Importing Budget Journals or Budget Transfers

Importing Budget Journals or Budget Transfers

Overview

Import a multi-line budget journal, or a multi-line budget transfer using an Excel flat file template. For budget transfers, the flat file is created only when the transfer is balanced. The Excel flat file template you use depends on the budget definition.

Using and Completing the Excel Budget Journal or Budget Transfer Templates

1. Open the Excel flat file template that matches your budget definition. The file templates are located on the Budget, Planning and Analysis website, https://finance.unc.edu/services/budget-execution, under the Budget Journal Entry Templates section.

Template Name	Description
BUDJRNL_UNC_ CENTRAL_OFFICE	Central offices use this template to import budget journals or budget transfers for multiple ledger groups.
BUDJRNL_UNC_FAST_ and_FAST_REV	Use this template to import budget journals or budget transfers for FAST Expense and FAST Revenue.
BUDJRNL_UNC_ OPTIONAL	Use this template to import budget journals or budget transfers for the Program, Cost Code 1, Cost Code 2, and Cost Code 3 budget definitions.

2. Click the **Clear Journal Header** button.

3. Click the **Clear Journal Details** button.

4. Click the **Modify Journal Header** button.

5. Complete the fields:

In this field:	Do the following:
Journal Date	Enter today's date to affect the current fiscal year/ budget period. To affect the future fiscal year/ budget period, enter a date of 7/1/XX (with XX being the future year).
Description	Enter a description that explains the creation of or modification to the budget.

6. Click the **Close** button.

7. Complete the fields:

In this field:	Do the following:
Ledger Group	Choose the ledger group. The ledger group indicates if the budget journal is either expense or revenue.
Entry Type	Choose one of the following: • **Original** for original budget journals. • **Adjustment** for modifications to an original budget journal entry. • **Transfer Orig** for an original budget transfer, typically to correct an error in the originally entered budgets. • **Transfer Adj** for modifications to an original budget transfer, typically for a transfer of previously adjusted budget amounts.

8. Click the **Journal Entry - Spreadsheet** button.

9. Complete the fields:

In this field:	Do the following:
Jrnl Line #	Enter the journal line number. Enter journal numbers in sequential order, starting with 1.
Budget Period	Enter the fiscal timeframe for the budget journal.
Fund	Enter the fund, which identifies the funding group and how the funds are spent.
Source	Enter the source, which indicates whose funds you are spending.
Account	If your budget uses it, enter the account to indicate which budget account you are spending from. Otherwise, this column is not displayed to you.
Deptid	Enter your department number.

In this field:	Do the following:
Program	If your budget uses it, enter the program code, which accommodates your department's reporting needs. Otherwise, this column is not displayed to you. Note: When you enter information in this field, it adds useful information to reports. Contact your department manager to determine if your school or division's business process requires this information.
Cost Code 1, 2, or 3	If your budget uses it, enter the cost code, which accommodates your department's budget tracking. Otherwise, this column is not displayed to you. Note: When you enter information in this field, it adds useful information to reports. Contact your department manager to determine if your school or division's business process requires this information.
Amount	Enter the amount the budget is increasing or decreasing by. Use a positive number to increase the budget, and a negative number to decrease it.
Journal Line Ref	Enter the journal line reference. If you complete this field, you can assign a code provided by your department. If you leave it blank, the system automatically uses the account description. Note: When you enter information in this field, it adds useful information to reports. Contact your department manager to determine if your business process requires this information.
Journal Line Descr	Enter a description that explains the creation of or modification to the budgets. Note: When you enter information in this field, it adds useful information to reports. Contact your department manager to determine if your business process requires this information.

10. Click on the **MainMenu** tab in the Excel template.

11. Using Excel's File menu, click on **Save** to save a copy of your work.

12. Enter the journal output file location where you want to save the Excel template. Be sure to include the file name with the extension **prn**. For easy access to the journal output file, save the file on your desktop.

13. Click the **Export Journal Now** button.
    Note:If you created a budget journal (entry type of Original or Adjustment), navigate to the Enter Budget Journal page. If you created a budget transfer (entry type of Transfer Adj or Transfer Orig), navigate to the Enter Budget Transfer page.

