PeopleSoft General Ledger Documentation

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EXAMPLE 1 – TRANSFERRING ORG BUDGET BETWEEN COST CENTERS

In this example, we will be transferring expenditure adjustment budget between two different cost centers. Notice the cost centers have the same fund (1052). Budget transfers cannot be made between cost centers with different funds.

The ORG Budget Header page:

The ORG Budget Lines page:

EXAMPLE 2 – BUDGETING NEW REVENUE

In this example, we will be budgeting new additional revenue that we've received. Since the budget must always stay in balance, two entries will be required; one for the revenue budget (REVEST) and one for the expenditure budget (ORG). These are adjustment budget entries. The same departmental log number is used for both entries.

The REVEST Budget Header page:

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

| Unit: | 00759 | Journal ID: | NEXT | Date: | 09/01/2021 |

*Ledger Group: REVEST   Fiscal Year: 2022   Period: 1

Control ChartField: Fund Code

Budget Header Status: None

*Budget Entry Type: Adjustment

Parent Budget Options

☐ Generate Parent Budget(s)
☐ Use Default Entry Event

Parent Budget Entry Type:

Budget Type: Revenue

Attachments (0)

Long Description:
C0078B022 BUDGET ADDITIONAL REVENUE RECEIVED

Alternate Description:

The REVEST Budget Lines page:

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

| Unit: | 00759 | Journal ID: | 0003882465 | Date: | 09/01/2021 | Budget Header Status: | None |

*Process: Post Journal   Process

Lines   Personalize | Find | View All | | | First ◀ 1 of 1 ▶ Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Activity	Set Options	Amount
☐	1	REVEST_BD	B4003	3049	C0003	I0229	BP2022	NA		Set Option	2,000.

Lines to add: 1 ➕ ➖   Journal Line Copy Down

From Line: ___ To: ___   Generate Budget Period Lines

Totals

| Total Lines: | 1 | Total Debits: | 2,000.00 | Total Credits: | 0.00 |

The ORG Budget Header page:

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

Unit: 00759   **Journal ID:**   NEXT   **Date:**   09/01/2021

*Ledger Group: ORG   **Fiscal Year:**   2022   **Period:**   1

Control ChartField: Project

Budget Header Status: None

*Budget Entry Type: Adjustment

Parent Budget Options

☐ Generate Parent Budget(s)   **Budget Type:**   Expense

☐ Use Default Entry Event

Parent Budget Entry Type: **Attachments (0)**

Long Description:

C0078B022 BUDGET ADDITIONAL REVENUE RECEIVED

Alternate Description:

The ORG Budget Lines page:

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

Unit: 00759   **Journal ID:**   0003882466   **Date:**   09/01/2021   **Budget Header Status:**   None

*Process: Post Journal   **Process**

Lines   Personalize | Find | View All | 🔲 | 🔳   First ◀ 1 of 1 ▶ Last

Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount
☐	1	ORG_BD	B5009	3049	C0003	I0229	BP2022	NA	Set Option	2,000.00

Lines to add: 1 ⊞ ⊟   Journal Line Copy Down   **From Line:**   **To:**   Generate Budget Period Lines

Totals

Total Lines: 1   **Total Debits:**   0.00   **Total Credits:**   2,000.00

NOTE: The amounts for both REVEST and ORG entries are positive numbers because we are increasing the budget. PeopleSoft keeps up with debits and credits for us because of the REVEST and ORG ledger definitions. Conversely, if you are decreasing the budget, use a negative sign (-) before the amount.

EXAMPLE 3 – BUDGETING FUND EQUITY

In this example, we are budgeting available fund equity so we can spend it. To do this, we will create two budget journals, one to setup the revenue budget (REVEST) and one to set up the expenditure budget (ORG). The revenue budget node for fund equity is B4035. The 1033A report will tell you how much available fund equity you have to budget.

The REVEST Budget Header page:

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

Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021

*Ledger Group: REVEST   **Fiscal Year:** 2022   **Period:** 1

Control ChartField: Fund Code

Budget Header Status: None

*Budget Entry Type: Adjustment

Parent Budget Options
- ☐ Generate Parent Budget(s)
- ☐ Use Default Entry Event

Parent Budget Entry Type:

Budget Type: Revenue

Attachments (0)

Long Description:
C0078B024 BUDGET FUND EQUITY

Alternate Description:

The REVEST Budget Lines page:

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

Unit:	00759	Journal ID:	0003882467	Date:	09/01/2021	Budget Header Status:	None

*Process: Post Journal   Process

Lines

Personalize | Find | View All | | | First ◄ 1 of 1 ► Last

Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Activity	Set Options	Amount
☐	1	REVEST_BD	B4035	3049	C0003	I0229	BP2022	NA		Set Option	10,000.00

Lines to add: 1 ⊞ ⊟   Journal Line Copy Down

From Line: **To:**   Generate Budget Period Lines

Totals

| Total Lines: | 1 | Total Debits: | 10,000.00 | Total Credits: | 0.00 |

The ORG Budget Header page:

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

Unit: 00759 **Journal ID:** NEXT **Date:** 09/01/2021

*Ledger Group: ORG **Fiscal Year:** 2022 **Period:** 1

Control ChartField: Project

Budget Header Status: None

*Budget Entry Type: Adjustment

Parent Budget Options

☐ Generate Parent Budget(s)
☐ Use Default Event
Parent Budget Entry Type: _____

Budget Type: Expense

Attachments (0)

Long Description:
C0078B024 BUDGET FUND EQUITY

Alternate Description:

The ORG Budget Lines page:

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

Unit: 00759 **Journal ID:** 0003882468 **Date:** 09/01/2021 **Budget Header Status:** None
*Process: Post Journal [Process]

Lines — Personalize | Find | View All | 🖼 | 🖩 — First ◀ 1 of 1 ▶ Last

	Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount
Chartfields and Amounts / Base Currency Details	☐	1	ORG_BD	B5009	3049	C0003	I0229	BP2022	NA	Set Option	10,000.00

Lines to add: 1 ⊞ ⊟ Journal Line Copy Down

From Line: ___ **To:** ___ [Generate Budget Period Lines]

Totals

| Total Lines: | 1 | Total Debits: | 0.00 | Total Credits: | 10,000.00 |

NOTE: The amounts for both REVEST and ORG entries are positive numbers because we are increasing the budget. PeopleSoft keeps up with debits and credits for us because of the REVEST and ORG ledger definitions. Conversely, if you are decreasing the budget, use a negative sign (-) before the amount.

EXAMPLE 4 – ORIGINAL BUDGET ENTRY TO FUND AN INCREASE TO A POSITION

In this example, original budget is being moved from M&O (B5009) to Salary & Wage (B5006) to increase the original budget for position #00020338. The excess adjustment budget not needed, because this is the middle of the year, is moved back to M&O. In this scenario, there is a large BBA in both cost centers so the budget journals can be created and posted in any order.

The ORG **Adjustment** Budget Header page:

The ORG **Adjustment** Budget Lines page:

The ORG **Original** Budget Header page:

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

Unit: 00759	**Journal ID:** NEXT	**Date:** 09/01/2021

*Ledger Group: ORG   **Fiscal Year:** 2022   **Period:** 1

Control ChartField: Project

Budget Header Status: None

*Budget Entry Type: Original

Parent Budget Options

☐ Generate Parent Budget(s)
☐ Use Default Entry Event
Parent Budget Entry Type:

Budget Type: Expense

Attachments (0)

Long Description:

C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.

Alternate Description:

The ORG **Original** Budget Lines page:

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

Unit: 00759   Journal ID: 0003882470   Date: 09/01/2021   Budget Header Status: None
*Process: Post Journal   [Process]

Lines   Personalize | Find | View All | | First ◄ 1-2 of 2

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
☐	1	ORG_BD		B5009	1052	C0053	F0263	BP2022	NA	Set Option	-545.00	>>				C0053B020 BUD FOR RE
☐	2	ORG_BD		B5006	1052	C0053	D0213	BP2022	NA	Set Option	545.00	>>			00020338	C0053B020 BUD FOR RE

Lines to add: 1 [+] [-]   Journal Line Copy Down   From Line: ___ To: ___ [Generate Budget Period Lines]

Totals

| Total Lines: | 2 | Total Debits: | 545.00 | Total Credits: | 545.00 |

Now, let's assume there is only $400 BBA remaining in cost center 1052-C0053-F0263-NA and no budget in 1052-C0053-D0213-NA. This transaction would take three budget journals; an adjustment journal of $272.50 to increase F0263, an original journal to move $545 from F0263 to D0213, and an adjustment journal of ($272.50) to decrease D0213.

STEP 1: The ORG **Adjustment** Budget Header page:

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

Unit:	00759	Journal ID:	NEXT	Date:	09/01/2021
*Ledger Group:	ORG		Fiscal Year:	2022	Period:	1
Control ChartField:	Project			
Budget Header Status:	None			
*Budget Entry Type:	Adjustment			

Parent Budget Options

☐ Generate Parent Budget(s)
☐ Use Default Entry Event
Parent Budget Entry Type:

Budget Type: Expense

Attachments (0)

Long Description:
C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.

Alternate Description

STEP 1: The ORG **Adjustment** Budget Lines page:

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

| Unit: | 00759 | Journal ID: | 0003882471 | Date: | 09/01/2021 | Budget Header Status: | None |
| | | | | *Process: | Post Journal | | Process |

Lines — Personalize | Find | View All | First 1 of 1

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
☐	1	ORG_BD		B5009	1052	C0053	F0263	BP2022	NA	Set Option	272.50	>>				C0053B020 BUD FOR REO

Lines to add: 1 ⊞ ⊟   Journal Line Copy Down

From Line: ___ To: ___   Generate Budget Period Lines

Totals

| Total Lines: | 1 | Total Debits: | 0.00 | Total Credits: | 272.50 |

STEP 2: The ORG **Original** Budget Header page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents

Unit:	00759	**Journal ID:**	NEXT	**Date:**	09/01/2021

*Ledger Group: ORG   **Fiscal Year:** 2022   **Period:** 1

Control ChartField: Project

Budget Header Status: None

*Budget Entry Type: Original

Parent Budget Options

☐ Generate Parent Budget(s)
☐ Use Default Entry Event
Parent Budget Entry Type: _____

Budget Type: Expense

Attachments (0)

Long Description:
C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.

