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RULES FOR PROCESSING BUDGET JOURNALS

1. There must be enough budget in the budget account (node) on the cost center to transferfrom 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 ifthe 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 ifbudgeting 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 budgetingFund 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 uploadedto 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 issent 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

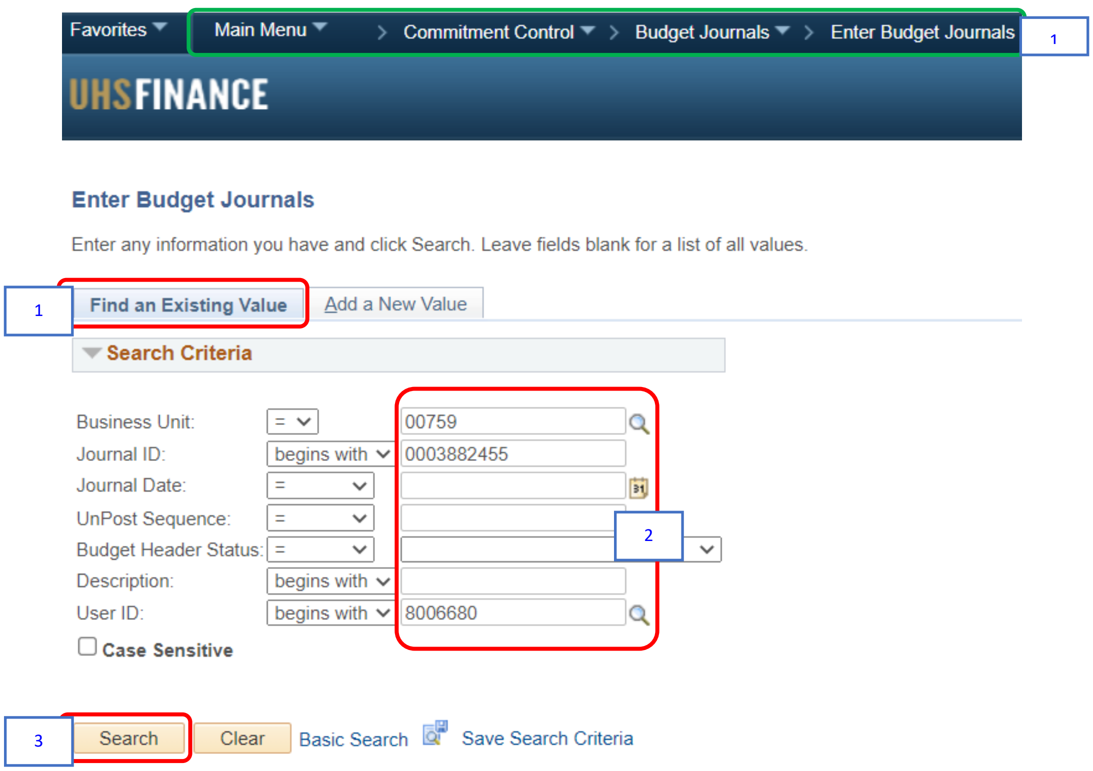
Originator/Business Administrator	1. Obtain a document number from the departmental log for the Budget Journal. 2. Create the budget journal and save it inPeopleSoft. 3. Electronically attach the required supportingdocumentation for the budget journal. 4. Select "Approve" and "Apply" on the Approval 2 tab to enter the budget journal into workflow. 5. Budget Journals may only be submitted weekly on Thursdays.
Business Administrator	6. Monitor the budget journal worklist reviewingeach budget journal along with its supporting documentation. 7. Select an Approval Action for the budgetjournal on the Approval 2 tab.
Provost (depending on the path selected)	8. Review each budget journal on the worklist along with the supporting documentation. 9. Select an approval action for the budget journalon the Approval 2 tab.
Budget Office	10. Review each budget journal on the worklist along with the supporting documentation. 11. Select an Approval Action for the budget journalon the Approval 2 tab. 12. Post the budget journal. If the budget journalfails posting and returns a status of "V", print the budget journal and resolve amount-basederror 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

