University of Houston Clear Lake

PeopleSoft General Ledger Documentation

Budget Journal training is done in FSTST environment. In this training, we will move budget from one cost center to another.

To proceed with the training, follow the steps below:

Home / About UHCL / Administrative Offices / Business Operations / PeopleSoft Finance Access

PeopleSoft Finance Access

Accounting Handbook	**Get started with UHCL PeopleSoft Finance training!**
Exceptions	Instructions:
Forms	• Step-by-Step instructions to access to PeopleSoft Finance
Innovation Suggestions and General Feedback	
Official Tax Documents	
PeopleSoft Finance Access	
Student Financial Appeals	
Tools	

UHCL PeopleSoft Finance Access Request Form

PeopleSoft Access for New Hire Diagram

Questions about PeopleSoft Finance?

Contact BusOpsAnalyst@uhcl.edu

PeopleSoft Finance Training

FSTST Training Login

1

1. Click the **FSTST Training Logon** hyperlink located on the Training page.

The sign on page for FSTST is displayed.
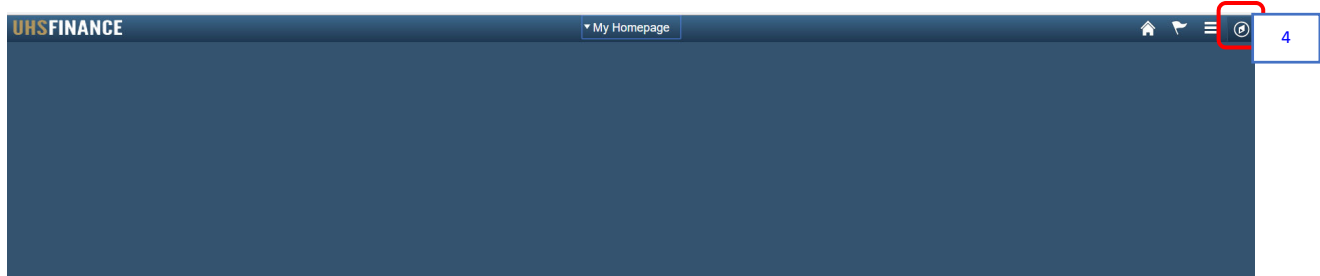

2. Enter the following information provided by your training administrator:
   a. *User ID*
   b. *Password* (password is case sensitive)

