

## KK.020.003 - ENTERING AND MAINTAINING ORGANIZATION BUDGETS

<p><b>Purpose</b></p>	<ul style="list-style-type: none"> <li>• To identify required information on the Budget Header page.</li> <li>• To identify when to use the Generate Parent Budget(s) checkbox.</li> <li>• To enter an Organization budget journal.</li> <li>• To identify required ChartField information on the Budget Lines page.</li> <li>• To add/delete rows from a budget journal.</li> <li>• To identify different Journal Process options.</li> <li>• To post an Organization budget journal</li> </ul>
<p><b>Description</b></p>	<p>The ORG Ledger Group is established as a “Track Without Budget” 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 Summary Account 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><b>Security Role</b></p>	<p>BOR_KK_BUDGET_ENTRY</p>

<p><b>Dependencies/ Constraints</b></p>	<ul style="list-style-type: none"> <li>• All accounting transactions related to this organization budget check the budget for verification of available funds.</li> <li>• Users/Institutions need to enter the Appropriation Budget before an Organization Budget. The Organization Budgets are created only for budgetary accounts at the organization level (ex. 511000, 630000, 702000 and 818000).</li> <li>• The Organization Budgets are created for departments at the Detail Department level. The organization budgets for Personal Services contain a monetary value for target purposes. The organization budgets for Non-Personal Services may contain a target monetary value if needed, but it is suggested that instead of using a one value use a zero value. The “Allow Overdraft” function is used for all organization budgets.</li> <li>• 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.</li> </ul>
<p><b>Additional Information</b></p>	<ul style="list-style-type: none"> <li>• System validation is performed as users create transactions.</li> <li>• A sample Organization Budget is below:             <ul style="list-style-type: none"> <li>○ Fund                    10000</li> <li>○ Department        1100000 Admissions</li> <li>○ Program             11100 Gen Instruction</li> <li>○ Class                 11000 General Operations</li> <li>○ Account            714000 Operating Supplies</li> <li>○ Amount              \$0</li> </ul> </li> <li>• 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.</li> </ul>

## Procedure

Below are step by step instructions are how to use the Enter Budget Journals component of Commitment Control to enter and maintain Organization budgets. In addition, the user selects the Generate Parent Budget(s) checkbox to automatically create the parent level budget journal.

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

Step	Action
11.	<p><b>Parent Budget Options:</b> Use these options to automatically create parent level budget and budget transfer impacts for a budget hierarchy no matter how many child to parent budget layers there might be.</p> <p>The Generate Parent Budget(s), Use Default Entry Event, and Parent Budget Entry Type check boxes are available only under certain setup and security options.</p> <p><i><b>Note:</b> For USG institutions, the APPROP ledger is a parent of the ORG and the PRMST_EX ledger is a parent of the PROJ_GRT ledger. Therefore, when users enter budgets for ORG or PROJ_GRT they have the ability to automatically populate the APPROP or PRMST_EX ledger.</i></p>
12.	<p>The Generate Parent Budget(s) checkbox can be used to automatically create the parent level budget journal once the child level budget journal has been posted. Click the <b>Generate Parent Budget(s)</b> checkbox.</p>
13.	<p>Click the relevant entry in the <b>Parent Budget Entry Type</b> drop-down menu.</p>
14.	<p>Enter a Description in the <b>Long Description</b> field.</p>
15.	<p>Click the <b>Budget Lines</b> tab. The system navigates to the Enter Budget Journals page to enter the specific ChartField combinations.</p>
16.	<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><b>Note:</b> 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>
17.	<p>The Organization Budgets are created only for budgetary accounts at the organization level (ex. 511000, 630000, 702000 and 818000). Enter an Account in the <b>Account</b> field.</p>
18.	<p>Enter a Fund in the <b>Fund</b> field.</p>
19.	<p>Enter a Department in the <b>Dept</b> field.</p>
20.	<p>Enter a Program in the <b>Program</b> field.</p>
21.	<p>Enter a Class in the <b>Class</b> field.</p>
22.	<p>Enter a Budget Reference in the <b>Bud Ref</b> field.</p>
23.	<p>Click the horizontal scrollbar to view the <b>Amount</b> field.</p>

Step	Action
24.	<p>Enter a value into the <b>Amount</b> 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>
25.	<p>If needed, click the horizontal scrollbar to insert additional budget journal lines by selecting the plus (+) sign button.</p>
26.	<p>Click the <b>Save</b> button.</p>

Step	Action
27.	<p>Select one of the following processing options:</p> <ul style="list-style-type: none"> <li>• <b>Copy Journal:</b> copies the current journal.</li> <li>• <b>Delete Journal:</b> deletes the current journal. Users cannot delete a posted or unposted journal.</li> <li>• <b>Edit Chartfields:</b> edits journal lines to determine if the budget journal passes ChartField validation and combination editing rules before posting. Users can complete combination editing directly, without calling the posting process.</li> </ul> <p>Any errors found are reported 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 the posting process can run at a later time and edits performed again even if the preliminary Edit Chartfields ran previously.</p> <ul style="list-style-type: none"> <li>• <b>Post Journal:</b> initiates the Commitment Control Posting process (FS_BP). The process edits the journal and if the journal is valid, posts it.</li> </ul> <p><i><b>Note:</b> 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"> <li>• <b>Refresh Journal:</b> Refreshes the data on the page with data from the database. Users lose unsaved changes if they do a refresh.</li> <li>• <b>Submit Journal:</b> Select this check box to submit a budget journal for approval upon saving the page. Then select submit journal from the dropdown. This check box is disabled if the journal has already been submitted for approval. If budget journal approval is enabled, journal posting for a journal is not allowed before final approvals are received for the budget journal and any validation errors are resolved.</li> </ul>
28.	After choosing the appropriate process option above, and initiate the process by clicking the <b>Process</b> button.
29.	Click the <b>Yes</b> button to post the budget journal to the Commitment Control ledgers.

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Step	Action
30.	Verify the <b>Budget Header Status</b> displays as <i>Posted</i> . If errors exist, click the Budget Errors tab, and determine actions required to correct the journal.