budget Construction eDoc

1. Type www.usc.edu/kuali in the address field of your browser.
2. When the “Kuali at USC” page is displayed, click the **Kuali Login** link. The “USCnet Login” page will be displayed.
3. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please call ITS Customer Support at 213-740-5857 (UPC) or 323-422-1968 (HSC).

The **Financial Main Menu** page of the Kuali screen will be displayed.

TIP: It is strongly recommended that you create a browser bookmark to the Financial Main Menu page for easy access to the Kuali system. When you later use that bookmark, you will be directed first to the "USCnet Login" page and then to the Financial Main Menu page once you have logged in.

4. In the **Transactions** section on the Financial Main Menu page, click **Budget Construction Selection** under the **Budget Construction** heading.

   Your browser will display the **Budget Construction Selection** screen.

5. You can use either of the following methods to proceed with loading the desired BC eDoc:

   - **Load Document (directly load the BC eDoc for a specified account number)**

     a. Ensure that "SC" is selected in the *Chart* drop-down list.

     b. Enter the account number in the *Account* field.

     If you need to look up an account number, click the magnifying glass icon next to the *Account* field to access the **Account Lookup** form. Enter relevant search criteria, and click the search button to view matching results at the bottom of that page. Among the displayed results, locate the entry for the desired account and click the **return value** link in that row. Your browser will then display the Budget Construction eDoc form again, with the account number you selected now entered in the *Account Number* field.

     c. In the *Action* column, click the load document button.

     Your browser will display the BC eDoc for the account you specified. (If you encounter an error message stating that document is locked, see ***Using the Lock Monitor to See Who is Working On a Locked eDoc*** on page 7.)

   - **My Organization (users with BC Processor role can utilize this method to choose the desired BC eDoc from a list)**

     a. Click the my organization button.

     Your browser will display the **Organization Selection** screen. You should see the organization codes at the highest level of your organization based on the currently selected entry in the *Select Point of View* drop-down list. If applicable, select a different entry in the drop-down list.

     b. Click the *Selected* check-box for the desired organization(s) in the *Organization Sub-Tree* section of the **Budgeted Account List Search Organization Selection** tab.

     c. Click the view button on the **Select Operation** tab.

     A table in the lower portion of the screen will list all budgeted accounts to which you have access, based on the organization(s) you specified. If the list contains more than 100 accounts, it will be continued on additional pages that you can access by clicking the page links provided.

     d. In the *Actions* column, click the *Load Document* link for the desired account.

     Your browser will display the BC eDoc for the account you specified. (If you encounter an error message stating that document is locked, see ***Using the Lock Monitor to See Who is Working On a Locked eDoc*** on page 7.)

- **My Accounts (users with Fiscal Officer role can utilize this method to choose the desired BC eDoc from a list)**

  a. Click the my accounts button.

  Your browser will display the **Budget Construction Account Select Lookup** screen. When this screen first appears, a table in the lower portion of the screen will list all budgeted accounts to which you have access. If the list contains more than 100 accounts, it will be continued on additional pages that you can access by clicking the page links provided.

  b. Click the search button.

  The page will be refreshed to display accounts matching your search criteria. You can use the *Upd By* column to identify accounts that have BC eDocs in which funding lines have been edited: That column will show the user name of the person who most recently revised funding lines in the eDoc. If no funding line changes have been made in a BC eDoc, then ***kfs*** will appear in the *Upd By* column.

  c. In the *Actions* column, click the *Load Document* link for the desired account.

  Your browser will display the BC eDoc for the account you specified. (If you encounter an error message stating that document is locked, see ***Using the Lock Monitor to See Who is Working On a Locked eDoc***, presented next in this guide.)

Using the Lock Monitor to See Who is Working On a Locked eDoc

When attempting to load a BC eDoc, you may see an error message stating that "document funding is locked." This message is displayed when another user is currently editing the same eDoc that you tried to access. If you encounter this message, return to the **Budget Construction Selection** screen and click the lock monitor button.