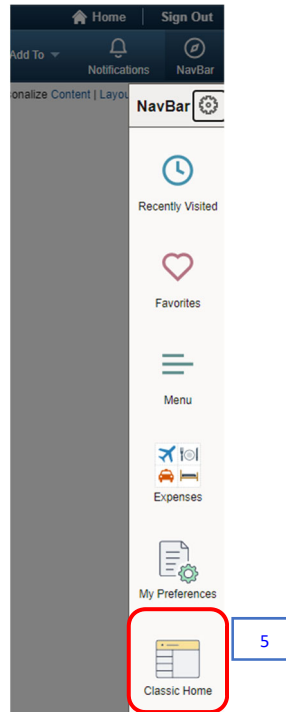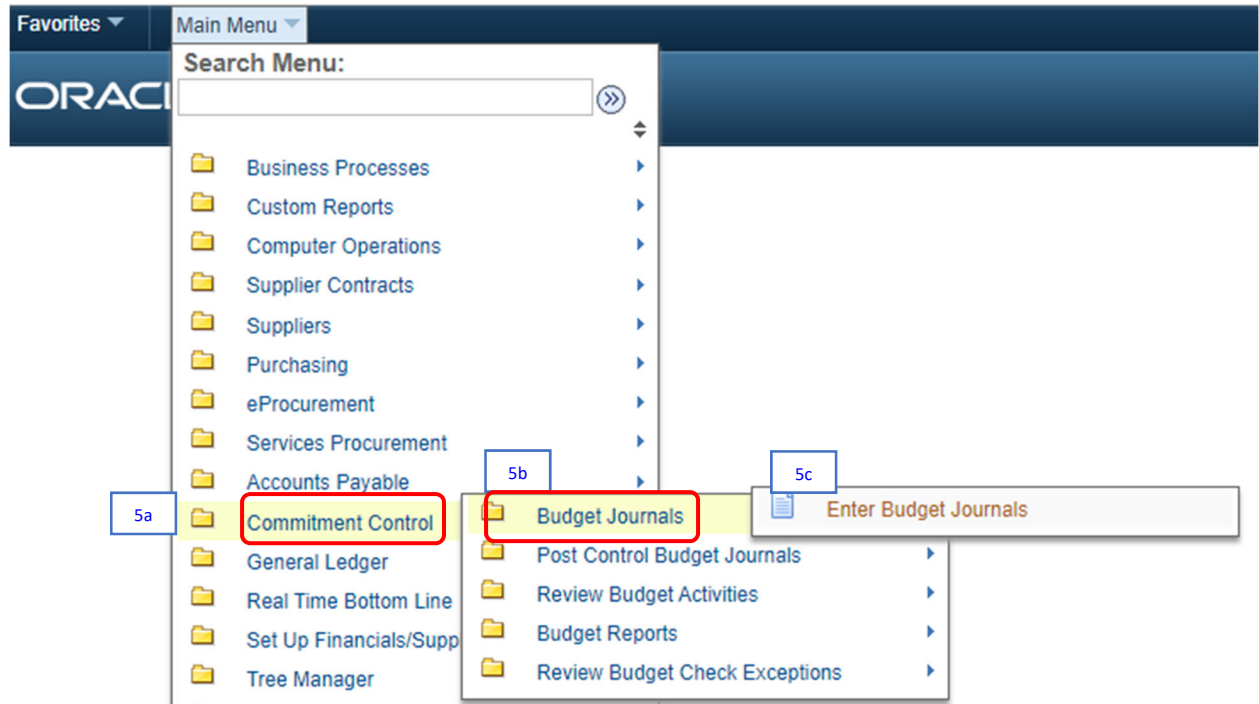3. Click the **Sign In** button.

The PeopleSoft Finance home page is displayed.

4. Click the **NavBar** icon on the upper right-hand side of the home page.
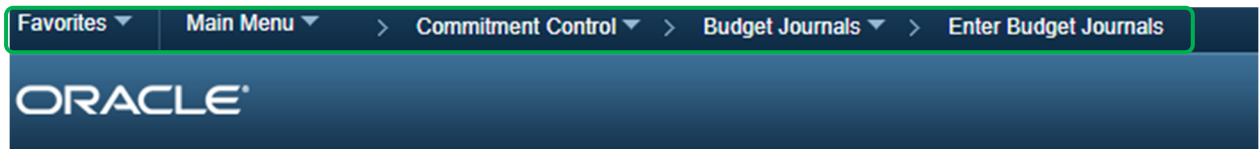
    The NavBar menu is displayed.

5. From the NavBar menu, click on **Classic Home > Main Menu**. Then navigate to (5a) **Commitment Control >** (5b) **Budget Journals >** (5c) **Enter Budget Journals.**

The Enter Budget Journals – Add/Search page is displayed – defaulted to Add a New Value Tab. The navigation is shown on top of the page.

