

SUBJECT: Budget Journal Examples

Page 1 of 15

TABLE OF CONTENTS

EXAMPLE 1 – TRANSFERRING ORG BUDGET BETWEEN COST CENTERS	2
EXAMPLE 2 – BUDGETING NEW REVENUE	3
EXAMPLE 3 – BUDGETING FUND EQUITY	5
EXAMPLE 4 – ORIGINAL BUDGET ENTRY TO FUND AN INCREASE TO A POSITION	7
EXAMPLE 5 – TRANSFERRING BUDGET BETWEEN PROJECTS	12



SUBJECT: Budget Journal Examples

Page 2 of 15

EXAMPLE 1 – TRANSFERRING ORG BUDGET BETWEEN COST CENTERS

In this example, we will be transferring expenditure adjustment budget between two different cost centers. Notice the cost centers have the same fund (1052). Budget transfers cannot be made between cost centers with different funds.

The ORG Budget Header page:

Budget Header	Budget Lines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istor	y <u>D</u> ocuments	;	
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/202	1	
*Ledger Group	:	ORG	Q	Fis	cal Year:	2022	Period:	
Control Chart	Field:	Project						
Budget Heade	r Status:	None						
*Budget Entry	Туре:	Adjustment		\sim				
Parent Bud	get Options							
Generate	Parent Budget(s	;)		Bu	dget Type:	Expense		
Use Defa	ult Entry Event							
	,							
Parent Budg	et Entry Type:			\checkmark		Attachment	ts (0)	
Parent Budg	et Entry Type:			~		Attachment	ts (0)	
Parent Budg Long Descrip C0078B021 T	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	~		Attachment	ts (0)	12
Parent Budg Long Descrip C0078B021 T	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	~		Attachment	ts (0)	2
Parent Budg Long Descrip C0078B021 T	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	v		Attachment	ts (0)	1
Parent Budg Long Descrip C0078B021 T	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	v		Attachment	ts (0)	1
Parent Budg Long Descrip C0078B021 T Alternate Des	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	~		Attachment	ts (0)	_//
Parent Budg Long Descrip C0078B021 T Alternate Des	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	v		Attachment	ts (0)	//
Parent Budg Long Descrip C0078B021 T Alternate Des	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	V		Attachment	ts (0)	
Parent Budg Long Descrip C0078B021 T Alternate Des	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	~		Attachment	ts (0)	
Parent Budg Long Descrip C0078B021 T Alternate Des RG Budget L	et Entry Type: ion: RANSFER BUDGE	ET BETWEEN COS	ST CENTERS	~		Attachment	ts (0)	//
Parent Budg Long Descrip C0078B021 T Alternate Des RG Budget L audget Header B	et Entry Type: ion: RANSFER BUDGE cription ines page: idget Lines Budget	ET BETWEEN COS	ST CENTERS	proval <u>History</u>	uments	Attachment	ts (0)	
Parent Budg Long Descrip C0078B021 T Alternate Des RG Budget L Budget Header B int: 00759	et Entry Type: ion: RANSFER BUDGE cription ines page: idget Lines Budget Journal ID:	Errors Approval 0003882464	ST CENTERS	proval History Doc	uments	Attachment	ts (0)	

Lines							Persor	nalize Find View	All 🛛 🗖 🛛 🔣 👘 First 🕢	1-2 of 2 🕟 l	Last
Chartfields	and Amo	unts Base Cu	urrency Details)							
Delete	Line	Ledger	Account	Fund	Dept		Program	Bud Ref	Project	Set Options	Amo
	1	ORG_BD	B5009	1052 Q	C0078	Q	F0306	BP2022	NA	Set Option	50.0
	2	ORG_BD	B5009 Q	1052 Q	C0019	Q	F0303	BP2022	NA	Set Option	-50.
			4								•
Lines to add	:	1 🛨 💻	Journal Line Copy	y Down		Fro	om Line:	То:	Generate Budget Per	iod Lines	
Totals											
Total Lines	5:	2	Total Debits:	50.0	00			Total Credits:	50.00		

SUBJECT: Budget Journal Examples

Page 3 of 15

EXAMPLE 2 – BUDGETING NEW REVENUE

In this example, we will be budgeting new additional revenue that we've received. Since the budget must always stay in balance, two entries will be required; one for the revenue budget (REVEST) and one for the expenditure budget (ORG). These are adjustment budget entries. The same departmental log number is usedfor both entries.