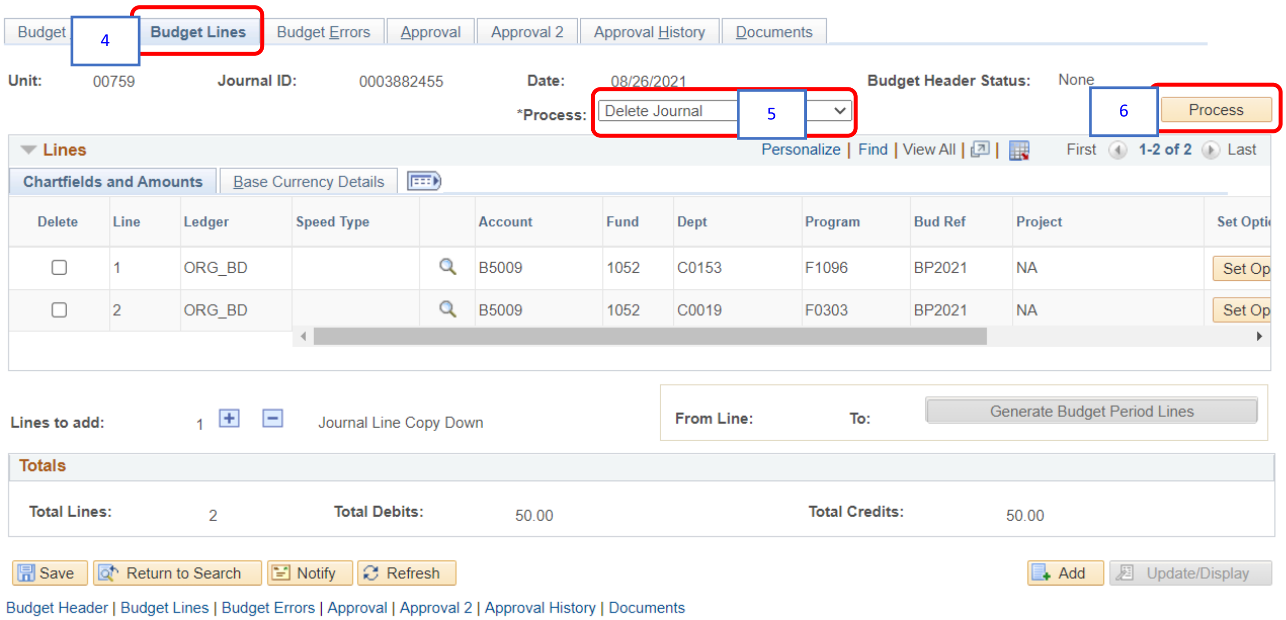
A budget journal can only be deleted by the initiator of the budget journal. The only budget journals that can be deleted are budget journals that are not approved, or posted.

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

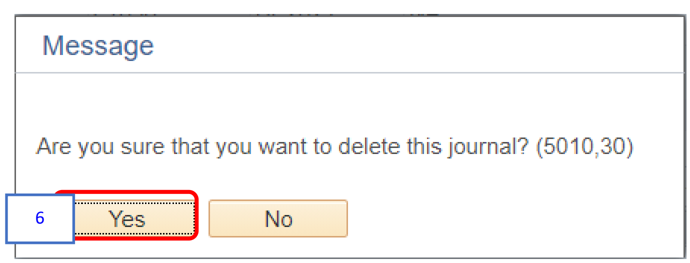


1. Go to Find an Existing Value Tab.
2. Enter the "***00759***" for the business unit and any other information available such as:
    - Budget Journal ID
    - Budget Journal Date
    - Document Number from the Departmental Log in the Description field
    - The User ID of the Creator
3. Click the **Search**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



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:

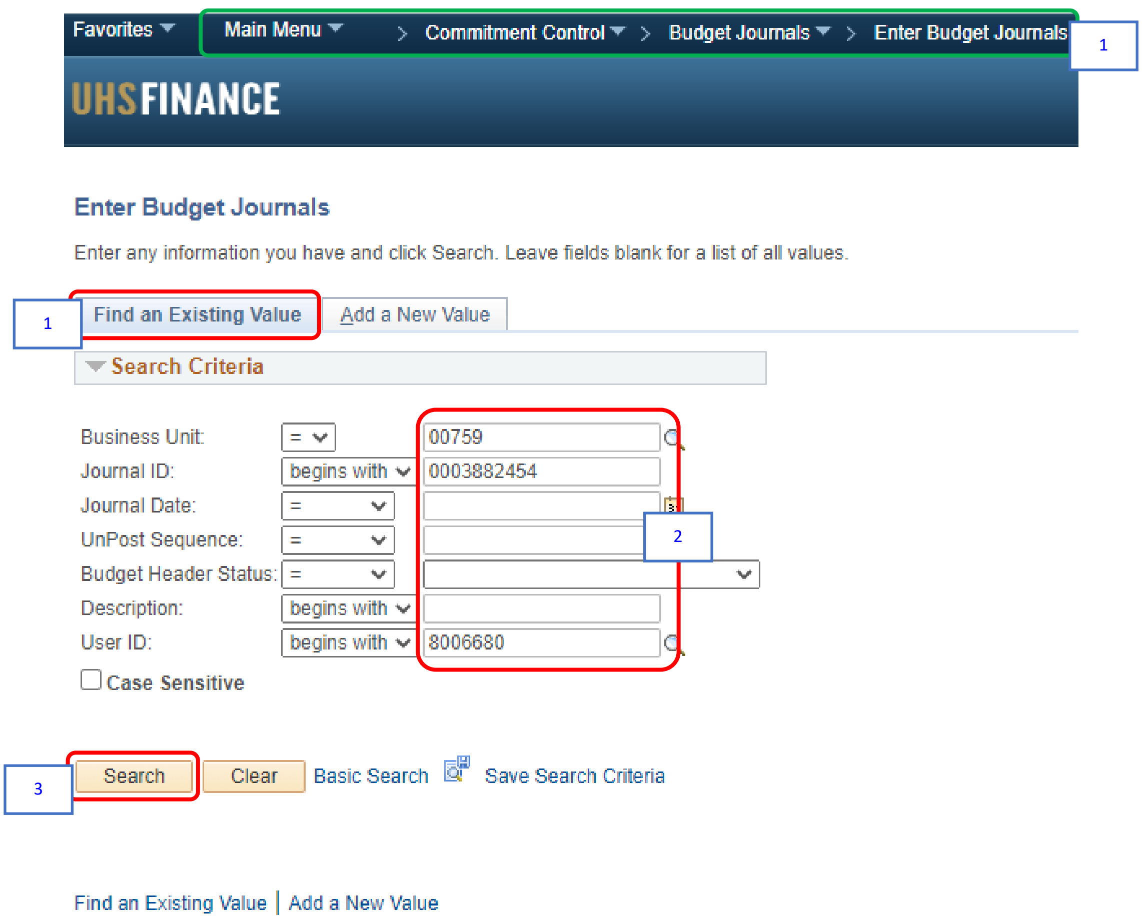


Click the **Yes** button.

