Slide 1
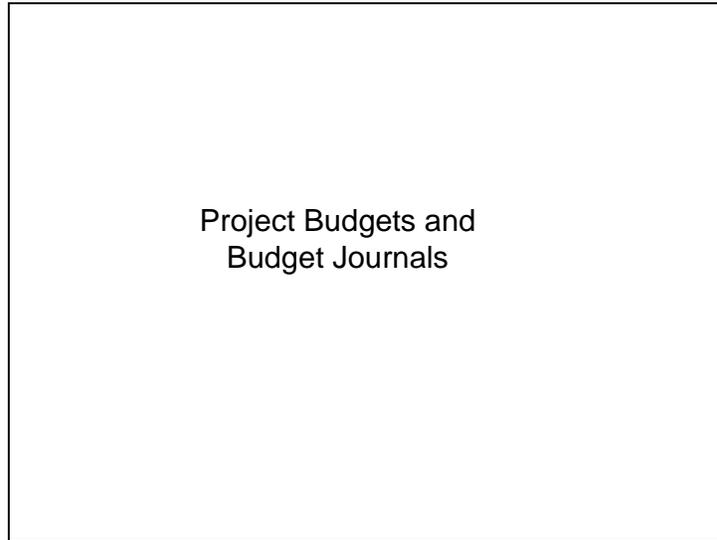
Project Budgets and
Budget Journals

Slide 2

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Learning Objectives

- Background information on Budgets in PeopleSoft 8.8
- How to create a budget journal
- How to delete a budget journal
- How to view an existing budget journal
- How to edit a saved budget journal

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This course will cover budget journals and the navigation for Project Budgets.

The topics covered are how to create, delete, view, and edit budget journals.

Slide 3

Parent Budget

- Parent Budget – Previously known as the spending authority or overall project amount.
    - These budgets are contained in the budget ledger named PA CNTL.
    - Will be established by central accounting.
    - Controlled budgets will be established based on the calculated endowment budget or annual scholarship commitment letter.
    - Track budgets will be established at $10,000,000.

Parent Budget – Previously known as the spending authority or overall project amount.

These budgets are contained in the budget ledger named PA CNTL.

These budgets will be established by central accounting during the annual University and Foundation budget load process prior to the start of each fiscal year or as new projects are established.

Parent budgets for projects that have "controlled" budgets (fund 21, 22, 57, 58, and 70) will be established for the calculated endowment budget or the annual scholarship commitment letter. A controlled budget will not allow expenditures to exceed the Parent budget.

Parent budgets for all projects with "track" budgets (funds 23, 50, 55, 80, and 81) will be established at $10,000,000. A track budget will allow expenditures to exceed the Parent budget.
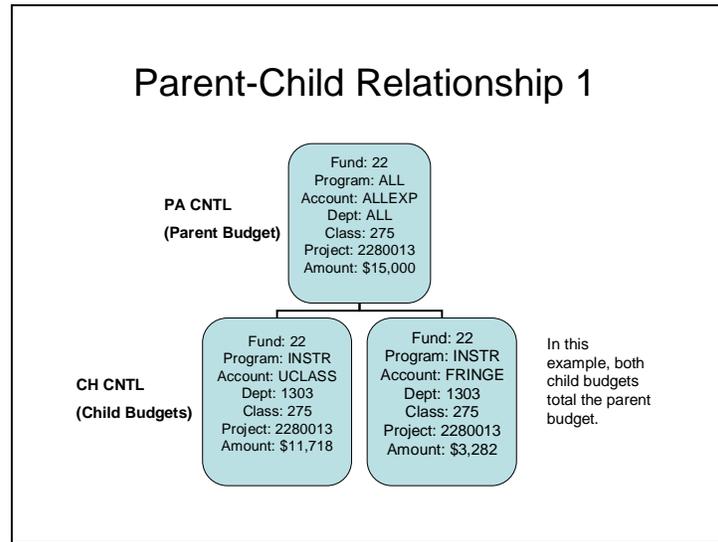
Slide 4

Child Budget

- Each parent budget can have one or more Child budgets.
  - These budgets are posted to the budget ledger named CH CNTL.
  - The relationship between the parent budget and child budget is like the relationship of APPROP to ORG in funds 10-17.
 - Departments will establish.

Each Parent budget can have one or more Child budgets.

These budgets are posted to the budget ledger named CH CNTL.

The relationship between the Parent budget and Child budget is like the relationship of APPROP TO ORG in funds 10-17.

