

BUDGET CHANGE SYSTEM JOB AID

Basic Rules for Budget Changes:

- More than one fund can be used within the budget entry. Budget moves for each fund used must balance to zero (debits and credits for each FUND must be equal) with the exception of Funds 51342 (GOF) and 51369 (GOF2). Funds 51342 and 51369 must individually or combined net to zero (allowing for a trade/realignment between GOF and GOF2).
- The Fund and Department combination used must be a valid CFS AND have an existing ORG budget loaded (the zero budget loaded by the Budget Office to “activate” the CFS is sufficient).
- CHANGE FROM OLD BCS SYSTEM: There must be sufficient budget available in the CFS in order to move budget. However, you will NOT need sufficient budget in each specific budget account number used.
- The user must have security to move budget out of the CFS being used, but the budget can be moved into any CFS.
- A valid budget account-fund combination must be used for each line of the budget change entry. If you have any questions regarding the correct budget account to use, please contact the Budget Office.

1. The path to access the Budget Change System is as follows in People Soft Production:

UMass Custom > General Ledger > Budgets > Decentral Budget Transfers.

The screenshot shows the PeopleSoft Production 9.1 interface. At the top left is the University of Massachusetts logo. Below it is a navigation breadcrumb: Favorites | Main Menu > Umass Custom > General Ledger > Budgets > Decentral Budget Transfers. A large blue arrow points from the breadcrumb to the 'Decentral Budget Transfers' page title. Below the title is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' There are two buttons: 'Find an Existing Value' and 'Add a New Value'. Below these is a text input field for 'Limit the number of results to (up to 300):' with the value '300'. The 'Search by:' section has a dropdown menu set to 'Journal ID' and a text input field for 'begins with'. There are 'Search' and 'Advanced Search' buttons. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

2. For a new entry, choose “Add a New Value”. Then click “Add”. The Journal Date is the current date and cannot be changed.

The screenshot shows the University of Massachusetts Production 9.1 web application interface. The top navigation bar includes the UMass logo, the text "University of Massachusetts Production 9.1", and links for "Home", "Worklist", "Add to Favorites", and "Sign out". Below this is a breadcrumb trail: "Favorites", "Main Menu", "Umass Custom", "General Ledger", "Budgets", and "Decentral Budget Transfers". On the right side of the breadcrumb trail, there are icons for "New Window", "Help", and "http".

The main content area is titled "Decentral Budget Transfers". Below the title, there are two buttons: "Find an Existing Value" and "Add a New Value". The "Add a New Value" button is highlighted with a blue bar.

Below the buttons, the following information is displayed:

- Business Unit: UMAMH
- Journal ID: NEXT
- Journal Date: 04/01/2014

At the bottom of the main content area, there is an "Add" button. A large blue arrow points to this button from the right.

At the very bottom of the page, there is a footer with the text "Find an Existing Value | Add a New Value".

3. This takes you to the Budget Entry screen.

University of Massachusetts Production 9.1

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | Umass Custom > General Ledger > Budgets > Decentral Budget Transfers

New Window ? Help Personalize Page http

Amherst Budget Entry

Business Unit	UMAMH	Journal ID	NEXT	Journal Date	04/01/2014
Ledger Group	ORG	Fiscal Year	2014	Accounting Period	10
Ledger	ORG_BUD	Budget Period	2014	Journal Line Reference	APPARE
*Journal Class	<input type="text"/>				

Descriptions

Long Description

Alternate Description

Line	*Account	*Department	*Fund Code	*Monetary Amount	*Journal Line Description
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Copy Data from

Line Number [Select any '+' icon from above to copy data to new line](#)

Totals

Total Lines	Total Debits	Total Credits
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Save Notify Add Update/Display

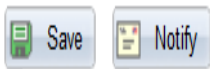
PLEASE NOTE: When entering data, the tab function does not always work consistent with expectations. If the tab key is not working for you, a field may be entered with the click of the mouse.

4. Enter the following information:

- **Journal Class** can only be Base or Non Base and can be selected from the drop down menu.
- **Long Description** is limited to 30 spaces for what will appear in Summit in the “Budget Trans Desc” field. It will also appear on queries for up to 254 characters and with a different name for the field.
- **Alternate Description** is limited to 30 spaces. It will *not* appear in Summit but will appear on queries.
- **Account:** choose a budget account number from the drop down menu or type in. Be sure you have selected the proper budget account number for the fund you are using.
- **Department:** Enter the 10-digit Dept ID number. Make sure the fund-dept id combination is a valid Chartfield string with an existing ORG budget.
- **Fund Code** can only be a fund which has an ORG budget. Choose from the drop down menu or type in.
- **Amount:** enter the amount of budget to be moved FROM (enter using a minus sign – a negative number, which reduces the budget) or the amount of budget to be moved TO (enter as a positive number, which increases the budget).
- **Journal Line Description** is limited to 30 spaces. It will appear in Summit and on queries.

