

Used for: moving monies from an expense budget to cover a short revenue balance (may be due to not receiving all the monies planned)

➤ will need forms 1063.2 or 1074.1

Access the Financial Production database: <https://my.uh.edu/fs>

Or, See the [SignOn Financial Production](#) job aid.

Remember to use ALL CAPS

Please check to make sure that you are set up for workflow process by, Under the PeopleSoft **Menu**, click on:

▶ **My System Profile**

Or see the [SetUp for WorkFlow in Financial Production](#) job aid

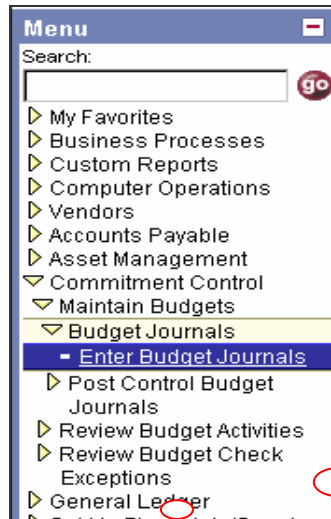
This is a one-time process.

NAVIGATION / PATH

Navigate to the Budget Journal panels:

Under **Menu** click on:

- ▶ **Commitment Control**
- ▶ **Maintain Budgets**
- ▶ **Budget Journal**
- ▶ **Enter Budget Journals**




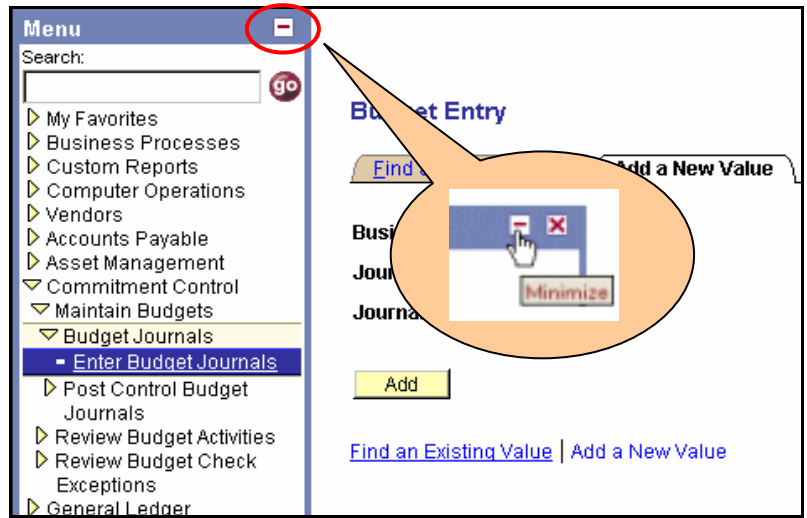
Be sure to add to "Favorites"!

Option:

In order to have more viewing of Voucher panel, minimize the Menu by clicking on the red minus sign.

It will then appear as an *Expand* button

 if needed again.



INSTRUCTIONS - if using Expense Funds:

This will be a 2-Step Process—meaning 2 separate journals will be required:

- 1 – Decrease Revenue Budget by amount needed (**REVEST** ledger) = totals in credit column
- 2 – Decrease Expense Budget by same amount (**ORG** ledger) = totals in debit column

FIRST JOURNAL: REVENUE BUDGET

STEP 1: Under the Add a New Value tab:

- **Business Unit: 00765**
(Default = 00765 for UHV).
- **Journal ID: NEXT**
(Default; should always be NEXT)
- **Journal Date:** (Defaults to the current date.)
- Click .

Budget Entry

[Find an Existing Value](#) **Add a New Value**

Business Unit:

Journal ID:

Journal Date:

[Find an Existing Value](#) | [Add a New Value](#)

STEP 2: Under the Budget Header tab:

Enter the following information:

- **Ledger Group: REVEST**
(Select REVEST to adjust the revenue budget amount. Use the 🔍.)
- **Budget Entry Type:** choose **Adjustment** (Defaults to Original).
- **Long Description:** Enter a description. (Be as specific as possible.)
- Click on the **Budget Lines** tab at top of window or **Budget Lines** link at the bottom of the panel.

