

## **BUDGET JOURNAL QUICK FACTS SHEET**

**Department Use:** For use by departments in the completion of a budget journal in PeopleSoft Finance. Budgets related to G&C projects do **NOT** follow this process. Budget journals establish a budget for a particular Account-Fund-Department-Project-Program combination and are created by budget period/fiscal year.

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**Step 1:** Log into PeopleSoft Finance and use the NavBar to access Menu > Commitment Control > Budget Journals > Enter Budget Journals.

**Step 2:** The following page with appear:

### **Enter Budget Journals**

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

\*Business Unit

\*Journal ID

\*Journal Date

**Add**

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

- Make sure the “Add a New Value” tab is chosen
- Keep the default values of Business Unit: “UND01”; Journal ID: “NEXT”
- For the Journal Date field, use today’s date unless it is fiscal year end
  - If it is fiscal year end and we are entering for the previous fiscal year, use 06/30/20XX
- Click “Add” once all areas are filled in.

- The following page should appear:

Budget Header
Budget Lines
Budget Errors

Unit <span style="font-weight: normal;">UND01</span>	Journal ID <span style="font-weight: normal;">NEXT</span>	Date <span style="font-weight: normal;">09/29/2022</span>
*Ledger Group <span style="font-weight: normal;">FNDDTL</span> <input type="text" value=""/>	Fiscal Year <span style="font-weight: normal;">2023</span>	Period <span style="font-weight: normal;">3</span>
Control ChartField <span style="font-weight: normal;">Fund Code</span>	*Currency <span style="font-weight: normal;">USD</span> <input type="text" value=""/>	
Budget Header Status <span style="font-weight: normal;">None</span>	Rate Type <span style="font-weight: normal;">CRRNT</span> <input type="text" value=""/>	
*Budget Entry Type <span style="font-weight: normal;">Adjustment</span> <input type="text" value=""/>	Exchange Rate <span style="font-weight: normal;">1.00000000</span> <input type="text" value=""/>	
	Cur Effdt <span style="font-weight: normal;">09/29/2022</span> <input type="text" value=""/>	
	Budget Type <span style="font-weight: normal;">Expense</span>	

**Parent Budget Options**

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

Attachments (0)

Long Description

Per Emily Goodoien, set up zero dollar budget to allow journal to post.

183 characters remaining

Save
Notify
Refresh


Add
Update/Display

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

**Step 3:** Within the “Budget Header” tab, complete the following:

- Ledger Group – Utilize Appendix A to find the correct ledger group (utilize the magnifying glass in order to search)
  - **Note:** Budget Journals can only be entered for one type of ledger group. For example, if increasing an expense budget and a revenue budget, you will need to complete two separate budget journals; one for Expense and one for Revenue
- Budget Entry Type – “Adjustment” (**do not use Original**)
- Parent Budget Options (Expense Ledgers **Only**) – Only choose “Adjustment” from “Parent Budget Entry Type” dropdown
- Attachments – Add files for backup by clicking the blue “Attachments” link
- Long Description – A description is required to be entered. If two ledger groups are needed it is helpful to identify in the description box the funding string that ties to the other corresponding ledger group
- Everything else on this tab will auto-fill.

Step 4: Within the “Budget Lines” tab, complete the following:

- The first time entering a budget journal, click on the  symbol beneath “Lines”, then click “Personalize”. This will allow you to change the order of the chartfields to match the screenshot above

**Lines**

Personalize Column and Sort Order

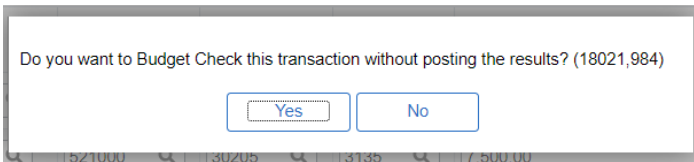
To order columns or add fields to sort order, highlight column name, then press the appropriate button. Frozen columns display under every tab.

