

State of Oklahoma

COR441

Budgeting by Operating Unit Manual
Office of Management & Enterprise Services



OKLAHOMA

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Document History

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2.0	11/25/2024	Upgrade Update



Commitment Control

Commitment Control is an optional feature that enables control of expenditures actively against predefined, authorized budgets. In particular, Commitment Control enables the business unit to:

- Create and maintain control budgets.
- Check actual transactions (such as actual expenditures and revenues) against control budgets.
- Check imminent future financial obligations (pre-encumbrances and encumbrances) against control budgets.

When a control budget is set up, it is associated with a particular General Ledger business unit and the kinds of transactions that are to check against the control budget.

Once the budget is established, the transactions are checked against the budget. Passing or failing of the transactions will depend on the degree of budgetary control set up for the budget and/or the remaining available budget amount.



Key Terms

Detail Ledger: A ledger is used to store accounting transaction details for a business unit.
Budget Definition

Budget Definition: A ledger group is a set of detail ledgers. A Commitment Control Expense ledger group typically contains a budget, pre-encumbrance, encumbrance, and expense detail ledgers.

Expense: An amount actually expended. Vouchers and general ledger journal entries are typical sources for expenses.

Encumbrance: Amount in which there is a legal obligation to spend in the future. A purchase order is a typical encumbrance transaction.

Pre-Encumbrance: Amount expected to be spent but are under no legal obligation to spend. A requisition is a typical pre-encumbrance transaction.

PeopleSoft Trees: A graphical hierarchy that displays the relationship between accounting units, e.g., account chartfield determines roll-up hierarchies.

Effective Dating: Information stored in critical tables is keyed by effective date. The effective date is the date on which the information will take effect.