6. Click the **Add** button.

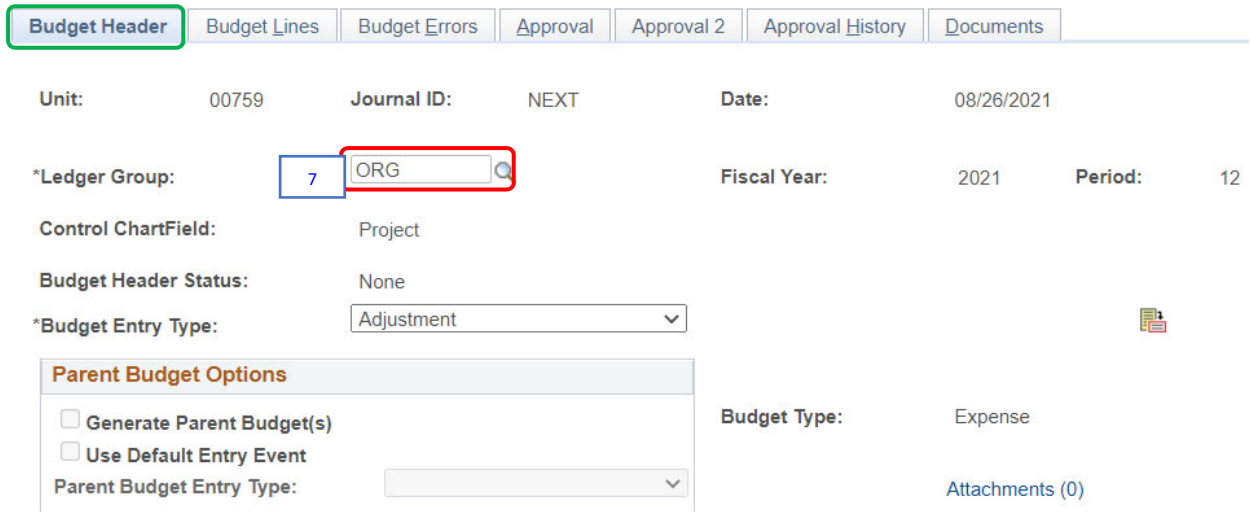The Budget Journal Data Entry page is displayed – defaulted to Budget Header Tab.

7. Populate the *Ledger Group* field. Click the magnifying glass 🔍 icon to select from the valid values.

- ORG – to create an expenditure budget journal
- REVEST – to create a revenue budget journal
- PROJ_GRT – to create a project/grant expenditure budget journal

Do not use PRMST_EXP, PRMST_REV, DETAIL, or DETAIL_REV.

For our example, select **"ORG."**

NOTE: If the Ledger Group chosen is PROJ_GRT, the Generate Parent Budget(s) checkbox is enabled. Check the checkbox only if you are not transferring budget within the same cost center. Otherwise, uncheck it.

Our example uses ORG for Ledger Group, thus the Generate Parent Budget(s) is not applicable.

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

Unit: 00759   **Journal ID:** NEXT   **Date:** 12/16/2019

*Ledger Group: PROJ_GRT   **Fiscal Year:** 2020   **Period:** 4

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:

Alternate Description

Save | Notify | Refresh   Add | Update/Display

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

8. Populate the *Budget Entry Type* field. Click the dropdown to select from the valid values.

- Adjustment – Adjusted or current budget entry
- Original – Base or permanent budget entry

For our example, choose "**Adjustment.**"

9. Enter the **long description**. The first 9 characters must be the department assigned document number (i.e. C0078B021). Following the document number, enter a complete description of the purpose of the budget journal.

For our example, enter "*C0078B021 TRANSFER BUDGET BETWEEN COST CENTERS.*"

10. Click the Budget Lines Tab.

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

Unit: 00759   Journal ID: NEXT   Date: 08/26/2021   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	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project
☐	1	ORG_BD	15979 [11]	B5009 [12]	1052	C0153	F1096	BP2021	NA [11]

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: 0.00

[Save] [Notify] [Refresh]   [Add] [Update/Display]

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

11. Enter the **speed type** of the cost center the budget entry is to affect, and tab. Check the cost center that auto populates to ensure it is the correct one. If not, correct the speed type.

    For our example, enter "**15979**."

12. Enter the **account** for the budget transfer. The Account is the same as the "Budget Node" and should start with "B".
    ➢ Accounts that start with "B5" are expense budget nodes (accounts).
    ➢ Accounts that start with "B4" are revenue budget nodes (accounts).

    Revenue and expense budget entries cannot be on the same budget journal.

    For our example, enter "**B5009**."

13. Scroll to the right, and enter the **amount**. A positive number indicates a budget increase, while a negative number indicates a budget decrease.

    For our example, enter "**50.00**."

14. Go to Base Currency Details Tab.

15. If the Budget Node being used is B5006, enter the position number in the Ref field. Make sure an 8-digit position number is entered. Errors here will cause errors on the BOB Report.

