

KK.020.024 - CREATING CONTROL BUDGET SPREADSHEET

Purpose	<ul style="list-style-type: none"> • To identify how to create journal entries from the Control Budget spreadsheet. • To enter Control Budget spreadsheet journals.
Description	<p>This topic demonstrates how to enter Budget Journals in the Control Budget Spreadsheet. After saving the Budget Journal lines, the Create Journal Entries button allows users to create a journal entry batch file. When users are ready to load the journal entries into PeopleSoft, proceed to business process KK.020.025 - Importing Budget Journals to execute the batch file upload process.</p>
Security Role	BOR_KK_BUDGET_ENTRY
Dependencies/ Constraints	<p>Users must set up user preferences before they can run this business process. For more information, refer to KK.020.023 – Setting Budget Spreadsheet Preferences.</p>
Additional Information	None

Procedure

Below are step by step instructions are how to enter Budget Journals in the Control Budget Spreadsheet.

Step	Action
1.	If this is the first time completing this business process, retrieve spreadsheet document from the BOR Spreadsheet Upload Files on the GeorgiaFIRST website.
2.	Click BOR Spreadsheet Upload Files.
3.	Click OK.
4.	Click BOR Journal Upload.
5.	Open appropriate document for business transaction. <i>Note: For testing purposes use FPLAY and for actual business use, use FPROD.</i>
6.	Verify the Business Unit defaults into the Business Unit field. <i>Note: if users have not set up user preferences, the business unit information will not default. To set up user preferences, refer to KK.020.023 – Setting Budget Spreadsheet Preferences.</i>
7.	Enter the Journal ID or type ' NEXT ' into the Journal ID field for the system to generate the next sequential Journal ID.
8.	Enter a date in the Journal Date field.
9.	Enter a Description in the Description field. <i>Note: the Long Description is optional and provides users the opportunity to add additional journal information.</i>
10.	Select the Ledger Type from the Ledger Group drop-down menu.
11.	Click in the Budget Entry Type field.
12.	Select from three Budget Entry Types: Original , Adjustment and Permanent Adjustment . <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
13.	<p>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.</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>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.</i></p>
14.	If using Parent Budget Options, select Yes from the Generate Parent drop-down menu.
15.	Enter a Budget Reference in the Bud Ref field.
16.	Enter a Fund number in the Fund field.
17.	Enter an Account number in the Account field.
18.	Enter a Department number in the Department field.
19.	Enter a Program number in the Program field.
20.	Enter a Class number in the Class field.
21.	If needed, add a Project ID to the Project field.
22.	Enter a Description in the Description field.
23.	If needed, add a reference number in the Reference field.
24.	<p>Enter an amount in the Amount field.</p> <p><i>Note: Budget amounts are negative for expense based budgets and positive for revenue based budgets.</i></p>
25.	<p>Enter additional lines until the journal entry is complete.</p> <p><i>Note: For a journal line to export the system requires the Fund Code or Project ID to be populated, as the system interprets a blank Fund Code or Project ID as the end of data entry.</i></p>
26.	Click the Save button.
27.	Click the Create Journal Entries button. Create the budget journal entries after saving the spreadsheet by clicking on the Create Journal Entries button.
28.	Enter a File Name in the File Name field.
29.	Click the Save button.

Step	Action
30.	Click the OK button.