

Kuali@USC Quick Reference Guide: General Budget Change

In the USC Kuali system, every type of transaction is created and submitted in the form of an electronic document referred to as an “eDoc.” The Kuali Financial System (KFS) includes a **General Budget Change** module, which provides an eDoc that enables authorized users to submit changes throughout the fiscal year to the annual budget amounts that have been set for their departments, as approved by the Office of Budget and Planning (OBP).

This guide provides basic instructions for completing and submitting the KFS General Budget Change eDoc. For brevity, this document *does not* cover introductory Kuali information, such as general descriptions of the Kuali on-screen interface or explanations of workflow routing. For that information, please see the separate document titled **Kuali Basics: Reference and Training Guide**, which can be accessed here: <<https://kuali.usc.edu/kuali-system-login-and-general-information/>>

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If you need assistance, please contact Office of the Comptroller at (213) 821-1900 and visit [The Office of the Comptroller > Budget Performance & Changes](#)

General Information About GBC eDocs

The Office of Budget and Planning (OBP) approves budgets for Current Unrestricted accounts, and the Senior Business Officer loads them manually into the Budget Construction System in KFS for each new fiscal year. When an account's budget is loaded into KFS from the Budget Construction System, it is deemed the *Base Budget amount*. Any updates made thereafter become increases or decreases to what is termed the *Current Budget amount*.

KFS includes a single **General Budget Change** (GBC) eDoc form that can be used to transfer or reallocate budget funds between accounts within the same sub-fund group, or to establish budget lines in new accounts created after the start of the fiscal year. The GBC eDoc enables authorized users to adjust the Current Budget amount for specific accounts in response to changing circumstances throughout the fiscal year.

Two GBC Document Types. Depending on the data that you enter on the GBC eDoc, it will *automatically* be processed as one of the following two document types:

- **Budget Change (BCCH) document** – The GBC eDoc is processed as a Budget Change document (Doc Type *BCCH*) if it reallocates Current Budget funds between accounts when all the following criteria are met:
 - All of the object codes belong to Budget Control Group 1, or they all belong to Budget Control Group 2.
 - All of the accounts must have Organization Codes starting with the same five digits.
 - All of the accounts must be expense accounts.

Bear in mind that when processed as a BCCH document, the GBC eDoc will enter FINAL status immediately upon submittal, *without* being routed for approval.

- **Budget Amendment (BCAM) document** – The GBC eDoc is processed as a Budget Amendment document (Doc Type *BCAM*) if it reallocates Current Budget funds between accounts with the following conditions: (a) the object codes do not belong to the same Budget Control Group, (b) the Organization Codes do not begin with the same five digits, and/or (c) both income and expense accounts are included. The GBC eDoc is also processed as a BCAM document when it is used to create a budget for a new account that was established after the beginning of the fiscal year.

When processed as a BCAM document, the GBC eDoc will be routed to the Comptroller's Office for approval. When the eDoc's initiator adds an accounting line that meets the criteria described here, a message will be displayed in the eDoc stating that it qualifies as a BCAM document and will therefore be routed to the Comptroller's Office.

NOTE: A single GBC eDoc may include several accounting lines. If there are co-mingled accounting lines where some transactions are within the same Budget Control Group and some are not, the eDoc will be processed as a BCAM document.

Business Rules for General Budget Change

- Current Unrestricted (CU) income and expense accounts can be specified in a budget change transaction.
- For those departments with Patient Care accounts or Sub-Fund Group CAP, these can now be used just like CU accounts. The only new rule is that you cannot transfer between Sub---Fund groups.

