

SDCOE MITI Finance Refresher Activity Creating a Budget Journal Search Criteria

This activity details the steps required to create a budget journal search criteria. These search criteria's can making finding certain budget journal easier and quicker.

Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Step	Action
1.	Go to the Find an Existing Value tab.
2.	Enter the Search Parameters wanted to be saved. Once entered, click Save Search Criteria .
3.	Give the search Criteria a name in Name of Search and then click Save and Return to Advanced Search .
4.	To utilize the new search criteria, find the name under Use Saved Search .

SDCOE MITI Finance Refresher Activity Creating and Posting a Budget Journal - Adjustment

This activity details the steps required to create Budget Journal. A Budget Journal is used to establish an original budget or adjust an existing budget.

Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Step	Action
1.	Click the Add a New Value tab.
2.	Use the defaults for the Business Unit , Journal ID and Journal Date fields. The Journal ID default will be NEXT and the system will assign the value at save.
3.	Click the Add button. This takes you to the Budget Header tab. The Budget Lines and Budget Errors tab are also available.
4.	Enter a Ledger Group – KK_DETAIL for Expenditures and KK_REVENUE for Revenue.
5.	Leave Budget Entry Type as Adjustment unless you are updating the Adopted Budget, then select Original .
6.	Enter a Long Description to explain the reason for the Budget Journal.
7.	Click the Budget Lines tab.
8.	On Line 1 enter a Budget Period (Fiscal Year) of “2016” and your District’s funding Chartstrings . See the budget string spreadsheet regarding your District’s required/optional funding Chartstrings.
9.	Enter an Amount (Positive is an increase and Negative a decrease)
10.	If needed, add additional lines by clicking the (+ sign) button.
11.	Click the Save button. The Journal should now be assigned a proper Journal ID .
12.	Change default Process of Post Journal to Budget Pre-Check and then click the Process button. A message will appear that says, “Do you want Budget Check this transaction without posting the results?” Click Yes .
13.	Confirm that Budget Header Status has changed to Checked Only . If status is Error , go to the Budget Errors tab to investigate.
14.	Districts with Budget Journal Workflow go to step 15, others go to step 16.
15.	Change Process to Submit Journal and then click the Process button. Note: The Checkbox Submit For Approval will automatically be checked. The Approval Header Status should now be Pending . If you are a self-approver, the status will be Approved Click the Pending hyperlink to determine the approver(s). See the on-line course for the Approval Process.
16.	Once Approved, use default Process Post Journal and click the Process button. Confirm the Budget Header Status has changed to Posted . The Budget Journal has now updated your revised budget amount for that Chartstring.

SDCOE MITI Finance Refresher Activity

Creating and Posting a Budget Transfer Journal

This activity details the steps required to create Budget Transfer Journal. A Budget Transfer is used to move monies from one or more Chartstrings to one or more other Chartstrings. **The net amount of any Budget Transfer must be zero.**

Navigation: Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Step	Action
1.	Click the Add a New Value tab.
2.	Use the defaults for the Business Unit , Journal ID and Journal Date fields. The Journal ID default will be NEXT and the system will assign the value at save.
3.	Click the Add button. This takes you to the Budget Header tab. The Budget Lines and Budget Errors tabs are also available.
4.	Enter a Ledger Group – KK_DETAIL for Expenditures and KK_REVENUE for Revenue.
5.	Leave Budget Entry Type as Transfer Adjustment unless you are updating the Adopted Budget, then select Transfer Original .
6.	Enter a Long Description to explain the reason for the Budget Transfer.
7.	Click the Budget Lines tab.
8.	On Line 1 enter a Budget Period (Fiscal Year) of “2016” and your District’s funding Chartstrings . See the budget string spreadsheet regarding your District’s required/optional funding Chartstrings.
9.	Enter an Amount (Positive is an increase and Negative a decrease)
10.	Add a Line 2 by clicking the (+ sign) button. A Budget Transfer must have at least two lines since the total debits and credits must net to zero.
11.	Click the Save button. The Journal should now be assigned a proper Journal ID .
12.	Change default Process of Post Journal to Budget Pre-Check and then click the Process button. A message will appear that says, “Do you want Budget Check this transaction without posting the results?” Click Yes .
13.	Confirm that Budget Header Status has changed to Checked Only . If status is Error , go to the Budget Errors tab to investigate.
14.	Districts with Budget Transfer Journal Workflow go to step 15, others go to step 16.
15.	Change Process to Submit Journal and then click the Process button. Note: The Checkbox Submit For Approval will automatically be checked. The Approval Header Status should now be Pending . If you are a self-approver, the status will be Approved Click the Pending hyperlink to determine the first approver. See the on-line course for the Approval Process.
16.	Once Approved, use default Process Post Journal and click the Process button. Confirm the Budget Header Status has changed to Posted . The Budget Journal has now updated your revised budget amount for that Chartstring.

