

Connect  
CAROLINA

Finance



# Budget Journals & Budget Transfers

VERSION: 6/27/2014



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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, 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

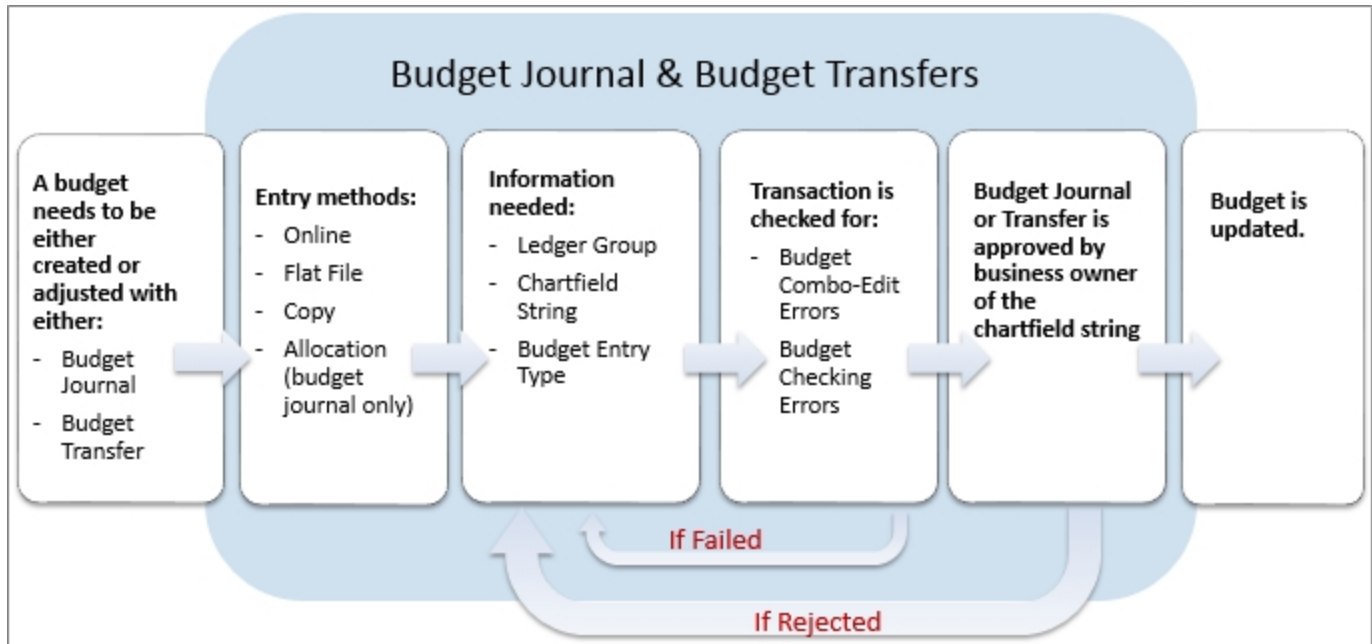
Here are some key rules behind budget transfers:

- 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 journal, Entering or Modifying a Budget Journal, page 8.
- For step-by-step instructions on copying a budget journal, Entering or Modifying a Budget Journal, page 8.
- 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 <b>uncch</b> for the University, <b>uncga</b> 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.

**Enter Budget Journals**

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

▼ Search Criteria

Business Unit:	=	▼	UNCCH	🔍
Journal ID:		begins with	▼	
Journal Date:	=	▼		📅
UnPost Sequence:	=	▼		
Budget Header Status:	=	▼		▼
Description:		begins with	▼	
User ID:		begins with	▼	nsebik 🔍

Case Sensitive

**Search Results**

View All First 1-27 of

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000006	05/28/2014	TRUST	None	Allocate Budget
UNCCH	0000000007	05/28/2014	TRUST	Posted	(blank)
UNCCH	0000000032	06/09/2014	STATE	Posted	(blank)

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:

In this field:	Do the following:
Business Unit	Enter <b>uncch</b> for the University, <b>uncga</b> for General Administration, or a foundation business unit.
Journal ID	Leave the default value of <b>Next</b> .
Journal Date	Leave the default value of today's date.

- c. Click the **Add** button.

**Enter Budget Journals**

Find an Existing Value   Add a New Value

Business Unit:

Journal ID:

Journal Date:

Result: The system displays the Budget Header tab.

## Budget Header Tab

1. Complete or modify the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group.  The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.
Budget Entry Type	Choose one of the following from the list box: <ul style="list-style-type: none"> <li>• <b>Original</b> for original budget entries</li> <li>• <b>Adjustment</b> for modifications to an original budget journal entry</li> </ul>
Generate Parent Budget(s)	If your budget is a child budget, this checkbox is marked by default.  Certain budget definitions, including State, Facilities and Administrative (F&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.
Parent Budget Entry Type	If your budget is a child budget, choose one of the following from the list box: <ul style="list-style-type: none"> <li>• <b>Original</b></li> <li>• <b>Adjustment</b></li> </ul> The parent budget entry type should match the child budget entry type.
Long Description	Enter the budget journal description that explains the addition or modification to the budget.

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:

In this field:	Do the following:
Budget Period	Look up or enter the fiscal timeframe for the budget journal. Note: Not all ledger groups use budget period.
Fund	Look up or enter the Fund, which identifies the funding group and how the funds are spent.
Source	Look up or enter the Source, which indicates whose funds you are spending.
Account	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.
Department	Look up or enter your department number.
Program	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.
Cost Code	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.

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH    Journal ID: NEXT    Date: 06/26/2014    Budget Header Status: None

\*Process: Post Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100	

- Use the **Scroll Bar** to view more chartfields and the Amount.
- Complete or modify the fields:

In this field:	Do the following:
Amount	Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.

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

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH    Journal ID: NEXT    Date: 06/26/2014    Budget Header Status: None

\*Process: Post Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100	

Lines to add:    **Journal Line Copy Down**    From Line:  To:

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
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- 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**.

**Journal Entry Copy Down Option**

Select All      Deselect All

Personalize | Find | First 1-13 of 13 Last

Label Text	Copy Down
Budget Period	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Fund Source	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

OK      Cancel      Refresh

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:

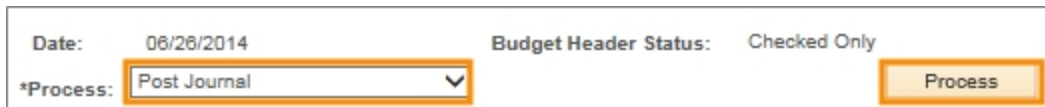
- a. Choose **Submit Journal**.
- b. Mark the **Submit for Approval** checkbox.
- c. Click the **Process** button.

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



A screenshot of a web form. On the left, the text '\*Process:' is followed by a dropdown menu containing 'Submit Journal'. To the right of the dropdown is a checked checkbox labeled 'Submit For Approval'. Further right is a button labeled 'Process'. Orange boxes highlight the dropdown menu and the 'Process' button.

- If you see Post Journal in the list box:
  - a. Choose **Post Journal** from the Process list box.
  - b. Click the **Process** button.



A screenshot of a web form. At the top left, 'Date:' is followed by '06/26/2014'. At the top right, 'Budget Header Status:' is followed by 'Checked Only'. Below this, the text '\*Process:' is followed by a dropdown menu containing 'Post Journal'. To the right of the dropdown is a button labeled 'Process'. Orange boxes highlight the dropdown menu and 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 <b>uncch</b> for the University, <b>uncga</b> 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.

### Enter Budget Transfer

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:** = ▼

**Budget Header Status:** = ▼  ▼

**Description:** begins with ▼

**User ID:** begins with ▼

Case Sensitive

#### Search Results

View All First 1-8 of 8

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000518	06/23/2014	STATE	Checked	Test for bug 9695
UNCCH	0000000519	06/23/2014	STATE	None	Test Bug 9695
UNCCH	0000000520	06/23/2014	STATE_REV	Checked	Test bug 9695

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 <b>uncch</b> for the University, <b>uncga</b> for General Administration, or a foundation business unit.
Journal ID	Defaults to <b>Next</b> .
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:

In this field:	Do the following:
Ledger Group	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.
Budget Entry Type	Choose one of the following: <ul style="list-style-type: none"> <li>• <b>Transfer original</b> to transfer original budgets, typically to correct an error in the originally entered budgets</li> <li>• <b>Transfer adjustment</b> for a transfer of adjusted budget amounts</li> </ul>
Generate Parent Budget(s)	If your budget is a child budget, this checkbox is marked by default. Certain budget definitions, including State, Facilities and Administrative (F&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.
Parent Entry Type	Choose one of the following: <ul style="list-style-type: none"> <li>• <b>Transfer original</b></li> <li>• <b>Transfer adjustment</b></li> </ul> The parent budget entry type should match the child budget entry type.
Long Description	Enter the budget transfer description that explains the purpose of the transfer.

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

Budget Header		Budget Lines		Budget Errors	
Unit:	UNCCH	Journal ID:	NEXT	Date:	06/26/2014
*Ledger Group:	STATE	Fiscal Year:	2014	Period:	12
Control ChartField:	Source	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	06/26/2014
*Budget Entry Type:	Transfer Adjustment	Budget Type:	Expense	Attachments (0)	
<b>Parent Budget Options</b>					
<input checked="" type="checkbox"/> Generate Parent Budget(s)					
<input checked="" type="checkbox"/> Use Default Entry Event					
Parent Budget Entry Type:	Transfer Adjustment				
<b>Long Description:</b>					
Move funding from EPA Non Teach budget to SPA Regular Salaries budget					

## Budget Lines Tab

1. Complete the fields:

In this field:	Do the following:
Budget Period	Look up or enter the budget period that this transfer impacts.
Fund	Look up or enter the Fund, which identifies the funding group and how the funds are spent.
Source	Look up or enter the Source, which indicates whose funds you are spending.
Account	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.
Department	Look up or enter your department number.
Program	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.
Cost Code	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.
Amount	Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH    Journal ID: NEXT    Date: 06/26/2014    Budget Header Status: None  
 \*Process: Post Journal

▼ Lines    Personalize | Find | View All | [?] | [x]

Chartfields and Amounts    Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100	

- To enter multiple chartfield strings in a budget journal, click the **Journal Line Copy Down** link.

