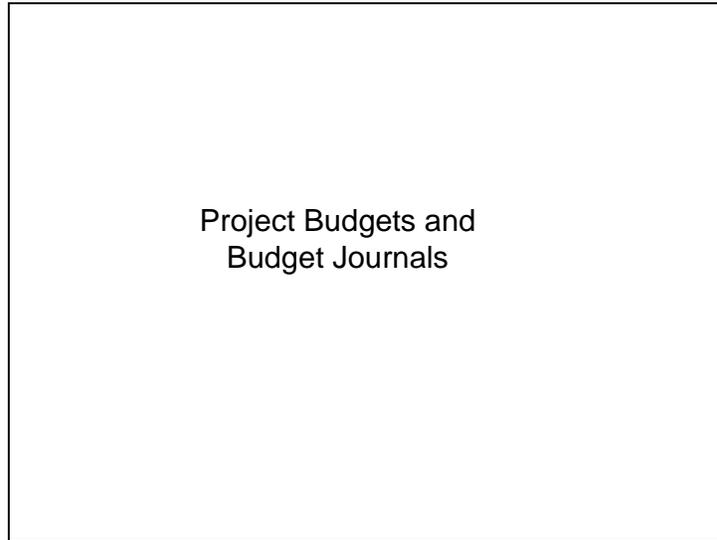


# Project Budgets and Budget Journals

Slide 1



### 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

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.

### 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.

### Child Budget

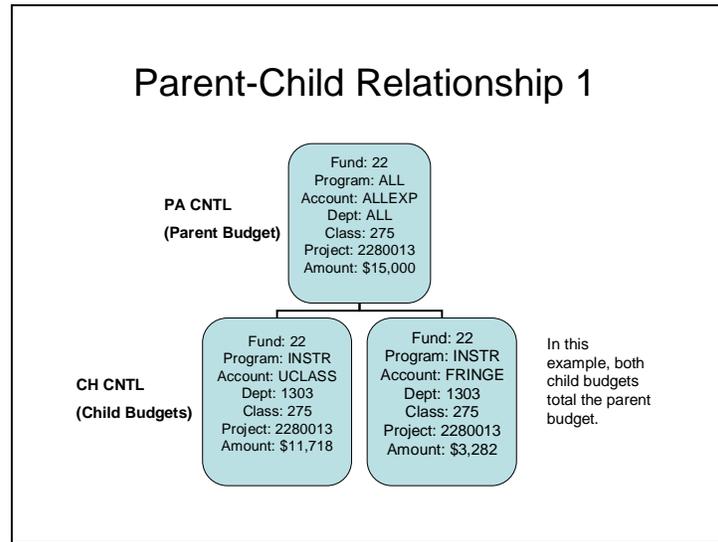
- Each parent budget can have one or more Child budgets.
  - These budgets are posted to the budget ledger named CH CNTL.
  - The relationship between the parent budget and child budget is like the relationship of APPROP to ORG in funds 10-17.
  - Departments will establish.

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.

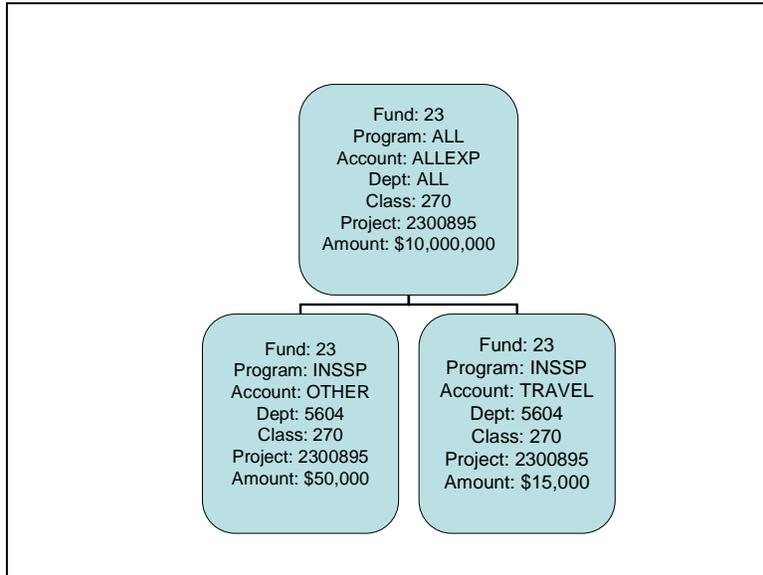
Departments will establish all Child budgets as part of the annual budget process. Additional budget lines for existing projects or budget lines for new projects can be added by departments at any time.



