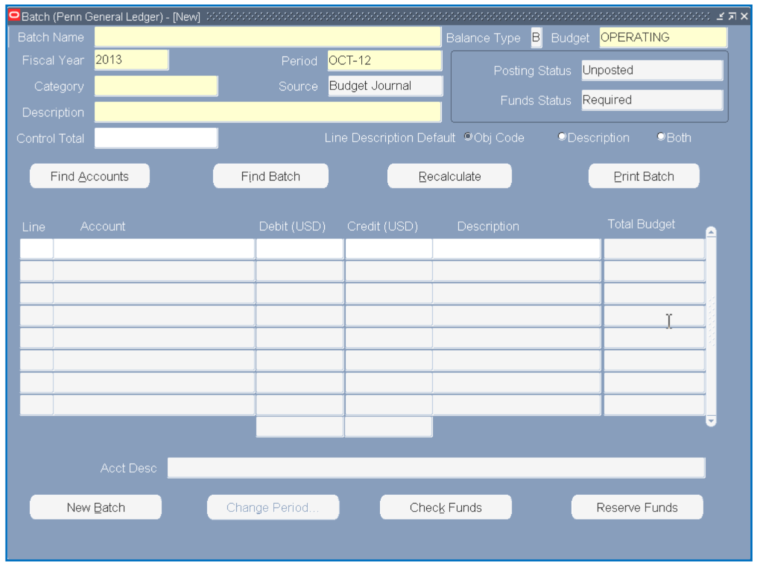
BUDGET JOURNALS
Responsibility: Budget Entry (Secured) *11/26/12*

Brackets ([ ]) indicate a button.

Entering a Budget Journal

From the Navigator, double click on **Budget Journal.** You will be taken to the Batch form. You can either query a journal here or continue with the following instructions:

Batch (BEN Financials)-NEW



Required fields are highlighted in yellow.

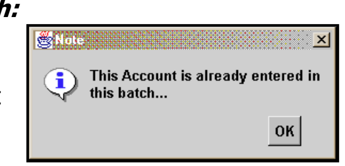
Field Name:	**Action:**
Batch	Enter batch naming convention xxxx.zzz.mm/dd/yy.nn (xxxx = ORG; zzz = your initials; nn = sequence #) *When the user saves the batch, BJE: will precede the batch name followed by the date and time.* *e.g. BJE: 8104.jlt.09/11/00.01 11-SEP-00 14:49:50* Press **[Tab]** or Click in the next field. Pressing [Enter] activates the highlighted buttons
Balance Type	Display only. 'B' for Budget
Budget	Defaults to 'Operating'.
Fiscal Year	Defaults to the 'Current Fiscal Year'.
Period	Defaults to the 'Current Open Period'.
Category	Click in field and List of Values (LOV) **[…]** will appear. Select the appropriate category. All lines in a batch share the same journal category.
Source	Display only.
Posting Status	Display only.
Funds Status	Display only.
Description	Enter a description for the journal entry. *If you wish, you can also use this as the default description for each journal entry line.*
Control Total	Required. *If you don't want the entry to post, enter a number different than the total debits OR total credits – whichever is larger. Be sure to say 'Yes' when you see the message box pop-up.*
Line Description Default	Select 'Object Code', 'Description' or 'Both' *This option controls what default text you want placed on each journal line. Tip: You can change subsequent lines by reselecting during the creation of a batch. Lines already entered will not change.*
Line	Defaults to '10'. *For each succeeding line, the line number is automatically assigned by incrementing the previous line number by 10. Change as needed.*
Account	Click or press [Tab] to initially open the Accounting Flexfield (AFF) pop-up box. *Once the account number has been entered, to re-activate the AFF pop-up on that line, click on Edit>Edit Field or press [CTRL] L.* **Edits:** In addition to normal account validation, security, and ORG-security rules, the account is also validated so that: ➢ If the fund starts with '65', the NAC value can be either a '0' or a '1'. ➢ For all other funds, the NAC value must be a '0'. *The 26-digit account combination can be entered more than once in the same batch. When this occurs a pop-up message appears to warn you that the account you entered already exists elsewhere in the batch.*
Debit/Credit	Enter the Debit or Credit amount for the designated account. *The Debit/Credit amount must always be a positive number.*
Description	Defaults from the 'Description' above. *You can change description on an as needed basis.*
Total Budget	**Total Budget = Sum of the following:** • **Total Budgeted Amount** *(either FYTD OR PJTD, as appropriate for the fund)* as of the last period in the fiscal year displayed at top of batch ***PLUS*** • **All 'pending' balances** (reserved but not yet posted) ***PLUS*** • **All entered debit or credit amounts** for the account in the batch *Note: When the batch contains multiple occurrences of the same account number, press [Recalculate]. This ensures that the Total Budget amount on each line where the duplicate account exists reflects all debits and credits made to this account in this batch*

Click on File>Save or  on the Toolbar.*
Click on **[Check Funds]** If note reads, 'Your transaction(s) passed funds check', Click **[OK]**
Click on **[Reserve Funds]** If note reads, 'Your transaction(s) passed funds reservation', Click **[OK]**

To add a new line:

Scroll to the bottom of the existing lines and press [Down Arrow]. Add the new line.

