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EXAMPLE 1 – TRANSFERRING ORG BUDGET BETWEEN COST CENTERS

In this example, we will be transferring expenditure adjustment budget between two different cost centers. Notice the cost centers have the same fund (1052). Budget transfers cannot be made between cost centers with different funds.

The ORG Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents
Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021	
*Ledger Group:	<input type="text" value="ORG"/>	Fiscal Year:	2022	Period:	1	
Control ChartField:	Project					
Budget Header Status:	None					
*Budget Entry Type:	<input type="text" value="Adjustment"/>					
Parent Budget Options <input type="checkbox"/> Generate Parent Budget(s) <input type="checkbox"/> Use Default Entry Event Parent Budget Entry Type: <input type="text"/>				Budget Type:	Expense	
					Attachments (0)	
Long Description: <input style="width: 100%;" type="text" value="C0078B021 TRANSFER BUDGET BETWEEN COST CENTERS"/>						
Alternate Description <input style="width: 100%;" type="text"/>						

The ORG Budget Lines page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents																																								
Unit:	00759	Journal ID:	0003882464	Date:	09/01/2021	Budget Header Status:	None																																							
			*Process:	<input type="text" value="Post Journal"/>			<input type="button" value="Process"/>																																							
Lines Personalize Find View All First 1-2 of 2 Last																																														
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Chartfields and Amounts</th> <th colspan="6">Base Currency Details</th> </tr> <tr> <th>Delete</th> <th>Line</th> <th>Ledger</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Bud Ref</th> <th>Project</th> <th>Set Options</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>ORG_BD</td> <td><input type="text" value="B5009"/></td> <td><input type="text" value="1052"/></td> <td><input type="text" value="C0078"/></td> <td><input type="text" value="F0306"/></td> <td><input type="text" value="BP2022"/></td> <td><input type="text" value="NA"/></td> <td><input type="button" value="Set Option"/></td> <td>50.00</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>ORG_BD</td> <td><input type="text" value="B5009"/></td> <td><input type="text" value="1052"/></td> <td><input type="text" value="C0019"/></td> <td><input type="text" value="F0303"/></td> <td><input type="text" value="BP2022"/></td> <td><input type="text" value="NA"/></td> <td><input type="button" value="Set Option"/></td> <td>-50.00</td> </tr> </tbody> </table>							Chartfields and Amounts	Base Currency Details						Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	<input type="checkbox"/>	1	ORG_BD	<input type="text" value="B5009"/>	<input type="text" value="1052"/>	<input type="text" value="C0078"/>	<input type="text" value="F0306"/>	<input type="text" value="BP2022"/>	<input type="text" value="NA"/>	<input type="button" value="Set Option"/>	50.00	<input type="checkbox"/>	2	ORG_BD	<input type="text" value="B5009"/>	<input type="text" value="1052"/>	<input type="text" value="C0019"/>	<input type="text" value="F0303"/>	<input type="text" value="BP2022"/>	<input type="text" value="NA"/>	<input type="button" value="Set Option"/>	-50.00
Chartfields and Amounts	Base Currency Details																																													
Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount																																				
<input type="checkbox"/>	1	ORG_BD	<input type="text" value="B5009"/>	<input type="text" value="1052"/>	<input type="text" value="C0078"/>	<input type="text" value="F0306"/>	<input type="text" value="BP2022"/>	<input type="text" value="NA"/>	<input type="button" value="Set Option"/>	50.00																																				
<input type="checkbox"/>	2	ORG_BD	<input type="text" value="B5009"/>	<input type="text" value="1052"/>	<input type="text" value="C0019"/>	<input type="text" value="F0303"/>	<input type="text" value="BP2022"/>	<input type="text" value="NA"/>	<input type="button" value="Set Option"/>	-50.00																																				
Lines to add:		<input type="text" value="1"/>	<input type="button" value="+"/> <input type="button" value="-"/>		Journal Line Copy Down		From Line: <input type="text"/>	To: <input type="text"/>	<input type="button" value="Generate Budget Period Lines"/>																																					
Totals																																														
Total Lines:		2		Total Debits:		50.00		Total Credits:		50.00																																				

EXAMPLE 2 – BUDGETING NEW REVENUE

In this example, we will be budgeting new additional revenue that we've received. Since the budget must always stay in balance, two entries will be required; one for the revenue budget (REVEST) and one for the expenditure budget (ORG). These are adjustment budget entries. The same departmental log number is used for both entries.