The system will then display a list of all BC eDocs that currently have a lock in effect. In that list, the *Lock Principal Name* column will show the user name of the individual working on each locked document. For the locked BC eDoc in question, you can contact the other user to determine whether he/she has finished updating the document and can close it, thus releasing the lock.

The BC Processor can unlock the eDoc if you and he/she determine that it should be released. On the **Budget Construction Selection** screen, the BC Processor would click the lock monitor button. On the resulting screen, in addition to showing who has locked the eDoc in question, there is also an unlock button on the far left that will allow the BC Processor to unlock the eDoc. Note that a locked eDoc can only be unlocked by the KBC Administrator and the BC Processor for the organization to which the eDoc belongs.

Tabs on the Budget Construction eDoc

The BC eDoc has six tabbed sections. The **Document Overview**, **Notes and Attachments**, and **Route Log** tabs are the same as those found on other Kuali eDocs. Because BC eDocs are not routed for approval like most eDocs, the **Notes and Attachments** tab is reserved for attachments added by the system, and the **Route Log** tab will only display a log of ad hoc routing, if applicable for the eDoc in question. The other three tabs on the BC eDoc are described here.

- **System Information.** This tab displays summary information about the specified account from the current fiscal year and the next fiscal year. The *Controls* section on this tab shows the level

within the organization hierarchy where the eDoc currently resides, and includes a button that you can use to either push down or pull up the eDoc as needed.

- **Revenue.** The fields and controls on this tab enable you to budget the revenue object codes for a given account, if applicable. There are three budget columns on this tab:
  - **Prev Year's Base Budget** – view-only display of the base budget for the current year
  - **Allocated** – editable field that must be populated based on the budget plan for the new year
  - **% Change** – view-only display of the percent change between the current year's base budget and the amount allocated for the new year; automatically calculated when you enter the new allocated amount
- **Expenditure.** This tab displays fields and controls used to specify the expenditure budget. There are four budget columns on this tab:
  - **Prev Year's Base Budget** – view-only display of the base budget for the current year
  - **Allocated** – editable field that must be populated based on the budget plan for the new year
  - **% Change** – view-only display of the percent change between the current year's base budget and the amount allocated for the new year; automatically calculated when you enter the new allocated amount

Pushing Down and Pulling Up a BC eDoc

If you have been assigned the BC Processor role, you can update the allocated budget at any time if it is set at the default account level (*0*), or if you have pulled it up to the BC Processor Org level (*2*). Note that if you pull up a BC eDoc to the BC Processor Org level, a Fiscal Officer cannot edit the budget for that account unless you push it down to the account level, which is the Fiscal Officer level. These push-up and pull-down changes do not restrict the editing of BC eDocs by the BC Processor because their access is set at the organization level.

BC eDocs can be pulled up and pushed down in two ways: either by organization or by individual account. If you delegate the budget preparation down to the Fiscal Officer, you will use the Org Push Down and Org Pull Up features. You can push down or pull up an individual BC eDoc by using buttons displayed on the BC eDoc form itself. For more information, see ***Org Push Down and Org Pull Up*** (presented next in this guide) and ***Pushing Down and Pulling Up BC eDocs Individually*** on page 9.

Org Push Down and Org Pull Up

The [org push down] and [org pull up] buttons on the **Budget Construction Selection** screen enable you to push down or pull up the BC eDocs within the same organization in one operation.

<u>Org Push Down</u>

When you click the [org push down] button on the **Budget Construction Selection** screen, your browser will display the **Organization Selection** screen, where you can push down one or more BC eDocs associated with a selected organization.

1. In the *Organization Sub-Tree* section of the **Organization Selection** screen, select the organization sub-tree for which you want to pull up BC eDocs.
2. In the *Selected* column, use the drop-down list to select "Org+Mgr Level" for the desired organization if you want to push down the BC eDoc for just that organization. Alternatively, if you want to push down BC eDocs for all associated organizations, click the [set org & fiscal officer level] button to select "Org+Mgr Level" in the drop-down lists for all the displayed organizations.

3. For push-down, you have several levels to choose from. You can select the level first, and then you can use the arrow in the *Action* column to drill down and display that level. In most cases, there is no need to use anything other than the 5-digit rollup org level because all fiscal officers have level 0 access and most BC processors have level 2 access.
4. Click the push down button. The system will display a confirmation message if the push-down operation was successful.