Process Flows

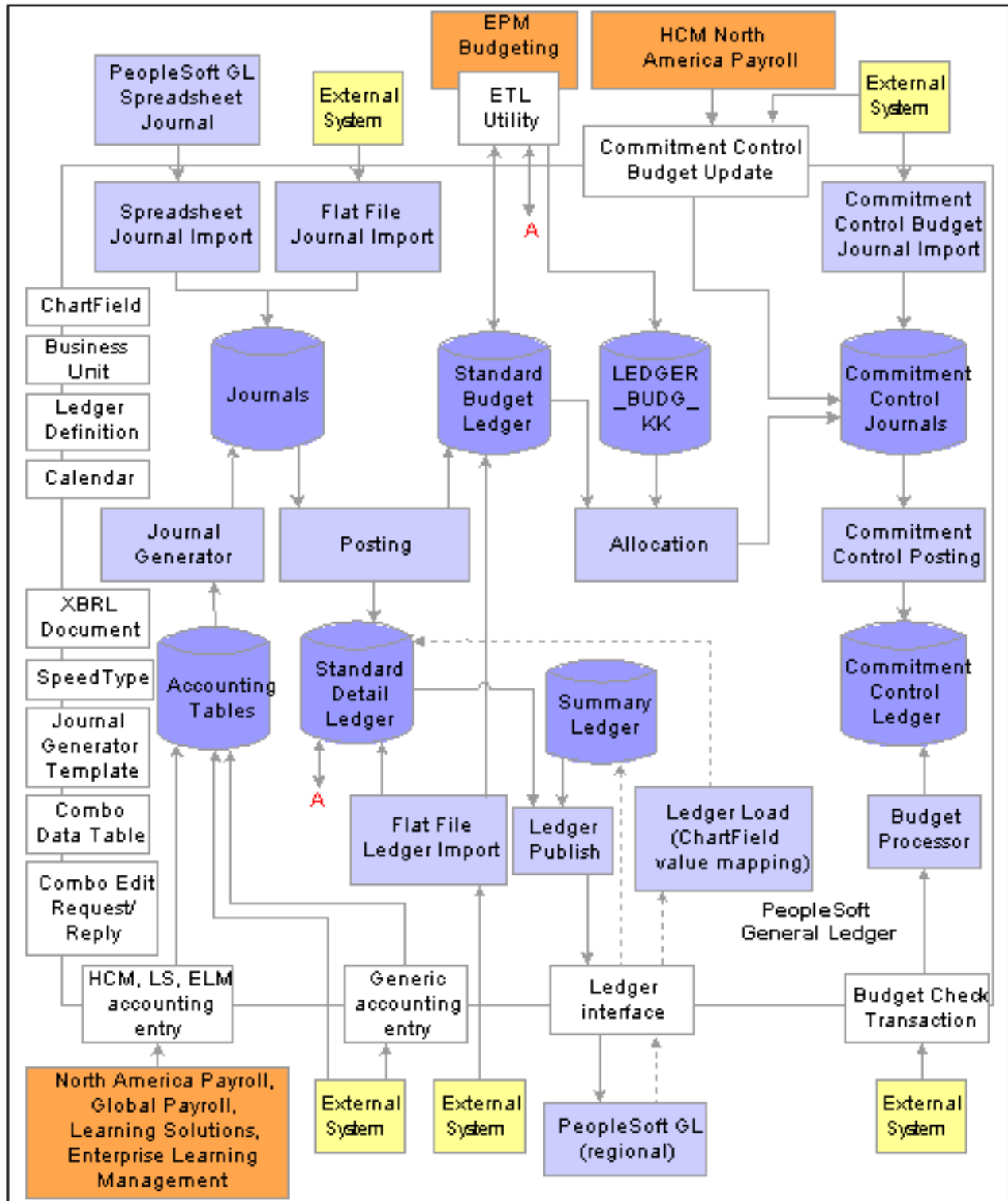


Diagram 1: Commitment Control Module Integration

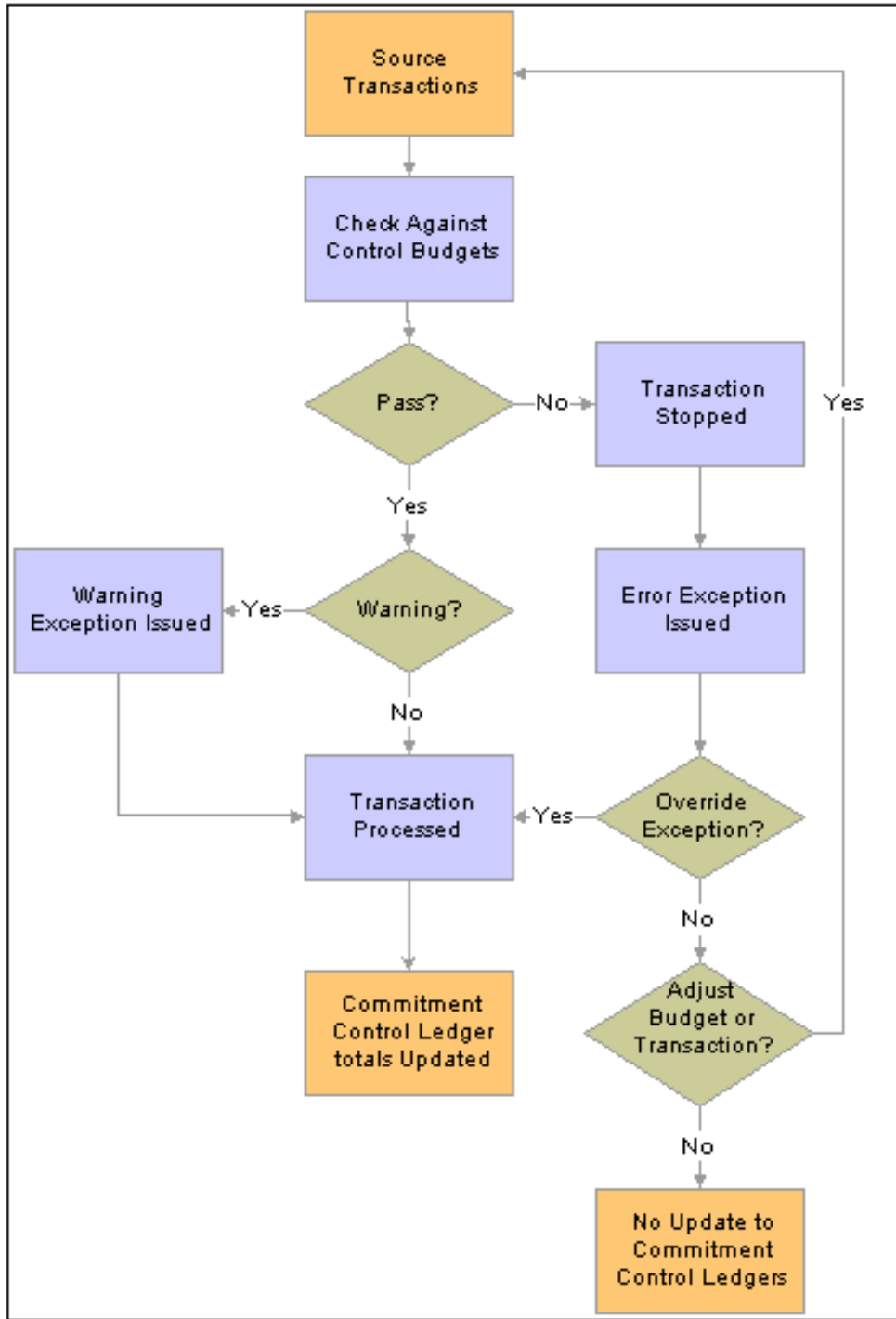


Diagram 2: Commitment Control Budget Checking Process



Commitment Control Overview

PeopleSoft Commitment Control enables tracking of expenditures and obligations against a predefined, authorized budget. Commitment Control is configured to:

- Create and maintain tracking budgets.
- Track actual expenditures against the budget.
- Track imminent future financial obligations (pre-encumbrances and encumbrances) against the budget.

Once budgets are established, all of these transactions are recorded against the budget.

Commitment Accounting

Commitment Accounting is an integral part of budgetary control. By establishing and tracking commitments to spend funds—and by tracking these against budgets—an organization can maintain a snapshot of future spending.