The REVEST Budget Header page:

Budget Header		Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents
Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021		
*Ledger Group:	REVEST	Fiscal Year:	2022	Period:	1		
Control ChartField:	Fund Code						
Budget Header Status:	None						
*Budget Entry Type:	Adjustment						
Parent Budget Options <input type="checkbox"/> Generate Parent Budget(s) <input type="checkbox"/> Use Default Entry Event Parent Budget Entry Type:				Budget Type:	Revenue		
				Attachments (0)			
Long Description: C0078B022 BUDGET ADDITIONAL REVENUE RECEIVED							
Alternate Description							

The REVEST Budget Lines page:

Budget Header		Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents				
Unit:	00759	Journal ID:	0003882465	Date:	09/01/2021		Budget Header Status:	None			
		*Process:	Post Journal					Process			
Lines Personalize Find View All First 1 of 1 Last											
Chartfields and Amounts				Base Currency Details							
Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Activity	Set Options	Amount
<input type="checkbox"/>	1	REVEST_BD	B4003	3049	C0003	I0229	BP2022	NA		Set Option	2,000.
Lines to add: 1 <input type="button" value="+"/> <input type="button" value="-"/> Journal Line Copy Down From Line: <input type="text"/> To: <input type="text"/> <input type="button" value="Generate Budget Period Lines"/>											
Totals											
Total Lines:		1	Total Debits:		2,000.00	Total Credits:		0.00			

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The ORG Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents
Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021	
*Ledger Group:	ORG	Fiscal Year:	2022	Period:	1	
Control ChartField:	Project					
Budget Header Status:	None					
*Budget Entry Type:	Adjustment					
Parent Budget Options <input type="checkbox"/> Generate Parent Budget(s) <input type="checkbox"/> Use Default Entry Event Parent Budget Entry Type:				Budget Type:	Expense	
					Attachments (0)	
Long Description: C0078B022 BUDGET ADDITIONAL REVENUE RECEIVED						
Alternate Description						

The ORG Budget Lines page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents																													
Unit:	00759	Journal ID:	0003882466	Date:	09/01/2021																														
			Budget Header Status:	None																															
			*Process:	Post Journal																															
Process																																			
Lines Personalize Find View All First 1 of 1 Last																																			
<table border="1"> <thead> <tr> <th>Chartfields and Amounts</th> <th colspan="6">Base Currency Details</th> </tr> <tr> <th>Delete</th> <th>Line</th> <th>Ledger</th> <th>Account</th> <th>Fund</th> <th>Dept</th> <th>Program</th> <th>Bud Ref</th> <th>Project</th> <th>Set Options</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>ORG_BD</td> <td>B5009</td> <td>3049</td> <td>C0003</td> <td>I0229</td> <td>BP2022</td> <td>NA</td> <td>Set Option</td> <td>2,000.00</td> </tr> </tbody> </table>							Chartfields and Amounts	Base Currency Details						Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	<input type="checkbox"/>	1	ORG_BD	B5009	3049	C0003	I0229	BP2022	NA	Set Option	2,000.00
Chartfields and Amounts	Base Currency Details																																		
Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount																									
<input type="checkbox"/>	1	ORG_BD	B5009	3049	C0003	I0229	BP2022	NA	Set Option	2,000.00																									
Lines to add: 1 <input type="button" value="+"/> <input type="button" value="-"/> Journal Line Copy Down																																			
From Line: <input type="checkbox"/> To: <input type="checkbox"/> Generate Budget Period Lines																																			
Totals																																			
Total Lines:		1	Total Debits:		0.00	Total Credits:		2,000.00																											

NOTE: The amounts for both REVEST and ORG entries are positive numbers because we are increasing the budget. PeopleSoft keeps up with debits and credits for us because of the REVEST and ORG ledger definitions. Conversely, if you are decreasing the budget, use a negative sign (-) before the amount.

EXAMPLE 3 – BUDGETING FUND EQUITY

In this example, we are budgeting available fund equity so we can spend it. To do this, we will create two budget journals, one to setup the revenue budget (REVEST) and one to set up the expenditure budget (ORG). The revenue budget node for fund equity is B4035. The 1033A report will tell you how much available fund equity you have to budget.