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH    Journal ID: NEXT    Date: 06/26/2014    Budget Header Status: None  
 \*Process: Post Journal

▼ Lines    Personalize | Find | View All | [?] | [x]

Chartfields and Amounts    Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100	

Lines to add:  + - **Journal Line Copy Down**    From Line:  To:

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
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- 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
- Click **OK**.



### Journal Entry Copy Down Option

Select All      Deselect All

Personalize | Find | |      First 1-13 of 13 Last

Label Text	Copy Down
Budget Period	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Fund Source	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

OK      Cancel      Refresh

5. Enter the number of lines to add to the budget transfer in the **Lines to add** field
6. Click the **Insert Lines** button.

Budget Header    **Budget Lines**    Budget Errors

Unit:    UNCCH      Journal ID:    NEXT      Date:    06/26/2014

\*Process:    Post Journal

▼ Lines

Chartfields and Amounts    Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Acc
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512

Lines to add:    2          Journal Line Copy Down    From Line:   

Totals

Total Lines:	1	Total Debits:	0.00	Total C
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- On the new line, enter the chartfields to be increased or decreased.

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH      Journal ID: NEXT      Date: 06/26/2014      Budget Header Status: None

\*Process: Post Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13105	511100	450100	
<input type="checkbox"/>	2	STAT_EX_BD	2014		21101	13105	511100	450150	

- Click the **Save** button.

Totals

Total Lines: 2      Total Debits: 0.00      Total Credits: 0.00

Save | Notify | Refresh | Add

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

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

Budget Lines | Budget Errors

Journal ID: 0000000629      Date: 06/26/2014      Budget Header Status: None

\*Process: Budget Pre-Check

Process

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

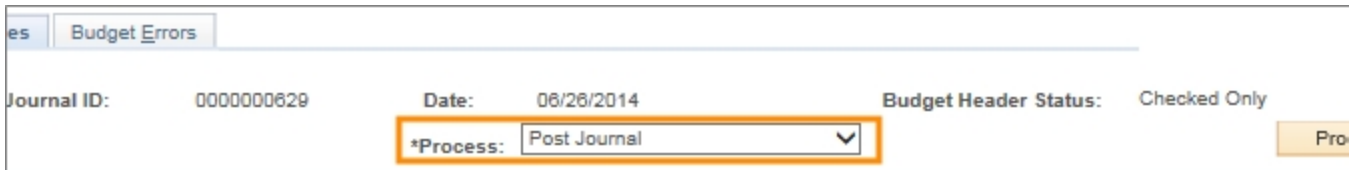
- The final step in posting the budget is based on your system access.
  - If you see Submit Journal in the list box:
    - Choose **Submit Journal**.
    - Mark the **Submit for Approval** checkbox.
    - Click the **Process** button.

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



\*Process:   Submit For Approval

- If you see Post Journal in the list box:
  - a. Choose **Post Journal** from the Process list box.
  - b. Click the **Process** button.



es Budget Errors

Journal ID: 0000000629 Date: 06/26/2014 Budget Header Status: Checked Only

\*Process:

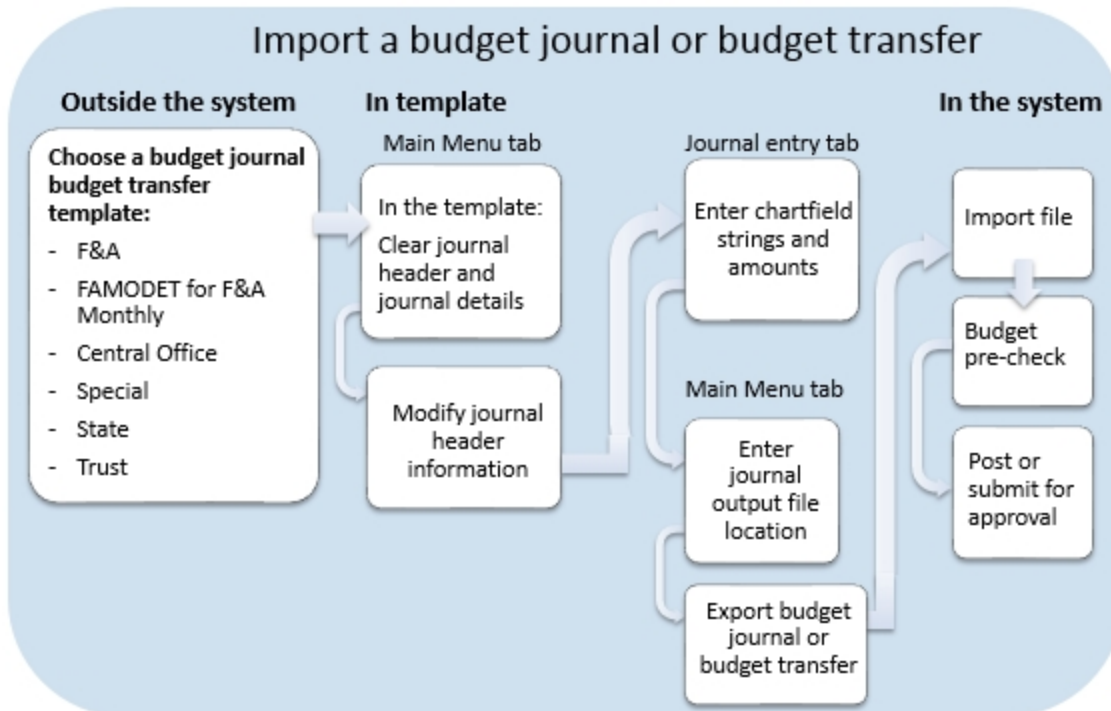
- c. Click the **Yes** button to confirm that you want to post the budget journal.

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*.

Template Name	Description
BUDJRNL_LOAD_9.1_UNC_vCentral_Office	Used by Central Office to import budget transactions for multiple ledger groups.
BUDJRNL_LOAD_9.1_UNC_vF&A	Used to import budget transactions related to Facilities and Administration (F&A) Reimbursement.
BUDJRNL_LOAD_9.1_UNC_vFAMODET	Used by Facilities to import budget transactions related to Facilities and Administration (F&A) Reimbursement monthly entries.
BUDJRNL_LOAD_9.1_UNC_vSpecial	Used to import budget transactions for <b>XX</b> .
BUDJRNL_LOAD_9.1_UNC vState	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.
BUDJRNL_LOAD_9.1_UNC v stats	Used by Accounting Services and the Budget Office to load statistical information.
BUDJRNL_LOAD_9.1_UNC v Trust	Used to load either a Trust or Trust Revenue budget journal.

2. Click the **Clear Journal Header** button.
3. Click the **Clear Journal Details** button.
4. Click the **Modify Journal Header** button.

**Commitment Control - STATE**

**Budget Journal Entry Template**

Modify Journal Header

Clear Journal Header

Journal Entry - Spreadsheet

Clear Journal Details

*Journal Output File:*

Business Unit:  <== Choose Busn Unit

Ledger Group:  < == Choose Ledger

Entry Type:  < Choose Entry Type

**Export Journal Now**

5. Complete the fields:

In this field:	Do the following:
Journal Date	Enter today's date to reflect the day you entered the transaction.
Description	Enter the journal description that explains the addition or adjustment to the budget.

6. Click the **Close** button.

7. Complete the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group from the list box.
Entry Type	Choose one of the following: <ul style="list-style-type: none"> <li>• <b>Original</b> for an original budget journal</li> <li>• <b>Adjustment</b> for an adjusting budget journal</li> <li>• <b>Transfer Orig</b> for a budget transfer of an original budget journal</li> <li>• <b>Transfer Adj</b> for a budget transfer of an adjusting budget journal</li> </ul>

Ledger Group  
STATE < == Choose Ledger

Entry Type  
Original < Choose Entry Type

8. Click the **Journal Entry - Spreadsheet** button.

**Commitment Control - STA**

**Budget Journal Entry T**

Modify Journal Header      Clear Jo

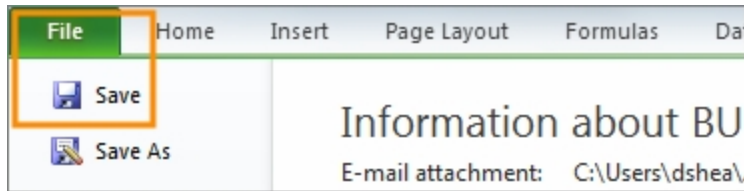
**Journal Entry - Spreadsheet**      Clear Jo

9. Complete the fields:

In this field:	Do the following:
Jrnl 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.

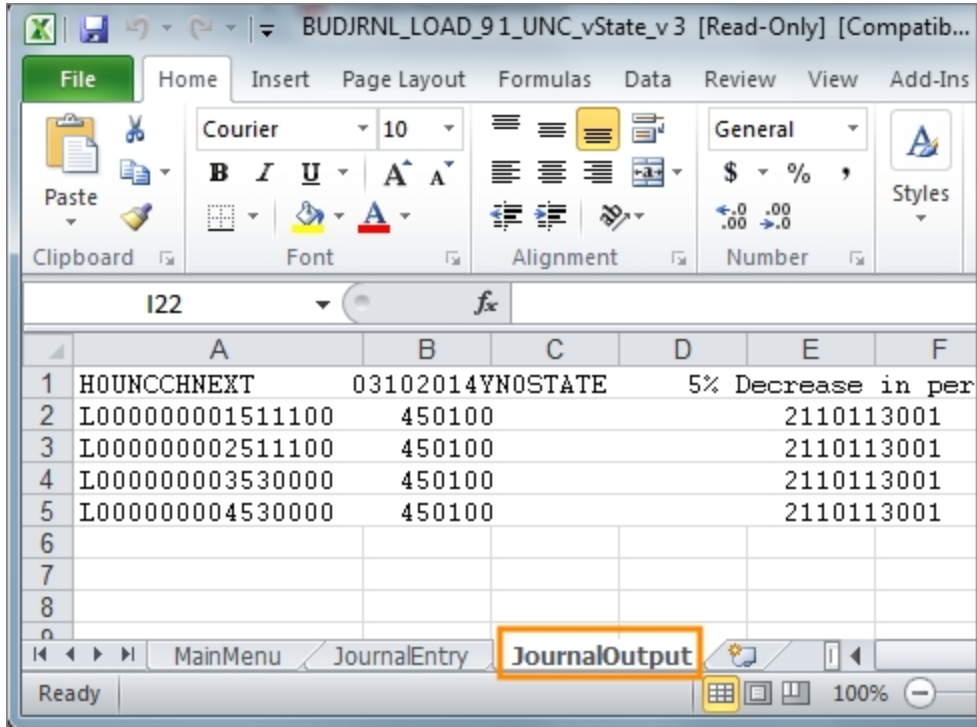




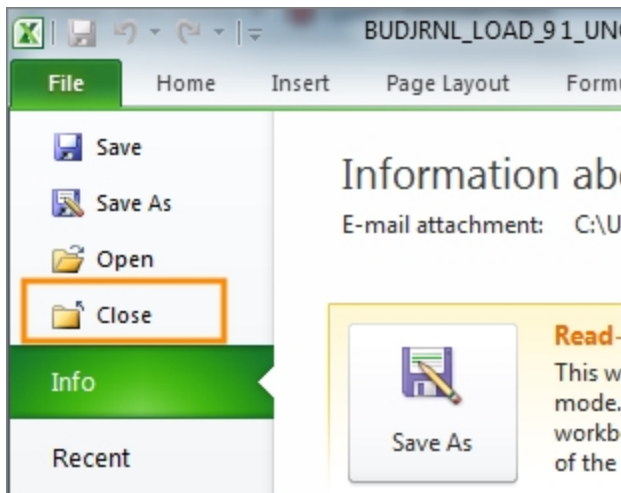
12. Enter the journal output file location to save the Excel template. Be sure to include the file name with the extension **prn**. It is recommended to store the journal output file to your desktop for easy access.
13. Click the **Export Journal Now** button.