- An account number specified in a budget change transaction must contain 10 digits and must be open/active. If a specified account number is too short, has expired, or has been closed, an error message will be displayed.
- Account level security is applicable for all Budget Change operations. This means users can only view and modify Current Budget amounts for accounts to which they have access rights.
- The GBC eDoc cannot be used to change the Base Budget amount for an account.
- An object code specified in a budget change transaction must contain five digits and must be open/active. If a specified object code is inactive or too short, an error message will be displayed.
- In order to be submitted, a GBC eDoc must contain at least two accounting lines: one increase and one decrease.
- The total debits specified in a GBC eDoc must equal the total credits (i.e., total budget increase must be equal to the total budget decrease).
- A budget decrease can be submitted for any amount up to the Current Budget amount for the affected account.
- The system will check whether there are sufficient funds for decreases in the available balance for the accounts and Budget Control Groups associated with any requested budget change transaction. An error message will be displayed if any single accounting line or the total for all lines exceeds the funds available.
- New accounts created after the beginning of the fiscal year will have a Base Budget amount of zero (0). Any increase made to these accounts will affect their Current Budget amount only.
- Although Base Budget and Current Budget amounts can be negative numbers or zero (0), you cannot enter a negative number or zero as the amount of an increase or decrease on a GBCeDoc.
- Fringe benefits must be calculated for any accounting lines on a BCAM eDoc that contain a Payroll object code. (Explained on page 6, in step 8 of the instructions for initiating a GBC eDoc.)
- Unlike with most eDocs, you cannot create a new GBC eDoc by copying the contents of an existing GBC eDoc.

Comptroller's Office Budget Change Policy 10-22-2020

Current unrestricted operating budget amendments or changes that increase / decrease or move budgeted amounts between Budget Control Groups ("BCG") requires approval from the Comptroller's Office ("Comptroller") and/or the Office of Budget and Planning ("OBP").

Examples of budgeted changes and / or movement between BCGs that require Comptroller and / or OBP approval are provided below.

Example 1

Additional approvals are needed when increasing a revenue budget (BCG 20):

- Tuition
- Endowment Income
- Gifts
- Recovery of Indirect Costs
- Sales and Services
- Auxiliary Income
- Other or Miscellaneous Income

Example 2

Additional approvals are need when decreasing a compensation budget category (BCG 1) in order to increase a non-compensation budget category. Examples of compensation budget categories are:

- Compensation (Full Time, Part Time, Stipends, Sabbaticals, Exempt and Non-Exempt Staff, Wages and other Compensation)
- EB Expenses / Staff Early Retirement
- Graduate Assistant Stipends
- Other Salary and Wages without EB
- Temporary Employment

If forecasted compensation categories (BCG 1) are greater than the budget you may be asked to move budget from Current Expense (BCG 2) to ensure that the forecasted compensation can be fully committed with the proper amount of budgeted funds.

Typically, when moving operating budgeted amounts in between the same BCG will not preclude the need for additional approvals from the Comptroller or OBP.

Always ensure that proper documentation is provided to adequately support the request when submitting the budget amendment.

Routing, Approval, and Editing of GBC eDocs

Depending on the data entered on the GBC eDoc, it will *automatically* be processed by the system as a Budget Change (BCCH) or Budget Amendment (BCAM) document. For an explanation of the two types of GBC eDoc, see **Two GBC Document Types** on page 2.

If the GBC eDoc is processed as a *BCCH* document, then immediately on submittal, the eDoc is deemed to be approved and enters FINAL status without being routed. Therefore, the eDoc cannot be edited after it is submitted.

If the GBC eDoc is processed as a *BCAM* document, then on submittal, it is routed to the Office of the Comptroller for approval. The Comptroller's Office has the option to edit information in the submitted eDoc, or to return it to the initiator with requested changes.

Initiating a GBC eDoc

1. Click the Kualo login link on either the [USC Employee Gateway](#) or [Kualo@USC website](#).
The **USCnet Login** page will be displayed.
2. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please contact USC Kualo Customer Support at 213-740-5857 or at kualo@usc.edu.
The **Financial Main Menu** page of the Kualo 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 Kualo 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.

3. Click the Kualo login link on either the [USC Employee Gateway](#) or [Kualo@USC website](#).
The **USCnet Login** page will be displayed.
4. Log in, using your USC NetID user name and password. If you do not know your USC NetID or password, please contact USC Kualo Customer Support at 213-740-5857 or at kualo@usc.edu.
The **Financial Main Menu** page of the Kualo 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 Kualo 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.

