



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

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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

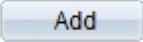
combinations. There are two ways to enter Standard Budget Journals to the STD_BUDGET Ledger:

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).

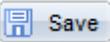
Note: Standard Budgets are different from Project Budgets and Commitment Control budgets used in the Grants Module. The business processes for entering those types of budgets are described in a separate document.

II. Create Online Budget Journal

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

1. **Select**  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** 

III. Complete Header tab

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

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | **Lines** | Totals | Errors | Approval

Unit: UWOSH Journal ID: NEXT Date: 07/01/2012

Long Description:

*Ledger Group: STD_BUDGET Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2012

*Source: BUD Period: 13

Reference Number: ADB Date: 07/01/2012

Journal Class:

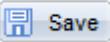
Transaction Code: GENERAL

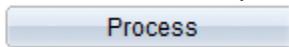
SJE Type:

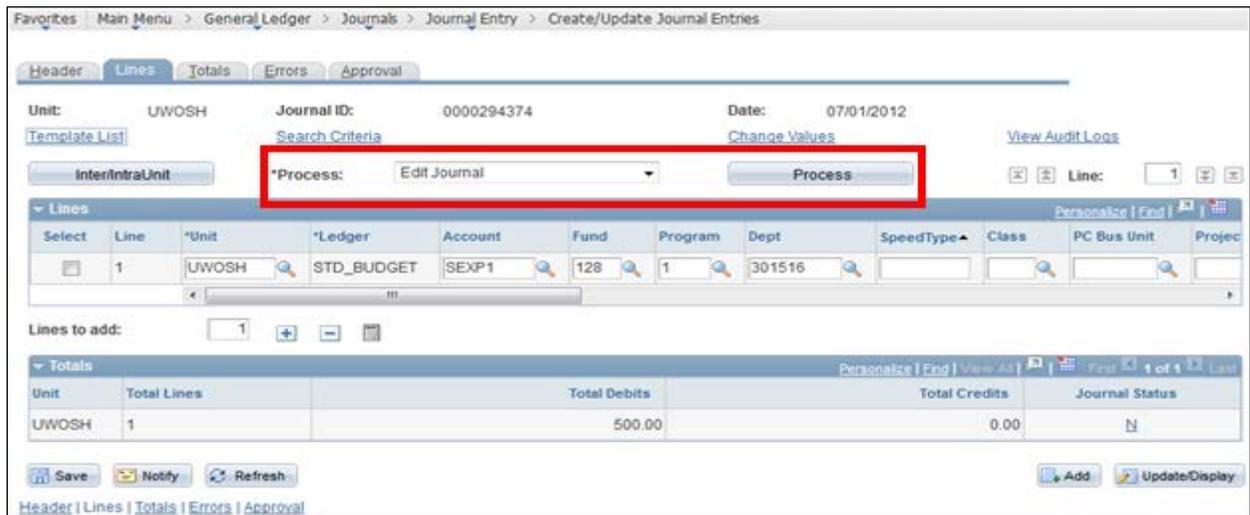
Auto Generate Lines
 Save Journal Incomplete Status
 Autobalance on 0 Amount Line

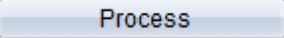
IV. Complete Lines tab

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



6. Once the *Journal Status* = 'V' (Valid), **select** the 'Post Journal' option from the *Process* drop down and **click** 

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.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: UWSYS Journal ID: NEXT Date: 05/08/2013

Long Description:

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger: Fiscal Year: 2013

*Source: Period: 11

Reference Number: ADB Date: 05/08/2013

Journal Class:

Transaction Code: GENERAL Auto Generate Lines

SJE Type: Save Journal Incomplete Status

[Currency Defaults: USD / CRRNT / 1](#) Autobalance on 0 Amount Line

Attachments (0) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Entered By: user id User Name

Entered On:

Last Updated On:

Header | Lines | Totals | Errors | Approval

2. Click **Add Attachment**

Journal Entry Attachments

Attachments

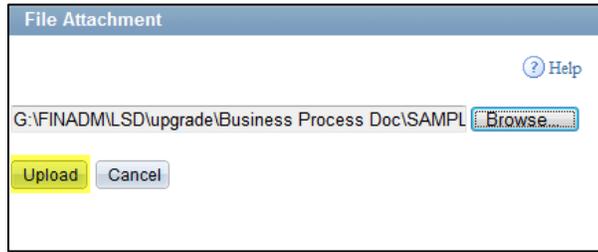
Unit: UWSYS Journal ID: NEXT Date: 05/09/2013

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
View	<input checked="" type="checkbox"/>				

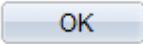
Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

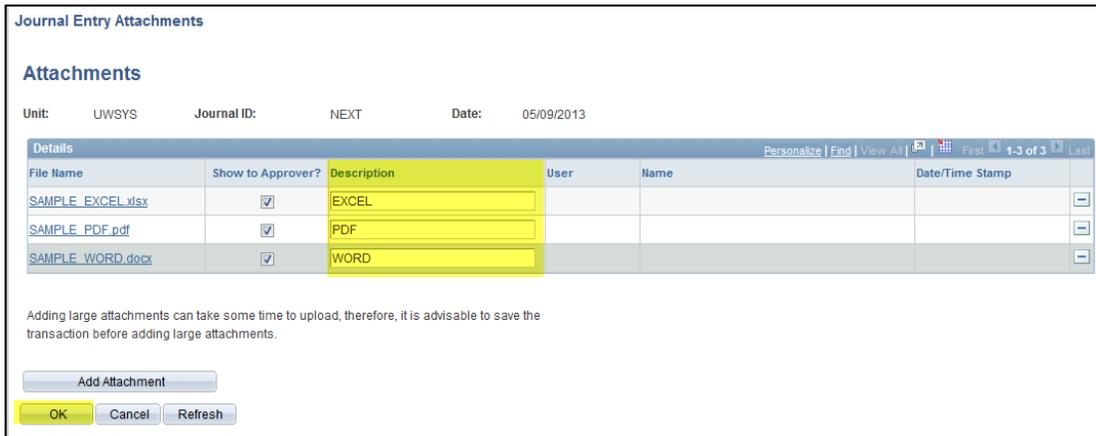
3. Click **Browse...** to locate the file you are attaching

4. Click **Upload**



A dialog box titled "File Attachment" with a "Help" icon. The text field contains the path "G:\FINADM\MSD\upgrade\Business Process Doc\SAMPL" followed by a "Browse" button. Below the text field are "Upload" and "Cancel" buttons.

5. Enter a brief *Description* of the attachment
6. Click 



Journal Entry Attachments

Attachments

Unit: UWSYS Journal ID: NEXT Date: 05/09/2013

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
SAMPLE_EXCEL.xlsx	<input checked="" type="checkbox"/>	EXCEL			
SAMPLE_PDF.pdf	<input checked="" type="checkbox"/>	PDF			
SAMPLE_WORD.docx	<input checked="" type="checkbox"/>	WORD			

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

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.

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value Add a New Value

Search Criteria

Use Saved Search:

Business Unit:

Journal ID: contains

Journal Date: =

Document Sequence Number: begins with

Line Business Unit: =

Journal Header Status: =

Budget Checking Header Status: =

Source: =

Entered By: begins with

Attachment Exist: =

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All First 1-2 of 2 Last

Business Unit	Journal ID	Journal Date	InPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Description	Entered By	Attachment Exist
UWSYS	0000306901	10/18/2012	0	(blank)	UWSYS	Posted	Valid	ACTUALS	INT	USD	12	463.04	0	TRF FR 131400938 TO VARIOUS	00055124	Y
UWSYS	0000316963	01/10/2013	0	(blank)	UWSYS	Posted	Valid	ACTUALS	INT	USD	4	713.38	0	COPIED LSD. TRF FR 106 611000	00450050	Y