Budget Header | [Budget Lines](#) | [Budget Errors](#) | [Approval 2](#) | [Approval History](#) | [Documents](#)

Unit: 00765 Journal ID: NEXT Date: 06/13/2005
Fiscal Year: 2005 Period: 10
Budget Header Status: N

*Ledger Group:

Control ChartField: FUND_CODE

Budget Entry Type
 Original Adjustment

Budget Type: Revenue

Long Description:

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [Approval 2](#) | [Approval History](#) | [Documents](#)

PEOPLESOFT FINANCIALS – BUDGET JOURNAL FOR ADJUSTING NEGATIVE REVENUE BALANCE

STEP 3: Under the Budget Lines tab:

- Enter the **SpeedType**, then hit your Tab key and the cost center will populate.
- Enter the appropriate revenue budget **Account** Number. (It will begin with B4XXX, and can be found on the 1074.1 or 1063.2.)
- Enter the **Amount** as a **negative** (should be negative on the 1074.1 or 1063.2) This is the amount from the revenue line, Budget Available column, on your UGLS1074. The field is formatted for dollars and cents.

Budget Header | Budget Lines | Budget Errors | Approval 2 | Approval History | Documents

Unit: 00765 Journal ID: NEXT Date: 06/13/2005 Budget Header Status: N
Process: Post Journal Process

Lines

Delete	Line	Ledger	Speed Type	Account	Fund	DeptID	Program	Project	Bud Ref	View Attributes	Amount
<input type="checkbox"/>	1	REVEST_BD	11254	B4027	2064	V0017	C0242	NA	BP2005	View Attributes	-100.00

Lines to add: 1 + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	Total Debits:	Total Credits:
1	0.00	100.00

Save Notify

Budget Header | Budget Lines | Budget Errors | Approval 2 | Approval History | Documents

Budget Errors | Approval 2 | Approval History | Documents

NEXT Date: 06/13/2005 Budget Header Status: N
Process: Post Journal Process

Currency Details

Account	Fund	DeptID	Program	Project	Bud Ref	View Attributes	Amount
B4027	2064	V0017	C0242	NA	BP2005	View Attributes	-100.00

Journal Line Copy Down From Line: To: Generate Budget Period Lines

Total Credits: 100.00

Add Update/Dis

STEP 4: Enter Journal Line Description

- Enter descriptive information in each Journal Line Description (Defaults to the Account number description and will print on reports.)

Budget Header | Budget Lines | Budget Errors | Approval 2 | Approval History | Documents

Unit: 00765 Journal ID: NEXT Date: 06/13/2005 Budget Header Status: N
Process: Post Journal Process

Lines

Delete	Line	Ledger	Statistics Code	Statistic Amount	Ref	Journal Line Description
<input type="checkbox"/>	1	REVEST_BD				SALES AND SERVICES - E

Journal Line Copy Down From Line: To: Generate Budget Period Lines

STEP 5: Check Totals

- Click on the Refresh button.
- Check the Totals; amount should be a positive in Total Credits.
- Suggestion: If you are not ready to send the journal, click the Save button to assign a journal id, get signatures before "approval", skip to Step 7 & 8, & attach backup, then, when done, complete Step 6; otherwise, continue.

Budget Header | Budget Lines | Budget Errors | Approval 2 | Approval History | Documents

Unit: 00765 Journal ID: NEXT Date: 06/13/2005 Budget Header Status: N
Process: Post Journal Process

Lines

Delete	Line	Ledger	Speed Type	Account	Fund	DeptID	Program	Project	Bud Ref	View Attributes	Amount
<input type="checkbox"/>	1	REVEST_BD	11254	B4027	2064	V0017	C0242	NA	BP2005	View Attributes	-100.00

Lines to add: 1 + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	Total Debits:	Total Credits:
1	0.00	100.00

Save Notify

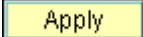
Budget Header | Budget Lines | Budget Errors | Approval 2 | Approval History | Documents

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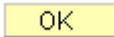
STEP 6: Under the Approval 2 tab:

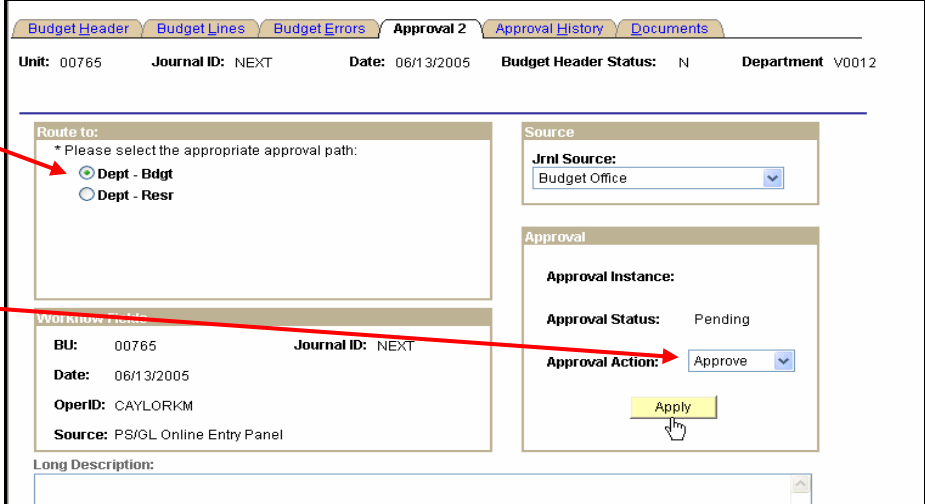
➤ **Route To:** Select *Dept - Bdgt*

➤ **Approval:** Under **Approval Action:** select *Approve*

➤ **Click** on 

You will receive a Warning asking if you want to enter it into workflow.

➤ **Click** on 



Budget Header | **Budget Lines** | **Budget Errors** | **Approval 2** | **Approval History** | **Documents**

Unit: 00765 Journal ID: NEXT Date: 06/13/2005 Budget Header Status: N Department: V0012

Route to:
* Please select the appropriate approval path:
 Dept - Bdgt
 Dept - Resr

Source
Jrnl Source: Budget Office

Approval
Approval Instance:
Approval Status: Pending
Approval Action: Approve
Apply

Workflow Items
BU: 00765 Journal ID: NEXT
Date: 06/13/2005
OperID: CAYLORKM
Source: PS/GL Online Entry Panel
Long Description:

Warning – This transaction needs Budget Journal Approver approval. Enter it into workflow? (107,4)

This transaction must be approved. If you click OK, the system will route it to someone who can approve it; if you click Cancel, you can change the transaction without forwarding it.

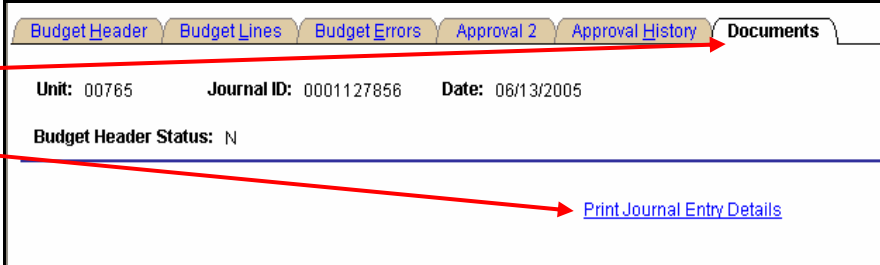
STEP 7: Display the Journal

➤ **Click** on **Documents** tab.

➤ **Click** on [Print Journal Entry Detail](#) link.

A new window will open and the Journal will appear in PDF format.