A screenshot of a web-based interface titled 'Commitment Control - STATE Budget Journal Entry Template'. The interface has a light blue header with the title in green and red. Below the header are four buttons: 'Modify Journal Header', 'Clear Journal Header', 'Journal Entry - Spreadsheet', and 'Clear Journal Details'. At the bottom, there is a text input field labeled 'Journal Output File:' containing the path 'c:\users\dshea\desktop\KKJNL.prn', and a button labeled 'Export Journal Now' which is highlighted with an orange border. There is also a small dropdown menu labeled '<== Choose Busn Unit'.

14. Click the **Journal Output** tab in the Excel template to verify that the journal line items have been added.



- From the File menu, choose **Close** to exit the Excel template.



### Importing a Template Output File into the System

- Choose this menu option:  
Main Menu > Finance Menu > Commitment Control > Budget Journals > Import Budget Journals
- 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:

In this field:	Do the following:
Run Control ID	Enter the run control ID you created to import budget journal or budget transfer flat files.

b. Click the **Search** button.

c. Choose an existing run control ID.

**Import Budget Journals**

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

Run Control ID: begins with ▼ Import\_State\_Expense

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

View All | First | 1 of 1 | Last

Run Control ID	Language Code
Import_State_Expense	English

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:

In this field:	Do the following:
Run Control ID	Enter a run control ID, using a short, meaningful, and memorable description.  Do not use spaces, for example, State_Import not State Import.

c. Click the **Add** button.

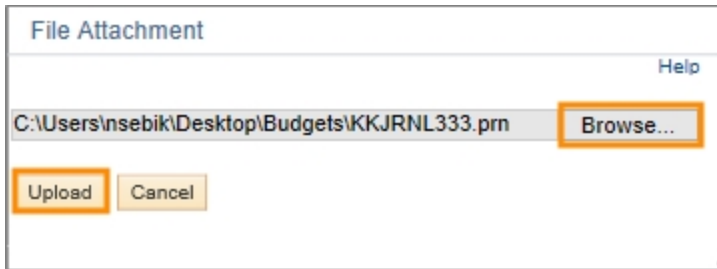
Result: The system displays the Import Commitment Control Budget Journals page.

- Complete the fields:

In this field:	Do the following:
Character Set	Leave the default Character Set values
Journal ID Mask	If you want, enter the Journal ID Mask.  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.

- Click the **Add** button.

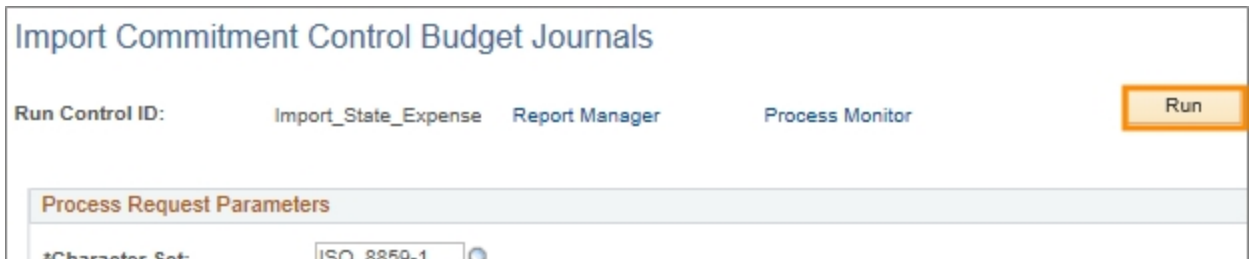
- Browse to find the flat file on your local system. The flat file has the file extension **prn**.
- Click the **Browse** button.
- Click the **Upload** button.



The dialog box is titled "File Attachment" and includes a "Help" link. The file path "C:\Users\nsebik\Desktop\Budgets\KKJRNL333.prn" is displayed in a text field, with a "Browse..." button to its right. Below the text field are "Upload" and "Cancel" buttons.

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

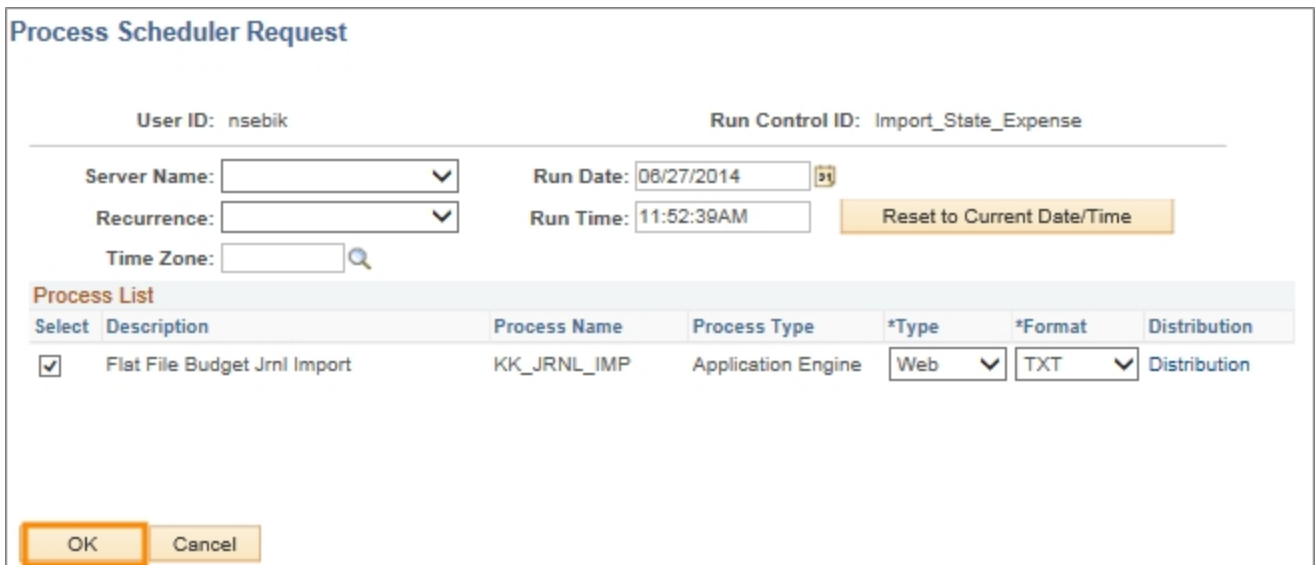
9. Click the **Run** button.



The page title is "Import Commitment Control Budget Journals". It features a "Run Control ID:" label followed by "Import\_State\_Expense", "Report Manager", and "Process Monitor". A "Run" button is located in the top right corner. Below this is a section titled "Process Request Parameters" with a dropdown menu for "\*Character Set:" set to "ISO\_8859-1".

Result: The system displays the Process Scheduler Request page .

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



The dialog box is titled "Process Scheduler Request". It shows "User ID: nsebik" and "Run Control ID: Import\_State\_Expense". There are input fields for "Server Name:", "Recurrence:", and "Time Zone:". The "Run Date:" is set to "06/27/2014" and "Run Time:" is "11:52:39AM". A "Reset to Current Date/Time" button is present. Below is a "Process List" table:

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Flat File Budget Jrnl Import	KK_JRNL_IMP	Application Engine	Web	TXT	Distribution

At the bottom are "OK" and "Cancel" buttons.

11. Click the **Process Monitor** link.

Result: The system displays the Process Monitor page.

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	21302		Application Engine	KK_JRNL_IMP	nsebik	06/27/2014 11:52:39AM EDT	No Success	Posted	Details
<input type="checkbox"/>	20863		Application Engine	FS_BP	nsebik	06/26/2014 2:43:38PM EDT	Success	Posted	Details

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.

- Choose this menu option:

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

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

- Complete the fields:

In this field:	Do the following:
Business Unit	Enter <b>uncch</b> for the University, <b>uncga</b> 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.

