

Chapter 21 – Budget Administration

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Important

The required fields referenced in this chapter refer to system-required fields. These fields are required in order for the form to be saved in approved status.

The information that is required due to policy may be different from those that are system required.

Budget - Overview

Introduction

Organizations that use the billing features within KAMIS must have a budget entered into KAMIS for the current fiscal year (State and Federal.) Without a budget, services cannot be entered into a customer's plan of care, and the Provider Service (225) process will not work. A separate budget is required for each funding source used.

Important

A budget is not in effect until it has been saved in Approved status. Any functions/processes that rely on a KAMIS budget will not work unless the budget is in Approved status.

Budget Status

There are three possible statuses for a budget:

Status	Purpose
Approved	All required fields are checked for completion. No changes can be made to an Approved budget. A budget revision must be made to make any changes. Current year budgets must be in Approved status for Plan of Care and Service Provided entry.
Projected	This is a system-generated status that projects the next year's budget when the current year's budget status is set to Approved.
Work In Progress	All budget revisions start out as Work in Progress. Enables the budget to be saved without all the required fields completed, and all fields can still be changed.

Revision vs Create

An existing funding source that has a current budget will always have the next year's budget created automatically, with a status of 'Projected.' When the Projected budget year becomes the current budget year, the budget is revised, budget amount entered, and status changed to Approved. Upon saving the budget as Approved, the next year's budget will automatically be created and with a status of 'Projected.'

The only time a budget is created with the 'Create New Budget' button is if a budget needs to be set up for a funding source that has never had a budget.

Error! Not a valid bookmark self-reference. Maintenance

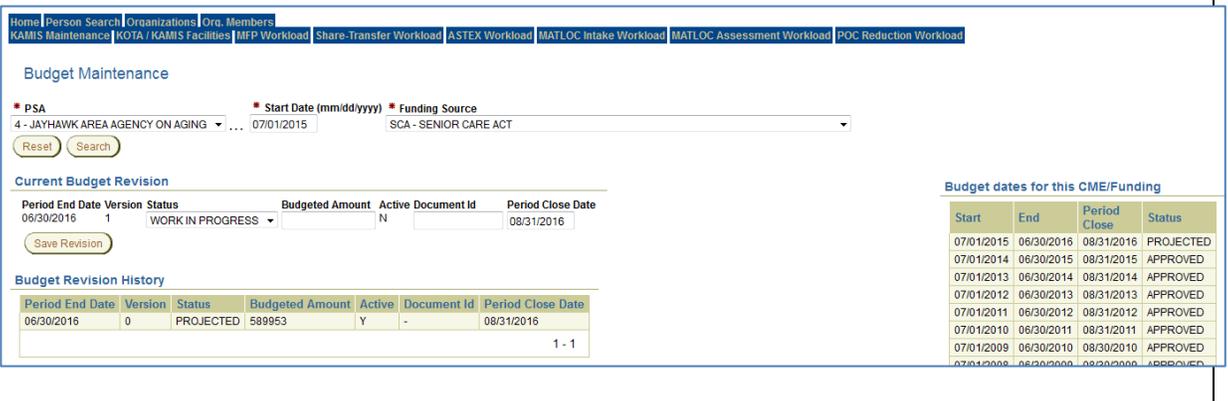
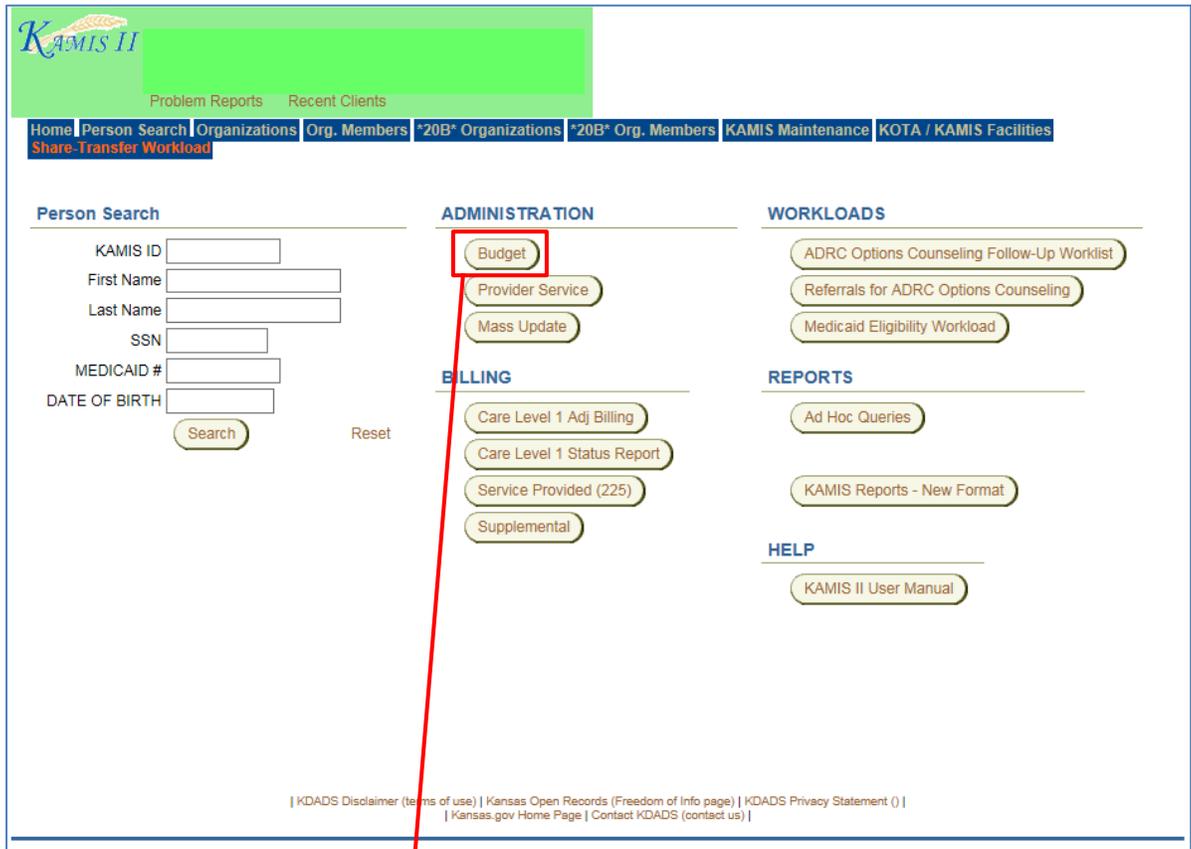
Introduction