1. Click on the *Attachments* hyperlink

Header Lines Totals Errors Approval

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

Long Description: TRF FR 131400938 TO VARIOUS

*Ledger Group: ACTUALS Adjusting Entry: Non-Adjusting Entry

Ledger:

Fiscal Year: 2013

*Source: INT Period: 4

Reference Number:

ADB Date: 10/18/2012

Journal Class:

Transaction Code: GENERAL

Auto Generate Lines

Save Journal Incomplete Status

SJE Type:

Autobalance on 0 Amount Line

Currency Defaults: USD / CRRNT / 1

[Attachments \(3\)](#) [Commitment Control](#)

[Reversal: Do Not Generate Reversal](#)

Entered By: 00055124 JAEGER, KAREN

Entered On: 10/18/2012 1:39:41PM

Last Updated On: 10/18/2012 1:40:49PM

Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

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

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Journal Entry Attachments

Attachments

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

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp
REL1_0000306901.pdf	<input checked="" type="checkbox"/>	PDF	00450050	LINDA DIRING	04/29/2013 7:44:20AM
REL1_0000306901.xlsx	<input checked="" type="checkbox"/>	EXCEL	00450050	LINDA DIRING	04/29/2013 7:44:20AM
REL1_UWSYS_306901.docx	<input checked="" type="checkbox"/>	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.

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

JOURNAL 0000306901

UNIVERSITY OF WISCONSIN SYSTEM
UW WISDM
 Wisconsin Data Mart for PeopleSoft Financials

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

Business Unit: **UWSYS**

Journal ID: **123456789**

Journal Date: **05/01/2013** (MM/DD/YYYY)

Ledger: **STD_BUDGET**

Reversal Code: **N**

Oper ID: **450050**

SCENARIO: **[Empty]**
See above comment for choices

Ledger for Journal Line: **STD_BUDGET**

Create Upload Flat File - Output = c:\ps\BUDJE.txt

Insert Additional Rows

Description: **BUDGET JRNL UPLOAD SAMPLE**

Line	Account	Fund	Program	Dept	Amount	Project Grant	Class	30 Char Line Description	10-Char Jrnl Ln Re
1	2100	101	4	10101	500	PRJ11AB	11	BUDGET LOAD SAMPLE	JRNL SMPLE
2									
3									
4									
5									
6									
7									
8									
9									
10									

Journal Header Information (points to line 5)

Journal Line Information (points to line 1)

Budget Upload Journal Entry

Business Unit: **UWSYS**

Journal ID: **123456789**

Journal Date: **05/01/2013** (MM/DD/YYYY)

Ledger: **STD_BUDGET**

Reversal Code: **N**

Oper ID: **450050**

SCENARIO: **[Empty]**
See above comment for choices

Ledger for Journal Line: **STD_BUDGET**

Create Upload Flat File - Output = c:\ps\ACTje.txt

Description: **BUDG**

Line	Account	Fund
1	2100	101
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		

Scenario CHOICES:

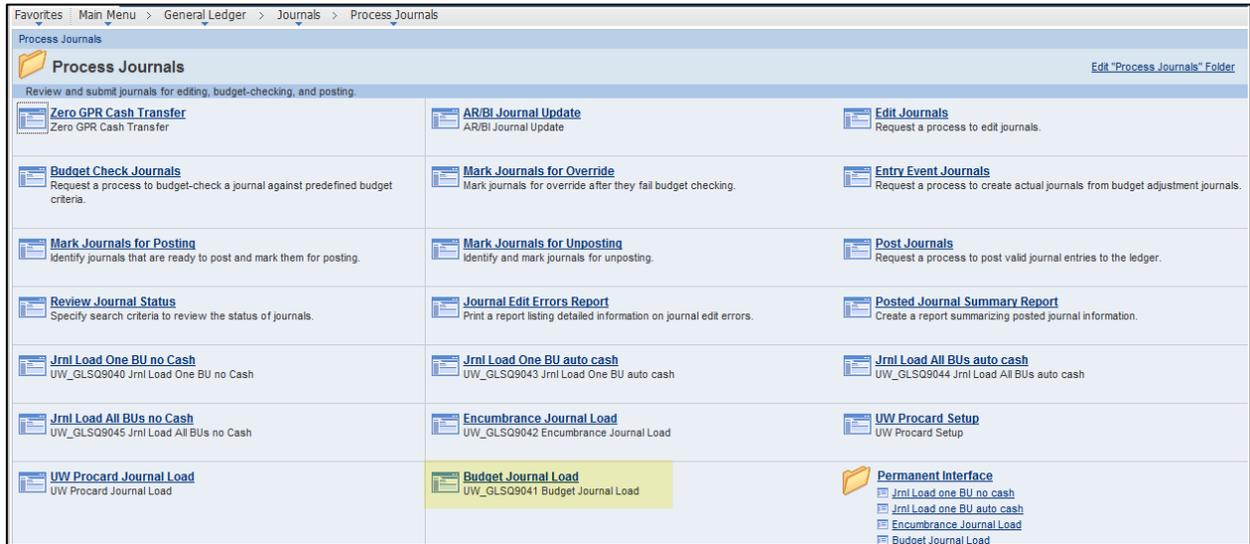
- ADJUSTED
- CARRYOVER
- REDBOOK
- PROJ GRANT
- AUXILIARY
- PROJROLLFW
- PY_ENC
- REALLOC
- SUPPLE
- LAPSE
- EXTENSION
- PR_SEG
- BLOCKGRANT

Load Journal Upload Flat Files

- 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.
- 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:

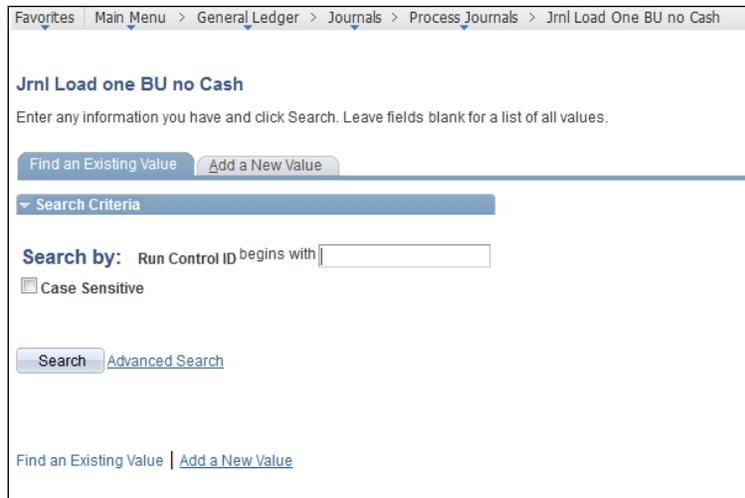
Navigation: General Ledger > Journals > Process Journals > "SQR Specific Page"

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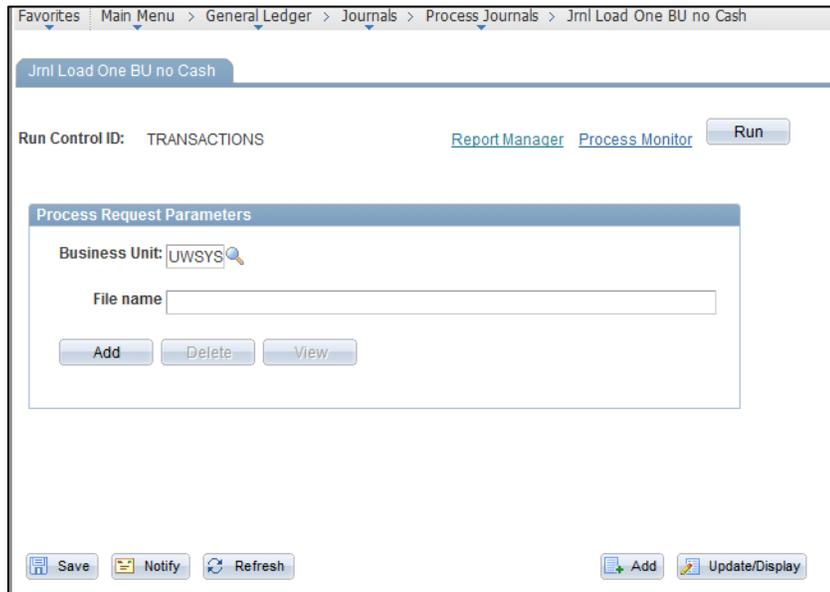


