University of Houston ⌇ Clear Lake
Planning and Budget

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RULES FOR PROCESSING BUDGET JOURNALS

1. There must be enough budget in the budget account (node) on the cost center to transfer from supported by 1074.1.
2. There must be proof of income for increasing the revenue budget.
3. If revenue is increased, the expense must be increased.
4. Original (Base) entries are made mainly for permanent position changes. In rare instances, other base changes are made but must be approved by the Budget Office first.
5. Budget cannot be transferred across funds.
6. For Fund 4xxx cost centers, the budget cannot be moved across different cost centers even if the fund is the same without written approval from the Associate Vice President for Finance. This approval must be attached to the Budget Journal.
7. Budget Accounts (nodes) with "B5xxx" can be used only with the ORG or PROJ_GRT ledger groups. Budget Accounts (nodes) with "B4xxx" can be used only with the REVEST ledger group.
8. The use of Fund, Department ID, Program, and Project/Grant ID must be a valid combination. To ensure this, Speed Type must be used to create the Budget Journal.
9. 2164 funds (DDT) cannot be transferred between schools.

SUPPORTING DOCUMENTATION REQUIRED FOR BUDGET JOURNALS

1. ORG — 1074 Section 1 for the cost center decrease; 1033A if budgeting Fund Equity
2. REVEST (Non-B4035) — 1074 Section 1 showing the received revenue
3. REVEST (B4035) — 1033A (Unbudgeted Fund Equity with Expense/Revenue Budget)
4. ORG and/or REVEST (new) — Documentation showing funds are forthcoming and/or a copy of the check
5. PROJ_GRT — 1074.1 for the cost center decrease; 1033A if budgeting Fund Equity

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REASONS BUDGET JOURNALS WILL BE DENIED BY THE BUDGET OFFICE

1. No supporting documentation is attached.
2. Supporting documentation is not uploaded and oriented correctly (the ability to read top down and left-to-right).
3. Inadequate supporting documentation or documentation that is not legible.
4. Wrong Approval Path is chosen (i.e. needs Provost approval)
5. There are pennies included in the Original budget journal.
6. The document number is not in the 1st 9 characters of the Journal Header Description field.
7. The document number is not in the 1st 9 characters of the Journal Line Description field.
8. Wrong Budget Ledger is chosen (ORG, REVEST, etc.).
9. A project/grant budget journal does not have the "Generate Parent Budget" box checked.
10. A Budget Journal is being processed between different funds 4 cost centers with the same fund without the written approval from the Associate Vice President for Finance uploaded to the budget journal.
11. A budget journal is being processed on State or 2064 moving funding from a salary node to a non-salary node without approval from the Budget Director.
12. The rules listed above are not followed.

In addition to this, budget journals may "fail" budget checking. If this happens, a "deny" email is sent back to the budget journal originator. The budget journal status will be marked "V" (Valid) which is the status given for an amount-based error. These journals are not posted. Once the problem causing the amount-based error is fixed, the budget journal will have to be re-entered into the workflow for posting.

