Budget Journals & Budget Transfers

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Budget Journals and Budget Transfers in Connect Carolina

In this chapter, you will learn how to:

- Enter or modify a budget journal
- Enter or modify a budget transfer
- Copy a budget journal
- Import a budget journal or budget transfer
- Deleted a budget journal or budget transfer that has not been posted
Working with Budget Journals and Budget Transfers

What are Budget Journals and Budget Transfers?

Budget Journals and Budget Transfers are the most common transactions in Commitment Control, which manages the budgets within the system. These transactions maintain an audit trail for your budget balances based on the Budget Definitions.

Budget Journals are the location to enter budget amounts and allocations in the Commitment Control ledgers. Budget Transfers represent the movement of funds from one budget line item to another and are recorded in Commitment Control. Budget transfers must sum to $0.

There are several ways to add a budget journal or budget transfer:

- enter a budget journal or budget transfer online
- import a budget journal or budget transfer from a flat file, like Excel
- budget journals only, they are created when budget allocations are processed.
- copy a budget journal or budget transfer

To enter a budget journal or a budget transfer, you need to know:

- ledger group
- chartfield string associated with a specific budget
- budget entry type: original, adjustment, transfer original or transfer adjustment

Once the budget journal or budget transfer is entered into the system, you must budget pre-check it. This confirms that there is sufficient budget, that the correct budget definition is being used, and if there is a budget combo-edit error.

If the budget pre-check fails, then you need to:

- validate that you are using the correct chartfield string
- review the budget overview inquiry to view the budget’s balance. If there is not enough money in the budget, you may choose to use a different chartfield string or add money to the budget.
- request an override from the central office that manages the fund type.

Depending on the budget definition, you can select for the budget journal or budget transfer to be posted or to be submitted for approval. If post is selected, it will be posted immediately, assuming no errors. Alternatively, the you can opt to let the
batch process post it, according to the batch processing schedule, which is at 10am, 12pm, 2pm, 4pm and 6pm each day.

If you are submitting the budget journal or budget transfer for approval, it will go through the approval workflow process associated with the chartfield string. When it is approved, it will be posted with the batch process, according to the batch processing schedule or the final approver can choose to post it immediately.

On a daily basis, the department or Major Operating Unit representative will need to run a query or search online to see if there were any posting errors.

If there are no posting errors the budget is updated.

If there is a posting error, then you must use the budget error resolution process to resolve the issue and resubmit the budget journal for approval and posting.

**Budget Transfer Considerations**

Here are some key rules behind budget transfers:

- There must be a sufficient budget balance in an account to cover the transfer.
- It is prohibited to move state funds across fund codes.
- Budget can be transferred between accounts, source, and departments if they are in the same ledger group.
- Fringe benefits must be included when moving budget from non-personnel accounts. For non-state funds, on the budget journal or budget transfer, you should enter a description indicating that there is sufficient budget in the fringe benefit accounts to cover fringe benefits for existing personnel and for additional personnel. For state appropriations, inclusion of fringe benefits must be verified by the Budget Office.
- Budget transfers for graduate students, who are enrolled with graduate student insurance program (GSHIP), must include money in the budget for the health insurance costs, if you are moving money from non-personnel accounts to personnel accounts.
- Permanent employees require permanent budget on all state funds.
- Be sure to provide a full explanation of why the funds are being transferred, including information such as time period, program or details of service provided.
- If two or more separate budget transfers are required to complete a transaction due to changes to receipts budget or temporary or permanent transfers, indicate the justification that another budget transfer follows. This provides an audit trail and alerts the next approver that the budget transfers must be considered in their entirety.

Exceptions:
• State appropriated funds that are used for distance learning must stay within distance learning fund codes and fund sources.

• Some gift and other expendable trust funds, as well as endowment funds, may have restrictions placed on them, so it is important to review the fund authority.

**Additional Resources**


- For step-by-step instructions on entering a budget transfer, see Creating Budget Transfers.

- For step-by-step instructions on importing a budget journal or budget transfer, see Importing a Budget Journal or Budget Transfer using a flat file.

- For step-by-step instructions on resolving budget pre-check errors, see Understanding Budget Check Exceptions.

- For additional information on budget overview inquiry, see Running a Budget Overview Inquiry.
Entering or Modifying a Budget Journal

Overview

Use budget journals to create a new budget or increase or decrease a University budget. For example, when unbudgeted revenue is received, a budget modification is necessary to keep the requirements and revenue budgets aligned.

A budget journal can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. The journal entry "copy down" feature eliminates repetitious data entry.

For budget journals, it is recommended that you upload supporting documentation to explain the increase or decrease to the budget, and that you enter a budget journal description.

To enter or modify a budget journal, you must:

- choose ledger group
- choose a budget entry type and parent budget entry type
- enter a description
- optionally, attach supporting documents
- enter the budget lines for each budget
- budget pre-check the budget journal
- submit the budget journal for processing through workflow, or post the journal directly, if you have proper security authorization in the system

Related Reference

- For instructions on attaching documents to a budget journal, see *Uploading Documents.*

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

Steps – Entering or Modifying a Budget Journal

Follow these steps to enter or modify a budget journal:

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals
2. Choose one of the following options:

   • To modify an existing budget journal, use this process:

     a. Click the **Find an Existing Value** tab.

     b. Complete the fields:

        | In this field:       | Do the following:                                                                 |
        |----------------------|----------------------------------------------------------------------------------|
        | Business Unit        | Edit or enter **uncch** for the University, **unsga** for General Administration, or a foundation business unit. |
        | Journal ID           | If you know it, enter the journal ID that the system created when the budget journal was entered. |
        | Journal Date         | If you know it, enter the journal date that the budget journal was entered into the system. |
        | UnPost Sequence      | Leave this field blank.                                                           |
        | Budget Header Status | Choose a budget header status to refine your results.                             |
        | Description          | If you know it, enter the description or part of the description using the search criteria. |
        | User ID              | If you know it, enter the user ID of the person who made the original budget journal entry. |

     c. Click **Search**.

     d. In the Search Results list, click the link for the budget journal you want to modify and open the Budget Header tab.
Result: The system displays the list of budget journals that meet the entered criteria.

- To enter a new budget journal, use this process:
  a. Click the Add a New Value tab.
  b. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter unch for the University, uncgaf for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Leave the default value of Next.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
</tbody>
</table>

  c. Click the Add button.
Result: The system displays the Budget Header tab.

**Budget Header Tab**

1. Complete or modify the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group</td>
<td>Choose the ledger group.</td>
</tr>
<tr>
<td></td>
<td>The ledger group indicates if the budget journal is either expense or revenue, and</td>
</tr>
<tr>
<td></td>
<td>reflects the fund type such as State, Trust, and so on.</td>
</tr>
<tr>
<td>Budget Entry Type</td>
<td>Choose one of the following from the list box:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Original</strong> for original budget entries</td>
</tr>
<tr>
<td></td>
<td>• <strong>Adjustment</strong> for modifications to an original budget journal entry</td>
</tr>
<tr>
<td>Generate Parent</td>
<td>If your budget is a child budget, this checkbox is marked by default.</td>
</tr>
<tr>
<td>Budget(s)</td>
<td>Certain budget definitions, including State, Facilities and Administrative (F&amp;A),</td>
</tr>
<tr>
<td></td>
<td>and Office of Sponsored Research (OSR), are set up with parent-child hierarchy. The</td>
</tr>
<tr>
<td></td>
<td>child budget represents a portion of the parent budget and contains more details</td>
</tr>
<tr>
<td></td>
<td>than the parent budget. All transactions against a child budget are budget checked</td>
</tr>
<tr>
<td></td>
<td>against both the parent and child budgets in the system.</td>
</tr>
<tr>
<td>Parent Budget</td>
<td>If your budget is a child budget, choose one of the following from the list box:</td>
</tr>
<tr>
<td>Entry Type</td>
<td>• <strong>Original</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>Adjustment</strong></td>
</tr>
<tr>
<td></td>
<td>The parent budget entry type should match the child budget entry type.</td>
</tr>
<tr>
<td>Long Description</td>
<td>Enter the budget journal description that explains the addition or modification to</td>
</tr>
<tr>
<td></td>
<td>the budget.</td>
</tr>
</tbody>
</table>

2. If you want to attach supporting documentation, click the **Attachments** link.
   If there are no attachments, skip this step.