KAMIS users with the appropriate security roles can access the Budget Maintenance page. The Budget button is located on the KAMIS Home Page, in the ADMINISTRATION region.

How To

Follow the steps in the table below to access the Budget Maintenance page.

Step	Action	Result
1.	Click on the Budget button, located on the KAMIS Home Page under ADMINISTRATION.	The Budget Maintenance page displays.



Budget Search

Introduction

In order to see budget information for a funding source, a search must first be completed. The fiscal year start date for that funding source and the funding source itself are entered, and a search completed. If there is matching information, it will display in the 'Budget Revision History' and/or 'Current Budget Revision' regions. If the budget search does not find a match, prior year budgets will display in a read only table.

Important

A budget start date is usually only one of two dates, depending on the funding source:

- July 1 (State Budget Fiscal Year Start Date) – Senior Care Act (SCA)
- October 1 (Federal Budget Fiscal Year Start Date) – Older Americans Act (OAA)

New funding sources may periodically be used based on state and/or federal funding changes. All information needed to set up the new budget will be sent to the organizations that will use the funding source. In some cases, a new funding source and its budget may be set up for the organization by KDADS.

How To

Follow the steps in the table below to do a budget search.

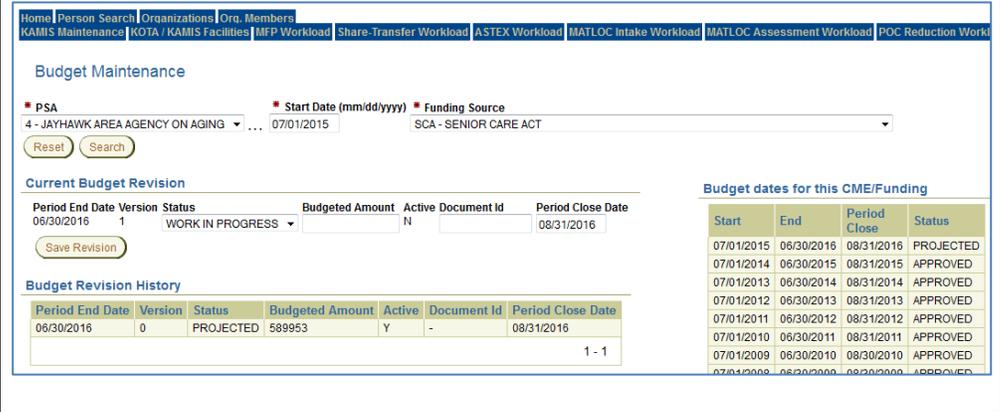
Step	Action	Result				
1.	Enter the budget period Start Date	Use the appropriate State or Federal Budget Start Dates.				
2.	Select the Funding Source					
						