The journal can be as many lines as needed. Lines can be added or removed by using the + and – buttons at the end of each row. Total debits and total credits (found at the bottom of the entry) MUST be equal, and MUST be equal by FUND if different funds are used in the entry with the exception of Funds 51342 (GOF) and 51369 (GOF2). Funds 51342 and 51369 must individually or combined net to zero (allowing for a trade/realignment between GOF and GOF2). You may use the COPY DATA FROM function (found near the bottom of the screen) to copy an existing line. Simply type the line number to be copied in the box next to LINE NUMBER and select the “+” icon at the end of any row in the budget entry. A new Line will appear with the same data as the line specified (including the \$ amount and sign). Make sure to change any data that will not remain the same as the copied line.

5. This screen shows a completed budget journal. Once the lines of a journal entry are completed, click “Save” at the bottom of the screen.



6. Look at the middle of the screen -- an area headed "Options" will appear with a button to "Validate Journals". The system will state "Errors 1", which will show after the journal is saved but not yet validated. Click the "Validate Journals" button. The system is checking to make sure you have enough budget, that the Chartfield strings are valid, and the budget accounts are proper for the fund codes used. It is also checking that the funds are in balance or that Funds 51369 and 51342 individually or combined net to zero.

The screenshot shows the 'Amherst Budget Entry' interface. At the top, the University of Massachusetts logo and 'Production 9.1' are visible. The navigation bar includes 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The breadcrumb trail is 'Favorites > Main Menu > Umass Custom > General Ledger > Budgets > Decentral Budget Transfers'. The page title is 'Amherst Budget Entry | Budget Entry Error'.

The main content area is divided into several sections:

- Journal Information:** Business Unit: UMMH, Journal ID: BCS0002908, Journal Date: 04/01/2014. Ledger Group: ORG, Fiscal Year: 2014, Accounting Period: 10. Ledger: ORG_BUD, Budget Period: 2014, Journal Line Reference: APPARE. *Journal Class: NON BASE.
- Descriptions:** Long Description: SAMPLE, Alternate Description: SAMPLE.
- Options:** A 'Validate Journals' button is present, and below it, the text 'Errors 1' is displayed. A blue arrow points to this text.
- Journal Lines Table:**

Line	*Account	*Department	*Fund Code	*Monetary Amount	*Journal Line Description
1	700801	A000400000	51369	1.000	SAMPLE
2	700822	A000400000	51369	1.000	SAMPLE
3	700872	A000406000	51342	1.000	SAMPLE
4	700872	A000406000	51342	2.000	SAMPLE
- Copy Data from:** A section with a 'Line Number' input field and a note: 'Select any '+' icon from above to copy data to new line'.
- Totals:**

Total Lines	4	Total Debits	3.000	Total Credits	2.000
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At the bottom, there are buttons for 'Save', 'Notify', 'Add', and 'Update/Display'. The footer shows the URL: 'Amherst Budget Entry | Budget Entry Error'.

7. Upon clicking “Validate Journals”, ERRORS 1 will be removed if there are no errors in the journal. If the journal contains errors, ERRORS will display the true number of errors. Note in the example below that there is an incorrect fund-budget account number combination in the first line of the journal and an out-of-balance for fund 51342. The system has indicated that “3” ERRORS exist.

University of Massachusetts Production 9.1

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Umass Custom > General Ledger > Budgets > Decentral Budget Transfers

Amherst Budget Entry | Budget Entry Error

Business Unit: UMAMH | Journal ID: BCS0002908 | Journal Date: 04/01/2014

Ledger Group: ORG | Fiscal Year: 2014 | Accounting Period: 10

Ledger: ORG_BUD | Budget Period: 2014 | Journal Line Reference: APPARE

*Journal Class: NON_BASE

Descriptions: Long Description: SAMPLE, Alternate Description: SAMPLE

Options: Validate Journals, Errors: 3

Line	*Account	*Department	*Fund Code	*Monetary Amount	*Journal Line Description
1	1700801	A000400000	51369	1.000	SAMPLE
2	2700822	A000400000	51369	-1.000	SAMPLE
3	3700872	A000406000	51342	1.000	SAMPLE
4	4700872	A000406000	51342	-2.000	SAMPLE

Copy Data from: Line Number: [] Select any '+' icon from above to copy data to new line

Totals: Total Lines: 4, Total Debits: -3.000, Total Credits: 2.000

Save | Notify | Add | Update/Display

Amherst Budget Entry | Budget Entry Error

8. To determine the reason for error(s), click on the “Budget Entry Error” tab. An explanation of the errors will be provided. If there is an error specific to one line of the journal, the journal line # will show before the error description. Note also that a BCS journal ID number has been assigned.

