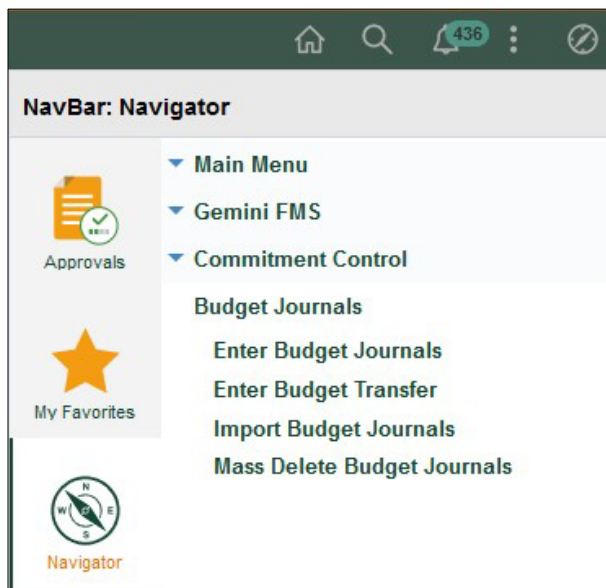
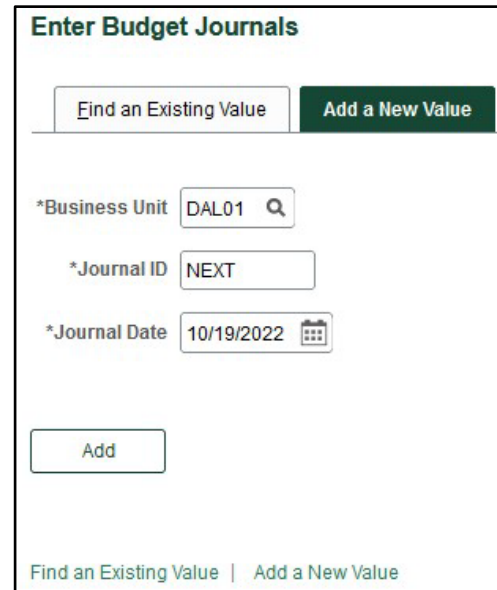


Budget Journal Quick Guide

ORA and OEA Budget Journals: Used to increase/decrease revenue and expense estimates(self-funded cost centers). This form is NOT used to transfer funds between account lines.

Creating an ORA Budget Journal

Step 1: Follow the path on the NavBar. 'DAL01' will always be the Business Unit for UT Dallas.



 A screenshot of the 'Enter Budget Journals' form. It has two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains three input fields: '*Business Unit' with 'DAL01' and a search icon, '*Journal ID' with 'NEXT', and '*Journal Date' with '10/19/2022' and a calendar icon. Below these fields is an 'Add' button. At the bottom, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step 2: After clicking Add, you will see a blank Budget Header page. Ledger Group will always be either **ORA** or **OEA**. The Long Description field is for you to explain to your approvers what this journal is for. Use the attachment link for any back up documents for this journal (ex. An email from OPM requesting you to create the ORA journal).

Budget Journal Quick Guide

Budget & Financial Planning
budget@utdallas.edu

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit: DAL01

Journal ID: NEXT

Date: 10/19/2022

*Ledger Group: ORA

Fiscal Year: 2023

Period: 2

Control ChartField: Fund Code

*Currency: USD

Budget Header Status: None

Rate Type: CRRNT

*Budget Entry Type: Temporary Budget Transfer

Exchange Rate: 1.00000000

Cur Effdt: 10/19/2022

Budget Type: Revenue

Parent Budget Options

☐ Generate Parent Budget(s)

☐ Use Default Entry Event

Parent Budget Entry Type:

Attachments (0)

Long Description:

Budget revenue received for summer camp in cost center 33039022

Alternate Description

Save

Notify

Refresh

Add

Update/Display

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Step 3: Click on the Budget Lines tab. Input the cost center number you are creating the journal for. Once you tab over the rest of the information will fill in automatically (except for Account and Amount).