Three (3) expenditure commitment amount types are included in Commitment Accounting:

1. Expense
2. Encumbrance
3. Pre-Encumbrance

The following procedure from the procurement life cycle is a typical example of budget checking from commitment through actual transaction:

1. When a requisition is generated, Commitment Control records it against the appropriate budget and posts it as a **Pre-encumbrance** in the Commitment Control ledger.
2. When a requisition becomes a purchase order, Commitment Control liquidates the **Pre-encumbrance** and posts the purchase order amount as an **Encumbrance**.
3. When the purchased goods or services are delivered and the **Purchase order** becomes a **Voucher**, Commitment Control liquidates the **Encumbrance** and posts an **Expense**.



Underlying Data Structure of Commitment Control

Commitment Control uses Ledger and Ledger Group structure to store summarized transactions in the Commitment Control Ledger data table (LEDGER_KK).

An expenditure Commitment Control ledger group consists of a budget ledger, pre-encumbrance ledger, encumbrance ledger, and expenditure ledger; that is, a ledger for budget amounts and ledgers for each transaction amount type that will process against the budget:

Commitment Control Ledger Group	Budget Ledger	Pre-encumbrance Ledger	Encumbrance Ledger	Expenditure Ledger
OPUNIT	OPUNIT_BUD	OPUNIT_PRE	OPUNIT_ENC	OPUNIT_EXP

The way budget data is stored in the Commitment Control Ledger Data table and looks something like this:

Ledger	Fiscal Year	Acct Period	Account	Operating Unit	Budget Period	Posted Total Amt
OPUNIT_BUD	2010	11	510000	00011	2010	\$100,000
OPUNIT_PRE	2010	11	510000	00011	2010	\$3,000
OPUNIT_ENC	2010	12	510000	00011	2010	\$50,000
OPUNIT_EXP	2010	12	510000	00011	2010	\$25,000

Each time a budget-checked transaction updates the Commitment Control Ledger Data table, it updates the Posted Total Amount by Fiscal Year and Acct Period. Note that the remaining available budget balance is not a stored amount but is calculated each time the budget checking process is initiated.

In the example above, the OPUNIT available budget is \$22,000 (\$100,000 - \$3,000 - \$50,000 - \$25,000)



Budget Definition

Navigation: Commitment Control > Define Control Budgets > Budget Definitions

Budget Definitions

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

Find an Existing Value
Add a New Value

▼ Search Criteria

*SetID Value = 83000 Q

Ledger Group begins with OPUNIT Q

Description begins with

Include History Correct History Case Sensitive

Search
Clear
Basic Search Save Search Criteria

Search Results

View All

1-2 of 2
◀ ◻ ▶ ▶▶

SetID Value	Ledger Group	Description
83000	OPUNIT_EXP	DHS Location Budget Definition
83000	OPUNIT_REV	Operating Unit Rev Budget Defn

SetID Value – Select or enter the agency business unit

Ledger Group – Select or enter OPUNIT ledger group.

Click **Search** to view the Operating Unit Ledger groups.

Select the Ledger Group from the Search results.



Control Budget Options Page

The screenshot displays the 'Control Budget Options' page for SetID 83000 and Ledger Group OPUNIT_EXP. The page is divided into several sections:

- Effective Date:** *Effective Date is 01/01/1951, *Status is Active, and Definition Status is Valid.
- Description:** *Description is 'DHS Location Budget Definition', Budget Type is Expense, and Tolerance Percent is empty.
- Ruleset and Control ChartField:** *Ruleset CF and *Control CF are both set to 'Operating Unit'. Tree Name and Level Name are empty search fields. Prior Year Adj Chartfield is empty, and Default Ruleset is DEFAULT.
- Commitment Control Options:** *Control Option is 'Track w/o Budget' and *Budget Status is 'Open'. There are three unchecked checkboxes: 'Entries Must Balance', 'Enable Statistical Budgeting', and 'Child Budgets Exceed Option'. There is also an unchecked checkbox for 'Enable Funding Source'.

At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History.

This is a Display only page. Values on this page cannot be changed without additional security.

Ruleset and Control ChartFields – The budget definition is defined by a single control ChartField, in this case, Operating Unit. This is the ChartField that the budget processor considers when determining if a given transaction line is subject to the rules associated with the budget definition.

Control Option - 'Track without Budget' is selected when transactions are tracked even if there is no budget setup. If a budget row does exist, warnings will be logged when transactions exceed the budgeted amount. If no budget row exists, no warning is issued. No warnings are issued for commitment control detail tracking ledger groups with the control option set to "track without budget".

Budget Status – Is set to 'Open'. This means the budget can accept transactions.

Click the **Ruleset Chartfield** tab.

Ruleset Chartfield Page

Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField >

SetID 83000 Ledger Group OPUNIT_EXP

Effective Date 1 of 1 | View All

*Effective Date *Status Active

*Description Definition Status Valid

Ruleset ChartField Operating Unit

Ruleset 1 of 1 | View All

*Ruleset Default

Ruleset Keys 1-1 of 1 | View All

*SetID	*Range From	*Range To	
<input type="text"/>	<input type="text"/>	<input type="text"/>	+ -

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

This is a Display only page. Values on this page cannot be changed without additional security.

The **Ruleset** is set at 'DEFAULT'. No rules have been defined for this budget definition.

Click the **Keys and Translations** tab.