3.	Click on the Search button.					
	<table border="1"> <thead> <tr> <th>If . . .</th> <th>Then . . .</th> </tr> </thead> <tbody> <tr> <td>No Budget entry exists</td> <td>A 'no data found' message displays. A 'Create New Budget' button appears. Creating a new budget is covered later in this chapter.</td> </tr> </tbody> </table>	If . . .	Then . . .	No Budget entry exists	A 'no data found' message displays. A 'Create New Budget' button appears. Creating a new budget is covered later in this chapter.	
If . . .	Then . . .					
No Budget entry exists	A 'no data found' message displays. A 'Create New Budget' button appears. Creating a new budget is covered later in this chapter.					
						

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Budget Search, continued

How To

continued

Step	Action	Result				
3.	<p><i>continued</i></p> <table border="1"> <thead> <tr> <th data-bbox="479 365 967 403">If . . .</th> <th data-bbox="967 365 1479 403">Then . . .</th> </tr> </thead> <tbody> <tr> <td data-bbox="479 403 967 478">A budget entry does exist</td> <td data-bbox="967 403 1479 478">The 'Current Budget Revision' and 'Budget Revision History' regions display.</td> </tr> </tbody> </table> 	If . . .	Then . . .	A budget entry does exist	The 'Current Budget Revision' and 'Budget Revision History' regions display.	
If . . .	Then . . .					
A budget entry does exist	The 'Current Budget Revision' and 'Budget Revision History' regions display.					

Revise a Budget (Set up New Budget Year)

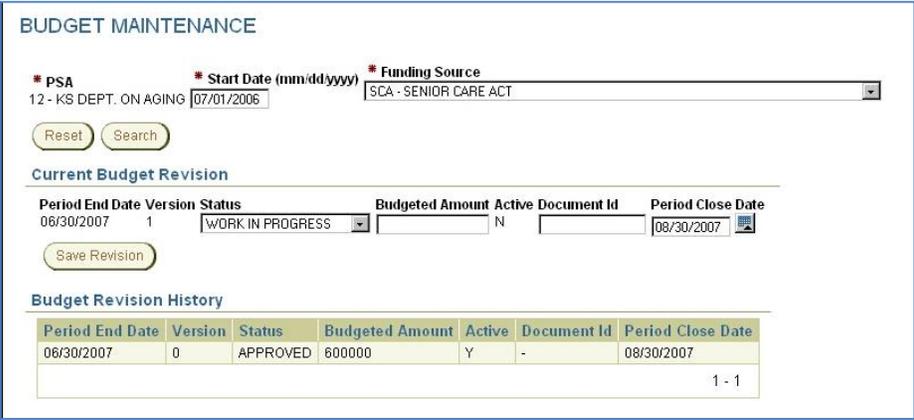
Introduction

Because approving a current year's budget automatically creates the next year's budget in Projected status, revising a budget to set up a new budget year is much more common than creating a brand new budget.

This section explains how to set up the new budget year by revising the auto-generated budget.

How To

Follow the steps in the table below to revise a budget for an existing Funding Source.