    For our example, leave this field blank.

16. Enter the **journal line description**. Enter the department assigned document number (i.e. C0078B021) in the first 9 characters of the field and then a short description.

    For our example, enter "**C0078B021 MOVE BUDGET**."

17. Click ⊞ to add a second row to the transaction.

    A second line appears with all the values from the first line copied to the second and journal line description.

18. Overwrite the entries in Line #2. For our example, enter the following:

    18.1   Speed Type "**11448**"

    18.2   Account "**B5009**"

    18.3   Amount "**-50.00**"

    18.4   Journal Line Description "**C0078B021 MOVE BUDGET**"

19. Click [Save] to save the budget journal.

A budget journal number is assigned.

20. Choose "Budget Pre-Check" from the Process box via the drop-down menu. Click the **Process** button. The Budget Pre-Check ensures there are sufficient funds for the budget journal to process.

The following message will be displayed:

21. Click the **Yes** button.

The process has run successfully if the value returned for Budget Status is "Checked Only":

If "Error" is returned, there is not sufficient BBA on the Budget Node to process the budget journal.

REMEMBER: Budget journals must be balanced journals. If budget is increased on a node/cost center, budget must be decreased on a node/cost center. An exception to this is budgeting additional or new revenue and/or fund equity. If revenue or fund equity budget is increased, expenditure budget must be increased. Conversely, if the revenue or fund equity budget is decreased, expenditure budget must be decreased.

The Budget Journal is now ready to have supporting documentation electronically attached. This process is called "Document Imaging".

FOR TRAINING PURPOSES, YOU WILL READ THIS NEXT SECTION ONLY BECAUSE THE UPLOAD PROCESS DOES NOT WORK IN THE TRAINING ENVIRONMENT.

HOW TO UPLOAD SUPPORTING DOCUMENTATION

READ ONLY: These instructions assume the 1074.1, 1033A, or other supporting documentation has already been saved to your PC. NOTE: UCT recommends the scanned documentation be saved to your data directory and not the PC desktop. Documentation that is not oriented correctly, with the ability to read top down and left-to-right, is subject to denial of the budget journal.

1. Go to the **Documents** Tab.
2. Click the **Add a New Document** button.

The Document Upload box is displayed.
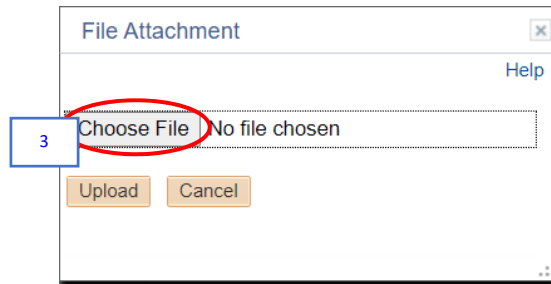
3.   Click the **Choose File** button.

