

## KK.030.002 - POSTING BUDGET JOURNAL IN BATCH

<b>Purpose</b>	<ul style="list-style-type: none"><li>• To post budget journals in batch.</li><li>• To identify required Process Request Parameters on the Post Journals Request page.</li><li>• To run the batch journal post process.</li><li>• To determine the status of a process.</li></ul>
<b>Description</b>	The post journals in batch process can be used for reasons of efficiency instead of taking up system resources by posting journals individually.
<b>Security Role</b>	BOR_KK_PROCESSES
<b>Dependencies/ Constraints</b>	A Run Control ID must be created when users first run the journal post process.
<b>Additional Information</b>	<ul style="list-style-type: none"><li>• Journals can be posted by Ledger Group.</li><li>• The Process Monitor can be used to determine the status of a process.</li></ul>

## Procedure

Below are step by step instructions are how to post journals in batch.

Step	Action
1.	Click the <b>NavBar</b> icon.
2.	Click the <b>Navigator</b> icon.
3.	Click the <b>Commitment Control</b> link.
4.	Click the <b>Post Control Budget Journals</b> link.
5.	Click the <b>Request Posting</b> link.
6.	Click the <b>Add a New Value</b> tab.
7.	Enter a Run Control ID in the <b>Run Control ID</b> field.
8.	Click the <b>Add</b> button.
9.	Click the <b>Always</b> option.
10.	Enter or search for the Business Unit in the <b>Business Unit</b> field.
11.	<p>Users can choose from three Budget Entry Types:</p> <ul style="list-style-type: none"> <li>• <b>Original</b> - Select Original if this is an original budget entry being made for the first time</li> <li>• <b>Adjustment</b> - Select Adjustment if this is an adjustment to an original budget amount.</li> <li>• <b>Permanent Adjustment</b> - Select Permanent Adjustment if this is an adjustment to an original budget amount and needs to be carried forward.</li> </ul> <p><b>Note:</b> Only Original and Permanent Adjustment budget journals are included in the next appropriation year's budget within the Budget Prep module.</p>
12.	Enter a Date in the <b>Journal Date From</b> field.
13.	Enter a Date in the <b>Journal Date To</b> field.
14.	Enter Description in the <b>Description</b> field.
15.	Enter or search for a Ledger Group in the <b>Ledger Group</b> field.
16.	Click the <b>Save</b> button.
17.	Click the <b>Run</b> button.
18.	Click the <b>OK</b> button.
19.	Click the <b>Process Monitor</b> link. The system navigates to the Process Monitor page and defaults to the Process List tab.

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Step	Action
20.	Click the <b>Refresh</b> button until the Run Status is Success.
21.	Click an entry in the <b>Details</b> column.
22.	Click the <b>Message Log</b> link.
23.	Click the <b>Return</b> button.
24.	Click the <b>OK</b> button.