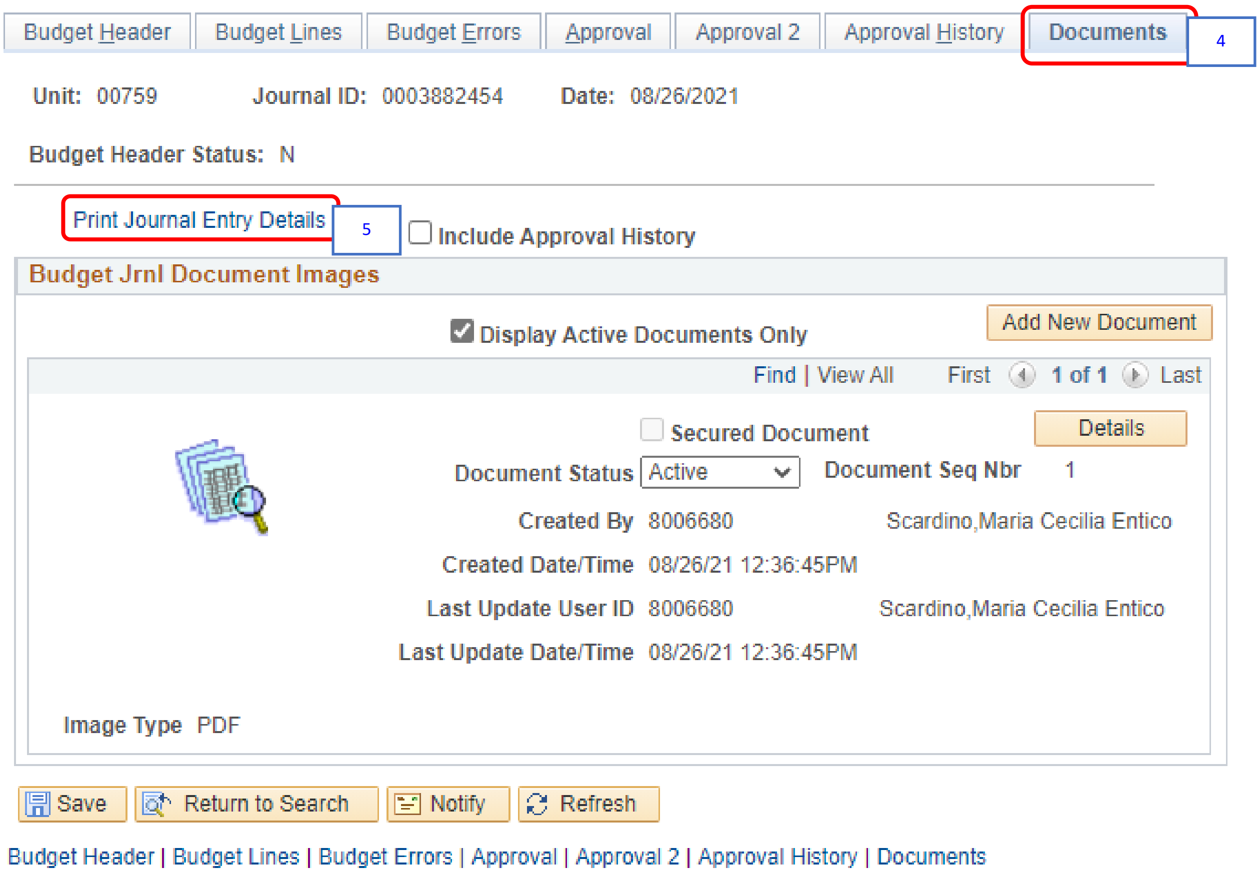
HOW TO LOOK UP AND PRINT A BUDGET JOURNAL

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

COMMITMENT CONTROL – MAINTAIN BUDGETS – BUDGET JOURNALS – ENTER BUDGETJOURNALS



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.



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

Header BU: 00759
Fiscal Year: 2021
Acctg Period: 12

University of Houston System
BUDGET JOURNAL ENTRY DETAIL

Run Date: 08/26/2021
Run Time: 04:04:53

Journal ID: 0003882454
Date: 08/26/2021
Description: C0078B021 TRANSFER BUDGET BETWEEN COST CENTERS.

