

## KK.020.005 - ENTERING AND MAINTAINING GRANT BUDGETS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To enter a Grant budget journal.</li> <li>• To identify required information on the Budget Header page.</li> <li>• To identify required ChartField information on the Budget Lines page.</li> <li>• To add/delete rows from a budget journal.</li> <li>• To identify different Journal Process options.</li> <li>• To post a Grant budget journal.</li> </ul>
<b>Description</b>	<p>Grants are defined as sponsored initiatives funded by third parties such as the federal government, private corporations, etc. These grants have overall budgets established when the grant is set up and may span over one or multiple years. Yearly budgets are maintained in the PROJ_GRT Ledger group and overall/cumulative budgets are stored in the PRMST_EXP Ledger Group. Cumulative budgets for grants do not update or interface from the Budget Prep module.</p> <p>The control option (Control/Track) is defined by the ChartField definition at the individual project level. Therefore, users must refer back to the project definition to determine the type of budget.</p> <p>Budget Journals keyed to this Ledger Group must include the following ChartFields: Account (at the Summary Account level of the BDXLATE_ACCOUNT tree), Class, Department, Project, Fund Code, Program and Budget Reference. The Budget Period field defaults based on the Budget Reference entered and should not be changed.</p> <p>For the grant to be valid for budgeting, the Project Sync Process must run. Please refer to <a href="#">GL.010.007 - Running the Project Sync</a> business process for further details.</p>

<b>Security Role</b>	BOR_KK_BUDGET_ENTRY
<b>Dependencies/ Constraints</b>	<ul style="list-style-type: none"> <li>• All accounting transactions related to this project/grant budget check the budget for verification of available funds</li> <li>• Grants (sponsored projects) require Project/Grant budgets at the Summary Account level. (For example: 714000)</li> <li>• GeorgiaFIRST Grants (sponsored projects) and Projects may require Project/Grant budgets at the Overall and Summary Account level depending upon project/grant definition.</li> <li>• The Project/Grant budget control is determined using the Design ChartField panels and does not use the usual Budget Control setup common to other controlled budgets.</li> <li>• Budget years available for multiyear grant budgets depend on budget years in the Budget Tree</li> <li>• The Project/Grant budget date must be between the Project/Grant begin and end date defined on the Design ChartField panel.</li> <li>• Different Commitment Control Security events are used to enforce entry and adjustments on budget journal than are used for budget transfers. In addition, because they are different components, the general tools security can be used to limit access.</li> </ul>
<b>Additional Information</b>	<ul style="list-style-type: none"> <li>• The System validation is performed as users create transactions.</li> <li>• A sample Project/Grant Budget is below:               <ul style="list-style-type: none"> <li>○ Fund 10000</li> <li>○ Department 1100000 Admissions</li> <li>○ Program 12100 Ind-Project Research</li> <li>○ Class 61000 Sponsored Federal</li> <li>○ Account 714000 Operating Supplies</li> <li>○ Project/Grant 5410 Physics of Lasers</li> <li>○ Amount \$100,000</li> </ul> </li> <li>• SpeedTypes allow users to predefine combinations of ChartFields. SpeedTypes can be used to automatically enter frequently used ChartField combinations. They are intended to increase data entry</li> </ul>

	<p>speed and decrease keying errors. Most institutions do not specify an account or budget reference in their speed type definitions; therefore, they have to be keyed after the SpeedType is selected.</p> <ul style="list-style-type: none"> <li>For reasons of efficiency, users typically edit and post budget entry journals in the background, using the Budget Posting Request page. However, each journal can be edited/posted individually on the Budget Lines page.</li> </ul>
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## Procedure

Below are step by step instructions on how to use the Enter Budget Journals component of Commitment Control in order to enter and maintain Grant budgets.

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>Budget Journals</b> link.
5.	Click the <b>Enter Budget Journals</b> link.
6.	<p>Verify the system defaults the <b>Business Unit</b> based on the user preferences. The <b>Journal Date</b> defaults to the current date and should be within the current fiscal year. In most instances, users let the system assign the next available <b>Journal ID</b>.</p> <p><b>Note:</b> Users can modify Journal ID and Journal Date fields, if needed.</p>
7.	Click the <b>Add</b> button. The system navigates to the Enter Budget Journals and defaults to the Budget Header tab. The Budget Header tab is used to enter budget header information, such as the business unit, journal ID, journal date, Commitment Control ledger group, budget entry type and currency.
8.	Enter " <b>PROJ_GRT</b> " in the <b>Ledger Group</b> field.
9.	Click the <b>Budget Entry Type</b> drop-down menu. The system defaults to Adjustment.