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BUDGET JOURNAL WORKFLOW PROCEDURES
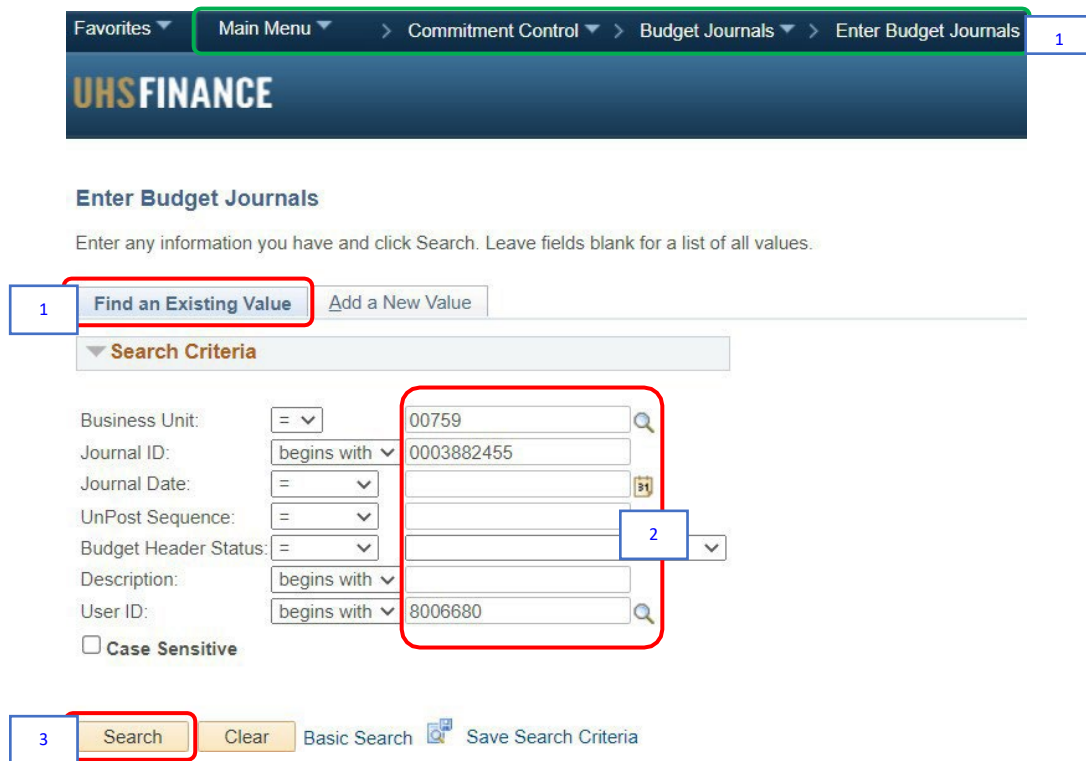
Originator/Business Administrator	1. Obtain a document number from the departmental log for the Budget Journal. 2. Create the budget journal and save it in PeopleSoft. 3. Electronically attach the required supporting documentation for the budget journal. 4. Select "Approve" and "Apply" on the Approval 2 tab to enter the budget journal into the workflow. 5. Budget Journals may only be submitted weekly on Thursdays.
Business Administrator	6. Monitor the budget journal worklist reviewing each budget journal along with its supporting documentation. 7. Select an Approval Action for the Budget journal on the Approval 2 tab.
Provost (depending on the path selected)	8. Review each budget journal on the worklist along with the supporting documentation. 9. Select an approval action for the budget Journal on the Approval 2 tab.
Budget Office	10. Review each budget journal on the worklist along with the supporting documentation. 11. Select an Approval Action for the budget journal on the Approval 2 tab. 12. Post the budget journal. If the budget journal fails to post and returns a status of "V", print the budget journal and resolve the amount-based error with the department. 13. Complete the accompanying journal entry form if the budget journal transfers funds between cost centers. Submit the Journal Entry to General Accounting for processing.

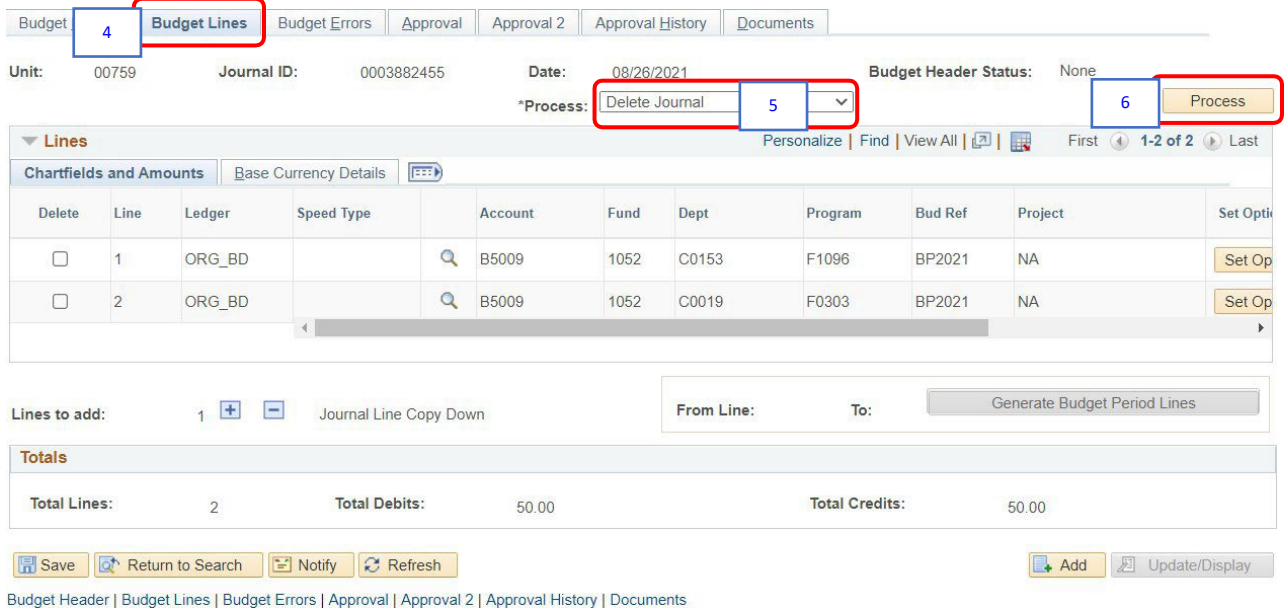## HOW TO DELETE A BUDGET JOURNAL

A budget journal can only be deleted by the initiator of the budget journal. The only budget journals that can be deleted are budget journals that are not approved or posted.

