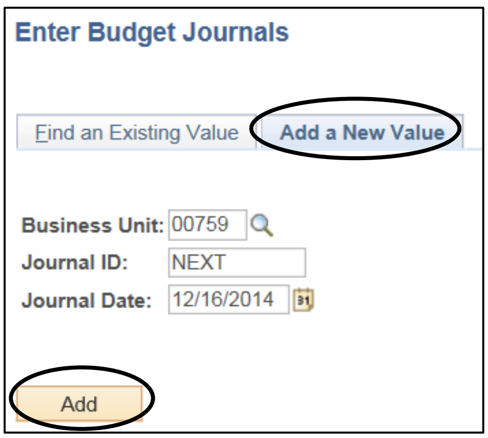
NOTE: These instructions come from the training materials for Budget Journals.

<u>Moving the budget from one Cost Center to another</u>

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

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

.

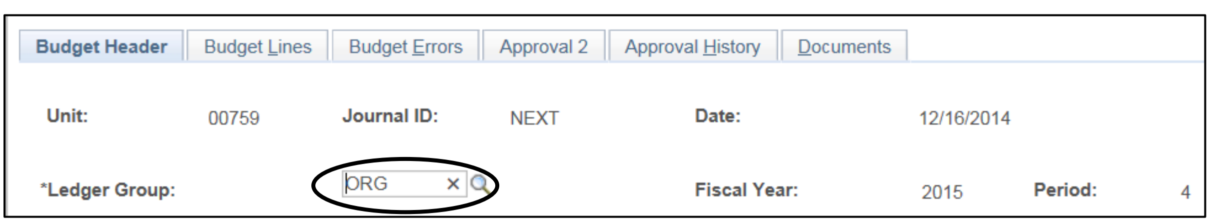


Step 2: The Budget pages are displayed. Choose a Ledger Group. The valid values are:

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.

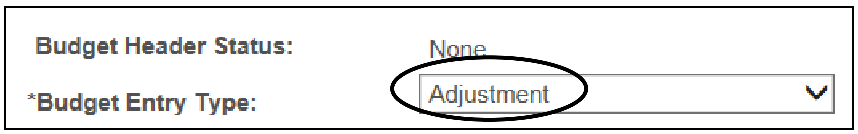
For our example, enter **ORG**.



Step 3: Choose a Budget Entry Type. The valid values are:

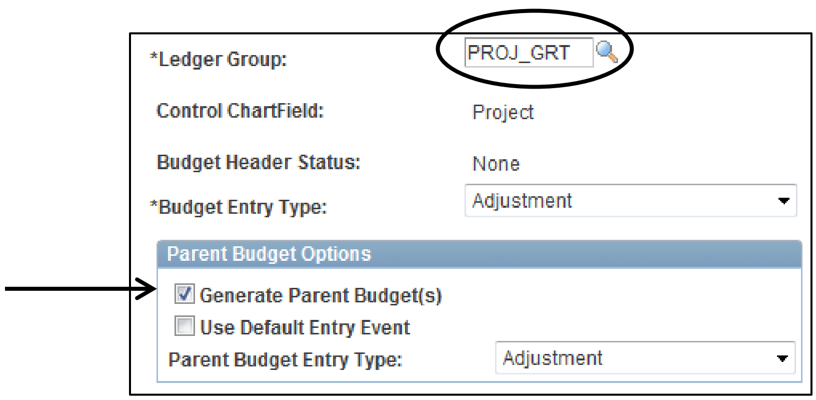
Original – Base or permanent budget entry
Adjustment – Adjusted or current budget entry

For our example, choose **Adjustment.**



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

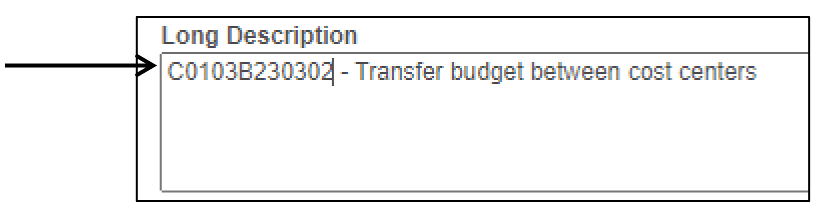
For our example, **DO NOT CHECK THE GENERATE PARENT BUDGET BOX.**