3. Click the **Budget Lines** tab.
Budget Lines Tab

1. Complete or modify the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period</td>
<td>Look up or enter the fiscal timeframe for the budget journal. Note: Not all ledger groups use budget period.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up or enter the Fund, which identifies the funding group and how the funds are spent.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up or enter the Source, which indicates whose funds you are spending.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up or enter the Account to indicate which budget account you will spend from. Note: Not every ledger group has Account available for budgeting.</td>
</tr>
<tr>
<td>Department</td>
<td>Look up or enter your department number.</td>
</tr>
<tr>
<td>Program</td>
<td>If you use it, enter the program code, which accommodates your department or school's reporting needs. Note: Not every ledger group has Program available for budgeting.</td>
</tr>
<tr>
<td>Cost Code</td>
<td>If you use it, enter the cost code, which accommodates your department or school's reporting needs. Note: Not every ledger group has Cost Code available for budgeting.</td>
</tr>
</tbody>
</table>
3. Use the Scroll Bar to view more chartfields and the Amount.

4. Complete or modify the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.</td>
</tr>
</tbody>
</table>

5. Click the **Journal Line Copy Down** link if you want to enter multiple chartfield strings in a budget journal.

6. Choose one of the following for Journal Line Copy Down function:
   - Click **Select All** to mark all of the checkboxes
   - Click **Deselect All** to unmark all of the checkboxes
   - Mark individual checkboxes
   - Unmark individual checkboxes
7. Click **OK**.

8. Enter the number of lines to add to the budget journal in the **Lines to add** field.

9. Click the **Insert Lines** button.
10. Complete or modify the fields for each budget line.

11. Click the **Save** button to save the budget journal; the system displays the Journal ID at the top of the tab.

12. To budget pre-check the budget journal, choose **Budget Pre-check** from the Process list box.

13. Click the **Yes** button to confirm you want to budget pre-check.

   **Message**

   Do you want to Budget Check this transaction without posting the results? (18021,984)

   ![Yes No button]  

14. Click **Process**.

   ![Result: The system indicates if there are any budget pre-check errors. If none are found, the Budget Header Status displays Checked Only.]

15. The final step in posting the budget is based on your system access.

   - If you see Submit Journal in the Process list box:
a. Choose **Submit Journal**.

b. Mark the **Submit for Approval** checkbox.

c. Click the **Process** button.

Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

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- If you see Post Journal in the list box:

a. Choose **Post Journal** from the Process list box.

b. Click the **Process** button.

c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.
Entering or Modifying a Budget Transfer

Overview

Budget transfers move funding from one budget to another. For every budget credited, there is another budget debited. Budget transfer credits and debits must sum to $0. Additional rules are in place that require a budget transfer to be balanced by budget period, Fund and Source.

A budget transfer can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. The journal entry "copy down" feature eliminates repetitious data entry.

For budget transfers, it is optional to upload supporting documentation to explain the budget increase or decrease, however it is recommended that you enter the purpose of the transfer in the budget transfer description.

To enter or modify a budget transfer, you must:

- choose the ledger group
- choose a budget entry type and parent budget entry type
- enter a budget transfer description
- attach supporting documents, optional
- enter the budget lines for each budget
- budget pre-check the budget transfer
- post a transfer

Related Reference

- For instructions on attaching documents to a budget transfer, see *Uploading Documents.*

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

Steps – Entering or Modifying a Budget Transfer

Follow these steps to enter or modify a budget transfer:

1. Choose this menu option:
Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

2. Choose one of the following options:
   - To modify an existing budget transfer, use this process:
     a. Click the **Find an Existing Value** tab.
     b. Complete the fields:

     | In this field:      | Do the following:                                                                 |
     |--------------------|----------------------------------------------------------------------------------|
     | Business Unit      | Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit. |
     | Journal ID         | If you know it, enter the journal ID that the system created when the budget journal was entered. |
     | Journal Date       | If you know it, enter the journal date that the budget journal was entered into the system. |
     | UnPost Sequence    | Leave this field blank.                                                          |
     | Budget Header Status | Choose a budget header status to refine your results.                           |
     | Description        | If you know it, enter the description or part of the description using the search criteria. |
     | User ID            | If you know it, enter the user ID of the person who made the original budget journal entry. |

c. Click the **Search** button.

d. Click the link for the budget transfer you want to modify.
Result: The system displays the list of budget transfers that meet the entered criteria.

- To create a new budget transfer, use this process:
  a. Click the **Add a New Value** tab.
  b. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter <strong>uncch</strong> for the University, <strong>unnga</strong> for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Defaults to <strong>Next</strong>.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
</tbody>
</table>
  c. Click the **Add** button.
Result: The system displays the Budget Header tab.

**Budget Header Tab**

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group</td>
<td>Choose the ledger group, which indicates if the budget transfer is for an expense or revenue, and reflects the fund type such as State, Trust, and so on.</td>
</tr>
<tr>
<td>Budget Entry Type</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Transfer original</strong> to transfer original budgets, typically to correct an error in the originally entered budgets</td>
</tr>
<tr>
<td></td>
<td>• <strong>Transfer adjustment</strong> for a transfer of adjusted budget amounts</td>
</tr>
<tr>
<td>Generate Parent Budget(s)</td>
<td>If your budget is a child budget, this checkbox is marked by default.</td>
</tr>
<tr>
<td></td>
<td>Certain budget definitions, including State, Facilities and Administrative (F&amp;A), and Office of Sponsored Research (OSR), are set up with parent-child hierarchy. The child budget represents a portion of the parent budget and contains more details than the parent budget. All transactions against a child budget are budget checked against both the parent and child budgets in the system.</td>
</tr>
<tr>
<td>Parent Entry Type</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Transfer original</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>Transfer adjustment</strong></td>
</tr>
<tr>
<td>Long Description</td>
<td>Enter the budget transfer description that explains the purpose of the transfer.</td>
</tr>
</tbody>
</table>

2. To attach supporting documentation, click the **Attachments** link. If there are no attachments, skip this step.

3. Click the **Budget Lines** tab.
**Budget Lines Tab**

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period</td>
<td>Look up or enter the budget period that this transfer impacts.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up or enter the Fund, which identifies the funding group and how the funds are spent.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up or enter the Source, which indicates whose funds you are spending.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up or enter the Account to indicate which budget account you will spend from.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Account available for budgeting.</td>
</tr>
<tr>
<td>Department</td>
<td>Look up or enter your department number.</td>
</tr>
<tr>
<td>Program</td>
<td>If you use it, enter the program code, which accommodates your department or school's reporting needs.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Program available for budgeting.</td>
</tr>
<tr>
<td>Cost Code</td>
<td>If you use it, enter the cost code, which accommodates your department or school's reporting needs.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Cost Code available for budgeting.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.</td>
</tr>
</tbody>
</table>
2. To enter multiple chartfield strings in a budget journal, click the **Journal Line Copy Down** link.