Step	Action	Result														
1.	Complete the Budget Search with the appropriate criteria.	The Current Budget Revision and Budget Revision History Table regions display.														
 <p>The screenshot shows the 'BUDGET MAINTENANCE' interface. It includes search criteria for PSA (12 - KS DEPT. ON AGING), Start Date (07/01/2006), and Funding Source (SCA - SENIOR CARE ACT). Below this is the 'Current Budget Revision' section with fields for Period End Date (06/30/2007), Version (1), Status (WORK IN PROGRESS), Budgeted Amount, Active (N), Document Id, and Period Close Date (08/30/2007). A 'Save Revision' button is present. At the bottom is the 'Budget Revision History' table:</p> <table border="1"> <thead> <tr> <th>Period End Date</th> <th>Version</th> <th>Status</th> <th>Budgeted Amount</th> <th>Active</th> <th>Document Id</th> <th>Period Close Date</th> </tr> </thead> <tbody> <tr> <td>06/30/2007</td> <td>0</td> <td>APPROVED</td> <td>600000</td> <td>Y</td> <td>-</td> <td>08/30/2007</td> </tr> </tbody> </table>			Period End Date	Version	Status	Budgeted Amount	Active	Document Id	Period Close Date	06/30/2007	0	APPROVED	600000	Y	-	08/30/2007
Period End Date	Version	Status	Budgeted Amount	Active	Document Id	Period Close Date										
06/30/2007	0	APPROVED	600000	Y	-	08/30/2007										
<p>Note: The Period End Date is automatically entered and cannot be changed:</p> <ul style="list-style-type: none"> • State Fiscal Year ends June 30 of the following year • Federal Fiscal Year ends September 30 of the following year 																
2.	In the Current Budget Revision region, the Period End Date will automatically populate and is not editable.	The date is one day less than a year from the start date.														
3.	Enter the Budgeted Amount for the new budget year.	Enter whole numbers only. Do not use any punctuation characters.														
4.	Enter a reference note in the Document ID if desired.	This is optional and simply serves as an information note for this budget item.														
5.	Confirm the auto-generated Period Close Date . The close date can be up to 60 days after the end of the Period End Date.	This allows for fiscal year end adjustment processing.														

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Revise a Budget (Set up New Budget Year), continued

How To (continued)

Step	Action	Result
6.	Change the Status to 'APPROVED'	
7.	Click on the Save Revision button	The changes are saved and the revised Budget information is added to the Budget Revision History table.

BUDGET MAINTENANCE

* PSA: 12 - KS DEPT. ON AGING * Start Date (mm/dd/yyyy): 07/01/2006 * Funding Source: SCA - SENIOR CARE ACT

Reset Search

Current Budget Revision

Period End Date	Version	Status	Budgeted Amount	Active	Document Id	Period Close Date
06/30/2007	1	APPROVED	800000.00	N	07-2006 Memo	08/30/2007

Save Revision

Budget Revision History

Period End Date	Version	Status	Budgeted Amount	Active	Document Id	Period Close Date
06/30/2007	0	APPROVED	600000	Y	-	08/30/2007

1 - 1

BUDGET MAINTENANCE

* PSA: 12 - KS DEPT. ON AGING * Start Date (mm/dd/yyyy): 07/01/2006 * Funding Source: SCA - SENIOR CARE ACT

Reset Search

Current Budget Revision

Period End Date	Version	Status	Budgeted Amount	Active	Document Id	Period Close Date
06/30/2007	2	WORK IN PROGRESS		N		08/30/2007

Save Revision

Budget Revision History

Period End Date	Version	Status	Budgeted Amount	Active	Document Id	Period Close Date
06/30/2007	1	APPROVED	800000	Y	07-2006 Memo	08/30/2007
06/30/2007	0	APPROVED	600000	N	-	08/30/2007

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The 'Y' in the Active column indicates this is the current active budget.

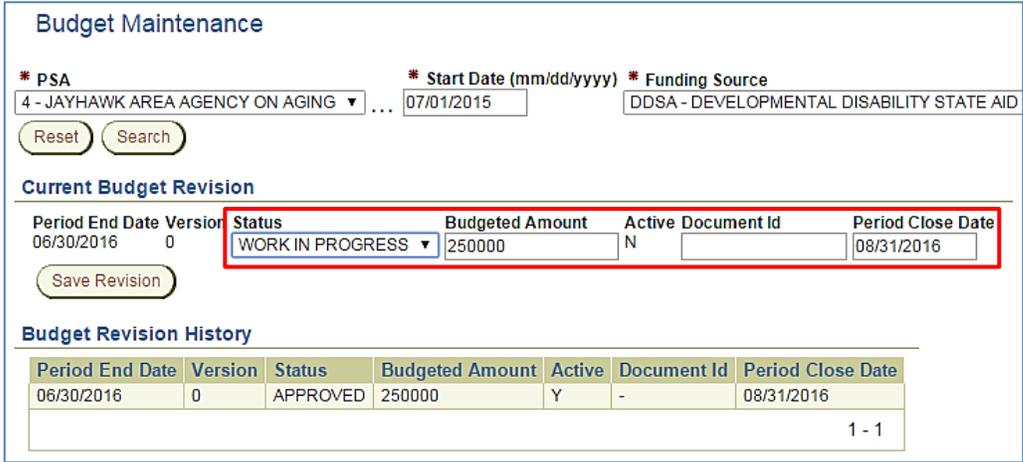
Revise a Budget (Change Budget Amount)

