

KK.030.002 - POSTING BUDGET JOURNAL IN BATCH

Purpose	• To post budget journals in batch. • To identify required Process Request Parameters on the Post Journals Request page. • To run the batch journal post process. • To determine the status of a process.
Description	The post journals in batch process can be used for reasons of efficiency instead of taking up system resources by posting journals individually.
Security Role	BOR_KK_PROCESSES
Dependencies/ Constraints	A Run Control ID must be created when users first run the journal post process.
Additional Information	• Journals can be posted by Ledger Group. • The Process Monitor can be used to determine the status of a process.

Procedure

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

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Commitment Control link.
4.	Click the Post Control Budget Journals link.
5.	Click the Request Posting link.
6.	Click the Add a New Value tab.
7.	Enter a Run Control ID in the Run Control ID field.
8.	Click the Add button.
9.	Click the Always option.
10.	Enter or search for the Business Unit in the Business Unit field.
11.	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.
12.	Enter a Date in the Journal Date From field.
13.	Enter a Date in the Journal Date To field.
14.	Enter Description in the Description field.
15.	Enter or search for a Ledger Group in the Ledger Group field.
16.	Click the Save button.
17.	Click the Run button.
18.	Click the OK button.
19.	Click the Process Monitor link. The system navigates to the Process Monitor page and defaults to the Process List tab.

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