5. In the **Transactions** section on the Financial Main Menu page, click **General Budget Change** under the **Financial Processing** heading.
The screen will change to display the **General Budget Change** (GBC) eDoc form. Fields marked with an asterisk (*) are required, and must be completed in order to submit the eDoc. In the upper right-hand area of the screen, the fields for document number (abbreviated as *Doc Nbr*), status, Initiator, and the creation date will be populated by the system.
6. In the *Description* field in the uppermost folder tab, labeled **Document Overview**, type a brief description (40 characters max.) of the GBC transaction that you are submitting. (Below the *Description* field, the *Organization Document Number* field is not in use at this time.)


NOTE: The eDoc you are creating could appear in the results of a document search performed by any Kualo user. Do not include any sensitive information in the *Description* field because that description will be visible in the search results.

In the *Financial Document Detail* portion of the **Document Overview** tab, the *Total Amount* field will automatically be populated later in this procedure, using data you will input on another tab.

7. No data input is needed on the **General Budget Change Instructions** tab, which presents brief instructions to assist you in submitting the GBC eDoc. (The instructions shown on this tab may be revised occasionally by system administrators.)
8. No data input is needed on the **Budget Change Details** tab. The *Accounting Period* drop-down list will automatically be populated with the appropriate selection.
9. There are two methods for completing the **Accounting Lines** tab:
 - **Importing GBC Accounting Lines** – To import multiple accounting lines from a previously prepared file rather than entering each line manually, see the instructions on page 7.
 - **Manual GBC Accounting Line Entry** – Use the following instructions to enter data manually in the fields on the **Accounting Lines** tab.
 - a. The default selection in the *Chart* drop-down list is **SC**, which should not be changed.
 - b. In the *Account Number* field, type the 10-digit account number for which you are entering a budget change. Enter only digits without any dashes.

To look up the desired account number, click the magnifying glass  icon next to the *Account Number* field to access the **Account Lookup** form. Enter relevant search criteria, and click the 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 GBC eDoc form again, with the account number you selected now entered in the *Account Number* field.

- c. In the *Object Code* field, enter the five-digit Object Code for the budget adjustment that is specified in the same line. If the Account Number and Object Code that you have specified are not compatible, the system will display an error message at the top of the eDoc form when you attempt to submit the eDoc.

To look up the desired object code, click the magnifying glass  icon next to the *Object Code* field to access the **Object Code Lookup** form. Enter relevant search criteria, and click the button to view matching results at the bottom of that page. Among the displayed results, locate the entry for the desired object code and click the **return value** link in that row. Your browser will then display the GBC eDoc form again, with the object code you selected now entered in the *Object Code* field.

The **Sub-Account, Sub-Object, Project, and Org Ref ID** fields are not currently used at USC.

- d. Press the TAB key to advance from the now-populated *Object Code* field. The display-only *Base Budget Amount* and *Current Budget Amount* fields in the same line will then become populated. (The abbreviation *BCG* stands for Budget Control Group.)

Display-Only Field Name	Description
Base Budget Amount for Object Code	Displays the Base Budget balance for the specified Object Code. This amount is loaded prior to the start of each fiscal year and does not change throughout the year.
Base Budget Amount for BCG	Displays the sum of the Base Budgets for all Object Codes in the specified BCG. Because the Base Budgets do not change, this sum should remain the same all year unless the BCG for a particular Object Code is changed during the year.
Current Budget Amount for Object Code	Displays the Current Budget balance for the specified Object Code. This amount is calculated by the system, and includes pending transactions.
Current Budget Amount for BCG	Displays the Current Budget balance for the specified BCG. This amount is calculated by the system, and includes pending transactions.