The Choose File dialogue box is displayed.
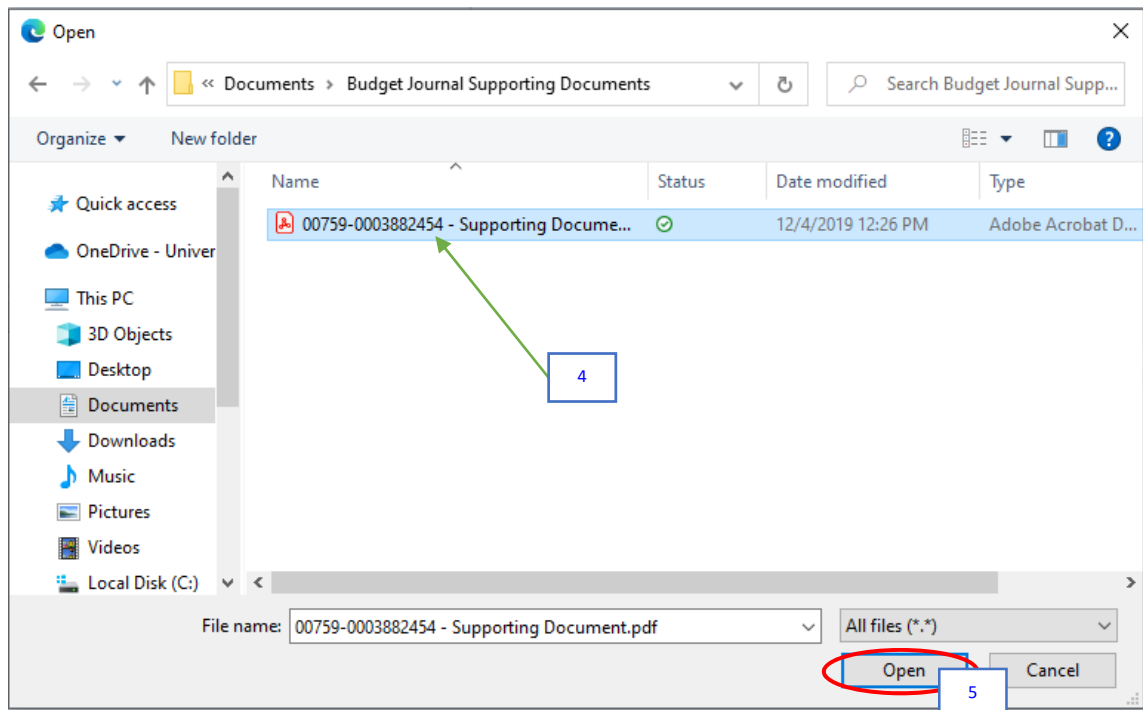
4.   Navigate to where the supporting documentation is saved and select it.
5.   Click the **Open** button.

The file name of the supporting documentation is placed in the "Select an Image" section of the Document Upload box.
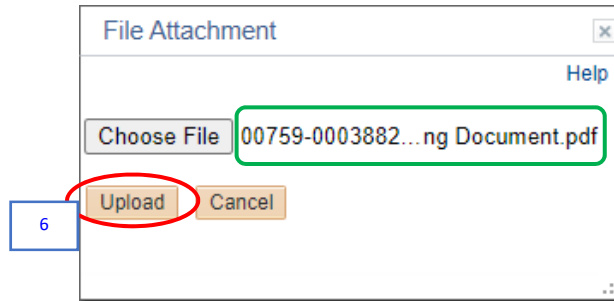
6. Click the **Upload Image** button.

The supporting documentation will be attached to the voucher.

NOTE:

- ➢ Always open the attachment by clicking the 🔍 icon to make sure it is viewable. The auditors will examine the image when they are performing an audit. Also, make sure the document is oriented correctly so it is readable.
- ➢ Limit the documents uploaded to what is required.
- ➢ Also, if any security sensitive information is uploaded to the voucher, the voucher will be denied so it can be deleted. Example of security sensitive information includes social security number, credit card number, and checking account number. A new voucher will need to be created in its place.
- ➢ Good document types for uploading are .pdf, .xls, .doc, .rtf. While bad document type for uploading is .txt, .tif.
- ➢ Uploaded documents cannot be deleted. They can only be made inactive on the *Document Status* field.

NEXT, WE WILL PREPARE TO ENTER THE BUDGET JOURNAL INTO WORKFLOW. PLEASE CONTINUE READING ABOUT HOW THE BUDGET JOURNAL WORKFLOW PROCESS WORKS AND THEN YOU WILL ENTER THE BUDGET JOURNAL YOU CREATED INTO WORKFLOW.

Budget Journal workflow is a way to electronically create a budget journal and move it through the approval process to entry into PeopleSoft Finance (FSPRD). The budget journal is created and supporting documentation is attached electronically. The budget journal is then entered into workflow. Once the budget journal is entered into the workflow, it moves automatically along the approval process to the final destination of the Budget Office. Once the budget office approves the journal, it is posted to PeopleSoft.