Introduction

Sometimes it is necessary to increase the Budgeted Amount of a current year budget for a funding source if the original amount was entered wrong, or if additional funds are made available and the budgeted amount can be increased. The Document Id and Period Close Dates can also be changed.

How To

Follow the steps in the table below to change the budgeted amount of the current budget for a funding source.

Step	Action	Result
1.	If not already open, click on the Budget button on the KAMIS Home Page to open the Budget Maintenance page.	The Budget Maintenance page displays.
2.	Do a Budget Search for the budget that needs the budgeted amount changed.	The Current Budget Revision region displays with a blank Budgeted Amount field.
3.	Enter the new TOTAL Budgeted Amount	The new Budgeted Amount displays
	<p>IMPORTANT NOTE: Do <i>NOT</i> enter just the increase in the budgeted amount. Enter the new total amount.</p> <p>Example: The originally entered Budgeted Amount was 75000. It should have been 85000.</p> <ul style="list-style-type: none"> • Incorrect entry: 10000 • Correct entry: 85000 	
4.	Change the Status to APPROVED	
5.	The Document Id and Period Close Date can be updated here if necessary.	These are the only other editable fields.
	 <p>The screenshot shows the 'Budget Maintenance' page. At the top, there are search criteria for PSA (4 - JAYHAWK AREA AGENCY ON AGING), Start Date (07/01/2015), and Funding Source (DDSA - DEVELOPMENTAL DISABILITY STATE AID). Below this is the 'Current Budget Revision' section, which contains a table with columns: Period End Date, Version, Status, Budgeted Amount, Active Document Id, and Period Close Date. The current entry has Status 'WORK IN PROGRESS', Budgeted Amount '250000', and Period Close Date '08/31/2016'. Below this is the 'Budget Revision History' section, which shows a table with columns: Period End Date, Version, Status, Budgeted Amount, Active, Document Id, and Period Close Date. The history entry has Status 'APPROVED', Budgeted Amount '250000', and Period Close Date '08/31/2016'. The page number '1 - 1' is visible at the bottom right of the screenshot.</p>	
6.	Click the Save Revision button.	The new Budgeted Amount is saved and the Budget Revision History table is updated.
	<p>Note: If you enter the wrong amount and Approve it, simply do another Budget Revision and enter the correct amount, then Approve it again.</p>	

Create a New Budget

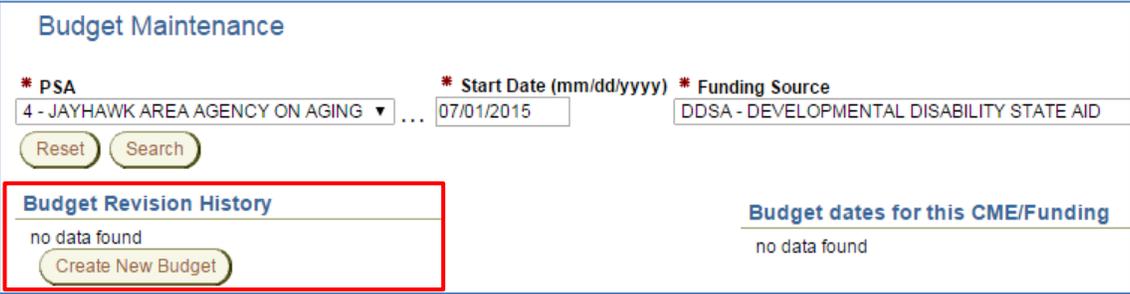
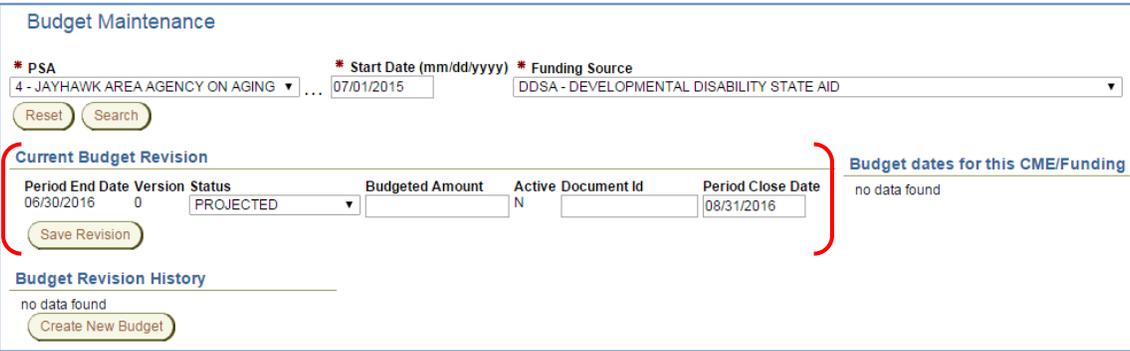
Introduction

