



TABLE OF CONTENTS

RULES FOR PROCESSING BUDGET JOURNALS2

SUPPORTING DOCUMENTATION REQUIRED FOR BUDGET JOURNALS2

REASON’S BUDGET JOURNALS WILL BE DENIED BY THE BUDGET OFFICE3

BUDGET JOURNAL WORKFLOW PROCEDURES.....4

HOW TO DELETE A BUDGET JOURNAL5

HOW TO LOOK UP AND PRINT A BUDGET JOURNAL7

HOW TO USE THE NOTIFY BUTTON10

UNDERSTANDING BUDGET TREES AND BUDGET CHECKING.....14

BUD_EXPENSE TREE.....14

HOW TO DEFINE THE BUDGET CHECKING LEVEL17

RULES FOR PROCESSING BUDGET JOURNALS

1. There must be enough budget in the budget account (node) on the cost center to transfer from supported by 1074.1.
2. There must be proof of income for increasing the revenue budget.
3. If revenue is increased, expense must be increased.
4. Original (Base) entries are made mainly for permanent position changes. In rare instances, other base changes are made but must be approved by the Budget Office first.
5. Budget cannot be transferred across funds.
6. For Fund 4xxx cost centers, budget cannot be moved across different cost centers even if the fund is the same without written approval from the Associate Vice President for Finance. This approval must be attached to the Budget Journal.
7. Budget Accounts (nodes) with "B5xxx" can be used only with the ORG or PROJ_GRT ledger groups. Budget Accounts (nodes) with "B4xxx" can be used only with the REVEST ledger group.
8. The use of Fund, Department ID, Program, and Project/Grant ID must be a valid combination. To ensure this, Speed Type must be used to create the Budget Journal.
9. 2164 funds (DDT) cannot be transferred between schools.

SUPPORTING DOCUMENTATION REQUIRED FOR BUDGET JOURNALS

- | | |
|----------------------------|---|
| 1. ORG | 1074 Section 1 for the cost center decrease; 1033A if budgeting Fund Equity |
| 2. REVEST (Non B4035) | 1074 Section 1 showing the received revenue |
| 3. REVEST (B4035) | 1033A (Unbudgeted Fund Equity with Expense/Revenue Budget) |
| 4. ORG and/or REVEST (new) | Documentation showing funds are forthcoming and/or a copy of the check |
| 5. PROJ_GRT | 1074.1 for the cost center decrease; 1033A if budgeting Fund Equity |

REASON'S BUDGET JOURNALS WILL BE DENIED BY THE BUDGET OFFICE

1. No supporting documentation is attached.
2. Supporting documentation is not uploaded and oriented correctly (the ability to read topdown and left-to-right).
3. Inadequate supporting documentation or documentation that is not legible.
4. Wrong Approval Path is chosen (i.e. needs Provost approval)
5. There are pennies included on the Original budget journal.
6. The document number is not in the 1st 9 characters of the Journal Header Description field.
7. The document number is not in the 1st 9 characters of the Journal Line Description field.
8. Wrong Budget Ledger is chosen (ORG, REVEST, etc.).
9. A project/grant budget journal does not have the "Generate Parent Budget" box checked.
10. A Budget Journal is being processed between different fund 4 cost centers with the same fund without the written approval from the Associate Vice President for Finance uploaded to the budget journal.
11. A budget journal is being processed on State or 2064 moving funding from a salary node to a non-salary node without approval from the Budget Director.
12. The rules listed above are not followed.

In addition to this, budget journals may "fail" budget checking. If this happens, a "deny" email is sent back to the budget journal originator. The budget journal status will be marked "V" (Valid) which is the status given for an amount-based error. These journals are not posted. Once the problem causing the amount-based error is fixed, the budget journal will have to be re-entered into workflow for posting.