Setting Up Workflow
Approval Routes (Paths)
Workflow approval paths are defined for routing purposes. We currently have 3 approval paths:
1. **Dept – Coll/Div – Budget** – this path is for budget journals created in areas other than the schools, or Research Administration Office.
2. **Dept – Coll/Div – Provost – Budget** – this path is for budget journals created by the schools that need Provost approval. Change the "Source" to PRV, so the budget journal will go to the Business Coordinator for the Provost and then on to the Intermediate Approver.
3. **Dept – Research** – this path is for budget journals created by Research.

Budget Journal Workflow Security Roles
Each employee participating in the processing of budget journals must be assigned a workflow security role. The roles are:
1. **WF_KKJRNL_DEPT** – this is the department security role. This role is assigned to the person who normally initiates the budget journal into workflow.
2. **WF_KKJRNL_COLLDIV** – this is the college/division level security role. This role is assigned to the person at the first level of approval (i.e. Business Coordinator).
3. **WF_KKJRNL_INTERMEDIATE** – this is the intermediate security role. This role is assigned to a secondary level of approval before the budget journal reaches the budget office. Currently, this approval level is for the Provost Office.
4. **WF_KKJRNL_FINAL** – this is the final security role. This role is assigned to the person who has final approval authority for the budget journal. Currently, final approvers are the Budget Office and the Research Office.

Source

Source is a three-digit code assigned to a department. The source on the Approval2 Tab is defaulted to the user's department's source. It directs the budget journal to the next level approver for that source. If the budget journal is to be sent to another approver, it is done by changing the Source on the Approval2 Tab.

Route Control

The Route Control is setup on the security role of the approver. Each approver is setup with 00759 Business Unit and the Source Code/s that the approver can approve.

Workflow Processing

Once a budget journal has been created and saved, it is ready to be entered into the workflow process. This is done via the Approval2 Tab in the Budget Journal component. The journal is routed to the appropriate individuals for approval using the Source Code, the Approval Path selected, and the Workflow Security Role. The final approver is the Budget Office for non-research budget journals. The final approver for research budget journals is the Research Office.

Approval Actions

There are three choices for Approval Action: Approve, Recycle, and Deny.
1. **Recycle** - This action means the budget journal is sent back one step in the approval process. If a journal is recycled, no automated email is sent and the journal cannot be changed unless it has been recycled back to the originator. When a budget journal is recycled, the Long Description text box is updatable so that comments can be added. "Recycle" might be used to notify the person at the previous approval level to attach more supporting documentation to the budget journal.
2. **Denied** – This action means the budget journal is sent back to the originator of the journal. When a budget journal is denied, the Long Description text box to be updatable so that comments can be added.
3. **Approve** – This action moves the journal to the next step in the approval process.

THIS IS THE END OF THE "READ ONLY" SECTION. WE ARE NOW READY TO ENTER THE BUDGET JOURNAL INTO WORKFLOW.

ENTERING THE BUDGET JOURNAL INTO WORKFLOW

Once the budget journal header and lines have been created, the budget journal has been saved and pre-budget checked, and the supporting documentation has been attached, the budget journal is ready to be entered into workflow.

1. Go to the Approval2 Tab.
2. Select the first path "DEPT – COLL/DIV – BDGT" if you are not a school. Select the second path "DEPT – COLL/DIV – PROV – BDGT" only when budgeting Instructional or New Initiative Funds.

   For our example, select the first path. **DO NOT** change the Source that defaults in.

3.   Select the Approval Action. For our example, select "***Approve***." Then, click the **Apply** button.

Once "Apply" is clicked, the budget journal is entered into workflow.

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

Unit: 00759   Journal ID: 0003882454   Date: 08/26/2021   **Budget Header Status:** N   Department C0129

Route to:
* Please select the appropriate approval path:
   ○ Dept - Coll/Div - Bdgt
   ◉ Dept - Coll/Div - Prov - Bdgt

Source

Jrnl Source:
ACC - Accounting

Approval

Approval Instance:

Approval Status: Pending

Approval Action:

[Apply]

Workflow Fields

BU: 00759   Journal ID: 0003882454

Date: 08/26/2021

OperID: 8006680

Source:

Long Description:

[Save]   [Return to Search]   [Notify]   [Refresh]

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

YOU WILL NEED TO SET UP YOUR WORKLIST IN ORDER TO MONITOR ANY BUDGET JOURNALS THAT MAY BE SENT TO YOU FOR APPROVAL OR DENIED BACK TO YOU. PLEASE CONTINUE BY SETTING UP YOUR WORKLIST ON THE HOME PAGE.

