**University of Wisconsin System
SFS Business Process
GL.1.03 – Load STD_BUDGET Ledger
Journals**

## Contents

## Load STD_BUDGET Ledger Journals Process Overview

Journals are identified by a combination of Business Unit, Journal ID and Journal Date. So, it is possible for you to use the same Journal ID if desired, as long as the Journal Date is different.

| | |
|---|---|
| **Process Frequency** | Process is done ad hoc whenever a journal needs to be added. |
| **Dependencies** | None |
| **Assumptions** | None |
| **Responsible Parties** | Both users at the individual institutions and UWSA perform this business process. |
| **Alternate Scenarios** | None |

## Process Detail

### I. Budget Information/Background

Standard Budgets are entered for reporting purposes only and are stored in a separate Ledger (the STD_BUDGET Ledger). Journal entries can be done to adjust Standard Budgets; allowing you to enter numerous budget lines to transfer or establish budget amounts at the fund-program-department level. Standard Budgets journals are then edited for valid ChartField

combinations.  There are two ways to enter Standard Budget Journals to the STD_BUDGET Ledger:

1. Online Entry (described in the steps below).
2. Journal Upload (describe in the **GL.1.02 Custom SQR's to Load Journals** business process document).
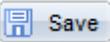
**Note**: Standard Budgets are different from Project Budgets and Commitment Control budgets used in the Grants Module.  The business processes for entering those types of budgets are described in a separate document.

## II.  Create Online Budget Journal

*Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries*

1. **Select** [ Add a New Value ] tab
2. **Enter** *Business Unit*
3. **Leave** *Journal ID* to default 'NEXT' if you are using auto-numbering, otherwise, **enter** *Journal ID.*
4. **Enter** *Journal Date.*
5. **Click** [ Add ]
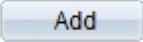
## III.  Complete Header tab

1. **Enter** *Long Description.*
2. **Select** *Ledger Group*: 'STD_Budget'
3. **Select** *Source*: 'BUD'
4. **Click** [ Save ] and this will generate a journal ID.

## IV. Complete Lines tab

Use this page to record the journal lines.

1. **Click** Lines tab.
2. **Enter** the necessary ChartField values. **Note**: Budgets can be a single sided entry, meaning that no offset is required. Also note that for budgets, the *Account* number is often a word instead of a four-digit code. For example, SEXP1 may refer to a rollup of all Supplies and Expense. To determine what is included in these summary levels, go to **Tree Manager** (*Tree Manager > Tree Viewer*) to view the tree node names.
3. **Enter** *Amount.*
4. **Click** Save
5. In the *Process* drop down in the top right corner of the page, **select** 'Edit Journal' and **click** Process
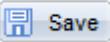
**University of Wisconsin System**
**SFS Business Process**
**GL.1.03 – Load STD_BUDGET Ledger**
**Journals**

UNIVERSITY OF WISCONSIN SYSTEM
UW SFS
Shared Financial System
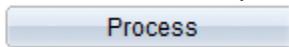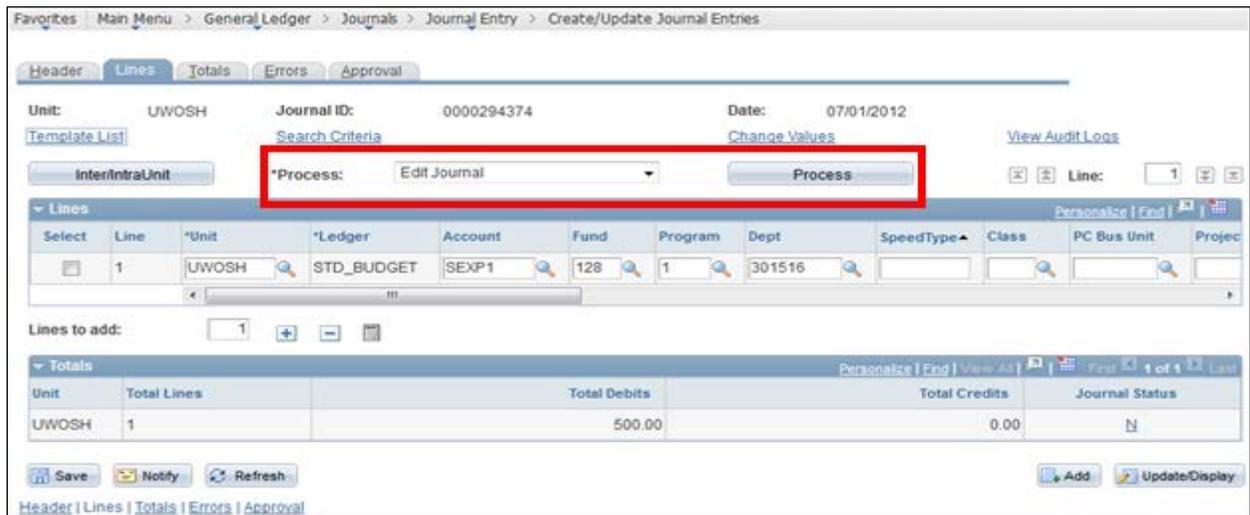
6. Once the *Journal Status* = 'V' (Valid), **select** the 'Post Journal' option from the *Process* drop down and **click** [ Process ]
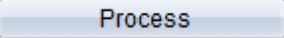
7. If the *Journal Status* changes to 'P', the Journal has been 'Posted'.