When a new funding source is set up in KAMIS, a new budget must be created before services using that funding source can be billed in Service Provided (225).

A budget cannot be entered into the system until the current date is the same or greater than the Budget Start Date. This is so that the system Projected Budget will not be over-written before the actual start date for data integrity.

How to

Follow the steps in the table below to create a new budget for a Funding Source.

Step	Action	Result
1.	If not already open, launch the Budget Maintenance page from the KAMIS Home Page.	The Budget Maintenance page displays.
2.	Do a Budget Search for the desired Funding Source that does not yet have a budget.	The Budget Revision History region displays a 'no data found' message and a Create New Budget button displays.
 <p>The screenshot shows the 'Budget Maintenance' page with search criteria: PSA '4 - JAYHAWK AREA AGENCY ON AGING', Start Date '07/01/2015', and Funding Source 'DDSA - DEVELOPMENTAL DISABILITY STATE AID'. The 'Budget Revision History' section shows 'no data found' and a 'Create New Budget' button, which is highlighted with a red box.</p>		
3.	Click on the Create New Budget button	The Current Budget Revision region displays with entry fields for the new budget.
 <p>The screenshot shows the 'Current Budget Revision' form with red annotations. A red bracket highlights the 'Period End Date' field (06/30/2016) and the 'Status' dropdown (PROJECTED). Another red bracket highlights the 'Period Close Date' field (08/31/2016). The 'Create New Budget' button is also visible.</p>		
4.	The Period End Date auto-populates and is not editable.	The date will be one day less than a year from the start date.
5.	Select the appropriate Status .	Reminder: The budget is not active and available to Service Provided billing unless the status is set to Approved.

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Create a New Budget, continued

How To (continued)

Step	Action	Result
6.	Enter the appropriate Budgeted Amount	This is actual service dollars for the funding source, and does not include Administration.
7.	Enter a Document ID for reference, if desired.	Optional
8.	Confirm the Period Close Date . The close date can be up to 60 days after the end of the Period End Date.	This will allow for fiscal year end adjustment processing.
9.	Click on the Save Revision button to save the new budget.	The new budget is saved. a. The Budget Revision History table is updated with the newly saved budget information. b. The next fiscal year's budget is auto-generated (Projected status) and the Budget dates for this CME/Funding table is updated to show the new current budget, and next year's projected budget

Budget Maintenance

* PSA: 4 - JAYHAWK AREA AGENCY ON AGING ... * Start Date (mm/dd/yyyy): 07/01/2015 * Funding Source: DDSA - DEVELOPMENTAL DISABILITY STATE AID

Reset Search

Current Budget Revision

Period End Date: 06/30/2016 Version: 0 Status: APPROVED Budgeted Amount: 250000 Active: N Document Id: Period Close Date: 08/31/2016

Save Revision

Budget dates for this CME/Funding

Start	End	Period Close	Status
07/01/2016	06/30/2017	08/31/2017	PROJECTED
07/01/2015	06/30/2016	08/31/2016	APPROVED

1 - 2

Budget Revision History

Period End Date	Version	Status	Budgeted Amount	Active	Document Id	Period Close Date
06/30/2016	0	APPROVED	250000	Y	-	08/31/2016

1 - 1

Note: No changes can be made after the budget is saved as Approved. To modify a budget, refer to the section 'Revise a Budget (Change Budget Amount).'