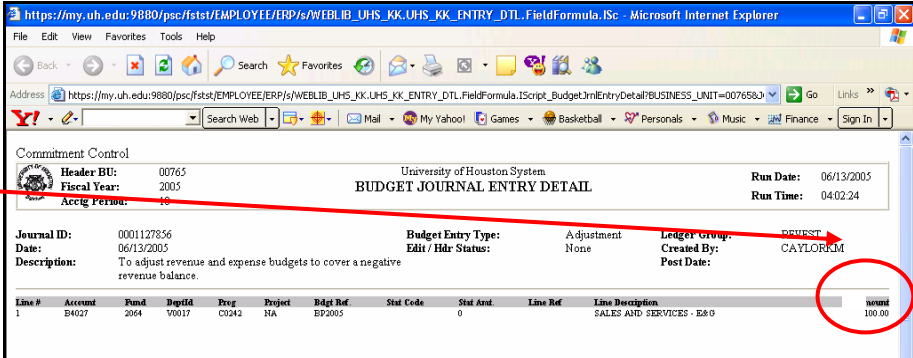
➤ When using Revest ledger the amount will appear as the opposite on the print out, i.e., if you enter as a positive, it will show as a negative on the printed journal.



Budget Header | **Budget Lines** | **Budget Errors** | **Approval 2** | **Approval History** | **Documents**

Unit: 00765 Journal ID: 0001127856 Date: 06/13/2005
Budget Header Status: N

[Print Journal Entry Details](#)



https://my.uh.edu:9880/psc/ftst/EMPLOYEE/ERP/s/WEBLIB_UHS_KK_UHS_KK_ENTRY_DTL.FieldFormula.IScript_BudgetJrnlEntryDetail?BUSINESS_UNIT=00765&J...
Commitment Control
Header BU: 00765 University of Houston System Run Date: 06/13/2005
Fiscal Year: 2005 BUDGET JOURNAL ENTRY DETAIL Run Time: 04:02:24
Acctg Period: 46

Journal ID: 0001127856 Budget Entry Type: Adjustment Ledger Group: DRUSTR
Date: 06/13/2005 Edit / Hdr Status: None Created By: CAYLORKM
Description: To adjust revenue and expense budgets to cover a negative revenue balance. Post Date:

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref	Stat Code	Stat Amt	Line Ref	Line Description	Normal
1	B4027	2064	V0017	C0242	NA	EP2005		0		SALES AND SERVICES - E&G	100.00

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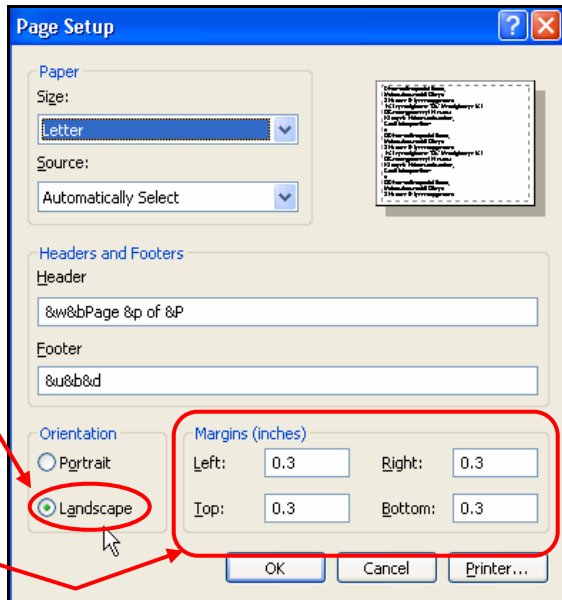
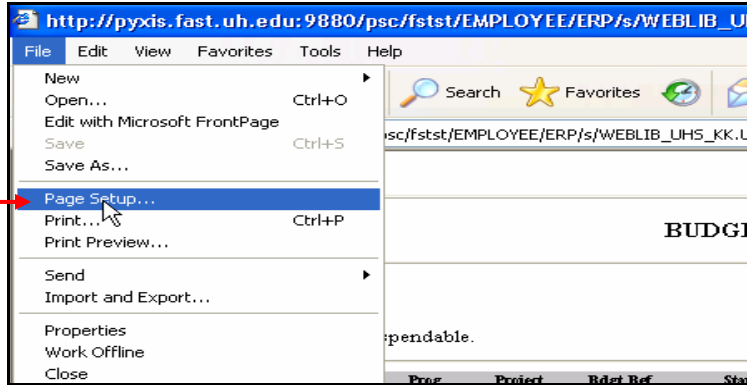
Under PDF Format of Journal

STEP 8: Print the Journal in Landscape format

➤ Click on File, Page Setup and under Orientation in the Page Setup window select Landscape. Then,

➤ Click on Margins, Left, Right, Top, and Bottom and change to "0.3" so that it will print on one page.