The REVEST Budget Header page:

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

Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021
*Ledger Group:	<input type="text" value="REVEST"/>	Fiscal Year:	2022	Period:	1
Control ChartField:	Fund Code				
Budget Header Status:	None				
*Budget Entry Type:	<input type="text" value="Adjustment"/>				

<div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;"> <p>Parent Budget Options</p> <p><input type="checkbox"/> Generate Parent Budget(s)</p> <p><input type="checkbox"/> Use Default Entry Event</p> <p>Parent Budget Entry Type: <input type="text"/></p> </div> <p>Long Description:</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;">C0078B024 BUDGET FUND EQUITY</div> <p>Alternate Description</p> <div style="border: 1px solid #ccc; padding: 5px; min-height: 40px;"></div>	<p>Budget Type: Revenue</p> <p>Attachments (0)</p>
--	--

The REVEST Budget Lines page:

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

Unit:	00759	Journal ID:	0003882467	Date:	09/01/2021	Budget Header Status:	None
*Process: <input type="text" value="Post Journal"/>							

<div style="display: flex; justify-content: space-between; align-items: center;"> ▼ Lines Personalize Find View All First 1 of 1 Last </div> <div style="border-bottom: 1px solid #ccc; padding: 5px 0 5px 20px;"> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 5%;">Delete</th> <th style="width: 5%;">Line</th> <th style="width: 15%;">Ledger</th> <th style="width: 15%;">Account</th> <th style="width: 5%;">Fund</th> <th style="width: 5%;">Dept</th> <th style="width: 5%;">Program</th> <th style="width: 5%;">Bud Ref</th> <th style="width: 5%;">Project</th> <th style="width: 5%;">Activity</th> <th style="width: 5%;">Set Options</th> <th style="width: 10%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;">1</td> <td>REVEST_BD</td> <td><input type="text" value="B4035"/></td> <td style="text-align: center;"><input type="text" value="3049"/></td> <td style="text-align: center;"><input type="text" value="C0003"/></td> <td style="text-align: center;"><input type="text" value="I0229"/></td> <td style="text-align: center;"><input type="text" value="BP2022"/></td> <td style="text-align: center;"><input type="text" value="NA"/></td> <td></td> <td style="text-align: center;"><input type="button" value="Set Option"/></td> <td style="text-align: right;">10,000.00</td> </tr> </tbody> </table> </div>								Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Activity	Set Options	Amount	<input type="checkbox"/>	1	REVEST_BD	<input type="text" value="B4035"/>	<input type="text" value="3049"/>	<input type="text" value="C0003"/>	<input type="text" value="I0229"/>	<input type="text" value="BP2022"/>	<input type="text" value="NA"/>		<input type="button" value="Set Option"/>	10,000.00
Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Activity	Set Options	Amount																				
<input type="checkbox"/>	1	REVEST_BD	<input type="text" value="B4035"/>	<input type="text" value="3049"/>	<input type="text" value="C0003"/>	<input type="text" value="I0229"/>	<input type="text" value="BP2022"/>	<input type="text" value="NA"/>		<input type="button" value="Set Option"/>	10,000.00																				

Lines to add:	<input type="text" value="1"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	Journal Line Copy Down	From Line: <input type="text"/>	To: <input type="text"/>	<input type="button" value="Generate Budget Period Lines"/>
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Totals			
Total Lines:	1	Total Debits:	10,000.00
		Total Credits:	0.00

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The ORG Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents
Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021	
*Ledger Group:	ORG	Fiscal Year:	2022	Period:	1	
Control ChartField:	Project					
Budget Header Status:	None					
*Budget Entry Type:	Adjustment					
Parent Budget Options <input type="checkbox"/> Generate Parent Budget(s) <input type="checkbox"/> Use Default Entry Event Parent Budget Entry Type:				Budget Type: Expense Attachments (0)		
Long Description: C0078B024 BUDGET FUND EQUITY						
Alternate Description						

The ORG Budget Lines page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents				
Unit:	00759	Journal ID:	0003882468	Date:	09/01/2021					
			Budget Header Status:	None						
			*Process:	Post Journal		Process				
Lines Personalize Find View All First 1 of 1 Last										
Chartfields and Amounts Base Currency Details										
Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount
<input type="checkbox"/>	1	ORG_BD	B5009	3049	C0003	I0229	BP2022	NA	Set Option	10,000.00
Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines										
Totals										
Total Lines:		1		Total Debits:		0.00		Total Credits:		10,000.00

NOTE: The amounts for both REVEST and ORG entries are positive numbers because we are increasing the budget. PeopleSoft keeps up with debits and credits for us because of the REVEST and ORG ledger definitions. Conversely, if you are decreasing the budget, use a negative sign (-) before the amount.

