Enter Budget Transfer Journals
Business Process Guide

Table of Contents

Overview

Electronically creates a budget transfer journal, routes it through the approval process, and posts to PeopleSoft.

Benefits

- Ensures accurate generation of budget transfer journals with proper supporting documentation.

Assumptions

- Assumes workflow is created

Business Process Flow

Enter Budget Transfer

Budget Office			
Sent back for revision	Valid Request?	Posted	Budget Transfer Journal Posted

Approved

Workflow Approvers		
Budget Transfer Request Received for Approval	Workflow Decision	

Sent back for revision

Department		
Requests for Budget Transfer	Request received for revision	Budget Transfer Change Response Received
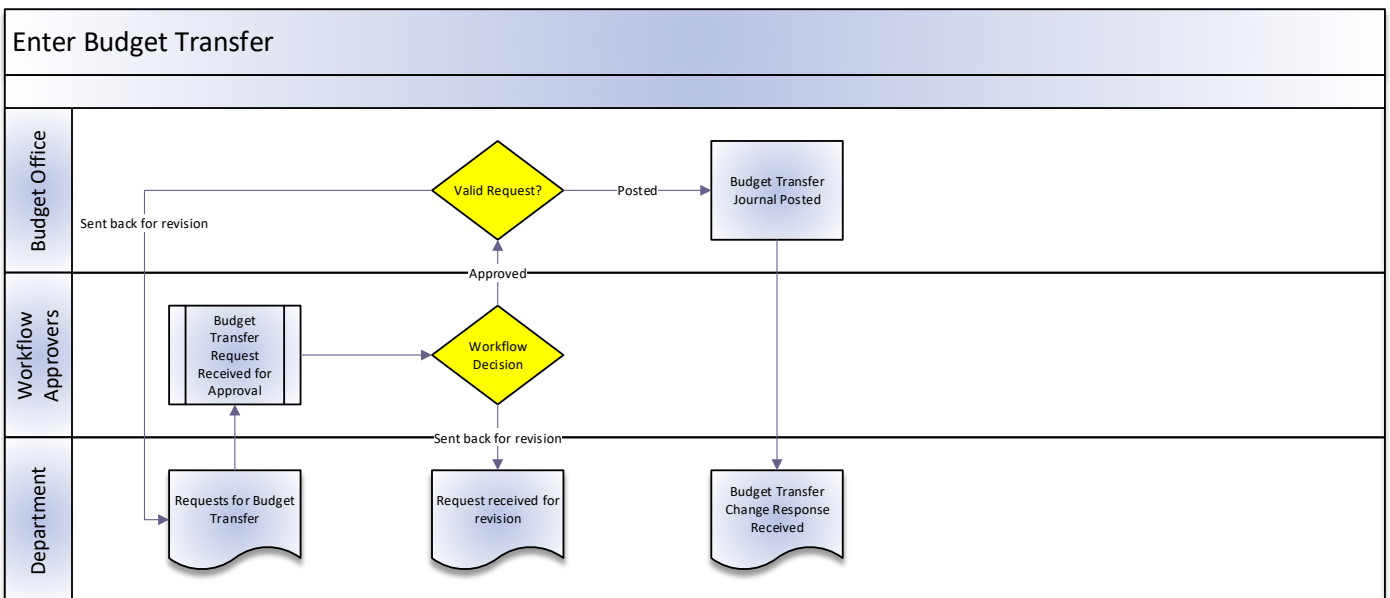
Roles and Responsibilities

Campus Departments

Authorized department personnel initiate Budget Transfer Journal into workflow.

Workflow Approvers

Workflow Approvers review Budget Transfer Journal requests and approve those which are correct and complete.

Budget Office

Budget Office posts approved Budget Transfer Journal requests.

Budget Transfer Journal Requirements

The Enter Budget Transfer component uses the same pages as the Enter Budget Journals component, and you process and post transfers just as you do regular budget entries, with the following exceptions:

- The Budget Header page in the Enter Budget Transfer component has different budget entry type options, namely, Transfer Original and Transfer Adjustment.
- Journal lines must balance.
- The Enter Budget Transfer component is subject to the Budget Transfer security event.
- You can transfer amounts only between budgets within a single Commitment Control ledger group and business unit combination.
- You can transfer amounts only between the same Fund Code (ex. If transferring on Fund Code 3100, all rows in the same Budget Transfer Journal must have Fund Code 3100).
- Front Office Users: You can transfer amounts only between the same Budgetary Accounts (A1000, A3000, A6000, and A9000).
- ASO: You can transfer amounts between different Budgetary Accounts, however, please follow policy when reducing Budgetary Accounts (ex. A4000 may be reduced to increase a different Budgetary Accounts, but A2000 should not be reduced to increase A4000).
- If the control option for a budget is *control,* then a transfer cannot reduce the budget amount below previously committed amounts. But if the control option is *track with budget,* then a budget transfer that reduces the budget amount below total commitment amounts can pass budget checking.