Keys and Translations Page

Control Budget Options | Ruleset Chartfield | **Keys and Translations** | Prior Year Adj ChartField | Budget Period Status >

SetID 83000 Ledger Group OPUNIT_EXP

Effective Date: p1/01/1951 | *Status: Active | Definition Status: Valid

*Description: DHS Location Budget Definition

Ruleset: *Ruleset: DEFAULT | Calendar ID: EA | Default | Derive Dates | Enable Cumulative Budgeting

Keys and Translations

*ChartField	Tree Name	Level Name	*Value Required		
Account			Required	+	-
Bud Ref			Not Required	+	-
Class-Funding			Not Required	+	-
Dept			Not Required	+	-
Fund Type			Not Required	+	-
Operating Unit			Required	+	-

Save | Return to Search | Previous in List | Next in List | Notify | Add | Update/Display | Include History | Correct History

Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | Control ChartField | Offsets | Excluded Account Types

This is a Display only page. Values on this page cannot be changed without additional security.

Ruleset – The **Calendar ID** is set to ‘EA’. This is the primary budget period calendar to specify the budget periods valid for the Ruleset. If a Calendar ID is not specified for the Ruleset, the entire budget is viewed as a single period.

Keys and Translations – Defines the key chartfields and translation trees for the budget definition.

Account – An account value is a required chartfield on all transactions for successful budget checking.

Tree Name/Level Name – PeopleSoft can use Trees to translate detail chartfield values to a value level.

Operating Unit is a key chartfield. The Operating Unit will record at the detail value on the commitment control ledgers. This is a required chartfield in this example.

Click the [Control Chartfield](#) hyperlink at the bottom of the page, or click the arrow to the right of the tabs to view additional tabs and click the [Control Chartfield](#) tab.



Control Chartfield Page

Effective Date

*Effective Date: 01/01/1951

*Description: DHS Location Budget Definition

*Status: Active

Definition Status: Valid

Control ChartField: Operating Unit

All Control Values

Bypass Blank Values

Search Criteria

SetID: [] Range From: [] Range To: [] Search

SetIDs for ChartField

*SetID: 83000

Select SetID for deletion

Delete selected ChartField values

ChartField Values

Select	*Range From	*Range To	Control Option	Budget Status	DfT Tol.	Tolerance %	Begin Date	End Date	*Derive Dates	Cumulative Cal	FS Required	DfT Entry Event
<input type="checkbox"/>	0	90293500	Track w/o Bud	Open	0				Default		<input type="checkbox"/>	

Save Return to Search Previous in List Next in List Notify Add Update/Display Include History Correct History

The fields on this page are active. Values on this page can be changed by the user.

All Control Values - Selecting this option enables all ChartField values for the control ChartField at or above the tree level entered on the Keys and Translations page for budgeting. Since a tree level was not selected on the Keys and Translations page for the 'Operating Unit' chartfield, this option was left blank.

SetID – Business unit for the agency.

Chartfield Values:

Range From / Range To - Enter a range of chartfield values that share the same control option for budget checking. To enter one value, repeat it in both fields.

Control Option - Defaults as the control option value from the Control Budget Options page. Individual or a range of chartfield values may be controlled here. Available Control Options are:

- **Control** – This option is used to strictly control transactions against budgeted amounts. Error exceptions are logged when transactions exceed the budgeted amount. No additional processing can be executed for the transaction.
- **Tracking with Budget** - Tracks transaction amounts against a budget but does not issue error exceptions unless there is no corresponding budget row. A transaction will pass if a budget row exists, even for a zero amount, but will issue a warning when transactions exceed the budgeted amount.
- **Track without Budget (aka Track)** - Tracks transactions even if there is no budget set up. No warning is issued for the track without budget control option with commitment control detail tracking ledger groups.



NOTE: This value may be changed. The user needs a thorough understanding of Control Options before changes are made.

Status - Default value selected from the Control Budget Options page. The status should have a value of Open. This means the budget can still accept transactions.

NOTE: Do not change the status.

Dflt Tol. (default tolerance), **Begin Date**, **End Date**, **Derive Dates**, **Cumulative Cal** (cumulative calendar), **FS Required** (Funding Source Required) are not applicable to this budget definition configuration.

Click the **Offsets** tab.



Budget Offsets Page

The screenshot displays a web application interface for budget management. At the top, there are navigation tabs: Prior Year Adj ChartField, Budget Period Status, Control ChartField, Offsets (selected), and Excluded Account Types. Below the tabs, the page shows 'SetID 83000' and 'Ledger Group OPUNIT_EXP'. A search bar is present with '1 of 1' results and a 'View All' link. The main content area shows a budget definition with the following details:

- *Effective Date: 01/01/1951
- *Status: Active
- *Description: DHS Location Budget Definition
- Definition Status: Valid
- No Offsets Required

At the bottom of the form, there are several action buttons: Save, Return to Search, Previous in List, Next in List, Notify, Add, Update/Display, Include History, and Correct History. A breadcrumb trail at the very bottom reads: Control Budget Options | Ruleset Chartfield | Keys and Translations | Prior Year Adj ChartField | Budget Period Status | Control ChartField | Offsets | Excluded Account Types.

This is a Display only page. No offsets were defined for this budget definition.