EXAMPLE 4 – ORIGINAL BUDGET ENTRY TO FUND AN INCREASE TO A POSITION

In this example, original budget is being moved from M&O (B5009) to Salary & Wage (B5006) to increase the original budget for position #00020338. The excess adjustment budget not needed, because this is the middle of the year, is moved back to M&O. In this scenario, there is a large BBA in both cost centers so the budget journals can be created and posted in any order.

The **ORG Adjustment Budget Header** page:

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

Unit: 00759

***Ledger Group:**

Control ChartField: Project

Budget Header Status: None

***Budget Entry Type:** Adjustment

Journal ID: NEXT

Fiscal Year: 2022

Period: 1

Date: 09/01/2021

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Budget Type: Expense

Attachments (0)

Long Description:

C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.

Alternate Description

The **ORG Adjustment Budget Lines** page:

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

Unit: 00759

***Process:** Post Journal

Journal ID: 0003882469

Date: 09/01/2021

Budget Header Status: None

Process

Lines Personalize | Find | View All | | First 1-2 of 2

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
<input type="checkbox"/>	1	ORG_BD		B5006	1052	C0053	D0213	BP2022	NA	Set Option	-272.50	>>			00020338	C0053B020 BUD ADJ FOR
<input type="checkbox"/>	2	ORG_BD		B5009	1052	C0053	F0263	BP2022	NA	Set Option	272.50	>>				C0053B020 BUD ADJ FOR

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

Totals

Total Lines:	2	Total Debits:	272.50	Total Credits:	272.50
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The ORG **Original** Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents
Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021	
*Ledger Group:	<input type="text" value="ORG"/>	Fiscal Year:	2022	Period:	1	
Control ChartField:	Project					
Budget Header Status:	None					
*Budget Entry Type:	<input type="text" value="Original"/>					
Parent Budget Options				Budget Type: Expense		
<input type="checkbox"/> Generate Parent Budget(s)						
<input type="checkbox"/> Use Default Entry Event Parent Budget Entry Type: <input type="text"/>						
Attachments (0)						
Long Description:						
C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.						
Alternate Description						

The ORG **Original** Budget Lines page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents																
Unit:	00759	Journal ID:	0003882470	Date:	09/01/2021																	
			Budget Header Status:	None																		
			*Process:	<input type="text" value="Post Journal"/>																		
<input type="button" value="Process"/>																						
Lines																						
Personalize Find View All First 1-2 of 2																						
Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description						
<input type="checkbox"/>	1	ORG_BD	<input type="text"/>	<input type="text" value="B5009"/>	<input type="text" value="1052"/>	<input type="text" value="C0053"/>	<input type="text" value="F0263"/>	<input type="text" value="BP2022"/>	<input type="text" value="NA"/>	<input type="button" value="Set Option"/>	-545.00	>>	<input type="text"/>	<input type="text"/>	<input type="text"/>	C0053B020 BUD FOR RE						
<input type="checkbox"/>	2	ORG_BD	<input type="text"/>	<input type="text" value="B5006"/>	<input type="text" value="1052"/>	<input type="text" value="C0053"/>	<input type="text" value="D0213"/>	<input type="text" value="BP2022"/>	<input type="text" value="NA"/>	<input type="button" value="Set Option"/>	545.00	>>	<input type="text"/>	<input type="text"/>	<input type="text" value="00020338"/>	C0053B020 BUD FOR RE						
Lines to add: <input type="text" value="1"/> <input type="button" value="Journal Line Copy Down"/>																						
From Line: <input type="text"/> To: <input type="text"/> <input type="button" value="Generate Budget Period Lines"/>																						
Totals																						
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 20%;">Total Lines:</td> <td style="width: 10%;">2</td> <td style="width: 20%;">Total Debits:</td> <td style="width: 10%;">545.00</td> <td style="width: 20%;">Total Credits:</td> <td style="width: 10%;">545.00</td> </tr> </table>																	Total Lines:	2	Total Debits:	545.00	Total Credits:	545.00
Total Lines:	2	Total Debits:	545.00	Total Credits:	545.00																	

Now, let's assume there is only \$400 BBA remaining in cost center 1052-C0053-F0263-NA and no budget in 1052-C0053-D0213-NA. This transaction would take three budget journals; an adjustment journal of \$272.50 to increase F0263, an original journal to move \$545 from F0263 to D0213, and an adjustment journal of (\$272.50) to decrease D0213.