**V.    Add an Attachment**

**Click** the *Attachments* link to access the Attachments page where you can attach any relevant files that are related to the journal entry. The Attachments link on the Journal Header page displays the number of attachments that are included with the journal entry. Each attachment is assigned a unique attachment ID and attachment information is stored on a single cross reference table.

**NOTE**: Attachments added to posted transactions CANNOT be deleted.

1. **Click** *Attachments* hyperlink to attach any relevant files that are related to the journal entry.

**2. Click** Add Attachment



**3. Click** Browse... to locate the file you are attaching

**4. Click** Upload
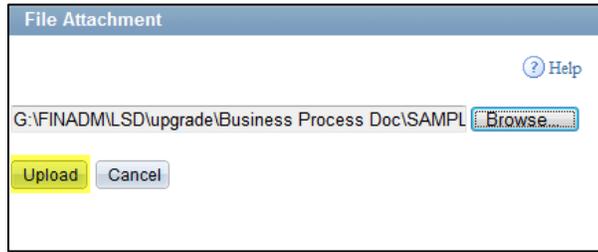
5. **Enter** a brief *Description* of the attachment

6. **Click**  OK



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**VI.    View Attachments**

*Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries*

To view journals in SFS with attachments you can search using the *Attachment Exist* field by *Business Unit* and entering any other known journal information.

1. **Click** on the *Attachments* hyperlink



2. **Click** on the *File Name* hyperlink for each document to view.
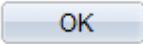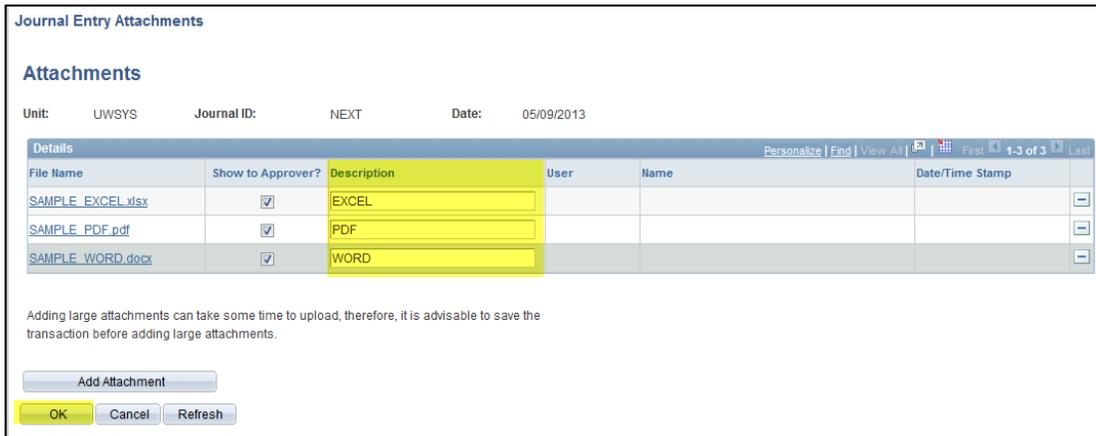
**Journal Entry Attachments**