- e. Complete **either** the *Increase* or *Decrease* field, depending on the budget adjustment you are submitting:
 - o If you are increasing the Current Budget amount for the specified account, enter the dollar amount in the *Increase* field.
 - o If you are decreasing the Current Budget amount for the specified account, enter the dollar amount in the *Decrease* field.
 - o Enter only digits and a decimal point. You cannot enter a negative value or a zero (0).
 - o You cannot add an accounting line that contains both an increase and a decrease, or neither one. An error message will be displayed in either instance.
- f. *Line Description* is a required field. Enter text briefly describing the budget adjustment that you are submitting. Your text entry cannot exceed 40 characters and must contain no symbols or punctuation except for a period to end each sentence. Note that the text you enter here will appear on the Account Summary Report (ASR) and other Cognos reports.
- g. In the *Actions* column, click the button to include the new accounting line entry in this GBC eDoc.

- h. If you want to include additional accounting lines, repeat the preceding steps. If you need to remove an accounting line entry, click the **delete** button for that line.






NOTE: The final *Totals* at the bottom of the **Accounting Lines** tab will be used later by the system to automatically populate the *Total Amount* field of the **Document Overview** tab on this eDoc.




10. In most cases, payroll object codes are “fringeable,” which means accounting lines that include payroll object codes will affect the fringe benefits budget. If your GBC eDoc includes any accounting line in which the object code, Sub Fund Group, and first five digits of the Organization Code differ from those in a “fringeable” accounting line in the same eDoc, the eDoc page will be refreshed to include additional buttons at the bottom so that you can insert a system-calculated accounting line for the required fringe benefits:
- Click the **add fringe** button if the fringe benefits cost should be added to the “fringeable” accounting line amount. The payroll budget line will remain unchanged, and a fringe benefits accounting line will be inserted in a newly added *Fringe Accounting Lines* section, using object code 13000, but this can be changed to 13100.
Note that the added fringe amount will cause the final *Increase Total* and *Decrease Total* amounts below the *Fringe Accounting Lines* section to be out of balance. Therefore, you will need to adjust the editable offset amounts in the upper *Accounting Lines* section so that the final *Increase* and *Decrease* totals are in balance.
 - Click the **net fringe** button if the fringe benefits cost should be subtracted from the “fringeable” accounting line amount. The system will deduct the fringe budget from the payroll budget you entered and add that amount in a fringe benefits accounting line in a newly added *Fringe Accounting Lines* section. The final *Increase Total* and *Decrease Total* amounts below the *Fringe Accounting Lines* section will be in balance because the system will adjust your original *Accounting Lines* amounts to accommodate the calculated fringe benefits.
 - Click the **reset** button if you want to remove all fringe benefit rows from the **Accounting Lines** tab and revert to the original amounts you entered before clicking the **add fringe** or **net fringe** button . You can reset the eDoc in this way up to three times.

The system-calculated fringe benefit accounting lines will be inserted in a separate *Fringe Accounting Lines* section in the lower portion of the **Accounting Lines** tab. If the “fringeable” accounting line is a debit, the system-calculated fringe benefit entry will be a debit to the same account. Likewise, if the “fringeable” accounting line is a credit, the system-calculated fringe benefit entry will be a credit to the same account. The system-calculated fringe benefit amount and its accompanying *Line Description* cannot be edited. (Examples of both types of system-calculated fringe benefit accounting lines are presented in **APPENDIX: Examples of Inserting Fringe Benefit Accounting Lines** on page 11.)

If you encounter an error message pertaining to an imbalance upon submittal, re-check the various increases and decreases in your accounting line entries and adjust them as needed to bring the final *Increase Total* and *Decrease Total* amounts into balance. When you edit any of the “fringeable” accounting lines, the system will revalidate all calculated fringe benefit amounts when you click the **submit** button.

Alternatively, if you see any error message after inserting fringe benefits lines, you can click the **reset** button to remove the *Fringe Accounting Lines* section and then try adding fringe benefit entries again.