STEP 1: The ORG Adjustment Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents
Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021	
*Ledger Group:	ORG	Fiscal Year:	2022	Period:	1	
Control ChartField:	Project					
Budget Header Status:	None					
*Budget Entry Type:	Adjustment					
Parent Budget Options				Budget Type:	Expense	
<input type="checkbox"/> Generate Parent Budget(s) <input type="checkbox"/> Use Default Entry Event Parent Budget Entry Type:				Attachments (0)		
Long Description:						
C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.						
Alternate Description						

STEP 1: The ORG Adjustment Budget Lines page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents										
Unit:	00759	Journal ID:	0003882471	Date:	09/01/2021											
Budget Header Status:			None													
*Process:			Post Journal													
Process																
Lines																
Personalize Find View All First 1 of 1																
Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
<input type="checkbox"/>	1	ORG_BD		B5009	1052	C0053	F0263	BP2022	NA	Set Option	272.50	>>				C0053B020 BUD FOR REO
Lines to add:		Journal Line Copy Down		From Line:		To:		Generate Budget Period Lines								
Totals																
Total Lines:		1		Total Debits:		0.00		Total Credits:		272.50						

STEP 2: The ORG Original Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents
Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021	
*Ledger Group:	<input type="text" value="ORG"/>	Fiscal Year:	2022	Period:	1	
Control ChartField:	Project					
Budget Header Status:	None					
*Budget Entry Type:	<input type="text" value="Original"/>					
Parent Budget Options <input type="checkbox"/> Generate Parent Budget(s) <input type="checkbox"/> Use Default Entry Event Parent Budget Entry Type: <input type="text"/>				Budget Type:	Expense	
					Attachments (0)	
Long Description:						
C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.						
Alternate Description						

STEP 2: The ORG Original Budget Lines page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents										
Unit:	00759	Journal ID:	0003882472	Date:	09/01/2021											
			Budget Header Status:	None												
			*Process:	<input type="text" value="Post Journal"/>												
			<input type="button" value="Process"/>													
Lines																
Personalize Find View All First 1-2 of 2																
Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
<input type="checkbox"/>	1	ORG_BD	<input type="text"/>	B5009	1052	C0053	F0263	BP2022	NA	<input type="button" value="Set Option"/>	-545.00	>>	<input type="text"/>			C0053B020 BUD FOR REO
<input type="checkbox"/>	2	ORG_BD	<input type="text"/>	B5006	1052	C0053	D0213	BP2022	NA	<input type="button" value="Set Option"/>	545.00	>>	<input type="text"/>		00020338	C0053B020 BUD FOR REO
Lines to add:		<input type="text" value="1"/>	Journal Line Copy Down		From Line:		<input type="text"/>	To:	<input type="text"/>	<input type="button" value="Generate Budget Period Lines"/>						
Totals																
Total Lines:		2		Total Debits:		545.00		Total Credits:		545.00						

STEP 3: The ORG Adjustment Budget Header page:

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

Unit: 00759 Journal ID: NEXT Date: 09/01/2021

*Ledger Group: Fiscal Year: 2022 Period: 1

Control ChartField: Project

Budget Header Status: None

*Budget Entry Type:

Budget Type: Expense

Attachments (0)

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Long Description:

C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.

Alternate Description

STEP 3: The ORG Adjustment Budget Lines page:

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

Unit: 00759 Journal ID: 0003882473 Date: 09/01/2021 Budget Header Status: None

*Process: Process

Personalize | Find | View All | | First 1 of 1

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
<input type="checkbox"/>	1	ORG_BD		BS006	1052	C0003	D0213	BP2022	NA	Set Option	-272.50	>>			00020338	C0053B020 BUD FOR REO

Lines to add: + - = Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	1	Total Debits:	272.50	Total Credits:	0.00
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EXAMPLE 5 – TRANSFERRING BUDGET BETWEEN PROJECTS

In this example, budget in P001193 and P001218 is being increased with budget from P001094 and 1008- C0015-G0337-NA. To increase and decrease budget for a project/grant cost center, use a PROJ_GRT budget journal. To reduce the 1008 cost center, an ORG budget journal will be processed. Finally, a REVEST budget journal will be processed to “transfer among funds” – fund 1008 to ledger 7. The REVEST “transfer among funds” budget journal keeps fund 1008 revenue and expense budget in balance. This will take 3 different budget journals.