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit: DAL01

Journal ID: NEXT

Date: 10/19/2022

Budget Header Status: None

*Process

Process

Lines

Chartfields and Amounts

Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Account	Dept ID	Function	Cost Center	Co
<input type="checkbox"/>	1	ORA_BD	2022-23	33039022	3911	A4830	303004	416	33039022	Wo

Lines to add

1

Journal Line Copy Down

From Line

To

Generate Budget Period Lines

Totals

Total Lines 1

Total Debits 2,062.80

Total Credits 0.00

Save

Notify

Refresh

Add

Update/Display

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Budget Journal Quick Guide

The account field will depend on where the revenue was recognized. You can get the account information from hovering over the cost center number on the Budget lines tab.

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit DAL01
Journal ID NEXT
Date 10/19/2022
Budget Header Status None

Process

Process

Lines

Chartfields and Amounts

Base Currency Details

Delete	Line	Ledger	Budget Period	Function	Cost Center	Cost Center Description	Amount	
<input type="checkbox"/>	1	ORA_BD	2022-23	416	3303902	Account	Account Description	Available Budget
						A4830	Budget - Other Sources	0.00
							Total Revenue Budget	0.00
						A6300	Budget - Other Expenses	54,097.25
							Total Expense Budget	54,097.25

Lines to add

1

+

-

Journal Line Copy Down

Totals

Total Lines 1

Total Debits 2,062.80

Total Credits 0.00

Save

Notify

Refresh

Add

Update/Display

The amount that needs to be budgeted can be found on the Cost Center Projected Balance tab. Once the amount is entered on the journal, the projected revenue budget will be populated.

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

You must have ChartField Security to view a cost center's current and projected balance.

Q

1 of 1

Cost Center

33039022

Workbooks/Readers

Account	Description	Adjusted Expense Budget	Expenses	Encumbrances	Pre-Encumbrances	Available Budget	Current Expense Journal	Projected Available Budget	Adjusted Revenue Budget	Current Revenue Journal	Projected Revenue Budget	Revenue Recognized	Revenue Over / (Under) Budget
1 A4830	Budget - Other Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,062.80	2,062.80	2,062.80	0.00
2 A6300	Budget - Other Expenses	59,623.96	5,526.71	0.00	0.00	54,097.25	0.00	54,097.25	0.00	0.00	0.00	0.00	0.00
3	Totals	59,623.96	5,526.71	0.00	0.00	54,097.25	0.00	54,097.25	0.00	2,062.80	2,062.80	2,062.80	0.00

Scroll to the right to input the amount you are trying to add to your Revenue Estimate.

Budget Journal Quick Guide

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit DAL01 Journal ID NEXT Date 10/19/2022 Budget Header Status None

*Process Process

▼ Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	Function	Cost Center	Cost Center Description	Amount
<input type="checkbox"/>	1	OEA_BD	2022-23	416	33039022	Workbooks/Readers	2,062.80

Lines to add: 1 + - Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 1 Total Debits 0.00 Total Credits 2,062.80

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

Step 4: Save the journal on the bottom left. Once you save the journal, the Journal ID will populate. Next on the Budget Line tab, on the drop-down menu next to Process, select Budget Pre-check and click process. Make sure no errors popup after this step is complete. Processing the Budget Pre-Check usually takes 10-15 seconds.

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit DAL01 Journal ID 0000543332 Date 10/19/2022 Budget Header Status None

*Process Process

▼ Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Dept ID	Program	Function	Cost Center
<input type="checkbox"/>	1	ORA_BD	2022-23	33039022	3911	A4830	303004	416

Lines to add: 1 + - Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 1 Total Debits 0.00 Total Credits 0.00

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

Step 5: Once you have budget checked the journal, the Budget Header Status updates to Checked Only. In the dropdown menu, submit journal is now an option. Select Submit Journal and click process. This will submit the journal into workflow for the approval. You can check the approval workflow on the last tab of the budget journal.