**Attachments**

Unit: UWSYS   Journal ID: 0000306901   Date: 10/18/2012

**Details**                                    Personalize | Find | View All | ⤢ | 🎟 First ◀ 1-3 of 3 ▶ Last

| File Name | Show to Approver? | Description | User | Name | Date/Time Stamp | |
|---|---|---|---|---|---|---|
| REL1_0000306901.pdf | ☑ | PDF | 00450050 | LINDA DIRING | 04/29/2013 7:44:20AM | ⊟ |
| REL1_0000306901.xlsx | ☑ | EXCEL | 00450050 | LINDA DIRING | 04/29/2013 7:44:20AM | ⊟ |
| REL1_UWSYS_306901.docx | ☑ | WORD | 00450050 | LINDA DIRING | 04/29/2013 7:44:20AM | ⊟ |

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

[ Add Attachment ]

[ OK ]   [ Cancel ]   [ Refresh ]

Any Journal that has an attachment(s) is also available to view in WISDM.

**UWISDM**
*Wisconsin Data Mart for PeopleSoft Financials*   **JOURNAL 0000306901**

Main Menu ▼ Comment                    Add to Favorites   **UWSYS - 2013**
                                         View as: Web ▼ Go

| GL Jrnl ID | 0000306901 |
|---|---|
| Jrnl Date | 10/18/2012 |
| Acct Period | 4 |
| Ledger | ACTUALS |
| Source | INT |
| Status | Posted |
| Descr | TRF FR 131400938 TO VARIOUS |
| System Source | PNL |
| Jrnl Total Lines | 12 |
| Jrnl Total Debits | 463.04 |
| Jrnl Total Credits | 463.04 |

**Associated Documents**
UWSYS_00003069001.pdf
0000306901.doc
0000306901.docx
0000306901.xls
0000306901.xlsx

**Lines**

| Line No | Acct | Fund | Dept | Prog | Project/Grant | Sub-Class | Description | PO | Vchr ID | DR | CR |
|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | 3702 | 131 | 400938 | 1 | | | FY12 UWEX INST COM SYS | | | | (17.61) |
| 2 | 6100 | 131 | 400938 | 1 | | | Cash | | | 17.61 | |
| 3 | 3702 | 131 | 400944 | 1 | | | FY12 UWEX INST COM SYS | | | 17.61 | |
| 4 | 6100 | 131 | 400944 | 1 | | | Cash | | | | (17.61) |
| 5 | 3702 | 131 | 400938 | 1 | | | FY12 UWEX INST COM SYS | | | | (183.58) |
| 6 | 6100 | 131 | 400938 | 1 | | | Cash | | | 183.58 | |
| 7 | 3702 | 131 | 400925 | 1 | | | FY12 UWEX INST COM SYS | | | 183.58 | |
| 8 | 6100 | 131 | 400925 | 1 | | | Cash | | | | (183.58) |
| 9 | 3702 | 131 | 400938 | 1 | | | FY12 UWEX INST COM SYS | | | | (30.33) |
| 10 | 6100 | 131 | 400938 | 1 | | | Cash | | | 30.33 | |
| 11 | 3702 | 131 | 400923 | 1 | | | FY12 UWEX INST COM SYS | | | 30.33 | |
| 12 | 6100 | 131 | 400923 | 1 | | | Cash | | | | (30.33) |

**VII.    Create Flat File from SQR Budget Journal Upload Spreadsheet**

Initial One-time Setup

1. **Create** a directory C:/PS with a text file with a name of BUDJE.txt on your local computer that will be used as a repository for the flat files that will be loaded to SFS.