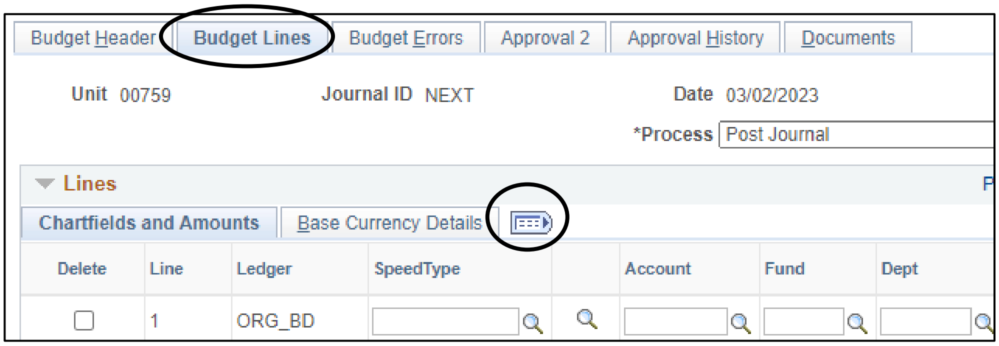
Step 5: Enter a Long Description. **The first 12 characters must be the division or unit code, budget year, and date (ex. C0103B230302).**

- Division or Unit Department Code (**C0103**)
- BYY stands for Budget year (**B23**)
- Date format MMDD (**0302**)

Following the document number, enter a complete description of the purpose of the budget journal. For our example, enter **C0103B230302 - TRANSFER BUDGET BETWEEN COST CENTERS**.



Step 6: Click the **Budget Lines Tab**. Click the "Show all columns" button to open up the tabs.

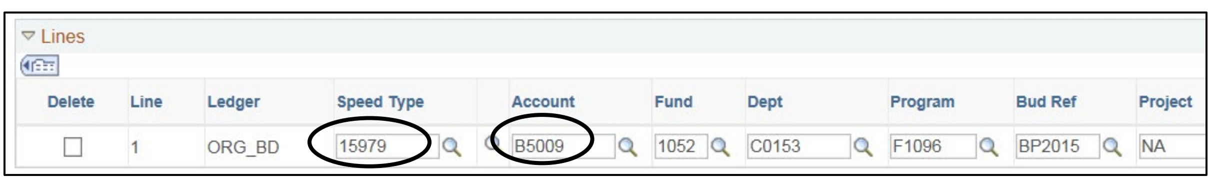


Step 7: Enter the **Speed Type** of the cost center the budget entry is to affect and tab. Check the cost center that auto populates to ensure it is the correct one. If not, correct the speed type. For our example, enter **15979**. **Please do not populate the cost center by keying in the Fund, Dept, Program, and Project manually. PeopleSoft does not recognize invalid combinations for budget journal entries.**

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**. A **6-digit unique reference number** is used at the beginning of the line description field. The unique reference number consists of **MMDDSS** (Month, Day, Sequence #). For our example, enter **030201 transfer budget from F0303**. (You might have to abbreviate some words).

- Some common shortened words:
  - Transfer = TFR
  - Fund Equity = FE
  - Budget = BUD
  - Example = 030201 TFR bud to B5039; 030201 TFR to ST 15979

Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
50.00	>>				030201 tfr bud frm F0303

Click + to add a second row to the transaction.

Delete	Line	Ledger	Speed Type	Account
☐	1	ORG_BD	15979	B5009

Lines to add: 1 + − Journal Line Copy Down

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

Lines

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount
☐	1	ORG_BD	15979	B5009	1052	C0153	F1096	BP2015	NA	Set Options	50.00
☐	2	ORG_BD		B5009	1052	C0153	F1096	BP2015	NA	Set Options	50.00

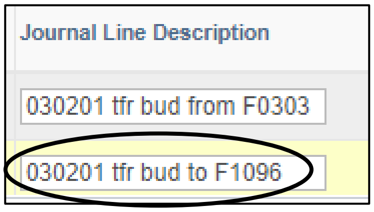
Step 9: Complete the other side of the budget journal. For our example, enter the following:

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

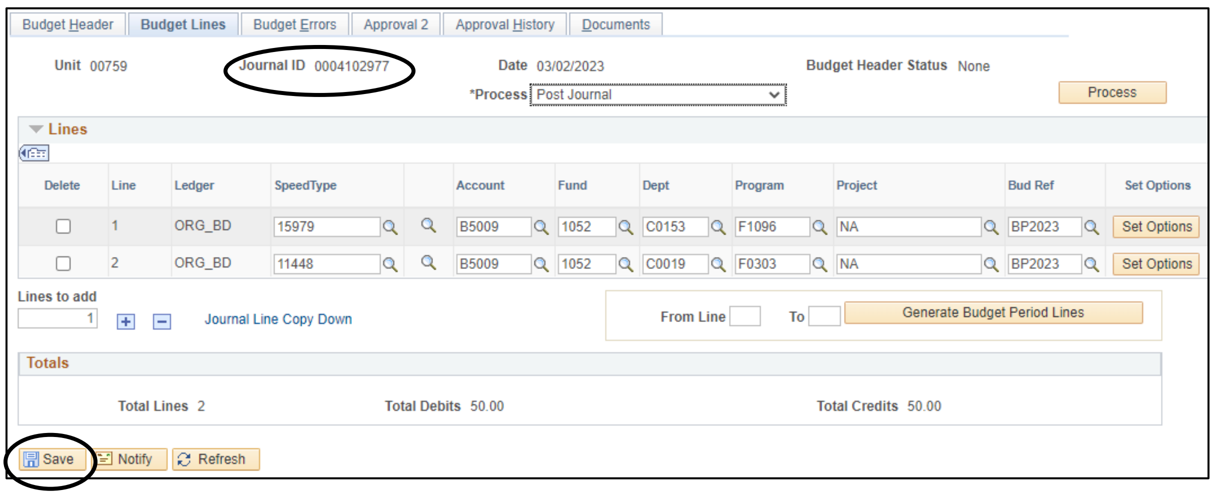
Lines

Delete	Line	Ledger	SpeedType	Account	Fund	Dept	Program	Project	Bud Ref	Set Options	Amount
☐	1	ORG_BD	15979	B5009	1052	C0153	F1096	NA	BP2023	Set Options	50.00
☐	2	ORG_BD	11448	B5009	1052	C0019	F0303	NA	BP2023	Set Options	-50.00

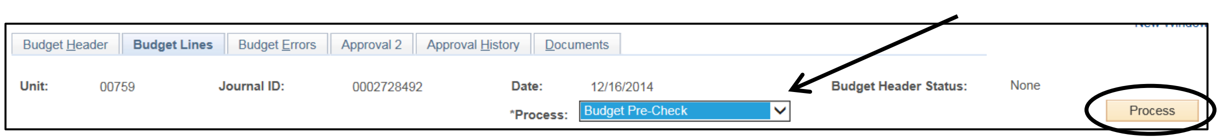
Be sure to scroll over and complete the Journal Line Description for the second line:



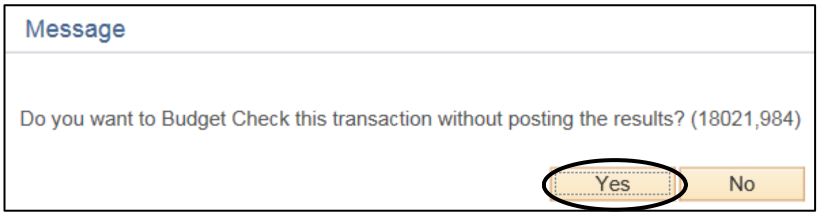
Step 10: Click Save to save the budget journal. A budget journal number is assigned.



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

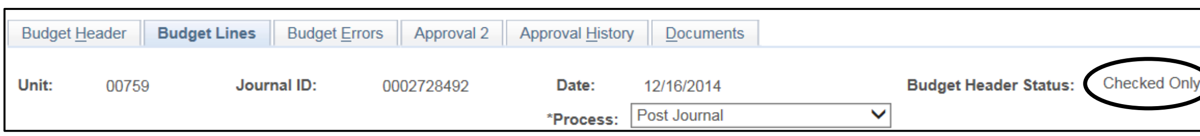


The following message will be displayed:



Step 12: Click Yes.

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

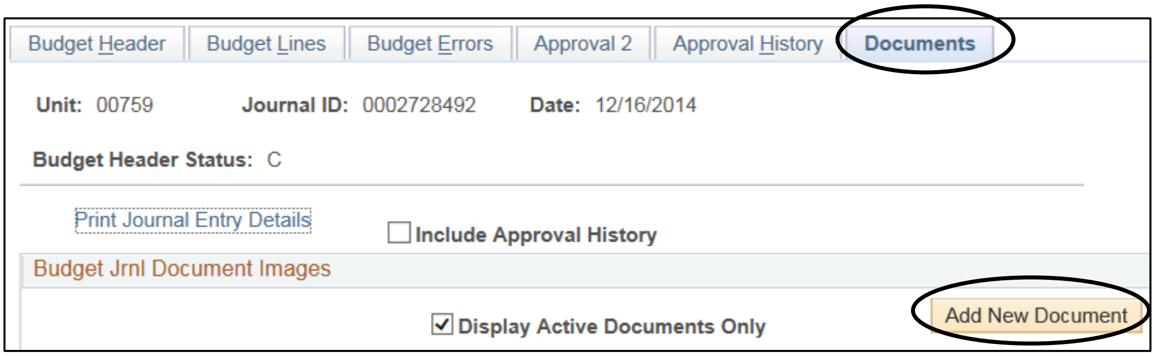
Step 13: The Budget Journal is now ready to have supporting documentation electronically attached. This process is called "Document Imaging".