3. Choose one of the following:
   - Click **Select All** to mark all of the checkboxes
   - Click **Deselect All** to unmark all of the checkboxes
   - Mark individual checkboxes
   - Unmark individual checkboxes

4. Click **OK**.
5. Enter the number of lines to add to the budget transfer in the **Lines to add** field

6. Click the **Insert Lines** button.
7. On the new line, enter the chartfields to be increased or decreased.

8. Click the Save button.

Result: The system updates and displays all totals in the Totals section on the page, the total debits and credits should balance.

9. To budget pre-check the budget journal, choose Budget Pre-check from the Process list box.

10. Click the Process button.

Result: The system indicates if there are any budget pre-check errors.

11. The final step in posting the budget is based on your system access.

- If you see Submit Journal in the list box:
  
  
b. Mark the Submit for Approval checkbox.
  
c. Click the Process button.
Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

- If you see Post Journal in the list box:
  a. Choose **Post Journal** from the Process list box.
  b. Click the **Process** button.
  c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.
Importing a Budget Journal or a Budget Transfer

Overview

A multi-line budget journal or a multi-line budget transfer can be imported using a flat file template. For budget transfers, the flat file will not be generated until the transfer is balanced. There are unique and specific flat file templates for the different budget definitions.

Import a budget journal or budget transfer

- **Outside the system**
  - Choose a budget journal or budget transfer template:
    - F&A
    - FAMOGET for F&A Monthly
    - Central Office
    - Special
    - State
    - Trust

- **In template**
  - Main Menu tab
    - In the template: Clear journal header and journal details
  - Journal entry tab
    - Enter chartfield strings and amounts
  - Modify journal header information

- **In the system**
  - Import file
  - Budget pre-check
  - Post or submit for approval
  - Export budget journal or budget transfer

Related Reference

- For a broader context of how budget journals and budget transfers are processed, see Working with Budget Journals and Budget Transfers.

Excel Budget Journal or Budget Transfer Template

1. Open the Excel flat file template that matches your budget definition, located on the Budget Office website.
<table>
<thead>
<tr>
<th>Template Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vCentral_Office</td>
<td>Used by Central Office to import budget transactions for multiple ledger groups.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vF&amp;A</td>
<td>Used to import budget transactions related to Facilities and Administration (F&amp;A) Reimbursement.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vFAMODET</td>
<td>Used by Facilities to import budget transactions related to Facilities and Administration (F&amp;A) Reimbursement monthly entries.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vSpecial</td>
<td>Used to import budget transactions for XX.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vState</td>
<td>Used to load either a State parent expense, State child expense, or State Revenue budget journal. For State parent and child expense, select the State ledger group.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vstats</td>
<td>Used by Accounting Services and the Budget Office to load statistical information.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vTrust</td>
<td>Used to load either a Trust or Trust Revenue budget journal.</td>
</tr>
</tbody>
</table>

2. Click the **Clear Journal Header** button.

3. Click the **Clear Journal Details** button.

4. Click the **Modify Journal Header** button.
5. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Date</td>
<td>Enter today’s date to reflect the day you entered the transaction.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter the journal description that explains the addition or adjustment to the budget.</td>
</tr>
</tbody>
</table>

6. Click the **Close** button.

![Journal Header](image)

7. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group</td>
<td>Choose the ledger group from the list box.</td>
</tr>
<tr>
<td>Entry Type</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Original</strong> for an original budget journal</td>
</tr>
<tr>
<td></td>
<td>- <strong>Adjustment</strong> for an adjusting budget journal</td>
</tr>
<tr>
<td></td>
<td>- <strong>Transfer Orig</strong> for a budget transfer of an original budget journal</td>
</tr>
<tr>
<td></td>
<td>- <strong>Transfer Adj</strong> for a budget transfer of an adjusting budget journal</td>
</tr>
</tbody>
</table>
8. Click the **Journal Entry - Spreadsheet** button.

9. Complete the fields:
### In this field: | Do the following:
--- | ---
Jml Line # | Enter the journal line number, which should be in sequential order, starting with 1.
Budget Period | Enter the fiscal timeframe for the budget journal.
Note: Not all ledger groups use budget period.
Fund | Enter the fund, which identifies the funding group and how the funds are spent.
Source | Enter the source, which indicates whose funds you are spending.
Account | Enter the account to indicate which budget account you are spending from.
Note: Not every ledger group has Account available for budgeting.
Deptid | Enter your department.
Program | If you use it, enter the program code, which accommodates your department’s reporting needs.
Note: Not every ledger group has Program available for budgeting.
Cost Code | If you use it, enter the cost code, which accommodates your department’s budget tracking.
Note: Not every ledger group has Cost Code available for budgeting.
Amount | Enter the amount to be debited or credited in the budget journal or budget transfer. Use a positive number to increase the budget and a negative number to decrease it.
Journal Line Ref | Enter the journal line reference.
This is an optional field. If you leave it blank, it will automatically use the account description. If you complete this field, you can assign an internal code provided by your department.
Journal Line Descr | Enter the journal line description.
This is an optional field for you to provide more details about the budget journal or budget transfer.

10. **Click the Main Menu tab** in the Excel template.

11. **From the File menu in Excel, choose Save** to save a copy your work.
12. Enter the journal output file location to save the Excel template. Be sure to include the file name with the extension .prn. It is recommended to store the journal output file to your desktop for easy access.

13. Click the Export Journal Now button.

14. Click the Journal Output tab in the Excel template to verify that the journal line items have been added.
15. From the File menu, choose **Close** to exit the Excel template.

---

**Importing a Template Output File into the System**

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Budget Journals > Import Budget Journals

2. Choose one of the following options:

   - To modify an existing run control and import the file you just created, use this process:
a. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>Enter the run control ID you created to import budget journal or budget transfer flat files.</td>
</tr>
</tbody>
</table>

b. Click the **Search** button.

c. Choose an existing run control ID.

Result: The system displays the Import Commitment Control Budget Journals page.

- To create a new run control and import the file you just created, use this process:

a. Click the **Add a New Value** tab.

b. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>Enter a run control ID, using a short, meaningful, and memorable description. Do not use spaces, for example, State_Import not State Import.</td>
</tr>
</tbody>
</table>

c. Click the **Add** button.
Result: The system displays the Import Commitment Control Budget Journals page.

4. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character Set</td>
<td>Leave the default Character Set values</td>
</tr>
<tr>
<td>Journal ID Mask</td>
<td>If you want, enter the Journal ID Mask.</td>
</tr>
<tr>
<td></td>
<td>Note: This can be up to four alphabetic characters that get added to the Journal ID. This is useful for departments with a high volume of budget transactions.</td>
</tr>
</tbody>
</table>

5. Click the **Add** button.

6. Browse to find the flat file on your local system. The flat file has the file extension **prn**.

7. Click the **Browse** button.

8. Click the **Upload** button.
Result: The file is attached, and the system displays the Import Commitment Control Budget Journals page.

9. Click the Run button.

Result: The system displays the Process Scheduler Request page.

10. Leave all the default values, and click OK.

11. Click the Process Monitor link.
Result: The system displays the Process Monitor page.

12. Periodically, click the **Refresh** button until the run status and distribution status are updated.

Result: The Run Status column reflects Success and the Distribution Status column reflects Posted to indicate that the flat file has been imported and posted.

13. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

   **Enter Budget Journals - Find an Existing Value Tab**

1. Complete the fields:
In this field: | Do the following:
---|---
Business Unit | Enter unch for the University, uncg for General Administration, or a foundation business unit.
Journal ID | If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date | If you know it, enter the date that the budget journal was entered into the system.
UnPost Sequence | Leave this field blank.
Budget Header Status | Choose a budget header status to refine your results.
Description | If you know it, enter the description or part of the description using the search criteria.
User ID | If you know it, enter the user ID of the person who made the original budget journal entry.

