# Commitment Control - Enter Budget Transfer Journals Business Process Guide

Revised in April of 2023

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# Overview

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

## Benefits

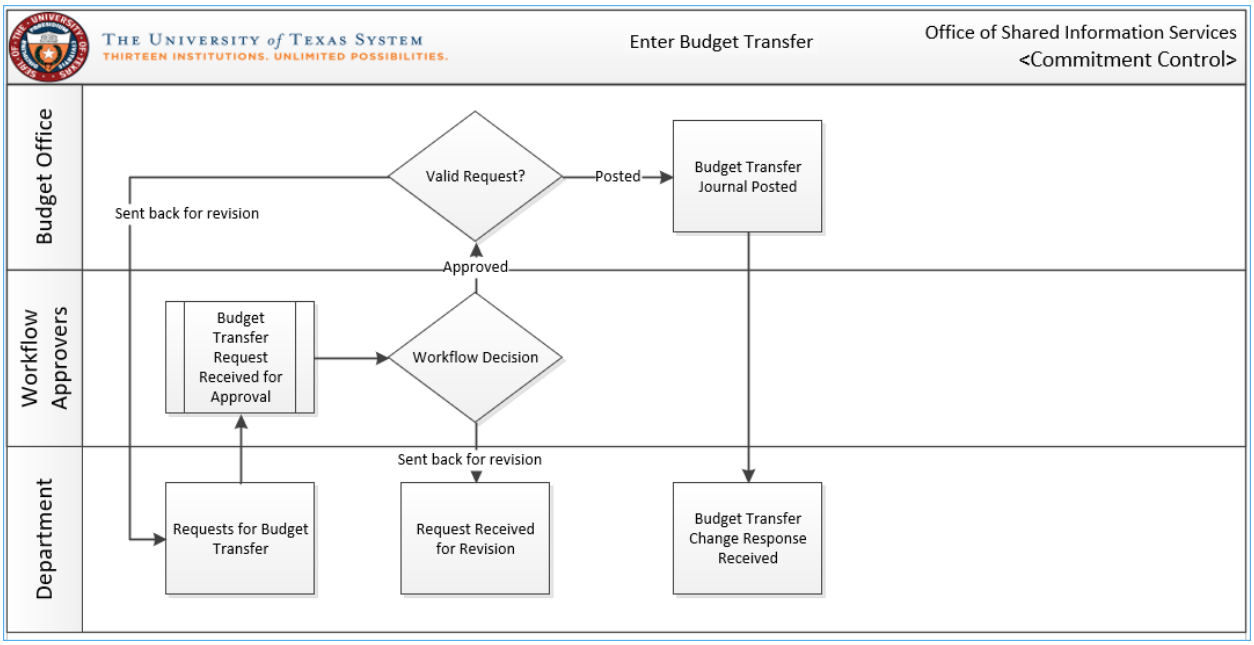
- Ensures accurate generation of budget transfer journals with proper supporting documentation.
- Ability to run reports to review budgeting information.
- Ability to create balanced journals to move funds from one area to another.
- Provides option to decentralize fund transfer requests.

## Assumptions

- There are enough funds in the area being debited.
- Users of budget transfer journal page are following campus business guidelines.

## Business Process Flow

**NOTE:** Sample flowchart with workflow included. Workflow is an option that is not required to use budget transfer journal functionality. For campuses which have implemented workflow approval levels may differ.



## Roles and Responsibilities

Listed below is a general overview of the roles and responsibilities. However, the responsible office for the tasks listed below vary among the participating institutions.

### Campus Departments

Authorized department personnel initiate Budget Transfer Journal into workflow.

### Workflow Approvers

If workflow implemented, 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. **NOTE:** For campuses that have implemented Sponsored Projects Budget Transfer entry/workflow, Grants Accounting or a department identified by campus may be posting Budget Transfer journal request.

## Related Reports

- Budget Status
- Budget Checking Status
- Ledger Details

### Queries

- UTZ_KK_ACT_LOG_BALANCES – Displays the budget, encumbrance, and expense totals for a cost center or project at the parent or child account level
- UTZ_KK_ACTIVITY_LOG_BALANCE - Displays the budget, encumbrance, and expense totals for a cost center or project at the child (OPE_CHILD1) and Revenue (OPR) account level by Budget Year and Accounting Period
- UTZ_KK_OPE_BUDGET_BALANCE - Summarizes budget, encumbrance, expense, and available balance by child account for a cost center
- UTZ_KK_ACTIVITY_LOG_OPE_SYNC – Displays transactions posted to OPE and posted to OPE_CHILD1 for further detailed review
- UTZ_NOT_EXISTS_OPE_CHILD1 – Validation of OPE vs. OPE_CHILD1

## Budget Transfer Journal Requirements

The Enter Budget Transfer component uses similar 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 if the Transfer Event is turned on.

