NOTE: These instructions come from the training materials for Budget Journals.

Moving budget from one cost center to another

NAVIGATION: Main Menu – Commitment Control – Budget Journals – Enter Budget Journals

Step 1: Go to the Budget Entry “Add a New Value” page and click **Add**.

Step 2: The Budget pages are displayed. Choose a Ledger Group. The valid values are:

- **ORG** – to create an expenditure budget journal
- **REVEST** – to create a revenue budget journal
- **PROJ_GRT** – to create a project/grant expenditure budget journal

Do not use **PRMST_EXP**, **PRMST_REV**, **DETAIL**, or **DETAIL_REV**.

For our example, enter **ORG**.
Step 3: Choose a Budget Entry Type. The valid values are:

- Original – Base or permanent budget entry
- Adjustment – Adjusted or current budget entry

For our example, choose **Adjustment**.

Step 4: Check the Generate Parent Budget box if the Ledger Group chosen is PROJ_GRT and the budget journal is not transferring budget within the same cost center.

For our example, **DO NOT CHECK THE GENERATE PARENT BUDGET BOX**.

Step 5: Enter a Long Description. The first 9 characters must be the department assigned document number (i.e. C0078B021). Following the document number, enter a complete description of the purpose of the budget journal. For our example, enter **C0078B021 TRANSFER BUDGET BETWEEN COST CENTERS**.
Step 6: Click the Budget Lines Tab. Click the “Show all columns” button to open up the tabs.

Step 7: Enter the speed type of the cost center the budget entry is to affect and tab. Check the cost center that auto populates to ensure it is the correct one. If not, correct the speed type. For our example, enter 11449.

Enter the Account for the budget transfer. The Account is the same as the "Budget Node" and should start with "B". NOTE: Accounts that start with "B5" are expense budget nodes (accounts). Accounts that start with "B4" are revenue budget nodes (accounts).

Revenue and expense budget entries cannot be on the same budget journal.

For our example, enter B5009.
Step 8: Enter the amount. Enter a positive number to increase the budget; enter a negative number to decrease the budget. For our example, enter 50.00.

Enter the Journal Line Description. Enter the department assigned document number (i.e. C0078B021) in the first 9 characters of the field and then a short description. For our example, enter C0078B021 MOVE BUDGET.

Click to add a second row to the transaction.

A second line appears with all the values from the first line copied to the second:

Step 9: Complete the other side of the budget journal. For our example, enter the following:

- Speed Type: 11448
- Account: B5009
- Amount: -50.00

Be sure to scroll over and complete the Journal Line Description for the second line:
Step 10: Click  to save the budget journal. A budget journal number is assigned.

Step 11: Choose “Budget Pre-Check” from the Process box via the drop down arrow. Click . The Budget Pre-Check ensures there are sufficient funds for the budget journal to process.

The following message will be displayed:
The process has run successfully if the value returned for Budget Status is “Checked Only”:

If “Error” is returned, there is not sufficient BBA on the Budget Node to process the budget journal.

REMEMBER: Budget journals must be balanced journals. If budget is increased on a node/cost center, budget must be decreased on a node/cost center. An exception to this is budgeting additional or new revenue. If revenue budget is increased, expenditure budget must be increased.

The Budget Journal is now ready to have supporting documentation electronically attached. This process is called “Document Imaging”.

**How to upload supporting documentation (Document Imaging)**

These instructions assume the 1074.1, 1033A, or other supporting documentation has already been saved to your PC. NOTE: UCT recommends the scanned documentation be saved to your data directory and not the PC desktop. **Documentation that is not oriented correctly, with the ability to read top down and left-to-right, is subject to denial of the budget journal.**

**Step 1:** Click the Documents tab. Click the Add New Document button.
**Step 2:** The Document Upload box is displayed. Click the `Browse...` button.

**Instructions:**
1. Select an image file for this transaction by clicking the `Browse` button below.
2. Upload the selected file by clicking the `Upload Image` button.

**Step 3:** The "Choose File" dialogue box is displayed. Navigate to where the supporting documentation is saved and select it. Click `Open`.
Step 4: The file name of the supporting documentation is placed in the "Select an Image" section of the Document Upload box. Click Upload Image and the supporting documentation will be attached to the journal entry.

NOTE: Always open the attachment to make sure it is viewable. This is the image the auditors will examine when they are performing an audit.
Step 5: To see the supporting documentation that has been attached to the voucher, click the documents tab. Click the \( \text{document} \) to bring up the document.

The budget journal is now ready to be entered into workflow.

