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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:

Pauller	Header	Budget	<u>L</u> ines E	Budget E	rrors			oval 2	Approval <u>H</u>		Docume			
Unit:		00759	J	ournal IE	D:	NEXT		Date			09/01/2	2021		
*Ledge	er Group:		C	ORG	Q			Fisc	l Year:		2022		Period:	
Contro	ol ChartFi	ield:	F	Project										
Budge	et Header	Status:	1	Vone										
*Budge	et Entry T	ype:	F	Adjustme	nt		~	/						
Pare	ent Budg	et Option	IS											
		Parent Bud						Budg	jet Type:		Expen	se		
		It Entry Ev t Entry Typ					×	-			Attachn	nents (C))	
	3B021 TR													
Altern	ate Desci	ription nes page			al Appro		oval <u>H</u> istor	ry Docume	nts					
Altern:	ate Desci	ription nes page	: Budget <u>E</u> rrors			val 2 Appr Appr OSate: 05	0/01/2021	ry Docume	Bu	dget He	ader Status:	None		
Altern:	ate Desci dget Lir ader Bud	ription Nes page get Lines	: Budget <u>E</u> rrors	Approve	1	val 2 Appr Appr OSate: 05			Bu				Proc	
Altern: DRG But Budget Hea	ate Desci dget Lir ader Bud	nes page get Lines Journal	: Budget <u>E</u> rrors	<u>Approva</u>	1	val 2 Appr Date: 05	0/01/2021		Bu				Proc 1-2 of 2 (*)	
Altern:	ate Desca dget Lir ader Bud 00759	nes page get Lines Journal	• Budget <u>E</u> rrors I D : 00	Approv: 003882464 iis [===)	1	val 2 Appr Date: 05	0/01/2021		Bu	View A				L
Altern: Altern: DRG Bud Budget Hez Juit: Chartfield	ate Descr dget Lir ader Bud 00759	nes page get Lines Journal	: Budget <u>E</u> rrors I D : 0C	Approva 003882464 Ils ETT F	i *F	val 2 Appr Date: 05 Frocess: Po	9/01/2021 st Journal	Pers	Bu	View A	Ali 🛛 📑	First (🚯 1-2 of 2 🕑	L
C0078 Altern: DRG Budget Hea Unit: Chartfield	ate Desci dget Lir ader Bud 00759 Is and Amou	ription NES page get Lines Journal nts Base (Ledger	: Budget <u>E</u> rrors I D : 0C	Approv: 003882464 iis [===)	۲ ۴	val 2 Appr Date: 05 Frocess: Po	9/01/2021 st Journal	Per:	Bu	View A	Ali 🛛 📑		🚯 1-2 of 2 🕑	L
C0078 Altern: DRG But Budget Hea Unit: Chartfield Delete	ate Desci dget Lir ader Bud 00759 Is and Amou	ription NES page get Lines Journal nts Base (Ledger	: Budget Errors ID: 00 Currency Detai Account	Approva 003882464 Ils ETT F	1 *F	val 2 Appr Date: 06 rocess: Po Dept	0/01/2021 st Journal	Per: Program	Bud Ref	View A	All 🖓 📑	First	1-2 of 2 Set Options	

2

Total Debits:

50.00

Total Lines:

50.00

Total Credits:

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00202011	- angerreannan - manipree	

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 usedfor both entries.

The REVEST Budget Header page:

-	Budget <u>L</u> ines 00759	Budget <u>E</u> rrors Journal ID:	Approval	Approval 2	Approval <u>H</u> istory	<u>D</u> ocuments		
	00759	Journal ID:	NEXT					
_edger Group:			NEXT	Da	te:	09/01/2021		
		REVEST	۹	Fis	scal Year:	2022	Period:	1
Control ChartField	E	Fund Code						
Budget Header Sta	atus:	None						
Budget Entry Type		Adjustment		~				
Parent Budget	Options							
Generate Pare	ent Budget(s)			Bu	dget Type:	Revenue		
Use Default E Parent Budget Er				~		Attachments	(0)	
						Attachmenta	(0)	
ong Description:								
C0078B022 BUDG	ET ADDITIONA	L REVENUE REC	EIVED					2
Alternate Descripti	ion							_//
arternate bescript								2
								11