Excluded Account Types

Prior Year Adj ChartField
Budget Period Status
Control ChartField
Offsets
Excluded Account Types

SetID 83000
Ledger Group OPUNIT_EXP

Effective Date 1 of 1 | View All

*Effective Date *Status Active

*Description Definition Status Valid

SetIDs for Excluded Account Types 1 of 1 | View All

*SetID

Excluded Account Types

*Account Type	Description	Exceptions		
<input type="text" value="A"/>	Asset	Exceptions	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="L"/>	Liability	Exceptions	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="Q"/>	Equity	Exceptions	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="R"/>	Revenue	Exceptions	<input type="button" value="+"/>	<input type="button" value="-"/>

SetIDs for Excluded Accounts 1 of 1 | View All

*SetID

Excluded Accounts

Accounts
Status
||

*From Account	Description	*To Account	Description		
<input type="text" value="600000"/>	OTHER USES	<input type="text" value="600000"/>	OTHER USES	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="601000"/>	AFP Encumbrances	<input type="text" value="601000"/>	AFP Encumbrances	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="601100"/>	AFP Encumbrances	<input type="text" value="601100"/>	AFP Encumbrances	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="620000"/>	Transfers Out	<input type="text" value="620000"/>	Transfers Out	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="621000"/>	Appropriated Transfers Out	<input type="text" value="621000"/>	Appropriated Transfers Out	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="TBD"/>	Req Only	<input type="text" value="TBD"/>	Req Only	<input type="button" value="+"/>	<input type="button" value="-"/>

Save
Return to Search
Previous in List
Next in List
Notify
Add
Update/Display
Include History
Correct History

This is a Display only page. Values cannot be changed without additional security.

Excluded Account Types - Excludes all Asset, Liability, Equity and Revenue accounts from the budget checking process.

Excluded Accounts - Excludes individual expense accounts from the budget checking process.

Budget Journal Entry

Overview

Budget journals may be entered manually to establish or change the budgeted amount for a control budget. Budget journals post to budget ledgers. The way budget journal entries are processed depends on the rules set up for the budget definition.

Successful budget journal entry and posting follows the major steps below:

1. **Enter** budget journal header information on the Budget Header page.
2. **Enter** budget journal lines on the Budget Lines page.
3. Edit and post the budget journal.
4. If entries fail edits, check the applicable errors page, correct the errors, and process the journal again.



Step 1: Enter the Budget Journal Header

Navigation: Commitment Control > Budget Journals > Enter Budget Journals

Enter Budget Journals

*Business Unit

*Journal ID

*Journal Date

Business Unit – select the agency’s General Ledger business unit.

Journal ID – leave as ‘NEXT’ to allow the system to assign the Journal ID. Alternatively, key the Journal ID value. Journal IDs are unique by business unit.

Journal Date – defaults to the system date or date may be entered.

Click the **Add** button to enter the Budget Journal Entry pages.



Ledger Group - Select value ‘OPUNIT_EXP’ from the lookup. Ledger groups PRJ_CH_KK and PROJECT_KK may also be listed in the lookup search results.

NOTE: Budgets for PRJ_CH_KK and PROJECT_KK ledger groups are entered through the Grants and Project Costing modules. Do not enter budgets for Grants or Projects here.

Budget Entry Type - Original indicates an original budget journal entry. This is used to record adopted or approved budgets. Adjustment is a change to an original budget. The selection has no processing functionality. However, budget entry types enable the proper segregation of budget amounts for reporting.

Currency – Leave as default value **USD**.

Rate Type – This is used for foreign current translation. Leave value as **CRRNT**.

Exchange Rate – This is used for foreign current translation. Leave value as **1.0**.

Current Effdt - This is used for foreign current translation. This date will default as the journal date.

Long Description – Enter a description of the entry.

Click **Budget Lines Tab**.



Step 2: Enter the Budget Journal Lines

The screenshot shows the 'Budget Lines' interface. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below the tabs, there are fields for 'Unit' (83000), 'Journal ID' (NEXT), 'Date' (11/25/2024), and 'Budget Header Status' (None). A dropdown menu for '*Process' is set to 'Post Journal', and a 'Process' button is visible. The main area is titled 'Lines' and contains a table with the following columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Oper Unit, Fund Type, Dept, and Class-Funding. The first row shows a line with 'Line' 1 and 'Ledger' OPUNIT_BUD. Below the table, there are controls for 'Lines to add' (set to 1), a '+' button, a '-' button, and a 'Journal Line Copy Down' link. There are also 'From Line' and 'To' input fields and a 'Generate Budget Period Lines' button. At the bottom, there is a 'Totals' section showing 'Total Lines: 1', 'Total Debits: 0.00', and 'Total Credits: 0.00'. Buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display' are located at the bottom of the interface.

The following elements may be manipulated to enter journal lines:

Enter the number of lines to add in the “**Lines to add**” field and **click** the **Plus (+)** button to add additional journal lines to the scroll.

All fields from the previous line are copied to the new line or lines. The fields that are copied can be limited by clicking the **Journal Line Copy Down** link to access the Journal Entry Copy Down Option page. **Select** the desired fields for copying.

Select the Delete check box for the lines and **click** the **Minus (-)** button to delete specific lines from the journal.

The **Refresh** button updates the Journal Totals and other data elements on the screen.

The **Save** button will save the budget entry and assign a Journal ID. The entry is still eligible for editing.