2. Click the **Search** button.
3. In the Search Results list, click the link for the budget journal or budget transfer you want to process. Its Budget Header Status will read Incomplete.

4. Click **OK** when prompted.

   ![Message]

   **Message**

   Please save this newly copied journal to invoke security check (180219862)

   The newly copied journal has an initial status of "Incomplete". Please save this journal to invoke commitment control security check.

   ![OK]

   **Budget Lines Tab**

   1. Click the **Budget Lines** tab.

   2. Choose **Budget Pre-Check** from the Process list box.

   3. Click the **Process** button.

   ![Budget Lines Tab]

   **Message**

   Do you want to Budget Check this transaction without posting the results? (180219884)

   ![Yes No]

   Result: The system indicates if there are any budget pre-check errors.

5. The final step in posting the budget is based on your system access.

   - If you see Submitting Journal in the list box:
     a. Choose **Submit Journal**.
     b. Mark the **Submit for Approval** checkbox.
     c. Click the **Process** button.

   Result: The budget journal goes through workflow and is posted by the budget processor or final approver.
If you see Posting Journal in the list box:

a. Choose **Post Journal** from the Process list box.

b. Click the **Process** button.

c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.
Copy a Budget Journal

Overview

A great way to quickly create a new budget journal is to copy an existing budget journal. This is useful when you want to:

- copy budget from year to year
- copy a similar budget journal and make limited changes to it by revising budget lines

To copy a budget journal, you need to:

- choose the existing budget journal you want to copy
- replicate the source budget journal
- modify the budget journal description
- modify the budget lines for each budget
- pre-budget check the budget journal
- submit the new budget journal for processing

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

Steps – Copying a Budget Journal

Follow these steps to copy a budget journal:

1. Choose this menu option:
   
   Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals
   
2. Click the Find an Existing Value tab.

Find an Existing Value Tab

3. Complete the fields:
In this field: | Do the following:
--- | ---
Business Unit | Enter uncch for the University, uncga for General Administration, or a foundation business unit.
Journal ID | If you know it, enter the journal ID.
Journal Date | Enter a date to narrow down your results.
UnPost Sequence | Leave this field blank.
Budget Header Status | Choose a status to refine your results.
Description | If you know it, enter the budget journal description.
User ID | If you know it, enter a user ID.

2. Click the **Search** button.

3. Click the budget journal link you want to copy.

Result: The Budget Journal Header tab is displayed.

4. Click the **Budget Lines** tab.
Budget Lines Tab

1. Choose **Copy Journal** from the Process list box.

2. Click the **Process** button.

3. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Journal ID</td>
<td>Leave the default value of Next.</td>
</tr>
<tr>
<td>New Journal Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
<tr>
<td>Currency Effective Date</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Budget Entry Type</td>
<td>Choose the budget entry type:</td>
</tr>
<tr>
<td></td>
<td>• original</td>
</tr>
<tr>
<td></td>
<td>• adjustment</td>
</tr>
<tr>
<td>Parent Budget Entry Type</td>
<td>If the budget you are creating has a parent budget, choose the parent budget entry type:</td>
</tr>
<tr>
<td></td>
<td>• original</td>
</tr>
<tr>
<td></td>
<td>• adjustment</td>
</tr>
</tbody>
</table>

4. Click **OK**.
Result: The system displays a warning message, indicating that the copied budget journal status is Incomplete.

5. Click **OK**.

6. Modify the appropriate budget lines and amounts.

7. Click the **Save** button.
Budget Journals and Budget Transfers in ConnectCarolina

**Budget Pre-Check**

Follow these steps to budget pre-check a budget journal:

1. Click the **Budget Lines** tab.
2. Choose **Budget Pre-check** from the Process list box.
3. Click the **Process** button.

Result: The system will indicate if there are any budget pre-check errors.

**Post a Budget Journal**

Depending on your access, there are one or two ways to post budget journals.

- submit a budget journal to go through approval workflow and posting
- post a budget journal directly in the system, if this option is available

1. Choose one of the following options:
   - To submit a budget journal to go through approval workflow and posting, use this method:
     a. From the Budget Lines tab, choose **Submit for Approval** from the Process list box.
     b. Click the **Process** button.

Result: The budget journal goes through approval workflow and is posted by the budget processor or final approver.

- To post a budget journal directly in the system, use this process:
  a. From the Budget Lines tab, choose **Post Journal** from the Process list box.
  b. Click the **Process** button.
c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The new, copied budget journal is posted immediately in the system, assuming no budget errors occurred.
Deleting a Budget Journal or Budget Transfer that has not Posted

Overview

In the system, you can delete budget journals and budget transfers that have not posted.

To delete a budget journal or budget transfer that has not posted, you need to:

- search for an existing budget journal or budget transfer
- process the budget journal or budget transfer deletion

Steps - Deleting an Unposted Budget Journal or Budget Transfer

Follow these steps to delete an unposted budget journal or budget transfer:

1. Choose one of the following menu options:
   - Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals
   or
   - Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

   Result: The system opens your budget journal or budget transfer search page.

Enter Budget Journal - Find an Existing Value Tab or
Enter Budget Transfer - Find an Existing Value Tab

2. Click on the Find an Existing Value tab.

3. Complete the Business Unit and as many fields as necessary to refine your search results.

   A common search combination is to enter the business unit and the journal ID, which will take you directly to the desired budget journal or budget transfer.
<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter uncch for the University, uncg for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID that the system created when the journal was entered.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the date that the journal was entered into the system.</td>
</tr>
<tr>
<td>UnPost Sequence</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Budget Header Status</td>
<td>If you know it, choose the budget header status that was assigned by the system after running the Budget Processor.</td>
</tr>
<tr>
<td>Description</td>
<td>If you know it, enter the description that the budget journal or budget transfer creator gave to this transaction.</td>
</tr>
<tr>
<td>User ID</td>
<td>If you know it, enter the user ID for the person who created the journal.</td>
</tr>
</tbody>
</table>

2. Click the link for the journal you want to delete. Journals with the Posted status cannot be deleted.
Result: The system displays the Budget Header tab for the selected budget journal or budget transfer.

3. Click the **Budget Lines** tab.

4. On the Budget Lines tab, choose **Delete Journal** from the Process list box.

5. Click the **Process** button.

6. Click the **Yes** button to confirm the deletion.

Result: The system deletes the journal and returns you the Find an Existing Value tab.
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Budget Journals and Budget Transfers in ConnectCarolina

In this chapter, you will learn how to:

- Enter or modify a budget journal
- Enter or modify a budget transfer
- Copy a budget journal
- Import a budget journal or budget transfer
- Deleted a budget journal or budget transfer that has not been posted
Working with Budget Journals and Budget Transfers

What are Budget Journals and Budget Transfers?

Budget Journals and Budget Transfers are the most common transactions in Commitment Control, which manages the budgets within the system. These transactions maintain an audit trail for your budget balances based on the Budget Definitions.

Budget Journals are the location to enter budget amounts and allocations in the Commitment Control ledgers. Budget Transfers represent the movement of funds from one budget line item to another and are recorded in Commitment Control. Budget transfers must sum to $0.

There are several ways to add a budget journal or budget transfer:

- enter a budget journal or budget transfer online
- import a budget journal or budget transfer from a flat file, like Excel
- budget journals only, they are created when budget allocations are processed.
- copy a budget journal or budget transfer

To enter a budget journal or a budget transfer, you need to know:

- ledger group
- chartfield string associated with a specific budget
- budget entry type: original, adjustment, transfer original or transfer adjustment

Once the budget journal or budget transfer is entered into the system, you must budget pre-check it. This confirms that there is sufficient budget, that the correct budget definition is being used, and if there is a budget combo-edit error.