NOTE: Uploaded documents cannot be deleted. They can only be made inactive. Limit the documents uploaded to what is required. Do not upload any security sensitive information.

Good document types for uploading are .pdf, .xls, .doc, .rtf. Do not use .txt or .tif for uploading.
Budget Journal Workflow Process

Budget Journal workflow is a way to electronically create a budget journal and move it through the approval process to entry into PeopleSoft Finance (FSPRD). The budget journal is created and supporting documentation is attached electronically. The budget journal is then entered into workflow. Once the budget journal is entered into the workflow, it moves automatically along the approval process to the final destination of the Budget Office. Budget Journals are only to be entered weekly on Thursdays. The Budget Office will then approve Budget Journals on the following Friday.

Setting up workflow

Each employee that has access to FSPRD is assigned a source code. In addition to this, every department is tied to this source code via the Department to Source Code Mapping page. This 3 digit source code helps to define the next step in the approval process for the budget journal.

Workflow approval paths are defined for routing purposes. We currently have 3 approval paths.

1. Dept – Coll/Div – Budget – this path is for budget journals created in areas other than the schools, or Research Administration Office.
2. Dept – Coll/Div – Provost – Budget – this path is for budget journals created by the schools that need Provost approval. Change the “Source” to PRV, so the budget journal will go to the Business Coordinator for the Provost and then on to the Intermediate Approver.
3. Dept – Research – this path is for budget journals created by Research.

Each employee participating in the processing of budget journals must be assigned a workflow security role. The roles are:

1. WF_KKJRNL_DEPT – this is the department security role. This role is assigned to the person who normally initiates the budget journal into workflow.
2. WF_KKJRNL_COLLDIV – this is the college/division level security role. This role is assigned to the person at the first level of approval (i.e. Business Coordinator).
3. WF_KKJRNL_INTERMEDIATE – this is the intermediate security role. This role is assigned to a secondary level of approval before the budget journal reaches the budget office. Currently, this approval level is for the Provost Office.
4. WF_KKJRNL_FINAL – this is the final security role. This role is assigned to the person who has final approval authority for the budget journal. Currently, final approvers are the Budget Office and the Research Office.

Once a security role is assigned, the Route Control for the security role is updated. The Route Control directs transactions to the approvers at the next approval level. Each person with security
to do budget journal workflow must have two route controls set up: one for the 00759 Business Unit and one for their Source Code.

Each employee participating in budget journal workflow must set up their Worklist under “Content” on the FSPRD home page. Each person’s Worklist lists budget journals awaiting their approval.

Once a budget journal has been created and saved, it is ready to be entered into the workflow process. This is done via the Approval 2 page in the Budget Journal component. The journal is routed to the appropriate individuals for approval using the Source Code, the Approval Path selected, and the Workflow Security Role. The final approver is the Budget Office for non research budget journals. The final approver for research budget journals is the Research Office.

There are three choices for Approval Action: Approve, Recycle, and Deny.

1. Recycle - This action means the budget journal is sent back one step in the approval process. If a journal is recycled, no automated email is sent and the journal cannot be changed unless it has been recycled back to the originator. When a budget journal is recycled, the Long Description text box is updatable so that comments can be added. "Recycle" might be used to notify the person at the previous approval level to attach more supporting documentation to the budget journal.

2. Denied – This action means the budget journal is sent back to the originator of the journal. When a budget journal is denied, the Long Description text box to be updatable so that comments can be added.

3. Approve – This action moves the journal to the next step in the approval process.

There are three instances where an automated email is sent. They are:

1. if the budget journal is denied by the approver
2. if the budget journal is posted by the final approver
3. if the budget journal fails the posting process resulting in a budget status of "V" (valid)

As the budget journal is approved along the workflow path, it falls off the Worklist of the person approving and goes to the Worklist of the next approval level. Once a budget journal has been posted, it falls off the final approver’s Worklist. If a budget journal needs to be deleted, it must be "denied" so it can go back to the originator. Then the originator can delete the budget journal. This is the only way to remove a nonposted journal from the Worklist.
Enter the budget journal into workflow

Once the budget journal header and lines have been created, the budget journal has been saved and pre-budget checked, and the supporting documentation has been attached, the budget journal is ready to be entered into workflow.