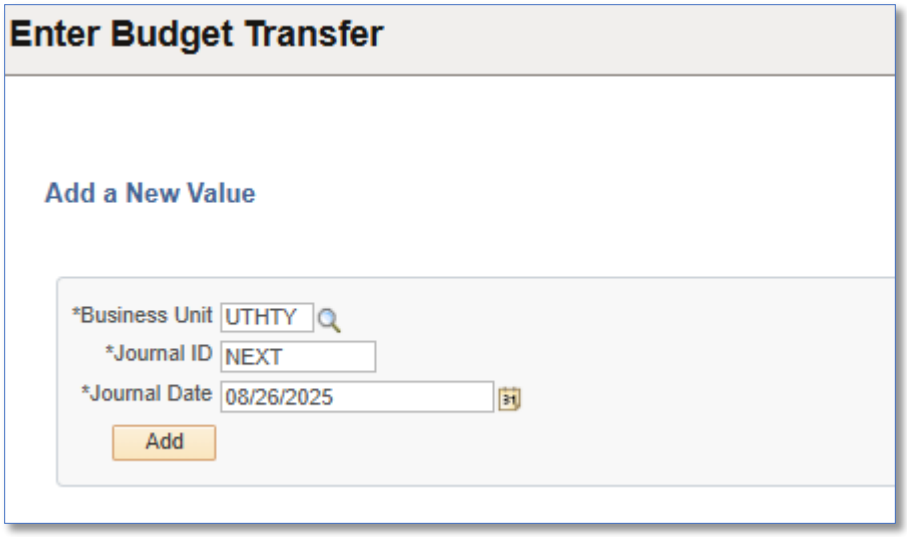
- You can transfer amounts only between budgets within a single Commitment Control ledger group and business unit combination.
- Transferring amounts between fund codes is subject to campus business process and rules. Commitment Control has been implemented for some business units to restrict transferring between certain fund code ranges. Please refer to campus guidelines for transferring between fund codes.
- 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

**Navigation:** NavBar Navigator > Commitment Control > Budget Journals > Enter Budget Transfer

**Fluid Navigation:** Commitment Control landing page > Budget Administration tile > Budget Journals folder > Enter Budget Transfer



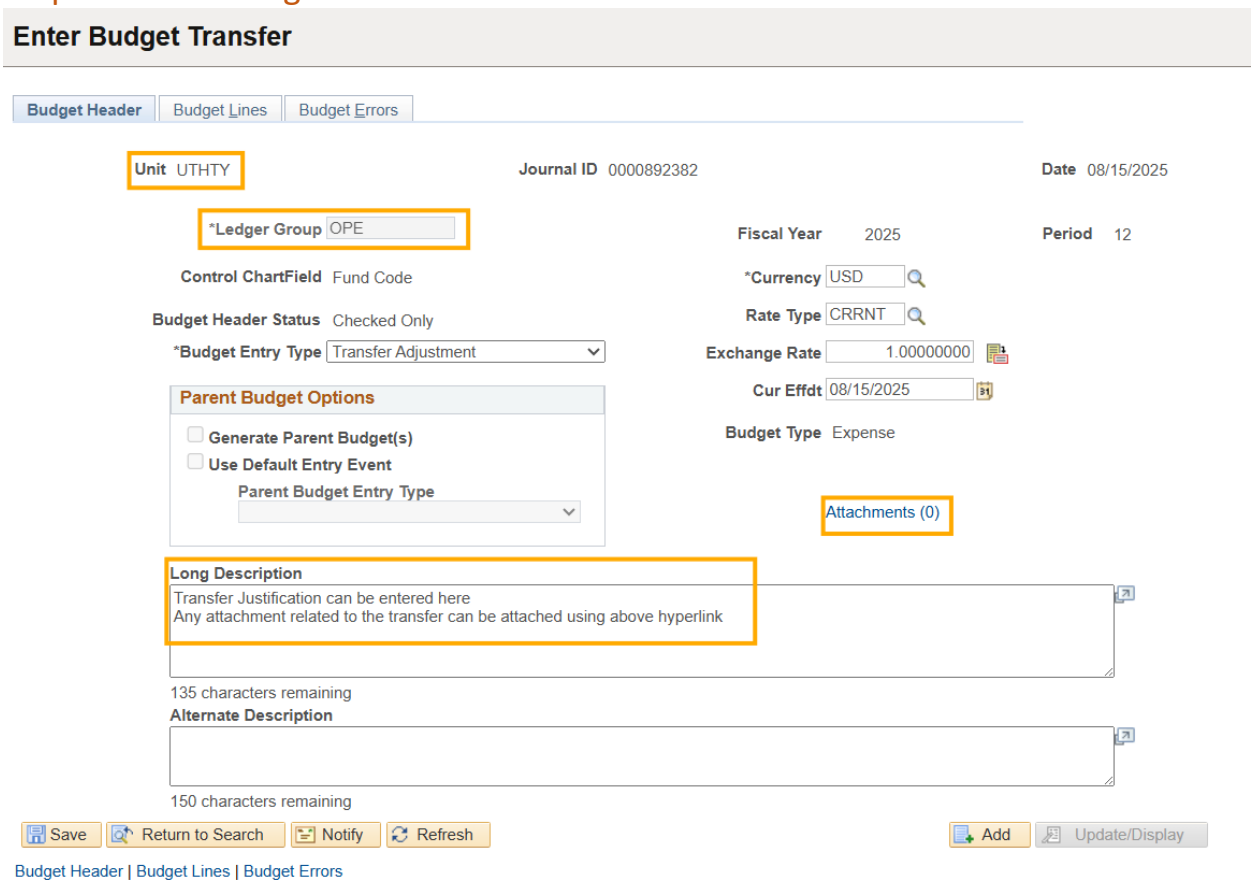

### Create or Find an Existing Budget Journal

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** – your Business Unit
    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 **Add**.