### 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:** [=]

**Budget Header Status:** [=]

**Description:** [begins with]

**User ID:** [begins with]

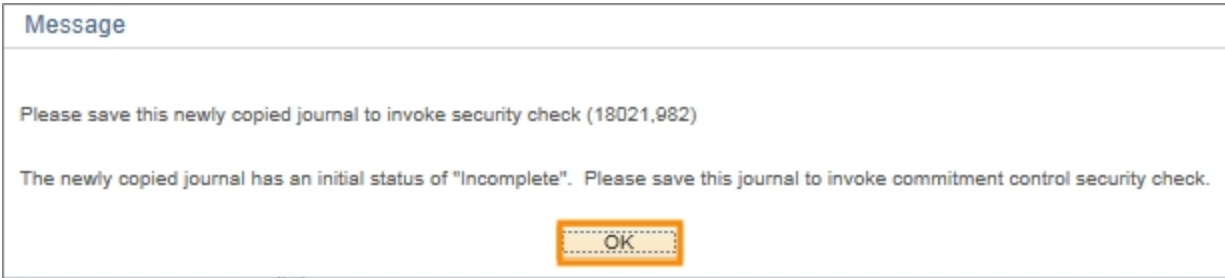
Case Sensitive

#### Search Results

View All First 1-4 of 4 Last

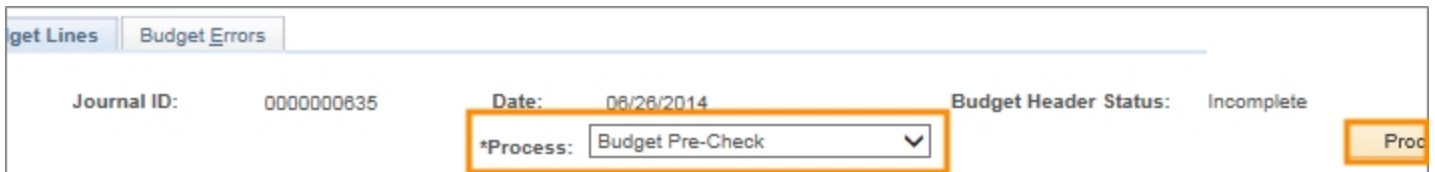
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
UNCCH	0000000626	06/25/2014	STATE	Checked	Increase to Health Affairs reg	nsebik
UNCCH	0000000628	06/26/2014	STATE	Checked	Increase to Health Affairs reg	nsebik
UNCCH	0000000634	06/26/2014	STATE	Posted	Increase to Health Affairs reg	nsebik
UNCCH	0000000635	06/26/2014	STATE	Incomplete	Increase to Health Affairs reg	nsebik

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.

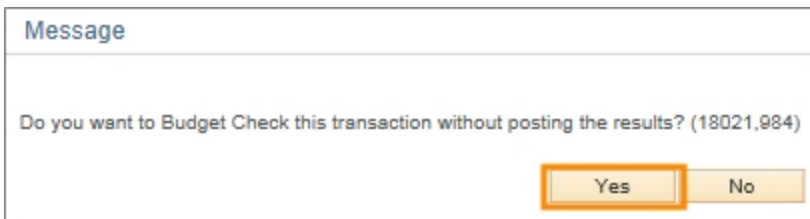


### Budget Lines Tab

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



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



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.



\*Process:   Submit For Approval

- If you see Posting Journal in the list box:
  - a. Choose **Post Journal** from the Process list box.
  - b. Click the **Process** button.

Budget Lines Budget Errors

Journal ID: 0000000635 Date: 06/26/2014 Budget Header Status: Checked Only

\*Process:

- 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:

In this field:	Do the following:
Business Unit	Enter <b>uncch</b> for the University, <b>uncga</b> 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.

### Enter Budget Transfer

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:** [=]

**Budget Header Status:** [=]

**Description:** [begins with]

**User ID:** [begins with]

Case Sensitive

#### Search Results

View All First 1-8 of 8

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000518	06/23/2014	STATE	Checked	Test for bug 9895
UNCCH	0000000519	06/23/2014	STATE	None	Test Bug 9895
UNCCH	0000000520	06/23/2014	STATE_REV	Checked	Test bug 9895

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:

In this field:	Do the following:
New Journal ID	Leave the default value of Next.
New Journal Date	Leave the default value of today's date.
Currency Effective Date	Leave this field blank.
Budget Entry Type	Choose the budget entry type: <ul style="list-style-type: none"> <li>• original</li> <li>• adjustment</li> </ul>
Parent Budget Entry Type	If the budget you are creating has a parent budget, choose the parent budget entry type: <ul style="list-style-type: none"> <li>• original</li> <li>• adjustment</li> </ul>

4. Click **OK**.

**Budget Journal Copy**

Business Unit: UNCCH      \*New Journal ID: NEXT

Ledger Group: STATE      \*New Journal Date: 06/26/2014

Journal ID: 0000000628      Currency Effective Date:

Journal Date: 06/25/2014      \*Budget Entry Type: Adjustment

**Parent Budget Options**

\*Parent Budget Entry Type: Adjustment

Save original journal and Copy

OK    Cancel    Refresh

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

5. Click **OK**.

**Message**

Please save this newly copied journal to invoke security check (18021,982)

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

OK

6. Modify the appropriate budget lines and amounts.

Lines

Personalize | Find | View All | [?] | [x] | First

Chartfields and Amounts    Base Currency Details    [...]

Delete	Line	X	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	PC Bu Unit
<input type="checkbox"/>	1	X	STAT_EX_BD	2014		21101	13001	513100	440100	
<input type="checkbox"/>	2	X	STAT_EX_BD	2014		21101	13001	513100	440120	
<input type="checkbox"/>	3	X	STAT_EX_BD	2014		21101	13001	513100	440112	

7. Click the **Save** button.

**Totals**

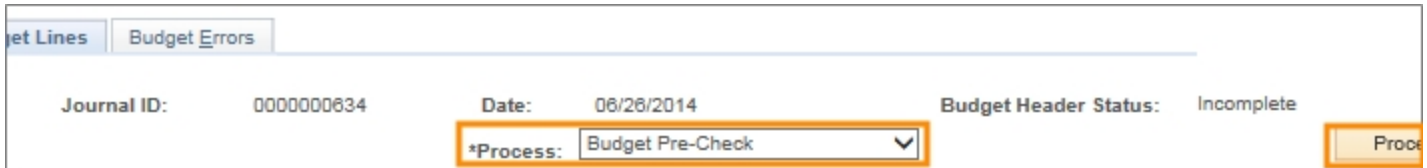
Total Lines: 4      Total Debits: 0.00      Total Credits: 20,000.00

Save    Return to Search    Notify    Refresh    Add

## 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.



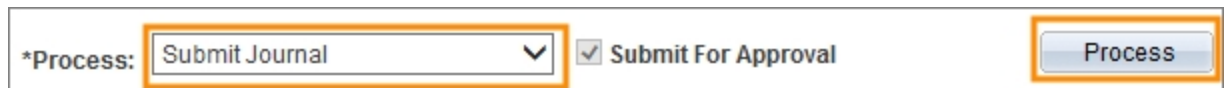
Result: The system will indicate if there are any budget pre-check errors.

## Post a Budget Journal

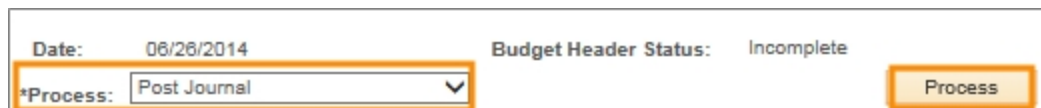
Depending on your access, there are one or two ways to post budget journals.

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

### Enter Budget Transfer

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

Business Unit: = ▼ UNCCH 🔍

Journal ID: begins with ▼

Journal Date: = ▼  📅

UnPost Sequence: = ▼

Budget Header Status: = ▼  ▼

Description: begins with ▼

User ID: begins with ▼  🔍

Case Sensitive

Search
Clear
Basic Search
📄 Save Search Criteria

#### Search Results

View All
First 1 1-8 of 8

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000518	06/23/2014	STATE	Checked	Test for bug 9895
UNCCH	0000000519	06/23/2014	STATE	None	Test Bug 9895
UNCCH	0000000520	06/23/2014	STATE_REV	Checked	Test bug 9895

- Click the link for the journal you want to delete. Journals with the Posted status cannot be deleted.

Search Results						
View All		First 1-4 of 4 Last				
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
UNCCH	0000000626	06/25/2014	STATE	Checked	Increase to Health Affairs reg nsebik	
UNCCH	0000000628	06/26/2014	STATE	Checked	Increase to Health Affairs reg nsebik	
UNCCH	0000000634	06/26/2014	STATE	Posted	Increase to Health Affairs reg nsebik	

Result: The system displays the Budget Header tab for the selected budget journal or budget transfer.

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

Budget Header					
Budget Lines					
Budget Errors					
Unit:	UNCCH	Journal ID:	0000000628	Date:	06/26/2014
*Ledger Group:	STATE	Fiscal Year:	2014	Peri	
Control ChartField:	Source	*Currency:	USD		
Budget Header Status:	Checked Only	Rate Type:	CRRNT		
*Budget Entry Type:	Adjustment	Exchange Rate:	1.00000000		
<b>Parent Budget Options</b>			Cur Effdt:	06/26/2014	
<input checked="" type="checkbox"/> Generate Parent Budget(s)			Budget Type:	Expense	

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

Budget Lines					
Budget Errors					
Journal ID:	0000000628	Date:	06/26/2014	Budget Header Status:	Checked Only
			*Process:	Delete Journal	
					Process

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

Message
Are you sure that you want to delete this journal? (5010,30)
<input checked="" type="button" value="Yes"/> <input type="button" value="No"/>

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, 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

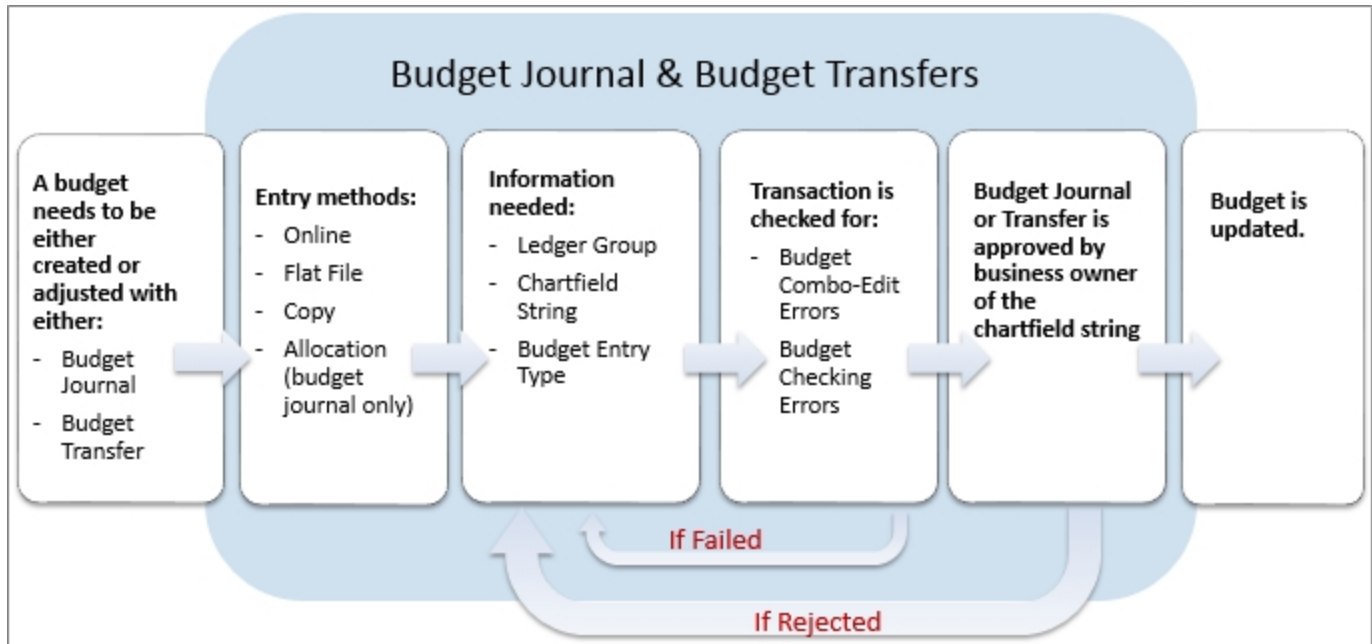
Here are some key rules behind budget transfers:

- 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 journal, Entering or Modifying a Budget Journal, page 8.
- For step-by-step instructions on copying a budget journal, Entering or Modifying a Budget Journal, page 8.
- 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 <b>uncch</b> for the University, <b>uncga</b> 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.