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.

### Budget Amendments

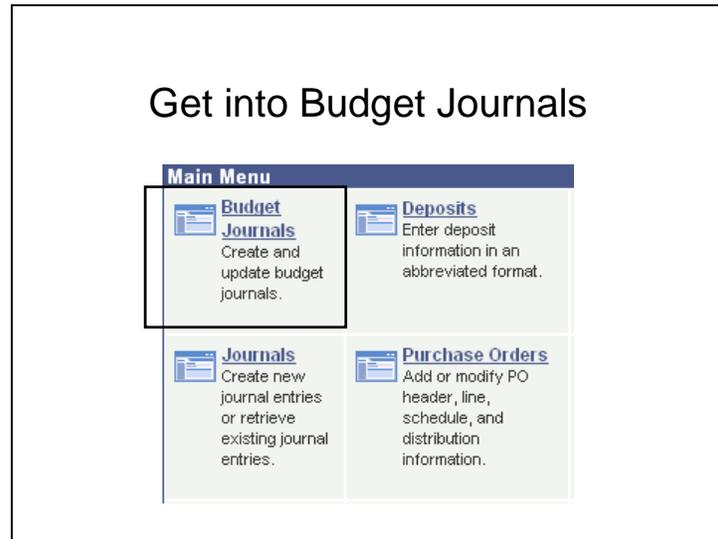
- Child Budget Amendments are allowed during the year for any project.
- Total of all Child budgets cannot exceed the parent budget.
- To request an increase in the Parent budget, contact Lou Ferguson at [lou@clemson.edu](mailto:lou@clemson.edu).

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](mailto:lou@clemson.edu).

### Temporary “Controlled” Budget

- Contact Cheryl Dean at [bayhi@clemson.edu](mailto: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](mailto:bayhi@clemson.edu).



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

Add a Budget Journal

**Enter Budget Journals**

[Find an Existing Value](#) **[Add a New Value](#)**

---

**Business Unit:**

**Journal ID:**  System will assign the Journal ID. Leave this field as NEXT or leave it blank.

**Journal Date:**

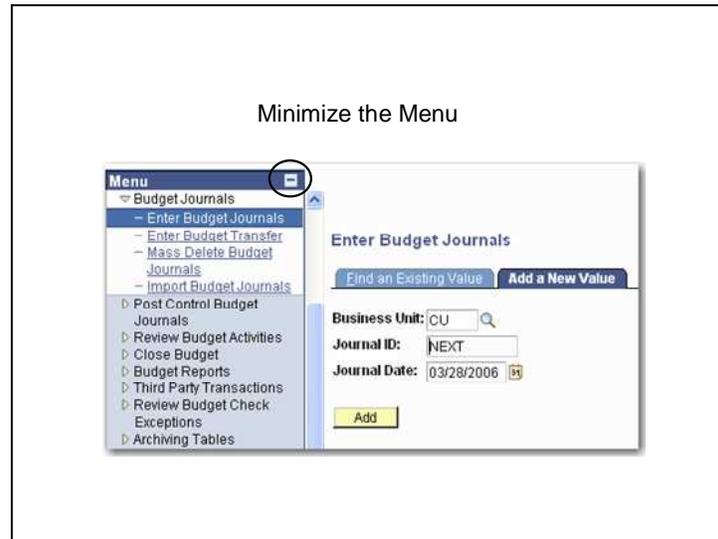
[Find an Existing Value](#) | [Add a New Value](#)

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



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**

Budget Header		Budget Lines		Budget Amend Print		Budget Errors	
Unit:	CU	Journal ID:	NEXT	Date:	03/28/2006		
Ledger Group:	<input type="text"/>	Fiscal Year:		Period:			
Control ChartField:		Currency:	USD	Rate Type:			
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Efflt:	03/28/2006		
User ID:	EEARL	Budget Type:					
Budget Amendment Reference:	<input type="text"/>						
Long Description:	<input type="text"/>						
<input type="button" value="Save"/>		<input type="button" value="Notify"/>					

[Budget Header](#) | [Budget Lines](#) | [Budget Amend Print](#) | [Budget Errors](#)

