

Enter Commitment Control Budget Transfers

The **Commitment Control Budget Transfers** page is used to submit Budget Adjustments and to record Approvals electronically.

- To view the **Enter Budget Transfers** page, begin by navigating to: Commitment Control Landing Page> Budgeting and Planning Tile> Enter Budget Transfer Navigation Collection or Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer
- Select the **Add a New Value Tab** tab:
 - Business Unit:** Enter Business Unit
 - Journal ID:** NEXT is the default and will populate the next Journal ID available
Note: You can also enter your choice of Journal ID
 - Journal Date:** Enter Journal Date. **Note:** Determines Accounting Period and Fiscal Year to which Journal will post.
 - Click **Add Button**
- Enter information into the **Journal Header** tab.
 - Ledger Group:** Enter **Ledger Group** for Budget Transfer
 - Budget Entry Type:**
 - * Options include Transfer Original and Transfer Adjustment
 - Generate Parent Options:**
 - * Useful when entering Budget Adjustments at the Child Ledger to reflect in Parent.
 - Long Description:** Up to 250 Characters and
 - Short Description:** Up to 150 Characters
 - Click **Budget Lines** tab
- Enter information into the **Journal Lines** tab.
 - Budget Period:**
 - * Enter **Budget Period** if Budget Period Calendars have been identified.
 - ChartField Values or use Speedtype if this has been defined:**
 - * ChartField Values are subject to Budget Definitions for Ledger Group.
 - Monetary Amount:** Amounts must balance
 - Journal Line Description:** Recommended.
- Click **Save**.

Enter Budget Transfer

Find an Existing Value Add a New Value

*Business Unit UT TYL Journal ID NEXT Journal Date 02/11/2021

Add

Budget Header Budget Lines Budget Errors

Unit UT TYL Journal ID NEXT Date 02/11/2021

*Ledger Group OPE Fiscal Year 2021 Period 6

Control ChartField Fund Code *Currency USD Rate Type CRRNT

Budget Header Status None *Budget Entry Type Transfer Adjustment Exchange Rate 1.00000000

Cur Effdt 02/11/2021 Budget Type Expense Attachments (0)

Parent Budget Options

☐ Generate Parent Budget(s)
☐ Use Default Entry Event
Parent Budget Entry Type

Long Description
Budget Transfer Journal Quick Reference Guide
209 characters remaining

Alternate Description

Budget Header Budget Lines Budget Errors

Unit UT TYL Journal ID NEXT Date 02/11/2021 Budget Header Status None Approval Header Status Not Submitted

*Process Post Journal ☐ Submit For Approval Process

Lines

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	Project	Cost Center	Set Options	Currency	Amount	Journal Line Description
<input type="checkbox"/>	1	Not Submitted	OPE_BUD	2021	31001584	A4000	3100	104400	100		31001584	Set Options	USD	-1.00	Reduced for QR Ex.
<input type="checkbox"/>	2	Not Submitted	OPE_BUD	2021	31001517	A4000	3100	104100	100		31001517	Set Options	USD	1.00	Increased for QR Ex.

Lines to add 1 Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 2 Total Debits 0.00 Total Credits 0.00

Save Notify Refresh



Commitment Control—Budget Transfer Actions

The **Commitment Control Budget Lines** tab in **Enter Budget Transfer** page is used to enter rows and take action on a journal being entered by a user.

Pre-Check Budget Journal

The following steps demonstrate how to Pre-Check Budget Transfer Journal to troubleshoot user entry errors as well as Budget Exceptions.

1. Click on the *Process* drop-down arrow. Options will display including **Budget Pre-Check**, **Copy Journal**, **Post Journal**, etc. Click **Budget Pre-Check** option.
2. A message with “**Do you want to Budget Check this transaction without posting results**” message is displayed. Click **OK** button
3. The **Budget Pre-check** may take a little time. Wait for the Process to complete
4. If **Checked Only Budget Header Status** displays, no Errors occurred and user may proceed with submitting **Budget Transfer Journal** for Approval.

Please Note: **Submit** option is on the *Process* drop down.

5. Select **Submit** option from the Drop-Down menu and click **Process** button.

Pending Approval Header status will display

User can click on **Pending Approval Header Status** link to view **Workflow Approvers**.

Budget Journal Errors

There are two way to review **Errors**. Upon receiving an Error outcome during **Pre-Check**, the **Budget Header Status** will display as **Error** and will become a hyperlink. In addition, navigation directly to the **Commitment Control Budget Exceptions** page is also available.

1. Click the **Error Budget Status** hyperlink:

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept
<input type="checkbox"/>	1	X	Not Submitted	OPE_BUD	2021		A4000	3100	
<input type="checkbox"/>	2		Not Submitted	OPE_BUD	2021		A4000	3100	104400

2. **OR** navigate to Commitment Control Landing Page>Budget Exceptions Tile> Budget Journal Navigation Collection or MM>Commitment Control>Review Budget Check Exceptions>General Ledger>Budget Journal.
3. The Budget Exceptions page displays.
4. Enter Budget Journal ID or Process Instance Search button. **Budget Exceptions** for this Budget Transfer display.

Details	Business Unit	Ledger Group	Exception	More Detail	Override Budget	Transfer	Account	Fund	Cost Center	Function	Budget Period
1	UTTYL	OPE	Key Chartfield is Blank	More Detail	<input type="checkbox"/>	Go To	A4000	3100	31001584	100	2021
2	UTTYL	OPE	Exceeds Budget Tolerance	More Detail	<input type="checkbox"/>	Go To	A4000	3100	31001584	100	2021

Resubmit

If a **Budget Transfer Journal** needs to be modified after submission:

- **Budget Transfer Journal** may only be resubmitted by the original requester.
- **Budget Total Debits** and **Total Credits** must balance.
- **Workflow Approval** will restart.

1. User makes needed changes and Saves **Budget Transfer Journal**.
2. Message reminder that journal has already been submitted for Approval and that changes will require resubmission will display.
3. Click OK button.
4. **Budget Transfer Journal Approval Header Status** displays as **Cancelled**.
5. User may need to **Pre-Check** (refer to **Precheck Budget Journal** section).
6. Select **Submit** from the **Process Options** drop-down.
7. Click the **Process** button.