Budget Entry Type: Adjustment
Edit / Hdr Status: None

Ledger Group: ORG
Created By: 8006680 Scardino,Maria Cecilia Entico
Post Date:

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B5009	1052	C0153	F1096	NA	BP2021		0		C0078B021 MOVE BUDGET	50.00
2	B5009	1052	C0019	F0303	NA	BP2021		0		C0078B021 MOVE BUDGET	-50.00

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

Signatures ______________________ **Date** ______________________

______________________ ______________________

______________________ ______________________

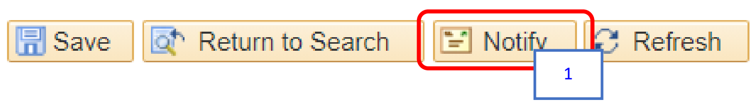
______________________ ______________________

Approval: ______________________ ______________________

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

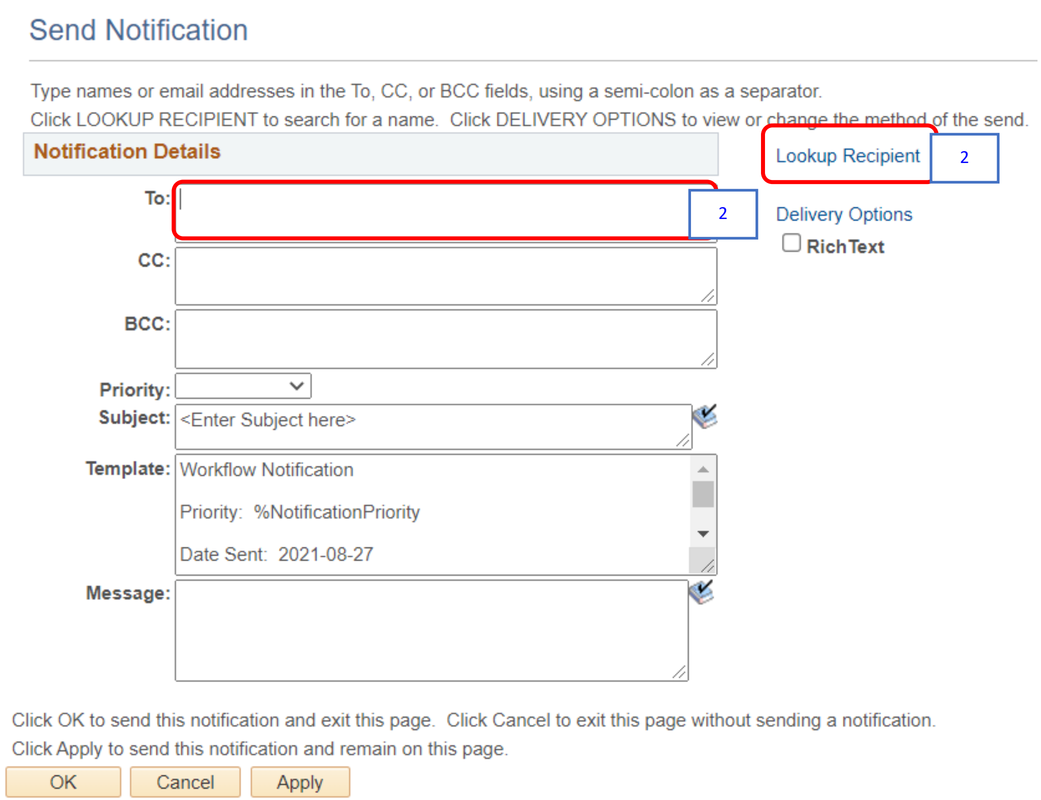
HOW TO USE THE NOTIFY BUTTON

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



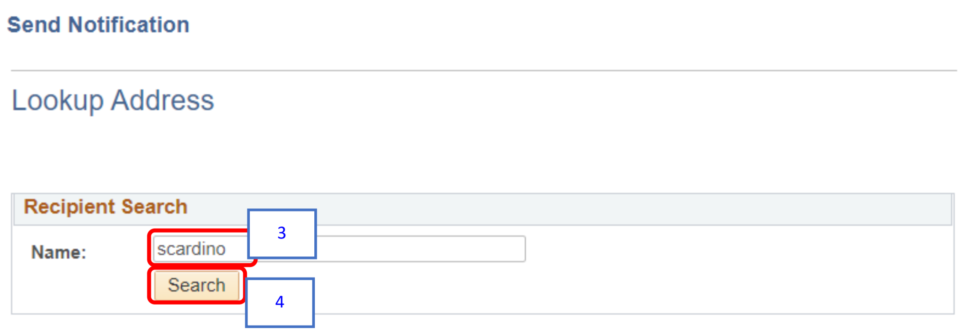
1. Click the **Notify** button located at the bottom of the budget journal pages.

   The Send Notification page is displayed.