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

### Ledger Group Descriptions

Look Up Ledger Group

Search Results

View All First 19 of 19 Last

Business Unit	Ledger Group	Description
CU	AP_ENC	AP Encumbrances
CU	CH_CNTL	Child Control
CU	PA_CNTL	Parent Control
CU	PLANTFUND	Plant Fund
CU	SPONCHILD	Sponsored Activity Child Budge
CU	SPONPARENT	Sponsored Activity Parent
CU	APPROP	Appropriation Budget Ledger
CU	ORG	Organization Budget Ledger
CU	REVEST	Revenue Estimate Budget Ledger

Ledger	Description
ORG	Funds 10-17
SPONCHILD	Sponsored Research Funds 19, 20, 82, 83
CH CNTL	All other funds

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**

**Budget Header** | Budget Lines | Budget Amend Print | Budget Errors

**Unit:** CU    **Journal ID:** NEXT    **Date:** 03/28/2006

**Ledger Group:** CH\_CNTL    **Fiscal Year:** 2006    **Period:** 9

**Control ChartField:** Fund Code    **Currency:** USD

**Budget Header Status:** None    **Rate Type:** CRRNT

**User ID:** EEARL    **Exchange Rate:** 1.00000000

**Cur Effdt:** 03/28/2006    **Budget Type:** Expense

**Budget Amendment Reference:**  
[Empty field]

**Long Description:**  
Add additional funds for new position at ICAR

[Budget Header](#) | [Budget Lines](#) | [Budget Amend Print](#) | [Budget Errors](#)

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.

# Project Budgets and Budget Journals

Slide 15

**Budget Lines Tab**

**Budget Header** | **Budget Lines** | Budget Amend Print | Budget Errors

**Unit:** CU    **Journal ID:** NEXT    **Date:** 03/28/2006

**Ledger Group:** CH\_CNTL    **Fiscal Year:** 2006    **Period:** 9

**Control ChartField:** Fund Code    **Currency:** USD

**Budget Header Status:** None    **Rate Type:** CRRNT

**User ID:** EEARL    **Exchange Rate:** 1.00000000

**Budget Amendment Reference:**    **Cur Effdt:** 03/28/2006

**Budget Type:** Expense

**Long Description:**  
Add additional funds for new position at ICAR

[Budget Header](#) | [Budget Lines](#) | [Budget Amend Print](#) | [Budget Errors](#)

Click on the Budget Lines Tab.

## Project Budgets and Budget Journals

Slide 16

**Budget Line Information**

**Header Information**

Unit: CU Journal ID: NEXT Date: 03/28/2008 Budget Header Status: None  
Process: [Post Journal](#) [Process](#)

**Lines**

Delete	Line	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Program	Class
<input type="checkbox"/>	1	CH_CNTL_BD		Speed Type					

Lines to add:  [Journal Line Copy Down](#) From Line:  To:  [Generate Budget Period Lines](#)

Totals		
Total Lines:	Total Debits:	Total Credits:
1	0.00	0.00

[Save](#) [History](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Amend Print](#) | [Budget Errors](#)

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 Chartfields**

The screenshot displays the 'Enter Chartfields' interface. At the top, there are tabs for 'Budget Header', 'Budget Lines', 'Budget Amend Print', and 'Budget Errors'. The 'Budget Lines' tab is active. Below the tabs, there is a header section with fields for Unit (CU), Journal ID (NEXT), Date (03/28/2006), Budget Header Status (None), and a Process button (Post Journal). A 'Lines to add' section shows a count of 1. Below this is a table with the following columns: Delete, Line, Ledger, Budget Period, Speed Type, Account, Fund, Dept, Program, and Class. The table contains one row with Line 1 and Ledger CH\_CNTL\_BF. Below the table is a 'Totals' section with the following data: Total Lines: 1, Total Debits: 0.00, Total Credits: 0.00. There are 'Save' and 'Print' buttons. At the bottom, there is a scroll bar and the text 'Scroll to the right to see more fields.' with an arrow pointing right.

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.

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.

