	University of Wisconsin System **SFS Business Process** **GL.2.01 – Edit, Budget Check,** **and Post Journals**

Contents

Edit, Budget Check, and Post Journal Process Overview

Funding strings are validated through the edit process. Transactions must pass edits before initiating the budget check. The budget check process does additional validation of project chartfield information and updates the commitment control tables. Once a journal has passed edit and budget check it can be posted to the ledger. Once a journal is posted it can't be changed. Encumbrance journals are an exception, encumbrance journals do not post to the ledger, in fact we run a custom process to update an encumbrance journal's status to P(osted) so it can't be changed.

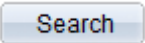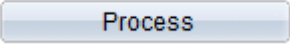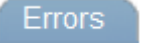|	
Process Frequency	Process is generally done in a nightly batch process. Process can also be done ad hoc whenever a journal needs to Edited, Budget Checked, and Posted immediately.
Dependencies	None
Assumptions	None
Responsible Parties	Both users at the individual institutions and UWSA perform this business process.
Alternate Scenarios	None

Process Detail

I. Edit Journal

Navigation: General Ledger > Journals > Journal Entry > Create/Update Journal Entries
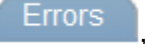
1. **Select** Find an Existing Value tab.
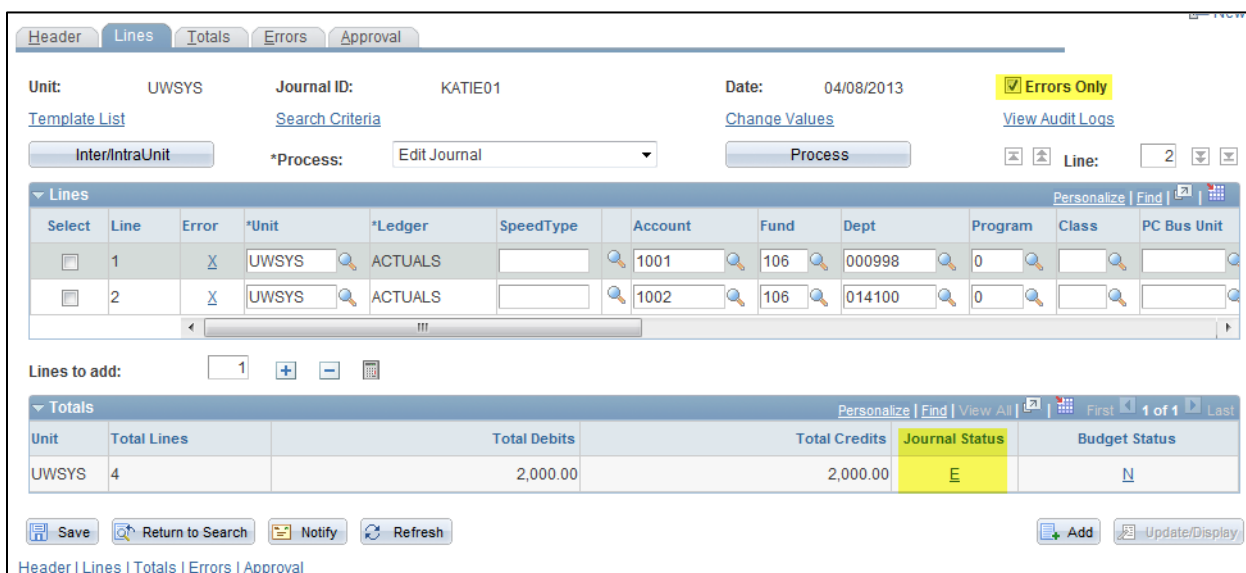
2. **Enter** *Business Unit*: 'UW***'

3. **Click** Search

4. **Select** Lines tab.

5. **Select** *Process*: 'Edit Journal' from the drop down menu.

6. **Click** Process to run the combination edits process. The following conditions could cause an error:

- The accounting period (determined by the Journal Date) is not currently open.
- Total Debits do not equal total Credits and the ledger is defined as a balanced ledger.
- Actual Totals for the journal do not match the control totals (if entered).
- One or more journal lines use invalid chartfield values or chartfield combinations as of the Journal Date.