<u>How to upload supporting documentation (Document Imaging)</u>

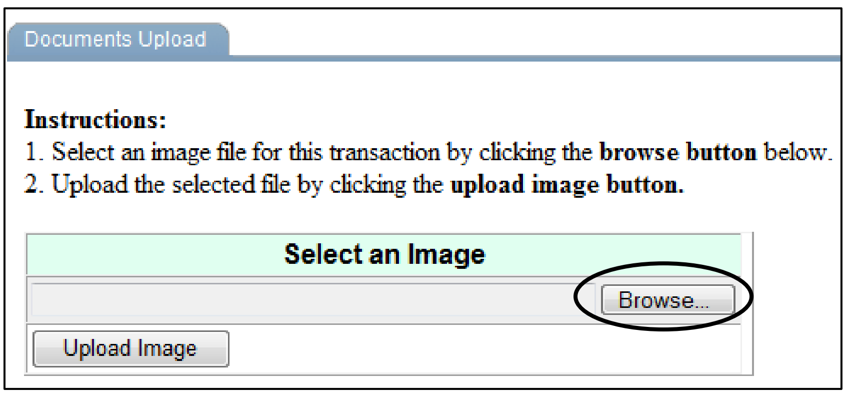
These instructions assume the 1074.1, 1033A, or other supporting documentation has already been saved to your PC. NOTE: UCT recommends the scanned documentation be saved to your data directory and not the PC desktop.

Note: 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.

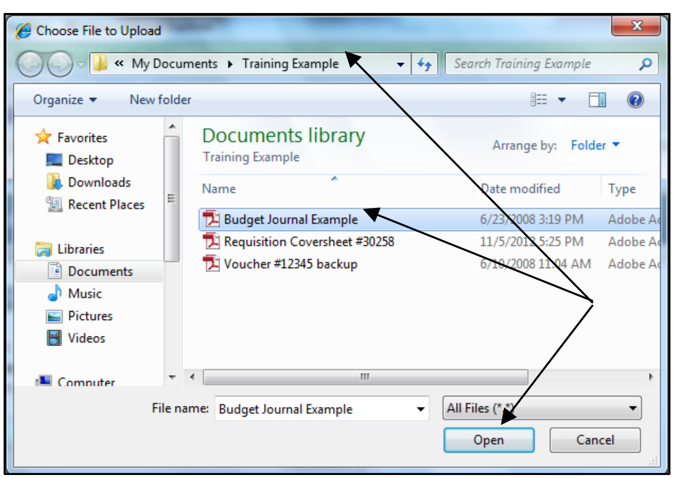
Step 1: Click the Documents tab. Click the Add New Document button.



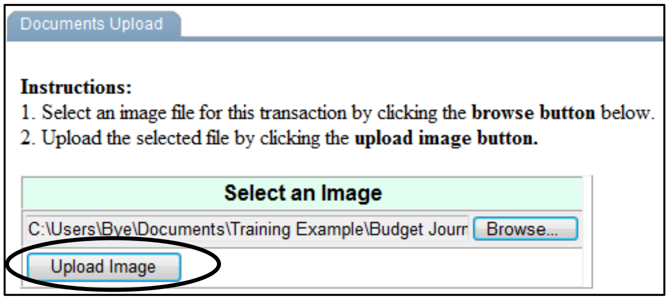
Step 2: The Document Upload box is displayed. Click the Browse... button.



Step 3: The "Choose File" dialogue box is displayed. Navigate to where the supporting documentation is saved and select it. Click Open.