### Enter Budget Journals

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

Business Unit:	=	▼	UNCCH	<input type="button" value="Search"/>
Journal ID:	begins with	▼		
Journal Date:	=	▼		<input type="button" value="Calendar"/>
UnPost Sequence:	=	▼		
Budget Header Status:	=	▼		▼
Description:	begins with	▼		
User ID:	begins with	▼	nsebik	<input type="button" value="Search"/>

Case Sensitive

#### Search Results

View All First 1-27 of

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000006	05/28/2014	TRUST	None	Allocate Budget
UNCCH	0000000007	05/28/2014	TRUST	Posted	(blank)
UNCCH	0000000032	06/09/2014	STATE	Posted	(blank)

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:

In this field:	Do the following:
Business Unit	Enter <b>uncch</b> for the University, <b>uncga</b> for General Administration, or a foundation business unit.
Journal ID	Leave the default value of <b>Next</b> .
Journal Date	Leave the default value of today's date.

- c. Click the **Add** button.

**Enter Budget Journals**

Find an Existing Value   Add a New Value

Business Unit:

Journal ID:

Journal Date:

Result: The system displays the Budget Header tab.

## Budget Header Tab

1. Complete or modify the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group.  The ledger group indicates if the budget journal is either expense or revenue, and reflects the fund type such as State, Trust, and so on.
Budget Entry Type	Choose one of the following from the list box: <ul style="list-style-type: none"> <li>• <b>Original</b> for original budget entries</li> <li>• <b>Adjustment</b> for modifications to an original budget journal entry</li> </ul>
Generate Parent Budget(s)	If your budget is a child budget, this checkbox is marked by default.  Certain budget definitions, including State, Facilities and Administrative (F&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.
Parent Budget Entry Type	If your budget is a child budget, choose one of the following from the list box: <ul style="list-style-type: none"> <li>• <b>Original</b></li> <li>• <b>Adjustment</b></li> </ul> The parent budget entry type should match the child budget entry type.
Long Description	Enter the budget journal description that explains the addition or modification to the budget.

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 Header		Budget Lines		Budget Errors	
Unit:	UNCCH	Journal ID:	NEXT	Date:	06/26/2014
*Ledger Group:	STATE	Fiscal Year:	2014	Period:	12
Control ChartField:	Source	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	06/26/2014
*Budget Entry Type:	Adjustment	Budget Type:	Expense	Attachments (0)	
<b>Parent Budget Options</b>					
<input checked="" type="checkbox"/> Generate Parent Budget(s)					
<input checked="" type="checkbox"/> Use Default Entry Event					
Parent Budget Entry Type:	Adjustment				
Long Description:	Increase to Health Affairs regular term instruction				

### Budget Lines Tab

1. Complete or modify the fields:

In this field:	Do the following:
Budget Period	Look up or enter the fiscal timeframe for the budget journal. Note: Not all ledger groups use budget period.
Fund	Look up or enter the Fund, which identifies the funding group and how the funds are spent.
Source	Look up or enter the Source, which indicates whose funds you are spending.
Account	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.
Department	Look up or enter your department number.
Program	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.
Cost Code	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.

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH    Journal ID: NEXT    Date: 06/26/2014    Budget Header Status: None

\*Process: Post Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100	

- Use the **Scroll Bar** to view more chartfields and the Amount.
- Complete or modify the fields:

In this field:	Do the following:
Amount	Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.

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

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH    Journal ID: NEXT    Date: 06/26/2014    Budget Header Status: None

\*Process: Post Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100	

Lines to add:    **Journal Line Copy Down**    From Line:  To:

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
--------------	---	---------------	------	----------------	------

- 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**.

**Journal Entry Copy Down Option**

Select All      Deselect All

Personalize | Find | First 1-13 of 13 Last

Label Text	Copy Down
Budget Period	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Fund Source	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

OK      Cancel      Refresh

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:

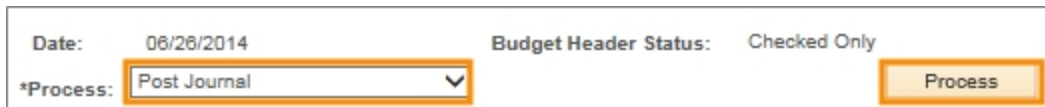
- a. Choose **Submit Journal**.
- b. Mark the **Submit for Approval** checkbox.
- c. Click the **Process** button.

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



A screenshot of a web form. On the left, the text '\*Process:' is followed by a dropdown menu containing 'Submit Journal'. To the right of the dropdown is a checked checkbox labeled 'Submit For Approval'. Further right is a button labeled 'Process'. Orange boxes highlight the dropdown menu and the 'Process' button.

- If you see Post Journal in the list box:
  - a. Choose **Post Journal** from the Process list box.
  - b. Click the **Process** button.



A screenshot of a web form. At the top left, 'Date:' is followed by '06/26/2014'. At the top right, 'Budget Header Status:' is followed by 'Checked Only'. Below the date is the text '\*Process:' followed by a dropdown menu containing 'Post Journal'. To the right of the dropdown is a button labeled 'Process'. Orange boxes highlight the dropdown menu and 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 <b>uncch</b> for the University, <b>uncga</b> 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.

### Enter Budget Transfer

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

Business Unit: = ▼

Journal ID: begins with ▼

Journal Date: = ▼

UnPost Sequence: = ▼

Budget Header Status: = ▼

Description: begins with ▼

User ID: begins with ▼

Case Sensitive

Search
Clear
Basic Search
 Save Search Criteria

#### Search Results

View All First  1-8 of 8

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000518	06/23/2014	STATE	Checked	Test for bug 9695
UNCCH	0000000519	06/23/2014	STATE	None	Test Bug 9695
UNCCH	0000000520	06/23/2014	STATE_REV	Checked	Test bug 9695

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 <b>uncch</b> for the University, <b>uncga</b> for General Administration, or a foundation business unit.
Journal ID	Defaults to <b>Next</b> .
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:

In this field:	Do the following:
Ledger Group	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.
Budget Entry Type	Choose one of the following: <ul style="list-style-type: none"> <li>• <b>Transfer original</b> to transfer original budgets, typically to correct an error in the originally entered budgets</li> <li>• <b>Transfer adjustment</b> for a transfer of adjusted budget amounts</li> </ul>
Generate Parent Budget(s)	If your budget is a child budget, this checkbox is marked by default. Certain budget definitions, including State, Facilities and Administrative (F&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.
Parent Entry Type	Choose one of the following: <ul style="list-style-type: none"> <li>• <b>Transfer original</b></li> <li>• <b>Transfer adjustment</b></li> </ul> The parent budget entry type should match the child budget entry type.
Long Description	Enter the budget transfer description that explains the purpose of the transfer.

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

Budget Header		Budget Lines	Budget Errors
Unit:	UNCCH	Journal ID:	NEXT
		Date:	06/26/2014
*Ledger Group:	STATE	Fiscal Year:	2014
		Period:	12
Control ChartField:	Source	*Currency:	USD
Budget Header Status:	None	Rate Type:	CRRNT
*Budget Entry Type:	Transfer Adjustment	Exchange Rate:	1.00000000
		Cur Effdt:	06/26/2014
<b>Parent Budget Options</b> <input checked="" type="checkbox"/> Generate Parent Budget(s) <input checked="" type="checkbox"/> Use Default Entry Event Parent Budget Entry Type: Transfer Adjustment		Budget Type:	Expense
Long Description: Move funding from EPA Non Teach budget to SPA Regular Salaries budget		Attachments (0)	

### Budget Lines Tab

1. Complete the fields:

In this field:	Do the following:
Budget Period	Look up or enter the budget period that this transfer impacts.
Fund	Look up or enter the Fund, which identifies the funding group and how the funds are spent.
Source	Look up or enter the Source, which indicates whose funds you are spending.
Account	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.
Department	Look up or enter your department number.
Program	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.
Cost Code	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.
Amount	Enter the amount to increase or decrease the budget. Use a positive number to increase the budget and a negative number to decrease it.

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH    Journal ID: NEXT    Date: 06/26/2014    Budget Header Status: None  
 \*Process: Post Journal

▼ Lines    Personalize | Find | View All | [?] | [x]

Chartfields and Amounts    Base Currency Details    [...]

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100	

- To enter multiple chartfield strings in a budget journal, click the **Journal Line Copy Down** link.

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH    Journal ID: NEXT    Date: 06/26/2014    Budget Header Status: None  
 \*Process: Post Journal

▼ Lines    Personalize | Find | View All | [?] | [x]

Chartfields and Amounts    Base Currency Details    [...]

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512100	450100	

Lines to add:  + - **Journal Line Copy Down**    From Line:  To:

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
--------------	---	---------------	------	----------------	------

- 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
- Click **OK**.



### Journal Entry Copy Down Option

Select All      Deselect All

Personalize | Find | |      First 1-13 of 13 Last

Label Text	Copy Down
Budget Period	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Fund Source	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Program	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

OK      Cancel      Refresh

5. Enter the number of lines to add to the budget transfer in the **Lines to add** field
6. Click the **Insert Lines** button.