## Step 2 – Enter Budget Transfer Journal Header Information




**Page Fields**

a. **Ledger Group** - Enter appropriate budget ledger - OPR, OPE etc. Currency related information will populate when a ledger is selected.

b. **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.

c. **Attachments** - Click the Attachment hyperlink to attach a document/spreadsheet to the journal. The number will change to reflect the number of attachments.

d. **Parent Budget Options** - Generate Parent Budget(s) selected when entering a Budget for OPE_CHILD1, 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”. OPE_CHILD1 and/or GRT_CHILD1 are not used by all campuses. Please refer to campus business process for guidance on which ledger groups to use.

e. **Long Description** - Enter a description for the journal

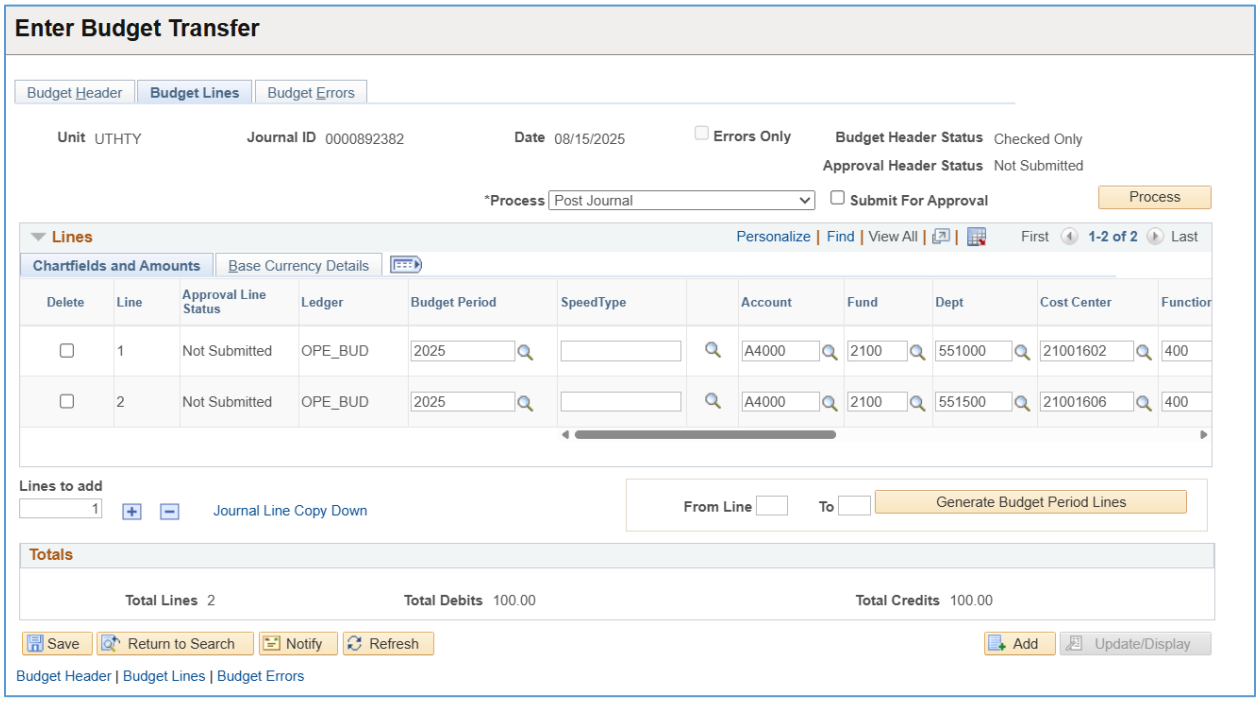
f. **Alternate Description** (not pictured) - Additional 150-character descriptor field if necessary.