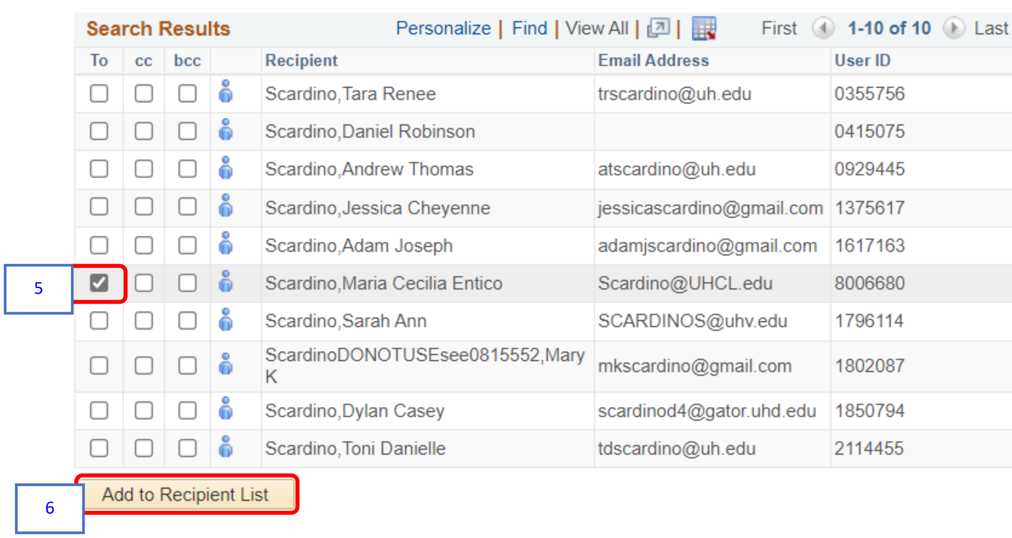
2. Click the **Lookup Recipient** hyperlink to look up for the email address or enter theemail address directly in the “To” section.

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



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

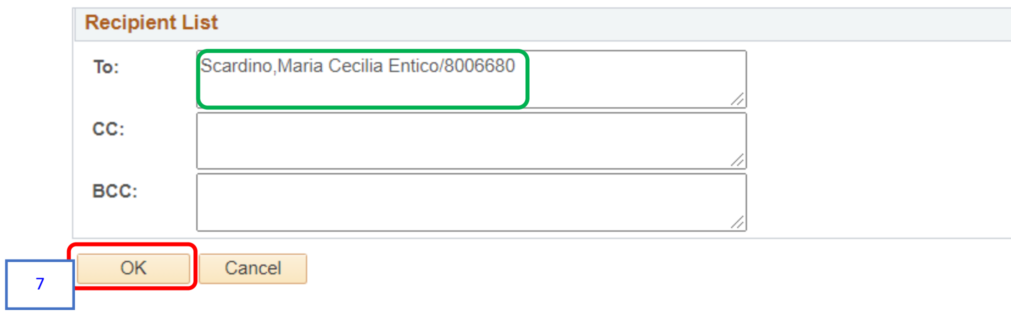
The list of matching names isdisplayed.



To	cc	bcc		Recipient	Email Address	User ID
☐	☐	☐		Scardino,Tara Renee	trscardino@uh.edu	0355756
☐	☐	☐		Scardino,Daniel Robinson		0415075
☐	☐	☐		Scardino,Andrew Thomas	atscardino@uh.edu	0929445
☐	☐	☐		Scardino,Jessica Cheyenne	jessicascardino@gmail.com	1375617
☐	☐	☐		Scardino,Adam Joseph	adamjscardino@gmail.com	1617163
☑	☐	☐		Scardino,Maria Cecilia Entico	Scardino@UHCL.edu	8006680
☐	☐	☐		Scardino,Sarah Ann	SCARDINOS@uhv.edu	1796114
☐	☐	☐		ScardinoDONOTUSEsee0815552,Mary K	mkscardino@gmail.com	1802087
☐	☐	☐		Scardino,Dylan Casey	scardinod4@gator.uhd.edu	1850794
☐	☐	☐		Scardino,Toni Danielle	tdscardino@uh.edu	2114455

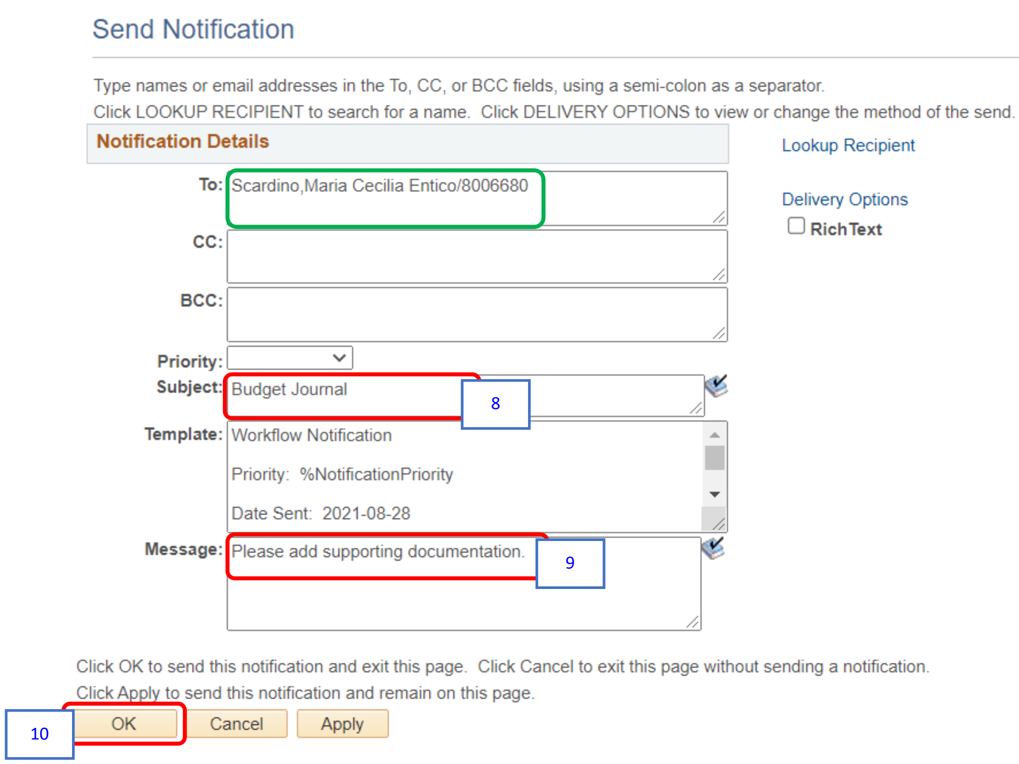
5. Check the "To" box.
6. Click the **Add to Recipient List** button.