Business Process Steps to Submit Journal for Approval

Step 1 – Navigate to Enter Budget Transfer Page

There are two ways to access this page
Commitment Control Landing Page>Budgeting and Planning Tile>Enter Budget Transfer Navigation Collection
Or Navigator>Commitment Control> Budget Journals> Enter Budget Transfer

Page Fields

Field Name	Field Description/Purpose
Business Unit	Enter the Business Unit. Depending upon personal settings this may be auto-populated with the user's business unit.
Journal ID	Leave as NEXT. System will assign the next journal ID
Journal Date	Defaults to current date. Generally, leave this at the auto-populated default date. The date can be changed if necessary.

Sub Step #1 – Create or find an existing Budget Journal

1) **For reviewing or updating existing Budget Transfer Journals**, click on the 'Find an Existing Value' tab to search using the Search Criteria fields.
2) Select the appropriate Budget Transfer Journal from the provided list.
3) **If a new Budget Transfer Journal is being created**, select the "Add New Value" tab or link and enter the following information:
    a. Business Unit – UTTYL
    b. Journal ID – NEXT defaulted value typically left so that the next available Journal ID will be used for the Budget Transfer Journal
    c. Journal Date
4) Click the "Add" button.

Step 2 – Enter Budget Transfer Journal Header Information

Page Fields

Field Name	Field Description/Purpose
Ledger Group	Enter appropriate budget ledger – OPE is the Ledger to be used by most Front Office users unless otherwise directed. Currency related information will populate when a ledger is selected.
Budget Entry Type	Select Budget Transfer Entry Type. Values are: "Transfer Adjustment" which means Temporary Transfer Adjustment and "Transfer Original" which means Permanent Budget Transfer.
Attachments	Click the Attachment hyperlink to attach a document/spreadsheet to the journal. The number will change to reflect the number of attachments.
Parent Budget Options	Generate Parent Budget(s) selected when entering a Budget for GRT_CHILD1, etc. so that the budget can be recorded on the Child and the Parent budgets. If this option not selected, Parent Budget must be entered and posted before a Child Budget can be posted to prevent errors of "Exceeds Parent Budget". **Budget Transfer Journals only entered for OPE at UT Tyler.**
Long Description	Enter a description for the journal
Alternate Description (not pictured)	Additional 150-character descriptor field if necessary.

Sub Step #1 – Enter Budget Transfer Journal Header information

1) Select the Ledger Group **OPE**.
2) Select Budget Transfer Entry Type Original or Adjustment.
3) Add any attachments needed.
4) Enter a Long Description for the Journal
5) Enter an Alternate Description if needed
6) Click the Budget Lines tab to enter line information

Step 3 – Enter Budget Transfer Lines information

The Budget Lines tab will display. This tab is used to enter the Budget Transfer Journal line information.

To begin, click the "Show all Columns" icon, highlighted in orange below:

Once all columns display, begin by entering the Budget Period. Please make sure the **Budget Period** is in sync with the **Fiscal Year** that was entered on the Budget Header page. Enter the ChartField information for the line you will be transferring the budget from. In the example below, SpeedType field was used to pre-populate key ChartFields so that only the Budget Account and the Amount needed to be entered by the user:

Click the plus (+) sign to add the ChartField information for the line you will be transferring the budget to. Once the new line displays, it will inherit the values of the line above, update the line to the ChartField information that will be receiving the budget transfer amount. If the transfer was to a different Cost Center, the SpeedType field would be used again on the second line to pre-populate key ChartFields so that only the Budget Account and the Amount needed to be entered

In the example below, the transfer was to the same Cost Center but a different Budgetary Account so that only the Budget Account and the Amount needed to be updated:

Please note: Budget Transfers Total Debits and Total Credits must always Balance. The Transfer Journal will not allow processing until the journal is balanced.

Page Fields

Field Name	Field Description/Purpose
Unit	Business Unit requesting Budget Journal (UTTYL)
Journal ID	NEXT (next available ID will be auto-populated once Journal is saved)
Date	Date entered when Budget Journal created
Budget Header Status	Displays current Budget Status
Process	Drop down options include: Budget Pre-Check: Performs the usual budget checking and edits when a budget or transaction is posted, but it does so without committing changes to the Ledger_KK record. Copy Journal: Copies the original journal values. Delete Journal: Deletes the current journal. You cannot delete a posted or unposted journal. Edit ChartFields: Edits to determine if the budget journal passes ChartField validation and combination editing rules prior to posting. Post Journal: Initiates the Commitment Control Posting process (FS_BP). The process edits the journal and, if the journal is valid, posts it. Refresh Journal: Refreshes the data on the page with the data from the database. You lose unsaved changes if you do a refresh.
Submit for Approval	Budget Journal Transfer to be submitted for approval.
Delete	Check box used to delete a line, then click the minus (-) under Lines to Add section.
Budget Period	Enter the Budget Period (example: 2021). Make sure the Budget Period is aligned to the Fiscal Year (Journal Date) on the Budget Header tab.
Speedtype	Enter Speedtype (optional and can be used for Expense Budgets but not for Revenue Budgets).