## Enter Budget Transfer Journal Header information

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

## Step 3 – Enter Budget Transfer Lines Information

**NOTE:** Enter the ChartField information for the line you will be transferring the budget from:

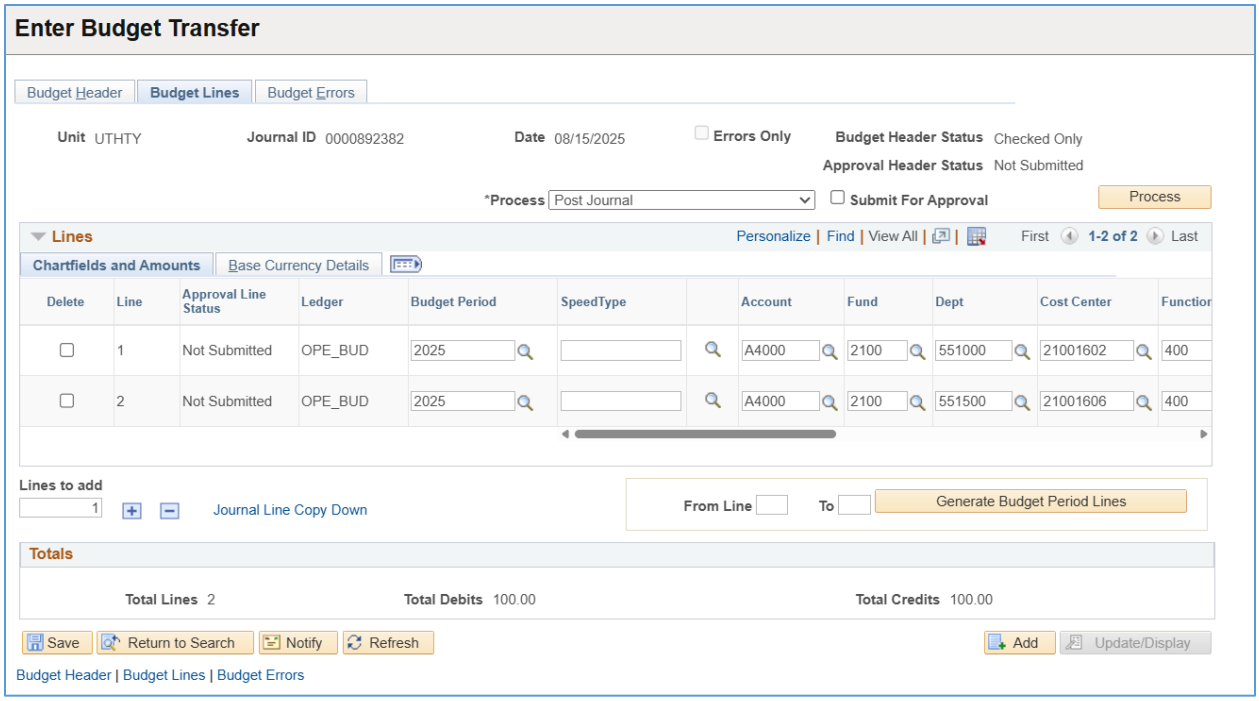



**Page Fields**

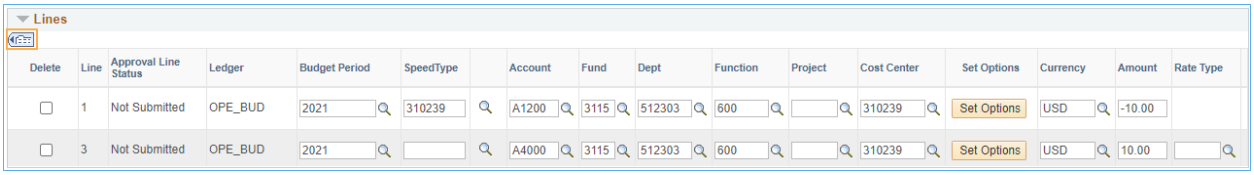
a. **Unit** - Business Unit requesting Budget Journal
b. **Journal ID** - Journal ID auto-populated once Journal is saved
c. **Date** - Date entered when Budget Journal created
d. **Budget Header Status** - After Posting requested, status will display as Posted. Error may also display if Errors encountered during Budget Transfer Posting. If Error encountered, link will also become available, Please drop email to budget@uttyler.edu
e. **Totals Section** - Totals section will display Total Lines, Total Debits, and Total Credits.

### Add ChartField Information

Click the plus (**+**) sign to add the ChartField information for the line you will be transferring the budget to:




The “Show all Columns” icon, highlighted in orange below, displays all columns.




**Page Fields**

a. **Unit** - Business Unit requesting Budget Journal
b. **Journal ID** - NEXT (next available ID will be auto-populated once Journal is saved)
c. **Date** - Date entered when Budget Journal created
d. **Budget Header Status** - NONE
e. **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 Journal: Submit Journal option will display for campuses who have turned on workflow functionality. Please refer to campus business process for workflow requirements/approvals.

f. **Submit For Approval** - Budget Journal Transfer to be submitted for approval.
g. **Delete** - Check box used to delete a line, then click the minus (-) under Lines to Add section.
h. **Budget Period** - Enter the Budget Period (example: 2021)
i. **Speedtype** - Enter Speedtype (optional and can be used for Expense Budgets but not for Revenue Budgets).
j. **Account** - Enter Budgetary Account (AXXXX, TOTEX, B4100) etc.
k. **Fund** – Enter Fund if needed.
l. **Dept** - Enter Department if needed.
m. **Function** – Enter Function if needed.
n. **Project** – Enter Project if needed.
o. **Cost Center** – Enter Cost Center if needed.
p. **Amount** - Enter Amount (+ amount increases Budget, - amount decreases Budget)
q. NOTE: For campuses where workflow has been implemented, the decreasing row must be entered first to ensure workflow works according to campus requirements. Entering increasing rows first may lead to workflow errors and the incorrect approvers receiving the notifications.
r. **Ref** - Free Form area to enter additional detail if needed
s. **Journal Class** - Field not currently used for Budget Journals, typically a list of predetermined options to select from
t. **Cumulative Begin and End Date fields** - Cumulative Calendars not used
u. **Generate Budget Period Lines** - Option not used since Cumulative Calendars not used
v. **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.
w. **Totals section** - Keeps a running total of number of Lines, total Debits and total Credits.

## Enter Budget Journal Lines information

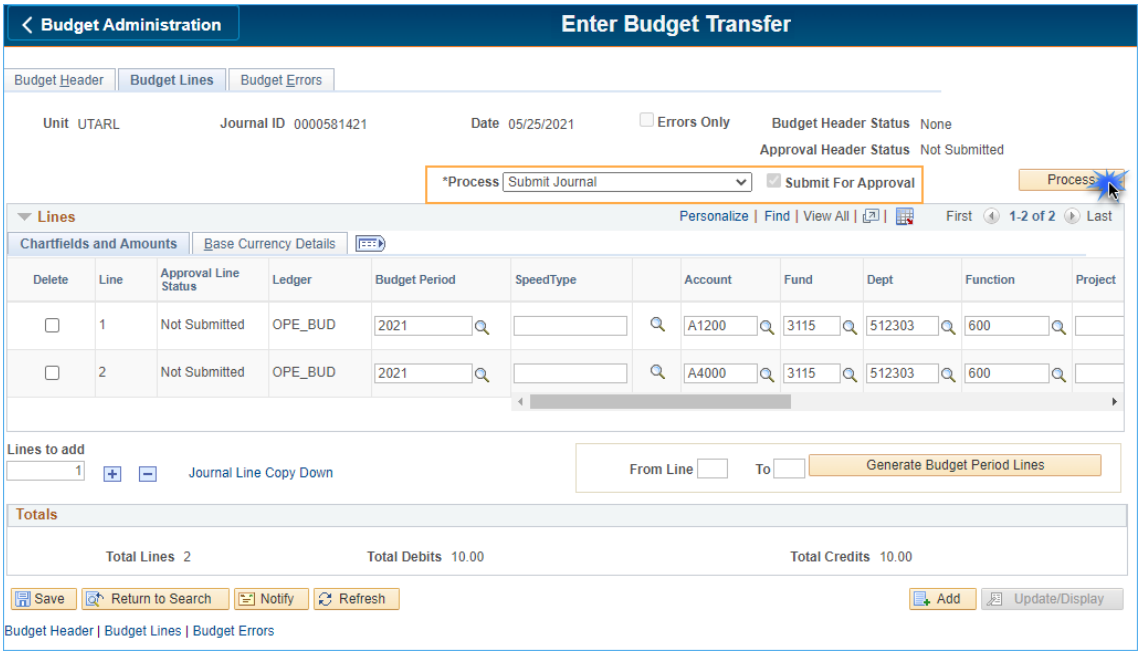
1. Enter Budget Period. **NOTE:** Please ensure budget period aligns with fiscal year on journal.
2. Enter Speedtype, then click Tab on keyboard. If desired, ChartField values can be entered using the specific fields.
3. Enter Budget Account
4. Enter Amount
5. Review/update Budget Line Description as 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”.
7. Save using the Save button.