The REVEST	Budget	Header	page:
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Budget Header								
	Budget Lines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
Ledger Group:		REVEST	Q	Fis	scal Year:	2022	Period:	
Control ChartFi	ield:	Fund Code						
Budget Header	Status:	None					— 1	
Budget Entry T	ype:	Adjustment		~				
Parent Budg	et Options Parent Budget(s))		Bu	dget Type:	Revenue		
Use Defau Parent Budge	It Entry Event t Entry Type:			~		Attachments	(0)	
Long Descriptio	on:							
C0078B022 BU	DGET ADDITION.	AL REVENUE REC	CEIVED					2
Alternate Descr	ription							_//
Alternate Descr	ription							
Alternate Descr	ription dget Lines pa	ge:						

Unit:	00759	Journal ID:	0003882465	D *Pi	ate: (rocess: P	09/01/ ost Jo	2021 ournal	~	Budget Header	Status: None	Pro	ocess
The Lines	\$							Personalize	Find View All	🛛 🔤 Firs	t 🕢 1 of 1 🥡) Last
Chartfiel	ds and Amou	Ints Base Curren	icy Details									
Delete	Line	Ledger	Account	Fund	Dept		Program	Bud Ref	Project	Activity	Set Options	Amount
	1	REVEST_BD	B4003 Q	3049	Q C0003	٩	10229	BP2022	NA		Set Option	2,000.
			4									4
Lines to a	dd:	1 + -	Journal Line Copy [Down			From Line:	П		Generate Budget	Period Lines	
Totals												
Total Li	nes:	1	Total Debits:	2,0	00.00			Total Cı	edits:	0.00		



SUBJECT: Budget Journal Examples

Page 4 of 15

)RG Budget He	eader page:							
Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	ite:	09/01/2021		
*Ledger Group:		ORG	Q	Fis	scal Year:	2022	Period:	
Control ChartFi	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Adjustment		\checkmark				
Parent Budg	et Options							
Generate F	Parent Budget(s)			В	udget Type:	Expense		
Use Defau Parent Budge	lt Entry Event t Entry Type:			~		Attachments	(0)	
Long Description	on:							
C0078B022 BUI	DGET ADDITION	AL REVENUE REC	EIVED					2
Alternate Descr	iption							_//
	1911011							Z
								11

The ORG Budget Lines page:

Budget H	eader	Budge	et Lines	Budget Errors	<u>A</u> pproval	Appro	val 2 A	Approval <u>F</u>	listory	<u>D</u> ocuments					
Unit:	00759)	Journal I	D: 0003	3882466	(*P	Date: Process:	09/01/2 Post Jou	021 rnal		~	Budget Hea	der Status:	None	Process
- Line	S									Perso	nalize	Find View	All 🛛 🖉 🔛	First 🕢	1 of 1 🛞 Last
Chartfie	lds and	Amount	ts Base C	urrency Details											
Delete	e Li	ne	Ledger	Account	Fund	[Dept	Progra	am	Bud Ref	Pro	ject	Set Options	Amount	
	1		ORG_BD	B5009	3049		C0003	Q 1022	9 0	BP2022	Q N	A Q	Set Optior	2,000.00	
				4											•
Lines to a	dd:		1 + -	Journal Lin	ne Copy Dow	'n			From Lir	ne:	1	-o:	Generate	Budget Perio	d Lines
Totals															
Total Li	nes:		1	Total De	ebits:	0.0	00			T	otal C	redits:	2,000.	00	

NOTE: The amounts for both REVEST and ORG entries are positive numbers because we are increasing the budget. PeopleSoft keeps up with debits and credits for us because of the REVEST and ORG ledger definitions. Conversely, if you are decreasing the budget, use a negative sign (-) before the amount.