Departments will establish all Child budgets as part of the annual budget process. Additional budget lines for existing projects or budget lines for new projects can be added by departments at any time.

Project Budgets and Budget Journals

Slide 5

Parent-Child Relationship 1

PA CNTL
(Parent Budget)

Fund: 22
Program: ALL
Account: ALLEXP
Dept: ALL
Class: 275
Project: 2280013
Amount: $15,000

CH CNTL
(Child Budgets)

Fund: 22
Program: INSTR
Account: UCLASS
Dept: 1303
Class: 275
Project: 2280013
Amount: $11,718

Fund: 22
Program: INSTR
Account: FRINGE
Dept: 1303
Class: 275
Project: 2280013
Amount: $3,282

In this example, both child budgets total the parent budget.

Example 1 shows a Parent budget and 2 Child budgets. Both Child budgets total the Parent budget.

Project Budgets and Budget Journals

Slide 6
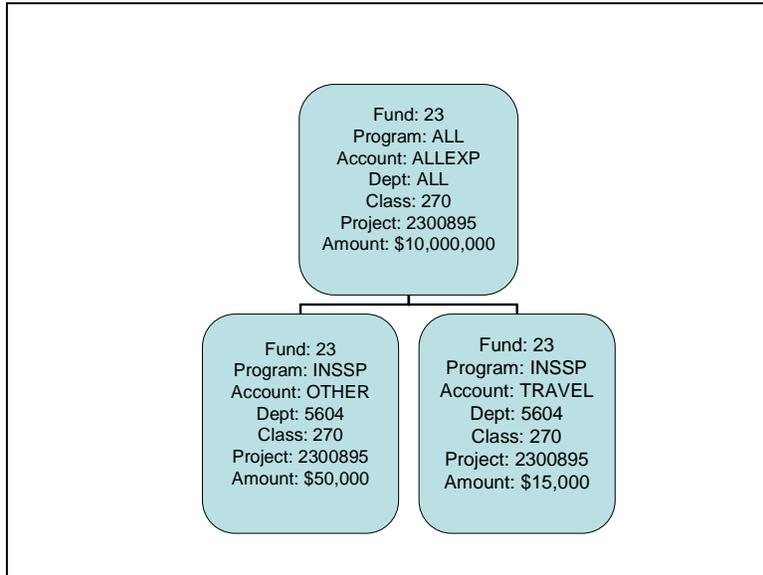
Example 2 shows a Parent budget with 2 Child budgets that do not total the Parent budget.

Slide 7

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Budget Amendments

- Child Budget Amendments are allowed during the year for any project.
- Total of all Child budgets cannot exceed the parent budget.
- To request an increase in the Parent budget, contact Lou Ferguson at lou@clemson.edu.

</div>

Users are permitted to make Child budget amendments during the year. The total of all Child budgets cannot exceed the Parent budget. If you wish to spend unspent budget funds from prior years, you will need to request an increase in the Parent budget from Lou Ferguson at lou@clemson.edu.

Slide 8

Temporary "Controlled" Budget

- Contact Cheryl Dean at
  bayhi@clemson.edu if a track budget
  project needs to be controlled for a period
  of time or permanently.

If a track budget project needs to be controlled for a period of time or permanently, contact Cheryl Dean at bayhi@clemson.edu.
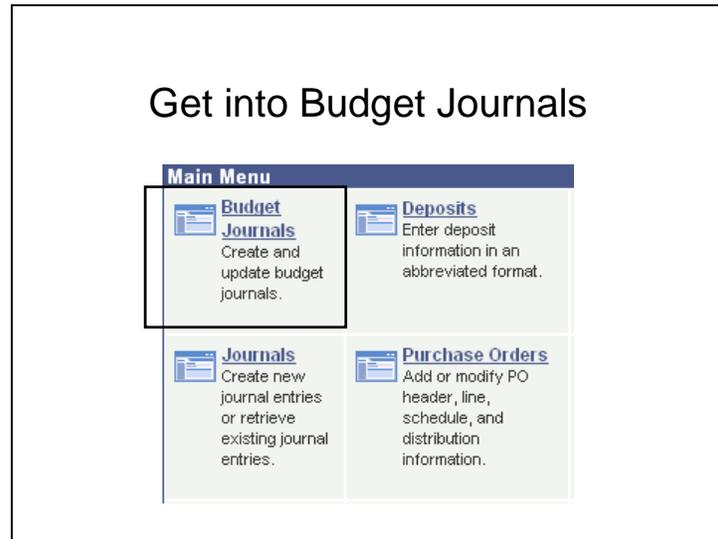
Slide 9

This section will cover how to create a budget journal. From the Main Menu, click on Budget Journals.