8. Submit Journal for Approval if Commitment Control Budget Transfer workflow has been implemented.

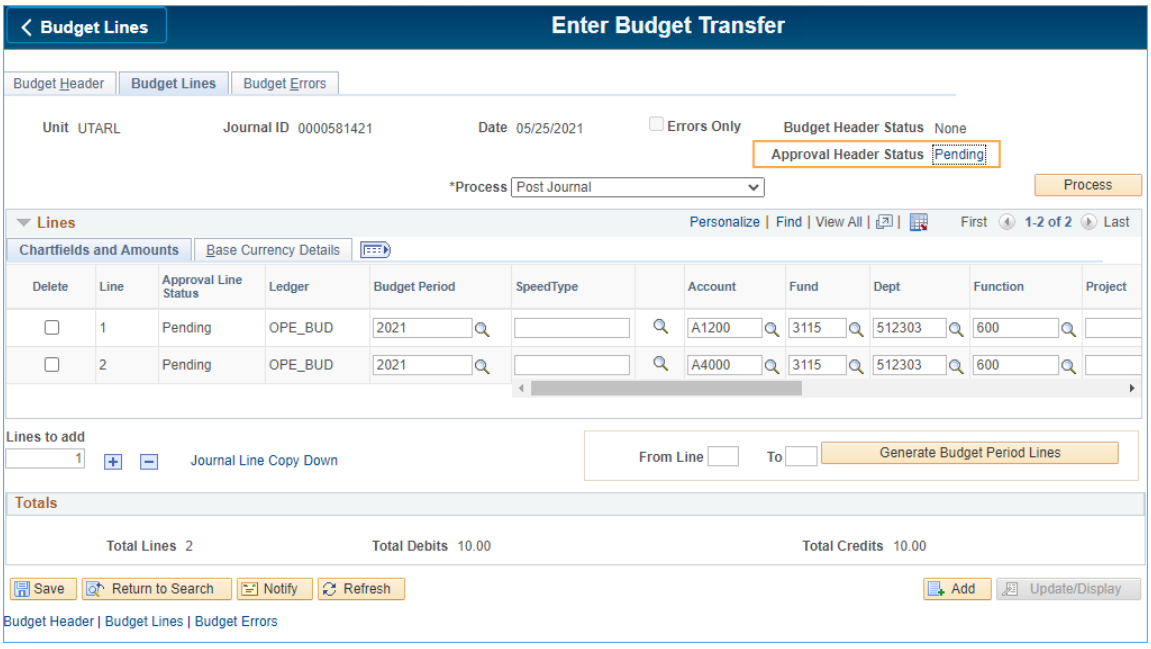
## Step 4 – Submit Transfer Journal Request for Approval

**NOTE:** This step applies only to campuses that have implemented Commitment Control workflow approval.

Select **Submit Journal** from the Process drop-down and click the **Process** button.

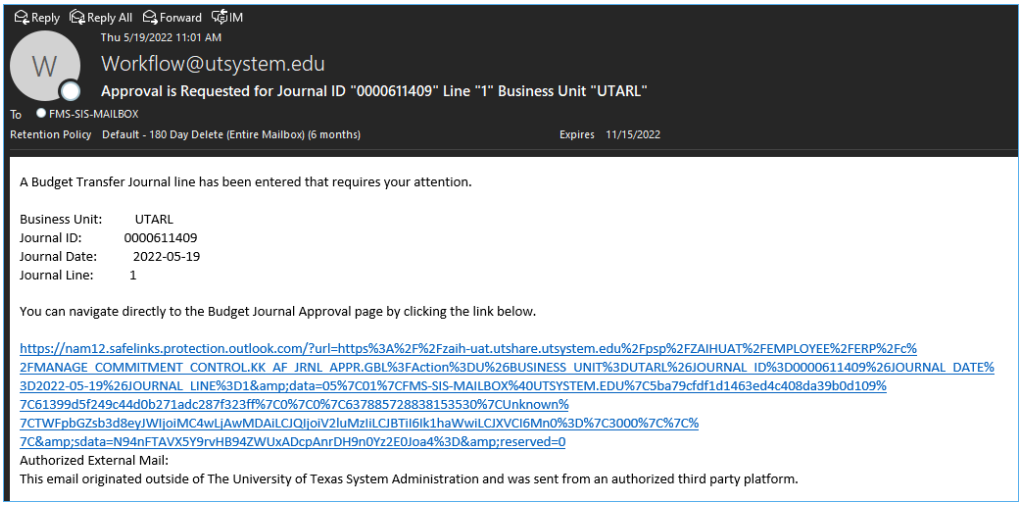



The **Approval Header Status** will change to 'Pending'.