SUBJECT: Budget Journal Examples

University

of Houston Clear Lake

Page 5 of 15

EXAMPLE 3 – BUDGETING FUND EQUITY

In this example, we are budgeting available fund equity so we can spend it. To do this, we will create two budget journals, one to setup the revenue budget (REVEST) and one to set up the expenditure budget (ORG). The revenue budget node for fund equity is B4035. The 1033A report will tell you how much available fund equity you have to budget.

The REVEST Budget Header page:

	1.0							
Budget Header	Budget Lines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
		REVEST	0					
Ledger Group:		INEVEST	4	Fis	scal Year:	2022	Period:	1
Control ChartFi	eld:	Fund Code						
Budget Header	Status:	None						
Budget Entry Ty	ype:	Adjustment		\checkmark				
Parent Budg	et Options							
Generate F	Parent Budget(s)			Bu	idget Type:	Revenue		
Use Defau	lt Entry Event							
Parent Budge	t Entry Type:			\sim		Attachments	(0)	
Long Descriptio	on:							
C0078B024 BU	DGET FUND EQU	JITY						Z
Alternate Descr	iption							
	-							2
								11

The REVEST Budget Lines page:

Budget H	eader	Budg	get Lines Budget Er	rors <u>A</u> pproval	Approv	al 2 App	roval <u>H</u> istory	Documents				
Unit:	0075	59	Journal ID:	0003882467	D: *Pr	ate: 09 ocess: Po	9/01/2021 st Journal		Budget He	eader Status:	None	Process
Lines	S							Persona	alize Find Viev	w All 🔄 🔣	First 🕢 1 o	f 1 🕟 Last
Chartfie	lds an	d Amour	Base Currency D	Details 💷								
Delete	- 1	ine	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Activity	Set Options	Amount
	1		REVEST_BD	B4035	3049 🔍	C0003 Q	10229	BP2022	NA	2	Q Set Option	10,000.00
				•								۱.
Lines to a	dd:		1 🕂 🗕 Jour	mal Line Copy Do	wn		From Lin	ie:	То:	Generate	Budget Period Lir	ies
Totals												
Total Li	nes:		1 To	otal Debits:	10,0	00.00		То	tal Credits:	0.00		



SUBJECT: Budget Journal Examples

Page 6 of 15

ne C	ORG Budget He	ader page:							
	Budget Header	Budget Lines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	<u>D</u> ocuments		
	Unit:	00759	Journal ID:	NEXT	Da	ate:	09/01/2021		
	*Ledger Group:		ORG	Q	Fi	scal Year:	2022	Period:	
	Control ChartFie	eld:	Project						
	Budget Header	Status:	None						
	*Budget Entry Ty	/pe:	Adjustment		~				
	Parent Budge	et Options							
	Generate P	arent Budget(s)			В	udget Type:	Expense		
	Parent Budget	t Entry Event Entry Type:			~		Attachments	(0)	
	Long Descriptio	n:							
	C0078B024 BUE	OGET FUND EQU	IITY						Z
	Alternate Descri	iption							_//
		-							Z
									1

The ORG Budget Lines page:

	Budget <u>H</u> ead	er Budg	et Lines Bu	dget <u>E</u> rrors	Approval /	Approval 2	Approval <u>H</u> isto	ry <u>D</u> ocum	ients			
ι	Jnit: 00)759	Journal ID:	00038	82468	Date: *Proces:	09/01/2021 s: Post Journal		E	Budget Header Stat	us: None	Process
	Lines							P	ersonalize	Find View All 🖪	🔣 🛛 First 🧃	🕽 1 of 1 🕟 Last
	Chartfields	and Amoun	ts <u>B</u> ase Cur	rency Details								
	Delete	Line	Ledger	Account	Fund	Dept	Program	Bud Ref	Project	Set Options	Amount	
		1	ORG_BD	B5009	3049 Q	C0003 Q	10229	BP2022	NA	Q Set Option	10,000.00	
				4								•
I	ines to add:		1 🕂 🗕	Journal Line	Copy Down		Fre	om Line:	То:	Ge	nerate Budget Per	iod Lines
	Totals											
	Total Lines		1	Total Deb	its:	0.00			Total Cre	dits:	10,000.00	

NOTE: The amounts for both REVEST and ORG entries are positive numbers because we are increasing the budget. PeopleSoft keeps up with debits and credits for us because of the REVEST and ORG ledger definitions. Conversely, if you are decreasing the budget, use a negative sign (-) before the amount.



