KK.020.019 - ENTERING AND MAINTAINING PROJECT BUDGETS

Purpose	• To enter a Project budget journal. • To identify required information on the Budget Header page. • To identify required ChartField information on the Budget Lines page. • To add/delete rows from a budget journal. • To identify different Journal Process options. • To post a Project budget journal.
Description	Projects are defined as internal initiatives funded out of regular operating budgets. These projects have overall budgets established when the project is set up and may span over one or multiple years. Yearly budgets are maintained in the PROJ_GRT Ledger group and overall/cumulative budgets are stored in the PRMST_EXP Ledger Group. Cumulative budgets for grants do not update or interface from the Budget Prep module. The control option (Control/Track) is defined by the ChartField definition at the individual project level. Therefore, users must refer back to the project definition to determine the budget type. Budget Journals keyed to the PROJ_GRT Ledger Group must include the following ChartFields: Account (at the Summary Account level of the BDXLATE_ACCOUNT tree), Class, Department, Project, Fund Code, Program and Budget Reference. The Budget Period field defaults based on the Budget Reference entered and should not be changed. For the project to be valid for budgeting, the Project Sync process must run. Please refer to GL.010.007 - Running the Project Sync business process for further details.
Security Role	BOR_KK_BUDGET_ENTRY

Dependencies/ Constraints	• Georgia*FIRST* Grants (sponsored projects) and Projects may require Project/Grant budgets at the Summary Account level depending upon project/grant definition. • Budget years available for multiyear project/grant budgets ~~will~~ depend upon the budget years in the Budget Tree. • All accounting transactions related to this project/grant budget will check the budget for verification of available funds. • The Project/Grant budget date must be between the Project/Grant begin and end date defined on the Project ChartField component. • The Project/Grant budget control is determined using the Design ChartField panels and does not use the usual Budget Control setup common to other controlled budgets. • 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. • System validation is performed as users create transactions.
Additional Information	For reasons of efficiency, 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.

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Procedure

Below are step by step instructions on how to Enter Budget Journals component of Commitment Control in order to enter and maintain Project 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.	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 let the system assign the next available **Journal ID.** *Note: Users can modify Journal ID and Journal Date fields, if needed.*
7.	Click the **Add** button. The system navigates to the Enter Budget Journals 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.	Users can choose from three Budget Entry Types: • **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. *Note: Only Original and Permanent Adjustment budget journals are included in the next appropriation year's budget within the Budget Prep module.*

Step	Action
11.	**Parent Budget Options:** 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. 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. **Note:** *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.*
12.	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 **Generate Parent Budget(s)** checkbox.
13.	Click the relevant entry in the **Parent Budget Entry Type** drop-down menu.
14.	Enter a Description in the **Long Description** field.
15.	Click the **Budget Lines** tab. The Budget Lines page is used to enter the specific ChartField combinations. The system navigates to the Enter Budget Journals page to enter the specific ChartField combinations.
16.	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. **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.*
17.	Enter an Account in the **Account** field.
18.	Enter a Fund in the **Fund** field.
19.	Enter a Dept in the **Dept** field.
20.	Enter a Program in the **Program** field.
21.	Enter a Class in the **Class** field.
22.	Enter a Budget Reference in the **Budget Reference** field.
23.	Click the horizontal scrollbar to view the **Amount** field.

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Step	Action
24.	Enter an Amount in the **Amount** field. To increase the budget, enter a positive amount; to decrease the budget, enter a negative amount. 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.
25.	If needed, insert additional budget journal lines by selecting the plus **(+)** sign button. When lines are inserted, values copy from the previous line based on the Journal Line Copy Down options.
26.	Enter an Account in the **Account** field. Users can alter any ChartFields on this new row, if needed.
27.	Click the horizontal scrollbar.
28.	Enter an Amount in the **Amount** field.
29.	Click the horizontal scrollbar.
30.	Click the **Process** button.
31.	Click the **Yes** button to post the budget journal to the Commitment Control ledgers.
32.	Verify the **Budget Journal Header Status** is *Posted*. If errors exist, click the Budget Errors tab, and determine actions required to correct the journal.