The REVEST Budget Lines page:

Budget H	eader	Budget L	ines	Budget Errors	Approv	al A	pproval 2	2 App	oroval	History	Docu	iments							
Unit:	00759		Journa	I ID: 000	3882465		Date *Proc	1	09/01/2 ost Jo				~	Budget He	ader	Status:	None	Pro	ocess
The Lines	S											Personali	ze	Find View	w All	01	First	④ 1 of 1	East
Chartfie	lds and	Amounts	Base	Currency Details															
Delete	Lin	e Led	ger	Accou	nt	Fund		Dept		Program		Bud Ref		Project		Activity		Set Options	Amoun
	1	REV	EST_B	B4003	Q	3049	Q	C0003	Q	10229	Q	BP2022	Q	NA	Q		٩	Set Option	2,000
				4															+
Lines to a	dd:	1	+	Journal Li	ne Copy I	Down				From Li	ne:		То	:		Generate	e Budget F	Period Lines	
Totals																			
Total Li	nes:	1		Total D	ebits:		2,000.	00				Tota	I Cr	edits:		0.00			

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RG Budget He	ader page:							
Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	ite:	09/01/2021		
*Ledger Group:		ORG	Q	Fi	scal Year:	2022	Period:	
Control ChartFi	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	ype:	Adjustment		~				
Parent Budge	et Options							
	Parent Budget(s)			Bu	udget Type:	Expense		
Use Defaul Parent Budget	It Entry Event t Entry Type:			~		Attachments	s (0)	
Long Descriptio	on:							
C0078B022 BUI	DGET ADDITION	AL REVENUE REC	EIVED					2
Alternate Descr	iption							//
								2
								11

The ORG Budget Lines page:

Budget <u>H</u>	eader	Budget Line	s Budget Erro	ors <u>A</u> ppro	oval Appr	oval 2	Approva	al <u>H</u> istory	Documents					
Unit:	00759	Jo	urnal ID:	000388246		Date: Process:	09/01 Post J	/2021 ournal		~	Budget Hea	der Status:	None	Process
▼ Lines	3								Perso	nalize	Find View	All 🛛 🕅 🔣	First 🕚	1 of 1 🛞 Last
Chartfie	lds and	Amounts	Base Currency De	etails [===])									
Delete	Lin	e Ledge	r Account	Fur	nd	Dept	Pro	gram	Bud Ref	Proj	ect	Set Options	Amount	
	1	ORG_I	BD B5009	Q 30	49 Q	C0003	Q 10	229 Q	BP2022			Set Option	2,000.00	
			4											•
Lines to a	dd:	<u>1</u> +	Jourr	nal Line Cop	y Down			From Li	ne:	Т	»:	Generate	e Budget Perio	d Lines
Totals														
Total Li	nes:	1	Tot	tal Debits:	C	.00			Т	otal Ci	edits:	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.

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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:

0	1.0							
Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	ite:	09/01/2021		
*Ledger Group:		REVEST	Q	Fis	scal Year:	2022	Period:	1
Control ChartFie	eld:	Fund Code						
Budget Header	Status:	None						
Budget Entry Ty	/pe:	Adjustment		~				
Parent Budge	et Options							
Generate P	arent Budget(s)			Bu	idget Type:	Revenue		
Use Defaul	t Entry Event							
Parent Budget	Entry Type:			~		Attachments	(0)	
Long Descriptio	n:							
C0078B024 BUE	DGET FUND EQU	JITY						2
								11
Alternate Descri	iption							
								11

The REVEST Budget Lines page:

Budget He	eader	Budget Line	Budget	Errors Appr	oval Appro	oval 2 A	pproval <u>H</u> istory	Documents				
Jnit:	00759	Jo	ournal ID:	000388246		Date: Process:	09/01/2021 Post Journal		Budget H	eader Status:	None	Process
▼ Lines								Person	alize Find Vie	ew All 💷 🔜	First 🕚 1	of 1 🛞 Last
Chartfiel	ds and a	Amounts	Base Currency	Details								
Delete	Lin	e Ledge	r	Account	Fund	Dept	Program	Bud Ref	Project	Activity	Set Options	Amount
	1	REVE	ST_BD	B4035	Q 3049	C0003	Q 10229	Q BP2022	NA	م 🗌	Q Set Optio	10,000.0
				4								
_ines to ac	dd:	1	Jo	ournal Line Cop	y Down		From	Line:	то:	Generat	e Budget Period L	ines
Totals												
Total Lir	nes:	1		Total Debits:		0.000.00		То	tal Credits:	0.00		

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ORG Budget Hea	ader page:						
Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istory	Documents	
Unit:	00759	Journal ID:	NEXT	Da	ate:	09/01/2021	
*Ledger Group:		ORG	a	Fi	scal Year:	2022	Period:
Control ChartFie	ld:	Project					
Budget Header S	Status:	None					
*Budget Entry Ty	pe:	Adjustment		\checkmark			
Parent Budge	t Options						
Generate P	arent Budget(s)			В	udget Type:	Expense	
Use Default Parent Budget	-			~		Attachments	(0)
Long Description	n:						
C0078B024 BUD	GET FUND EQU	JITY					

The ORG Budget Lines page:

Budget H	leader	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istory	<u>D</u> ocuments]			
Unit:	00759	Journ	nal ID: 0003	3882468	Date: *Proces	09/01/2021 s: Post Journal		Budg	get Header Sta	tus: None	Process
The Line	S						Persor	nalize Find	View All 📮	First	🚯 1 of 1 🛞 Last
Chartfie	lds and	Amounts Bas	se Currency Details	[:::])							
Delete	e Lir	ne Ledger	Account	Fund	Dept	Program B	ud Ref Proje	ect	Set Options	Amount	
	1	ORG_BE	B5009	3049	C0003 Q	10229 Q	BP2022 Q NA	A Q	Set Option	10,000.00	•
Lines to a	ıdd:	1 +	Journal Lin	ne Copy Down		Fro	m Line:	То:	G	enerate Budget P	eriod Lines
Totals											
Total Li	ines:	1	Total De	ebits:	0.00		Т	otal 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.

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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 Lines Budget Errors Approval Approval 2 Approval History Documents Unit: 00759 Journal ID: NEXT Date: 09/01/2021 *Ledger Group: ORG Fiscal Year: 2022 Perio Control ChartField: Project Project 2022 Perio Budget Entry Type: Adjustment ✓ Sudget Type: Expense Parent Budget Options Use Default Entry Event Expense Attachments (0)	d:
Ledger Group: ORG Fiscal Year: 202 Period Control ChartField: Project Project Project Project Project Project Parent Budget None Parent Budget Options Parent Budget Options Parent Budget(s) Puse Default Entry Event Budget Type: Expense	d:
Control ChartField: Project Budget Header Status: None Budget Entry Type: Adjustment Parent Budget Options Budget Type: Generate Parent Budget(s) Budget Type:	d:
Budget Header Status: None Budget Entry Type: Adjustment Parent Budget Options Generate Parent Budget(s) Use Default Entry Event Budget Type: Expense	
Budget Entry Type: Adjustment Parent Budget Options Generate Parent Budget(s) Use Default Entry Event Budget Type: Expense	
Budget Entry type: Expense Parent Budget Options Budget Type: Expense Use Default Entry Event Expense	
Generate Parent Budget(s) Budget Type: Expense Use Default Entry Event Expense	
Use Default Entry Event	
Long Description:	
C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE COP BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.	RRECT
Alternate Description	//

The ORG Adjustment Budget Lines page:

Totals																		
Lines to ad	d:	1 + -	Journal Lin	e Copy Dow	'n		Fr	rom Line:	To:		Gene	ate Budget Peri	od Lines					
	2	ORG_BD	Q	Q B5009	Q 10	052 Q	C0053	F0263	Q BP2022	Q NA	Q	Set Optior	272.50	>>		Q.		C0053B020 BUD ADJ FOR
	1	ORG_BD	Q	Q B5006	Q 10	052 Q	C0053	D0213	Q BP2022	Q NA	Q	Set Optior	-272.50	>>		Q	00020338	B C0053B020 BUD ADJ FOR
Delete	Line	Ledger	Speed Type	Accoun	t Fun	id I	Dept	Program	Bud Ref	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
T Lines																Personalize Fi	nd View All	刘 🔜 First 🕢 1-2 of 2
Unit:	00759	Journal II	0: 0003	882469	Date *Proc		9/01/2021 ost Journal			udget Head	er Status	None	Proces	S				
Budget Hea	ader	Budget Lines Bu		Approval	Approval 2		oval <u>H</u> istory	y Documents										

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Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istor	y <u>D</u> ocuments		
Unit:	00759	Journal ID:	NEXT	Da	ite:	09/01/2021		
*Ledger Group:		ORG	Q	Fis	scal Year:	2022	Period:	
Control ChartFi	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Original		~				
Parent Budge	et Options							
	Parent Budget(s)			Bu	udget Type:	Expense		
Use Defaul Parent Budget	-			~		Attachments	(0)	
Long Descriptio								
C0053B020 BAS	SE BUDGET SAL	ARY FUNDS FOR					RE CORRECT	7
BUDGET WHEN	LUADED FOR F	- Y Z 3. INO VING PA	R HAL FUND	S BACK TO IVIA	O FOR USE IN FI	r ZZ.		
								11

The ORG Original Budget Lines page:

Jnit: (00759	Journal ID:	: 000	3882	470	Dat *Pro		09/01/202 Post Journa			Bu	udget Head	er Status:	None	Process	S				
T Lines																		Personalize Fir	nd View Al	First 🕢
Delete	Line	Ledger	Speed Type		Account	Fu	nd	Dept	Program	E	lud Ref	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
	1	ORG_BD	Q	Q	B5009	Q 1	052	Q C0053	Q F0263	Q	BP2022		Q	Set Option	-545.00	>>		a		C0053B020 BUD
	2	ORG_BD	٩	٩	B5006	1	052	Q C0053	Q D0213	٩	BP2022		Q	Set Option	545.00	>>		a	0002	0338 C0053B020 BUD
ines to add	:	1 🛨 🖃	Journal Li	ine Co	opy Down			F	rom Line:		То:		Gener	ate Budget Perio	od Lines					
Totals																				
Total Line	e.:	2	Total De	bits:		545.00				То	tal Credit	s: 2	545.	00						

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	0	0

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:
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Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istory	Documents]	
Unit:	00759	Journal ID:	NEXT	Da	ite:	09/01/2021		
*Ledger Group:		ORG	Q	Fi	scal Year:	2022	Period:	1
Control ChartFie	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Adjustment		~				
Parent Budge	et Options							
	arent Budget(s)			В	udget Type:	Expense		
Use Defaul Parent Budget	-			~		Attachments	(0)	
Long Descriptio	n:							
					RRING MID-YEAR F O FOR USE IN FY22		RE CORRECT	2
Alternate Descri	iption							<u>//</u>
								2
								2
								<u>··</u>

STEP 1: The ORG Adjustment Budget Lines page:

Budge	t <u>H</u> ead	ler B	Budget Lines Bud	get Errors A	oproval A	pproval 2	Approval <u>H</u> ist	ory Docum	nents									
Unit:	0	0759	Journal ID:	000388	32471	Date:	09/01/202	21	В	udget Head	er Status	None						
						*Process	Post Journ	nal	~				Proces	s				
⇒ Li	nes															Personalize	Find View	All 🕼 🔣 First 🛞 1 of 1
(TT)				Frank														
Del	lete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
C)	1	ORG_BD	a a	B5009	Q 1052	Q C0053	Q F0263	Q BP2022	Q NA	Q	Set Option	272.50	>>		a		C0053B020 BUD FOR REO
Lines t	to add	:	1 + -	Journal Line	Copy Down			From Line:	То:		Gene	ate Budget Peri	od Lines					
Total	S																	
Tota	Line	s:	1	Total Debit	s:	0.00			Total Credit	s:	272	50						