Project Budgets and Budget Journals

Slide 10

Be sure that you are on the Add a New Value tab.

The system will assign the Journal ID when the Journal is saved. Leave the Journal ID field blank or if "Next" defaults in, leave Next as the Journal ID. The journal ID will begin with your origin. Click Add.

Project Budgets and Budget Journals

Slide 11
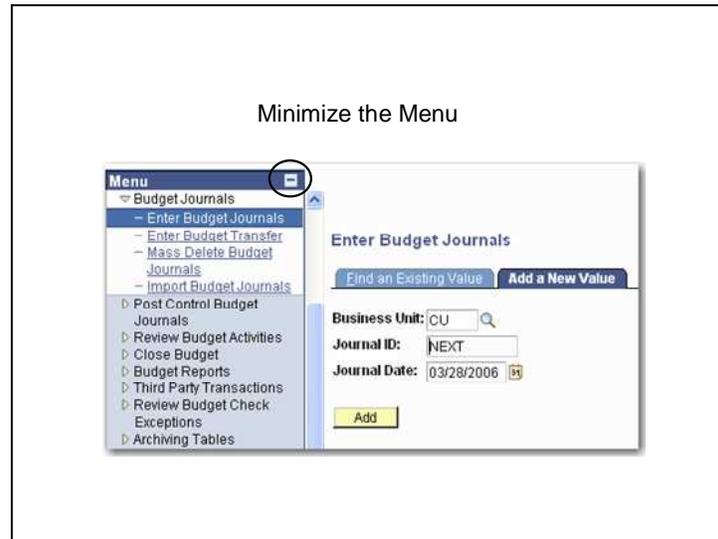
Minimize the Menu

Click on the minimize button in the Menu window to minimize the Menu. This will allow for you to view more of the budget journal screen.

Project Budgets and Budget Journals

Slide 12

Enter a Ledger Group

Click on the magnify glass icon to select a Ledger Group.

Project Budgets and Budget Journals

Slide 13

The Ledger Groups for budget journals are shown on your screen. Your CUBS access determines which ledger groups will be displayed.

If you are creating a budget journal for funds 10 – 17, select ORG as the ledger group.

If you are creating a budget journal for sponsored research funds 19, 20, 82, or 83, select SPONCHILD as the ledger group.

If you are creating a budget journal for all other funds than the ones listed above select CH CNTL as the ledger group.

Click on the appropriate Ledger Group.

Project Budgets and Budget Journals

Slide 14

Reference and Description

Enter a budget amendment reference and description. If you do not enter a budget amendment reference, the first 20 characters of the long description will default into that field.

Slide 15

Click on the Budget Lines Tab.

Project Budgets and Budget Journals

Slide 16

Header information, such as the Business Unit, Journal ID, and Date, is located under the tabs at the top of the screen.

Enter the budget line information in the Lines section.

Project Budgets and Budget Journals

Slide 17

Enter the appropriate budget line information for each chartfield. Scroll to the right to see more fields. The fields that must be entered are: Budget Period, Account, Fund, Department, Program, Class, Project, and Amount. The Reference field is optional.

Slide 18

Roll Up Levels	
Account	UCLASS, TRAVEL, OTHER, etc.
Program	INSTR, RES, ACDEM, INSSP, etc.
Dept	5306, 1301, 0921, etc.
Class	130, 270, 275, etc.

Budgets are at the same roll up levels as in previous versions of CUBS.

Account: UCLASS, TRAVEL, OTHER, etc.

Program: INSTR, RES, ACDEM, INSSP, etc.

Dept: 5306, 1301, 0921, etc.

Class: 130, 270, 275, etc.