Budget Journal Quick Guide

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit: DAL01 Journal ID: 0000543332 Date: 10/19/2022 ☐ Errors Only Budget Header Status: **Checked Only**

*Process:

Budget Pre-Check

Copy Journal

Delete Journal

Edit Chartfields

Refresh Journal

Submit Journal

Lines

Chartfields and Amounts

Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Dept ID	Program	Function	Cost Center	
<input type="checkbox"/>	1	ORA_BD	2022-23		3911	A4830	303004	416	33039022

Lines to add:

From Line: To:

Totals

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

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

Pending Approval Workflow:

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit: DAL01 Journal ID: 0000543334 Date: 10/19/2022

Approval Status

*Unit: DAL01

Approval Check Active: Y

Approval Status: **Pending Approval**

Action: Approve

Deny/Push Back

Comments:

Budget Approval

BUSINESS_UNIT=DAL01, JOURNAL_ID=0000543334, JOURNAL_DATE=2022-10-19, BUSINESS_UNIT_LN=DAL01:Pending

Pending

Nicole Smith

UTD Level 2 Approver

Not Routed

Raphael Chellan

UTD Level 3 Executive Approver

Not Routed

Raphael Chellan

UTD Level 4 Budget Approver

Approval History

Approval Archive

Fully Approved Workflow:

Budget Header
Budget Lines
Budget Errors
Budget Approval
Cost Center Projected Balance

Unit: DAL01
Journal ID: 0000543334
Date: 10/19/2022
Submit

Approval Status

*Unit: DAL01
Approval Check Active: Y
Approval Status: **Approved to Post**
Action: Approve
Deny/Push Back Comments:

Budget Approval

BUSINESS_UNIT=DAL01, JOURNAL_ID=0000543334, JOURNAL_DATE=2022-10-19, BUSINESS_UNIT_LN=DAL01: **Approved**

Approved
Nicole Smith
UTD Level 2 Approver
10/19/22 - 3:20 PM

→

Approved
Raphael Chellan
UTD Level 3 Executive Approver
10/19/22 - 3:32 PM

→

Auto Approved
Raphael Chellan
UTD Level 4 Budget Approver
10/19/22 - 3:32 PM

Approval History

Approval Archive

Step 6: Once the budget journal has been fully approved, budget journals automatically post at noon and 5pm each weekday.

Creating an OEA Budget Journal

Step 1: Follow the path on the NavBar. 'DAL01' will always be the Business Unit for UT Dallas.

Home
Search
436

NavBar: Navigator

Main Menu
Gemini FMS
Commitment Control

Approvals
My Favorites
Navigator

Budget Journals
Enter Budget Journals
Enter Budget Transfer
Import Budget Journals
Mass Delete Budget Journals

Enter Budget Journals

Find an Existing Value
Add a New Value

*Business Unit: DAL01
*Journal ID: NEXT
*Journal Date: 10/19/2022

Add

Find an Existing Value | Add a New Value

Budget Journal Quick Guide

Step 2: After clicking Add, you will see a blank Budget Header page. Ledger Group will always be either **ORA** or **OEA**. The Long Description field is for you to explain to your approvers what this journal is for. Use the attachment link for any back up documents for this journal (ex. An email from OPM requesting you to create the OEA journal).

