

4.120 UH Project Fiscal Reports – KFS Budget Status Report

I. Overview

The KFS Budget Status Report is a monthly report that provides summary financial information for a specific project displaying expenditures and outstanding purchase orders by contract and grant budget code. The information in this report is updated on a daily basis (generally every morning).

Principal investigators, project staff, and the designated fiscal administrator should review the KFS Budget Status Report on a timely basis to verify the accuracy of the report and to review the financial status of the program. Comparing amounts awarded and total costs by contract and grant budget code yields the available balance for future commitments.

Red numbers in parentheses generally indicate a negative or deficit balance, unless otherwise indicated.

II. Procedures

- A. In UH Project Fiscal Reports – Project Reports, select Report Name: “KFS Budget Status Report”.
- B. Enter the project number in the Project Number field (i.e. 6100001).
- C. Click on the “Retrieve Report” button.
- D. To download a data file of this report (in .csv format), click on the “Download” link that is next to the report title.

III. Contents (by report column headings)

A. Category

These categories are based on the following KFS contract and grant budget codes:

CG Budget Code	Description
C100	Salaries & Wages
C101	Overload
C102	Casual
C103	Student Help-Regular
C104	Student Help-Workstudy
C105	Fringe Benefits
C106	Services-Fee Basis
C107	Materials & Supplies
C108	Travel-Domestic
C109	Travel-International
C110	Print & Publications

CG Budget Code	Description
C111	Utilities & Communication
C112	Rentals
C113	Repairs
C114	Tuition
C115	Scholarships & Fellowships
C116	Equipment
C117	Others
C990	Indirect Cost

Refer to [4.120 Attachment 1 – Contract & Grant Budget Code to Object Code Mapping](#).

B. Awarded

This column provides the sponsor approved budget amounts. Budgets are input and updated by UH Office of Research Services in KFS and transmitted to the RCUH financial system to produce this report.

C. Current Month Expended

This column provides a summary of expenditures for transactions processed or posted in UH KFS for the current month. This information is updated on a daily basis (generally every morning).

D. Total Expended

This column provides the cumulative expenditures incurred by the project since its inception.

E. Outstanding PO

This column provides summary information of all outstanding purchase orders that have been issued but not paid.

F. Total Cost

This column provides the cumulative expenditures plus outstanding purchase orders. Total Expended amounts plus Outstanding PO equals the Total Cost.

G. KFS Suspense

This column provides summary information for transactions in “suspense” (i.e. transactions processed in the RCUH financial system that did not post to KFS due to various errors).

H. Available Balance

This column provides summary information of the remaining available balance. Awarded amounts less Total Cost (Total Expended plus Outstanding PO) equals the Available Balance. Available balances should be adjusted for personnel costs, indirect costs, and other costs that have been planned but not encumbered for the remainder of the project.

IV. Relevant Documents

[4.120 Attachment 1 – Contract & Grant Budget Code to Object Code Mapping](#)

Date Revised: 05/15/2017