## Fluid Approval

Below is an example of a Budget Transfer Journal email notification sent to the approver:



Reply Reply All Forward IM
Thu 5/19/2022 11:01 AM
W
Workflow@utsystem.edu
**Approval is Requested for Journal ID "0000611409" Line "1" Business Unit "UTARL"**
To FMS-SIS-MAILBOX
Retention Policy Default - 180 Day Delete (Entire Mailbox) (6 months) Expires 11/15/2022

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

Business Unit: UTARL
Journal ID: 0000611409
Journal Date: 2022-05-19
Journal Line: 1

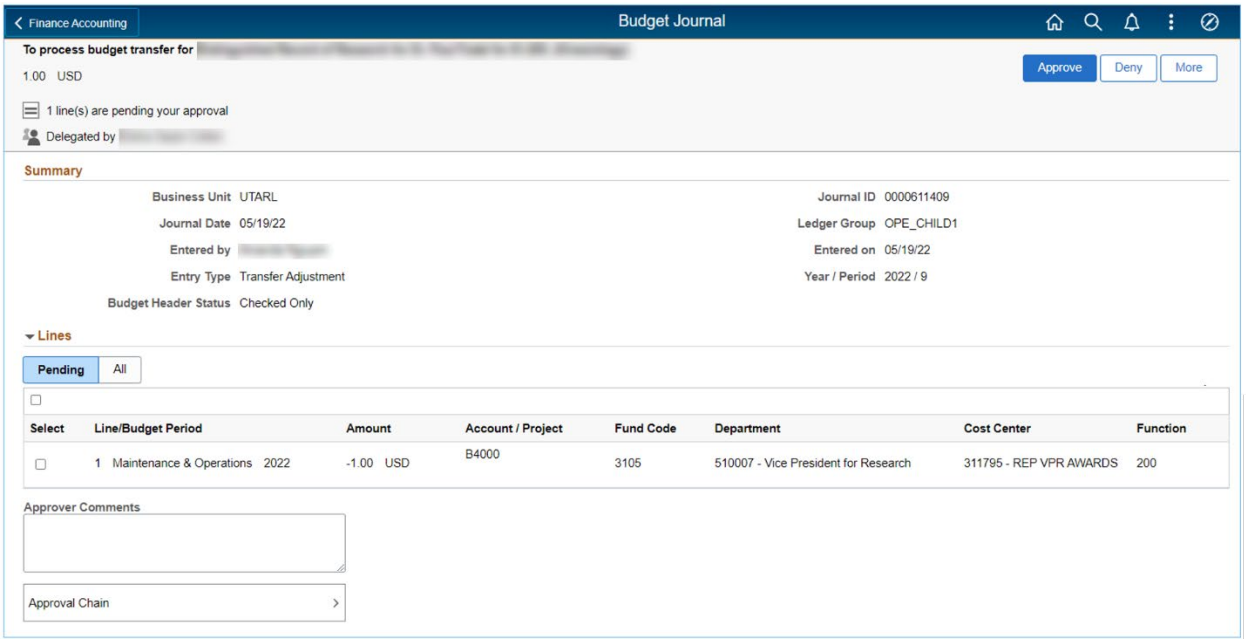
You can navigate directly to the Budget Journal Approval page by clicking the link below.

https://nam12.safelinks.protection.outlook.com/?url=https%3A%2F%2Fzaih-uat.utshare.utsystem.edu%2Fpsp%2FZAIHUAT%2FEMPLOYEE%2FERP%2Fc%2FMANAGE_COMMITMENT_CONTROL.KK_AF_JRNL_APPR.GBL%3FAction%3DU%26BUSINESS_UNIT%3DUTARL%26JOURNAL_ID%3D0000611409%26JOURNAL_DATE%3D2022-05-19%26JOURNAL_LINE%3D1&data=05%7C01%7CFMS-SIS-MAILBOX%40UTSYSTEM.EDU%7C5ba79cfdf1d1463ed4c408da39b0d109%7C61399d5f249c44d0b271adc287f323ff%7C0%7C0%7C637885728838153530%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C7C%7C%7C&sdata=N94nFTAVX5Y9rvHB94ZWUxADcpAnrDH9n0Yz2E0Joa4%3D&reserved=0
Authorized External Mail:
This email originated outside of The University of Texas System Administration and was sent from an authorized third party platform.

**Fluid Navigation:** Finance & Accounting landing page > Approvals tile

**NOTE:** This step applies only to campuses that have implemented Commitment Control workflow approval.

Below is an example of what an approver will see for a Budget Transfer Journal:



Finance Accounting
Budget Journal
To process budget transfer for
1.00 USD
Approve Deny More
1 line(s) are pending your approval
Delegated by

Summary

| | | | |
|---|---|---|---|
| Business Unit | UTARL | Journal ID | 0000611409 |
| Journal Date | 05/19/22 | Ledger Group | OPE_CHILD1 |
| Entered by | | Entered on | 05/19/22 |
| Entry Type | Transfer Adjustment | Year / Period | 2022 / 9 |
| Budget Header Status | Checked Only | | |

Lines

Pending All

| Select | Line/Budget Period | Amount | Account / Project | Fund Code | Department | Cost Center | Function |
|---|---|---|---|---|---|---|---|
| ☐ | 1 Maintenance & Operations 2022 | -1.00 USD | B4000 | 3105 | 510007 - Vice President for Research | 311795 - REP VPR AWARDS | 200 |