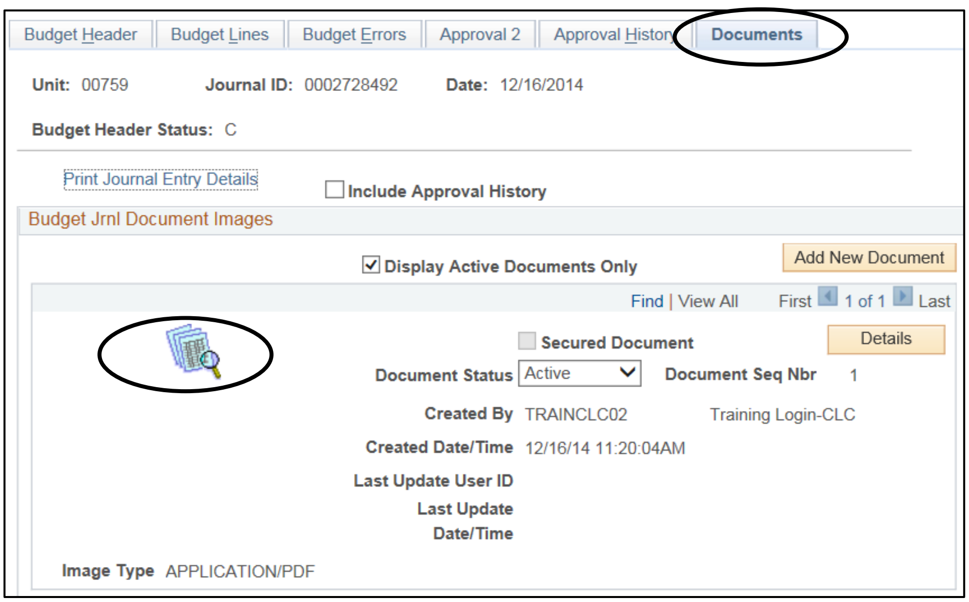


Step 4: The file name of the supporting documentation is placed in the "Select an Image" section of the Document Upload box. Click Upload Image and the supporting documentation will be attached to the journal entry.



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 to bring up the document.



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

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 the 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's 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, the 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 the 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 is 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)

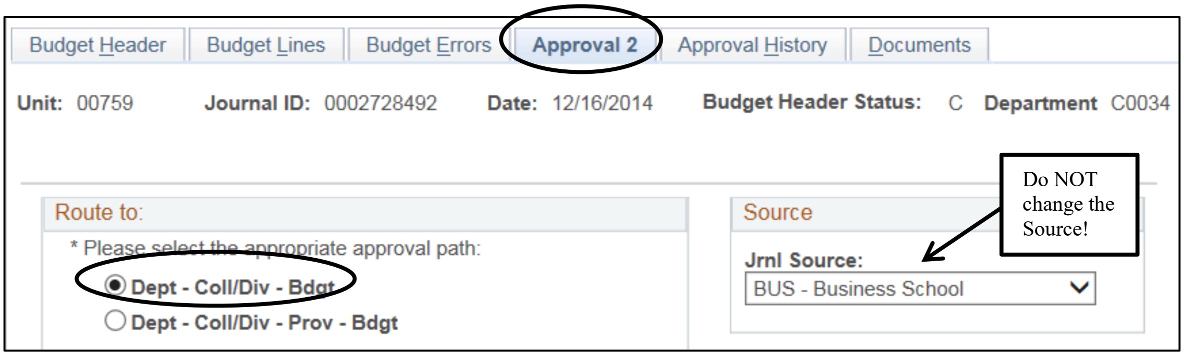
As the budget journal is approved along the workflow path, it falls off the Worklist of the person approving and goes to the Worklist of the next approval level. Once a budget journal has been posted, it falls off the final approver's Worklist. If a budget journal needs to be deleted, it must be "denied"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

Enter the budget journal into the 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.

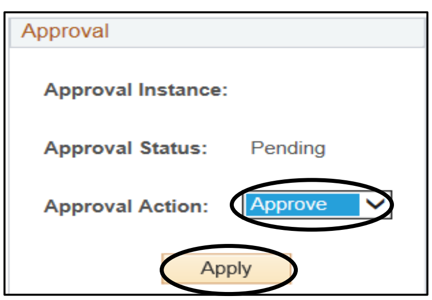
Step 1: Click on the Approval 2 tab of the budget journal to be entered into workflow.

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**.

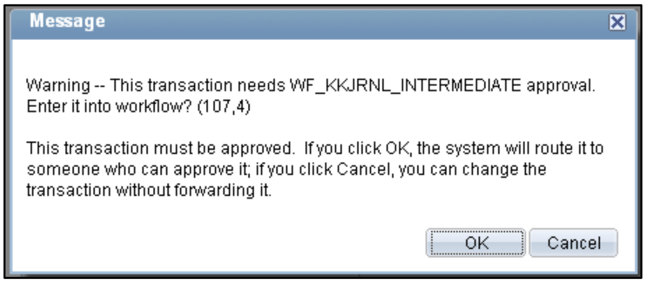


Step 2: Choose "Approve" for the Approval Action from the drop down box.