The name is added to theRecipient List section.



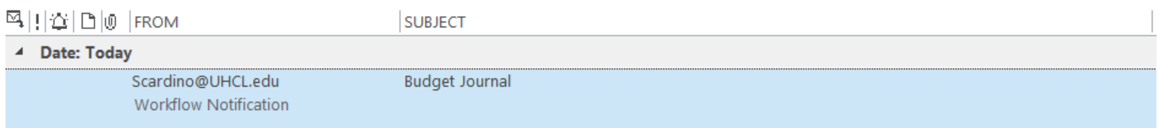
7. Click the **OK** button.

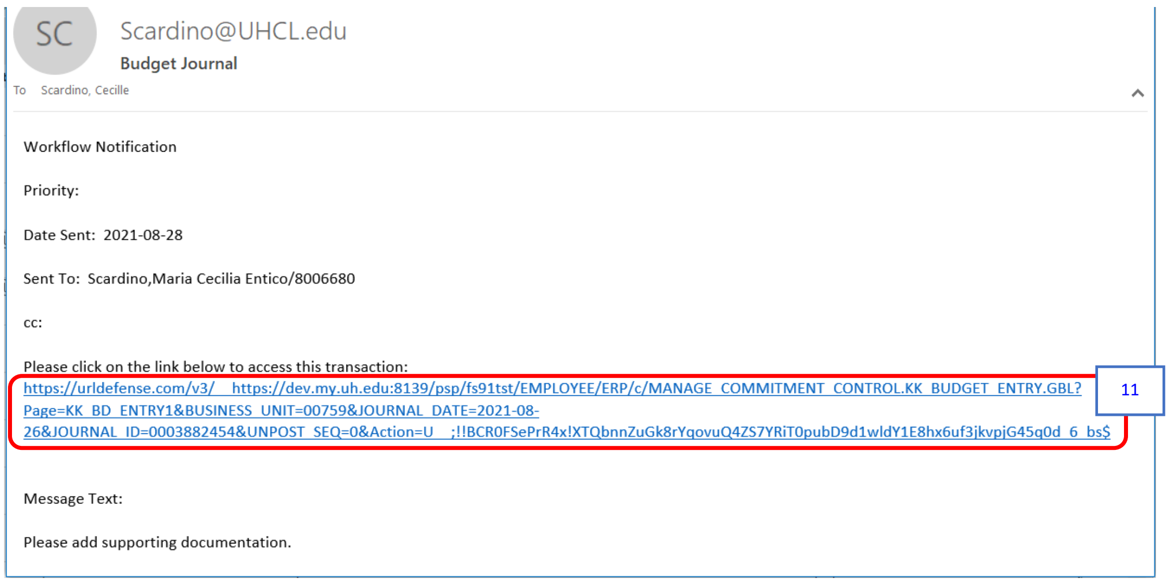
The name has been transferred to the Send Notification page.



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.





11. Open the email and click on the hyperlink within the email. If PeopleSoft is already up, thebudget 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 budgetchecking or the account value must be changed to one that is tied to a node that has a budget.

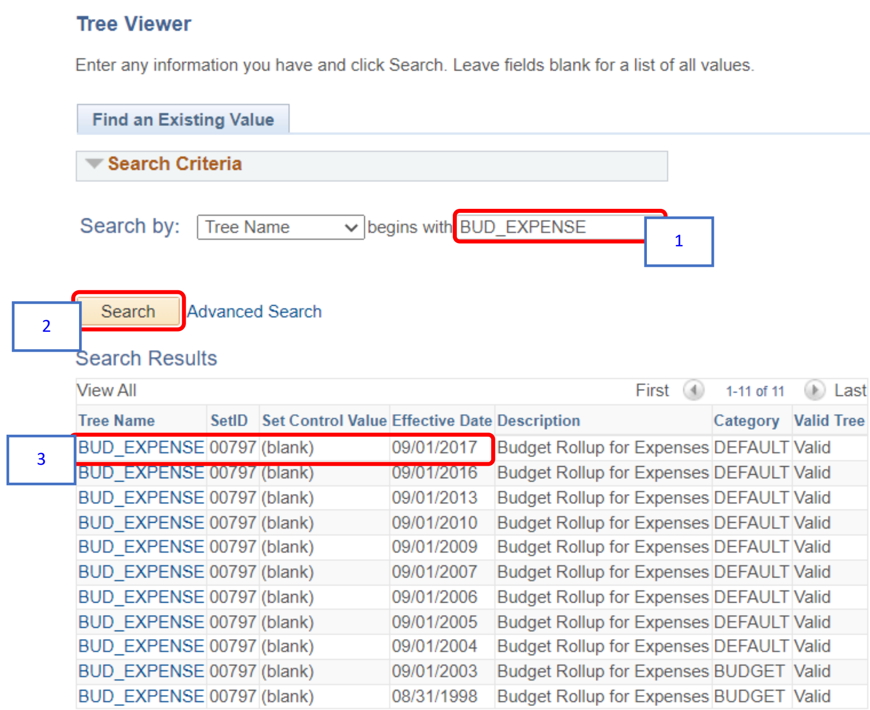
Revenue transactions rarely fail budget checking. PeopleSoft allows revenue to post without abudget node existing.