Budget Journal Load: GLSQ9041.SQR – Budget Journals with Business Unit security.

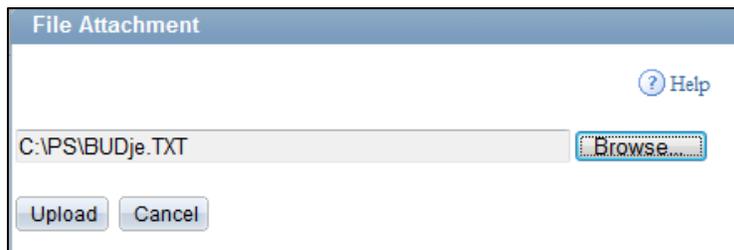
3. Click [Find an Existing Value](#) for an existing run control or Click [Add a New Value](#) to add a new run control for this process.



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**.

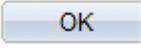


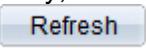
8. You should see a message that your Add Attachment succeeded.
9. Click **OK**
10. If you would like to delete this attachment, **click** **Delete**
11. If you would like to view the attachment, **click** **View**
12. **Click** **Run**

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 Journals

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Excel budget journal import	GLSQ9041	SQR Report	Web	PDF	Distribution

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

14. Click 

15. To verify that the process ran successfully, click *Process Monitor* hyperlink. If the *Run Status* is 'Processing', you can click  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.

Favorites | Main Menu > General Ledger > Journals > Process Journals > Jmrl Load One BU no Cash

Process List | Server List

Actions

User ID: Type: Last: 99 Days Refresh

Server: Name: GLSQ9040 Instance: to:

Run Status: Distribution Status: Save On Refresh

Process List Personalize | Find | View All | First 1 of 1 Last

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	6136877		SQR Report	GLSQ9040	00216164	03/06/2013 12:57:25PM CST	Success	Posted	Details

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.

Favorites | Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit: UWSYS Journal ID: 0000316936 Date: 05/13/2013 Errors Only

Template List Search Criteria Change Values **View Audit Logs**

Inter/IntraUnit *Process: Edit Journal Process Line: 10

Lines Personalize | Find | View All | First 1 of 1 Last

Select	Line	*Unit	*Ledger	SpeedType	Account	Fund	Dept	Program	Class	PC Bus Unit	Project
<input type="checkbox"/>	1	UWSYS	ACTUALS		1643						

Lines to add: 1

Totals Personalize | Find | View All | First 1 of 1 Last

Unit	Total Lines	Total Debits	Total Credits	Journal Status	Budget Status
UWSYS	1	0.00	0.00	N	N

Save Return to Search Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

The following example shows a journal audit log:

Search Audit Logs

Application Name: General Ledger Document Name: GL JOURNAL

Search Criteria

* Business Unit is equal to UWSYS

GL Journal ID is equal to 0000316936

Journal Date = 2013-05-13

Journal Process is equal to

Event Code is equal to

Event Date is equal to

User ID is equal to

Process Instance is equal to

Include Archive
 Include Batch Changes
 Include Purge Logs

Search Clear

Main Content

Search Results

Business Unit	GL Journal ID	Journal Date	UnPost Sequence	Journal Process	Event Code	Event Name	Event Date Time	User ID	Process Instance	Message Text
UWSYS	0000316936	2013-05-13	0	01	CREATE	Create Journal	05/13/2013 5:08:56.000000PM	00768516		Journal has been created by Create/Update Journal Entries component.

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