Approver Comments

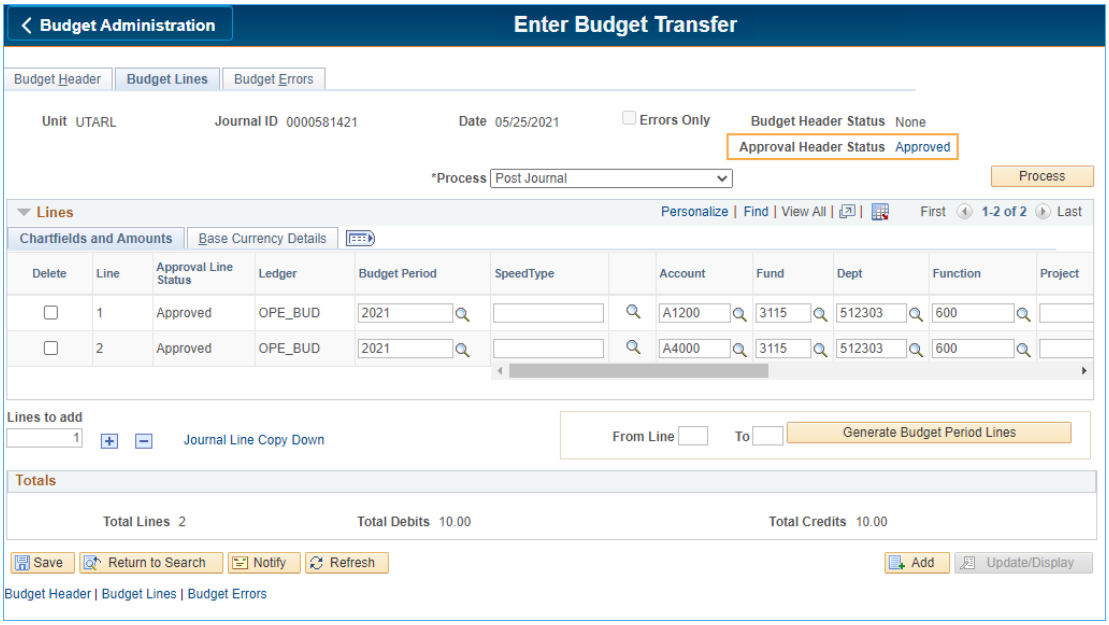
Approval Chain

The Approver can add comments and approve (or deny if applicable).

## Step 5 – Review/Confirm Approval of Budget Journal

**NOTE:** This step applies only to campuses that have implemented Commitment Control workflow approval.

After the journal has been approved, the journal can be posted.