BUDGET JOURNAL WORKFLOW PROCEDURES

<p>Originator/Business Administrator</p>	<ol style="list-style-type: none"> 1. Obtain a document number from the departmental log for the Budget Journal. 2. Create the budget journal and save it in PeopleSoft. 3. Electronically attach the required supporting documentation for the budget journal. 4. Select "Approve" and "Apply" on the Approval 2 tab to enter the budget journal into workflow. 5. Budget Journals may only be submitted weekly on Thursdays.
<p>Business Administrator</p>	<ol style="list-style-type: none"> 6. Monitor the budget journal worklist reviewing each budget journal along with its supporting documentation. 7. Select an Approval Action for the budget journal on the Approval 2 tab.
<p>Provost (depending on the path selected)</p>	<ol style="list-style-type: none"> 8. Review each budget journal on the worklist along with the supporting documentation. 9. Select an approval action for the budget journal on the Approval 2 tab.
<p>Budget Office</p>	<ol style="list-style-type: none"> 10. Review each budget journal on the worklist along with the supporting documentation. 11. Select an Approval Action for the budget journal on the Approval 2 tab. 12. Post the budget journal. If the budget journal fails posting and returns a status of "V", print the budget journal and resolve amount-based error with department. 13. Complete the accompanying journal entry form if the budget journal transfers funds between cost centers. Submit the Journal Entry to General Accounting for processing.

HOW TO DELETE A BUDGET JOURNAL

A budget journal can only be deleted by the initiator of the budget journal. The only budget journals that can be deleted are budget journals that are not approved, or posted.

To delete the budget journal, click the **View Item** hyperlink on the worklist, or navigate as follows:

COMMITMENT CONTROL – MAINTAIN BUDGETS – BUDGET JOURNALS – ENTER BUDGETJOURNALS

1. Go to Find an Existing Value Tab.
2. Enter the "**00759**" for the business unit and any other information available such as:
 - Budget Journal ID
 - Budget Journal Date
 - Document Number from the Departmental Log in the Description field
 - The User ID of the Creator
3. Click the **Search** button.



The screenshot shows the 'Budget Lines' tab in the PeopleSoft General Ledger interface. The 'Process' dropdown menu is set to 'Delete Journal'. The 'Process' button is highlighted. The interface displays two budget lines with the following details:

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Opti
<input type="checkbox"/>	1	ORG_BD		B5009	1052	C0153	F1096	BP2021	NA	Set Op
<input type="checkbox"/>	2	ORG_BD		B5009	1052	C0019	F0303	BP2021	NA	Set Op

The 'Totals' section shows:

Total Lines:	2	Total Debits:	50.00	Total Credits:	50.00
--------------	---	---------------	-------	----------------	-------

Navigation buttons include Save, Return to Search, Notify, Refresh, Add, and Update/Display. The breadcrumb trail is: Budget Header | Budget Lines | Budget Errors | Approval | Approval 2 | Approval History | Documents.

4. Go to Budget Lines Tab.
5. Select "Delete Journal" from the Process drop-down menu.
6. Click the **Process** button.

The following question is displayed:

Message

Are you sure that you want to delete this journal? (5010,30)

6

Click the **Yes** button.

HOW TO LOOK UP AND PRINT A BUDGET JOURNAL

To look up and print a budget journal, navigate as follows:

COMMITMENT CONTROL – MAINTAIN BUDGETS – BUDGET JOURNALS – ENTER BUDGETJOURNALS

The screenshot shows the 'Enter Budget Journals' page in PeopleSoft. The breadcrumb trail is 'Main Menu > Commitment Control > Budget Journals > Enter Budget Journals'. The 'Find an Existing Value' tab is selected. The search criteria are as follows:

Field	Operator	Value
Business Unit	=	00759
Journal ID	begins with	0003882454
Journal Date	=	
UnPost Sequence	=	
Budget Header Status	=	
Description	begins with	
User ID	begins with	8006680

The 'Search' button is highlighted with a red box. Below the search criteria, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'. The 'Find an Existing Value | Add a New Value' link is also visible.

1. Go to Find an Existing Value Tab.
2. Enter the "**00759**" for the business unit and any other information available such as:
 - Budget Journal ID
 - Budget Journal Date
 - Document Number from the Departmental Log in the Description field
 - The User ID of the Creator
3. Click the **Search** button.

Budget Header | Budget Lines | Budget Errors | Approval | Approval 2 | Approval History | **Documents** 4

Unit: 00759 Journal ID: 0003882454 Date: 08/26/2021

Budget Header Status: N

Print Journal Entry Details 5 Include Approval History

Budget Jnl Document Images

Display Active Documents Only Add New Document

Find | View All First 1 of 1 Last

Secured Document Details

Document Status: Active Document Seq Nbr: 1

Created By: 8006680 Scardino, Maria Cecilia Entico

Created Date/Time: 08/26/21 12:36:45PM

Last Update User ID: 8006680 Scardino, Maria Cecilia Entico

Last Update Date/Time: 08/26/21 12:36:45PM

Image Type: PDF

Save Return to Search Notify Refresh

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approval](#) | [Approval 2](#) | [Approval History](#) | [Documents](#)

4. Go to Documents Tab.
5. Click the **Print Journal Entry Details** hyperlink.



The budget journal opens in a new window and can be printed.