The **Generate Budget Period Lines** button is not applicable for the budget configuration. The **Generate Budget Period Lines** button is used for budget definitions that use Cumulative Budgeting, i.e., crosses over Budget Periods. This button creates future Budget Period rows.

Chartfields and Amounts:

Budget Period – The budget period is based on the State Fiscal Year which begins July 1 and ends June 30. Populate this field with the appropriate budget period.



Account – Enter an Expense account at the appropriate level. Refer to the budget definition Keys and Translations page of this manual. For example, enter account ‘510000’ to budget for all payroll and professional consulting expenses, i.e., transaction detail accounts that begin with ‘51xxxx’.

Oper Unit – Enter the appropriate Operating Unit chartfield.

Amount – Enter the budget dollar amount.

Speed Type – Not applicable for this budget journal entry.

Set Options – Not applicable for this budget journal entry.

Base Currency Details - Not applicable for this budget journal entry.



Step 3: Post the Budget Journal

The screenshot shows the 'Budget Lines' tab in a software interface. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Lines' tab is active. Below the tabs, there are fields for 'Unit' (83000), 'Journal ID' (NEXT), 'Date' (11/25/2024), and 'Budget Header Status' (None). A dropdown menu for '*Process' is set to 'Post Journal', and a 'Process' button is visible. Below this is a 'Lines' section with a search bar and navigation controls. The 'Chartfields and Amounts' tab is selected. A table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Oper Unit, Fund Type, Dept, and Class-Funding. The first row contains: , 1, OPUNIT_BUD, 2025, [empty], 510000, 21012011, [empty], [empty], [empty]. Below the table are 'Lines to add' (1), '+', '-', 'Journal Line Copy Down', 'From Line' [empty], 'To' [empty], and a 'Generate Budget Period Lines' button. A 'Totals' section shows: Total Lines 1, Total Debits 0.00, Total Credits 0.00. At the bottom are buttons: Save, Notify, Refresh, Add, and Update/Display.

The screenshot shows the 'Lines' section of the software interface. It features a search bar and navigation controls. The 'Chartfields and Amounts' tab is selected. A table with columns: Delete, Line, Ledger, Budget Period, Class-Funding, Bud Ref, Set Options, Currency, and Amount. The first row contains: , 1, OPUNIT_BUD, 2025, [empty], [empty], [empty], Set Options, USD, 100000. Below the table is a 'Set Options' button.

Post the budget journals by selecting Post Journal in the Process field and **click the Process** button.

NOTE: A message will appear, “Are you sure you want to post this journal?”. Respond with ‘Yes’.

Commitment Control posting performs a series of edits. If the entries pass the edits, the process posts the entries to the budget ledger.



If the posting process is successful, the Budget Header Status is set to **Posted**.

The screenshot displays a software interface for budget management. At the top, there are three tabs: 'Budget Header', 'Budget Lines' (which is selected), and 'Budget Errors'. Below the tabs, the following information is visible: Unit 83000, Journal ID 0004824920, Date 11/25/2024, and Errors Only (unchecked). A red box highlights the 'Budget Header Status' field, which is set to 'Posted'. There is also a 'Process' button. Below this, there is a section for 'Lines' with a search bar and navigation controls. A table with columns 'Line', 'Ledger', 'Budget Period', 'SpeedType', 'Account', 'Oper Unit', 'Fund Type', 'Dept', 'Class-Funding', 'Bud Ref', and 'Set Options' is shown. The first row contains: Line 1, Ledger OPUNIT_BUD, Budget Period 2025, Account 510000, Oper Unit 21012011, Fund Type 1000, Dept 2900005, Class-Funding 19900, and Bud Ref 25. Below the table is a 'Totals' section showing: Total Lines 1, Total Debits 0.00, and Total Credits 100,000.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step 4: Processing Budget Journal Errors

If the budget journal entry posting process is not successful, the **Budget Header Status** is set to **Error**.

Budget Header | Budget Lines | Budget Errors

Unit: 83000 Journal ID: 0004824920 Date: 11/25/2024 Errors Only Budget Header Status: Error

*Process: Post Journal [Process](#)

▼ Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Error	Ledger	Budget Period	SpeedType	Account	Oper Unit	Fund Type	Dept	Class-Funding
<input type="checkbox"/>	1	X	OPUNIT_BUD	2025		510000	21012011			

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: 100,000.00

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Click the **Budget Errors Tab**.

Budget Journal Errors Page

Budget Header | Budget Lines | Budget Errors

Unit: 83000 Journal ID: 0004824920 Date: 11/25/2024 Budget Header Status: Error

▼ Header Errors

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				Budget exceptions have been logged. Review the Budget Journal Exceptions page for more detail.

▼ Line Errors

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					

[Save](#) [Return to Search](#) [Notify](#) [Refresh](#) [Add](#) [Update/Display](#)

Click the **Go To Header** link in the Header Errors scroll area to open the Budget Header page. Budget header journal errors may be corrected.

Click the **Go To Line** link in the Line Errors scroll area to open the Budget Lines page and correct errors.

Budget Journal Exceptions and Corrections

If the budget journal entry fails edits or receives warnings, use the budget journal exceptions pages to view the exceptions and derive more detailed information about the budget journals, journal lines and the associated exceptions.