University of Massachusetts Production 9.1

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Umass Custom > General Ledger > Budgets > Decentral Budget Transfers

New Window | Help | Personalize Page | http

Amherst Budget Entry | Budget Entry Error

Business Unit	Journal ID	Date
UMAMH	BCS0002908	04/01/2014

Errors

Journal Line	Description
1	Funds 51369 and 51342 must individually or combined net to zero. Fund 51369 = 0 and Fund 51342 = -1
2	Insufficient budget for Fund Code 51342 and Department A000406000 amount overage is -1
3	1 Row entered does not have a budget row in LEDGER_KK. UMAMH A000400000 51369 700801

Save | Notify | Add | Update Display

Amherst Budget Entry | Budget Entry Error

9. To resolve the errors, click the “Amherst Budget Entry” tab to return to the journal entry and make the necessary corrections. Note that upon making the correction, the “Options” area disappears. When corrected, repeat steps 5 – 7 again. If errors still exist return to the “Budget Entry Error” tab to determine cause and correct.

University of Massachusetts Production 9.1

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Umass Custom > General Ledger > Budgets > Decentral Budget Transfers

New Window | Help | Personalize Page | http

Amherst Budget Entry

Business Unit	UMAMH	Journal ID	BCS0002909	Journal Date	04/01/2014
Ledger Group	ORG	Fiscal Year	2014	Accounting Period	10
Ledger	ORG_BUD	Budget Period	2014	Journal Line Reference	APPARE
Journal Class	NON BASE				

Descriptions

Long Description

SAMPLE

Alternate Description

SAMPLE

Line	*Account	*Department	*Fund Code	*Monetary Amount	*Journal Line Description		
1	1700821	A000400000	51369	1.000	SAMPLF		+ -
2	2700822	A000400000	51369	-1.000	SAMPLE		+ -
3	3700872	A000406000	51342	1.000	SAMPLE		+ -
4	4700872	A000406000	51342	-1.000	SAMPLE		+ -

Copy Data from

Line Number Select any '+' icon from above to copy data to new line

Totals

Total Lines	4	Total Debits	-3.000	Total Credits	2.000
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Save | Notify | Add | Update/Display

Amherst Budget Entry | [Budget Entry Error](#)

10. Once the journal has been validated with no errors, a “Submit Journal” button will appear where the ERRORS count was. *Note: It is possible to add data entry in the same journal at this point. Once additional data entry is complete, repeat steps 5 - 7 again until “Submit Journal” button appears.*

University of Massachusetts Production 9.1

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Umass Custom > General Ledger > Budgets > Decentral Budget Transfers

Amherst Budget Entry | Budget Entry Error

New Window | Help | Personalize Page | http

Business Unit	UMAMH	Journal ID	BCS0002908	Journal Date	04/01/2014
Ledger Group	ORG	Fiscal Year	2014	Accounting Period	10
Ledger	ORG_BUD	Budget Period	2014	Journal Line Reference	APPARE
*Journal Class	NON_BASE				

Descriptions		Options
Long Description	SAMPLE	Validate Journals
Alternate Description	SAMPLE	Submit Journal

Line	*Account	*Department	*Fund Code	*Monetary Amount	*Journal Line Description	
1	1700821	A000400000	51389	1.000	SAMPLE	+ -
2	2700622	A000400000	51369	-1.000	SAMPLE	+ -
3	3700872	A000406000	51342	2.000	SAMPLE	+ -
4	4700872	A000406000	51342	2.000	SAMPLE	+ -

Copy Data from

Line Number Select any "*" icon from above to copy data to new line

Totals					
Total Lines	4	Total Debits	-3.000	Total Credits	3.000

Save | Notify | Add | Update/Display

Amherst Budget Entry | Budget Entry Error

11. Once the journal is complete, click “**Submit Journal**” button. A message will appear stating “Journal BCSxxxxxxx” has been created. Click “**OK**”.

