

PeopleSoft Training Activity Sheet

KK2: MANAGE & APPROVE BUDGETS

For use in training. Last updated August 1, 2016.

Activity 1: Creating a Budget Journal

Directions: For 2017 you budgeted \$5,600 for Resource 6500000. The granting agency has notified you that the award will be for \$10,000. Process a Budget Journal to increase the budget by \$4,400. Use Fund 0100, Goal 5770, Function 1190, Object 4300000 and Site 111 for the increase. Assume this is a one-time grant award.

Resource	Questions		
6500000	Journal/Document ID Number?	Ledger Group?	Do you need to adjust the Revenue Budget?

Activity 2: Creating a Budget Transfer Journal

Directions: You need to purchase supplies in FY 2016/17, but there is not enough budget in Resource 5310000 Object 4300000. Process a Budget Transfer to move \$1,000 from 1300-5310000-0000-3700-4700000-000 to 1300-5310000-0000-3700-4300000-000. **Hint: Go to Budget Overview or Budget Details to answer the first question.**

Resource	Questions		
5310000	Balance on object 4700000 before the budget transfer?	Budget Transfer ID Number?	Do you need to adjust the Revenue Budget?

Activity 3: Posting Budget Journals & Budget Transfers

Directions: Switch Budget ID numbers from Activity 1 with your neighbor and post your neighbor's budget journal.

Activity 4: Unposting a Budget Journal

Directions: The granting agency made a mistake and the award for Resource 6500000 is truly for \$5,600. Unpost the Budget Journal you posted from Activity 1 above.

Resource	Questions		
6500000	Budget Journal ID Number?	Object that was decreased?	Do you need to adjust the Revenue Budget?

Bonus Questions

1. You are the final approver for a Budget Journal. There is a link that you click to post the journal after you have approved it. What is that link called? _____
2. Which approver actions require a comment? _____