

KK.020.001 – ENTERING AND MAINTAINING APPROPRIATION BUDGETS

<p>Purpose</p>	<ul style="list-style-type: none"> • To identify when the use of Budget Attributes will be beneficial. • To identify valid Ledger Group values for Budget Attributes. • To create a Budget Attribute by Budget Period. • To create a Budget Attribute by Budget Status. • To demonstrate how the Enter Budget Journals component of Commitment Control is used to enter and maintain Appropriation budgets.
<p>Description</p>	<p>The APPROP Ledger Group is established as a “Control” Ledger Group and interfaces from the Budget Prep module before the beginning of the fiscal year. Periodically, the Office of Fiscal Affairs authorizes budget amendments that can increase/decrease budgeted amounts. The Enter Budget Journals page is used to reflect these amendments. The non-personnel services accounts may or may not populate with budgeted amounts and this decision is left to the discretion of each institution.</p> <p>The ORG Ledger Group has a Parent/Child relationship with the APPROP Ledger Group which allows users to use the Generate Parent Budget(s) checkbox which automatically creates the parent level budget impact once the child level budget journal posts.</p> <p>Budget Journals keyed to this Ledger Group must include the following ChartFields: Account (at the Appropriation level of the BDXLATE_ACCOUNT tree), Class, Department, Fund Code, Program and Budget Reference. The Budget Period field defaults based on the Budget Reference entered and should not be changed. In addition, Organization level budgets cannot exceed the Appropriation level budget.</p>
<p>Security Role</p>	<p>BOR_KK_BUDGET_ENTRY</p>

<p>Dependencies/ Constraints</p>	<ul style="list-style-type: none"> • All accounting transactions related to this appropriation budget check the budget for verification of available funds. • Users/Institutions need to enter the Appropriation Budget before an Organization Budget. Appropriation Budgets are created only for budgetary accounts at the appropriation level (500000, 600000, 700000 and 800000) • Appropriation Budgets use Detail Departments (e.g., Cost/SubCost combinations) in conjunction with Appropriation Accounts. • Different Commitment Control Security events are used to enforce entry and adjustments on budget journal than are used for budget transfers. In addition, because they are different components, the general tools security can be used to limit access.
<p>Additional Information</p>	<ul style="list-style-type: none"> • System validation is performed as users create transactions. • A sample Appropriation Budget is below: <ul style="list-style-type: none"> ○ Fund 10000 State Appropriation ○ Department 1210000 Dept. of Art ○ Program 11100 General Instruction ○ Class 11000 General Operations ○ Account 700000 Operating Supplies ○ Amount \$100,000 • SpeedTypes allow users to predefine combinations of ChartFields. SpeedTypes can be used to automatically enter frequently used ChartField combinations. They are intended to increase data entry speed and decrease keying errors. Most institutions do not specify an account or budget reference in their speed type definitions; therefore, they have to be keyed after the SpeedType is selected.

Procedure

Below are step by step instructions on how to use the Enter Budget Journals component of Commitment Control to enter and maintain Appropriation budgets.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Commitment Control link.
4.	Click the Budget Journals link.
5.	Click the Enter Budget Journals link.
6.	<p>Verify the system defaults the Business Unit based on the user preferences. The Journal Date defaults to the current date and should be within the current fiscal year. In most instances, users will let the system assign the next available Journal ID.</p> <p><i>Note: Users can modify Journal ID and Journal Date fields, if needed.</i></p>
7.	Click the Add button. The system navigates to the Enter Budget Journals page and defaults to the Budget Header tab. The Budget Header tab is used to enter budget header information, such as the Business Unit, Journal ID, Journal Date, Commitment Control Ledger Group, Budget Entry type and currency.
8.	Enter or search for a Ledger Group in the Ledger Group field.
9.	Click the Budget Entry Type drop-down menu. The system defaults to Adjustment.
10.	<p>Users can choose from three Budget Entry Types:</p> <ul style="list-style-type: none"> • Original - Select Original if this is an original budget entry being made for the first time • Adjustment - Select Adjustment if this is an adjustment to an original budget amount. • Permanent Adjustment - Select Permanent Adjustment if this is an adjustment to an original budget amount and needs to be carried forward. <p><i>Note: Only Original and Permanent Adjustment budget journals are included in the next appropriation year's budget within the Budget Prep module.</i></p>
11.	Enter a Description in the Long Description field.
12.	Click the Budget Lines tab. The system navigates to the Enter Budget Journals page to enter the specific ChartField combinations.

Step	Action
13.	<p>Enter the transaction lines which make up the journal. This includes monetary and statistical amounts and ChartField values for each transaction. Once users enter the header and lines, they can request journal processing on this page.</p> <p><i>Note: Although this page is the same whether accessed through the Enter Budget Journals or Enter Budget Transfer components, the security access is different. If users need access to either page, contact the institution's local Security Administrator.</i></p>
14.	<p>The Appropriation Budgets are created only for budgetary accounts at the appropriation level. (500000, 600000, 700000 and 800000) and detail departments. Enter an Account in the Account field.</p>
15.	<p>Enter a Fund in the Fund field.</p>
16.	<p>Enter a Dept in the Dept field.</p>
17.	<p>Enter a Program in the Program field.</p>
18.	<p>Enter a Class in the Class field.</p>
19.	<p>Enter a Bud Ref in the Bud Ref field.</p>
20.	<p>Click the horizontal scrollbar to view the Amount field.</p>
21.	<p>Enter a value into the Amount field: To increase the budget, enter a positive amount; to decrease the budget, enter a negative amount.</p> <p>The system stores budget amounts in the budget ledger in the opposite sign of an amount in an actuals ledger for that entry type. For example, the normal balance for an expense account is a debit. Budget amounts are stored as credits. If users budget 1000 for an expense then they enter it as a positive amount, but the system stores the budget amount as a credit (negative amount in Commitment Control). If at a later date users wish to reduce the budgeted amount to 900, then they create a journal line with -100 in the amount field. This is true for both revenue and expenditure type budgets.</p>
22.	<p>Click the horizontal scrollbar. To insert additional budget journal lines select the plus (+) sign button.</p>
23.	<p>Click the Save button.</p>

Step	Action
24.	<p>Select one of the following processing options:</p> <ul style="list-style-type: none"> • Delete Journal: deletes current journal. Users cannot delete a posted or unposted journal. • Edit ChartFields: edits journal lines to determine if the budget journal passes ChartField validation and combination editing rules before posting. Users can perform combination editing directly, without calling the posting process. <p>The system reports any errors found on the Budget Errors page. The budget lines status reflects lines that failed combination editing; however, the header status is not updated. With proper security, users can run the posting process at a later date and perform edits again even if the preliminary Edit ChartFields ran previously.</p> <ul style="list-style-type: none"> • Post Journal: initiates the Commitment Control Posting process (FS_BP). The process edits the journal and if the journal is valid, posts it. <p><i>Note: To be more efficient, users typically edit and post budget entry journals in the background, using the Budget Posting Request page. However, each journal can be edited/posted individually on the Budget Lines page.</i></p> <ul style="list-style-type: none"> • Refresh Journal: Refreshes data on the page with data from the database. Users lose unsaved changes if they do a refresh.
25.	After choosing the appropriate process option above, and initiate the process by clicking the Process button.
26.	Click the Yes button to post the budget journal to the Commitment Control ledgers.
27.	Verify the Budget Header Status displays as <i>Posted</i> . If errors exist, click the Budget Errors tab, and determine actions required to correct the journal.