14. Click the **JournalOutput** tab in the Excel template to verify that the journal line items have been added.

15. From the File menu, click **Close** to exit the Excel template.

Importing a Template Output File into the System

Follow these steps to import a Template Output File into the system

1. Using the tool bar on the top right, click the **Nav Bar** icon (the one that looks like a compass).

2. On the Nav Bar, click the Navigator icon which opens the menu.

3. Choose this menu option:

   Finance Menu > Commitment Control > Budget Journals > Import Budget Journals

Choose one of the following options:

1. To use an existing run control and import the file you just created:

   a. Complete the fields:

In this field:	Do the following:
Run Control ID	Enter the name you're giving this run control. Note: Run control IDs have a maximum of 30 characters, are case sensitive, and can use alphanumeric characters and underscores but not spaces or special characters.

b. Click the **Search** button.

c. Click the link for the run control ID.

Result: The system displays the Import Commitment Control Budget Journals page.

2. To create a new run control and import the file you just created:

a. Click the **Add a New Value** tab.

b. Complete the fields:

In this field:	Do the following:
Run Control ID	Enter a run control ID, using a short, meaningful, and memorable description. Do not use spaces.

c. Click on the **Add** button.

Result: The system displays the Import Commitment Control Budget Journals page.

3. Complete the fields:

In this field:	Do the following:
Character Set	Leave the default Character Set values
Journal ID Mask	If you want, enter the Journal ID Mask. Note: Up to four alphabetic characters can be added to the Journal ID. This is useful for departments with a high volume of budget transactions.

4. Click the **Add** button.

5. Click the **Browse** button.

6. Browse to find the flat file you saved on your local system, with the prn file extension.

7. Click the **Upload** button.

    Result: The file is attached, and the system displays the Import Commitment Control Budget Journals page.

8. Click the **Run** button.

    Result: The system displays the Process Scheduler Request page .

9. Leave all the default values, and click **OK**.

10. Click the **Process Monitor** link.

    Result: The system displays the Process Monitor page.

11. Periodically, click on the **Refresh** button.

    ○ Click the blue link for Details

    ○ Click the blue link for View Log/Trace

    ○ Under File List, click the second file that begins with KK_JRNL_IMP...

    ○ The journal ID is near the end of the last line

    Note: The Run Status column reflects Success and the Distribution Status column reflects Posted when the journals have been imported, but they have not yet been posted to Commitment Control.

Processing a Budget Journal

Follow these steps to import a Template Output File into the system

1.   Using the tool bar on the top right, click the **Nav Bar** icon (the one that looks like a compass).

2.   On the Nav Bar, click the Navigator icon which opens the menu.

3.   Choose this menu option:

Finance Menu > Commitment Control > Budget Journals > Enter Budget Journals

1. Using the Find an Existing Value Tab Complete the fields:

In this field:	Do the following:
Business Unit	Enter **uncch** for the University, **uncga** for General Administration, or a foundation business unit.
Journal ID	If you know it, enter the journal ID that the system created when the budget journal was entered.
Journal Date	If you know it, enter the date that the budget journal was entered into the system.
UnPost Sequence	Leave this field blank.
Budget Header Status	Choose a budget header status to refine your results.
Description	If you know it, enter the description or part of the description.
User ID	If you know it, enter the user ID of the person who made the original budget journal entry.

2. Click the **Search** button.

Result: The system displays results based on the criteria provided.

3. In the Search Results list, click the link for the budget journal or budget transfer you want to process. Its Budget Header Status is Incomplete.

Budget Lines Tab

1. Click the **Budget Lines** tab.

2. Choose **Budget Pre-Check** from the Process list box.

3. Click the **Process** button.

4. Click the **Yes** button when prompted.

5. Click the **Yes** button when prompted a second time.

    Result: The system indicates if there are any budget pre-check errors.

6. The final step in posting the budget is based on your system access.

    - If you see Submit Journal in the list box:

        a. Choose **Submit Journal**.

        b. Click the **Process** button.

    Result: The budget journal goes through workflow and is posted by the budget processor or final approver.

    - If you see Post Journal in the list box:

        a. Choose **Post Journal** from the Process list box.

        b. Click the **Process** button.

        c. Click the **Yes** button to confirm that you want to post the budget journal.

Result: If the budget journal, or budget transfer, is error-free, it is posted to the system immediately. If budget errors are found, the import file needs to be corrected and resubmitted.