Org Pull Up

When you click the org pull up button on the **Budget Construction Selection** screen, your browser will display the **Organization Selection** screen, where you can pull up one or more BC eDocs associated with a selected organization.

1. In the *Organization Sub-Tree* section of the **Organization Selection** screen, select the organization sub-tree for which you want to pull up BC eDocs.

   If your point of view is the 5-digit org code roll-up level, use the arrow in the *Action* column to drill down to the 7-digit org levels in the hierarchy, or organization sub-tree, if you want to view or select specific 7-digit org levels instead of the 5-digit rollup level.
2. In the *Selected* column, use the drop-down list to select "sub org" for the desired organization if you want to pull up the BC eDoc for just that organization. Alternatively, if you want to pull up BC eDocs for all associated organizations, click the set org & sub org button to select "Both" in the drop-down lists for all the displayed organizations.
3. Click the pull up button. The system will display a confirmation message if the selected pull-up operation was successful.

NOTE: If you try to pull up a BC eDoc while someone else is working on it, you will see an error message stating that the document pull-up failed, and naming the other user who has the eDoc locked. If you do not want to wait until later to access the eDoc, contact the other user to determine whether he/she has finished updating the document and can close it, thus releasing the lock.

Pushing Down and Pulling Up BC eDocs Individually

Once you have loaded a BC eDoc, use the on-screen controls to push the document down or pull it up.

Pushing Down an Individual BC eDoc

1. While the BC eDoc form is shown on your screen, use the drop-down list in the *Controls* section of the **System Information** tab to select a lower level to which you want to push down the eDoc.

   The push down button will appear next to the drop-down list.
2. Click the push down button.

   The page will be refreshed to show the new level to which you pushed down the eDoc, and the pull up button will replace the push down button. Additionally, your access will be changed to view-only, meaning that you cannot update the eDoc until further action is taken.

Pulling Up an Individual BC eDoc

While the BC eDoc form is shown on your screen, click the pull up button next to the drop-down list in the *Controls* section of the **System Information** tab. The page will be refreshed to show your level in the *Current Level* field, and the push down button will replace the pull up button. Additionally, a message will be displayed to note that you now have edit access to the eDoc, meaning that you can make changes to its content.

NOTE: If you try to pull up a BC eDoc while someone else is working on it, you will see an error message stating that the document pull-up failed, and naming the other user who has the eDoc locked. If you do not want to wait until later to access the eDoc, contact the other user to determine whether he/she has finished updating the document and can close it, thus releasing the lock.

Inputting Budget Allocations at the Account Level

The BC eDoc is used to view and enter budget amounts against a specific account for a particular budget object code. Whereas actual transactions are entered in the GL at a highly detailed object code level, budgets are consolidated at a more general object code level, requiring fewer lines of object code detail in the budget allocations. Refer to the object codes that appear with your base budget for reference, as they represent the way your original budget allocation was set for the current fiscal year. You can also refer to your current budget, and budget activity, using Kuali GL balance inquiries to compare the year-to-date budget changes you have made.

The object code summary budget should be completed for the following budget types:

- **Revenue budget type** – Revenue entries are used to budget revenue. All revenue dollars are entered using revenue object codes. Revenue budgets are most often credits and therefore should be entered using a hyphen (**-**) as a minus sign in front of the allocated amount.
- **Expense budget type** – Entries are used to budget expenses (e.g., operating expenses).
- **All wage and salary** – Aggregate allocations for all wages and salaries.

Entering the Allocated Amount for a Given Object Code

1. Load the desired BC eDoc (see page 5 for instructions).
2. On the **Revenue** or **Expenditure** tab, enter the *Allocated* amount as appropriate for the new year's budget plan.
   - Be sure to enter a hyphen (**-**) as a minus sign to indicate a credit budget for most revenue object codes.
   - Be sure to use the correct object type on the appropriate tab, using revenue/income object codes on the **Revenue** tab, and expense object codes on the **Expenditure** tab.
3. Click the save button.