Budget Header		Budget Lines		Budget Errors		Budget Approval		Cost Center Projected Balance	
Unit:	DAL01	Journal ID:	NEXT	Date:	10/19/2022				
*Ledger Group:	OEA	Fiscal Year:	2023	Period:	2				
Control ChartField:	Fund Code	*Currency:	USD	Rate Type:	CRRNT				
Budget Header Status:	None	Exchange Rate:	1.00000000	Cur Effdt:	10/19/2022				
*Budget Entry Type:	Temporary Budget Adjustment	Budget Type:	Expense						
Parent Budget Options		Attachments (0)							
<input checked="" type="checkbox"/> Generate Parent Budget(s)									
<input type="checkbox"/> Use Default Entry Event									
Parent Budget Entry Type:		Temporary Budget Adjustment							
Long Description:									
Budget expenses for revenue received for summer camp in cost center 33039022									
Alternate Description									
Save		Notify		Refresh		Add		Update/Display	
Budget Header Budget Lines Budget Errors Budget Approval Cost Center Projected Balance									

Step 3: Click on the Budget Lines tab. Input the cost center number you are creating the journal for. Once you tab over the rest of the information will fill in automatically (except for Account and Amount). The account field will depend on where you want to budget your expenses. You can get the account information that has already been used from Budget Overview or you can budget the money in a different expense account.

Budget Journal Quick Guide

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit

DAL01

Journal ID

NEXT

Date

10/19/2022

Budget Header Status

None

*Process

Process

Lines

Chartfields and Amounts

Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Account	Dept ID	Program	Function	Cost Center
<input type="checkbox"/>	1	OEA_BD	2022-23	33039022	3911	A6300	303004		416	33039022

Lines to add

1

+

-

Journal Line Copy Down

From Line

To

Generate Budget Period Lines

Totals

Total Lines

1

Total Debits

0.00

Total Credits

2,062.80

Save

Notify

Refresh

Add

Update/Display

The account field will depend on where the revenue was recognized. You can get the account information from hovering over the cost center number on the Budget lines tab.

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit

DAL01

Journal ID

NEXT

Date

10/19/2022

Budget Header Status

None

*Process

Process

Lines

Chartfields and Amounts

Base Currency Details

Delete	Line	Ledger	Budget Period	Function	Cost Center	Cost Center Description	Amount
<input type="checkbox"/>	1	OEA_BD	2022-23	416	33039022	Workbooks/Readers	2,062.80

Lines to add

1

+

-

Journal Line Copy Down

From Line

To

Generate Budget Period Lines

Totals

Total Lines

1

Total Debits

0.00

Total Credits

2,062.80

Save

Notify

Refresh

Add

Update/Display

Account	Account Description	Available Budget
A4830	Budget - Other Sources	0.00
	Total Revenue Budget	0.00
A6300	Budget - Other Expenses	54,097.25
	Total Expense Budget	54,097.25

The amount that needs to be budgeted can be found on the Cost Center Projected Balance tab. Once the amount is entered on the journal, the projected revenue budget will be populated.

Budget Header | Budget Lines | Budget Errors | Budget Approval | **Cost Center Projected Balance**

You must have ChartField Security to view a cost center's current and projected balance.

Cost Center: 33039022 Workbooks/Readers

Account	Description	Adjusted Expense Budget	Expenses	Encumbrances	Pre-Encumbrances	Available Budget	Current Expense Journal	Projected Available Budget	Adjusted Revenue Budget	Current Revenue Journal	Projected Revenue Budget	Revenue Recognized	Revenue Over / (Under) Budget
1 A4630	Budget - Other Sources	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,062.80	2,062.80
2 A6300	Budget - Other Expenses	59,623.96	5,526.71	0.00	0.00	54,097.25	2,062.80	56,160.05	0.00	0.00	0.00	0.00	0.00
3	Totals	59,623.96	5,526.71	0.00	0.00	54,097.25	2,062.80	56,160.05	0.00	0.00	0.00	2,062.80	2,062.80

Scroll to the right side to input the amount you are trying to add to your Expense Budget.

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit: DAL01 Journal ID: NEXT Date: 10/19/2022 Budget Header Status: None

*Process Process

Lines

Chartfields and Amounts | Base Currency Details | III

Delete	Line	Ledger	Budget Period	Function	Cost Center	Cost Center Description	Amount
<input type="checkbox"/>	1	OEA_BD	2022-23	416	33039022	Workbooks/Readers	2,062.80

Lines to add: 1 + - Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines: 1 Total Debits: 0.00 Total Credits: 2,062.80

Save | Notify | Refresh | Add | Update/Display

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

- If you are unsure if there are any funds left to be budgeted, please use the formula below.