Duplicate account numbers in batch:



When adding a new line, you may add an account number that already exists in the batch. When this occurs, a warning message will be displayed. Click [OK]. After entering the debit or credit amount, press [Recalculate] to make sure that the Total Budget amount displayed is correct for all occurrences of this account in this batch.

**Note: Checking or Reserving Funds also saves the batch.*

Querying a Budget Journal

Allows you to retrieve an existing batch based on specified criteria:
Click on **[Find Batch]**. Enter one or more of the following:

Field Name:	**Action:**
Batch Name	Required. *Can use wildcards: e.g. %8712.bam.09/26/00%*
Period	Optional. Click in field and use LOV **[⋯]** for any open or closed accounting period.
Budget	Optional. OPERATING (for Secured Users).
Category	Optional.
Posting Status	Optional.

Click on **[Find]**.

Editing an Existing Budget Journal

1. Posted journals and CJE journals cannot be edited.

2. To edit an existing batch, first retrieve the batch using the [Find Batch] button. See previous section for how to use the [Find Batch] button.

3. [Find Batch] will return a list of batches that meet the search criteria. Select the desired batch by clicking on it and then click [Review Batch]. Click [Ureserve Funds]. You can now view or edit the batch. For an existing, unposted BJE batch, you can:

   - Modify any of the following header fields:
   - Period (use the **[Change Period]** button)
   - Category
   - Description
   - Control Total
   - Line Description Default
   - Delete the batch
   - Add new lines
   - Modify or delete existing lines

4. BJE has ORG based security. Anyone with Budget Journal Responsibility will be able to edit a budget batch – NOT JUST THE BATCHES THEY CREATED.

☞ The system WILL NOT display lines that contain accounts the user is not authorized to view/update and it will LOCK the batch so that the batch **cannot** be updated. When this happens, the system will provide a warning message indicating that one or more lines in the batch are not being displayed because they contain accounts the user is not authorized to view or update.

Standard Menu Options

From the Batch Name:	
Clear the screen/form	Edit>Clear>Record
Delete an unposted batch	Edit>Delete
Delete a saved, unposted batch	Edit>Delete Record
	File>Save
From the desired Line:	
Clear the line	Edit>Clear>Record
Delete the line	Edit>Delete>Record

Buttons in the Middle of the Form

Automatically populate lines in a batch with accounts that meet specified criteria.

Find Accounts

The Find Accounts feature* will find all accounts that:

- Match the specified search criteria
- Are within your ORG security, and
- Are either budgeted in the current or previous fiscal year

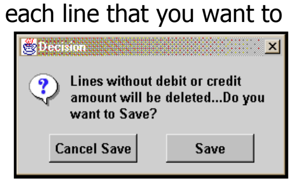
**See Penn Budget Journal Entry Overview Document for add'l details*

Combinations

The **[Combinations]** button is an option within the Find Accounts window. The system will display a list of all the account combinations that match whatever criteria you've placed in the window. You can use the wildcard symbol (%) in this search. The purpose of this list is to allow the user to select an account from the list and have the system fill in the AFF window with the selected account. Conceptually, you can think of this like a 26-digit LOV for the whole account instead of individual LOV's for each segment. **NOTE:** The "Combinations" function simply looks for the existence of enabled account combinations -- it will display a list of all enabled combinations regardless whether or not any budget balances exist for that account.

To use the Find Accounts feature:

1. First complete the batch header. Click on **[Find Accounts]**.
2. In the Find Accounts Window click in the Account field.
3. In the Accounting Flexfield, you MUST enter a fund number (all 6 digits/no wildcard). *All other segments are optional EXCEPT when the fund number begins w/zero. In that case, ORG must be entered in full.*
4. After completing the search parameter(s), click **[OK]**.
5. Click on **[Find]** in the Find Accounts window.
6. The lines will automatically be filled in your batch with the account numbers that match the search criteria.
7. Complete the debit/credit amount for each line that you want to budget. You won't need to delete lines that you don't want to budget.
8. **[Check Funds].** This message will appear →



9. Click on **[Save]. [Reserve funds].**

General Ledger will save your batch and delete unwanted lines.

Find Batch	Retrieves an existing batch based on specified criteria. *Note: See 'Querying …' on previous panel.*
Recalculate	Recalculates the values displayed in the 'Total Budget' column when: - Period changed to a Period in a different fiscal year *(after lines were entered).* - Batch contains multiple lines with the same account number.
Print Batch	Submits "159.ORG: Print Journal Batch Report" for a saved batch. ☞ **Must have printer copies set to '1' in order to print this report.**

Buttons at the Bottom of the Form

New Batch	After saving a batch, click here to begin a new batch.
Change Period...	After saving a batch, you can change the Period. The Change Period function will automatically save the batch with the new period.
Check Funds	Checks funds availability status prior to reserving funds. The Check Funds action will automatically save the batch.
Reserve Funds	Reserves funds in the batch. The Reserve Funds action will automatically save the batch.
Unreserve Funds	Appears if the funds have already been reserved in the batch. You can unreserve funds for an unposted batch.

BEN Helps 6-HELP (215-746-4357)
BEN Knows
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