Budget Header      Budget Lines      Budget Errors

Unit: UNCCH      Journal ID: NEXT      Date: 06/26/2014

\*Process: Post Journal

▼ Lines

Chartfields and Amounts      Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Acc
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13001	512

Lines to add:         Journal Line Copy Down      From Line:

Totals

Total Lines:	1	Total Debits:	0.00	Total C
--------------	---	---------------	------	---------

- On the new line, enter the chartfields to be increased or decreased.

Budget Header | Budget Lines | Budget Errors

Unit: UNCCH      Journal ID: NEXT      Date: 06/26/2014      Budget Header Status: None

\*Process: Post Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	Program
<input type="checkbox"/>	1	STAT_EX_BD	2014		21101	13105	511100	450100	
<input type="checkbox"/>	2	STAT_EX_BD	2014		21101	13105	511100	450150	

- Click the **Save** button.

Totals

Total Lines: 2      Total Debits: 0.00      Total Credits: 0.00

Save | Notify | Refresh | Add

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

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

Budget Lines | Budget Errors

Journal ID: 0000000629      Date: 06/26/2014      Budget Header Status: None

\*Process: Budget Pre-Check

Process

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

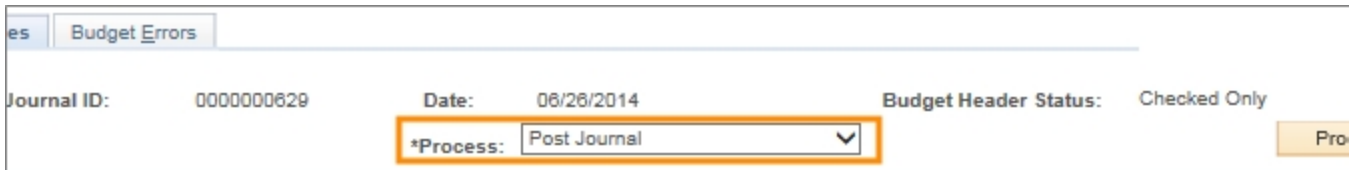
- The final step in posting the budget is based on your system access.
  - If you see Submit Journal in the list box:
    - Choose **Submit Journal**.
    - Mark the **Submit for Approval** checkbox.
    - Click the **Process** button.

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



\*Process:   Submit For Approval

- If you see Post Journal in the list box:
  - a. Choose **Post Journal** from the Process list box.
  - b. Click the **Process** button.



es Budget Errors

Journal ID: 0000000629 Date: 06/26/2014 Budget Header Status: Checked Only

\*Process:

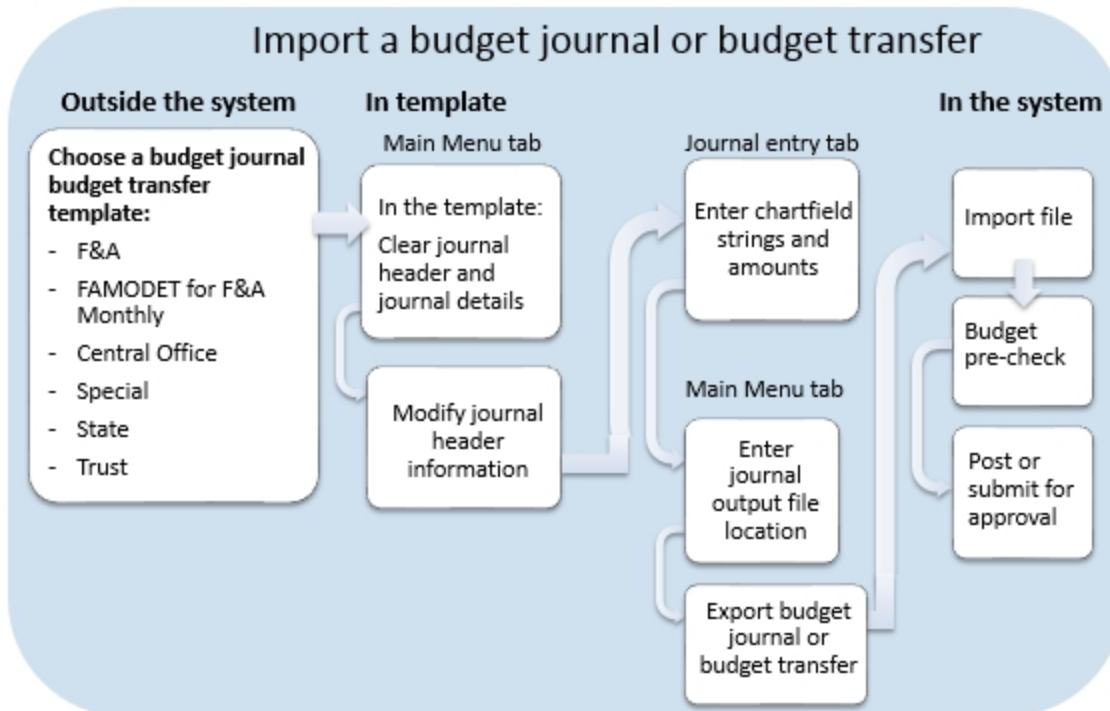
- c. Click the **Yes** button to confirm that you want to post the budget journal.

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*.

Template Name	Description
BUDJRNL_LOAD_9.1_UNC_vCentral_Office	Used by Central Office to import budget transactions for multiple ledger groups.
BUDJRNL_LOAD_9.1_UNC_vF&A	Used to import budget transactions related to Facilities and Administration (F&A) Reimbursement.
BUDJRNL_LOAD_9.1_UNC_vFAMODET	Used by Facilities to import budget transactions related to Facilities and Administration (F&A) Reimbursement monthly entries.
BUDJRNL_LOAD_9.1_UNC_vSpecial	Used to import budget transactions for <b>XX</b> .
BUDJRNL_LOAD_9.1_UNC vState	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.
BUDJRNL_LOAD_9.1_UNC v stats	Used by Accounting Services and the Budget Office to load statistical information.
BUDJRNL_LOAD_9.1_UNC v Trust	Used to load either a Trust or Trust Revenue budget journal.

2. Click the **Clear Journal Header** button.
3. Click the **Clear Journal Details** button.
4. Click the **Modify Journal Header** button.

**Commitment Control - STATE**

**Budget Journal Entry Template**

Modify Journal Header

Clear Journal Header

Journal Entry - Spreadsheet

Clear Journal Details

*Journal Output File:*

Business Unit:  <== Choose Busn Unit

Ledger Group:  < == Choose Ledger

Entry Type:  < Choose Entry Type

Export Journal Now

5. Complete the fields:

In this field:	Do the following:
Journal Date	Enter today's date to reflect the day you entered the transaction.
Description	Enter the journal description that explains the addition or adjustment to the budget.

6. Click the **Close** button.

The screenshot shows the 'JournalHeader' dialog box. The 'Journal Date (MMDDYYYY)' field contains '03102014' and the 'Description (30 Char)' field contains '5% Decrease in permanent t'. The 'Close' button at the bottom right is highlighted with an orange box.

7. Complete the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group from the list box.
Entry Type	Choose one of the following: <ul style="list-style-type: none"> <li>• <b>Original</b> for an original budget journal</li> <li>• <b>Adjustment</b> for an adjusting budget journal</li> <li>• <b>Transfer Orig</b> for a budget transfer of an original budget journal</li> <li>• <b>Transfer Adj</b> for a budget transfer of an adjusting budget journal</li> </ul>

Ledger Group  
STATE < == Choose Ledger

Entry Type  
Original < Choose Entry Type

8. Click the **Journal Entry - Spreadsheet** button.

**Commitment Control - STA**

**Budget Journal Entry T**

Modify Journal Header Clear Jo

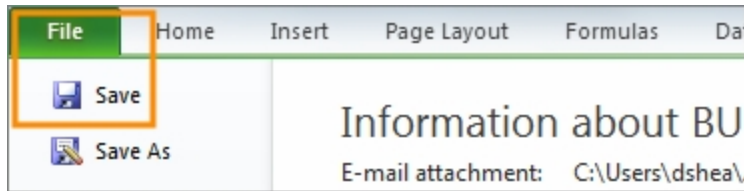
**Journal Entry - Spreadsheet** Clear Jo

9. Complete the fields:

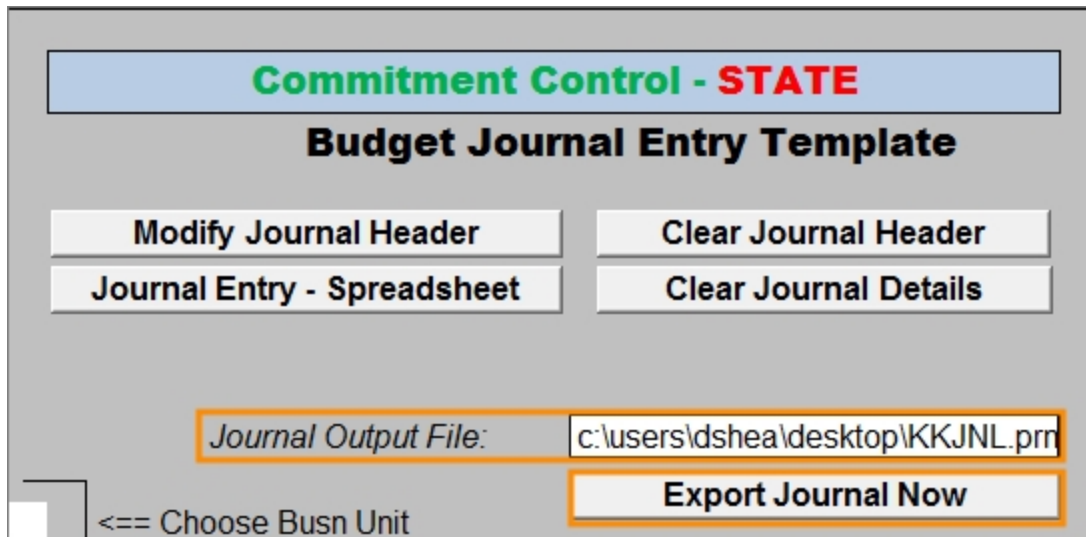
In this field:	Do the following:
Jrnl Line #	Enter the journal line number, which should be in sequential order, starting with 1.
Budget Period	Enter the fiscal timeframe for the budget journal. Note: Not all ledger groups use budget period.
Fund	Enter the fund, which identifies the funding group and 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.