Alternate Description

STEP 2: The ORG **Original** Budget Lines page:

Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval History	Documents

Unit: 00759   **Journal ID:** 0003882472   **Date:** 09/01/2021   **Budget Header Status:** None
*Process: Post Journal   [Process]

Lines   Personalize | Find | View All | | First ◀ 1-2 of 2

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
☐	1	ORG_BD		B5009	1052	C0053	F0263	BP2022	NA	Set Option	-545.00	>>				C0053B020 BUD FOR REO
☐	2	ORG_BD		B5006	1052	C0053	D0213	BP2022	NA	Set Option	545.00	>>			00020338	C0053B020 BUD FOR REO

Lines to add: 1 [+] [−]   Journal Line Copy Down   From Line: ___ To: ___ [Generate Budget Period Lines]

Totals

Total Lines:	2	**Total Debits:**	545.00	**Total Credits:**	545.00

STEP 3: The ORG **Adjustment** Budget Header page:

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

Unit:	00759	**Journal ID:**	NEXT	**Date:**	09/01/2021

*Ledger Group: ORG   **Fiscal Year:** 2022   **Period:** 1

Control ChartField: Project

Budget Header Status: None

*Budget Entry Type: Adjustment

Parent Budget Options

☐ Generate Parent Budget(s)
☐ Use Default Entry Event
Parent Budget Entry Type:

Budget Type: Expense

Attachments (0)

Long Description:
C0053B020 BASE BUDGET SALARY FUNDS FOR RECLASSIFICATION OCCURRING MID-YEAR FY22, TO ENSURE CORRECT BUDGET WHEN LOADED FOR FY23. MOVING PARTIAL FUNDS BACK TO M&O FOR USE IN FY22.

Alternate Description:

STEP 3: The ORG **Adjustment** Budget Lines page:

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

| Unit: | 00759 | Journal ID: | 0003882473 | Date: | 09/01/2021 | Budget Header Status: | None |

*Process: Post Journal   Process

Lines   Personalize | Find | View All | | First ◀ 1 of 1

Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
☐	1	ORG_BD		B5006	1052	C0003	D0213	BP2022	NA	Set Option	-272.50	>>			00020338	C0053B020 BUD FOR REO

Lines to add: 1 ⊞ ⊟   Journal Line Copy Down   From Line: To: Generate Budget Period Lines

Totals

Total Lines:	1	Total Debits:	272.50	Total Credits:	0.00

EXAMPLE 5 – TRANSFERRING BUDGET BETWEEN PROJECTS

In this example, budget in P001193 and P001218 is being increased with budget from P001094 and 1008- C0015-G0337-NA. To increase and decrease budget for a project/grant cost center, use a PROJ_GRT budget journal. To reduce the 1008 cost center, an ORG budget journal will be processed. Finally, a REVEST budget journal will be processed to "transfer among funds" – fund 1008 to ledger 7. The REVEST "transfer among funds" budget journal keeps fund 1008 revenue and expense budget in balance. This will take 3 different budget journals.

The **PROJ_GRT** Budget Header page:

1. Enter **PROJ_GRT** for Ledger Group.
2. Check the box for "Generate Parent Budget(s).
3. Complete the Long Description starting with the Departmental Reference Number for the BudgetJournal.

The **PROJ_GRT** Budget Lines page:

4. Enter the budget node and cost centers to be increased as well as the budget node and cost center to be decreased.
5. Budget Pre-Check the budget journal and enter into workflow.

The **ORG** Budget Header page (to reduce cost center 1008-C0015-G0337-NA):

1. Enter **ORG** for the Ledger Group.
2. Enter the Long Description starting with the Departmental Reference number.

The **ORG** Budget Lines page:

3. Enter the budget node and cost center to be reduced.
4. Budget Pre-Check and enter into workflow.

The **REVEST** Budget Header page (to process the transfer among funds):

1. Enter **REVEST** for the Ledger Group.
2. Enter the Long Description starting with the Departmental Reference number.

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The **REVEST** Budget Lines page:

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

| Unit: | 00759 | Journal ID: | 0003882476 | Date: | 09/01/2021 | | Budget Header Status: | None |

*Process: Post Journal   Process

Lines

Delete	Line	Ledger	Speed Type	PC Bus Unit	Account	Fund	Dept	Program	Project	Bud Ref	Activity	Amount	Ref	Journal Line Description	>>
☐	1	REVEST_BD	13504		B4030	1008	C0015	G0337	NA	BP2022		-11,656.35		C0013B032 ADJ DM PROJ	

Lines to add: 1 ➕ ➖   Journal Line Copy Down   From Line: To: Generate Budget Period Lines

Totals

| Total Lines: | 1 | Total Debits: | 0.00 | Total Credits: | 11,656.35 |

3. Enter **B4030** for the budget node and cost center to be reduced. B4030 is the budget node for transfer among funds.
4. Budget Pre-Check and enter into workflow.