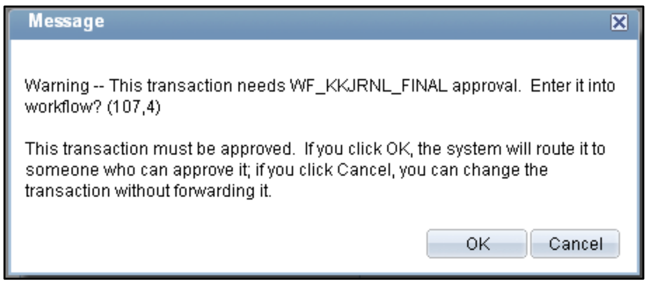
Click Apply to process the workflow action. When the initiator creates the budget journal and chooses "Approve" and then clicks "Apply", the budget journal is entered into workflow. Once "Apply" is clicked, the budget journal moves to the next person on the workflow path and is displayed on that person's Worklist.



If you have the **college/division user role**, the following message will be displayed:



OR



You will receive the first message if:

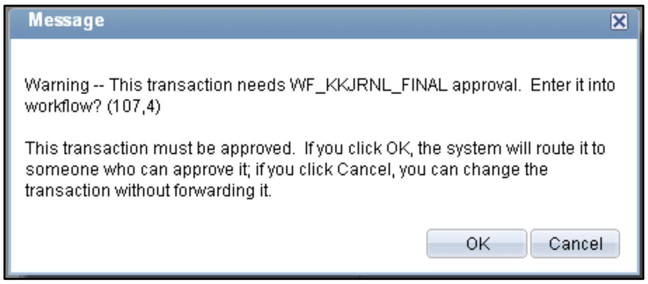
a. you are approving a budget journal that came to your Worklist from a College/Division user where the source was changed and the DEPT – COLL/DIV – PROVOST – BUDGET approval path was chosen OR
b. you are creating the budget journal and you have chosen the DEPT – COLL/DIV – PROVOST – BUDGET approval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

<u>If you have the **intermediate user role**, the following message will be displayed:</u>



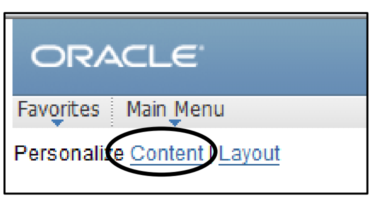
You will receive this message if:

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.

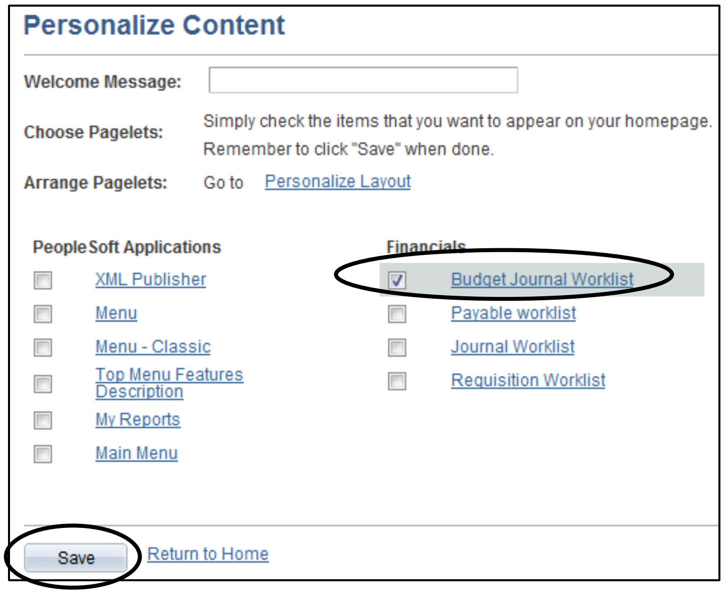
Click OK and the budget journal will be entered into the workflow.

<u>How to place the Budget Journal Worklist on the Home Page</u>

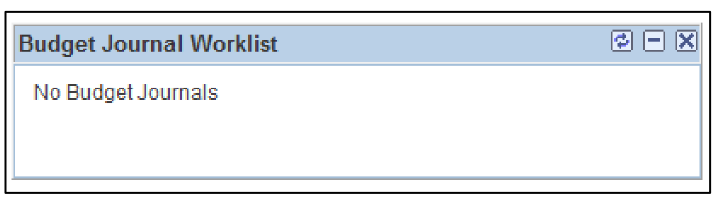
Step 1: To place the Budget Journal worklist on your home page, click the Content hyperlink. This link is on your Home Page.



Step 2: The Personalize Content page is displayed. Click the Budget Journal Worklist checkbox and then click Save.



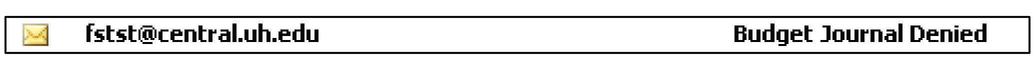
Now the Budget Journal Worklist Pagelet is set up on the Home Page.