Navigation: *Commitment Control > Review Budget Check Exceptions > General Ledger > Review Budget Journals*

Budget Journal

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

Find an Existing Value

Search Criteria

Commitment Control Tran ID begins with

Commitment Control Tran Date =

*Business Unit =

Journal ID begins with

Journal Date =

Process Instance =

Process Status = ▼

Search
Clear
Basic Search
Save Search Criteria

Enter additional criteria or **click the Search** button to return budget journals with an Error status.

Search Results							
View All 1-1 of 1							
Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Journal ID	Journal Date	UnPost Sequence	Process Instance	Process Status
0037532846	11/25/2024	83000	0004824920	11/25/2024	0	29701491	Error

Click a link in the Search Results to open the Budget Journal Exception pages.

Budget Journal Exceptions Page

Business Unit 83000 Journal ID 0004824920 Journal Date 11/25/2024

*Exception Type **Error** Override Transaction More Budgets Exist

Maximum Rows 100

Search [Advanced Budget Criteria](#)

Budgets with Exceptions

	Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer
1		83000	OPUNIT_EXP	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To ...
2		83000	OPUNIT_EXP	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To ...
3		83000	OPUNIT_EXP	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To ...
4		83000	OPUNIT_EXP	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To ...

Save Return to Search Notify

Review the **Exception** message in the **Budget with Exceptions** section.

For additional information, click the **More Detail** link.

Explain ×

[Help](#)

Message:
Key Chartfield, BUDGET_REF, is Blank

Description:
Key Chartfield, %1, is Blank

[Return](#)

Click the **Return** button to return to the previous page.

Click the **Budget Journal Line Exceptions Tab**.



Budget Journal Line Exceptions Page

Budget Journal Exceptions | Budget Line Exceptions

Business Unit 83000 | Journal ID 0004824920 | Journal Date 11/25/2024

*Line Status Error | Override Transaction | More Lines Exist

Maximum Rows 100 | Line From | Line Thru

Search

Transaction Lines with Budget Exceptions

Details	Line	Ledger	Budget Date	GL Business Unit
	1	OPUNIT_BUD	07/01/2024	83000

Save | Return to Search | Notify

This page displays exceptions associated with a particular journal line.

Click the **View Other Links** icon located next to the Journal ID, outlined above, to access the original budget journal.

Budget Journal Correction

Make corrections as needed to either the **Budget Header** or **Budget Lines** page.

Post the budget journal by running the **Post Journal** process. Refer to **Step 3: Post the Budget Journal** for additional help.

Repeat **Step 3: Post the Budget Journal** and **Step 4: Processing Budget Journal Errors** as required until all budget journals are successfully posted.



Copy a Budget Journal Entry

Overview

Open an existing budget journal using the Budget Journal Entry page to copy it to a new budget journal entry. This includes posted, unposted, edited, and edit required budget journals. Journals having an error status can also be copied.

When the copy process finishes successfully, the Budget Journal Entry page is refreshed and is loaded with the newly copied journal and unique Journal ID.

Most of the data for the new journal comes from the source journal. For example, those lines having a budget period, the budget date is populated with values from the original journal but for lines without budget period, the budget date takes the value from the new journal date. With the exception of these changes, an exact copy of the source journal is created.

Step 1: Open a Source Journal

Navigation: *Commitment Control > Budget Journals > Enter Budget Journals > Find an Existing Value*

Enter Budget Journals

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

Search Criteria

*Business Unit =

Journal ID begins with

Journal Date =

UnPost Sequence =

Ledger Group begins with

Budget Header Status =

Description begins with

Case Sensitive

[Basic Search](#)

Enter additional criteria as needed and **click** the **Search** button to locate and open a source journal.

Source Journal Header Page

Budget Header	Budget Lines	Budget Errors
Unit 83000	Journal ID 0004824920	Date 11/25/2024
Ledger Group OPUNIT_EXP	Fiscal Year 2025	Period 5
Control ChartField Operating Unit	Currency USD	
Budget Header Status Posted	Rate Type CRRNT	
Budget Entry Type Original	Exchange Rate 1.00000000	
	Cur Effdt 11/25/2024	
	Budget Type Expense	
Parent Budget Options		
<input type="checkbox"/> Generate Parent Budget(s)		
<input type="checkbox"/> Use Default Entry Event		
Parent Budget Entry Type		
Attachments (0)		
Long Description		
<input type="text"/>		
254 characters remaining		
Alternate Description		
<input type="text"/>		
150 characters remaining		
Save	Return to Search	Notify
Refresh	Add	Update/Display

Click the **Budget Lines Tab**.



Source Journal Lines Page

Budget Header
Budget Lines
Budget Errors

Unit 83000
Journal ID 0004824920
Date 11/25/2024 Errors Only
Budget Header Status Posted

*Process Copy Journal
Process

Lines

Chartfields and Amounts
Base Currency Details

Line	Ledger	Budget Period	SpeedType	Account	Oper Unit	Fund Type	Dept	Class-Funding	Bud Ref	Set Options
1	OPUNIT_BUD	2025		510000	21012011	1000	2900005	19900	25	Set Options

From Line
To
Generate Budget Period Lines

Totals

Total Lines 1	Total Debits 0.00	Total Credits 100,000.00
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Save
Return to Search
Notify
Refresh
Add
Update/Display

Open the Budget Journal Copy page by selecting **Copy Journal** in the **Process** field and click the **Process** button.



