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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 Page](image)

The ORG Budget Lines page:

![Budget Lines Page](image)
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:

The REVEST Budget Lines page:
The ORG Budget Header page:

The ORG Budget Lines page:

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 Image]

- Unit: 00759
- Journal ID: NEXT
- Date: 09/01/2021
- Ledger Group: REVEST
- Fiscal Year: 2022
- Period: 1
- Budget Header Status: None
- Budget Entry Type: Adjustment
- Budget Type: Revenue
- Long Description: C0078B024 BUDGET FUND EQUITY
- Alternate Description

The REVEST Budget Lines page:

![Budget Lines Image]

- Unit: 00759
- Journal ID: 00083624R7
- Date: 09/01/2021
- Budget Header Status: None
- Process: Post Journal

Lines to add:
- 1
- Journal Line Copy Down

Totals
- Total Lines: 1
- Total Credits: 10,000.00
- Total Debits: 0.00

Generate Budget Period Lines
The ORG Budget Header page:

The ORG Budget Lines page:

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:

The ORG Adjustment Budget Lines page:
The ORG Original Budget Header page:

- **Unit:** 00758
- **Journal ID:** NEXT
- **Date:** 09/01/2021
- **Fiscal Year:** 2022
- **Period:** 1
- **Budget Type:** Expense
- **Long Description:**
  
  CO0038020 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.

The ORG Original Budget Lines page:
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:

STEP 1: The ORG Adjustment Budget Lines page:
STEP 2: The ORG Original Budget Header page:

<table>
<thead>
<tr>
<th>Budget Header</th>
<th>Budget Lines</th>
<th>Budget Errors</th>
<th>Approval</th>
<th>Approval 2</th>
<th>Approval History</th>
<th>Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit: 00759</td>
<td>Journal ID:</td>
<td>NEXT</td>
<td>Date: 09/01/2021</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Ledger Group:</td>
<td>ORG</td>
<td>Fiscal Year: 2022</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Control ChartField:</td>
<td>Project</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Budget Header Status:</td>
<td>None</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*Budget Entry Type:</td>
<td>Original</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent Budget Options</td>
<td></td>
<td>Budget Type: Expense</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Generate Parent Budget(s)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Use Default Entry Event</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Parent Budget Entry Type:</td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Long Description:</td>
<td></td>
<td>G0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&amp;O FOR USE IN FY22.</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Alternate Description</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 2: The ORG Original Budget Lines page:

<table>
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<tr>
<th>Dates</th>
<th>Line</th>
<th>Ledger</th>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Budget Ref</th>
<th>Project</th>
<th>Set Options</th>
<th>Amount</th>
<th>Statistic Code</th>
<th>Statistic Amount</th>
<th>Ref</th>
<th>Journal Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>ORG_01</td>
<td>Journal Line Copy Down</td>
<td>Journal Line Copy Down</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
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</tr>
<tr>
<td>Totals</td>
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<td>545.00</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
</tbody>
</table>
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: ORG   | 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: Expense

Long Description:
C0058020 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:

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

*Process: Post Journal

Budget Header Status: None

Lines

<table>
<thead>
<tr>
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<th>Line</th>
<th>Journal</th>
<th>Speed Type</th>
<th>Amount</th>
<th>Fixed</th>
<th>Dept</th>
<th>Program</th>
<th>Ref</th>
<th>Project</th>
<th>Set Options</th>
<th>Amount</th>
<th>Adj</th>
<th>Statistics Code</th>
<th>Statistics Amount</th>
<th>Ref</th>
<th>Journal/Line Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
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<td>24</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
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</tr>
</tbody>
</table>

Lines to add: 1

Journal Line Copy Down: From Line: To: Demonstrate Budget Period Lines

Totals

Total Lines: 1
Total Debits: 370.60
Total Credits: 0.00

```


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:

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 Budget Journal.
The PROJ_GRT Budget Lines page:

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):

1. Enter ORG for the Ledger Group.

2. Enter the Long Description starting with the Departmental Reference number.
The ORG Budget Lines page:

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):

1. Enter REVEST for the Ledger Group.
2. Enter the Long Description starting with the Departmental Reference number.
The **REVEST** Budget Lines page:

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.