The screenshot displays the 'Amherst Budget Entry' interface. At the top, the header includes 'University of Massachusetts Production 9.1' and navigation links like 'Home', 'Worklist', 'Add to Favorites', and 'Sign out'. The breadcrumb trail shows 'General Ledger > Budgets > Decentral Budget Transfers'. The main form area contains the following details:

- Business Unit:** UAMAH
- Journal ID:** BCS0002908
- Journal Date:** 04/01/2014
- Ledger Group:** ORG
- Fiscal Year:** 2014
- Accounting Period:** 10
- Ledger:** ORG_BUD
- Budget Period:** 2014
- Journal Line Reference:** APPARE
- Journal Class:** INGN_BASE

Below these details are fields for 'Long Description' and 'Alternate Description', both containing the word 'SAMPLE'. A 'Validate Journals' button is visible. A table below lists four journal lines:

Line	Account	Department	Fund Code	Monetary Amount	Journal Line Description
1	700821	A000400000	51369	1.000	SAMPLE
2	700822	A000400000	51369	-1.000	SAMPLE
3	700872	A000406000	51342	2.000	SAMPLE
4	700872	A000406000	51342	-2.000	SAMPLE

A 'Message' dialog box is overlaid on the screen, stating: 'Journal BCS0002908 has been created' with an 'OK' button. At the bottom, there is a 'Copy Data from' section with a 'Line Number' field and a 'Totals' section showing: Total Lines: 4, Total Debits: -3.000, Total Credits: 3.000. Navigation buttons for 'Save', 'Notify', 'Add', and 'Update/Display' are located at the bottom of the form.

12. Note that the “Submit” button is removed once you have successfully submitted the journal. However, the “Validate Journals” button is not. This is because lines can be changed, added or deleted as necessary until the journal is posted. A submitted journal will be held in a queue and will be posted overnight. If any changes are made to an entry before it is posted, repeat steps 5 – 11.

University of Massachusetts Production 9.1

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu | UMass Custom | General Ledger | Budgets | Decentral Budget Transfers

Amherst Budget Entry | Budget Entry Error

Business Unit: UMAH | Journal ID: BCS002908 | Journal Date: 04/01/2014

Ledger Group: ORG | Fiscal Year: 2014 | Accounting Period: 10

Ledger: ORG_BUD | Budget Period: 2014 | Journal Line Reference: APPARE

*Journal Class: NON_BASE

Descriptions: Long Description (SAMPLE), Alternate Description (SAMPLE)

Options: Validate Journals

Line	*Account	*Department	*Fund Code	*Monetary Amount	*Journal Line Description
1	1700821	A000400000	51369	1.000	SAMPLE
2	2700822	A000400000	51369	-1.000	SAMPLE
3	3700872	A000406000	51342	2.000	SAMPLE
4	4700872	A000406000	51342	-2.000	SAMPLE

Copy Data from

Line Number: Select any '*' icon from above to copy data to new line

Totals

Total Lines	4	Total Debits	3.000	Total Credits	3.000
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Save | Notify | Add | Update/Display

Amherst Budget Entry | Budget Entry Error

13. To exit the budget entry screen, select a menu option on the top bar or sign out.
14. If you have exited the budget screen and subsequently want to change a journal before it is posted overnight, it can be called up using the “Find an Existing Value” option seen in step 1.
15. If you wish to delete the entire journal, remove every line of the entry by using the – button at the end of each row. Then select “Validate Journals”. The system will then state “Errors 1”. Click “Save” at the bottom of the screen. You can then exit the screen. This journal will never post. You can either leave the journal as is permanently, or you could use it the next time you need to create a journal entry in the same calendar month of the journal date. The entry *cannot* be used outside of the calendar month of the journal date.
16. To copy a previous journal, take the following steps. Call up the journal that you wish to copy by using the “Find an Existing Value” function. Once the existing journal has opened up, click on the “Copy Journal” button under the “Options” section. A message will pop up indicating the new journal ID number. Make a note of the number. Click OK on this message. Click on the “Return to Search” button at the bottom of the page. Enter the new journal ID number in the “Find an Existing Value” function. When the entry comes up, you can change any of the following: Journal Class, the description fields, Account, Department or Fund Code. You can also add or delete rows. The Journal Date will be the current date. The monetary amounts need to be entered. Then follow steps 5 to 11 above.
17. PeopleSoft will consider budget journals in the queue when validating budget journals for available budget balance during a given day even though the journals are not yet posted.
18. The following public query can be used in Production immediately after submitting the journal. It can also be used in Reporting as of the following day. The query provides the complete entry (i.e., the debits and credits).

GL_AMH_BUD_JRNLS_BY_JRNLIID

It is also possible to do print screens.