To delete the budget journal, click the **View Item** hyperlink on the worklist, or navigate as follows:

COMMITMENT CONTROL – MAINTAIN BUDGETS – BUDGET JOURNALS – ENTER BUDGET JOURNALS

1. Go to the Find an Existing Value Tab.
2. Enter the "**00759**" for the business unit and any other information available such as:
    *   Budget Journal ID
    *   Budget Journal Date
    *   Document Number from the Departmental Log in the Description field
    *   The User ID of the Creator
3. Click the **Search** button.

Budget	4	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents

Unit: 00759   Journal ID: 0003882455   Date: 08/26/2021   Budget Header Status: None

*Process: Delete Journal   [5]   ⌄   [6]   Process

▼ Lines   Personalize | Find | View All | 🗗 | 📊   First ◀ 1-2 of 2 ▶ Last

Chartfields and Amounts | Base Currency Details | ▥▶

Delete	Line	Ledger	Speed Type		Account	Fund	Dept	Program	Bud Ref	Project	Set Optio
☐	1	ORG_BD		🔍	B5009	1052	C0153	F1096	BP2021	NA	Set Op
☐	2	ORG_BD		🔍	B5009	1052	C0019	F0303	BP2021	NA	Set Op

Lines to add: 1 ➕ ➖ Journal Line Copy Down   From Line: To: Generate Budget Period Lines

Totals

Total Lines: 2   Total Debits: 50.00   Total Credits: 50.00

🖫 Save Q➤ Return to Search 📧 Notify 🔄 Refresh   ➕ Add Update/Display

Budget Header | Budget Lines | Budget Errors | Approval | Approval 2 | Approval History | Documents

4.   Go to Budget Lines Tab.
5.   Select "Delete Journal" from the Process drop-down menu.
6.   Click the **Process** button.

The following question is displayed:
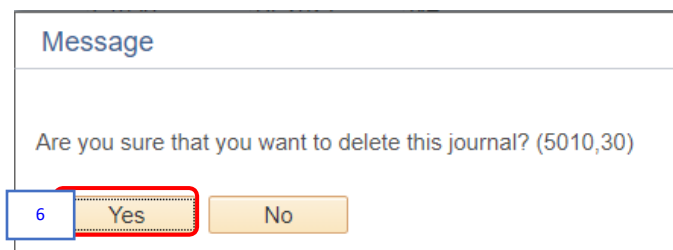
Message