FOR YOUR REFERENCE, HERE ARE THE STEPS ON HOW TO PLACE WORKLIST ON THE HOMEPAGE.

1. Click the **Actions List** ☰ icon on the upper right-hand side of the page.

    The Actions List menu is displayed.
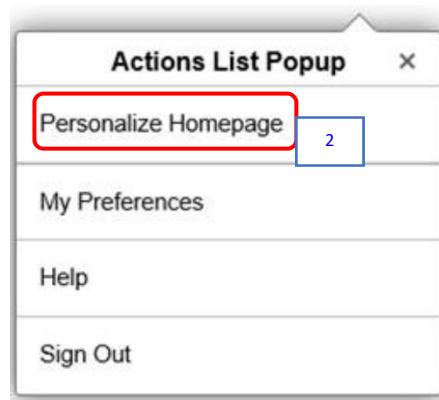
2. Click on **Personalize Homepage**.

    The Personalize Homepage is displayed.

3. Click the **Add Tile** button.

The Add Tile menu is displayed.
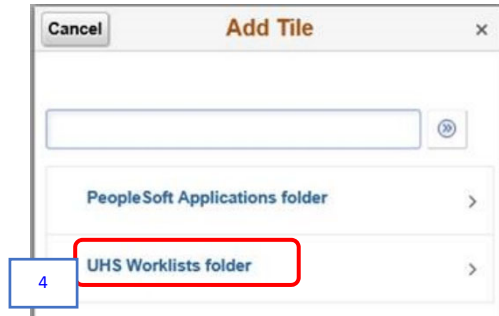
4. Click on **UHS Worklists folder**.

The available worklist tiles are displayed. These available worklist tiles depend on the transactions that you have access to.

- ➢ Vouchers – Payable Worklist
- ➢ GL Journals – GL Journal Worklist
- ➢ Requisition – Requisition Worklist
- ➢ Budget Journal – Budget Journal Worklist

5. Select all the worklists.

The selected worklists are displayed on the Personalize Homepage.