**Step 1:** Click on the Approval 2 tab of the budget journal to be entered into workflow.

Click the first path (DEPT – COLL/DIV – BDGT) if you are not a school. Click the second path (DEPT – COLL/DIV – PROV – BDGT) only when budgeting Instructional or New Initiative Funds. For our example, **select the first path. DO NOT change the Source that defaults in.**

**Step 2:** Choose "Approve" for the Approval Action from the drop down box.

Click **Apply** to process the workflow action. When the initiator creates the budget journal and chooses "Approve" and then clicks "Apply", the budget journal is entered into workflow. Once "Apply" is clicked, the budget journal moves to the next person on the workflow path and is displayed on that person’s Worklist.
If you have the **college/division user role**, the following message will be displayed:

![Message](attachment:image.png)

**OR**

![Message](attachment:image.png)

You will receive the first message if:

a. you are approving a budget journal that came to your Worklist from a College/Division user where the source was changed and the DEPT – COLL/DIV – PROVOST – BUDGET approval path was chosen OR

b. you are creating the budget journal and you have chosen the DEPT – COLL/DIV – PROVOST – BUDGET approval path

You will receive the second message if:

a. you are approving a budget journal that came to your Worklist from a College/Division user where the source was changed and the DEPT – COLL/DIV – BUDGET approval path was chosen OR

b. if you are creating the budget journal and entering it into workflow and you’ve chosen the DEPT – COLL/DIV – BUDGET approval path.

Click [OK] and the budget journal will be entered into workflow. Please note: The Budget Header Status will now change from “Checked Only” to “None”.
If you have the **intermediate user role**, the following message will be displayed:

You will receive this message if:

a. you are approving a budget journal that came to your Worklist from a college/division user and the DEPT – COLL/DIV – PROVOST – BUDGET approval path was chosen OR

b. you are creating the budget journal and you have chosen the DEPT – COLL/DIV – PROVOST – BUDGET approval path. **NOTE:** Intermediate users **should not** choose the DEPT – COLL/DIV – BUDGET approval path.

Click [OK] and the budget journal will be entered into workflow.

**How to place the Budget Journal Worklist on the Home Page**

**Step 1:** To place the Budget Journal worklist on your home page, click the [Content] hyperlink. This link is on your Home Page.

**Step 2:** The Personalize Content page is displayed. Click the Budget Journal Worklist checkbox and then click [Save].
Now the Budget Journal Worklist Pagelet is setup on the Home Page.

How to process a “denied” budget journal

If a budget journal has been given an Approval Status of “Deny”, an automated email will be sent to the originator of the budget journal. The budget journal will also move to the originator’s budget journal worklist. The journal is updatable by the originator and can be corrected and re-entered into the workflow process.

The deny email looks like this on the Outlook Inbox:

fstd@central.uh.edu  Budget Journal Denied

When the email is opened, it looks like this:
As you can see, a hyperlink is provided. To be automatically directed to the budget journal, sign into PeopleSoft Finance first and then click the hyperlink. The budget journal pages will be displayed automatically – no navigation is needed.

In addition to an automated email, the denied budget journal moves to the originator’s worklist. This is what the worklist looks like:

Notice the Worklist Action states "Approval Denied" in red. Click the View Item hyperlink to access the budget journal.

**Step 1:** Click the Approval 2 tab and read the Long Description to know what needs to be corrected on the budget journal.

**Step 2:** Once the correction has been made, click the Budget Lines tab and do the “Budget Pre-Check” again.

Once the status is “C”, click the Approval 2 tab, change the Approval Action to “Approve” and click . The budget journal has been re-entered into workflow.
How to Use Approval History

The Approval History listed on the Approval History tab, provides the status of the budget journal along the current approval path. The history provided does not list the complete history of the budget journal. To see the complete history, run the public query UHS_WF_BUD.

**Step 1:** Click the Approval History tab for the budget journal.

**Step 2:** Click the **Get History** button and the current history will be displayed. The data displayed is:

a. **Instance** – the process instance number of the transaction
b. **Step** – the steps of the approval path the journal has taken
c. **Path** – the path that was chosen by the originator of the journal.
d. **Status** – the status of the budget journal at each step in the path. The values are:
   - **A** (Approved) The budget journal has been approved and moved to the next step in the approval process
   - **D** (Denied) The budget journal has been denied routing the budget journal back to the originator
   - **I** (Initiated) The budget journal has been created
   - **P** (Pending) Approval action for the budget journal has not been selected yet for each step in the approval process
R (Recycled)  The budget journal has been moved back one step in the approval process

S (Skipped) Prior approval levels that have been "skipped". For example, the budget office creates and posts a budget journal. The first step would have "I" for Initiate and the "S" for Skip at the COLL/DIV level.

e. Date/Time – This is the date and time stamp of the approval action
f. User ID – This is the User ID of the person choosing the approval action along the approval path.
g. Awaiting Approval From – This is the security role for the next step in the Approval process.