11. No action is required on the **General Ledger Pending Entries** tab, which will display information about pending entries to the General Ledger when applicable.
12. If you need to add any general comments or attachments to the eDoc, then complete the **Notes and Attachments** tab, as follows:
 - a. Click the  button on the Notes and Attachments tab to reveal the fields and controls used for adding comments and attaching related files.
 - b. Type your comments in the text box labeled Note Text. If you are just attaching a file, you must enter the file name or a brief comment in the text box. (This is a required field.)
 - c. To add an attachment, click the  button next to the Attached File field and navigate to the location of the file on your computer that you want to attach to this eDoc. The full path of the file that you have selected will appear in the Attached File field, but it is not yet attached.
 - d. If you want to change your selection to a different file, click the small  button just below the Attached File field. When that field is empty again, click the  button once more to locate the other file that you want to attach.
 - e. To save the notes you entered and attach the file that you have selected, click the  button located to the right of the Attached File field.
13. As described in **Routing, Approval, and Editing of GBC eDocs** on page 3, the type of data you have entered will determine whether the GBC eDoc is routed to the Office of the Comptroller for approval or immediately deemed approved and final upon submittal. If you want to route the eDoc to an initial approver, or if you want to send a courtesy *FYI* notification to someone when submitting the eDoc, complete the **Ad Hoc Recipients** tab as follows:
 - a. Select the desired action (*Approve* or *FYI*) from the *Action Requested* drop-down list in the *Person Requests* section.
 - b. In the *Person* field, enter the User ID of the person to whom you want to route the eDoc.

To look up the User ID of the intended recipient, click the magnifying glass icon next to the *Person* field to access the **Person Lookup** form. Enter search criteria as needed to locate the desired person, and click the  button to view matching results at the bottom of that page. Among the displayed results, locate the entry for the desired person and click the **return value** link in that row. Your browser will then display the GBC eDoc form again, with the user you selected now entered in the *Person* field.
 - c. Click the  button in the Actions column.
14. When you are ready to submit the eDoc, click the  button.

Importing GBC Accounting Lines

If you have a number of accounting lines to enter, you can import them from a spreadsheet file rather than manually entering each line on the **Accounting Lines** tab of the GBC eDoc screen.

Rules for Importing Accounting Lines:

- The list of file formats that KFS recognizes for importing data to the **Accounting Lines** tab is limited to the **.csv** (comma-separated values) file type only.
- The maximum number of lines that you can import is 300.
- “Fringeable” accounting lines that contain 13000 or 13100 object codes can only be imported if all of the accounts specified in those lines belong to Budget Control Group 1.

- Your import file must contain columns that correspond to all of the data fields on the **Accounting Lines** tab of the GBC eDoc, in the same order, reading from left to right. This means that each row in your import file must include blank spaces for the fields that are *not currently in use* on the **Accounting Lines** tab.

Although you can create your own GBC import file, the Comptroller's office provides an Excel worksheet template file called "My General Budget Change" that has been specifically designed for use in importing entries to the **Accounting Lines** tab on the GBC eDoc. The "My General Budget Change" template file is organized from left to right with column headings that correspond to the data fields on the **Accounting Lines** tab on the PE eDoc. In row 3 of the template file, the headings of required columns are shown in red text. Additionally, columns C, E, F, and G in the template file are hidden because they correspond to fields that are not in use on the **Accounting Lines** tab. Instructions for using the template file are presented next in this guide.




Using the "My General Budget Change" template file. Use the following procedure to create your data import file in Excel, save that import file in .csv format, and then import data from the .csv file into the **Accounting Lines** tab of the GBC eDoc.

- Open a copy of the "My General Budget Change" template, which is a formatted Excel worksheet.
- Starting in row 4 of the worksheet, for each accounting line that you want to import into a single GBC eDoc, enter data in the columns that have headings with **red text**. Leave the other columns blank. Rules for completing the fields in each row are presented in the following table.