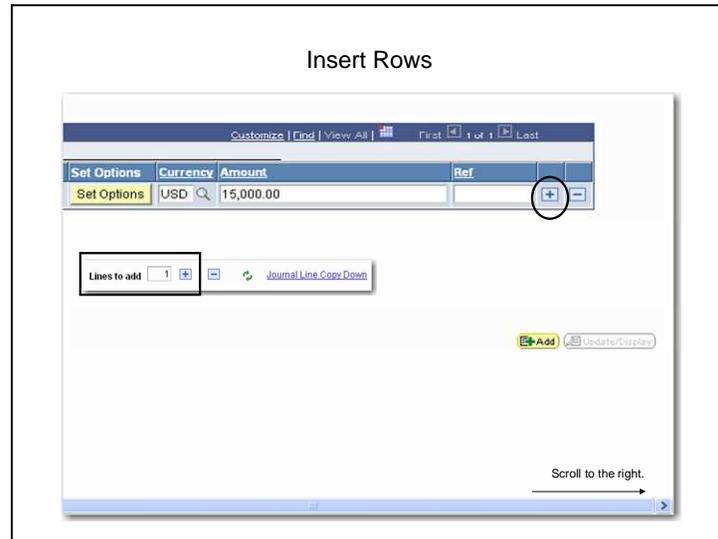
Program: INSTR, RES, ACDEM, INSSP, etc.

Dept: 5306, 1301, 0921, etc.

Class: 130, 270, 275, etc.

## Project Budgets and Budget Journals

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

**Process**

**Budget Header** | **Budget Lines** | **Budget Amend Print** | **Budget Errors**

Unit: CU    Journal ID: 2000400008    Date: 03/29/2006    Budget Header Status: **Post Journal**    **Process**

Process: **Post Journal**    **Process**

**Lines**

Chartfields and Amounts    Base Currency Details    [Print]

Delete	Line	Error	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Program
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	CH_CNTL_BD	2006YR	Speed Type	CLASS	23	5604	INSP

Lines to add: 1    [Print]    [Refresh]    Journal Line Copy Down    From Line:  To:     [Generate Budget Period Lines]

Totals		
Total Lines:	Total Debits:	Total Credits:
1	0.00	15,000.00

**Save**    [Return to Search]    [Notify]

[Budget Header](#) | [Budget Lines](#) | [Budget Amend Print](#) | [Budget Errors](#)

Are you sure that you want to post this journal? (5010,45)

**Yes**    **No**

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 Lines** | Budget Amend Print | Budget Errors

Journal ID: Z000400008    Date: 03/28/2006    **Budget Header Status:** Posted

Process: Post Journal   

**Amounts** | Base Currency Details |

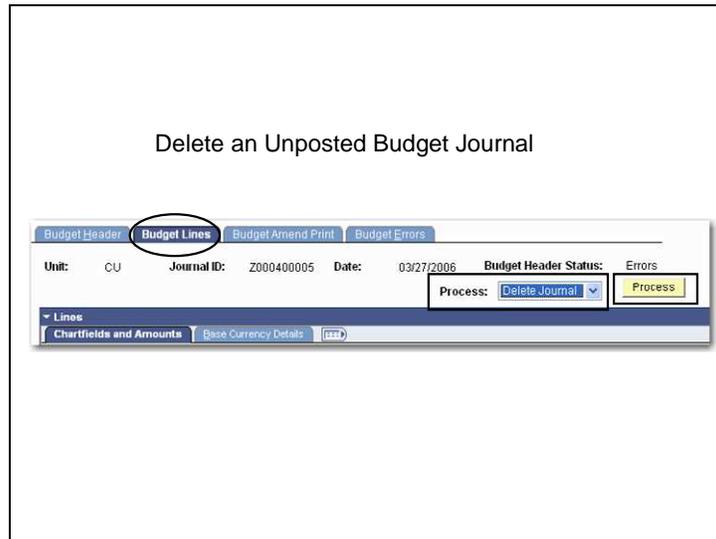
Budget Period	Speed Type	Account	Fund	Dept	Program	Class	Project
NTL_BD 2006YR	Speed Type	CLASS	23	5604	INSSP	270	2300895

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



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**

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

**Find an Existing Value** | **Add a New Value**

---

**Business Unit:** = [v] CU [Q]

**Journal ID:** begins with [v] [ ]

**Journal Date:** = [v] 03/28/2006 [ij]

**UnPost Sequence:** = [v] [ ]

**Budget Header Status:** = [v] Posted [v]

**Description:** begins with [v] [ ]

Case Sensitive

**Search** | **Clear** | [Basic Search](#) | [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

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.