Field Name	Field Description/Purpose
Account	Enter Budgetary Account (ex. A1000, A3000, A4000, etc.)
Fund	Enter Fund if needed
Dept	Enter Department if needed
Function	Enter Function if needed
Project	Enter Project if needed
Cost Center	Enter Cost Center if needed
Amount	Enter Amount (+ amount increases Budget, - amount decreases Budget)
Ref	Free Form area to enter additional detail if needed
Journal Class	Field not currently used for Budget Journals, typically a list of predetermined options to select from
Cumulative Begin and End Date fields	Cumulative Calendars not used
Generate Budget Period Lines	Option not used since Cumulative Calendars not used
Lines to Add	Enter number of lines you wish to add and then click the plus (+) button. To delete lines, click on the line you wish to delete from the Delete column and then click the minus (-) button.
Totals section	Keeps a running total of number of Lines, total Debits and total Credits.

Sub Step #1 – Enter Budget Journal Lines information

1) Enter Budget Period.
2) Enter Speedtype, then click Tab on keyboard. If desired, ChartField values can be entered using the specific fields – this is not recommended.
3) Enter Budget Account (A1000, A2000, A4000, etc.)
4) Enter Amount
5) Review/update Budget Line Description as needed
6) Add any additional Lines needed (these will inherit ChartFields values from the line above, validate and change as needed using Speedtype of ChartField fields or specify on the specific ChartField options available. Remember that to post, Budget Transfer Journal must balance. For additional details please refer to "Budget Journal Transfer Requirements section on page 2).
7) Save using the Save button.

The Journal ID will display, and the Budget Transfer Journal will be ready to be Pre-checked and Submitted. The Budget Header Status should display "None". If Security Error Displays, this error will have to be fixed first before being able to take any other action on the Journal. Please review the Budget Transfer Workflow Security Rules section for information on Security Errors.

Step 4 – Pre-Check Budget Transfer Journal

When the Budget Transfer Journal has been saved successfully, it needs to be Pre-Checked. Pre-Checking a Budget Transfer Journal identifies if there are missing ChartField values or common Budget Errors.

Sub Step #1 – Pre-check Budget Transfer Journal

1) Select "Budget Pre-Check" from the drop-down menu on the Process field.
2) Click the "Process" button.
3) A message displays to remind that this will not post the budget but is only checking

4) Click Yes button

When Pre-check completes and if no issues are found, the Budget Header Status should display "Checked Only". Please reference the section on Budget Transfer Journal Error Exceptions if the Budget Header Status displays "Error" link.

Below is an example of the Error Header Status. The Error Column will display an 'X' for the rows with Errors, in this example the Department ID was deleted, and Pre-Check was run. Please reference the Budget Transfer Journal Error Exceptions section for additional details on Errors.

When the Error is Resolved and the Budget Transfer Journal is Pre-Checked again, the Checked Only Budget Header Status will display which means no Errors or Exceptions exist and the Journal is ready to be submitted for approval.

Step 5 – Submit Budget Transfer Journal

When the Budget Transfer Journal has been Pre-Checked successfully, it is ready to be submitted for Workflow Approval.

Sub Step #1 – Submit Budget Transfer Journal for Workflow Approval

1) Select "Submit Journal" from the drop-down menu on the Process field.
2) Click the "Process" button.

The Approval Header Status on the Budget Transfer Journal will now display a Pending link.

< Budget Lines **Enter Budget Transfer**

| Budget Header | Budget Lines | Budget Errors |

Unit UTTYL Journal ID 0000494560 Date 11/18/2020 ☐ Errors Only Budget Header Status Checked Only

Approval Header Status Pending

*Process Post Journal ⌄ Process

▼ Lines

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType		Account	Fund	Dept	Function	Project	Cost Center	Set Options	Currency	Amount
☐	1	Pending	OPE_BUD	2021 🔍		🔍	A4000 🔍	3100 🔍	103100 🔍	300 🔍	🔍	31001302 🔍	Set Options	USD 🔍	-1.00
☐	2	Pending	OPE_BUD	2021 🔍		🔍	A4000 🔍	3100 🔍	103100 🔍	100 🔍	🔍	31001017 🔍	Set Options	USD 🔍	1.00

Lines to add

1 ➕ ➖ Journal Line Copy Down

From Line ___ To ___ Generate Budget Period Lines

Totals

Total Lines 2 Total Debits 1.00 Total Credits 1.00

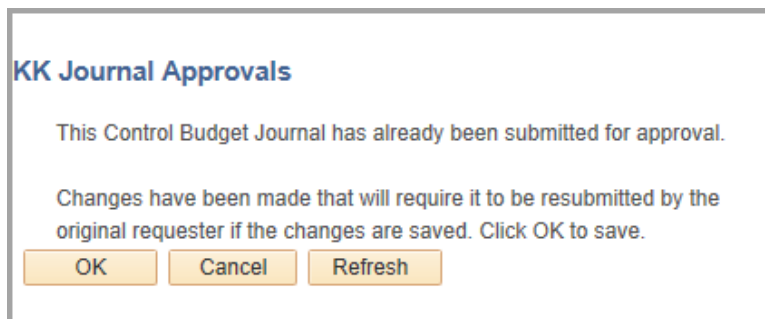| 💾 Save | 🔎 Return to Search | ✉ Notify | 🔄 Refresh |

Modifying a Submitted Budget Transfer Journal

Step 1 – Modifying a Submitted Budget Transfer Journal

If a modification is made to a Budget Transfer Journal which has been submitted, the following message will display upon attempting to Save.