SQR Budget Journal Upload Types

1. There is one SQR for uploading a spreadsheet budget journal (**GLSQ9041.SQR:** Loads Budget Journals with Business Unit security from the flat file to the Journal tables) and 5 different excel templates:
   a. BUDGET Journal Upload Template 1,000 lines
   b. BUDGET Journal Upload Template 3,000 lines
   c. BUDGET Journal Upload Template 10,000 lines
   d. BUDGET Journal Upload Template Balanced Journal Entry
   e. BUDGET Journal Upload Template Multiple Scenarios

Create Flat File from SQR Budget Journal Upload Spreadsheet

1. **Open** Journal Upload Entry spreadsheet.  Templates for the SQR Journal Upload spreadsheet can be found on the UWSA website at: http://web.uwsa.edu/sfs/documentation-training/gl/journal-upload-templates/.
2. **Enter** Journal Header information:
   a. *Business Unit*
   b. *Journal ID*
   c. *Journal Date*
   d. *Reversal Code* (if applicable)
   e. *Reversal Date* (if applicable)
   f. *Oper ID* (OPRID/Operator ID)
   g. *Scenario* (if applicable) **Note**: This field is only applicable to Budget Journals
   h. *Journal Description*
3. **Enter** Journal Line Information:
   a. *Account*
   b. *Fund*
   c. *Program*
   d. *Dept*
   e. *Amount*
   f. *Project Grant*
   g. *Class*
   h. *30 Char Line Description*
   i. *10-Char Journal Ln Ref*

## Budget Upload Journal Entry - 1000 lines

| | | | Create Upload Flat File - Output = c:\ps\BUDJE.txt | | Insert Additional Rows | | | | | | | |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| **Business Unit** | **UWSYS** | | | | | | | | | | | |
| **Journal ID** | 123456789 | **Description** | BUDGET JRNL UPLOAD SAMPLE | | | | | | | | | |
| **Journal Date** | 05/01/2013 | (MM/DD/YYYY) | | | | | | | | | | |
| **Ledger** | STD_BUDGET | **Line** | **Account** | **Fund** | **Program** | **Dept** | **Amount** | **Project Grant** | **Class** | **30 Char Line Description** | **10-Char Jrnl Ln Re** |
| **Reversal Code** | N | 1 | 2100 | 101 | 4 | 10101 | 500 | PRJ11AB | 11 | BUDGET LOAD SAMPLE | JRNLSMPLE |
| **Reversal Date** | | 2 | | | | | | | | | |
| | | 3 | | | | | | | | | |
| **Oper ID** | 450050 | 4 | | | | | | | | | |
| **SCENARIO** | | 5 | | | | | | | | | |
| See above comment for choices | | 6 | | | | | | | | | |
| | | 7 | | | | | | | | | |
| **Ledger for Journal Line** | | 8 | | | | | | | | | |
| | STD_BUDGET | 9 | | | | | | | | | |
| | | 10 | | | | | | | | | |

Journal Header Information

Journal Line Information

## Budget Upload Jo...

| | | | Create U... = |
|---|---|---|---|
| **Business Unit** | **UWSYS** | | |
| **Journal ID** | 123456789 | **Description** | BUDG |
| **Journal Date** | 05/01/2013 | (MM/DD/YYYY) | |
| **Ledger** | STD_BUDGET | **Line** | **Account** | **Fund** |
| **Reversal Code** | N | 1 | 2100 | 101 |
| **Reversal Date** | | 2 | | |
| | | 3 | | |
| **Oper ID** | 450050 | 4 | | |
| **SCENARIO** | | | | |
| See above comment for choices | | | | |

**Scenario CHOICES:**

**ADJUSTED**
**CARRYOVER**
**REDBOOK**
**PROJ_GRANT**
**AUXILIARY**
**PROJROLLFW**
**PY_ENC**
**REALLOC**
**SUPPLE**
**LAPSE**
**EXTENSION**
**PR_SEG**
**BLOCKGRANT**

**Ledger for Journal Line**

STD_BUDGET

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Load Journal Upload Flat Files

1. Once finished with your Journal Header and Journal Line Entry, **click** ' Create Upload Flat File - Output = c:\ps\ACTje.txt '. This will create a text file (.txt) on your computer in the C:\ps\BUDje.txt folder that you created in your initial setup.