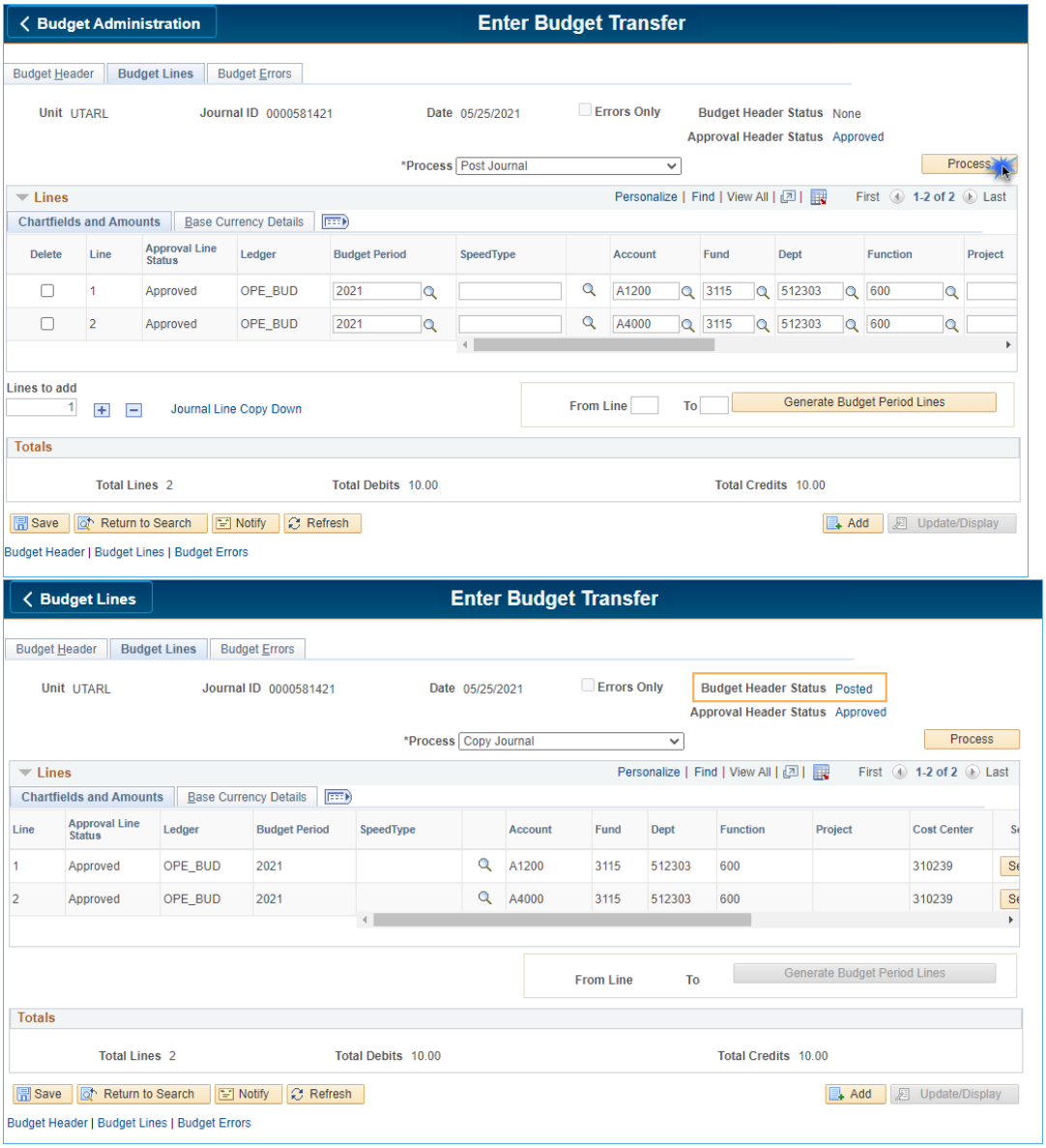



### Review/Confirm Approval Header Status

1. Review Budget Header Status and ensure status is Approved.
2. Click on the Approved link to view approval steps.

## Step 6 – Post Budget Transfer Journal

Post Commitment Control Budget Transfer journal.







### Review/Confirm Budget Journal Posting

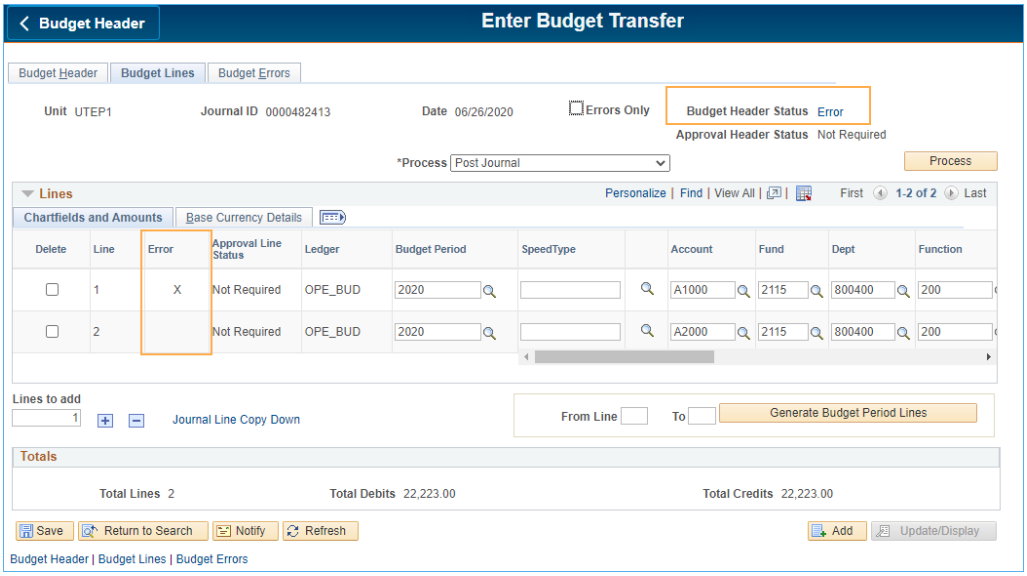
1. Review Budget Header Status and ensure status is Posted.
2. Click on the Posted link to view the KK Activity Log for Journal.

## Budget Journal Posting Errors

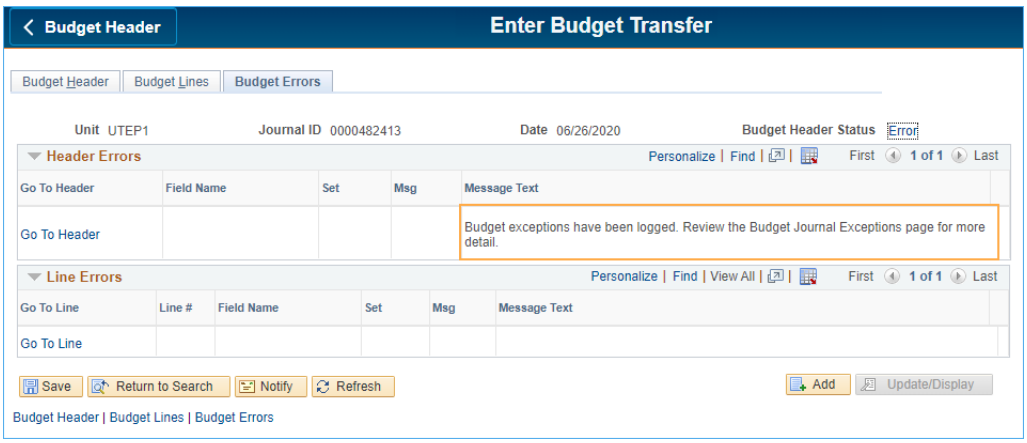
1. If Errors or Exception are displayed, Please reach to budget@uttyler.edu

## Example of Budget Journal Exception

Below is an example of a Budget Journal Exception.




The Budget Errors tab on the Budget Transfer Journal will reference the Budget Exceptions page for detail:



# Questions?

**For further queries regarding any error while reviewing Budget transfer, please reach out to budget@uttyler.edu.**

# Thank you!

# Documentation Revision

## Change Record

This documentation provides best practice guidance for the FMS Team and the information enclosed will be utilized by the employees of the FMS Team.

| Date | Author | Version | Description |
|---|---|---|---|
| 01/05/2022 | Amanda N. | 1 | Last revised |
| 04/18/2023 | Gaoussou T. | 2 | Updated the logo, changed title's font to Calibri, size to 24, and color to dark blue (#003767), added revision period in footer, updated document spacing and table of contents. |
| | | | |