Please note: a change may be made by any user as needed, but only the original requester/submitter can resubmit the Budget Transfer Journal.

Sub Step #1 – Click OK on KK Journal Approvals Warning

1) To save modifications made to a submitted Budget Transfer Journal, click Save button.
2) Click the "OK" button on the KK Journal Approvals message.

The Approval Header Status on the Budget Transfer Journal will now display a Canceled link. Each line in the Journal will also display as Canceled.

Sub Step #1 – Review Canceled Approval information

1) Click the Canceled link next to the Approval Header Status field.
2) This will open a new window and display the Pending Workflow Approval Flow.

The Approval Flow page will display. This page provides current status of Approval and which step is Terminated. In the example below, this Budget Transfer is Terminated by Cost Center and Budget Office Approval. Because the Cost Center Approver stage was Pending, approvers in this stage will receive Workflow Notification that this Journal is now Terminated.

Step 2 – Re-Submit Budget Transfer Journal

If a modification has been made and the Journal is modified, follow all steps previously outlined to Save and Pre-Check this journal. Once these steps are completed, the Budget Transfer Journal may be re-submitted.

Please remember to always Pre-Check before you submit. In the example below, Pre-Check completed successfully, and the Journal is ready to Submit.

Sub Step #1 – Submit Budget Transfer Journal for Workflow Approval

1) Select "Submit Journal" from the drop-down menu on the Process field.
2) Click the "Process" button.

The Journal will be submitted, will display once again as Pending, and Approval Flow will restart. Each level will have to re-approve the Journal for it to be Approved.

Budget Transfer Journal Approval Header Status is now Pending. This means that action is required from the Approvers identified for this Budget Transfer Journal request.

< Budget Lines   **Enter Budget Transfer**

Budget Header | Budget Lines | Budget Errors

Unit UTTYL   Journal ID 0000494560   Date 11/18/2020   ☐ Errors Only   Budget Header Status Checked Only

Approval Header Status Pending

*Process Post Journal ▾   Process

▾ **Lines**

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType		Account	Fund	Dept	Function	Project	Cost Center	Set Options	Currency	Amount
☐	1	Pending	OPE_BUD	2021 🔍	🔍		A4000 🔍	3100 🔍	103100 🔍	300 🔍	🔍	31001302 🔍	Set Options	USD 🔍	-2.00
☐	2	Pending	OPE_BUD	2021 🔍	🔍		A4000 🔍	3100 🔍	103100 🔍	100 🔍	🔍	31001017 🔍	Set Options	USD 🔍	2.00

Lines to add

1 [+] [−]   Journal Line Copy Down   From Line [ ] To [ ] Generate Budget Period Lines

Totals

Total Lines 2   Total Debits 2.00   Total Credits 2.00

💾 Save | 🔁 Return to Search | 📧 Notify | 🔄 Refresh

Review Budget Transfer Journal Approval Status

Step 1 – Pending Approval

Budget Transfer Journal Approval Header Status will display a Pending link when submitted for approval and until it is fully approved or denied.

Sub Step #1 – Review Pending Approval information

1) Click the Pending link next to the Approval Header Status field.
2) This will open a new window and display the Pending Workflow Approval Flow.

The Approval Flow page will display. This page provides current status of Approval and which step is Pending. In the example below, this Budget Transfer is pending approval for the Budget Authority, ASO, and Budget Office Approver.

Sub Step #1 – Review Comments

1) Click the Arrow next to Comments on the Approval Flow page.
2) This will display Approver and systemic Comments and Notes.

Step 2 – Approved Budget Transfer Journal

Budget Transfer Journal Approval Header Status will display an Approved link when every approval required is completed. Each Line in the Journal will also display as Approved.

Sub Step #1 – Review Approval information

1) Click the Approved link next to the Approval Header Status field.
2) This will open a new window and display the Approved Workflow Approval Flow.

The Comments will display
1) Approver/user entered Comments
2) Systemic Comments
3) History link that allows users to see prior history approval workflows (ex. A Transfer Journal which was denied and resubmitted will have a history workflow for the Deny actions and a current workflow that may be pending, approved, etc.).

The Budget Transfer Journal will be Posted by the Budget Office upon final Budget Office Approval. Below is an example of a Budget Transfer Journal Fully Approved and Posted. Notice that Budget Header Status is Posted, and Approval Header Status is Approved.

Step 3 – Denied Budget Transfer Journal

Budget Transfer Journal Approval Header Status will display a Denied link when the journal is denied by any approver. Each Line in the Journal will display as Canceled.

Sub Step #1 – Review Denied information

1) Click the Denied link next to the Approval Header Status field.
2) This will open a new window and display the Denied Workflow Approval Flow.

The Approval Flow page will display. This page provides current status of Approval and which step is Denied. In the example below, this Budget Transfer had been approved by the Department but was Denied by the Budget Office Approver. Deny notes and systemic notes will both display under Comments.