Column/Field	Rule
Chart	Required. Enter ONLY the Chart code SC .
Account	Required. Enter the account number, using only digits without any dashes.
Sub-Account	<i>Hidden; leave cells in this column blank (not currently used).</i>
Object Code	Required. Enter the 5-digit Object Code applicable for the budget change amount being requested in the same line. Be sure to enter all five digits for any Object Codes that start with 0. If you are not using the specially formatted "My General Budget Change" template file, be sure that the cells in your Excel worksheet are formatted for Text, or else Excel may eliminate any leading zeroes.
Sub-Object Project Org Ref ID	<i>Hidden; leave cells in these columns blank (not currently used).</i>
Increase	If you are increasing the Current Budget amount for the specified account, enter the dollar amount of the increase. Enter only digits and a decimal point. You cannot import a negative value or a zero (0) as an increase.
Decrease	If you are decreasing the Current Budget amount for the specified account, enter the dollar amount of the decrease. Enter only digits and a decimal point. You cannot import a negative value or a zero (0) as a decrease.
Line Description	Required. Enter a description for this line entry that is no more than 40 characters . Do not use symbols or punctuation, except for a period to end each sentence.


- When you have finished entering data to be imported, you must delete rows 1 through 3 of the template file, which serve as a guide when entering your data. This step is necessary because the import function does not differentiate between column headings, instructions, and your data. Follow these steps to delete the first three rows:

- a. Using your mouse, select rows 1–3.
 - b. Right-click on the now-highlighted rows to display the drop-down list that includes the **Delete** command.
 - c. Select the **Delete** command.
4. Save your import file in the .csv format.
 - a. Select **File**, then **Save As**.
 - b. Click the **Save as type** drop-down menu.
 - c. Select **CSV (Comma delimited)** from the available choices.

If a dialog box is displayed, asking whether you want to keep the CSV (Comma delimited) format, click **Yes**.
 5. Open a new GBC eDoc and complete the required fields on the **Document Overview** tab, or open a GBC eDoc that you have saved without submitting it.
 6. On the **Accounting Lines** tab, click the  button.
The  button will be replaced by controls used to select a file.
 7. Click the **Browse...** button to open a dialog box that will enable you to navigate to the location of the import file on your hard drive or network.
 8. Select your import file and click the **Open** button.
 9. When the name of the import file is displayed in the field next to the **Browse...** button, click the  button to start importing the data from the selected file.
Your accounting lines should be imported properly if you were careful with your data entry in preparing the template file, as explained earlier in this procedure.
 10. Once the accounting lines have been imported, use the **Add To** or **Subtract From** buttons to insert the fringe benefit accounting lines.


Resubmitting an eDoc Returned for Correction

When an approver returns a GBC eDoc to its initiator for changes, the initiator should proceed as follows:


1. Open the eDoc and scroll down to the **Notes and Attachments** tab to read the approver's reason for returning the eDoc.
2. Edit the eDoc to make the changes requested by the approver.
3. Click the  button to re-submit the modified eDoc for approval.

Checking the Status of a Submitted eDoc


Use this procedure to learn the current status of a GBC eDoc that has been submitted for approval.

1. Log in to the Kualu system, as described in *Initiating a GBC eDoc* on page 4.
2. Near the top of the Kualu screen, click the  button.
The **Document Lookup** page will be displayed.
3. Enter the user name of the person who initiated the GBC request in the *Initiator* field.

TIP: If you are unsure of your own user name, note that it is displayed as "Logged in User:" in the upper right-hand area of the Kualu screen.

4. Use the date selector tools adjacent to the *Date Created From/To* fields to specify the date range during which you submitted the eDoc in question. You can also further refine your search by entering the document type abbreviation (*GBC* in this case) in the *Type* field.
5. Click the  button.
The search results, consisting of all the eDocs that you submitted during the specified time period, will be displayed in a table at the bottom of the screen.
6. In the search results table, identify the eDoc whose status you want to check, and click the document icon at the rightmost end of the same row, in the column labeled *Route Log*.
The screen will change to display status information for the eDoc in question, so that you can see where it is in the approval process.