7. **Click** Errors tab if there are problems. If there are, make corrections and edit the transactions again.

II. Edit Errors

You can locate and identify edit errors.

1. **Check** the *Errors Only* check box

2. **Click** Errors , or **Click** on the *E* hyperlink in the *Journal Status* column.

Combination Edit error:

| Header | Lines | Totals | Errors | Approval |

Unit: UWSYS **Journal ID:** KATIE01 **Date:** 04/08/2013

▼ Header Errors   Personalize | Find | 🗗 | 🎞 First ◀ 1-2 of 2 ▶ Last

Unit	Field Name	Field Long Name	Set	Msg	Message Text
UWSYS	JOURNAL_DATE	Journal Date	5860	47	The journal date is not in an open period for this ledger.
UWSYS	JRNL_HDR_STATUS	Journal Header Status	5860	53	Journal line errors exist for this header.

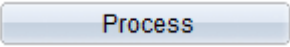**▼ Line Errors**   Personalize | Find | 🗗 | 🎞 First ◀ 1-2 of 2 ▶ Last

Line #	Field Name	Field Long Name	Set	Msg	Message Text
1	PROGRAM_CODE	Program Code	9600	31	Combo error for fields Dept/Fund/Program in group ORGEDIT.
2	PROGRAM_CODE	Program Code	9600	31	Combo error for fields Dept/Fund/Program in group ORGEDIT.

3. **Verify** that the funding information entered is correct. If it is, contact the appropriate campus staff to work on making the necessary corrections.
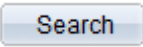
III. Budget Check Journals

1. Once the transactions have successfully passed the edit process, go back to the **Lines** tab.

2. **Select** *Process*: 'Budget Check Journal' from drop down menu.

3. **Click** **Process** . When this process is successful, the status next to the line description will change to "Valid Budget Check".

IV. Budget Checking Exceptions

Many times a budget checking error is caused by the start or end date on a project grant. This section will walk you through how to get a list of all transactions with budget exception errors. In addition, it will explain how you can choose to override the error and re-budget check it all on the same page. This page would allow the user to override an out of bounds date error without ever going into the project and changing the start or end date. The override feature will only be granted to the appropriate campus staff. This page will be available to other users for inquiry only.

Find journals that contain budget checking errors:

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

1. **Select** *Process Status* of 'Errors Exist'.
   Note: This status relates to the commitment control process status not the budget checking status.

2. **Click** **Search** and all journals with a *Process Status* of an 'Error' will be returned. These are the journals that need to be "worked" to get to a valid budget checking status.

Journal

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

Find an Existing Value

▼ Search Criteria

Commitment Control Tran ID:	begins with ▾	
Commitment Control Tran Date:	= ▾	
Business Unit:	= ▾	UWSYS
Journal ID:	begins with ▾	
Journal Date:	= ▾	
Process Instance:	= ▾	
Process Status:	= ▾	Errors Exist ▾

[Search] [Clear] Basic Search Save Search Criteria

Note: Some campuses may have several transactions with a *Process Status* equal to 'Warning'. This is how PeopleSoft defines a 'Warning': "Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers nonetheless. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing."

Journal

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

Find an Existing Value

▼ Search Criteria

Commitment Control Tran ID:	begins with ▾	
Commitment Control Tran Date:	= ▾	
Business Unit:	= ▾	UWMSN
Journal ID:	begins with ▾	FX00000021
Journal Date:	= ▾	
Process Instance:	= ▾	
Process Status:	= ▾	

[Search] [Clear] Basic Search Save Search Criteria

Search Results

View All   First ◀ 1-60 of 60 ▶ Last

Commitment Control Tran ID	Commitment Control Tran Date	Business Unit	Journal ID	Journal Date	UnPost Sequence	Process Instance	Process Status
0073725697	03/03/2008	UWMSN	FX00000021	02/29/2008	0	3638912	Warning
0073910216	05/01/2008	UWMSN	FX00000021	04/30/2008	0	3720973	Warning
0074011541	06/02/2008	UWMSN	FX00000021	05/31/2008	0	3771024	Warning
0074110688	07/01/2008	UWMSN	FX00000021	06/30/2008	0	3823558	Warning

3. **Select** the journal you want to review.