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 transactionsbudget 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.

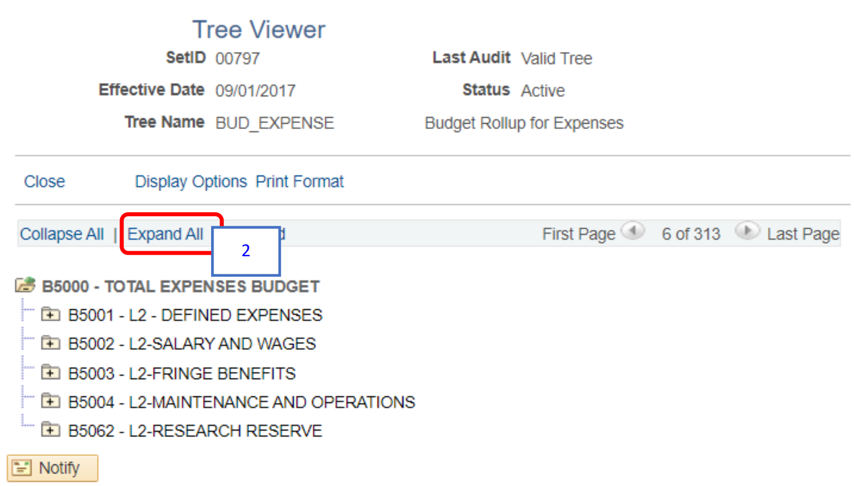
BUD_EXPENSE TREE

To access the BUD_EXPENSE tree, navigate as follows:

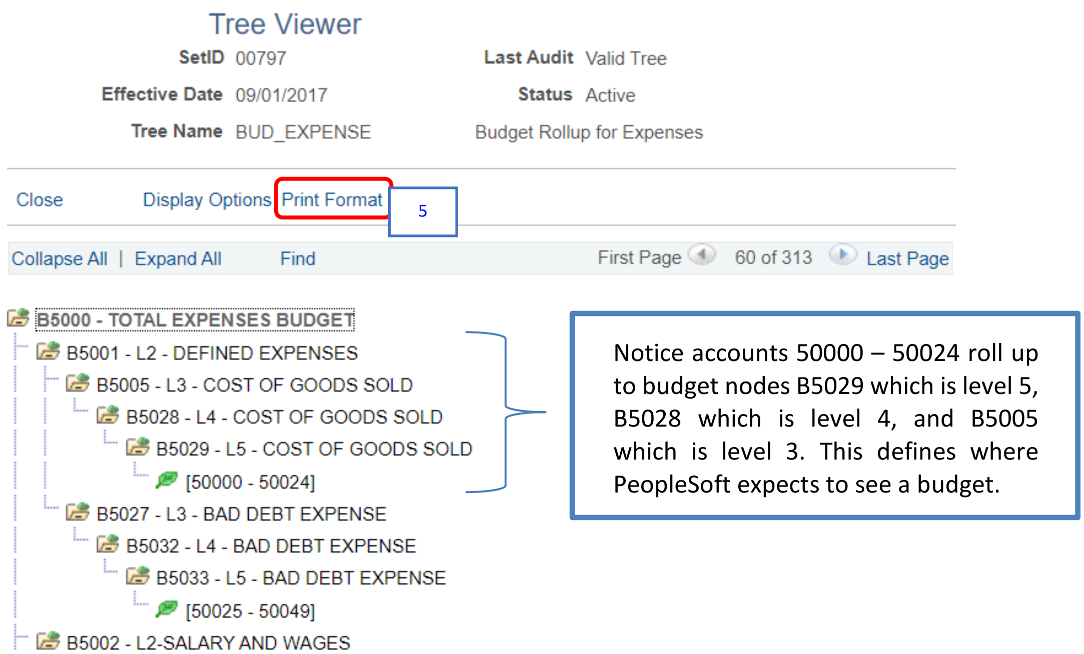
MENU – TREE MANAGER – TREE VIEWER



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



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



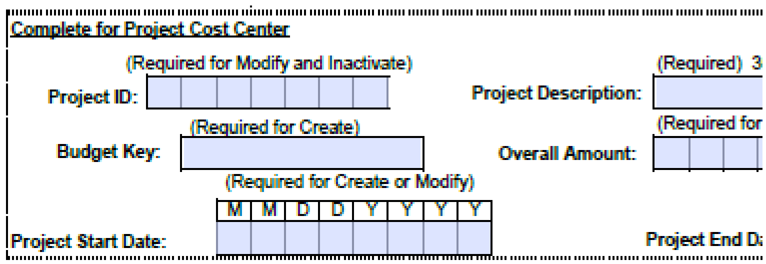
5. To print the tree, click the **Print Format** hyperlink.

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 theaccount on the transaction to a different account that rolls up to a budget node where a budget hasbeen established.