Logging Out of Kualii

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

APPENDIX: Examples of Inserting Fringe Benefit Accounting Lines

This section presents two simple examples of the accounting line entries that are inserted by the system when you use the **add fringe** or **net fringe** button. These buttons will become available at the bottom of the GBC eDoc page when applicable for the accounting lines that you have entered or imported.

Example 1: Add Fringe

For our first example (see the screen image below), we have entered two accounting lines: one increase and one decrease, both for \$1,000. The increase that we entered (Accounting Line 1 in the screen image) has a payroll object code and is therefore “fringeable,” so the page was refreshed to include the **add fringe** and **net fringe** buttons at the bottom of the eDoc page (not shown in this screen image).

In this example, we want to **add** the fringe benefit cost to the “fringeable” accounting line amount, so we clicked the **add fringe** button. The system then refreshed the page to insert the *Fringe Accounting Lines* section at the bottom of the **Accounting Lines** tab, as shown below, with one automatically calculated fringe benefit accounting line. That system-calculated accounting line shows an *Increase* amount of \$335 for the same account number specified in the “fringeable” accounting line. However, the final *Increase Total* and *Decrease Total* amounts shown below the *Fringe Accounting Lines* section (circled in this screen image) are now out of balance because the added fringe line raised the combined *Increase* totals to an amount greater than the offset line *Decrease* we entered. To submit this GBC eDoc, we must bring the final *Increase Total* and *Decrease Total* amounts into balance, as explained on the next page.

Accounting Lines										
Accounting Lines ? hide detail										
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
SC Southern California							0.00	0.00		
add:										
* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG						
	0.00	0.00	0.00	0.00						
add										
SC Southern California	1 11200-0		11200				1,000.00	0.00		
1										
* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG						
Personnel base gross pay	0.00	3,498,865.00	1,027.65	3,502,239.70						
SC Southern California	1 15000-0		15000				0.00	1,000.00		
2										
* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG						
Offshore support fee	234,573.00	80,097.00	233,971.90	79,505.90						
							Increase Total: 1,000.00	Decrease Total: 1,000.00		

Accounting Lines										
Fringe Accounting Lines hide detail										
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
SC Southern California	1 11200-0		13000				335.00	0.00		
1										
* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG						
33.50% of \$1000.00	873,256.00	3,498,865.00	873,272.05	3,502,239.70						
1 11200-0-11200										
							Increase Total: 1,335.00	Decrease Total: 1,000.00		

Adjusting the amounts to balance the eDoc. In order to submit this GBC eDoc with the fringe benefit accounting line added, we need to adjust our previous accounting line entries to bring the final *Increase Total* and *Decrease Total* into balance. To do this, we have to adjust the editable amount in the *Decrease* field of Accounting Line 2 in the upper *Accounting Lines* section to compensate for the added fringe benefit amount of \$335.

Once we have changed the amount in the editable *Decrease* field from \$1,000 to \$1,335, we can confirm that our adjustment will balance the *Increase* and *Decrease* totals by clicking the **save** button, which will refresh the page when the document is saved. The screen image below shows the results of saving the eDoc after making the adjustment described above. Note that the final *Increase Total* and *Decrease Total* are now in balance. At this point, we can click the **submit** button and the eDoc will be submitted.

Accounting Lines										
Accounting Lines										
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
SC							0.00	0.00		
add:										
	* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG					
		0.00	0.00	0.00	0.00				add	
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
1	SC Southern California	11200	FACULTY CORE SALARY (IBS) BCG 1				1,000.00	0.00		
	* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG					
	Requested total gross base	0.00	3,498,865.00	1,027.65	3,502,239.70					
2	SC Southern California	15000	GENERAL/PROJECT SUPPLIES BCG 2				0.00	1,335.00		
	* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG					
	Requested amount total	234,573.00	80,097.00	233,636.90	79,170.90					
							Increase Total: 1,000.00	Decrease Total: 1,335.00		

Accounting Lines										
Fringe Accounting Lines										
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
1	SC Southern California	13000	FRINGE BENEFITS BCG 1				335.00	0.00		
	* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG					
	33.50% of \$1000.00	873,256.00	3,498,865.00	872,607.05	3,501,574.70					
	11200									
							Increase Total: 1,335.00	Decrease Total: 1,335.00		

Remember: If you see an error pertaining to an imbalance when you try to save or submit a GBC eDoc, re-check the various increases and decreases that you entered or imported in your accounting line entries and adjust them as needed to bring the final *Increase Total* and *Decrease Total* into balance. You cannot edit the system-calculated fringe accounting line amounts in the *Fringe Accounting Lines* section.