If the budget pre-check fails, then you need to:

- validate that you are using the correct chartfield string
- review the budget overview inquiry to view the budget’s balance. If there is not enough money in the budget, you may choose to use a different chartfield string or add money to the budget.
- request an override from the central office that manages the fund type.

Depending on the budget definition, you can select for the budget journal or budget transfer to be posted or to be submitted for approval. If post is selected, it will be posted immediately, assuming no errors. Alternatively, the you can opt to let the
batch process post it, according to the batch processing schedule, which is at 10am, 12pm, 2pm, 4pm and 6pm each day.

If you are submitting the budget journal or budget transfer for approval, it will go through the approval workflow process associated with the chartfield string. When it is approved, it will be posted with the batch process, according to the batch processing schedule or the final approver can choose to post it immediately.

On a daily basis, the department or Major Operating Unit representative will need to run a query or search online to see if there were any posting errors.

If there are no posting errors the budget is updated.

If there is a posting error, then you must use the budget error resolution process to resolve the issue and resubmit the budget journal for approval and posting.

**Budget Transfer Considerations**

Here are some key rules behind budget transfers:

- There must be a sufficient budget balance in an account to cover the transfer.
- It is prohibited to move state funds across fund codes.
- Budget can be transferred between accounts, source, and departments if they are in the same ledger group.
- Fringe benefits must be included when moving budget from non-personnel accounts. For non-state funds, on the budget journal or budget transfer, you should enter a description indicating that there is sufficient budget in the fringe benefit accounts to cover fringe benefits for existing personnel and for additional personnel. For state appropriations, inclusion of fringe benefits must be verified by the Budget Office.
- Budget transfers for graduate students, who are enrolled with graduate student insurance program (GSHIP), must include money in the budget for the health insurance costs, if you are moving money from non-personnel accounts to personnel accounts.
- Permanent employees require permanent budget on all state funds.
- Be sure to provide a full explanation of why the funds are being transferred, including information such as time period, program or details of service provided.
- If two or more separate budget transfers are required to complete a transaction due to changes to receipts budget or temporary or permanent transfers, indicate the justification that another budget transfer follows. This provides an audit trail and alerts the next approver that the budget transfers must be considered in their entirety.

Exceptions:
- State appropriated funds that are used for distance learning must stay within distance learning fund codes and fund sources.

- Some gift and other expendable trust funds, as well as endowment funds, may have restrictions placed on them, so it is important to review the fund authority.

**Additional Resources**


- For step-by-step instructions on entering a budget transfer, see Creating Budget Transfers.

- For step-by-step instructions on importing a budget journal or budget transfer, see Importing a Budget Journal or Budget Transfer using a flat file.

- For step-by-step instructions on resolving budget pre-check errors, see Understanding Budget Check Exceptions.

- For additional information on budget overview inquiry, see Running a Budget Overview Inquiry.
Entering or Modifying a Budget Journal

Overview

Use budget journals to create a new budget or increase or decrease a University budget. For example, when unbudgeted revenue is received, a budget modification is necessary to keep the requirements and revenue budgets aligned.

A budget journal can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. The journal entry "copy down" feature eliminates repetitious data entry.

For budget journals, it is recommended that you upload supporting documentation to explain the increase or decrease to the budget, and that you enter a budget journal description.

To enter or modify a budget journal, you must:

- choose ledger group
- choose a budget entry type and parent budget entry type
- enter a description
- optionally, attach supporting documents
- enter the budget lines for each budget
- budget pre-check the budget journal
- submit the budget journal for processing through workflow, or post the journal directly, if you have proper security authorization in the system

Related Reference

- For instructions on attaching documents to a budget journal, see *Uploading Documents*.

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

Steps – Entering or Modifying a Budget Journal

Follow these steps to enter or modify a budget journal:

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals
2. Choose one of the following options:
   
   - To modify an existing budget journal, use this process:
     
     a. Click the **Find an Existing Value** tab.
     
     b. Complete the fields:

     | In this field:         | Do the following:                                                                 |
     |------------------------|----------------------------------------------------------------------------------|
     | Business Unit          | Edit or enter `uncch` for the University, `unCGa` for General Administration, or a foundation business unit. |
     | Journal ID             | If you know it, enter the journal ID that the system created when the budget journal was entered. |
     | Journal Date           | If you know it, enter the journal date that the budget journal was entered into the system. |
     | UnPost Sequence        | Leave this field blank.                                                          |
     | Budget Header Status   | Choose a budget header status to refine your results.                            |
     | Description            | If you know it, enter the description or part of the description using the search criteria. |
     | User ID                | If you know it, enter the user ID of the person who made the original budget journal entry. |

     c. Click **Search**.
     
     d. In the Search Results list, click the link for the budget journal you want to modify and open the Budget Header tab.
Result: The system displays the list of budget journals that meet the entered criteria.

- To enter a new budget journal, use this process:
  
a. Click the **Add a New Value** tab.

b. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter <em>uncc</em>h for the University, <em>unnga</em> for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Leave the default value of <strong>Next</strong>.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
</tbody>
</table>

c. Click the **Add** button.
Result: The system displays the Budget Header tab.

**Budget Header Tab**

1. Complete or modify the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group</td>
<td>Choose the ledger group.</td>
</tr>
<tr>
<td></td>
<td>The ledger group indicates if the budget journal is either expense or revenue, and</td>
</tr>
<tr>
<td></td>
<td>reflects the fund type such as State, Trust, and so on.</td>
</tr>
<tr>
<td>Budget Entry Type</td>
<td>Choose one of the following from the list box:</td>
</tr>
<tr>
<td></td>
<td>• <strong>Original</strong> for original budget entries</td>
</tr>
<tr>
<td></td>
<td>• <strong>Adjustment</strong> for modifications to an original budget journal entry</td>
</tr>
<tr>
<td>Generate Parent</td>
<td>If your budget is a child budget, this checkbox is marked by default.</td>
</tr>
<tr>
<td>Budget(s)</td>
<td>Certain budget definitions, including State, Facilities and Administrative (F&amp;A),</td>
</tr>
<tr>
<td></td>
<td>and Office of Sponsored Research (OSR), are set up with parent-child hierarchy.</td>
</tr>
<tr>
<td></td>
<td>The child budget represents a portion of the parent budget and contains more</td>
</tr>
<tr>
<td></td>
<td>details than the parent budget. All transactions against a child budget are</td>
</tr>
<tr>
<td></td>
<td>budget checked against both the parent and child budgets in the system.</td>
</tr>
<tr>
<td>Parent Budget</td>
<td>If your budget is a child budget, choose one of the following from the list box:</td>
</tr>
<tr>
<td>Entry Type</td>
<td>• <strong>Original</strong></td>
</tr>
<tr>
<td></td>
<td>• <strong>Adjustment</strong></td>
</tr>
<tr>
<td></td>
<td>The parent budget entry type should match the child budget entry type.</td>
</tr>
<tr>
<td>Long Description</td>
<td>Enter the budget journal description that explains the addition or modification to</td>
</tr>
<tr>
<td></td>
<td>the budget.</td>
</tr>
</tbody>
</table>

2. If you want to attach supporting documentation, click the **Attachments** link. If there are no attachments, skip this step.

3. Click the **Budget Lines** tab.
Budget Lines Tab

1. Complete or modify the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period</td>
<td>Look up or enter the fiscal timeframe for the budget journal.</td>
</tr>
<tr>
<td></td>
<td>Note: Not all ledger groups use budget period.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up or enter the Fund, which identifies the funding group and how the funds are spent.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up or enter the Source, which indicates whose funds you are spending.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up or enter the Account to indicate which budget account you will spend from.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Account available for budgeting.</td>
</tr>
<tr>
<td>Department</td>
<td>Look up or enter your department number.</td>
</tr>
<tr>
<td>Program</td>
<td>If you use it, enter the program code, which accommodates your department or school's reporting needs.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Program available for budgeting.</td>
</tr>
<tr>
<td>Cost Code</td>
<td>If you use it, enter the cost code, which accommodates your department or school's reporting needs.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Cost Code available for budgeting.</td>
</tr>
</tbody>
</table>
3. Use the **Scroll Bar** to view more chartfields and the Amount.