All cost centers that have a value OTHER THAN "NA" can be defined to budget check at a differentlevel. 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.

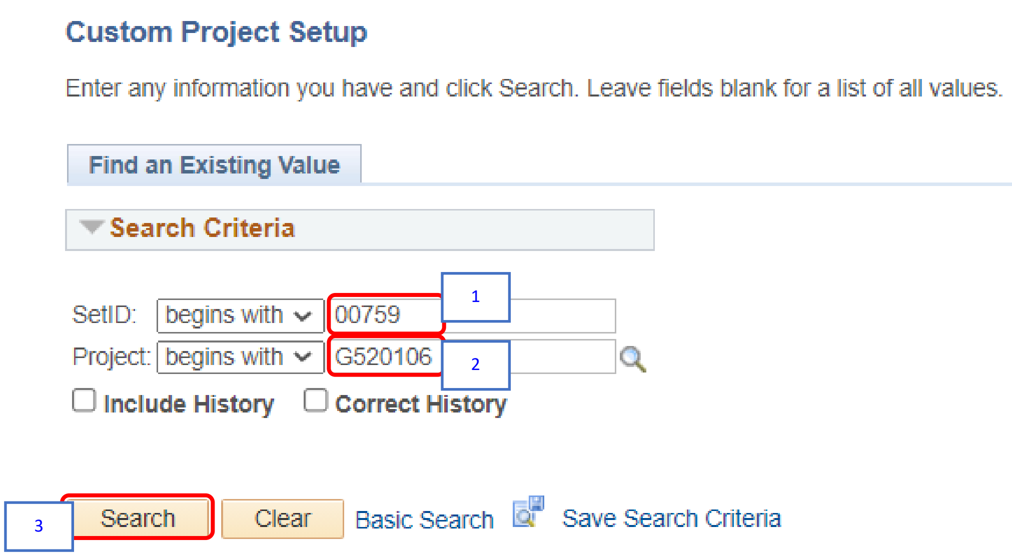
HOW TO DEFINE THE BUDGET CHECKING LEVEL

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


Complete for Project Cost Center
(Required for Modify and Inactivate)
Project ID:
(Required)
Project Description:
(Required for Create)
Budget Key:
(Required for
Overall Amount:
(Required for Create or Modify)
M M D D Y Y Y Y
Project Start Date:
Project End D

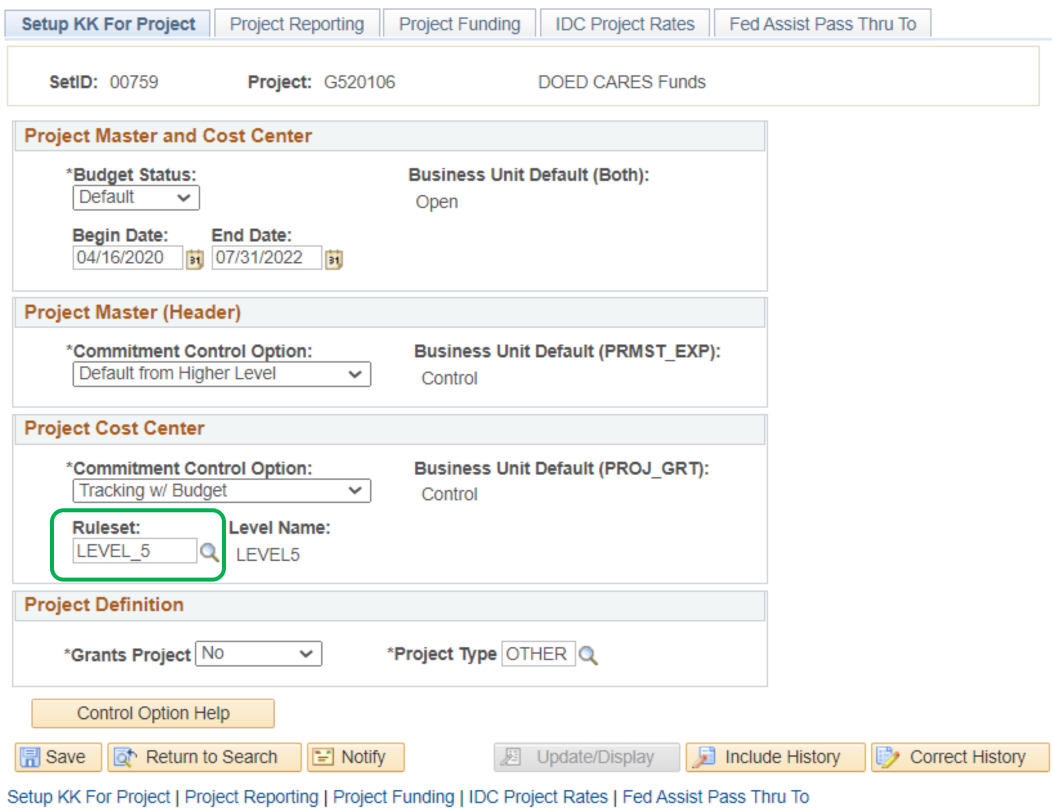
To find the budget checking level for a project/grant cost center, navigate as follows:

MAIN MENU – BUSINESS PROCESSES – GL – CUSTOM PROJECT SETUP



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.



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