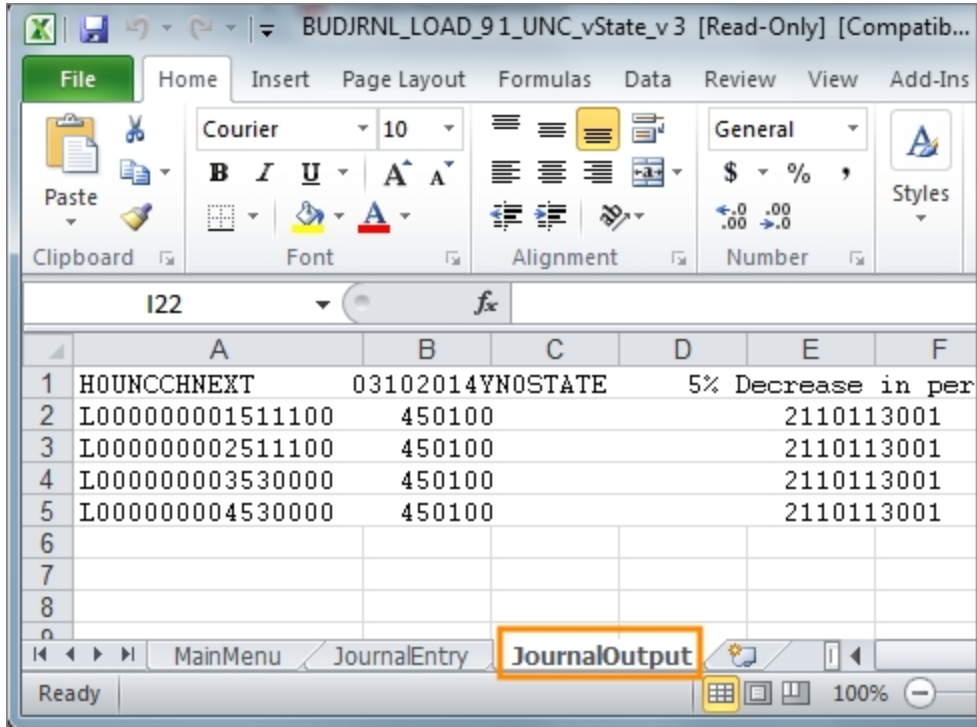




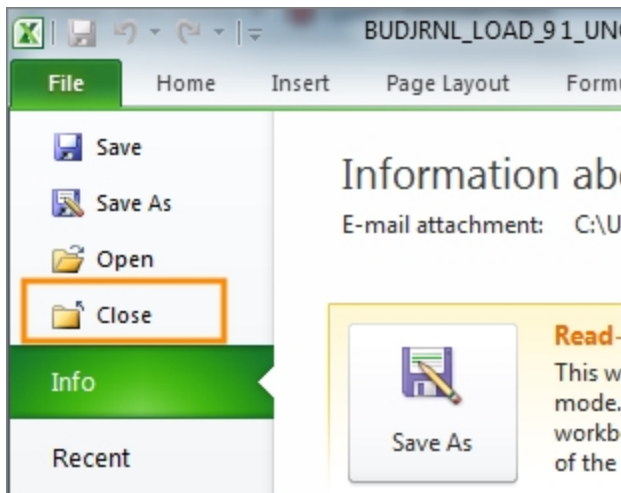
12. Enter the journal output file location to save the Excel template. Be sure to include the file name with the extension **prn**. It is recommended to store the journal output file to your desktop for easy access.
13. Click the **Export Journal Now** button.



14. Click the **Journal Output** tab in the Excel template to verify that the journal line items have been added.



- From the File menu, choose **Close** to exit the Excel template.



### Importing a Template Output File into the System

- Choose this menu option:  
Main Menu > Finance Menu > Commitment Control > Budget Journals > Import Budget Journals
- 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:

In this field:	Do the following:
Run Control ID	Enter the run control ID you created to import budget journal or budget transfer flat files.

b. Click the **Search** button.

c. Choose an existing run control ID.

**Import Budget Journals**

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

Run Control ID: begins with ▼ Import\_State\_Expense

Case Sensitive

Search | Clear | Basic Search | Save Search Criteria

**Search Results**

View All | First | 1 of 1 | Last

Run Control ID	Language Code
Import_State_Expense	English

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:

In this field:	Do the following:
Run Control ID	Enter a run control ID, using a short, meaningful, and memorable description.  Do not use spaces, for example, State_Import not State Import.

c. Click the **Add** button.

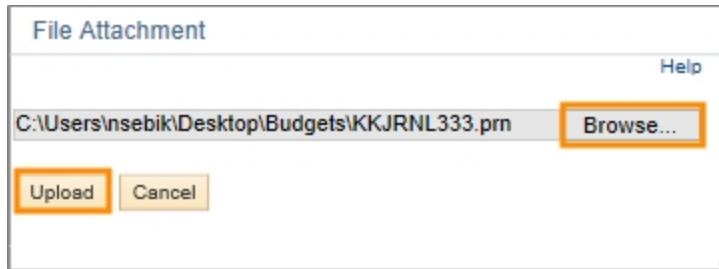
Result: The system displays the Import Commitment Control Budget Journals page.

- Complete the fields:

In this field:	Do the following:
Character Set	Leave the default Character Set values
Journal ID Mask	If you want, enter the Journal ID Mask.  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.

- Click the **Add** button.

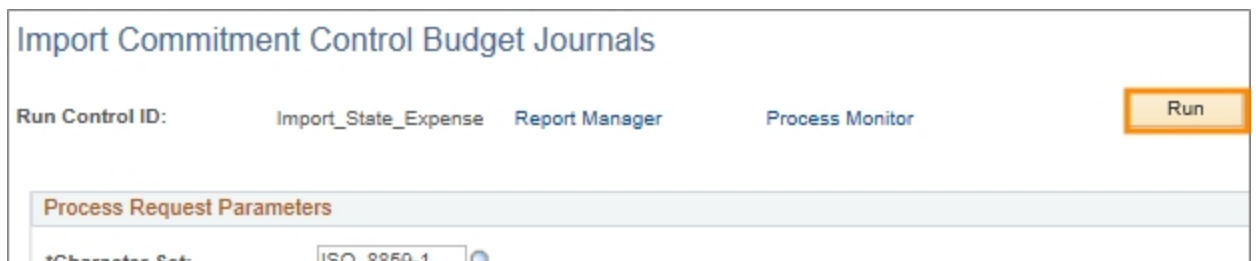
- Browse to find the flat file on your local system. The flat file has the file extension **prn**.
- Click the **Browse** button.
- Click the **Upload** button.



The dialog box is titled "File Attachment" and has a "Help" link in the top right corner. The file path "C:\Users\nsebik\Desktop\Budgets\KKJRNL333.prn" is displayed in a text field, with a "Browse..." button to its right. Below the text field are two buttons: "Upload" and "Cancel".

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

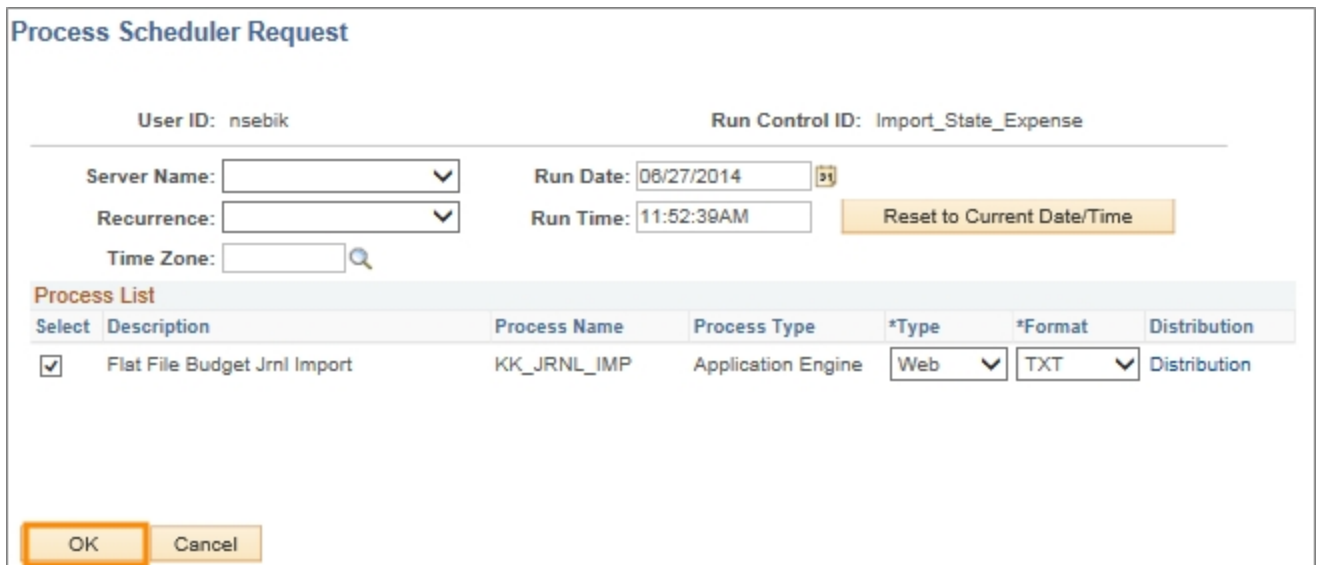
9. Click the **Run** button.



The page is titled "Import Commitment Control Budget Journals". It features a "Run Control ID:" label followed by the text "Import\_State\_Expense", "Report Manager", and "Process Monitor". A "Run" button is located in the top right corner. Below this is a section titled "Process Request Parameters" with a sub-label "\*Character Set:" and a dropdown menu showing "ISO\_8859-1".

Result: The system displays the Process Scheduler Request page .

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



The dialog box is titled "Process Scheduler Request". It shows "User ID: nsebik" and "Run Control ID: Import\_State\_Expense". There are input fields for "Server Name:", "Recurrence:", and "Time Zone:". The "Run Date:" field is set to "06/27/2014" and the "Run Time:" field is set to "11:52:39AM". A "Reset to Current Date/Time" button is next to the Run Time field. Below these fields is a "Process List" table.

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Flat File Budget Jrnl Import	KK_JRNL_IMP	Application Engine	Web	TXT	Distribution

At the bottom of the dialog box are "OK" and "Cancel" buttons.

11. Click the **Process Monitor** link.

Result: The system displays the Process Monitor page.