- Hide column names here, and they will not show within the chartfields
- Fill in the following fields:
  - Budget Period – current fiscal year/fiscal year for which we are submitting the budget journal

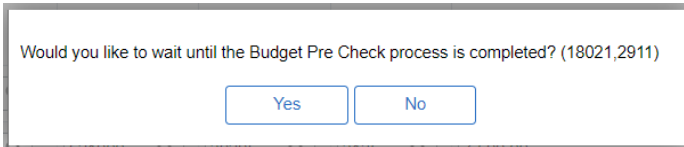
- Account – Child account code, which can be found via Appendix B (utilize the magnifying glass)
- Fund – Fund number associated with budget adjustment
- Dept – Department number associated with budget adjustment
- Amount – Amount the budget is being adjusted (positive increases budget; negative decreases budget)
- Adjustment Type – “Temporary” (choose from dropdown)
  - **Note: Permanent will not be used**
- Journal Class – leave this blank unless it is for a carryforward fund (use “CARRYFWD”).  
Carryforward fund series are as follows:
  - 30501-30549
  - 30510-30512
  - 31003
  - 31312-31315
  - 31911-31923
  - 31930-31949
- When adding more than one line, change “1” in the “Lines to Add” box to the number of lines needed, then click the “+”
  - **Note:** If a line has already been keyed in prior to increasing the number in the “Lines to add” box, the lines added will have the same information as what was initially in row/line 1. Simply type over the prefilled information with the new information
- When deleting lines, click the “Delete” checkbox in the row(s)/line(s) to be deleted, then click the “-”
- Click “Save”.

**Step 5:** Perform a Budget Pre-Check to check for errors:

- Go to the “Process” dropdown and select “Budget Pre-Check”
- Click the “Process” button. The following pop-up may appear:



- Click on “Yes”
- Another pop-up may appear:



- Click on “Yes”
- Upon the system running the check, the “Budget Header Status” will return as either “Checked Only” or “Error”
- If “Error” status is returned, fix the error and click “Save” at the bottom of the page
- Perform another Budget Pre-Check per Step 5 instructions above

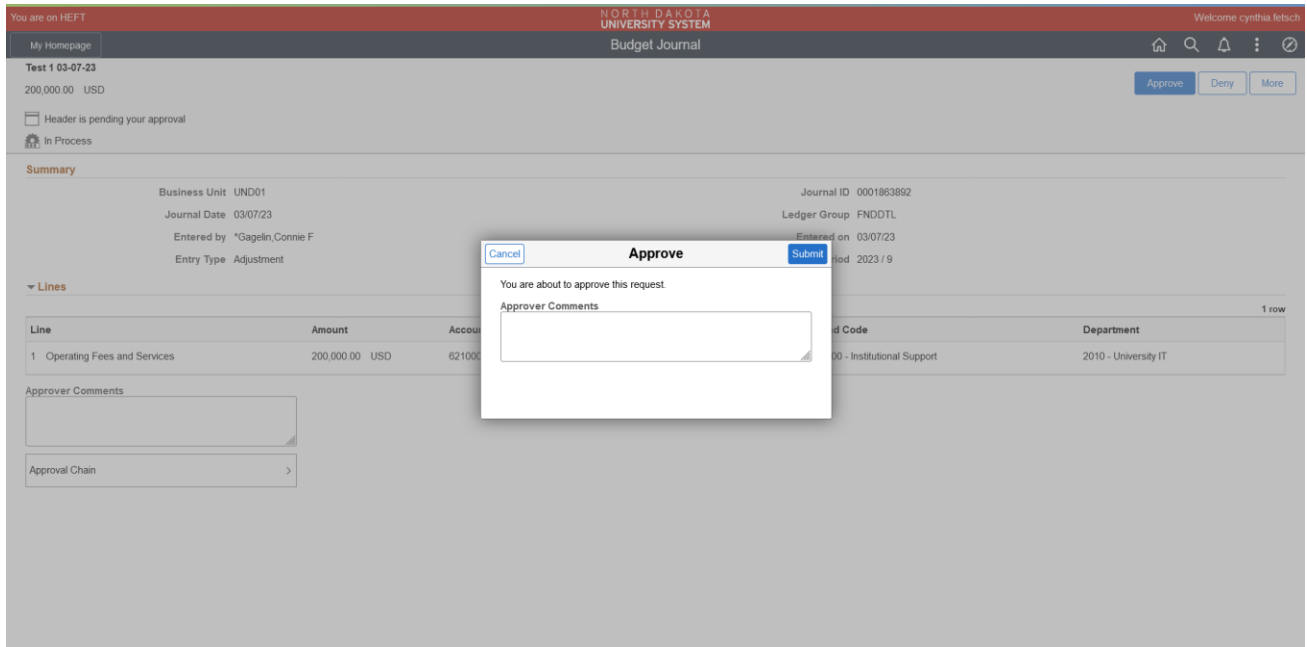
- Upon receiving a “Budget Header Status” of “Checked Only”, move onto Step 6 to submit budget journal for review.

**Step 6:** To submit the budget journal for review:

- Go to the “Process” dropdown and select “Submit Journal”
- Click the “Process” button. Once this has been clicked, the “Approval Header Status” should change from “Not Submitted” to “Pending”
- Once the “Approval Header Status” says “Pending” you will know that the budget journal has been routed to the approver and you are now done with your portion of the process.