4. **Click** Line Exceptions tab to see which journal lines are in error.

5. **Click** GL Journal Exceptions tab

6. **Navigate** to the Budgets with Exceptions section and **Click** Budget Override tab

7. **Click** the *Override Budget* checkbox on each line you want to override.

After you have identified the lines you want overridden.

8. **Click** the budget checking icon ⬛. This will re-budget check the journal transaction ignoring the start and end dates for the two lines you choose to override. The entire journal should now have a 'Valid' budget checking status. Note: You may get an error saying transaction is now set to a warning, that is okay. Warnings do not really mean anything.

You can also use the General Ledger Journal Create/Update Journal Entries page to view journals with budget check errors.

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

If you use this method to identify journals in error, **Click** on the 'E' hyperlink under the *Budget Status* column, that will take you to the GL Journal exception page (see instructions above).

A third way to review transactions with BCM errors for vouchers and journals a user can query the following records:

1. UW_88_BCM_ERROR_VCHRS
2. UW_88_BCM_ERROR_JRNLS

V. Post Journals

1. **Select** *Process*: 'Post Journal' from drop down menu.

2. **Click** [Process]

   Note: Starting with the upgrade to PeopleSoft 9.1 ChartField Balancing functionality has been enabled for the ACTUALS Ledger. During the Journal Edit process* cash offset (account 6100) rows will be inserted as new journal lines for any unbalanced ChartField string (Fund, Department, Project, and Program Code).
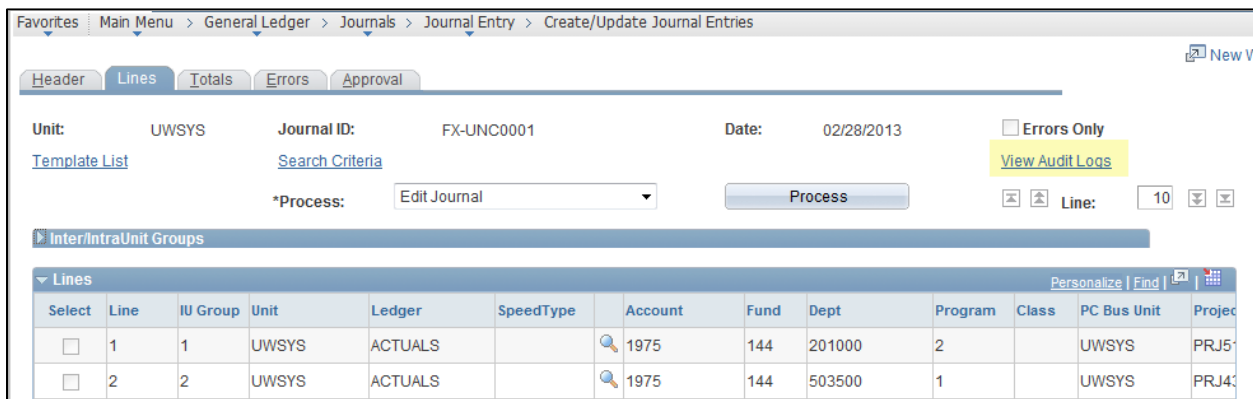
   Chartfield Balancing rows can't be changed. A change to one of the Non-Chartfield Balancing rows will require the journal to be re-edited and the Chartfield Balancing rows will be updated if necessary.

   Journals may still be created with cash offset and if the journal is already balanced at the Chartfield Balancing level no new cash rows will be added during the edit process.

   *Debits must equal credits for Actual Ledger journals prior to running the Journal Edit.

VI. Reviewing 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	12/11/2012	Initial Draft
Linda Diring	1.1	05/13/2013	Edited and updated
Susan Kincanon	1.2	05/13/2013	Review and edit
Linda Diring	1.3	05/16/2013	Added Audit Logs section
Susan Kincanon	1.4	05/16/2013	Final review and publish to website
Jon Ahola	1.5	06/27/2013	Final review