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STEP 2: The ORG Original Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
Ledger Group:		ORG	Q	Fis	scal Year:	2022	Period:	1
Control ChartFie	eld:	Project						
Budget Header	Status:	None						
Budget Entry Ty	pe:	Original		~				
Parent Budge	et Options							
	arent Budget(s)			Bu	dget Type:	Expense		
Use Defaul Parent Budget	-			~		Attachments	(0)	
Long Descriptio	n:							
					RRING MID-YEAR F O FOR USE IN FY22		RE CORRECT	2
Alternate Descri	ption							
								2
								11

STEP 2: The ORG Original Budget Lines page:

							ate: rocess:	09/01/20 Post Jour			~	udget Head	er status.	None	Process	5				
▼ Lines																		Personalize Fin	id View All 🗇	First 🕢 1-2 of 2
Delete Line	10	Ledger	Speed Type		Account	5	Fund	Dept	Program	m	Bud Ref	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref J	ournal Line Description
0 1		ORG_BD		Q	B5009	Q	1052	Q C0053	Q F026	\$3	Q BP2022	Q NA	Q	Set Option	-545.00	>>		a		C0053B020 BUD FOR RE
2		ORG_BD		a	B5006	Q	1052	Q C0053	Q D021	13	Q BP2022	Q NA	٩	Set Option	545.00	>>		Q	00020338	C0053B020 BUD FOR RE
ines to add:		1 🛨 🖃	Journal	ine C	Copy Down				From Line	e:	То:		Gener	ate Budget Perio	od Lines					
Totals																				

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Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>History</u>	Documents		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
*Ledger Group:		ORG	Q	Fis	scal Year:	2022	Period:	
Control ChartFi	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Adjustment		~			₽ E	
Parent Budge	et Options							
	arent Budget(s)			Bu	dget Type:	Expense		
Use Defaul Parent Budget	-			~		Attachments	(0)	
Long Descriptio	on:							
					RRING MID-YEAR F O FOR USE IN FY22		RE CORRECT	Z
								/
Alternate Descr	iption							
								2

STEP 3: The ORG **Adjustment** Budget Lines page:

Unit:	00759	Journal ID			Date:	09/01/20			udget Head	er Status	None						
					*Process	Post Jour	nal	~]				Process					
V 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
	1	ORG_BD	a 0	B5006	Q 1052	Q C0003	Q D0213	Q BP2022		Q	Set Option	-272.50	>>		a	000203	38 C0053B020 BUD FOR REC
Lines to a	dd:	1 + -	Journal Line	Copy Down			From Line:	То:		Gener	ate Budget Peri	od Lines					
Totals																	
Total Li	ies:	1	Total Debit	ts:	272.50			Total Credit	s:	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 <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	ite:	09/01/2021		
*Ledger Group:		PROJ_GRT	1	Fis	scal Year:	2022	Period:	1
Control ChartFi	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Adjustment		~				
Parent Budge	et Options							
Generate F	arent Budget(s)			Bu	idget Type:	Expense		
Use Defaul Parent Budget	t Entry Event	Adjustment		~		Attachments	(0)	
		Statistics and a same				, and of the second	(0)	
Long Descriptio			_					
C0013B032 AD.	JUST DM MAINTE	ENANCE PROJEC	TS 3					2
Alternate Descr	iption							I
								2

- 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.