The PROJ_GRT Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents	
Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021		
*Ledger Group:	PROJ_GRT		1	Fiscal Year:	2022	Period:	1
Control ChartField:	Project						
Budget Header Status:	None						
*Budget Entry Type:	Adjustment						
Parent Budget Options							
2	<input checked="" type="checkbox"/>	Generate Parent Budget(s)				Budget Type:	Expense
	<input type="checkbox"/>	Use Default Entry Event					
		Parent Budget Entry Type:				Adjustment	Attachments (0)
Long Description:							
	C0013B032 ADJUST DM MAINTENANCE PROJECTS						3
Alternate Description							

1. Enter **PROJ_GRT** for Ledger Group.
2. Check the box for “Generate Parent Budget(s).”
3. Complete the Long Description starting with the Departmental Reference Number for the BudgetJournal.

The **PROJ_GRT** Budget Lines page:

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

Unit: 00759 Journal ID: 0003882474 Date: 09/01/2021 Budget Header Status: None

*Process: Post Journal Process

Lines

Delete	Line	Ledger	Speed Type	PC Bus Unit	Account	Fund	Dept	Program	Project	Activity	Amount	Ref	Journal Line Description
<input type="checkbox"/>	1	PROJ_GR_BD		00759	B5013	7021	C0015	G0004	P001193	101	70,000.00		C0013B032 ADJ DM PROJ
<input type="checkbox"/>	2	PROJ_GR_BD		00759	B5015	7021	C0014	G0004	P001218	101	42,000.00		C0013B032 ADJ DM PROJ
<input type="checkbox"/>	3	PROJ_GR_BD		00759	B5004	7021	C0015	G0004	P001094	101	-100,343.65		C0013B032 ADJ DM PROJ

Lines to add: 1 + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals			
Total Lines:	3	Total Debits:	100,343.65
		Total Credits:	112,000.00

4. Enter the budget node and cost centers to be increased as well as the budget node and cost center to be decreased.
5. Budget Pre-Check the budget journal and enter into workflow.

The **ORG** Budget Header page (to reduce cost center 1008-C0015-G0337-NA):

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

Unit: 00759 Journal ID: NEXT Date: 09/01/2021

*Ledger Group: ORG 1 Fiscal Year: 2022 Period: 1

Control ChartField: Project

Budget Header Status: None

*Budget Entry Type: Adjustment 📄

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Budget Type: Expense

Attachments (0)

Long Description:

2
C0013B032 ADJUST DM MAINTENANCE PROJECT

Alternate Description

1. Enter **ORG** for the Ledger Group.
2. Enter the Long Description starting with the Departmental Reference number.

The **ORG** Budget Lines page:

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

Unit: 00759 Journal ID: 0003882475 Date: 09/01/2021 Budget Header Status: None
 *Process: Post Journal Process

▼ Lines

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Project	Bud Ref	Amount	Ref	Journal Line Description
<input type="checkbox"/>	1	ORG_BD		B5009	1008	C0015	G0337	NA	BP2022	-11,656.35		C0013B032 ADJ DM PROJ

Lines to add: + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals					
Total Lines:	1	Total Debits:	11,656.35	Total Credits:	0.00

3. Enter the budget node and cost center to be reduced.
4. Budget Pre-Check and enter into workflow.

The **REVEST** Budget Header page (to process the transfer among funds):

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

Unit: 00759 Journal ID: NEXT Date: 09/01/2021

*Ledger Group: **REVEST** Fiscal Year: 2022 Period: 1

Control ChartField: Fund Code

Budget Header Status: None

*Budget Entry Type: Adjustment

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type:

Budget Type: Revenue

Attachments (0)

Long Description: **C0013B032 ADJUST DM MAINTENANCE PROJECTS**

Alternate Description

1. Enter **REVEST** for the Ledger Group.
2. Enter the Long Description starting with the Departmental Reference number.

The **REVEST** Budget Lines page:

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

Unit: 00759 Journal ID: 0003882476 Date: 09/01/2021 Budget Header Status: None

*Process: Post Journal

Lines

Delete	Line	Ledger	Speed Type	PC Bus Unit	Account	Fund	Dept	Program	Project	Bud Ref	Activity	Amount	Ref	Journal Line Description
<input type="checkbox"/>	1	REVEST_BD	13504		B4030	1008	C0015	G0337	NA	BP2022		-11,656.35		C0013B032 ADJ DM PROJ

Lines to add: From Line: To:

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	11,656.35
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3. Enter **B4030** for the budget node and cost center to be reduced. B4030 is the budget node for transfer among funds.
4. Budget Pre-Check and enter into workflow.