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

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	21302		Application Engine	KK_JRNL_IMP	nsebik	06/27/2014 11:52:39AM EDT	No Success	Posted	Details
<input type="checkbox"/>	20863		Application Engine	FS_BP	nsebik	06/26/2014 2:43:38PM EDT	Success	Posted	Details

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.

- Choose this menu option:

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

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

- Complete the fields:

In this field:	Do the following:
Business Unit	Enter <b>uncch</b> for the University, <b>uncga</b> 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.

### 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:** [=]

**Budget Header Status:** [=]

**Description:** [begins with]

**User ID:** [begins with]

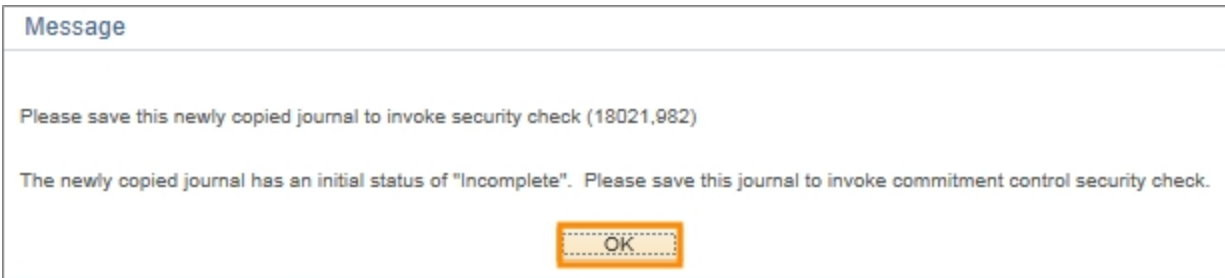
Case Sensitive

#### Search Results

View All First 1-4 of 4 Last

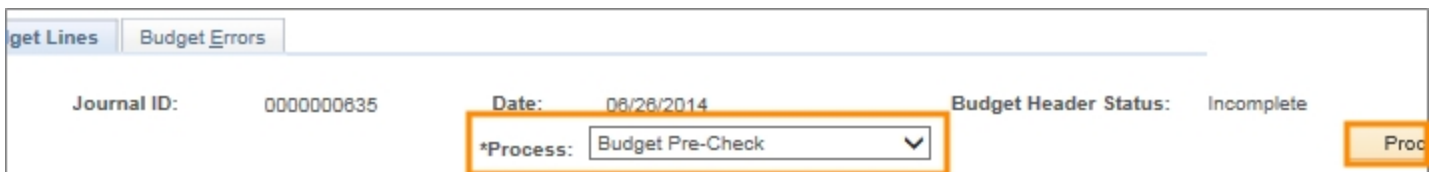
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
UNCCH	0000000626	06/25/2014	STATE	Checked	Increase to Health Affairs reg	nsebik
UNCCH	0000000628	06/26/2014	STATE	Checked	Increase to Health Affairs reg	nsebik
UNCCH	0000000634	06/26/2014	STATE	Posted	Increase to Health Affairs reg	nsebik
UNCCH	0000000635	06/26/2014	STATE	Incomplete	Increase to Health Affairs reg	nsebik

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.

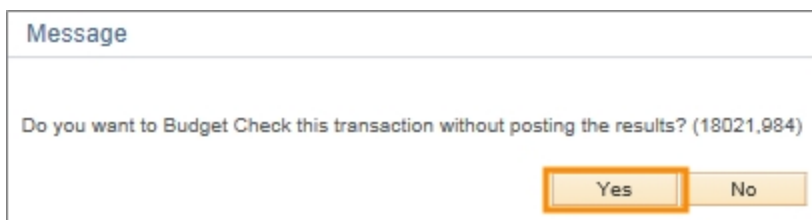


### Budget Lines Tab

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



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



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.



\*Process:   Submit For Approval

- If you see Posting Journal in the list box:
  - a. Choose **Post Journal** from the Process list box.
  - b. Click the **Process** button.

Budget Lines Budget Errors

Journal ID: 0000000635 Date: 06/26/2014 Budget Header Status: Checked Only

\*Process:

- 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:

In this field:	Do the following:
Business Unit	Enter <b>uncch</b> for the University, <b>uncga</b> 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.

### Enter Budget Transfer

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:** [=]

**Budget Header Status:** [=]

**Description:** [begins with]

**User ID:** [begins with]

Case Sensitive

#### Search Results

View All First 1-8 of 8

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000518	06/23/2014	STATE	Checked	Test for bug 9895
UNCCH	0000000519	06/23/2014	STATE	None	Test Bug 9895
UNCCH	0000000520	06/23/2014	STATE_REV	Checked	Test bug 9895

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:

In this field:	Do the following:
New Journal ID	Leave the default value of Next.
New Journal Date	Leave the default value of today's date.
Currency Effective Date	Leave this field blank.
Budget Entry Type	Choose the budget entry type: <ul style="list-style-type: none"> <li>• original</li> <li>• adjustment</li> </ul>
Parent Budget Entry Type	If the budget you are creating has a parent budget, choose the parent budget entry type: <ul style="list-style-type: none"> <li>• original</li> <li>• adjustment</li> </ul>

4. Click **OK**.

**Budget Journal Copy**

Business Unit: UNCCH      \*New Journal ID: NEXT

Ledger Group: STATE      \*New Journal Date: 06/26/2014

Journal ID: 0000000628      Currency Effective Date:

Journal Date: 06/25/2014      \*Budget Entry Type: Adjustment

**Parent Budget Options**

\*Parent Budget Entry Type: Adjustment

Save original journal and Copy

OK    Cancel    Refresh

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

5. Click **OK**.

**Message**

Please save this newly copied journal to invoke security check (18021,982)

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

OK

6. Modify the appropriate budget lines and amounts.

Lines

Personalize | Find | View All | [?] | [X] | First

Chartfields and Amounts    Base Currency Details    [...]

Delete	Line	X	Ledger	Budget Period	SpeedType	Fund	Source	Account	Dept	PC Bu Unit
<input type="checkbox"/>	1	X	STAT_EX_BD	2014		21101	13001	513100	440100	
<input type="checkbox"/>	2	X	STAT_EX_BD	2014		21101	13001	513100	440120	
<input type="checkbox"/>	3	X	STAT_EX_BD	2014		21101	13001	513100	440112	

7. Click the **Save** button.

**Totals**

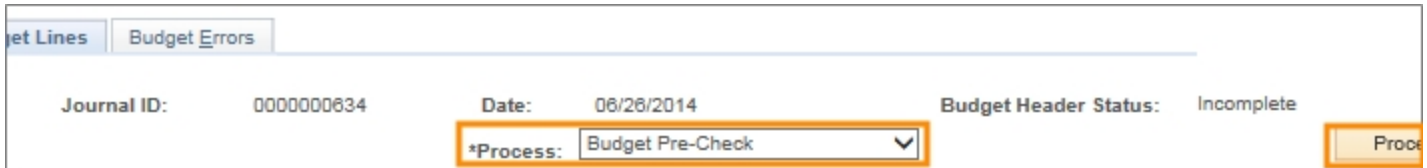
Total Lines: 4      Total Debits: 0.00      Total Credits: 20,000.00

Save    Return to Search    Notify    Refresh    Add

## 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.



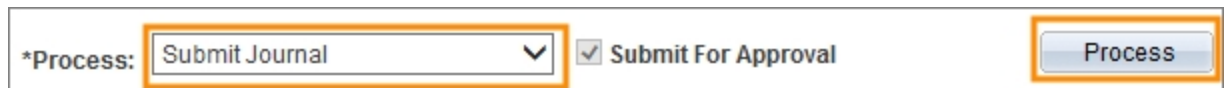
Result: The system will indicate if there are any budget pre-check errors.

## Post a Budget Journal

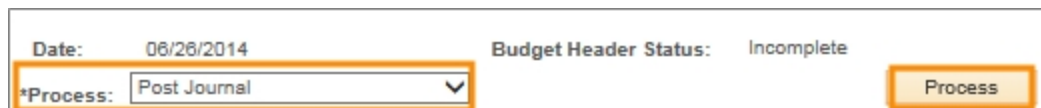
Depending on your access, there are one or two ways to post budget journals.

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

### Enter Budget Transfer

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

Business Unit: = ▼  🔍

Journal ID: begins with ▼

Journal Date: = ▼  📅

UnPost Sequence: = ▼

Budget Header Status: = ▼  ▼

Description: begins with ▼

User ID: begins with ▼  🔍

Case Sensitive

Search
Clear
Basic Search
Save Search Criteria

#### Search Results

View All
First 1 1-8 of 8

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
UNCCH	0000000518	06/23/2014	STATE	Checked	Test for bug 9895
UNCCH	0000000519	06/23/2014	STATE	None	Test Bug 9895
UNCCH	0000000520	06/23/2014	STATE_REV	Checked	Test bug 9895

- Click the link for the journal you want to delete. Journals with the Posted status cannot be deleted.

Search Results						
View All		First 1-4 of 4 Last				
Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
UNCCH	0000000626	06/25/2014	STATE	Checked	Increase to Health Affairs reg nsebik	
UNCCH	0000000628	06/26/2014	STATE	Checked	Increase to Health Affairs reg nsebik	
UNCCH	0000000634	06/26/2014	STATE	Posted	Increase to Health Affairs reg nsebik	

Result: The system displays the Budget Header tab for the selected budget journal or budget transfer.

- Click the **Budget Lines** tab.

Budget Header					
Budget Lines					
Budget Errors					
Unit:	UNCCH	Journal ID:	0000000628	Date:	06/26/2014
*Ledger Group:	STATE	Fiscal Year:	2014	Period:	
Control ChartField:	Source	*Currency:	USD	Rate Type:	CRRNT
Budget Header Status:	Checked Only	Exchange Rate:	1.00000000	Cur Effdt:	06/26/2014
*Budget Entry Type:	Adjustment	Budget Type:	Expense		
<b>Parent Budget Options</b>					
<input checked="" type="checkbox"/> Generate Parent Budget(s)					

- On the Budget Lines tab, choose **Delete Journal** from the Process list box.
- Click the **Process** button.

Budget Lines					
Budget Errors					
Journal ID:	0000000628	Date:	06/26/2014	Budget Header Status:	Checked Only
		*Process:	Delete Journal		
					Process

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

Message
Are you sure that you want to delete this journal? (5010,30)
Yes No

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