SUBJECT: Budget Journal Examples

University

of Houston Clear Lake

Page 7 of 15

EXAMPLE 4 – ORIGINAL BUDGET ENTRY TO FUND AN INCREASE TO A POSITION

In this example, original budget is being moved from M&O (B5009) to Salary & Wage (B5006) to increase the original budget for position #00020338. The excess adjustment budget not needed, because this is the middle of the year, is moved back to M&O. In this scenario, there is a large BBA in both cost centers so the budget journals can be created and posted in any order.

The ORG Adjustment Budget Header page:

•	0	1 0						
Budget Header	Budget Lines	Budget <u>E</u> rrors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
Ledger Group:		ORG	Q	Fis	cal Year:	2022	Period:	
Control ChartFie	eld:	Project						
Budget Header S	Status:	None						
Budget Entry Ty	pe:	Adjustment		\checkmark				
Parent Budge	et Options							
Generate P	arent Budget(s)			Bu	dget Type:	Expense		
Use Default Parent Budget	t Entry Event Entry Type:			~		Attachments	(0)	
Long Descriptio	n:							
C0053B020 BAS BUDGET WHEN	E BUDGET SALA	ARY FUNDS FOR Y23. MOVING PA	RECLASSIFI RTIAL FUNDS	CATION OCCU S BACK TO M&	RRING MID-YEAR F O FOR USE IN FY22	Y22, TO ENSUP 2.	RE CORRECT	
Alternate Descri	ption							
								2

The ORG Adjustment Budget Lines page:

Budget H	eader B	udget Lines Budg	get Errors Ap	oproval A	pproval 2	Approval <u>H</u> isto	ry Documer	nts									
Unit:	00759	Journal ID:	000388	12469	Date: *Process:	09/01/202 Post Journa	1 al	Bu	dget Head	ler Status	None	Process					
The Line	3														Personalize Fir	d View All	🔊 🔣 First 🕢 1-2 of 2
Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
	1	ORG_BD		B5006	Q 1052	Q C0053	Q D0213	Q BP2022	Q NA	Q	Set Optior	-272.50			٩ 📃	00020338	C0053B020 BUD ADJ FOR
	2	ORG_BD		B5009	Q 1052	Q C0053	Q F0263	Q BP2022	Q NA	Q	Set Optior	272.50	>>		Q		C0053B020 BUD ADJ FOR
Lines to a	dd:	1 🗭 📼	Journal Line (Copy Down		F	From Line:	То:		Gener	ate Budget Perio	d Lines					
Totals																	
Total Li	nes:	2	Total Debit	s:	272.50			Total Credits	:	272.	50						



SUBJECT: Budget Journal Examples

Page 8 of 15

The ORG Original Budget Header page:

Budget Header	Budget Lines	Budget <u>E</u> rrors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	<u>D</u> ocuments		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
*Ledger Group:		ORG	Q	Fis	scal Year:	2022	Period:	1
Control ChartFi	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Original		~				
Parent Budge	et Options							
Generate F	Parent Budget(s)			Bu	dget Type:	Expense		
Use Defaul Parent Budget	It Entry Event t Entry Type:			~		Attachments	(0)	
Long Descriptio	on:							
C0053B020 BAS BUDGET WHEN	SE BUDGET SALA N LOADED FOR F	ARY FUNDS FOR Y23. MOVING PAI	RECLASSIFI RTIAL FUNDS	CATION OCCU S BACK TO M&	RRING MID-YEAR F O FOR USE IN FY22	Y22, TO ENSUP	RE CORRECT	
Alternate Descr	iption							