Slide 19
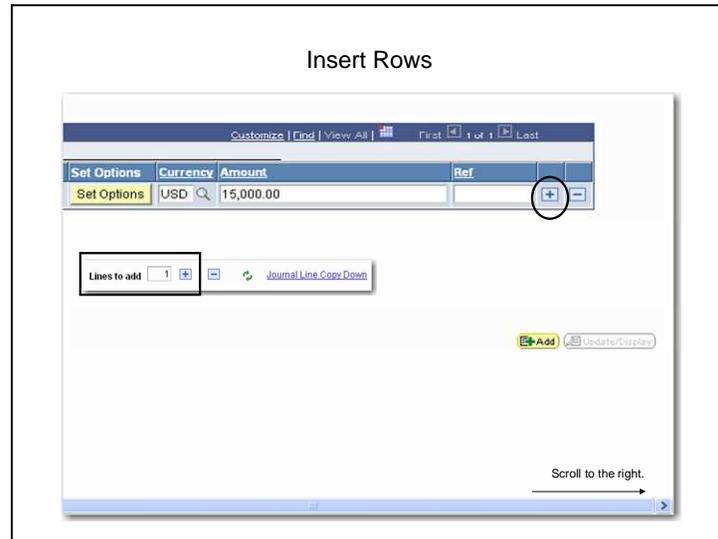
Click on the "**+**" sign to insert more rows.

The added row will appear.

Or, you can enter the number of lines to add and click on the "+" sign. The initial line will copy down which you then can edit.

If you need to delete a row, click in the checkbox for that row, then click on the "-" sign.

Multiple accounts, departments, projects, etc. for the same business unit can be entered on the same budget journal.

Project Budget journals can have increases to budgets (credits) or decreases to budgets (debits) and do not have to balance.

Project Budgets and Budget Journals

Slide 20

Note under the totals section the total number of lines, debits and credits appear.
The budget is now ready to save.

Click Save.

If you are authorized to post a budget journal, click Process to post. A message
will appear asking you if you are sure that you want to post this journal. Click
Yes.

Project Budgets and Budget Journals

Slide 21

Budget Header Status

	Budget Period	Speed Type	Account	Fund	Dept	Program	Class	Project
NTL_BD	2006YR	Speed Type	CLASS	23	5604	INSSP	270	2300895

The Budget Header Status will then change from None to Posted.

If you are not authorized to post, a message will pop up notifying you that you are
not authorized to post budgets and that you must contact an authorized person to
post the budget.

Project Budgets and Budget Journals

Slide 22

Delete an Unposted Budget Journal
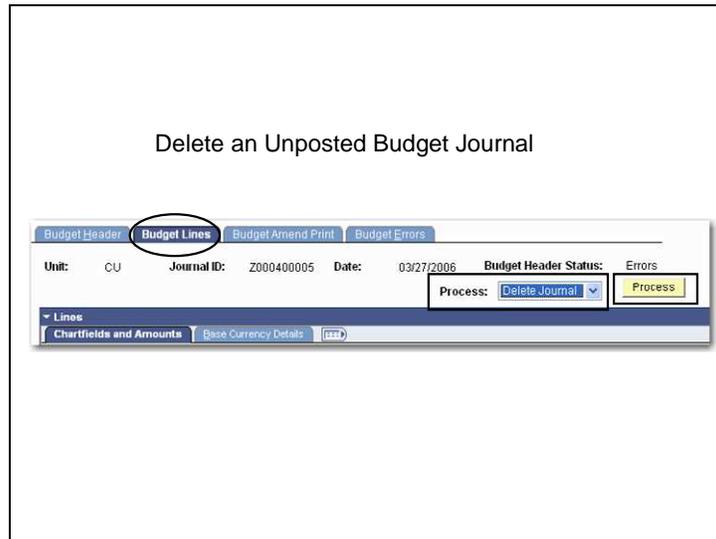
To delete an Unposted Budget Journal, Click on the Budget Lines tab.

Click on the down arrow for Process. Select Delete Journal.

Click Process and Select Yes to Delete the Journal.

Project Budgets and Budget Journals

Slide 23

View an Existing Budget Journal

To view an existing Budget Journal, click on the Find an Existing Value tab.

Enter as much information as you know, then click on Search.

Slide 24

Click on the appropriate Journal ID.

Slide 25

The budget header screen should appear.

Click on the appropriate tab to view the different pages of the amendment.

Project Budgets and Budget Journals

Slide 26

To edit an error on a saved but Unposted Journal, Click on the Find an Existing Value Tab.

Enter as much information as you know.

In the Budget Header Status field, select = to Errors.

Click on Search.

Project Budgets and Budget Journals

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Click on the appropriate Journal ID.

Slide 28

Click on the Budget Errors tab to view the error message.

Project Budgets and Budget Journals

Slide 29

Click on the Budget Lines tab to view the chartfields and amount.

Make appropriate corrections and click Save.

If you are authorized to post a budget journal, then click on Process to post the amendment.

If you are not authorized to post, a message will pop up notifying you that you are not authorized to post budgets and that you must contact an authorized person to post the budget.