Commitment Control		University of Houston System				Run Date: 08/26/2021					
	Header BU: 00759	BUDGET JOURNAL ENTRY DETAIL				Run Time: 04:04:53					
	Fiscal Year: 2021										
	Acctg Period: 12										
Journal ID: 0003882454	Budget Entry Type:	Adjustment	Ledger Group:	ORG							
Date: 08/26/2021	Edit / Hdr Status:	None	Created By:	8006680 Scardino, Maria Cecilia Entico							
Description: C0075B021 TRANSFER BUDGET BETWEEN COST CENTERS.			Post Date:								
Line #	Account	Fund	Dept#	Prog	Project	Bdgt Ref	Stat Code	Stat Amt	Line Ref	Line Description	Amount
1	80009	1052	C0123	F1596	NA	BP2021		0		C0075B021 MOVE BUDGET	\$0.00
2	80009	1052	C0019	P2050	NA	BP2021		0		C0075B021 MOVE BUDGET	-\$0.00

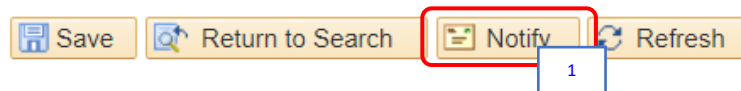
Totals for Journal: 0003882454 Total Lines: 2 Total Debits: 50.00 Total Credits: 50.00

Signatures: _____ Date: _____

Approval: _____
 Created By: 8006680 Scardino, Maria Cecilia Entico Date Printed: 08/26/2021 Journal Dt.: 08/26/2021

HOW TO USE THE NOTIFY BUTTON

The Notify button is used to send an email and link to the budget journal to another user that has access to PeopleSoft Financials. The Notify button is located at the bottom of the budget journal pages.



1. Click the **Notify** button located at the bottom of the budget journal pages.

The Send Notification page is displayed.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

[Lookup Recipient](#) 2

To: 2

CC:

BCC:

Priority:

Subject: <Enter Subject here>

Template: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2021-08-27

Message:

Delivery Options
 RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

2. Click the **Lookup Recipient** hyperlink to look up for the email address or enter the email address directly in the "To" section.

If the **Lookup Recipient** hyperlink is clicked, the Lookup Address page is displayed.

Send Notification

Lookup Address

3. Enter the last name of the individual.
4. Click the **Search** button.

The list of matching names is displayed.

Search Results				Personalize	Find	View All	First	1-10 of 10	Last
To	cc	bcc	Recipient	Email Address	User ID				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Tara Renee	trscardino@uh.edu	0355756				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Daniel Robinson		0415075				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Andrew Thomas	atscardino@uh.edu	0929445				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Jessica Cheyenne	jessicascardino@gmail.com	1375617				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Adam Joseph	adamjscardino@gmail.com	1617163				
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Maria Cecilia Entico	Scardino@UHCL.edu	8006680				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Sarah Ann	SCARDINOS@uhv.edu	1796114				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	ScardinoDONOTUSEsee0815552, Mary K	mkscardino@gmail.com	1802087				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Dylan Casey	scardinod4@gator.uhd.edu	1850794				
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Scardino, Toni Danielle	tdscardino@uh.edu	2114455				

6 Add to Recipient List

5. Check the "To" box.
6. Click the **Add to Recipient List** button.

The name is added to the Recipient List section.

Recipient List

To: Scardino, Maria Cecilia Entico/8006680

CC:

BCC:

7 OK Cancel

7. Click the **OK** button.

The name has been transferred to the Send Notification page.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: Scardino, Maria Cecilia Entico/8006680

CC:

BCC:

Priority:

Subject: Budget Journal

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2021-08-28

Message: Please add supporting documentation.

Lookup Recipient

Delivery Options

Rich Text

10 OK Cancel Apply

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

8. Enter a **subject** appropriate for the email in the *Subject* field.
9. Enter the **email message** in the *Message* field.
10. Click the **OK** button to send the email.



The email is sent to the recipient.