4. Complete or modify the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amount</td>
<td>Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.</td>
</tr>
</tbody>
</table>

5. Click the **Journal Line Copy Down** link if you want to enter multiple chartfield strings in a budget journal.

6. Choose one of the following for Journal Line Copy Down function:
   - Click **Select All** to mark all of the checkboxes
   - Click **Deselect All** to unmark all of the checkboxes
   - Mark individual checkboxes
   - Unmark individual checkboxes
7. Click **OK**.

8. Enter the number of lines to add to the budget journal in the **Lines to add** field.

9. Click the **Insert Lines** button.
10. Complete or modify the fields for each budget line.

11. Click the Save button to save the budget journal; the system displays the Journal ID at the top of the tab.

12. To budget pre-check the budget journal, choose Budget Pre-check from the Process list box.

13. Click the Yes button to confirm you want to budget pre-check.

14. Click Process.

Result: The system indicates if there are any budget pre-check errors. If none are found, the Budget Header Status displays Checked Only.

15. The final step in posting the budget is based on your system access.
   - If you see Submit Journal in the Process list box:
a. Choose **Submit Journal**.

b. Mark the **Submit for Approval** checkbox.

c. Click the **Process** button.

Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

If you see **Post Journal** in the list box:

a. Choose **Post Journal** from the Process list box.

b. Click the **Process** button.

c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.
Entering or Modifying a Budget Transfer

Overview

Budget transfers move funding from one budget to another. For every budget credited, there is another budget debited. Budget transfer credits and debits must sum to $0. Additional rules are in place that require a budget transfer to be balanced by budget period, Fund and Source.

A budget transfer can contain multiple chartfield strings to create or modify multiple budgets within the same ledger group. The journal entry "copy down" feature eliminates repetitious data entry.

For budget transfers, it is optional to upload supporting documentation to explain the budget increase or decrease, however it is recommended that you enter the purpose of the transfer in the budget transfer description.

To enter or modify a budget transfer, you must:

- choose the ledger group
- choose a budget entry type and parent budget entry type
- enter a budget transfer description
- attach supporting documents, optional
- enter the budget lines for each budget
- budget pre-check the budget transfer
- post a transfer

Related Reference

- For instructions on attaching documents to a budget transfer, see *Uploading Documents*.

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

Steps – Entering or Modifying a Budget Transfer

Follow these steps to enter or modify a budget transfer:

1. Choose this menu option:
Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

2. Choose one of the following options:

- To modify an existing budget transfer, use this process:

  a. Click the **Find an Existing Value** tab.

  b. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter <em>uncch</em> for the University, <em>uncga</em> for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID that the system created when the budget journal was entered.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the journal date that the budget journal was entered into the system.</td>
</tr>
<tr>
<td>UnPost Sequence</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Budget Header Status</td>
<td>Choose a budget header status to refine your results.</td>
</tr>
<tr>
<td>Description</td>
<td>If you know it, enter the description or part of the description using the search criteria.</td>
</tr>
<tr>
<td>User ID</td>
<td>If you know it, enter the user ID of the person who made the original budget journal entry.</td>
</tr>
</tbody>
</table>

c. Click the **Search** button.

d. Click the link for the budget transfer you want to modify.
Result: The system displays the list of budget transfers that meet the entered criteria.

- To create a new budget transfer, use this process:

  a. Click the **Add a New Value** tab.

  b. Complete the fields:

     | **In this field:** | **Do the following:** |
     |---------------------|-----------------------|
     | Business Unit       | Enter uncch for the University, uncmga for General Administration, or a foundation business unit. |
     | Journal ID          | Defaults to **Next**. |
     | Journal Date        | Leave the default value of today’s date. |

  c. Click the **Add** button.
Result: The system displays the Budget Header tab.

**Budget Header Tab**

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group</td>
<td>Choose the ledger group, which indicates if the budget transfer is for an expense or revenue, and reflects the fund type such as State, Trust, and so on.</td>
</tr>
<tr>
<td>Budget Entry Type</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Transfer original</strong> to transfer original budgets, typically to correct an error in the originally entered budgets</td>
</tr>
<tr>
<td></td>
<td>- <strong>Transfer adjustment</strong> for a transfer of adjusted budget amounts</td>
</tr>
<tr>
<td>Generate Parent Budget(s)</td>
<td>If your budget is a child budget, this checkbox is marked by default.</td>
</tr>
<tr>
<td></td>
<td>Certain budget definitions, including State, Facilities and Administrative (F&amp;A), and Office of Sponsored Research (OSR), are set up with parent-child hierarchy. The child budget represents a portion of the parent budget and contains more details than the parent budget. All transactions against a child budget are budget checked against both the parent and child budgets in the system.</td>
</tr>
<tr>
<td>Parent Entry Type</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Transfer original</strong></td>
</tr>
<tr>
<td></td>
<td>- <strong>Transfer adjustment</strong></td>
</tr>
<tr>
<td></td>
<td>The parent budget entry type should match the child budget entry type.</td>
</tr>
<tr>
<td>Long Description</td>
<td>Enter the budget transfer description that explains the purpose of the transfer.</td>
</tr>
</tbody>
</table>

2. To attach supporting documentation, click the **Attachments** link. If there are no attachments, skip this step.

3. Click the **Budget Lines** tab.
Budget Lines Tab

1. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Period</td>
<td>Look up or enter the budget period that this transfer impacts.</td>
</tr>
<tr>
<td>Fund</td>
<td>Look up or enter the Fund, which identifies the funding group and how the funds are spent.</td>
</tr>
<tr>
<td>Source</td>
<td>Look up or enter the Source, which indicates whose funds you are spending.</td>
</tr>
<tr>
<td>Account</td>
<td>Look up or enter the Account to indicate which budget account you will spend from.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Account available for budgeting.</td>
</tr>
<tr>
<td>Department</td>
<td>Look up or enter your department number.</td>
</tr>
<tr>
<td>Program</td>
<td>If you use it, enter the program code, which accommodates your department or school's reporting needs.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Program available for budgeting.</td>
</tr>
<tr>
<td>Cost Code</td>
<td>If you use it, enter the cost code, which accommodates your department or school's reporting needs.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Cost Code available for budgeting.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.</td>
</tr>
</tbody>
</table>
2. To enter multiple chartfield strings in a budget journal, click the **Journal Line Copy Down** link.

3. Choose one of the following:
   - Click **Select All** to mark all of the checkboxes
   - Click **Deselect All** to unmark all of the checkboxes
   - Mark individual checkboxes
   - Unmark individual checkboxes

4. Click **OK**.
5. Enter the number of lines to add to the budget transfer in the **Lines to add** field

6. Click the **Insert Lines** button.
7. On the new line, enter the chartfields to be increased or decreased.

![Budget Header, Budget Lines, Budget Errors]

<table>
<thead>
<tr>
<th>Unit</th>
<th>UNCCH</th>
<th>Journal ID</th>
<th>NEXT</th>
<th>Date:</th>
<th>06/26/2014</th>
<th>Budget Header Status:</th>
<th>None</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Lines</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Chartfields and Amounts</strong></td>
<td><strong>Base Currency Details</strong></td>
<td><strong>Total Lines:</strong></td>
<td>2</td>
<td><strong>Total Debits:</strong></td>
<td>0.00</td>
<td><strong>Total Credits:</strong></td>
<td>0.00</td>
</tr>
</tbody>
</table>

- **Line 1**: STAT_EX_BD, Budget Period 2014, Fund 21101, Account 511100, Dept 450100
- **Line 2**: STAT_EX_BD, Budget Period 2014, Fund 21101, Account 511100, Dept 450150

8. Click the **Save** button.

Result: The system updates and displays all totals in the Totals section on the page, the total debits and credits should balance.