Adding a Budget Line Item (Allocated Amount)

You can add a budget line item in the blank **Add** line available on both the **Revenue** and **Expenditure** tabs. To allocate budget to an object code that already had a base budget, simply enter the new allocation in the appropriate row and column.

You can add a budget line item in the blank **Add** line available on both the **Revenue** and **Expenditure** tabs, or you can update the new allocation in the appropriate row and column.

- **Object** – Required field. For the **Revenue** tab, enter the revenue object code; for the **Expenditure** tab, enter the expense object code. If you need to look up the appropriate object code, click the adjacent icon to access the **Object Code Lookup** screen. If you are entering a new allocation for an object code that already appears in the BC eDoc, simply update the field under allocated budget next to the appropriate object code.
- **SubObject** – *This field is not currently used at USC.*
- **Allocated** – Enter the allocated budget amount.

When you have completed data entry for that line, click the add button in the *Action* column only if you added a row, and then click the save button.

Deleting a Budget Line Item (Allocated Amount)

You can delete the allocated amount for a funding line that you have created for the new year's budget. However, you cannot delete any funding lines associated with the base budget for the current fiscal year.

To delete the allocated amount, click the delete button for that line in the *Action* column on the **Revenue** or **Expenditure** tab. Note that the allocated amount will be deleted immediately, without a warning or confirmation message being displayed first. To remove an allocation where a base budget appears, simply change the allocation to zero (0).

Importing GL Budget Data (for Fiscal Officers and BC Processors only)

General Ledger (GL) budgets will be entered in KBC for sub-fund groups that are part of the fiscal year budget cycle, such as Current Unrestricted accounts and Patient Care accounts. Before GL budget data can be imported into KBC, it must be entered in a special template file that has been created by the Comptroller's office for this purpose. The template file will be available on the Kuali Budget Construction website: http://www.usc.edu/dept/finserv/dirtrng/KBChome.htm

The following general notes apply to importing GL budget data:

- You can edit the template file as an Excel spreadsheet (.XLS file), but it must be saved as a .CSV file before you import the GL budget data. Be sure to follow the instructions presented in the template file itself.
- You can import one or more accounts in one spreadsheet.
- You can include all object codes in your import file EXCEPT those that are updated via system calculations, such as fringe benefits and either Student Aid Tuition or Facilities Improvement Fund assessments.
- Be sure to format your INCOME object codes with leading zeroes before saving the file in .CSV format.
- You can import GL budget data more than once, as only changes to existing data will be uploaded. You will not overwrite existing budget data unless you are making a change to the amount budgeted for a particular account number and object code.

To import GL budget data into KBC, proceed as follows:

1. Download the template file for GL budget data from the Kuali Budget Construction website.
2. Open the template file and enter the appropriate data, making sure that you leave blank columns where needed, as specified in the template's instructions.
3. Close your revised template file after saving it with a new name that will help you to identify it as the GL budget import file.
4. On the **Budget Construction Selection** screen, click the request GL import button.
5. On the resulting import screen, click the **Browse** button to navigate to the location of your GL budget import file.
6. Double-click the GL budget import file (or select it and click the **Open** button) to add the file to the *Import File* field.

7. Click the submit button to initiate the import.

   You may need to wait a few minutes for the import file to be uploaded.

8. When the import is completed, the system will ask you to either open or save your log file. If you want to view it first, select **open**. Otherwise, select **save** to save the log file now and open it later for viewing.

   Always be sure to print or save the log file so that you will have a record of any errors that might have occurred, as well as how many records were updated.

9. As a way of verifying the import, open the BC eDoc for one or more of the accounts for which you have imported GL budget data, and check to see whether your revised data is now shown. In addition, BC Processors can run the *Account Detail* report on the **Budget Construction** tab of the **Business Intelligence Portal for KFS**, which will enable them to see all of the data on one report.

Logging Out of Kuali

There is no "Log Out" link or button in the Kuali system. To exit Kuali, you must close all open windows of your browser using the standard window **Close** button. (On an Apple computer running the OS X operating system, you must also quit the browser.)