The ORG **Original** Budget Lines page:

Budget H	eader	Budget Lines	Budget Error	s Ap	pproval	Approval 2	Арр	roval <u>H</u> istory	Document	s										
Unit:	00759	Jour	mal ID:	000388	32470	Date: "Proce	ss: []	09/01/2021 Post Journal		~	Bu	dget Head	der Status	: None	Process					
🕆 Line	S																	Personalize Fin	d View All	🄊 🔣 👘 First 🕢 1-2 of 2
111																				
Delete	Line	e Ledger	Speed Type		Accoun	t Fund		Dept	Program	Bud Re	F	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
	1	ORG_BD		٩	B5009	Q 10	52 0	C0053 C	F0263	Q BP2	022	Q NA	٩	Set Option	-545.00	>>		٩		C0053B020 BUD FOR RE
	2	ORG_BD		Q	B5006	Q 10	52 0	C0053 C	D0213	Q BP20	022	Q NA	Q	Set Optior	545.00	>>		Q	0002033	C0053B020 BUD FOR RE
Lines to	ıdd:	1 🗰	Journ	al Line (Copy Dow	'n		Fr	om Line:	т	o: [Gene	rate Budget Perio	od Lines					
Totals																				
Total L	ines:	2	Tota	l Debit	s:	545.00				Total Cr	edits		545.	00						

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PeopleSoft General Ledger Documentation

SUBJECT: Budget Journal Examples

Now, let's assume there is only \$400 BBA remaining in cost center 1052-C0053-F0263-NA and no budget in 1052-C0053-D0213-NA. This transaction would take three budget journals; an adjustment journal of \$272.50 to increase F0263, an original journal to move \$545 from F0263 to D0213, and an adjustment journal of (\$272.50) to decrease D0213.

STEP 1:	The OR	G Adjustment	Budget	Header	page:
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Budget Header	Budget Lines	Budget Errors	Approval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	ite:	09/01/2021		
*Ledger Group:		ORG	Q	Fi	scal Year:	2022	Period:	1
Control ChartFie	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	pe:	Adjustment		~				
Parent Budge	et Options							
Generate P	arent Budget(s)			Bu	udget Type:	Expense		
Use Defaul Parent Budget	t Entry Event Entry Type:			~		Attachments	(0)	
Long Descriptio	n:							
C0053B020 BAS BUDGET WHEN	E BUDGET SALA	ARY FUNDS FOR Y23. MOVING PAI	RECLASSIFI RTIAL FUNDS	CATION OCCU S BACK TO M&	RRING MID-YEAR O FOR USE IN FY2	FY22, TO ENSUI 2.	RE CORRECT	
Alternate Descri	ption							
								7

STEP 1: The ORG Adjustment Budget Lines page:

Budge	n Heade	er Bud	get Lines Budg	et Errors	Abb	provai App	roval Z	opproval <u>Histo</u>	ry Documer	nts									
Unit:	00	0759	Journal ID:	00	03882	2471	Date: *Process:	09/01/202 Post Journa	l I	Bu	dget Header S	Status	s: None	Process	5				
ΨL	ines																Personalize	Find View All	🔁 🔣 First 🕢 1 of 1
(1:17																			
De	lete	Line	Ledger	Speed Type		Account	Fund	Dept	Program	Bud Ref	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
(1	ORG_BD	Q	Q	B5009	Q 1052	Q C0053	F0263	Q BP2022	A NA	Q	Set Option	272.50	>>		Q		C0053B020 BUD FOR REO
Lines	to add:		1 🗰 💻	Journal L	.ine C	opy Down		F	rom Line:	то:		Gene	erate Budget Perio	d Lines					
Tota	s																		
Tota	al Lines	:	1	Total D	ebits		0.00			Total Credits	:	272	.50						