**Budget Approvers:**

- Approver will be notified via email that a budget journal needs to be approved. Upon approval, the budget journal is completed and a notification via email will be sent to the individual who initiated the budget journal.



- To see the status of where the budget journal is in the approval workflow, click on the “Pending” Approval Header Status on the Budget Lines tab of the budget journal. This will open the “Approval Flow” screen:
  - Approved or Self Approved: The budget journal has been approved by this approver
  - Pending: The budget journal is currently sitting in this approver’s workflow queue for approval
  - Not Routed: The budget journal will route to these approvers after the Pending approver approves the budget journal

The screenshot shows a window titled "Approval Flow" with a close button (X) in the top right corner. Below the title bar, there is a "Help" link. The main content is divided into two sections:

**UND Dept Budget Jrnl**

Unit UND01, ID 0001912642, Date 2023-05-15: Pending [View/Hide Comments](#)

UND Dept Budget Jrnl

- Self Approved** (green box): \*Peterson, Eric A. UND Budget Jrnl's Depts. 05/15/23 - 2:27 PM. Includes a green checkmark icon.
- Pending** (blue box): \*Leddige, Anna M. UND Budget Jrnl's Depts. Includes a clock icon.

**Comments**

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**UND RPA budget**

Unit UND01, ID 0001912642, Date 2023-05-15: Awaiting Further Approvals

UND RPA budget

- Not Routed** (blue box): \*Fetsch, Cynthia L. UND RPA budget. Includes a trash can icon.

At the bottom left of the window is a "Return" button.

Appendix A:

<b>LEDGER GROUP</b>	<b>DESCRIPTION</b>	<b>FUND RANGE</b>
CASHR	Cash Revenue Ledger Group	Fund Range 00400-01999
		Fund Range 62500-69999
		Fund Range 70000-78999
		Fund Range 79600-79612
		Fund Range 82500-89999
CSHDTL	Cash Detail Ledger Group-Expense Accounts	Fund Range 00001-01999
		Fund Range 62500-69999
		Fund Range 70000-78999
		Fund Range 79600-79612
		Fund Range 82500-89999
REVENUE	Revenue Ledger Group	Fund Range 10000-27999
		Fund Range 30000-37999
		Fund Range 50000-59999
		Fund Range 79000-79321
FNDDTL	Fund Detail Ledger Group-Expense Accounts	Fund Range 10000-11999
		Fund Range 20000-23999
		Fund Range 30000-35999
		Fund Range 50000-52999
		Fund Range 55000-57999
		Fund Range 79000-79321
GNTDTL	Grant Detail Ledger Group-Expense Budget	Fund Range 40000-49999
GRNTREV	Grant Revenue Ledger Group-Revenue	Fund Range 40000-49999
PROJREV	Project Revenue Ledger Group	Fund Range 14000-14999
		Fund Range 17000-17999
		Fund Range 28000-28999
		Fund Range 38000-39999
PRJDTL	Project Detail Ledger Group-Expense Budget	Fund Range 14000-14999
		Fund Range 17000-17999
		Fund Range 28000-28999
		Fund Range 38000-39999

Appendix B:

Account	Account Descr	Ledger Group	Account	Account Descr	Ledger Group
400000	REVENUE	CASHR, REVENUE; GRNTREV; PROJREV	511000	Salaries-Regular - Benefitted	CSHDTL; FNDDTL; GNTDTL; PRJDTL
440000	Licenses, Fees & Permits	CASHR, REVENUE; GRNTREV; PROJREV	512000	Salaries - Other	CSHDTL; FNDDTL; GNTDTL; PRJDTL
441000	Fines-Forfeitures-Esheat	CASHR, REVENUE; GRNTREV; PROJREV	513000	Temp-Salaries-NonBenefitted	CSHDTL; FNDDTL; GNTDTL; PRJDTL
442000	Cash/Investment Earnings	CASHR, REVENUE; GRNTREV; PROJREV	514000	Overtime	CSHDTL; FNDDTL; GNTDTL; PRJDTL
450000	Federal Awards	CASHR, REVENUE; GRNTREV; PROJREV	515000	Salaries - Faculty	CSHDTL; FNDDTL; GNTDTL; PRJDTL
451000	State Awards	CASHR, REVENUE; GRNTREV; PROJREV	516000	Fringe Benefits	CSHDTL; FNDDTL; GNTDTL; PRJDTL
452000	Private Awards	CASHR, REVENUE; GRNTREV; PROJREV	517000	Salaries - Graduate Assistants	CSHDTL; FNDDTL; GNTDTL; PRJDTL
460000	Tuition and Fees	CASHR, REVENUE; GRNTREV; PROJREV	518000	Other Taxable Compensation	CSHDTL; FNDDTL; GNTDTL; PRJDTL
461000	Appropriations	CASHR, REVENUE; GRNTREV; PROJREV	519000	Salaries Other Benefitted	CSHDTL; FNDDTL; GNTDTL; PRJDTL
462000	Charges for Services/Sales	CASHR, REVENUE; GRNTREV; PROJREV	521000	Travel	CSHDTL; FNDDTL; GNTDTL; PRJDTL
470000	Auxiliary Services	CASHR, REVENUE; GRNTREV; PROJREV	522000	Travel International	CSHDTL; FNDDTL; GNTDTL; PRJDTL
471000	Medical Charges Services/Sales	CASHR, REVENUE; GRNTREV; PROJREV	531000	Supplies - IT Software	CSHDTL; FNDDTL; GNTDTL; PRJDTL
472000	Leases, Rents, and Royalties	CASHR, REVENUE; GRNTREV; PROJREV	532000	Supply/Material - Professional	CSHDTL; FNDDTL; GNTDTL; PRJDTL
473000	Off-Site Medical Fees & Serv	CASHR, REVENUE; GRNTREV; PROJREV	533000	Food and Clothing	CSHDTL; FNDDTL; GNTDTL; PRJDTL
474000	GME/Resident	CASHR, REVENUE; GRNTREV; PROJREV	534000	Bldg, Grounds, Vehicle Supply	CSHDTL; FNDDTL; GNTDTL; PRJDTL
475000	Medical Service Plan (MSP)	CASHR, REVENUE; GRNTREV; PROJREV	535000	Miscellaneous Supplies	CSHDTL; FNDDTL; GNTDTL; PRJDTL
478000	Contributions & Donations	CASHR, REVENUE; GRNTREV; PROJREV	536000	Office Supplies	CSHDTL; FNDDTL; GNTDTL; PRJDTL
479000	Interdepartmental Revenue	CASHR, REVENUE; GRNTREV; PROJREV	541000	Postage	CSHDTL; FNDDTL; GNTDTL; PRJDTL
480000	Other Misc Rev	CASHR, REVENUE; GRNTREV; PROJREV	542000	Printing	CSHDTL; FNDDTL; GNTDTL; PRJDTL
481000	Sale of Capital Assets	CASHR, REVENUE; GRNTREV; PROJREV	551000	IT Equipment under \$5,000	CSHDTL; FNDDTL; GNTDTL; PRJDTL
483000	Proceeds of Debt	CASHR, REVENUE; GRNTREV; PROJREV	552000	Other Equipment under \$5,000	CSHDTL; FNDDTL; GNTDTL; PRJDTL
484000	Indirect Costs	CASHR, REVENUE; GRNTREV; PROJREV	561000	Utilities	CSHDTL; FNDDTL; GNTDTL; PRJDTL
490000	Transfers In	CASHR, REVENUE; GRNTREV; PROJREV	571000	Insurance	CSHDTL; FNDDTL; GNTDTL; PRJDTL
491000	Interdept Transfer	CASHR, REVENUE; GRNTREV; PROJREV	581000	Rentals/Lease-Equipment&Other	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			582000	Rentals/Leases-Building/Land	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			591000	Repairs	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			602000	IT - Communications	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			611000	Professional Development	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			621000	Operating Fees and Services	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			622000	Participant Support	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			623000	Professional Fees and Services	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			624000	Subcontracts and Subrecipients	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			625000	Medical, Dental and Optical	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			626000	Online Prog Manage (OPM) Fee	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			628000	Strategic Investment Fee	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			629000	Support Allocation Costs	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			631000	Miscellaneous Expenses	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			641000	Interest Expense	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			651000	Cost of Goods Sold	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			661000	Waivers/Scholarships/Fellowshi	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			671000	Non Operating Expenses	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			681000	Capital Assets	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			682000	Land and Buildings	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			683000	Other Capital Payments	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			691000	Equipment Over \$5000	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			693000	IT Equipment Over \$5000	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			701000	Bond Payments	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			702000	Depreciation Expense	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			715000	Other Additions/Deductions	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			715001	Other Additions/Deductions	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			721000	Interdept Transfer	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			722000	Transfers Out	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			722001	Transfers Out	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			730001	Facilities & Administration	CSHDTL; FNDDTL; GNTDTL; PRJDTL
			730002	Facilities & Administration	CSHDTL; FNDDTL; GNTDTL; PRJDTL