Are you sure that you want to delete this journal? (5010,30)
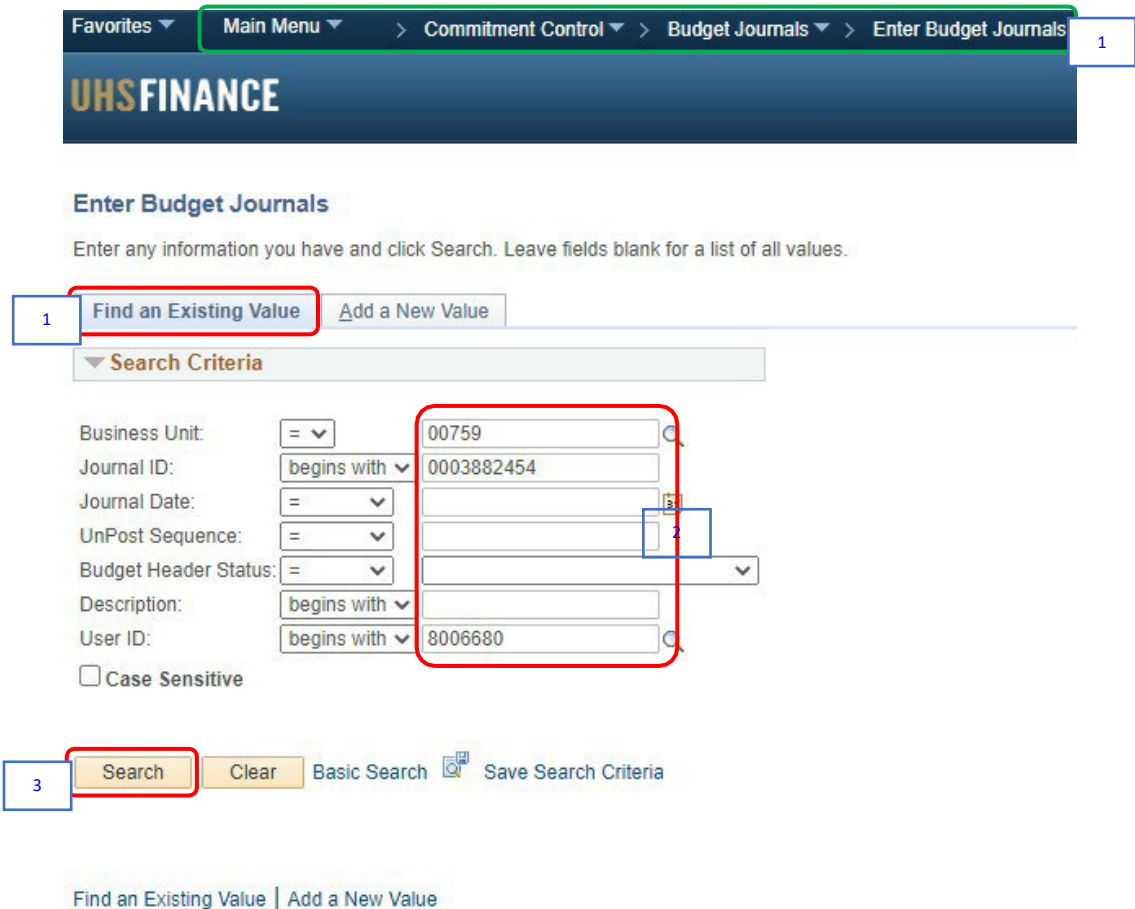
[6] Yes   No

Click the **Yes** button.

HOW TO LOOK UP AND PRINT A BUDGET JOURNAL

To look up and print a budget journal, navigate as follows:

COMMITMENT CONTROL – MAINTAIN BUDGETS – BUDGET JOURNALS – ENTER BUDGET JOURNALS

1. Go to Find an Existing Value Tab.
2. Enter the "**00759**" for the business unit and any other information available such as:
    - Budget Journal ID
    - Budget Journal Date
    - Document Number from the Departmental Log in the Description field
    - The User ID of the Creator
3. Click the **Search** button.

| Budget Header | Budget Lines | Budget Errors | Approval | Approval 2 | Approval History | **Documents** | 4 |

Unit: 00759   Journal ID: 0003882454   Date: 08/26/2021

Budget Header Status: N

Print Journal Entry Details 5   ☐ Include Approval History

Budget Jrnl Document Images

☑ Display Active Documents Only   Add New Document

Find | View All   First ◄ 1 of 1 ► Last

☐ Secured Document   Details

Document Status Active ▾   Document Seq Nbr   1

Created By 8006680   Scardino,Maria Cecilia Entico

Created Date/Time 08/26/21 12:36:45PM

Last Update User ID 8006680   Scardino,Maria Cecilia Entico

Last Update Date/Time 08/26/21 12:36:45PM

Image Type PDF

🖫 Save   🔍 Return to Search   📧 Notify   🔄 Refresh

Budget Header | Budget Lines | Budget Errors | Approval | Approval 2 | Approval History | Documents

4. Go to Documents Tab.
5. Click the **Print Journal Entry Details** hyperlink.

The budget journal opens in a new window and can be printed.

Commitment Control

Header BU:	00759	University of Houston System	Run Date:	08/26/2021
Fiscal Year:	2021	**BUDGET JOURNAL ENTRY DETAIL**	Run Time:	04:04:53
Acctg Period:	12			

Journal ID:	0003882454		Budget Entry Type:	Adjustment	Ledger Group:	ORG
Date:	08/26/2021		Edit / Hdr Status:	None	Created By:	8006680 Scardino,Maria Cecilia Entico
Description:	C0078B021 TRANSFER BUDGET BETWEEN COST CENTERS.				Post Date:	

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B5009	1052	C0153	F1096	NA	BP2021		0		C0078B021 MOVE BUDGET	50.00
2	B5009	1052	C0019	F0303	NA	BP2021		0		C0078B021 MOVE BUDGET	-50.00

Totals for Journal: 0003882454	Total Lines: 2	Total Debits: 50.00	Total Credits: 50.00

