Enter Commitment Control Budget Transfers

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

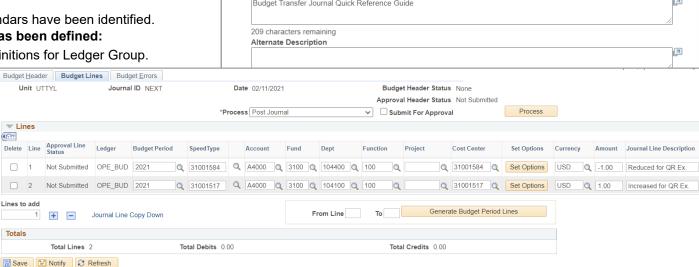
To view the Enter Budget Transfers page, begin by navigating to: Commitment Control Landing Page> Budgeting and Planning Tile> Enter Budget Transfer Navi-

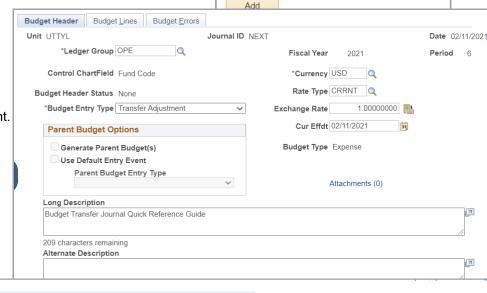
gation Collection or Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

- 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.

Totals

- 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

*Business Unit UTTYL Q

Journal ID NEXT

Journal Date 02/11/2021

Add a New Value

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.

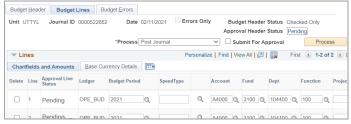
- Click on the *Process* drop-down arrow. Options will display including Budget Pre-Check, Copy Journal, Post Journal, etc. Click Budget Pre-Check option.
- 2. A message with "Do you want to Budget Check this transaction without posting results" message is displayed. Click **OK** button
- The Budget Pre-check may take a little time. Wait for the Process to complete
- 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

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

Pending Approval Header status will display

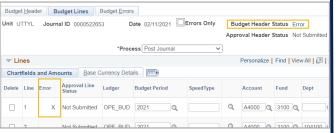
User can click on **Pending Approval Header Status** link to view **Workflow Approvers**.



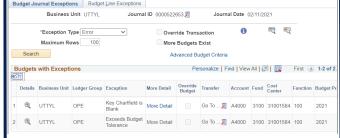
Budget Journal Errors

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:



- 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.
- Enter Budget Journal ID or Process Instance Search button. Budget Exceptions for this Budget Transfer display.



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.