KK.020.010 - ENTERING AND MAINTAINING OVERALL PROJECT REVENUE ESTIMATE BUDGETS

Purpose	• To enter an Overall Project Revenue Estimate Budget journal. • To identify required information on the Budget Header page. • To identify required ChartField information on the Budget Lines page. • To add/delete rows from a budget journal. • To identify different Journal Process options. • To post an Overall Project Revenue Estimate budget journal.
Description	Projects are defined as internal initiatives funded out of regular operating budgets. These projects have overall budgets established when the project 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. Budget Journals must be entered into the PRMST_REV Ledger Group which is established as a "Track Without Budget" Ledger Group. These journals must include the Project ChartField and an overall revenue Amount. The PRMST_REV Ledger Group is used mainly to track revenues recognized and cash collected for reporting and inquiry purposes. For the project to be valid for budgeting, the Project Sync process must run. Please refer to GL.010.007 - Running the Project Sync business process for further details.
Security Role	BOR_KK_BUDGET_ENTRY

Dependencies/ Constraints	• Georgia*FIRST* Grants (sponsored projects) and Projects may require Project/Grant budgets at the Overall and Summary Account level depending upon project/grant definition. • Budget years available for multiyear project/grant budgets depend on budget years in the Budget Tree. • All accounting transactions related to this project/grant budget check the overall budget for verification of available funds. • The Project/Grant budget date must be between the Project/Grant begin and end date defined on the Project ChartField component. • 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. • 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.
Additional Information	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.

Procedure

Below are step by step instructions on how to use the Enter Budget Journals component of Commitment Control to enter and maintain Overall Project Revenue Estimate budgets.

Step	Action
1.	Click the **NavBar** icon.
2.	Click the **Navigator** icon.
3.	Click the **Commitment Control** link.
4.	Click the **Budget Journals** link.
5.	Click the **Enter Budget Journals** link.
6.	Verify the system defaults the Business Unit based on the user preferences. The Journal Date defaults to the current date and should be within the current fiscal year. In most instances, users let the system assign the next available Journal ID. *Note: Users can modify Journal ID and Journal Date fields, if needed.*
7.	Click the **Add** 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 or search for a Ledger Group in the **Ledger Group** field.
9.	Click in the **Budget Entry Type** list. The system defaults to Adjustment.
10.	Users can choose from three Budget Entry Types: • **Original** - Select Original if this is an original budget entry being made for the first time • **Adjustment** - Select Adjustment if this is an adjustment to an original budget amount. • **Permanent Adjustment** - Select Permanent Adjustment if this is an adjustment to an original budget amount and needs to be carried forward. *Note: Only Original and Permanent Adjustment budget journals are included in the next appropriation year's budget within the Budget Prep module.*
11.	Enter a Description in the **Long Description** field.
12.	Click the **Budget Lines** tab. The system navigates to the Enter Budget Journals page to enter PROJ and Amount.
13.	Enter a Project in the **Project** field.

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Step	Action
14.	Click the horizontal scrollbar to view the **Amount** field.
15.	Enter a value into the **Amount** field: To increase the budget, enter a positive amount; to decrease the budget, enter a negative amount. 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.
16.	If needed, click the horizontal scrollbar to insert additional budget journal lines by selecting the plus **(+)** sign button.
17.	Click the **Save** button.
18.	Click the **Process** button.
19.	Click the **Yes** button.
20.	Verify the **Budget Journal Header Status** is *Posted*. If errors exist, click the Budget Errors tab, and determine actions required to correct the journal.

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Step	Action
21.	Select one of the following processing options: • **Copy Journal:** copies the current journal. • **Delete Journal**: deletes the current journal. Users cannot delete a posted or unposted journal. • **Edit Chartfields**: 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. 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. • **Post Journal**: initiates the Commitment Control Posting process (FS_BP). The process edits the journal and if the journal is valid, posts it. *Note: 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* • **Refresh Journal**: Refreshes ~~the~~ data on the page with data from the database. Users lose unsaved changes if they do a refresh. • **Submit Journal:** 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.
22.	After choosing the appropriate process option above, initiate the process by clicking the **Process** button.
23.	Click the **Yes** button to post the budget journal to the Commitment Control ledgers.
24.	Verify **Budget Header Status** displays as *Posted*.