SUBJECT: Budget Journal Examples

Page 10 of 15

2: The ORG O	riginal Budge	et Header page	e:					
Budget Header	Budget Lines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	Documents		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
*Ledger Group:		ORG	Q	Fis	scal Year:	2022	Period:	
Control ChartFi	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Original		\checkmark				
Parent Budge	et Options							
Generate F	Parent Budget(s)			Bu	idget Type:	Expense		
Use Defaul Parent Budget	lt Entry Event t Entry Type:			~		Attachments	(0)	
Long Descriptio	on:							
C0053B020 BAS BUDGET WHEN	SE BUDGET SAL N LOADED FOR F	ARY FUNDS FOR FY23. MOVING PA	RECLASSIFI RTIAL FUND:	CATION OCCU S BACK TO M&	RRING MID-YEAR F O FOR USE IN FY22	Y22, TO ENSU	RE CORRECT	2
								11
Alternate Descr	iption							
								لكع
								//

STEP 2: The ORG Original Budget Lines page:

Budget Hea	der Bu	udget Lines Bud	get Errors	Approval A	pproval 2	Approval <u>H</u> istor	ry <u>D</u> ocum	nents									
Unit:	00759	Journal ID:	00038	82472	Date: *Process:	09/01/2021 Post Journa	1	B	udget Head	ier Status	: None	Process	5				
The Lines															Personalize Fir	nd View All	계 🔜 First 🕢 1-2 of 2
Delete	Line	Ledger	Speed Type	Account	Fund	Dept	Program	Bud Ref	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description
	1	ORG_BD		Q B5009	Q 1052	Q C0053	F 0263	Q BP2022	Q NA	Q	Set Optior	-545.00	>>		٩		C0053B020 BUD FOR REO
	2	ORG_BD		Q B5006	Q 1052	Q C0053	Q D0213	Q BP2022	Q NA	Q	Set Optior	545.00	>>		٩	0002033	8 C0053B020 BUD FOR REO
Lines to ad	d:	1 🗰 🖿	Journal Line	Copy Down		F	rom Line:	То:		Gene	rate Budget Perio	od Lines					
Totals																	
Total Lin	es:	2	Total Debi	ts:	545.00			Total Credi	ts:	545.	00						



SUBJECT: Budget Journal Examples

Page 11 of 15

Budget Header	Budget <u>L</u> ines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	<u>D</u> ocuments		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
*Ledger Group:		ORG	Q	Fis	scal Year:	2022	Period:	
Control ChartFi	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Adjustment		\sim				
Parent Budge	et Options							
Generate F	arent Budget(s)			Βι	ıdget Type:	Expense		
Use Defaul Parent Budget	t Entry Event Entry Type:			~		Attachments	(0)	
Long Descriptio	n.							
C0053B020 BAS BUDGET WHEN	SE BUDGET SAL	ARY FUNDS FOR FY23. MOVING PA	RECLASSIFI RTIAL FUNDS	CATION OCCU S BACK TO M&	RRING MID-YEAR F O FOR USE IN FY22	Y22, TO ENSUI	RE CORRECT	<u>[</u> 7]
Alternate Descr	iption							//
								2

STEP 3: The ORG **Adjustment** Budget Lines page:

Bu	dget <u>H</u> ead	ler Bud	Iget Lines Budg	get Errors	Approval	Approval 2	Approval <u>H</u> i	story Docum	ients										
Un	t: 0	10759	Journal ID:	00	03882473	Date *Proce	: 09/01/2 ess: Post Jou	021 mal	Bu	idget Heade	er Status	: None	Process	i					
	Lines															Personalize	ind View All	🖉 🔣 🛛 First 🕢 1 of 1	
(f:	T																		
	Delete	Line	Ledger	Speed Type	Acco	unt Fun	d Dept	Program	Bud Ref	Project		Set Options	Amount	>>	Statistics Code	Statistic Amount	Ref	Journal Line Description	
		1	ORG_BD		Q B50	06 Q 10	52 Q C000	3 🔍 D0213	Q BP2022	Q NA	Q	Set Option	-272.50	>>	•	٩	0002033	8 C0053B020 BUD FOR RE	0
Lir	es to add	: [1 🖝 📼	Journal I	Line Copy D	own		From Line:	То:		Gene	rate Budget Peric	od Lines						
Т	otals																		
	Fotal Line:	s:	1	Total D	Debits:	272.50			Total Credit	s:	0.00								