Denied Notes are especially helpful because the Journal can be Resubmitted once the issue identified by Approver is Fixed.

To Re-submit the Budget Transfer Journal, the original Requestor/submitter returns to the Journal page, updates fields/amounts per the reason for Deny, Pre-Checks, and Submits the Journal again. Approval workflow will restart but History will retain the original Denied Action and Comments.

Budget Transfer Workflow Security Rules

Security Rules have been established to ensure the correct information is entered in a Budget Transfer Journal.

The following is a list of possible reasons to get a Security Error:

- Cross Budgetary Account used – ex. Account A1000 used on one row and a different Account is used on a different row on a Budget Transfer Journal.

- Budgetary Account Field is Blank – KK Security Rules require that a Budgetary Account used is an allowed/listed field. Blank values are not listed as allowed.

- Cross Fund used - ex. Fund Code 2100 used on one row and a different Fund Code is used on a different row on a Budget Transfer Journal

- Fund Code Not allowed Used - ex. Fund Code 5100 is not allowed to be used

- Ledger Enforce - Campus user attempts to use a Ledger other than OPE

The above examples are not a comprehensive list, please see Detail Security Rules for more details.

Step 1 – Security Error example for Budgetary Accounts

In the example below, Budget Account A1000 was used on the first row and Budget Account A4000 was used on the second row as a *Front Office* user. For Budget Account A4000 crossing Budget Accounts is allowed, but A1000 only allows the same Account to exist on all the rows within one journal.

The Journal will still save, and if the crossing of these Budget Accounts was intended, it can be escalated to the ASO for further processing. However, this Journal cannot be submitted into workflow until the Security Error is Resolved. Notice in the example below, the Budget Header will display Security Error and the Error Column will display. The Error Column will identify the rows that have the Security Error with an 'X' for easier identification.

If this Error was not intended and the incorrect Budget Account was used accidentally, please correct the issue and save the Journal. Upon correcting the error and saving, the Security Error will no longer display, and user can continue processing.

Step 2 – Security Error example For Fund Codes

In the example below, Fund Code 2100 was used on the first row and Fund Code 3100 was used on the second row. For UT Tyler front office user entry, a Budget Transfer Journal may only be entered for one Fund Code. Crossing Fund Codes is not allowed, and only rows with the same Fund Code may exist on the same journal.

The Journal will still save, and if the crossing of these Fund Codes was intended, it can be escalated to the Budget Office for further processing. However, this Journal cannot be submitted into workflow until the Security Error is Resolved.

Notice in the example below, the Budget Header will display Security Error and the Error Column will display. The Error Column will identify the rows that have the Security Error with an 'X' for easier identification.

If this Error was not intended and the Fund Code 2100 (or 3100) was used accidentally, please correct the issue and save the Journal.

The Security Error will no longer display, and user can continue processing.

Detailed Security Rules for Front Office Users Level 1

Below is a detailed table which identifies Budgetary Accounts and Fund Codes that may be used on a Budget Transfer Journal. If a Fund Code is not listed, the Budget Transfer Journal will encounter Security Errors because it is not allowed. For those Fund Codes listed, only one Fund Code can be used on all the Lines of the journal to avoid Security Errors.

Budgetary Accounts will also encounter Security Error if crossed. Even though A4000 Budgetary Account is permitted to be reduced to increase a different Budgetary Account, this will need to be referred to the campus ASO for further assistance.

Budgetary Accounts

Budgetary Account Range	Able to use combinations
A1000-A3000	No
A4000	Yes
A6000-A9000	No

Fund Codes

Fund Code Range	Able to use combinations
2100-4800	No
5500-6400	No
7305-9910	No

Detailed Security Rules for ASO Users Level 2

Below is a detailed table which identifies Budgetary Accounts and Fund Codes that may be used on a Budget Transfer Journal by campus ASO. If a Fund Code is not listed, the Budget Transfer Journal will encounter Security Errors because it is not allowed. For those Fund Codes listed, only one Fund Code can be used on all the Lines of the journal to avoid Security Errors.

Budgetary Accounts will not encounter Security Errors if crossed, however, reducing funds should only be initiated when Budgetary Account A4000 is reduced to increase a different Budgetary Account.

Budgetary Accounts

Budgetary Account Range	Able to use combinations
A1000-A3000	Yes
A4000	Yes
A6000-A9000	Yes

Fund Codes

Fund Code Range	Able to use combinations
2100-4800	No
5500-6400	No
7305-9910	No

Budget Error Transfer Journal Exceptions

Step 1 – Pre-Check Budget Transfer Journal

When Budget Pre-Check is performed on a Budget Transfer Journal, the following message will display if Errors exist:

Sub Step #1 – Click OK on KK Journal Approvals Budget Checking Error message

1) Click "OK" button.
2) The Error message window will close.

Step 2 – Review Error

Budget Transfer Journal Errors will display as a link on the Budget Header Status field. Also, the Error column will display and each line with Error will have an 'X' next to it. In the example below, the Department ID was removed and Pre-Check was run.