SDCOE MITI Finance Refresher Activity Using the Budget Import Spreadsheet

This activity details the steps required to utilize the Budget Import Spreadsheet. The Budget Import process is used load budgets from Excel without the need for manually keying them into the system.

Navigation: Main Menu > Commitment Control > Budget Journals > Import Budget Journals

Step	Action
1.	Open Excel spreadsheets BudgetJournalUpload.xlsx and MACRO_file.xlsm .
2.	Go to the TEMPLATE tab in spreadsheet BudgetJournalUpload.xlsx .
3.	Enter values in row two (Header) for the following fields: Entry Type, Business Unit, Journal Date, Ledger Group and Description . Copy the data in Description into the Long Descr field. Use the BudJournTempateInstructions tab for detail regarding the values required for each field.
4.	Starting at row four, enter the lines data for the budget journal. Once again, use the BudJournTempateInstructions tab for detail regarding the values required for each field. Make sure each column highlighted in yellow, has data for each line row.
5.	Go to the Add-Ins tab above the spreadsheet BudgetJournalUpload.xlsx .
6.	Click on Save CSV down arrow above the spreadsheet and then click Save CSV file . At the MITI Save CSV Process box, click OK . A CSV file with the budget journal data has been saved in the same folder and the BudgetJournalUpload file was in.
7.	Go to the PeopleSoft navigation above and click the Add a new Value tab. Enter KK_IMPORT into the Run Control ID box. Once created, the Run Control can be re-used.
8.	Click the Add button. This takes you to the Import Commitment Control Budget Journals screen.
9.	Update the File Type Options by clicking the CSV File button.
10.	Click the Add button within the Parameters and then click Browse to find the CSV file created in step 6. Once the file is found, click Open and then Upload to attach the file onto the page. Make sure to see your file attached to the page. Note: You can enter a mask on the Journal ID by putting a value in the Journal ID Mask field.
11.	Click Run and then Ok to start the import process KK_JRNL_IMP . The system will return you to the Import Commitment Control Budget Journals screen.
12.	Click Process Monitor , then Details and then Message Log to confirm 1 journal was imported.

Using the Budget Overview Inquiry

This activity details the steps required to utilize the Budget Overview Inquiry page. The Budget Overview is an on-line inquiry of the status of a District's Expenditure or Revenue budgets.

Navigation: Main Menu > Commitment Control > Review Budget Activities > Budget Overview

Step	Action
1.	Click the Add a New Value tab.
2.	Type in a new Inquiry Name "DETAIL" . Once an Inquiry Name has been created, it can be used over and over again. Therefore make the name meaningful to you.
3.	Click the Add button. This takes you to the Budget Inquiry Criteria screen within the Budget Overview .
4.	Make sure District's Business Unit defaulted in.
5.	Leave default Ledger Group/Set of Ledger Group .
6.	Enter a Ledger Group – KK_DETAIL for Expenditures or KK_REVENUE for Revenue. Once Ledger Group is selected, the ChartField Criteria section is opened up for selection.
7.	Leave default Type of Calendar of Detail Budget Period . Since the budget runs the entire Budget Period (fiscal year) users normally want to see the summarized amounts. The other option Detail Accounting Period returned the budget data for specific periods.
8.	The current Budget Period 2016 should default in.
9.	In the Chartfield Criteria section, enter ChartField ranges as needed to limit the results. The overview normally only bring in a 100 budget rows at a time so make sure to really limited the results thru criteria selection.
10.	Click Search to bring up the Budget Overview Results .
11.	Click any blue hyperlink or icon to get more detail.