Signatures _____   **Date** _____
_____   _____
_____   _____
Approval: _____   _____
Created By: 8006680 Scardino,Maria Cecilia Entico   **Date Printed:** 08/26/2021   **Journal. Dt.:** 08/26/2021

HOW TO USE THE NOTIFY BUTTON

The Notify button is used to send an email and link to the budget journal to another user who has access to PeopleSoft Financials. The Notify button is located at the bottom of the budget journal pages.
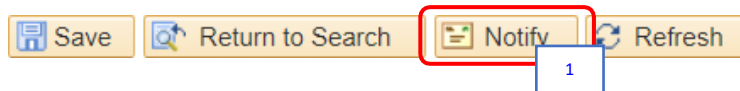
1. Click the **Notify** button located at the bottom of the budget journal pages.

    The Send Notification page is displayed.

2. Click the **Lookup Recipient** hyperlink to look up the email address or enter the email address directly in the "To" section.

If the **Lookup Recipient** hyperlink is clicked, the Lookup Address page is displayed.
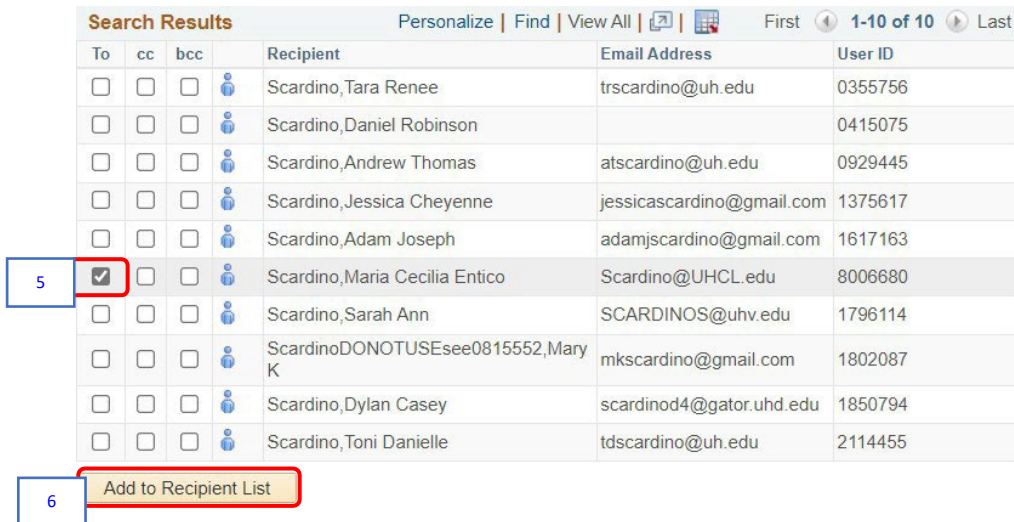
Send Notification

Lookup Address

Recipient Search

Name: scardino   [3]

Search   [4]

3. Enter the last name of the individual.
4. Click the **Search** button.

The list of matching names is displayed.

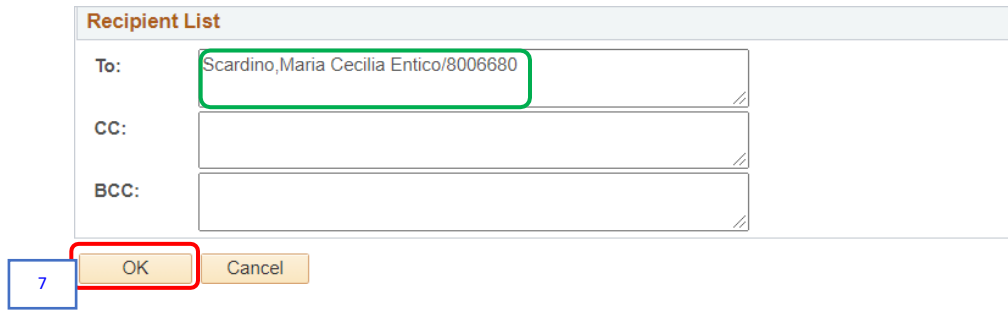**Search Results**   Personalize | Find | View All | 🗗 | 🔢   First ◀ 1-10 of 10 ▶ Last