Notice that the Budget Header Status 'Error' is a blue link. Use the Error link to navigate to the Commitment Control Budget Exceptions page.

Sub Step #1 – Review Error information

1) Click the Error link next to the Budget Header Status field.
2) This will either open a new tab or a new window based on browser settings and display the Commitment Control Budget Exceptions page.

The Commitment Control Error Exceptions page will display for Budget Journals. To view full details, click the show all columns icon.

All Columns will display. The Key ChartField is Blank Exception displayed means there is a required field missing from the Budget Transfer Journal row. In addition, if no Budget is available for the ChartField combination being reduced, an Exceeds Budget Tolerance Error.

Clicking the Budget Line Exceptions will display the Error exception rows by Journal Line number, also, notice the Department ID field is blank – this makes it easier to identify which Key ChartField is missing:

Step 3 – Additional Information on Errors and Warnings

Errors

Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors are not allowed by the system to update the Commitment Control budget ledgers. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of your control budgets, the exact reason that a budget has insufficient funds will vary from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Transactions with errors stop at the budget check stage and do not proceed until they are corrected or overridden and are budget checked again.

Common Examples of Errors:

Error Code	Overridable?	Description	Notes
E1	Y	Exceeds budget and is over tolerance.	There is not enough money in the budget to accommodate the transaction.
E2	N	No budget exists.	No Budget has been established for this ChartField combination.
E3	N	Budget is closed.	N/A
E6	Y	Budget date is out of bounds.	N/A
E35	N	Required key CF (ChartField) is blank.	Value Required option is set to Required for this key CF (ChartField) on Budget Definitions - Keys and Translations page, but on the transaction line this CF (ChartField) does not have a value.
E44	N	Budget period is invalid.	Apply to budget journal edit.
E45	N	Non key CF (ChartField) has a value.	Non key CF (ChartField) on the budget journal line should be blank.
E46	N	Invalid ChartField value.	The budget journal line contains invalid ChartField value.
E48	N	CF (ChartField) value not at tree level.	The budget journal line contains a ChartField value not at the defined tree level.
E49	N	Key ChartField is blank.	Key ChartField on the budget journal line is blank.
E50	N	Child budget exceeds the parent budget.	Applies to child budget journal edit when Child Budgets Exceed Option is not checked on Budget Definitions - Control Budget Options page. The Budget Processor issues this error when processing a child budget journal having a child budget ledger group.
E51	N	Child budget exceeds the parent budget.	Applies to parent budget journal edit when Child Budgets Exceed Option is not checked on Budget Definitions - Control Budget Options page. The Budget Processor issues this error when processing parent budget journal having the parent budget ledger group.
E91	N	Translation tree error found.	Account or ChartField does not exist on Tree

Warnings

Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Warnings function as exceptions that

are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.

The Budget Processor issues warnings, rather than errors, in the following situations:
1. The system inherently defines the transaction exception as a warning.

This is the case, for example, with the warning that the budget date does not equal the accounting date and the warning that the transaction exceeds the remaining available budget but is within tolerance.
2. The control option for the control budget definition is *Track with Budget,* or *Control Initial Document.*

If you selected one of these options when you defined your budgets, you determined that transactions that would otherwise generate an error exception merely require an audit trail and examination and do not need to be stopped.

If the control option is *Track with Budget,* you receive warning exceptions, except when there is no budget for a transaction, which results in an error exception. If the control option is *Control Initial Document,* you receive error exceptions for the initial document and warning exceptions for subsequent transactions.

Note: Whether the option is *Track without Budget* or *Track with Budget,* you receive warnings for any error that can be overridden; however, errors that cannot be overridden might be logged.

Also note that commitment control detail ledger groups, which by definition are set to track without budget, do not receive budget exceeds warnings.

Common examples of Warnings:

Warning Code	Description	Notes
W1	Exceeds budget but is within tolerance.	Transaction exceeds available budget balance, but is within the tolerance allowed.
W2	Exceeds budget, but is a track or non-initial transaction.	Transaction exceeds budget, but the control option for the control budget definition is Tracking with Budget, Tracking without Budget, or Control Initial Document. For tracking without budget, no warning is issued for detail tracking ledger groups. If it is not a detail tracking ledger group and a budget row exists, even if it is for a zero amount, a W2 warning is issued if the transaction exceeds the available spending. If no budget row exists, no warning is issued.
W36	Required key CF (Chartfield) is blank.	Warning is issued if the control option is *Tracking without Budget.*
W64	Parent does not exist.	Warning is issued when the Child Budgets Exceed Option is checked on Budget Definitions - Control Budget Options page.

eMail Notification Examples

Email Notifications are based on Shared instance and due to this any changes require UTShare Review and Approval. Links included in e-mail work in similar fashion to existing email notifications within the other modules with Workflow Approval (Travel and Expenses, Accounts Payable, etc.). A link to the Approvals page is automatically included, but in many examples the link should not be used. For example, when a Deny notification is received by a requestor, they should navigate to the Budget Transfer Page and not to the Approvals page. If user clicks on the link, they will either see an error or will get notified that they do not have access to the page.