The screenshot shows an email interface. At the top, there are icons for email, print, and other actions, followed by 'FROM' and 'SUBJECT' fields. The email is from 'Scardino@UHCL.edu' with the subject 'Budget Journal'. The body of the email includes a 'Workflow Notification' section with the following details: 'Priority:', 'Date Sent: 2021-08-28', and 'Sent To: Scardino, Maria Cecilia Entico/8006680'. Below this, there is a 'cc:' field and a message text area. The message text contains a link to a PeopleSoft transaction, which is highlighted with a red box. A callout box with the number '11' points to this link. The link text is: [https://urldefense.com/v3/https://dev.my.uh.edu:8139/psp/fs91st/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_BUDGET_ENTRY.GBL?Page=KK_BD_ENTRY1&BUSINESS_UNIT=00759&JOURNAL_DATE=2021-08-26&JOURNAL_ID=0003882454&UNPOST_SEQ=0&Action=U_!!BCROFSePrR4x!XTQbnnZuGk8rYqovuQ4ZS7YRiT0pubD9d1wldY1E8hx6uf3jkvpjG45q0d_6_bs\\$](https://urldefense.com/v3/https://dev.my.uh.edu:8139/psp/fs91st/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_BUDGET_ENTRY.GBL?Page=KK_BD_ENTRY1&BUSINESS_UNIT=00759&JOURNAL_DATE=2021-08-26&JOURNAL_ID=0003882454&UNPOST_SEQ=0&Action=U_!!BCROFSePrR4x!XTQbnnZuGk8rYqovuQ4ZS7YRiT0pubD9d1wldY1E8hx6uf3jkvpjG45q0d_6_bs$)

11. Open the email and click on the hyperlink within the email. If PeopleSoft is already up, the budget journal will be displayed. If PeopleSoft is not already up, the sign on page will be displayed. Sign onto PeopleSoft and navigate to the Budget Journal.

UNDERSTANDING BUDGET TREES AND BUDGET CHECKING

There are two trees used in the budget checking processing. They are the BUD_EXPENSE and BUD_REVEST trees. These trees govern the budget checking process for revenue and expense transactions. Budgets must be established by budget node and accounts roll up under the budget nodes. If a budget does not exist for a budget node and an attempt is made to process an expenditure transaction, the transaction will fail budget checking with a message "NO BUDGET EXISTS". When this occurs, a budget must be created on the node for the transaction to pass budget checking or the account value must be changed to one that is tied to a node that has a budget.

Revenue transactions rarely fail budget checking. PeopleSoft allows revenue to post without a budget node existing.

Budget checking for regular expenditure transactions (non-project) occur at level 3 on the BUD_EXPENSE tree. Revenue transactions budget check at level 2. Project/Grant transactions budget check at whatever level has been defined for the Project/Grant ID in the Budget Key Translation Table which is defined via the Request for Cost Center Action for 9.1 Form.

BUD_EXPENSE TREE

To access the BUD_EXPENSE tree, navigate as follows:

MENU – TREE MANAGER – TREE VIEWER



Tree Viewer

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

Find an Existing Value

▼ Search Criteria

Search by: Tree Name ▼ begins with **BUD_EXPENSE** 1

2 Search Advanced Search

Search Results

View All First 1-11 of 11 Last

Tree Name	SetID	Set Control Value	Effective Date	Description	Category	Valid Tree
BUD_EXPENSE	00797	(blank)	09/01/2017	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2016	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2013	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2010	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2009	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2007	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2006	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2005	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2004	Budget Rollup for Expenses	DEFAULT	Valid
BUD_EXPENSE	00797	(blank)	09/01/2003	Budget Rollup for Expenses	BUDGET	Valid
BUD_EXPENSE	00797	(blank)	08/31/1998	Budget Rollup for Expenses	BUDGET	Valid

1. Enter “**BUD_EXPENSE**” in the *Search* field.
2. Click the **Search** button.
3. Choose the latest effectivedated tree.