Step	Action
10.	<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><i><b>Note:</b> Only Original and Permanent Adjustment budget journals are included in the next year's appropriation budget within the Budget Prep module.</i></p>
11.	<p><b>Parent Budget Options:</b> Use these options to automatically create parent level budget and budget transfer impacts for a budget hierarchy no matter how many child to parent budget layers there might be.</p> <p>The Generate Parent Budget(s), Use Default Entry Event, and Parent Budget Entry Type check boxes are available only under certain setup and security options.</p> <p><i><b>Note:</b> For USG institutions, the APPROP ledger is a parent of the ORG and the PRMST_EX ledger is a parent of the PROJ_GRT ledger. Therefore, when users enter budgets for ORG or PROJ_GRT they have the ability to automatically populate the APPROP or PRMST_EX ledger.</i></p>
12.	The Generate Parent Budget(s) checkbox can be used to automatically create the parent level budget journal once the child level budget journal has been posted. Click the <b>Generate Parent Budget(s)</b> checkbox.
13.	Click the relevant entry in the <b>Parent Budget Entry Type</b> drop-down menu.
14.	Enter a Description in the <b>Long Description</b> field.
15.	Click the <b>Budget Lines</b> tab. The system navigates to the Budget Lines page to enter the specific ChartField combinations.
16.	<p>Enter the transaction lines making up the journal. This includes monetary and statistical amounts and ChartField values for each transaction. Once users enter the header and lines, they can request journal processing on this page.</p> <p><i><b>Note:</b> Although this page is the same whether accessed through the Enter Budget Journals or Enter Budget Transfer components, the security access is different. If users need access to either page, contact the institution's local Security Administrator.</i></p>
17.	Enter an Account in the <b>Account</b> field.

Step	Action
18.	Enter a Fund in the <b>Fund</b> field.
19.	Enter a Department in the <b>Dept</b> field.
20.	Enter a Program in the <b>Program</b> field.
21.	Enter a Class in the <b>Class</b> field.
22.	Enter a Project in the <b>Project</b> field.
23.	Enter a Budget Reference in the <b>Bud Ref</b> field.
24.	Click on the horizontal scrollbar to view the <b>Amount</b> field.
25.	<p>Enter an Amount in the <b>Amount</b> field. To increase the budget, enter a positive amount; to decrease the budget, enter a negative amount.</p> <p>The system stores budget amounts in the budget ledger in the opposite sign of an amount in an actuals ledger for that entry type. For example, the normal balance for an expense account is a debit. Budget amounts are stored as credits. If users budget 1000 for an expense, then they enter it as a positive amount, but the system stores the budget amount as a credit (negative amount in Commitment Control). If at a later date users wish to reduce the budgeted amount to 900, then they create a journal line with -100 in the amount field. This is true for both revenue and expenditure type budgets.</p>
26.	If needed, click the horizontal scrollbar to insert additional budget journal lines by selecting the plus <b>(+)</b> sign button.
27.	Click the <b>Save</b> button.

Step	Action
28.	<p>Select one of the following processing options:</p> <ul style="list-style-type: none"> <li>• <b>Copy Journal:</b> copies the current journal.</li> <li>• <b>Delete Journal:</b> deletes the current journal. Users cannot delete a posted or unposted journal.</li> <li>• <b>Edit ChartFields:</b> edits journal lines to determine if the budget journal passes ChartField validation and combination editing rules before posting. Users can complete combination editing directly, without calling the posting process.</li> </ul> <p>Any errors found are reported on the Budget Errors page. The budget lines status reflects lines that failed combination editing; however, the header status is not updated. With proper security the posting process can run at a later time and edits performed again even if the preliminary Edit ChartFields ran previously.</p> <ul style="list-style-type: none"> <li>• <b>Post Journal:</b> initiates the Commitment Control Posting process (FS_BP). The process edits the journal and if the journal is valid, posts it.</li> </ul> <p><i><b>Note:</b> To be more efficient, users typically edit and post budget entry journals in the background, using the Budget Posting Request page. However, each journal can be edited/posted individually on the Budget Lines page</i></p> <ul style="list-style-type: none"> <li>• <b>Refresh Journal:</b> Refreshes the data on the page with data from the database. Users lose unsaved changes if they do a refresh.</li> <li>• <b>Submit Journal:</b> Select this check box to submit a budget journal for approval upon saving the page. Then select submit journal from the dropdown. This check box is disabled if the journal has already been submitted for approval. If budget journal approval is enabled, journal posting for a journal is not allowed before final approvals are received for the budget journal and any validation errors are resolved.</li> </ul>
29.	After choosing the appropriate process option above and initiate the process by clicking the <b>Process</b> button.
30.	Click the <b>Yes</b> button to post the budget journal to the Commitment Control ledgers.
31.	Verify the <b>Budget Header Status</b> displays as <i>Posted</i> . If errors exist, click the Budget Errors tab, and determine actions required to correct the journal.