Budget Transfer Journal Approval Request – Line Level

Line Level Approval is based on requirement where lines reducing the budget require Budget Authority (Department) Approver and/or ASO to be notified and to approve request.

Approval is Requested for Journal ID "0000494566" Line "1" Business Unit "UTTYL"

Workflow@utsystem.edu
Mon 11/23/2020 9:33 AM
To: utz.rpeterson@uttyler.edu; utz.wgeiger@uttyler.edu; utz.kmokhtari@uttyler.edu

EXTERNAL MAIL
This email originated outside of The University of Texas System Administration.
Please exercise caution when clicking on links or opening attachments.
_____

A Budget Transfer Journal line has been entered that requires your attention.

Business Unit: UTTYL
Journal ID: 0000494566
Journal Date: 2020-11-23
Journal Line: 1

You can navigate directly to the Budget Journal Approval page by clicking the link below.

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzaih-tst.utshare.utsystem.edu%2Fpsp%2FZAIHTST%2FEMPLOYEE%2FERP%2Fc%2FMANAGE_COMMITMENT_CONTROL.KK_AF_JRNL_APPR.GBL%3FAction%3DU%26BUSINESS_UNIT%3DUTTYL%26JOURNAL_ID%3D0000494566%26JOURNAL_DATE%3D2020-11-23%26JOURNAL_LINE%3D1&data=04%7C01%7CTestUTShare%40utsystemadmin.onmicrosoft.com%7C24f1f90cd7824953972c08d88fc51a7f%7C61399d5f249c44d0b271adc287f323ff%7C0%7C0%7C637417424006564781%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=5FMtutOpWb%2FMVcHUkasmPg6eTneQ95PBtJ8zHicnRzg%3D&reserved=0

Budget Transfer Journal Canceled Notification – Line and Header Level

Example of Canceled Notification received for Budget Transfer Journal that has been modified. This Cancel notice is sent to the Current Pending Approver so that they know they no longer have to take action on this Transfer Request.

Journal ID "0000494566" Business Unit "UTTYL" Has Been "Canceled"

W **Workflow@utsystem.edu**
Mon 11/23/2020 10:14 AM
To: utz.anunez@uttyler.edu

EXTERNAL MAIL
This email originated outside of The University of Texas System Administration.
Please exercise caution when clicking on links or opening attachments.

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The following Budget Transfer Journal has been "Canceled".

Business Unit: UTTYL
Journal ID: 0000494566
Journal Date: 2020-11-23

You can navigate directly to the journal entry page for more information by clicking the link below.

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzaih-tst.utshare.utsystem.edu%2Fpsp%2FZAIHTST%2FEMPLOYEE%2FERP%2Fc%2FMANAGE_COMMITMENT_CONTROL.KK_AF_JRNL_APPR.GBL%3FPage%3DKK_AF_JRNL_APPR%26Action%3DU%26BUSINESS_UNIT%3DUTTYL%26JOURNAL_ID%3D0000494566%26JOURNAL_DATE%3D2020-11-23&data=04%7C01%7CTestUTShare%40utsystemadmin.onmicrosoft.com%7C8f8ee73d3bbe41adf68f08d88fcadc75%7C61399d5f249c44d0b271adc287f323ff%7C0%7C0%7C637417448730624766%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=h6B2jslopl8cYFDpJ%2F%2FRzXce200aBpUJs5qoLe14ScE%3D&reserved=0

Reply | Forward

Budget Transfer Journal Approval Request – Header Level

Header Level Approval is based on requirement where Budget Office needs to review all rows, with this type of approval Budget Office is to be notified and take action to approve request.

Approval is Requested for Journal ID "0000494566" Business Unit "UTTYL"

W Workflow@utsystem.edu
Mon 11/23/2020 10:11 AM
To: utz.anunez@uttyler.edu

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A Budget Transfer Journal has been entered that requires your attention.

Business Unit: UTTYL
Journal ID: 0000494566
Journal Date: 2020-11-23

You can navigate directly to the Budget Journal Approval page by clicking the link below.

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzaih-tst.utshare.utsystem.edu%2Fpsp%2FZAIHTST%2FEMPLOYEE%2FERP%2Fc%2FMANAGE_COMMITMENT_CONTROL.KK_AF_JRNL_APPR.GBL%3FAction%3DU%26BUSINESS_UNIT%3DUTTYL%26JOURNAL_ID%3D0000494566%26JOURNAL_DATE%3D2020-11-23&data=04%7C01%7CTestUTShare%40utsystemadmin.onmicrosoft.com%7Ca912bd39896b4af9196808d88fca726f%7C61399d5f249c44d0b271adc287f323ff%7C0%7C0%7C637417446953211792%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=zOg%2FllvrGB%2BNKmt%2BBHf0KGTuvyGpSLYvo9iTDmnK6LEw%3D&reserved=0

Reply | Forward

Budget Transfer Journal Approved – Header Level – Requestor Notification

Example of Notification Requestor/User who submitted request receives upon Final/Header Approval of Budget Transfer Journal

Journal ID "0000494567" Business Unit "UTTYL" Has Been "Approved"

W Workflow@utsystem.edu
Mon 11/23/2020 10:18 AM
To: utz.hduran@utsystem.edu

EXTERNAL MAIL
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The following Budget Transfer Journal has been "Approved".

