



State of Kansas
Budget Date Change Expenses Example
Statewide Management, Accounting and Reporting Tool
 Date Created: 11/13/2024

This is an example where an agency needs to do a journal to have the expense report charged to a prior fiscal year when a GL Encumbrance was done or there is an issue with the Travel Authorization. There should be two lines entered for each distribution line of the expense report that needs charged to the prior year.

1. Identify the original funding lines in SMART for the expense report.
2. Create the correction journal. In the journal description, enter the related expense report that needs to be charged to the prior year and either the Travel Authorization number or GL Encumbrance number.
 - A. The first line should be the same as the line on the expense report.
 - B. The second line should be the same as the first, but multiplied by -1.
 Note: These lines will total to zero.
 - C. Repeat A and B for each distribution line on the expense report. Then save the Journal in 'Incomplete Status' on the Journal Header tab reference. Also, please place the journal on hold after the liquidation line has been entered to prevent the budget from being used until the budget date is changed by central.
 - E. Log a Kansas Service Desk ticket with a Budget Date Change request form attached, so that the budget date can be changed before submitting the journal for approval.

[Budget Date Change Request Form](#)

Transfer expense from one Budget Period to a Prior Budget Period

Dept	Fund	Bud Unit	Program	Account	Amount	Line Descr	Budget Date		
0100000000	1000	0100	01031	525510	123.60	PRIVATE VEHICLE MILES	6/30/2024	Prior FY	→ Amounts in this box total to zero.
0100000000	1000	0100	01031	525510	-123.60	PRIVATE VEHICLE MILES	8/21/2024	Current FY	
0100000000	1000	0100	01031	525580	-123.60	MEALS AND LODGING	6/30/2024	Prior FY	→ Amounts in this box total to zero.
0100000000	1000	0100	01031	525580	123.60	MEALS AND LODGING	6/21/2025	Current FY	
					0.00				→ The total for the entire journal is zero.

Liquidating GL Encumbrance Journal

Dept	Fund	Bud Unit	Program	Account	Amount	Line Descr	Reference
0100000000	1000	0100	01031	525180	-123.60	MEALS AND LODGING IN STATE	ER 123456