Example 2: Net Fringe

For our second example (see the screen image below), we have again entered two accounting lines: one increase and one decrease, both for \$1,000. The increase that we entered (Accounting Line 1 in the screen image) has a payroll object code and is therefore “fringeable,” so the page was refreshed to include the **add fringe** and **net fringe** buttons at the bottom of the eDoc page (not shown in this screen image).

Accounting Lines									
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions
SC	1000000						0.00	0.00	
add:									
	* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG		Current Budget Amount for Object Code	Current Budget Amount for BCG			
		0.00	0.00	0.00		0.00			add
SC	1000000		11200				1,000.00	0.00	
1	* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG		Current Budget Amount for Object Code	Current Budget Amount for BCG			
	Required text will go here	0.00	3,498,865.00	2,027.65		3,503,574.70			delete
SC	1000000		15000				0.00	1,000.00	
2	* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG		Current Budget Amount for Object Code	Current Budget Amount for BCG			
	Some other required text here	234,573.00	80,097.00	232,636.90		78,170.90			delete
							Increase Total: 1,000.00	Decrease Total: 1,000.00	

In this example, we want to subtract the fringe benefit cost from the “fringeable” accounting line amount, so we clicked the **net fringe** button. The system then refreshed the page to insert the *Fringe Accounting Lines* section at the bottom of the **Accounting Lines** tab, as shown below, with one automatically calculated fringe benefit accounting line (see the screen image on the following page). That system-calculated accounting line again shows an increase of \$335 for the same account number that is included in the “fringeable” accounting line.

Unlike the preceding example for the **add fringe** button, note that the final *Increase Total* and *Decrease Total* amounts just below the *Fringe Accounting Lines* section are in balance (circled in the screen image), and thus require no further editing. The reason that these two amounts are in balance is that the original *Accounting Lines* amounts we entered are adjusted automatically by the system to accommodate the calculated fringe benefits. In this example, the system reduced our original *Increase* amount of \$1,000 by deducting the fringe benefit amount of \$335, leaving an adjusted *Increase Total* of \$1,000, which is offset by the *Decrease* amount.

Accounting Lines hide										
Accounting Lines hide detail										
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
SC Southern California							0.00	0.00		
add:										
* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG						
	0.00	0.00	0.00	0.00						
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
SC Southern California	1		11200 FACULTY CORE SALARY (IBS) BCG 1				665.00	0.00		
1										
* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG						
Required text will go here	0.00	3,498,865.00	1,692.65	3,503,239.70						
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
SC Southern California	1		15000 GENERAL/PROJECT SUPPLIES BCG 2				0.00	1,000.00		
2										
* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG						
Some other required text here	234,573.00	80,097.00	232,636.90	78,170.90						
							Increase Total: 665.00 Decrease Total: 1,000.00			
Accounting Lines hide detail										
Fringe Accounting Lines										
* Chart	* Account Number	Sub-Account	* Object Code	Sub-Object	Project	Org Ref Id	Increase	Decrease	Actions	
SC Southern California	1		13000 FRINGE BENEFITS BCG 1				335.00	0.00		
1										
* Line Description	Base Budget Amount for Object Code	Base Budget Amount for BCG	Current Budget Amount for Object Code	Current Budget Amount for BCG						
33.50% of \$1000.00	873,256.00	3,498,865.00	873,272.05	3,503,239.70						
1										
							Increase Total: 1,000.00 Decrease Total: 1,000.00			
General Ledger Pending Entries show										
Notes and Attachments (0) show										