To	cc	bcc		Recipient	Email Address	User ID
☐	☐	☐	👤	Scardino,Tara Renee	trscardino@uh.edu	0355756
☐	☐	☐	👤	Scardino,Daniel Robinson		0415075
☐	☐	☐	👤	Scardino,Andrew Thomas	atscardino@uh.edu	0929445
☐	☐	☐	👤	Scardino,Jessica Cheyenne	jessicascardino@gmail.com	1375617
☐	☐	☐	👤	Scardino,Adam Joseph	adamjscardino@gmail.com	1617163
☑	☐	☐	👤	Scardino,Maria Cecilia Entico	Scardino@UHCL.edu	8006680
☐	☐	☐	👤	Scardino,Sarah Ann	SCARDINOS@uhv.edu	1796114
☐	☐	☐	👤	ScardinoDONOTUSEsee0815552,Mary K	mkscardino@gmail.com	1802087
☐	☐	☐	👤	Scardino,Dylan Casey	scardinod4@gator.uhd.edu	1850794
☐	☐	☐	👤	Scardino,Toni Danielle	tdscardino@uh.edu	2114455

[5]

Add to Recipient List   [6]

5. Check the "To" box.
6. Click the **Add to Recipient List** button.

The name is added to the recipient List section.
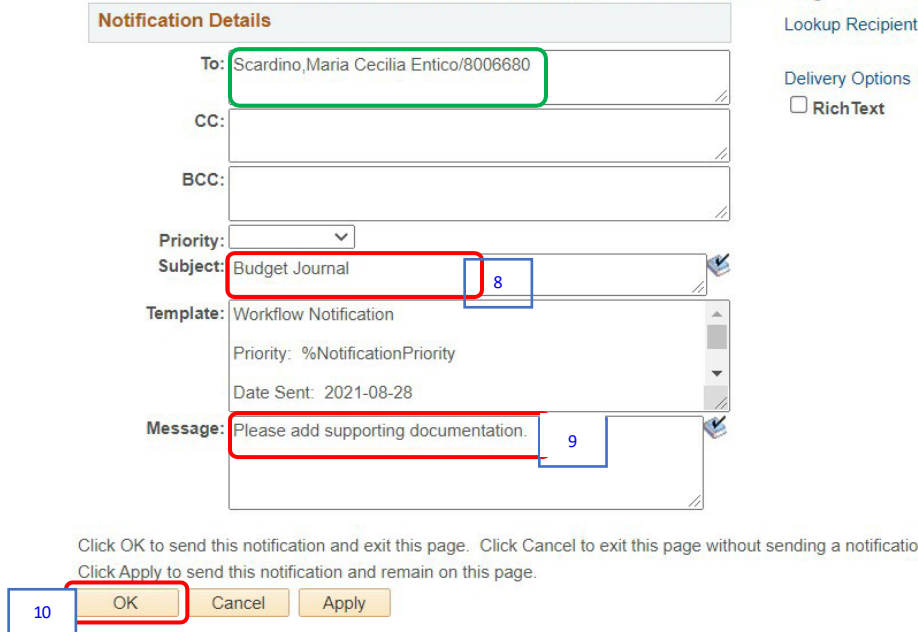
7.   Click the **OK** button.

The name has been transferred to the Send Notification page.

8.   Enter a **subject** appropriate for the email in the *Subject* field.
9.   Enter the **email message** in the *Message* field.
10. Click the **OK** button to send the email.