SUBJECT: **Budget Journal Examples**

University

Clear Lake

Page 12 of 15

EXAMPLE 5 – TRANSFERRING BUDGET BETWEEN PROJECTS

In this example, budget in P001193 and P001218 is being increased with budget from P001094 and 1008- C0015-G0337-NA. To increase and decrease budget for a project/grant cost center, use a PROJ_GRT budget journal. To reduce the 1008 cost center, an ORG budget journal will be processed. Finally, a REVEST budget journal will be processed to "transfer among funds" - fund 1008 to ledger 7. The REVEST "transfer among funds" budget journal keeps fund 1008 revenue and expense budget in balance. This will take 3 different budget journals.

The **PROJ GRT** Budget Header page:

Budget Header	Budget Lines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	<u>D</u> ocuments	
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021	
*Ledger Group:		PROJ_GRT	1	Fis	scal Year:	2022	Period:
Control ChartFi	eld:	Project					
Budget Header	Status:	None					_
*Budget Entry Ty	/pe:	Adjustment		~			
Parent Budge	et Options						
2 Generate F	Parent Budget(s)			Bu	dget Type:	Expense	
Parent Budget	t Entry Event t Entry Type:	Adjustment		~		Attachments	(0)
Long Descriptio	on:						
C0013B032 AD.	JUST DM MAINTE	ENANCE PROJEC	TS 3				2
							/
Alternate Descr	iption						
							لعع

- 1. Enter PROJ_GRT for Ledger Group.
- 2. Check the box for "Generate Parent Budget(s).
- 3. Complete the Long Description starting with the Departmental Reference Number for the BudgetJournal.



SUBJECT: Budget Journal Examples

Page 13 of 15

The **PROJ_GRT** Budget Lines page:

Budget H	eader	Budget Lines	Budget Error	s <u>A</u> pproval	Approval	2 Appr	roval <u>I</u>	History	Docum	nents														
Unit:	00759) Joi	urnal ID:	0003882474		Date: *Proces	ss: [09/01/202 Post Journ	21 nal			~	Bu	dget Head	er Stat	tus: No	one		Proce	SS				
The Lines																								
(filt)																								
Delete	Line	Ledger	5	Speed Type		PC Bus U	nit	Account		Fund		Dept		Program		Project		Activity	А	mount▼	Ref	Jou	mal Line Description	>>'
	1	PROJ_GR	BD	(a a	00759	Q	B5013	Q	7021	Q	C0015	Q	G0004	Q	P001193	Q	101	Q	70,000.00			20013B032 ADJ DM PF	ROJ
	2	PROJ_GR	BD		a a	00759	Q	B5015	٩	7021	٩	C0014	Q	G0004	٩	P001218	٩	101	٩	42,000.00			0013B032 ADJ DM PF	ROJ
	3	PROJ_GR	BD		a a	00759	Q	B5004		7021	Q	C0015	Q	G0004	Q	P001094	Q	101	٩	-100,343.65			0013B032 ADJ DM PF	ROJ
Lines to a	id:	1 +	ol 🖃 Jo	umal Line Copy D	own				From	Line:		То:			Gene	erate Budget	Perio	id Lines						
Totals																								
Total Lir	ies:	3	Tota	I Debits:	100,3	43.65				Tota	al Cre	edits:		112,0	00.00									
Total Li	nes:	3	Tota	I Debits:	100,3	43.65				Tota	al Cro	edits:		112,0	00.00									

- 4. Enter the budget node and cost centers to be increased as well as the budget node and cost center tobe decreased.
- 5. Budget Pre-Check the budget journal and enter into workflow.