Beginning Balance (Available Fund Balance Overview Page)
 + Revenue Estimate (Budget Overview Page)
 +/- Transfers (Available Fund Balance Overview Page)
 - Budget (Budget Overview Page)
 = Amount Available to Budget

Step 4: Save the journal on the bottom left. Once you save the journal, the Journal ID will populate. Next on the Budget Line tab, on the drop-down menu next to Process, select Budget Pre-check and click process. Make sure no errors popup after this step is complete. Processing the Budget Pre-Check usually takes 10-15 seconds.

Budget Journal Quick Guide

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit DAL01 | Journal ID 0000543336 | Date 10/19/2022 | Budget Header Status None

*Process Process

▼ Lines

Chartfields and Amounts | Base Currency Details | II

Delete	Line	Ledger	Budget Period	Function	Enter Description	Amount
<input type="checkbox"/>	1	OEA_BD	2022-23	416	Workbooks/Readers	2,062.80

Lines to add: 1 + - Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 1 | Total Debits 0.00 | Total Credits 2,062.80

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

Step 5: Once you have budget checked the journal, the Budget Header Status updates to Checked Only. In the dropdown menu, submit journal is now an option. Select Submit Journal and click process. This will submit the journal into workflow for the approval. You can check the approval workflow on the last tab of the budget journal.

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit DAL01 | Journal ID 0000543336 | Date 10/19/2022 | Budget Header Status Checked Only

*Process Process

▼ Lines

Chartfields and Amounts | Base Currency Details | II

Delete	Line	Ledger	Budget Period	SpeedType	Dept ID	Program	Function	Cost Center
<input type="checkbox"/>	1	OEA_BD	2022-23	3911	A6300	303004	416	33039022

Lines to add: 1 + - Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines 1 | Total Debits 0.00 | Total Credits 2,062.80

Save Return to Search Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

Pending Approval Workflow:

Budget Header	Budget Lines	Budget Errors	Budget Approval	Cost Center Projected Balance
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Unit: DAL01 Journal ID: 0000543337 Date: 10/19/2022

Approval Status

*Unit:

Approval Check Active: Y

Approval Status: **Pending Approval**

Action:

Deny/Push Back Comments:

Budget Approval

▼ BUSINESS_UNIT=DAL01, JOURNAL_ID=0000543337, JOURNAL_DATE=2022-10-19, BUSINESS_UNIT_LN=DAL01:Pending

Budget Journals

Pending Nicole Smith UTD Level 2 Approver	→	Not Routed Raphael Chellan UTD Level 3 Executive Approver	→	Not Routed Raphael Chellan UTD Level 4 Budget Approver
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► **Approval History**

► **Approval Archive**

Fully Approved Workflow:

Budget Header	Budget Lines	Budget Errors	Budget Approval	Cost Center Projected Balance
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Unit: DAL01 Journal ID: 0000543337 Date: 10/19/2022

Approval Status

*Unit:

Approval Check Active: Y

Approval Status: **Approved to Post**

Action:

Deny/Push Back Comments:

Budget Approval

▼ BUSINESS_UNIT=DAL01, JOURNAL_ID=0000543337, JOURNAL_DATE=2022-10-19, BUSINESS_UNIT_LN=DAL01:Approved

Budget Journals

Approved Nicole Smith UTD Level 2 Approver 10/19/22 - 4:09 PM	→	Approved Raphael Chellan UTD Level 3 Executive Approver 10/19/22 - 4:11 PM	→	Auto Approved Raphael Chellan UTD Level 4 Budget Approver 10/19/22 - 4:11 PM
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► **Approval History**

► **Approval Archive**

Step 6: Once the budget journal has been fully approved, budget journals automatically post at noon and 5pm each weekday.