9. To budget pre-check the budget journal, choose **Budget Pre-check** from the Process list box.

10. Click the **Process** button.

Result: The system indicates if there are any budget pre-check errors.

11. The final step in posting the budget is based on your system access.

   - If you see Submit Journal in the list box:
     a. Choose **Submit Journal**.
     b. Mark the **Submit for Approval** checkbox.
     c. Click the **Process** button.
Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

If you see Post Journal in the list box:

a. Choose Post Journal from the Process list box.

b. Click the Process button.

c. Click the Yes button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.
Importing a Budget Journal or a Budget Transfer

Overview

A multi-line budget journal or a multi-line budget transfer can be imported using a flat file template. For budget transfers, the flat file will not be generated until the transfer is balanced. There are unique and specific flat file templates for the different budget definitions.

Related Reference

- For a broader context of how budget journals and budget transfers are processed, see Working with Budget Journals and Budget Transfers.

Excel Budget Journal or Budget Transfer Template

1. Open the Excel flat file template that matches your budget definition, located on the Budget Office website.
<table>
<thead>
<tr>
<th>Template Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vCentral_Office</td>
<td>Used by Central Office to import budget transactions for multiple ledger groups.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vF&amp;A</td>
<td>Used to import budget transactions related to Facilities and Administration (F&amp;A) Reimbursement.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vFAMODET</td>
<td>Used by Facilities to import budget transactions related to Facilities and Administration (F&amp;A) Reimbursement monthly entries.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vSpecial</td>
<td>Used to import budget transactions for XX.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_vState</td>
<td>Used to load either a State parent expense, State child expense, or State Revenue budget journal.</td>
</tr>
<tr>
<td></td>
<td>For State parent and child expense, select the State ledger group.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_v stats</td>
<td>Used by Accounting Services and the Budget Office to load statistical information.</td>
</tr>
<tr>
<td>BUDJRNL_LOAD_9.1_UNC_v Trust</td>
<td>Used to load either a Trust or Trust Revenue budget journal.</td>
</tr>
</tbody>
</table>

2. Click the **Clear Journal Header** button.

3. Click the **Clear Journal Details** button.

4. Click the **Modify Journal Header** button.

![Commitment Control - STATE](image)
5. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal Date</td>
<td>Enter today's date to reflect the day you entered the transaction.</td>
</tr>
<tr>
<td>Description</td>
<td>Enter the journal description that explains the addition or adjustment to the budget.</td>
</tr>
</tbody>
</table>

6. Click the **Close** button.

7. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group</td>
<td>Choose the ledger group from the list box.</td>
</tr>
<tr>
<td>Entry Type</td>
<td>Choose one of the following:</td>
</tr>
<tr>
<td></td>
<td>- <strong>Original</strong> for an original budget journal</td>
</tr>
<tr>
<td></td>
<td>- <strong>Adjustment</strong> for an adjusting budget journal</td>
</tr>
<tr>
<td></td>
<td>- <strong>Transfer Orig</strong> for a budget transfer of an original budget journal</td>
</tr>
<tr>
<td></td>
<td>- <strong>Transfer Adj</strong> for a budget transfer of an adjusting budget journal</td>
</tr>
</tbody>
</table>
8. Click the **Journal Entry - Spreadsheet** button.

9. Complete the fields:
<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jnl Line #</td>
<td>Enter the journal line number, which should be in sequential order, starting with 1.</td>
</tr>
<tr>
<td>Budget Period</td>
<td>Enter the fiscal timeframe for the budget journal.</td>
</tr>
<tr>
<td></td>
<td>Note: Not all ledger groups use budget period.</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter the fund, which identifies the funding group and how the funds are spent.</td>
</tr>
<tr>
<td>Source</td>
<td>Enter the source, which indicates whose funds you are spending.</td>
</tr>
<tr>
<td>Account</td>
<td>Enter the account to indicate which budget account you are spending from.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Account available for budgeting.</td>
</tr>
<tr>
<td>Deptid</td>
<td>Enter your department.</td>
</tr>
<tr>
<td>Program</td>
<td>If you use it, enter the program code, which accommodates your department’s reporting needs.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Program available for budgeting.</td>
</tr>
<tr>
<td>Cost Code</td>
<td>If you use it, enter the cost code, which accommodates your department’s budget tracking.</td>
</tr>
<tr>
<td></td>
<td>Note: Not every ledger group has Cost Code available for budgeting.</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter the amount to be debited or credited in the budget journal or budget transfer. Use a positive number to increase the budget and a negative number to decrease it.</td>
</tr>
<tr>
<td>Journal Line Ref</td>
<td>Enter the journal line reference.</td>
</tr>
<tr>
<td></td>
<td>This is an optional field. If you leave it blank, it will automatically use the account description. If you complete this field, you can assign an internal code provided by your department.</td>
</tr>
<tr>
<td>Journal Line Descr</td>
<td>Enter the journal line description.</td>
</tr>
<tr>
<td></td>
<td>This is an optional field for you to provide more details about the budget journal or budget transfer.</td>
</tr>
</tbody>
</table>

10. Click the **Main Menu** tab in the Excel template.

11. From the File menu in Excel, choose **Save** to save a copy your work.
12. Enter the journal output file location to save the Excel template. Be sure to include the file name with the extension `.prn`. It is recommended to store the journal output file to your desktop for easy access.

13. Click the **Export Journal Now** button.

14. Click the **Journal Output** tab in the Excel template to verify that the journal line items have been added.
15. From the File menu, choose Close to exit the Excel template.

Importing a Template Output File into the System

1. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Budget Journals > Import Budget Journals

2. Choose one of the following options:
   - To modify an existing run control and import the file you just created, use this process:
a. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>Enter the run control ID you created to import budget journal or budget transfer flat files.</td>
</tr>
</tbody>
</table>

b. Click the **Search** button.

c. Choose an existing run control ID.

Result: The system displays the Import Commitment Control Budget Journals page.

- To create a new run control and import the file you just created, use this process:

a. Click the **Add a New Value** tab.

b. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Run Control ID</td>
<td>Enter a run control ID, using a short, meaningful, and memorable description.</td>
</tr>
<tr>
<td></td>
<td>Do not use spaces, for example, State_Import not State Import.</td>
</tr>
</tbody>
</table>

c. Click the **Add** button.
Result: The system displays the Import Commitment Control Budget Journals page.

4. Complete the fields:

<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Character Set</td>
<td>Leave the default Character Set values</td>
</tr>
<tr>
<td>Journal ID Mask</td>
<td>If you want, enter the Journal ID Mask. Note: This can be up to four alphabetic characters that get</td>
</tr>
<tr>
<td></td>
<td>added to the Journal ID. This is useful for departments with a high volume of budget transactions.</td>
</tr>
</tbody>
</table>

5. Click the Add button.

6. Browse to find the flat file on your local system. The flat file has the file extension prn.

7. Click the Browse button.

8. Click the Upload button.
Result: The file is attached, and the system displays the Import Commitment Control Budget Journals page.

9. Click the **Run** button.

Result: The system displays the Process Scheduler Request page.

10. Leave all the default values, and click **OK**.

11. Click the **Process Monitor** link.
Result: The system displays the Process Monitor page.

12. Periodically, click the **Refresh** button until the run status and distribution status are updated.

Result: The Run Status column reflects Success and the Distribution Status column reflects Posted to indicate that the flat file has been imported and posted.