Tree Viewer

SetID 00797 Last Audit Valid Tree

Effective Date 09/01/2017 Status Active

Tree Name BUD_EXPENSE Budget Rollup for Expenses

Close Display Options Print Format

Collapse All | Expand All First Page 6 of 313 Last Page

- 📁 B5000 - TOTAL EXPENSES BUDGET
 - 📁 B5001 - L2 - DEFINED EXPENSES
 - 📁 B5002 - L2-SALARY AND WAGES
 - 📁 B5003 - L2-FRINGE BENEFITS
 - 📁 B5004 - L2-MAINTENANCE AND OPERATIONS
 - 📁 B5062 - L2-RESEARCH RESERVE

Notify

4. Click **Expand All** to expand the tree.

Tree Viewer

SetID 00797 Last Audit Valid Tree
Effective Date 09/01/2017 Status Active
Tree Name BUD_EXPENSE Budget Rollup for Expenses

Close Display Options **Print Format** 5

Collapse All | Expand All Find First Page 60 of 313 Last Page

B5000 - TOTAL EXPENSES BUDGET

- └─ B5001 - L2 - DEFINED EXPENSES
 - └─ B5005 - L3 - COST OF GOODS SOLD
 - └─ B5028 - L4 - COST OF GOODS SOLD
 - └─ B5029 - L5 - COST OF GOODS SOLD
 - └─ [50000 - 50024]
 - └─ B5027 - L3 - BAD DEBT EXPENSE
 - └─ B5032 - L4 - BAD DEBT EXPENSE
 - └─ B5033 - L5 - BAD DEBT EXPENSE
 - └─ [50025 - 50049]
- └─ B5002 - L2 - SALARY AND WAGES

Notice accounts 50000 – 50024 roll up to budget nodes B5029 which is level 5, B5028 which is level 4, and B5005 which is level 3. This defines where PeopleSoft expects to see a budget.

- To print the tree, click the **Print Format** hyperlink.

All cost centers that have “NA” for a Project ID, budget check expenditure transactions at level 3. This is the budget node where PeopleSoft will expect to see a budget set up. If a budget is not set up on this node, the transaction will receive a budget error of “no budget exists”. To fix this error, either establish a budget that equals or exceeds the expenditure on the budget node OR change the account on the transaction to a different account that rolls up to a budget node where a budget has been established.

All cost centers that have a value OTHER THAN “NA” can be defined to budget check at a different level. If no definition is made, the default level to budget check at is level 4. The reason for this is many granting agencies require a finer level of reporting. Allowing budget checking at a different level helps with this requirement.



HOW TO DEFINE THE BUDGET CHECKING LEVEL

To define a different budget checking level for a project/grant cost center, enter the level on the Request for Cost Center Action for 9.1 Form using the Budget Key field.

Complete for Project Cost Center											
(Required for Modify and Inactivate)		(Required) 3									
Project ID:	<input type="text"/>	Project Description:	<input type="text"/>								
(Required for Create)		(Required for									
Budget Key:	<input type="text"/>	Overall Amount:	<input type="text"/>								
(Required for Create or Modify)											
Project Start Date:	<table border="1"><tr><td>M</td><td>M</td><td>D</td><td>D</td><td>Y</td><td>Y</td><td>Y</td><td>Y</td></tr></table>	M	M	D	D	Y	Y	Y	Y	Project End D:	<input type="text"/>
M	M	D	D	Y	Y	Y	Y				

To find the budget checking level for a project/grant cost center, navigate as follows:

MAIN MENU – BUSINESS PROCESSES – GL – CUSTOM PROJECT SETUP

Custom Project Setup

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

Find an Existing Value

▼ **Search Criteria**

SetID: 1

Project: 2

Include History Correct History

3 Basic Search

1. Enter **00759** for the SetID.
2. Enter the project or grant ID value.
3. Click the **Search** button.



The Custom Project Set ID page is displayed.

Setup KK For Project	Project Reporting	Project Funding	IDC Project Rates	Fed Assist Pass Thru To
SetID: 00759	Project: G520106	DOED CARES Funds		
Project Master and Cost Center				
*Budget Status: Default		Business Unit Default (Both): Open		
Begin Date: 04/16/2020	End Date: 07/31/2022			
Project Master (Header)				
*Commitment Control Option: Default from Higher Level		Business Unit Default (PRMST_EXP): Control		
Project Cost Center				
*Commitment Control Option: Tracking w/ Budget		Business Unit Default (PROJ_GRT): Control		
Ruleset: LEVEL_5	Level Name: LEVEL5			
Project Definition				
*Grants Project No		*Project Type OTHER		
Control Option Help				
Save	Return to Search	Notify	Update/Display	Include History
Correct History				

Setup KK For Project | Project Reporting | Project Funding | IDC Project Rates | Fed Assist Pass Thru To

The budget checking definition is listed at the bottom in the Project Cost Center section under "Ruleset".