# Project Budgets and Budget Journals

Slide 24

**Select the Budget Journal**

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

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:** = [v] CU [Q]

**Journal ID:** begins with [v]

**Journal Date:** = [v] 03/28/2006 [B]

**UnPost Sequence:** = [v]

**Budget Header Status:** = [v] Posted [v]

**Description:** begins with [v]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

View All First [v] 1-2 of 2 [v] Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
CU	Z000400008	03/28/2006	CH_CNTL	Posted	Add additional funds for new p
CU	Z000400008	03/28/2006	REVEST	Posted	zero entry test

Click on the appropriate Journal ID.

## Project Budgets and Budget Journals

Slide 25

View the Journal

Budget HeaderBudget LinesBudget Amend PrintBudget Errors

<b>Unit:</b>	CU	<b>Journal ID:</b>	Z000400008	<b>Date:</b>	03/28/2006
<b>Ledger Group:</b>	CH_CNTL	<b>Fiscal Year:</b>	2006	<b>Period:</b>	9
<b>Control ChartField:</b>	Fund Code	<b>Currency:</b>	USD	<b>Rate Type:</b>	CRRNT
<b>Budget Header Status:</b>	Posted	<b>Exchange Rate:</b>	1.00000000	<b>Cur Effdt:</b>	03/28/2006
<b>User ID:</b>	EEARL	<b>Budget Type:</b>	Expense		

**Budget Amendment Reference:**  
Add additional funds for new p  
Long Description:  
Add additional funds for new position at ICAR.

SaveReturn to SearchNext in ListPrevious in ListNotify

The budget header screen should appear.

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

### Edit an Error on an Existing Budget Journal

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

**Find an Existing Value** | Add a New Value

Business Unit: = [v] CU [Q]

Journal ID: begins with [v] [Q]

Journal Date: = [v] [Q]

UnPost Sequence: = [v] [Q]

Budget Header Status: = [v] Errors [v]

Description: begins with [v] [Q]

Case Sensitive

**Search** | Clear | Basic Search | Save Search Criteria

[Find an Existing Value](#) | [Add a New Value](#)

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

Slide 27

## Select the Budget Journal

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

[Find an Existing Value](#) [Add a New Value](#)

**Business Unit:** = [v] CU [Q]

**Journal ID:** begins with [v]

**Journal Date:** = [v] [B]

**UnPost Sequence:** = [v]

**Budget Header Status:** = [v] Errors [v]

**Description:** begins with [v]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

**Search Results**

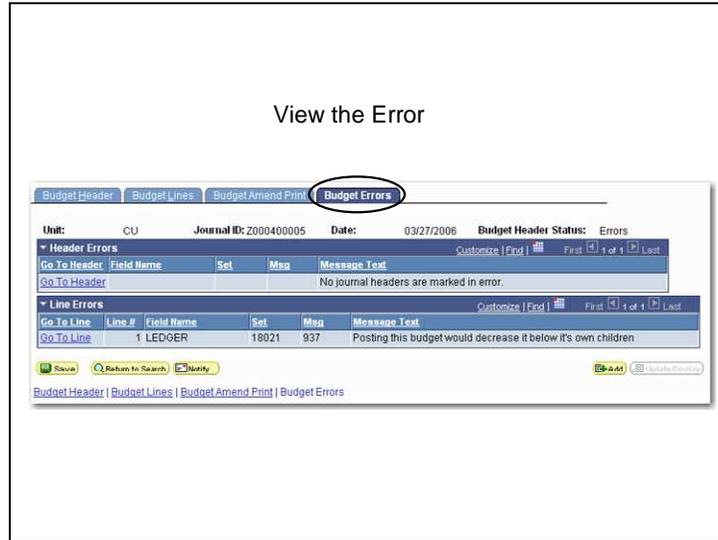
View All First 1-5 of 5 Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description
CU	BUD5308001	10/25/2005	ORG	Errors	(blank)
CU	G000378485	10/14/2005	ORG	Errors	(blank)
CU	Z000378507	10/20/2005	SPONCHILD	Errors	TEST spon
CU	Z000378521	10/25/2005	ORG	Errors	test

Click on the appropriate Journal ID.

# Project Budgets and Budget Journals

Slide 28



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

## Project Budgets and Budget Journals

Slide 29

Correct the Error

Unit: CU Journal ID: Z000400005 Date: 03/27/2006 Budget Header Status: Errors  
Process: Post Journal

▼ Lines  
Chartfields and Amounts Base Currency Details

Delete	Line	Error	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Program
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	APPROP_BD	2006YR	Speed Type	ALLEXP	15	CAMP	ALL

Lines to add: 1    From Line:  To:

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

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.