SDCOE MITI Finance Refresher Activity Reviewing Budget Exceptions

This activity details the steps required to utilize the Budget Exceptions pages. These pages allow the user to review Budget Exceptions on Budget Journals and also exceptions within the sub-modules.

Navigation: Main Menu > Commitment Control > Review Budget Check Exceptions > General Ledger > Budget Journal

Step	Action
1.	Make sure District's Business Unit defaulted in.
2.	Under Process Status , update the option to Errors Exist and click Search . The Search Results will include any Budget Journals with budgets errors.
3.	Click the Journal ID hyperlink of the journal you wish to review. The data of the Budget Journal Exceptions and the Budget Line Exceptions pages give the user details about the errors.

Note: Under the Review Budget Exceptions menu, users can review errors for General Ledger Journals and also all the sub-modules.

SDCOE MITI Finance Refresher Activity Running SDCOE Budget Status Report

This activity details the steps required to run the SDCOE Budget Status Report. This report shows either Expenditure or Revenue detail by budget year. This single report can be run numerous different ways to provide the budget data at various levels of detail and sort orders.

Navigation: Main Menu > SDCOE Custom> Custom Reports > Budget Status Report

Step	Action
1.	Click the Add a New Value tab.
2.	Type REPORTS in Run Control ID , and then click Add . This takes you to the Commitment Control Budget Status Report screen.
3.	Make sure District's Business Unit defaulted in, if not, enter your Business Unit .
4.	Select the Ledger Group you wish to run. The choices are KK_DETAIL for expenditures and KK_REVENUE for revenue.
5.	Select the Budget Period (Fiscal Year) "2016" .
6.	Click Refresh to populate the ChartField Section of the page.
7.	Populate the ChartField Selection with the ChartFields you want to include and the order you want to see them in. Leave Value blank to include all values.
8.	Click Run and then click OK on the Process Scheduler Request page. The system will then take you back to the Commitment Control Budget Status Report screen.
9.	Click Process Monitor and then click Refresh until the Run Status shows Success and the Distribution Status is Posted .
10.	Click Go back to Budget Status Report and then click Report Manager . Go to Administration tab and click Budget Inquiry Report .

Note: To run the report to a CSV file format, do step 8 and 9 as follows - Click **Run** and then change **Format to CSV** before clicking **OK** on the **Process Scheduler Request** page.

Click **Process Monitor** and then click **Refresh** until the **Run Status** shows **Success** and the **Distribution Status** is **Posted**. Click **Details** and then click **View Log/Trace** to find your CSV file.

SDCOE MITI Finance Refresher Activity

Creating a Working Budget

This activity details the steps required to create a Working Budget. A Working Budget is a snapshot of the revised budget within PeopleSoft at any given month end. As many as four different Working Budgets can be created within a budget year.

Navigation: Main Menu > Allocations > Define and Perform Allocations > Request Allocation

Step	Action
1.	Click the Add a New Value tab.
2.	Type ALLOC_WRK in Run Control ID , then click Add . This takes you to the Allocation Request screen.
3.	Change the Process Frequency to Always .
4.	Make sure District's Business Unit defaulted in, if not, enter your Business Unit .
5.	Select the Allocation Group you wish to run. The choices are COPY_WRK00 to COPY_WRK03 depending on which Working Budget you are creating. For example, 00 might be used to capture your adopted budget, while 01 might be your 1 st Interim.
6.	Change the Request Date Option to As-Of-Date , and then enter the date you want in the As of Date field. The date should be the date of the month for the last month to be included in the Working Budget. For example, use 10/31/15 to create the 1 st Interim for 2016.
7.	Click Run to and then click OK on the Process Scheduler Request page. The system will then take you back to the Allocation Request screen.
8.	Click Process Monitor and then click Refresh until the Run Status shows Success .
9.	Run Query M_KK_WORKING_BUD to review/download the Working Budget just created. Under Menu: Main Menu > Reporting Tools > Query > Query Viewer

Note: The Working Budget Ledgers currently available are WORKING00, WORKING01, WORKING02 and WORKING03.