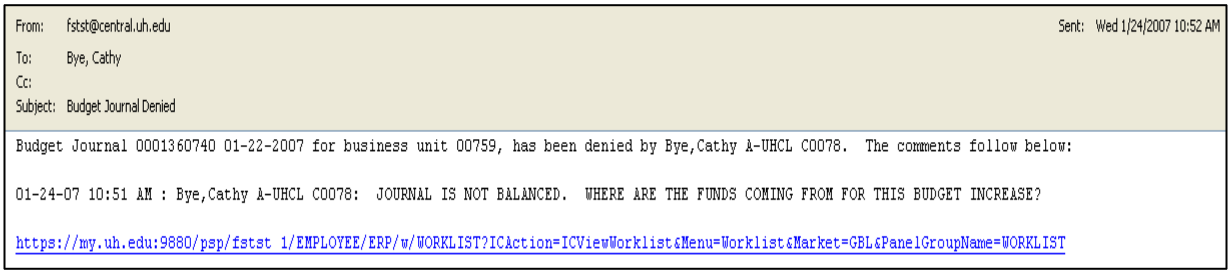
<u>How to process a “denied” budget journal</u>

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:



When the email is opened, it looks like this:


From: fstst@central.uh.edu Sent: Wed 1/24/2007 10:52 AM
To: Bye, Cathy
Cc:
Subject: Budget Journal Denied

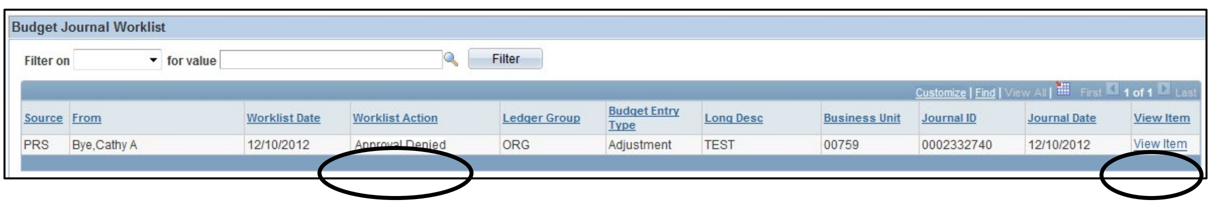
Budget Journal 0001360740 01-22-2007 for business unit 00759, has been denied by Bye,Cathy A-UHCL C0078. The comments follow below:

01-24-07 10:51 AM : Bye,Cathy A-UHCL C0078: JOURNAL IS NOT BALANCED. WHERE ARE THE FUNDS COMING FROM FOR THIS BUDGET INCREASE?

https://my.uh.edu:9880/psp/fstst_1/EMPLOYEE/ERP/w/WORKLIST?ICAction=ICViewWorklist&Menu=Worklist&Market=GBL&PanelGroupName=WORKLIST

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:


Budget Journal Worklist

Filter on for value Filter

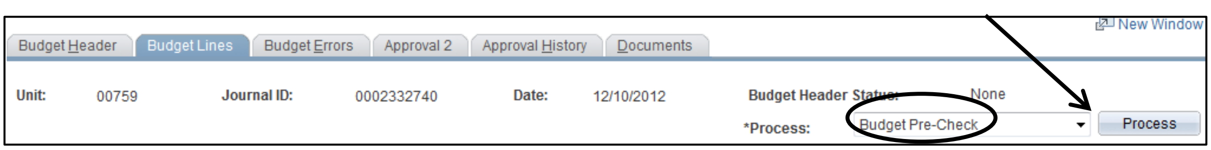
Customize | Find | View All | First 1 of 1 Last

Source	From	Worklist Date	Worklist Action	Ledger Group	Budget Entry Type	Long Desc	Business Unit	Journal ID	Journal Date	View Item
PRS	Bye,Cathy A	12/10/2012	Approval Denied	ORG	Adjustment	TEST	00759	0002332740	12/10/2012	View Item