6. Click the **Save** button.

The worklists are now displayed on your Homepage.
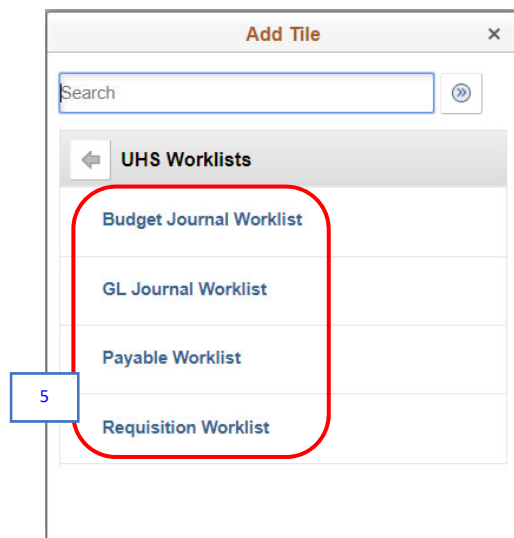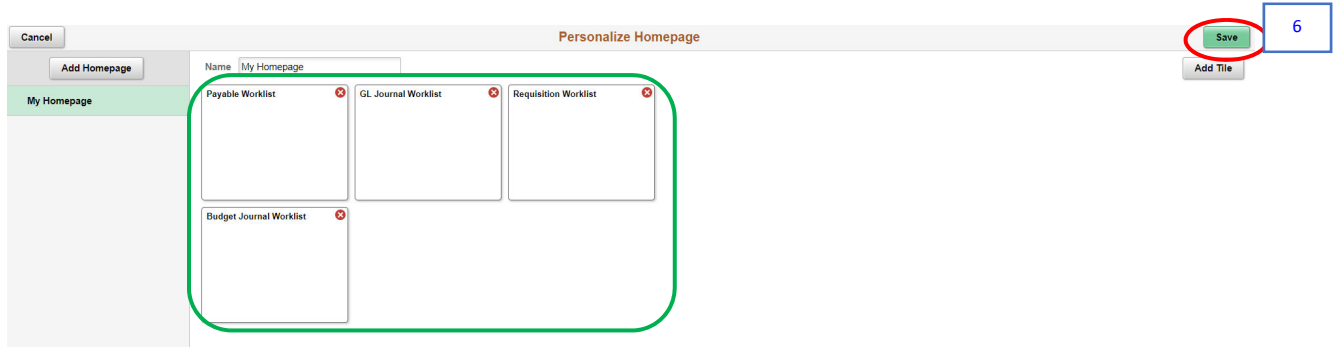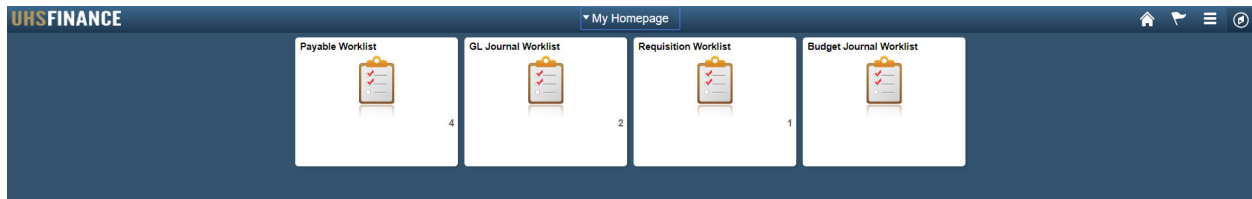

FOR TRAINING PURPOSES, YOU WILL READ THIS NEXT SECTION BECAUSE THIS IS ADDITIONAL INFORMATION.

HOW TO PROCESS A "DENIED" BUDGET JOURNAL

If a budget journal has been denied, an automated email is sent to the budget journal creator. The budget journal is also moved to the creator's budget journal worklist. The journal is updatable by the originator and can be corrected and re-entered into the workflow process.

1. Click the Approval2 Tab and read the *Long Description* to know what needs to be corrected.
2. Once the correction has been made, go to the Budget Lines Tab and do the "Budget Precheck" again.
3. Once the status is "***C***", click the Approval2 Tab, change the Approval Action to "***Approve***" and click **Apply** button to reenter the budget journal into workflow.

HOW TO USE THE APPROVAL HISTORY

The Approval History listed on the Approval History Tab, provides the status of the budget journal along the current approval path. The history provided does not list the complete history of the budget journal. To see the complete history, run the public query UHS_WF_BUD.

1. Click the Approval History Tab for the budget journal.
2. Click the button and the current history will be displayed. The data displayed is:
    a. Instance – the process instance number of the transaction
    b. Step – the steps of the approval path the journal has taken
    c. Path – the path that was chosen by the originator of the journal
    d. Status – the status of the budget journal at each step in the path. The values are:
        ➢ A (Approved) The budget journal has been approved and moved to the next step in the approval process
        ➢ D (Denied) The budget journal has been denied routing the budget journal back to the originator
        ➢ I (Initiated) The budget journal has been created
        ➢ P (Pending) Approval action for the budget journal has not been selected yet for each step in the approval process
        ➢ R (Recycled) The budget journal has been moved back one step in the approval process
        ➢ S (Skipped) Prior approval levels that have been "skipped". For example, the budget office creates and posts a budget journal. The first step would have "I" for Initiate and the "S" for Skip at the COLL/DIV level.
    e. Date/Time – This is the date and time stamp of the approval action
    f. User ID – This is the User ID of the person choosing the approval action along the approval path.
    g. Awaiting Approval From – This is the security role for the next step in the Approval process.