2. **Navigate** to the appropriate SQR Journal Upload page based on what type of journal is being uploaded. Each SQR has a separate upload page, which can be found here:
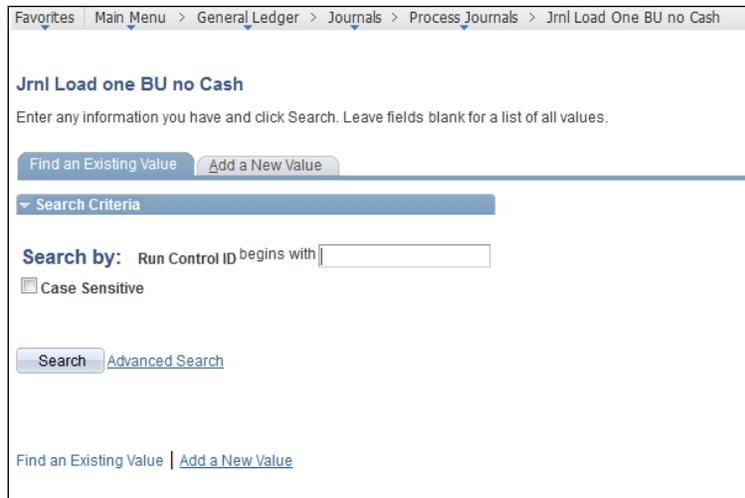
*Navigation: General Ledger > Journals > Process Journals > "SQR Specific Page"*
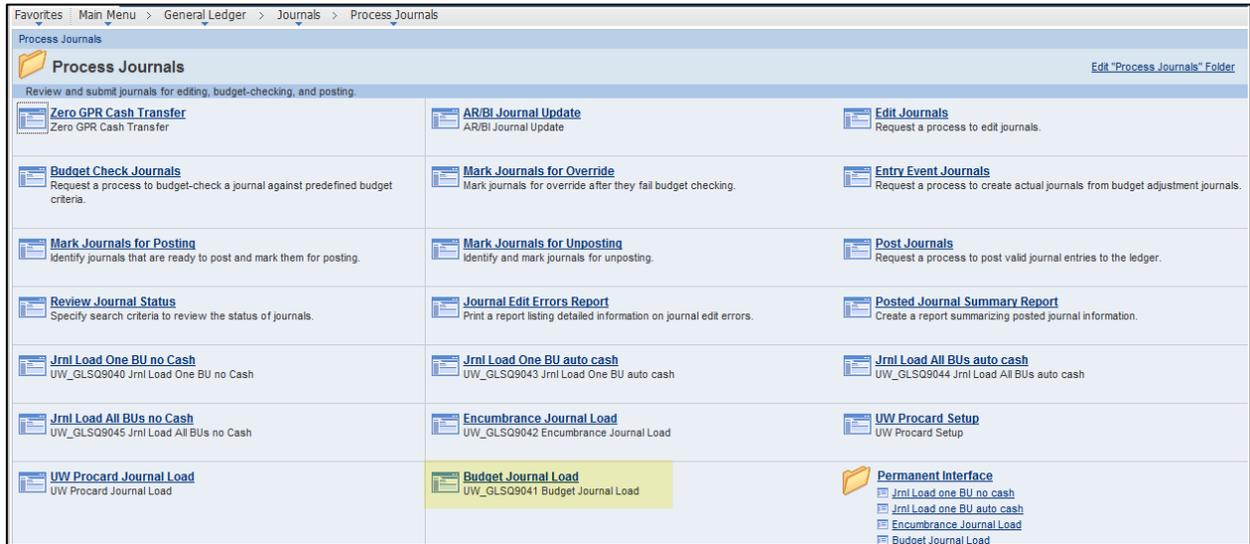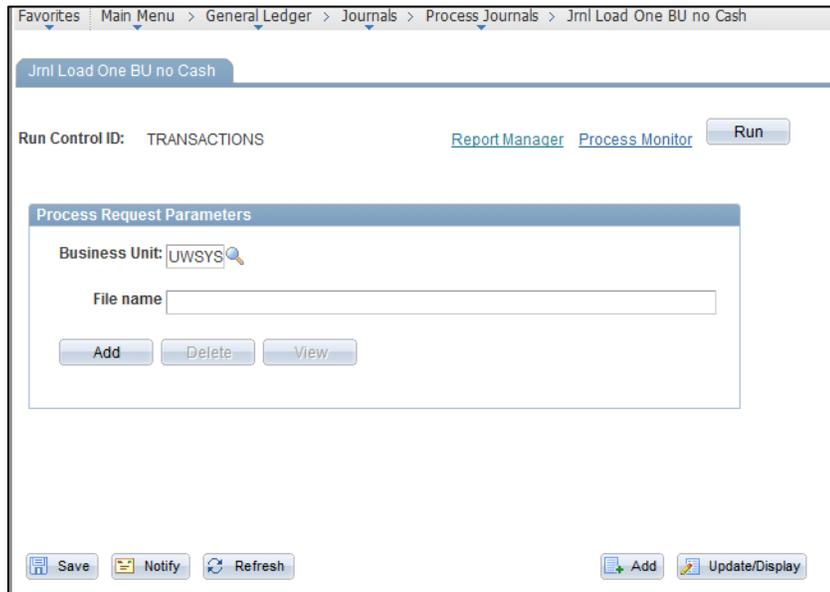
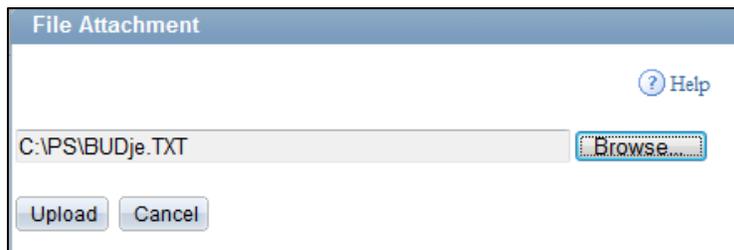**Budget Journal Load:** GLSQ9041.SQR – Budget Journals with Business Unit security.