The email is sent to the recipient.
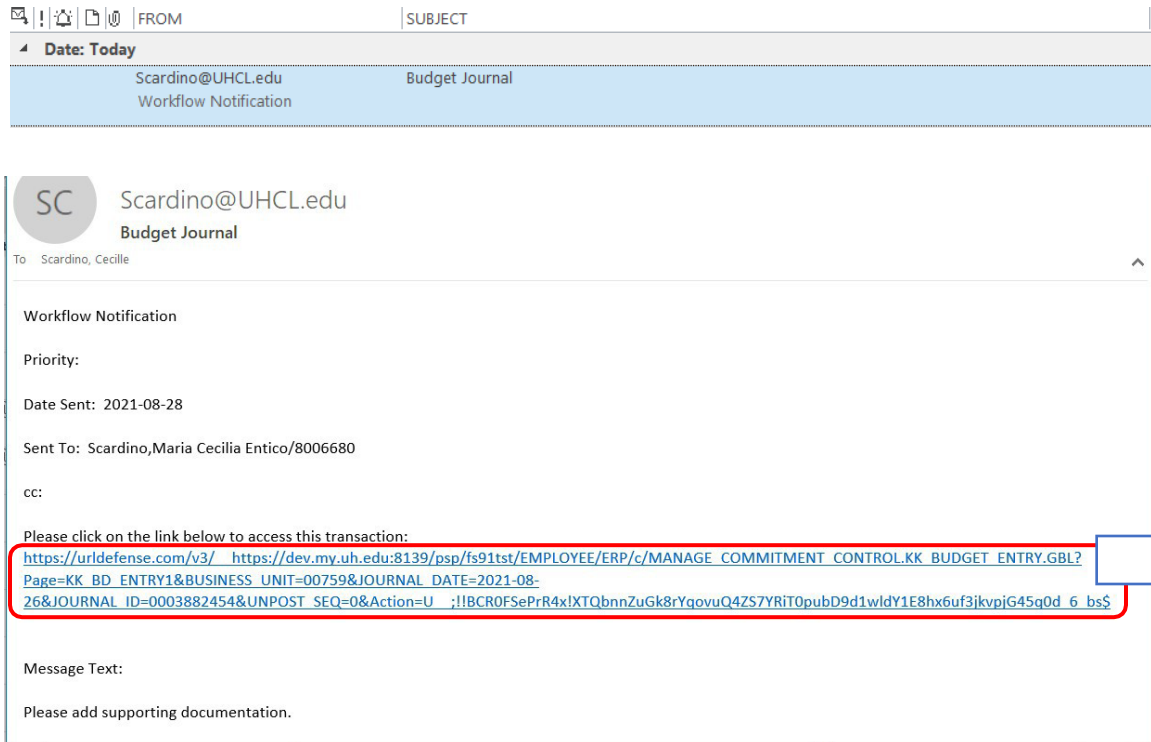
11. Open the email and click on the hyperlink within the email. If PeopleSoft is already up, the budget journal will be displayed. If PeopleSoft is not already up, the sign-on page will be displayed. Sign onto PeopleSoft and navigate to the Budget Journal.

UNDERSTANDING BUDGET TREES AND BUDGET CHECKING

There are two trees used in the budget checking processing. They are the BUD_EXPENSE and BUD_REVEST trees. These trees govern the budget-checking process for revenue and expense transactions. Budgets must be established by the budget node and accounts roll up under the budget nodes. If a budget does not exist for a budget node and an attempt is made to process an expenditure transaction, the transaction will fail budget checking with the message "NO BUDGET EXISTS". When this occurs, a budget must be created on the node for the transaction to pass budget checking or the account value must be changed to one that is tied to a node that has a budget.

Revenue transactions rarely fail budget checking. PeopleSoft allows revenue to post without a budget node existing.

Budget checking for regular expenditure transactions (non-project) occur at level 3 on the BUD_EXPENSE tree. Revenue transactions budget check at level 2. Project/Grant transaction budget check at whatever level has been defined for the Project/Grant ID in the Budget Key Translation Table which is defined via the Request for Cost Center Action for 9.1 Form.

BUD_EXPENSE TREE

To access the BUD_EXPENSE tree, navigate as follows:

MENU – TREE MANAGER – TREE VIEWER

Tree Viewer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

Search by: Tree Name ▼ begins with BUD_EXPENSE   1

Search Advanced Search   2

Search Results

View All   First ◀ 1-11 of 11 ▶ Last

Tree Name	SetID	Set Control Value	Effective Date	Description	Category	Valid Tree
BUD_EXPENSE	00797	(blank)	09/01/2017	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2016	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2013	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2010	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2009	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2007	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2006	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2005	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2004	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2003	Budget Rollup for Expenses	BUDGET	Valid
BUD_EXPENSE	00797	(blank)	08/31/1998	Budget Rollup for Expenses	BUDGET	Valid

(3 marks the 09/01/2017 row)

1. Enter "**BUD_EXPENSE"** in the *Search* field.
2. Click the **Search** button.
3. Choose the latest effective dated tree.