Business Unit: UTTYL
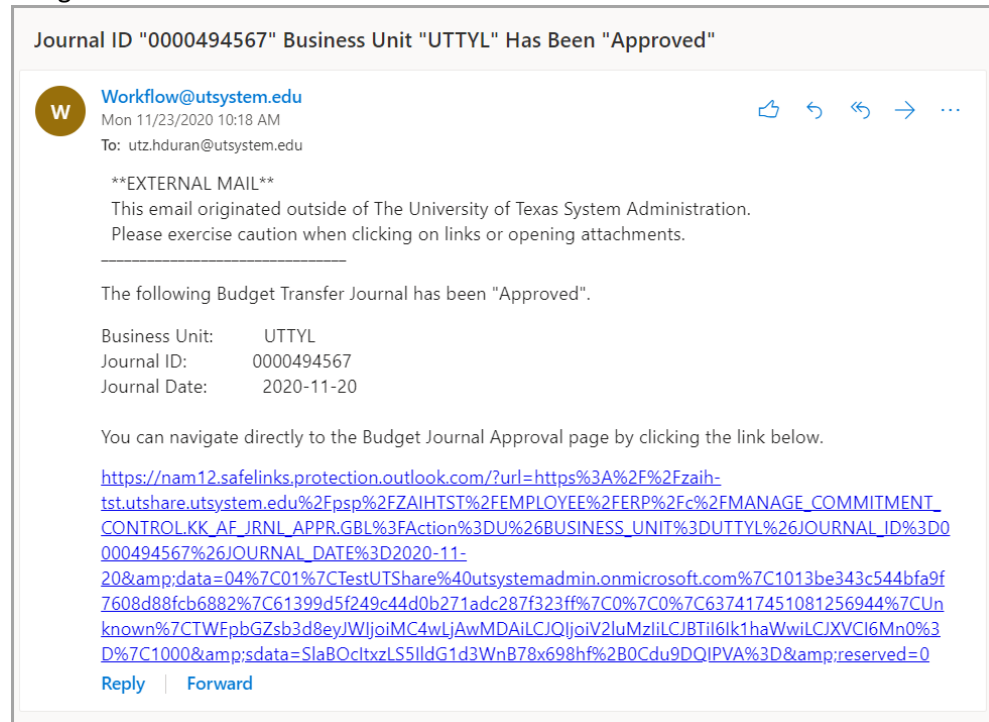Journal ID: 0000494567
Journal Date: 2020-11-20

You can navigate directly to the Budget Journal Approval page by clicking the link below.

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzaih-tst.utshare.utsystem.edu%2Fpsp%2FZAIHTST%2FEMPLOYEE%2FERP%2Fc%2FMANAGE_COMMITMENT_CONTROL.KK_AF_JRNL_APPR.GBL%3FAction%3DU%26BUSINESS_UNIT%3DUTTYL%26JOURNAL_ID%3D0000494567%26JOURNAL_DATE%3D2020-11-20&data=04%7C01%7CTestUTShare%40utsystemadmin.onmicrosoft.com%7C1013be343c544bfa9f7608d88fcb6882%7C61399d5f249c44d0b271adc287f323ff%7C0%7C0%7C637417451081256944%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=SlaBOcItxzLS5IldG1d3WnB78x698hf%2B0Cdu9DQIPVA%3D&reserved=0

Reply | Forward

Budget Transfer Journal Denied Notification – Requestor Notification

Example of Denied Notification received by Requestor/Submitter for Line and Final/Header Deny of Budget Transfer Journal

Journal ID "0000494566" Business Unit "UTTYL" Has Been "Denied"

W

Workflow@utsystem.edu
Mon 11/23/2020 10:14 AM
To: utz.hduran@utsystem.edu

EXTERNAL MAIL
This email originated outside of The University of Texas System Administration.
Please exercise caution when clicking on links or opening attachments.
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The following Budget Transfer Journal has been "Denied".

Business Unit: UTTYL
Journal ID: 0000494566
Journal Date: 2020-11-23

You can navigate directly to the Budget Journal Approval page by clicking the link below.

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzaih-tst.utshare.utsystem.edu%2Fpsp%2FZAIHTST%2FEMPLOYEE%2FERP%2Fc%2FMANAGE_COMMITMENT_CONTROL.KK_AF_JRNL_APPR.GBL%3FPage%3DKK_AF_JRNL_APPR%26Action%3DU%26BUSINESS_UNIT%3DUTTYL%26JOURNAL_ID%3D0000494566%26JOURNAL_DATE%3D2020-11-23&data=04%7C01%7CTestUTShare%40utsystemadmin.onmicrosoft.com%7Cc063e8564f1944df75d108d88fcadb1b%7C61399d5f249c44d0b271adc287f323ff%7C0%7C0%7C637417448721745602%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C1000&sdata=HVQdJV2F4GSYo00cMaztdu8jv6j5pTps5UNI7%2Buw8ro%3D&reserved=0

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