The ORG Budget Header page (to reduce cost center 1008-C0015-G0337-NA):

Budget Header	Budget Lines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	<u>D</u> ocuments		
Unit:	00759	Journal ID:	NEXT	Da	te:	09/01/2021		
*Ledger Group:		ORG	1	Fis	scal Year:	2022	Period:	1
Control ChartFie	eld:	Project						
Budget Header	Status:	None						
*Budget Entry Ty	/pe:	Adjustment		\checkmark				
Parent Budge	et Options							
Generate P	arent Budget(s)			Bu	idget Type:	Expense		
Use Defaul Parent Budget	t Entry Event Entry Type:			~		Attachments	(0)	
Long Descriptio	n:							
C0013B032 ADJ	IUST DM MAINTE	NANCE PROJEC	Т 2	2				2
							/	2
Alternate Descri	iption							
								لحع
							/	2

- 1. Enter **ORG** for the Ledger Group.
- 2. Enter the Long Description starting with the Departmental Reference number.



SUBJECT: Budget Journal Examples

Page 14 of 15

The ORG Budget Lines page:

Budget He	ader	Budget Lines	Budget Errors	Approval	Approval 2	Approval	<u>H</u> istory	Documen	ts					
Unit:	00759	Jour	nal ID: 00	03882475	Date: *Proces	09/01 s: Post J	1/2021 Journal		E	Budget Header	Status: None	Process]	
The Lines														
(1ffff														
Delete	Line	Ledger	Speed Type		Account	Fund	De	əpt	Program	Project	Bud Ref	Amount▼	Ref	Journal Line Description >
	1	ORG_BD		Q (B5009	Q 1008		C0015 C	G0337	Q NA	Q BP2022	Q -11,656.35		C0013B032 ADJ DM PROJ
Lines to ac	d:	1 🕂	Journal	Line Copy Do	wn		From	n Line:	То:		Generate Budget Pe	eriod Lines		
Totals														
Total Lin	es:	1	Total [Debits:	11,656.35				Total Cred	its:	0.00			

- 3. Enter the budget node and cost center to be reduced.
- 4. Budget Pre-Check and enter into workflow.

The **REVEST** Budget Header page (to process the transfer among funds):

Budget Header	Budget Lines	Budget Errors	<u>A</u> pproval	Approval 2	Approval <u>H</u> istory	<u>D</u> ocuments		
Unit:	00759	Journal ID:	NEXT	Da	ite:	09/01/2021		
*Ledger Group:		REVEST	1	Fis	scal Year:	2022	Period:	1
Control ChartFie	eld:	Fund Code						
Budget Header	Status:	None						
*Budget Entry Ty	pe:	Adjustment		\checkmark				
Parent Budge	et Options							
Generate P	arent Budget(s)			Bu	ıdget Type:	Revenue		
Use Defaul Parent Budget	t Entry Event Entry Type:			~		Attachments	(0)	
Long Descriptio	n:							
C0013B032 ADJ	UST DM MAINTE	NANCE PROJEC	TS 2					2
								//
	риоп							7

- 1. Enter **REVEST** for the Ledger Group.
- 2. Enter the Long Description starting with the Departmental Reference number.



SUBJECT: Budget Journal Examples

Page 15 of 15

The **REVEST** Budget Lines page:

Budget	leader	Budget Lines	Budget Errors	Approval	Approva	al 2 Approv	al <u>H</u> istory	Documents								
Unit:	00759	Journ	al ID: 0	0003882476	-P	ate: 09	/01/2021 t Journal		Budget H	leader Status:	None	Process				
The Line	es															
(TTT)																
Delet	e Lin	e Ledger	Spee	ed Type		PC Bus Unit	Account	Fund	Dept	Program	Project	Bud Ref	Activity	Amount	Ref	Journal Line Description >>
	1	REVEST_I	BD 135	504 Q	Q		B4030	Q 1008	Q C0015	Q G0337	Q NA	Q BP2022	٩	Q -11,656.35		C0013B032 ADJ DM PROJ
Lines to	add:	1 🗭	Journal	I Line Copy Dow	n		From	Line:	— то: —	General	te Budget Peri	od Lines				
Totals																
Total	ines:	1	Total	Debits:	0.00)		То	otal Credits:	11,656	3.35					

- 3. Enter **B4030** for the budget node and cost center to be reduced. B4030 is the budget node fortransfer among funds.
- 4. Budget Pre-Check and enter into workflow.