3. **Click** [Find an Existing Value] for an existing run control or **Click** [Add a New Value] to add a new run control for this process.



4. **Enter** *Business Unit*.
5. **Click** [Add] to add a journal to upload.

6.  **Click** Browse... and navigate to the location of the upload file on your hard drive.
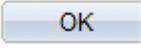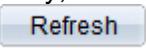


7.  **Click** Upload .



8.  You should see a message that your Add Attachment succeeded.

9.  Click OK

10. If you would like to delete this attachment, **click** Delete

11. If you would like to view the attachment, **click** View

12. **Click** Run

13. **Select** 'PSUNX' as the *Server Name.*

14. **Click** OK

15. To verify that the process ran successfully, **click** *Process Monitor* hyperlink. If the *Run Status* is 'Processing', you can **click** Refresh until the *Run Status* is 'Success' and the *Distribution Status* is 'Posted'.

16. Once the *Run Status* is 'Success' and the *Distribution Status* is 'Posted', **click** the *Details* hyperlink.

17. To view the newly uploaded Journal

*Navigate:  General Ledger > Journals > Journal Entry > Create/Update Journal Entries.*

**Note:** This Journal will be uploaded with a *Journal Status* of 'N' and a *Budget Status* of 'N', meaning that it still needs to be Edited, Budget Checked, and Posted.  For more information on Journal Editing, Budget, Checking, and Posting a Journal, please see the Business Process document on that topic (**GL.2.01 - Edit, Budget Check, and Post Journal**).

**VIII.    Review Audit Logs**

**Click** the *View Audit Logs* hyperlink in the top right hand corner of the Create/Update Journal Entries page to open Search Audit Logs Page with journal audit log information.



The following example shows a journal audit log:

## Revision History

| Author | Version | Date | Description of Change |
|---|---|---|---|
| Martha Mendoza | 1.0 | 12/10/2012 | Initial Draft |
| Linda Diring | 1.1 | 05/17/2013 | Final |
| Susan Kincanon | 1.2 | 05/20/2013 | Final review |
| Linda Diring | 1.3 | 05/24/2013 | Added sections V. through VIII. |
| Susan Kincanon | 1.4 | 06/05/2013 | Review, edit, update and ready for publishing |
| Jon Ahola | 1.4 | 07/23/2013 | Review and approve |
| Susan Kincanon | 1.4 | 07/23/2013 | Published to website |
| Susan Kincanon | 1.5 | 10/16/2013 | Update hyperlink, republish |