Step 2: Process Budget Journal Copy

Budget Journal Copy
✕

[Help](#)

Business Unit	83000	*New Journal ID	NEXT
Ledger Group	OPUNIT_EXP	*New Journal Date	11/25/2024
Journal ID	0004824920	Currency Effective Date	
Journal Date	11/25/2024	*Budget Entry Type	Original ▼

Parent Budget Options

*Parent Budget Entry Type
▼

Save original journal and Copy

OK
Cancel
Refresh

New Journal ID – the system automatically assigns the next available value.

New Journal Date - enter the date for the new journal. The system uses Business Unit, New Journal ID, and New Journal Date to check for the creation of duplicate journals and prevents duplicates by issuing an error message. Copied budget journal lines with an existing budget period are populated with values from the original journal.

Currency Effective Date – the system uses the new journal date when it copies the journal.

Budget Entry Type - **select** the budget entry type for the copied journal, which can be either Original or Adjustment. The value defaults from the budget entry type of the source journal but can be changed for the newly copied journal here.

Click the **OK** button to initiate the Budget Journal Copy process.

The new budget journal will automatically open and appear on the page.



Step 3: Edit and Post New Budget Journal

The screenshot displays the 'Budget Lines' tab in a software application. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. The 'Budget Lines' tab is active, showing the following details: Unit 83000, Journal ID 0004824921, Date 11/25/2024, Errors Only checkbox, and Budget Header Status None. A dropdown menu for '*Process' is set to 'Post Journal', with a 'Process' button to its right. Below this is a 'Lines' section with a search icon and a 'View All' link. A sub-section 'Chartfields and Amounts' contains a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Oper Unit, Fund Type, Dept, and Class-Funding. The table contains one row with values: Line 1, Ledger OPUNIT_BUD, Budget Period 2025, Account 510000, Oper Unit 21012011, Fund Type 1000, Dept 2900005, and Class-Funding 19900. Below the table are controls for 'Lines to add' (set to 1), a 'Journal Line Copy Down' button, and a 'Generate Budget Period Lines' button with 'From Line' and 'To' input fields. A 'Totals' section shows: Total Lines 1, Total Debits 0.00, and Total Credits 100,000.00. At the bottom are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Edit, add, or delete budget lines as required.

Post the budget journal by running the Post Journal process.

Refer to **Step 2: Enter Budget Journal Lines** or **Step 3: Post the Budget Journal** for additional help if needed.

Delete a Budget Journal Entry

Overview

There may be various reasons why a budget journal entry may need to be deleted such as a duplication or an entry created in error.

If the **Budget Header Status** is **NOT** *Posted* or *Unposted*, a budget journal entry may be deleted. Commitment Control budgets are not affected by deleting a budget journal entry.

Step 1: Select the Budget Journal

Enter Budget Journals

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

Search Criteria

*Business Unit =

Journal ID begins with

Journal Date =

UnPost Sequence =

Ledger Group begins with

Budget Header Status not =

Description begins with

Case Sensitive

Search Results

View All 1-13 of 13

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
83000	0004824921	11/25/2024	OPUNIT_EXP	None	(blank)
83000	0004695075	01/09/2024	OPUNIT_EXP	None	reversing test amount
83000	0004712461	01/08/2024	OPUNIT_EXP	Edit Error	Second attempt to remove \$1,00

The criteria was added to help identify budget journals eligible for deletion. Click the **Search** button.

All budget journals returned in the Search Results are eligible to be deleted based on the **Budget Header Status**.

Click the desired budget journal link to access the Budget Journal Entry pages.

Click the **Budget Lines Tab**.



Step 2: Process Delete Budget Journal

The screenshot shows the 'Budget Lines' tab in a software application. At the top, there are fields for 'Unit' (83000), 'Journal ID' (0004824921), 'Date' (11/25/2024), and 'Budget Header Status' (None). A dropdown menu for '*Process' is set to 'Delete Journal', and a 'Process' button is visible. Below this is a table with columns: Delete, Line, Ledger, Budget Period, SpeedType, Account, Oper Unit, Fund Type, Dept, Class-Funding, and Bud Re. The table contains one row with values: Line 1, Ledger OPUNIT_BUD, Budget Period 2025, Account 510000, Oper Unit 21012011, Fund Type 1000, Dept 2900005, Class-Funding 19900, and Bud Re 25. Below the table, there are 'Lines to add' (1), a 'Journal Line Copy Down' button, and a 'Generate Budget Period Lines' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', 'Notify', 'Refresh', 'Add', and 'Update/Display'. A 'Totals' section shows: Total Lines 1, Total Debits 0.00, and Total Credits 100,000.00.

Change the **Process** field from **Post Journal** to **Delete Journal**.

Click the **Process** button to run the Delete Journal process.

The dialog box contains the text: 'Are you sure that you want to delete this journal? (5010,30)'. Below the text are two buttons: 'Yes' and 'No'.

Click the **Yes** button.

Return to the Search page to verify the budget journal is deleted.