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The **PROJ_GRT** Budget Lines page:

nit:	00759	Journal ID:	0003882474		Date: *Proce	ss: [09/01/202 Post Journ				~	Bud	lget Heade	r Stat	tus: Non	e		Proce	55			
Lines																						
Delete	Line	Ledger	Speed Type		PC Bus U	nit	Account		Fund		Dept		Program		Project	1	ctivity	A	mount	Ref	Journal Line Description	
	1	PROJ_GR_BD	Q	Q	00759	Q	B5013	Q	7021	Q	C0015	Q	G0004	Q	P001193	a	101	Q	70,000.00		C0013B032 ADJ DM PR	0.
	2	PROJ_GR_BD	Q	Q	00759	Q	B5015	Q	7021	Q	C0014	Q	G0004	Q	P001218	Q	101	Q	42,000.00		C0013B032 ADJ DM PR	0
	3	PROJ_GR_BD	٩	Q	00759	Q	B5004	Q	7021	Q	C0015	Q	G0004	Q	P001094	Q	101	Q	-100,343.65		C0013B032 ADJ DM PF	0
ines to ac Totals	ld:	1 🗭 🗖	Journal Line Copy Dow	'n				From	Line:		То:			Gene	erate Budget P	erio	d Lines					

- 4. Enter the budget node and cost centers to be increased as well as the budget node and cost center tobe 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 <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
*Ledger Group:		ORG	1	Fis	scal Year:	2022	Period:	1
Control ChartFie	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	pe:	Adjustment		~				
Parent Budge	et Options							
Generate P	arent Budget(s)			Bu	dget Type:	Expense		
Use Defaul Parent Budget				~		Attachments	(0)	
Long Descriptio	n:							
C0013B032 ADJ	UST DM MAINTE	NANCE PROJEC	T2					2
								1
Alternate Descri	ption							
								2
								11

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

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The ORG Budget Lines page:

Budget He	ader	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> isto	ry <u>D</u> ocun	nents						
Jnit:	00759	Journ	al ID: 00	003882475	Date:	09/01/202		в	udget Header St	atus: None	Process			
▼ Lines					Process						1100005			
(ff);;														
Delete	Line	Ledger	Speed Type		Account	Fund	Dept	Program	Project	Bud Ref	Amount	Ref	Journal Line Description	2
	1	ORG_BD		a a	B5009	Q 1008	C0015	Q G0337	Q NA	Q BP2022	Q -11,656.35		C0013B032 ADJ DM PF	٥١
Lines to ad	dd:	1 🛨	Journal	Line Copy Dov	vn	F	rom Line:	То:	G	enerate Budget P	eriod Lines			
Totals												1		
Total Lir	nes:	1	Total [Debits:	11,656.35			Total Credi	ts'	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 <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
*Ledger Group:		REVEST	1	Fis	scal Year:	2022	Period:	1
Control ChartFie	eld:	Fund Code						
Budget Header S	Status:	None						
*Budget Entry Ty	pe:	Adjustment		~				
Parent Budge	t Options							
Generate P	arent Budget(s)			Bu	dget Type:	Revenue		
Use Default Parent Budget				~		A.U. 1	(0)	
Parent Dudget	Entry type.					Attachments	(0)	
Long Descriptio								
C0013B032 ADJ	UST DM MAINTE	ENANCE PROJEC	TS _ 2					2
								11
Alternate Descri	ption							7
								11

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

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The **REVEST** Budget Lines page:

Init: (00759	Journal ID:	0003882476			01/2021 t Journal		Budget H	Header Status:	None	Process					
Lines																
Delete	Line	Ledger	Speed Type		PC Bus Unit	Account	Fund	Dept	Program	Project	Bud Ref	Activity	Amount	Ref	Journal Line Description	
0	1	REVEST_BD	13504	Q		B4030	Q 1008	Q C0015	Q G0337		Q BP2022	a [Q -11,656.35		C0013B032 ADJ DM P	RC
Lines to add:		1 🕢 📼	Journal Line Copy Dov	n		From	Line:	То:	General	te Budget Perio	vd Lines					
Totals																
Total Line	is:	1	Total Debits:	0.0	0		т	otal Credits:	11,656	25						

- 3. Enter **B4030** for the budget node and cost center to be reduced. B4030 is the budget node fortransfer among funds.
- 4. Budget Pre-Check and enter into workflow.