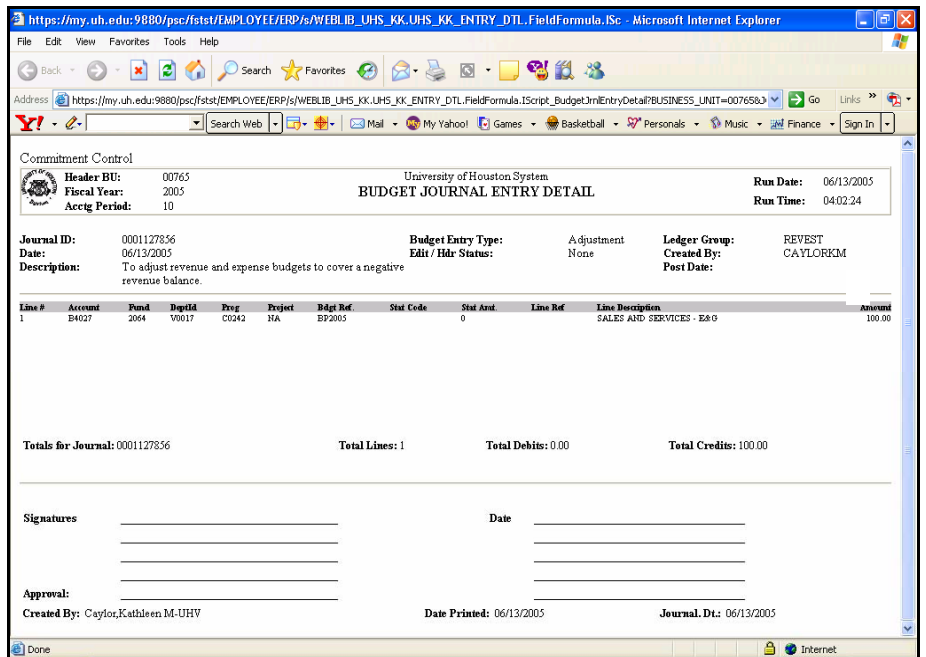
➤ Click on **OK**



STEP 9: Back under PDF Format of Journal

➤ Click on the printer icon (on the tool bar) to send it to your default printer.

➤ Close this window by clicking on the



PEOPLESOFT FINANCIALS – BUDGET JOURNAL FOR ADJUSTING NEGATIVE REVENUE BALANCE

STEP 10: Second Budget Journal, for ORG ledger.

Repeat Step 1 through Step 9, using:

- **ORG** for the *Ledger Group* in Step 2
- **B5XXX** for the *Account* number in Step 3. (Still enter a (-) negative amount.)
- **Total** should be in *Total Debits* in Step 5.

The screenshot shows the 'Budget Lines' tab in PeopleSoft. The 'Unit' is 00765, 'Journal ID' is NEXT, and 'Date' is 06/13/2005. The 'Budget Header Status' is N. The 'Process' is 'Post Journal'. The 'Lines' section shows a table with one line:

Delete	Line	Ledger	Speed Type	Account	Fund	DeptID	Program	Project	Bud Ref	View Attributes	Amount
<input type="checkbox"/>	1	ORG_BD		11254	B5009	2064	V0017	C0242	NA	BP2005	-100.00

Below the table, there are controls for 'Lines to add' (set to 1), 'Journal Line Copy Down', and 'Generate Budget Period Lines'. A 'Totals' section shows:

Total Lines:	Total Debits:	Total Credits:
1	100.00	0.00

Buttons for 'Save' and 'Notify' are visible at the bottom.

Please remember that if you are using a S&W expense account, you will need to enter a Position number in the Reference field located in the **Lines** section, on the **Base Currency Details** tab.

STEP 11: You are now ready to:

- attach the appropriate backup (the 1074/1063)
- and get proper signatures.