Tree Viewer

SetID 00797   Last Audit Valid Tree
Effective Date 09/01/2017   Status Active
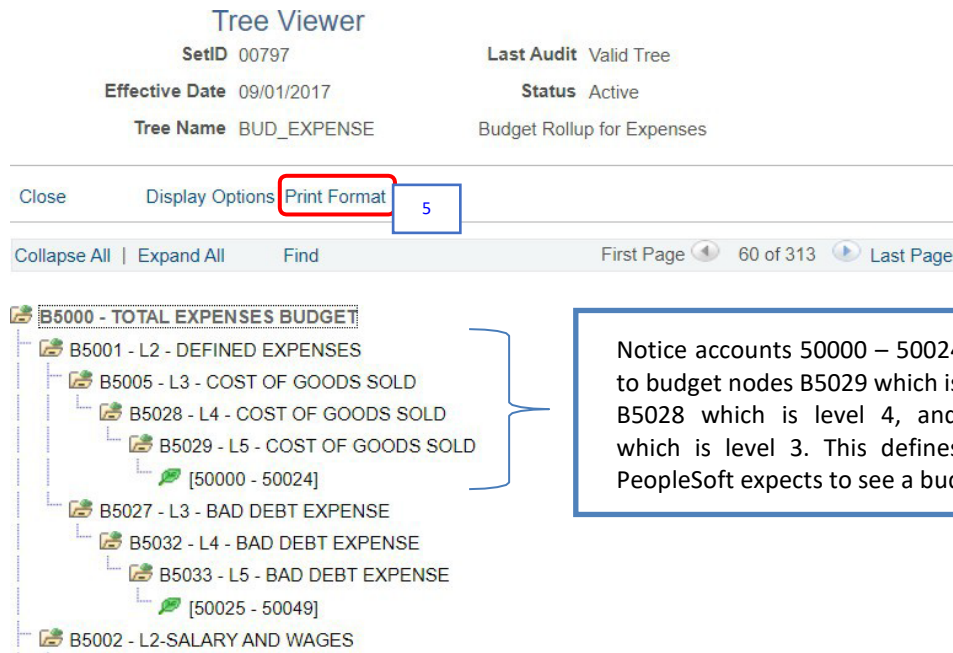Tree Name BUD_EXPENSE   Budget Rollup for Expenses

Close   Display Options Print Format

Collapse All | Expand All   First Page ◀ 6 of 313 ▶ Last Page   2

📁 B5000 - TOTAL EXPENSES BUDGET
   ⊞ B5001 - L2 - DEFINED EXPENSES
   ⊞ B5002 - L2-SALARY AND WAGES
   ⊞ B5003 - L2-FRINGE BENEFITS
   ⊞ B5004 - L2-MAINTENANCE AND OPERATIONS
   ⊞ B5062 - L2-RESEARCH RESERVE
📝 Notify

4. Click **Expand All** to expand the tree.

Tree Viewer

SetID 00797	Last Audit Valid Tree
Effective Date 09/01/2017	Status Active
Tree Name BUD_EXPENSE	Budget Rollup for Expenses

Close   Display Options   Print Format   5

Collapse All | Expand All   Find   First Page ◀ 60 of 313 ▶ Last Page

- 📂 B5000 - TOTAL EXPENSES BUDGET
  - 📂 B5001 - L2 - DEFINED EXPENSES
    - 📂 B5005 - L3 - COST OF GOODS SOLD
      - 📂 B5028 - L4 - COST OF GOODS SOLD
        - 📂 B5029 - L5 - COST OF GOODS SOLD
          - 🍃 [50000 - 50024]
    - 📂 B5027 - L3 - BAD DEBT EXPENSE
      - 📂 B5032 - L4 - BAD DEBT EXPENSE
        - 📂 B5033 - L5 - BAD DEBT EXPENSE
          - 🍃 [50025 - 50049]
  - 📂 B5002 - L2-SALARY AND WAGES

> Notice accounts 50000 – 50024 roll up to budget nodes B5029 which is level 5, B5028 which is level 4, and B5005 which is level 3. This defines where PeopleSoft expects to see a budget.

5.   To print the tree, click the **Print Format** hyperlink.

All cost centers that have "NA" for a Project ID, budget check expenditure transactions at level 3. This is the budget node where PeopleSoft will expect to see a budget set up. If a budget is not set up on this node, the transaction will receive a budget error of "no budget exists". To fix this error, either establish a budget that equals or exceeds the expenditure on the budget node OR change the account on the transaction to a different account that rolls up to a budget node where a budget has been established.

All cost centers that have a value OTHER THAN "NA" can be defined to budget check at a different level. If no definition is made, the default level to budget check is level 4. The reason for this is many granting agencies require a finer level of reporting. Allowing budget checking at a different level helps with this requirement.

HOW TO DEFINE THE BUDGET CHECKING LEVEL

To define a different budget checking level for a project/grant cost center, enter the level on the Request for Cost Center Action for 9.1 Form using the Budget Key field.

To find the budget checking level for a project/grant cost center, navigate as follows:

MAIN MENU – BUSINESS PROCESSES – GL – CUSTOM PROJECT SETUP

1. Enter **00759** for the Set ID.
2. Enter the project or grant ID value.
3. Click the **Search** button.

The Custom Project Set ID page is displayed.

The budget-checking definition is listed at the bottom in the Project Cost Center section under "Ruleset".