13. Choose this menu option:

   Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

**Enter Budget Journals - Find an Existing Value Tab**

1. Complete the fields:
<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter <strong>unch</strong> for the University, <strong>uncga</strong> for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID that the system created when the budget journal was entered.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the date that the budget journal was entered into the system.</td>
</tr>
<tr>
<td>UnPost Sequence</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Budget Header Status</td>
<td>Choose a budget header status to refine your results.</td>
</tr>
<tr>
<td>Description</td>
<td>If you know it, enter the description or part of the description using the search criteria.</td>
</tr>
<tr>
<td>User ID</td>
<td>If you know it, enter the user ID of the person who made the original budget journal entry.</td>
</tr>
</tbody>
</table>

2. **Click the Search button.**
3. In the Search Results list, click the link for the budget journal or budget transfer you want to process. Its Budget Header Status will read Incomplete.

4. Click **OK** when prompted.

![Message]

**Budget Lines Tab**

1. Click the **Budget Lines** tab.

2. Choose **Budget Pre-Check** from the Process list box.

3. Click the **Process** button.

![Budget Lines Tab]

4. Click the **Yes** button when prompted.

![Message]

Result: The system indicates if there are any budget pre-check errors.

5. The final step in posting the budget is based on your system access.

   - If you see Submitting Journal in the list box:
     
     a. Choose **Submit Journal**.

     b. Mark the **Submit for Approval** checkbox.

     c. Click the **Process** button.

Result: The budget journal goes through workflow and is posted by the budget processor or final approver.
If you see Posting Journal in the list box:

a. Choose **Post Journal** from the Process list box.

b. Click the **Process** button.

c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The budget journal is posted immediately in the system, assuming no budget errors occurred.
Copying a Budget Journal

Overview

A great way to quickly create a new budget journal is to copy an existing budget journal. This is useful when you want to:

- copy budget from year to year
- copy a similar budget journal and make limited changes to it by revising budget lines

To copy a budget journal, you need to:

- choose the existing budget journal you want to copy
- replicate the source budget journal
- modify the budget journal description
- modify the budget lines for each budget
- pre-budget check the budget journal
- submit the new budget journal for processing

Menu Path

Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

Steps – Copying a Budget Journal

Follow these steps to copy a budget journal:

1. Choose this menu option:
   Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

2. Click the Find an Existing Value tab.

Find an Existing Value Tab

3. Complete the fields:
<table>
<thead>
<tr>
<th>In this field:</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter unch for the University, unCGa for General Administration, or a foundation business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>Enter a date to narrow down your results.</td>
</tr>
<tr>
<td>UnPost Sequence</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Budget Header Status</td>
<td>Choose a status to refine your results.</td>
</tr>
<tr>
<td>Description</td>
<td>If you know it, enter the budget journal description.</td>
</tr>
<tr>
<td>User ID</td>
<td>If you know it, enter a user ID.</td>
</tr>
</tbody>
</table>

2. Click the **Search** button.

3. Click the budget journal link you want to copy.

---

Result: The Budget Journal Header tab is displayed.

4. Click the **Budget Lines** tab.
**Budget Lines Tab**

1. Choose **Copy Journal** from the Process list box.

2. Click the **Process** button.

3. Complete the fields:

<table>
<thead>
<tr>
<th>In this field</th>
<th>Do the following:</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Journal ID</td>
<td>Leave the default value of Next.</td>
</tr>
<tr>
<td>New Journal Date</td>
<td>Leave the default value of today’s date.</td>
</tr>
<tr>
<td>Currency Effective Date</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Budget Entry Type</td>
<td>Choose the budget entry type:</td>
</tr>
<tr>
<td></td>
<td>• original</td>
</tr>
<tr>
<td></td>
<td>• adjustment</td>
</tr>
<tr>
<td>Parent Budget Entry Type</td>
<td>If the budget you are creating has a parent budget, choose the parent budget entry type:</td>
</tr>
<tr>
<td></td>
<td>• original</td>
</tr>
<tr>
<td></td>
<td>• adjustment</td>
</tr>
</tbody>
</table>

4. Click **OK**.
Result: The system displays a warning message, indicating that the copied budget journal status is Incomplete.

5. Click **OK**.

6. Modify the appropriate budget lines and amounts.

7. Click the **Save** button.
Budget Journals and Budget Transfers in ConnectCarolina

Budget Pre-Check

Follow these steps to budget pre-check a budget journal:

1. Click the Budget Lines tab.
2. Choose Budget Pre-check from the Process list box.
3. Click the Process button.

Result: The system will indicate if there are any budget pre-check errors.

Post a Budget Journal

Depending on your access, there are one or two ways to post budget journals.

- submit a budget journal to go through approval workflow and posting
- post a budget journal directly in the system, if this option is available

1. Choose one of the following options:
   - To submit a budget journal to go through approval workflow and posting, use this method:
     a. From the Budget Lines tab, choose Submit for Approval from the Process list box.
     b. Click the Process button.
   Result: The budget journal goes through approval workflow and is posted by the budget processor or final approver.

- To post a budget journal directly in the system, use this process:
  a. From the Budget Lines tab, choose Post Journal from the Process list box.
  b. Click the Process button.
c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: The new, copied budget journal is posted immediately in the system, assuming no budget errors occurred.
Deleting a Budget Journal or Budget Transfer that has not Posted

Overview

In the system, you can delete budget journals and budget transfers that have not posted.

To delete a budget journal or budget transfer that has not posted, you need to:

- search for an existing budget journal or budget transfer
- process the budget journal or budget transfer deletion

Steps - Deleting an Unposted Budget Journal or Budget Transfer

Follow these steps to delete an unposted budget journal or budget transfer:

1. Choose one of the following menu options:
   - Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals
   - Main Menu > Finance Menu > Commitment Control > Budget Journals > Enter Budget Transfers

   Result: The system opens your budget journal or budget transfer search page.

   Enter Budget Journal - Find an Existing Value Tab or Enter Budget Transfer - Find an Existing Value Tab

2. Click on the Find an Existing Value tab.

3. Complete the Business Unit and as many fields as necessary to refine your search results.

   A common search combination is to enter the business unit and the journal ID, which will take you directly to the desired budget journal or budget transfer.
In this field: Do the following:

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Enter <strong>unch</strong> for the University, <strong>uncga</strong> for General Administration, or a foundation business unit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Journal ID</td>
<td>If you know it, enter the journal ID that the system created when the journal was entered.</td>
</tr>
<tr>
<td>Journal Date</td>
<td>If you know it, enter the date that the journal was entered into the system.</td>
</tr>
<tr>
<td>UnPost Sequence</td>
<td>Leave this field blank.</td>
</tr>
<tr>
<td>Budget Header Status</td>
<td>If you know it, choose the budget header status that was assigned by the system after running the Budget Processor.</td>
</tr>
<tr>
<td>Description</td>
<td>If you know it, enter the description that the budget journal or budget transfer creator gave to this transaction.</td>
</tr>
<tr>
<td>User ID</td>
<td>If you know it, enter the user ID for the person who created the journal.</td>
</tr>
</tbody>
</table>

2. Click the link for the journal you want to delete. Journals with the Posted status cannot be deleted.
Result: The system displays the Budget Header tab for the selected budget journal or budget transfer.

3. Click the **Budget Lines** tab.

   ![Budget Lines Tab](image)

4. On the Budget Lines tab, choose **Delete Journal** from the Process list box.

5. Click the **Process** button.

   ![Process Button](image)

6. Click the **Yes** button to confirm the deletion.

   ![Message Confirmation](image)

Result: The system deletes the journal and returns you the Find an Existing Value tab.