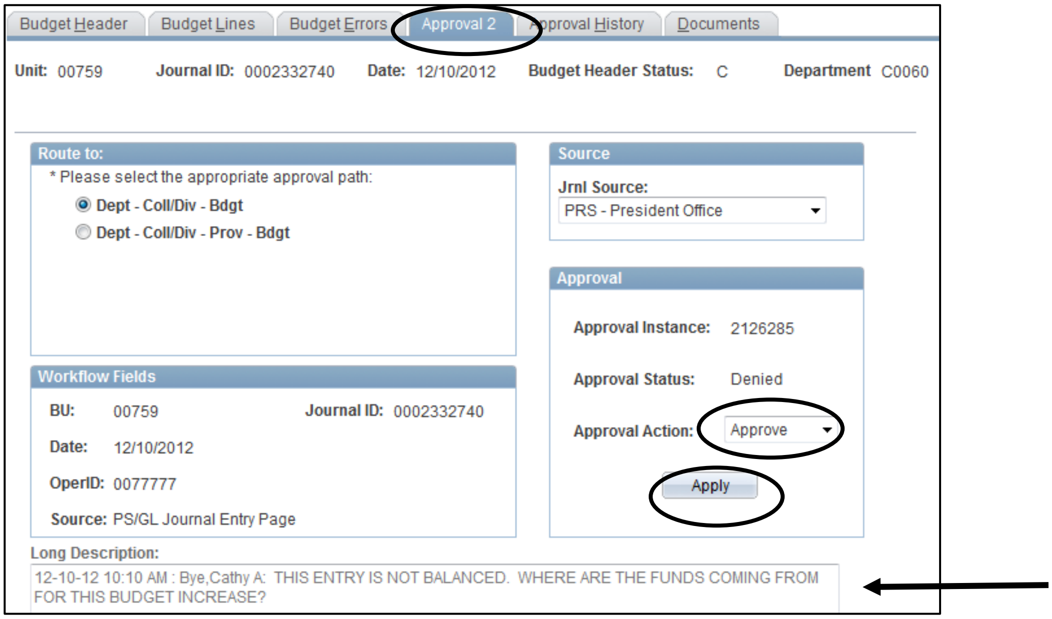
Notice the Worklist Action states "Approval Denied" in red. Click the View Item hyperlink to access the budget journal.

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 Apply . The budget journal has been re-entered into the workflow.



How to Use Approval History

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.

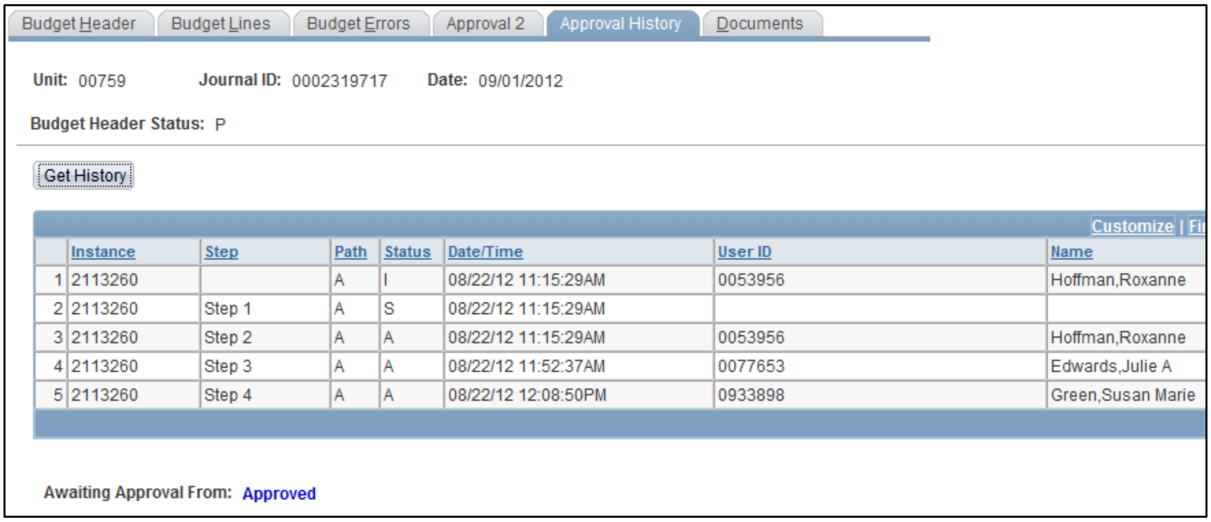
Step 1: Click the Approval History tab for the budget journal.

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

a. **Instance** – the process instance number for 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.



	Instance	Step	Path	Status	Date/Time	User ID	Name
1	2113260		A	I	08/22/12 11:15:29AM	0053956	Hoffman,Roxanne
2	2113260	Step 1	A	S	08/22/12 11:15:29AM		
3	2113260	Step 2	A	A	08/22/12 11:15:29AM	0053956	Hoffman,Roxanne
4	2113260	Step 3	A	A	08/22/12 11:52:37AM	0077653	Edwards,Julie A
5	2113260	Step 4	A	A	08/22/12 12:08:50PM	0933898	Green,Susan Marie

Awaiting Approval From: Approved