



Version 1.0

*FIRST*



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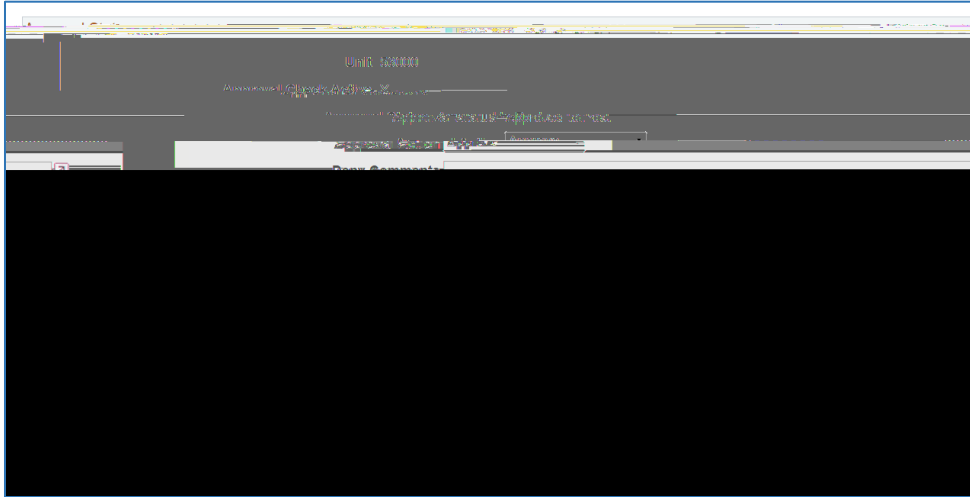
- a. The Lines page enables you to record transactions that comprise a journal. A single

28. Select the            tab
29. Confirm that            is selected in the            drop down
30. Select the            tab
31. Select            in the            drop down and click the            button
32. The journal has been routed to an approver's worklist for approval and posting





7. In the [redacted] drop down, select [redacted] and click the [redacted] button
8. Select the [redacted] tab and confirm that your [redacted] appears as the approver



9. Select the [redacted] tab
10. In the [redacted] drop down, select [redacted] and click the [redacted] button
11. The posting confirmation message appears every time you post a journal from the Lines page. Click the [redacted] button
12. Confirm that the journal status is [redacted].
13. Note: You can also navigate to the Journal Entry through General Ledger > Journals > Journal Entry > Create/Update Journal Entries link
  - a. Find an Existing Value by entering your Business Unit and the Journal ID of the journal to be approved

### Entering and Maintaining Appropriation Budgets

1. Navigation: [redacted] > [redacted] > [redacted]
2. Enter/verify your [redacted]
3. [redacted] defaults to current date
4. Click the [redacted] button
5. In the [redacted] field, enter or select
  - a. In the [redacted], select the appropriate entry: Original, Adjustment or Permanent Adjustment
  - b. Only Original and Permanent Adjustment budget journals will be included in the next appropriation year's budget within the Budget Prep module
6. In the [redacted] field, enter a description
7. Select the [redacted] tab
8. Enter a value in the [redacted] field
  - a. If the account value specified is not stored at the appropriate level in the translation tree, the budget post process will reject the journal.

9. Enter a value in the            field
10. Enter a value in the            field
11. Enter a value in the            field
12. Enter a value in the            field
13. Enter the current budget year in the            field (2016 or beyond)
  - a. Note: For transactions with a 2015 Budget Reference or prior, users will need to update both the Budget Reference field and the Budget Period field
14. Enter a value in the            field
  - a. Enter a positive amount to increase the budget
  - b. Enter a negative amount to decrease the budget
15. Add additional lines if necessary
16. Click the            button
17. Select one of the following in the            drop down:
  - a.            : Copies the current journal
  - b.            : Deletes the current journal
  - c.            : Edits to determine if the budget journal passes Chartfield validation and combination editing rules prior to posting. You can do combination editing directly,

6. In the \_\_\_\_\_ field, enter a description
7. Parent Budget Options:
  - a. Use these options to automatically create parent level budget and budget transfer impacts for a budget hierarchy no matter how many child-to-parent budget layers there might be.
  - b. The Generate Parent Budget(s), Use Default Entry Event, and Parent Budget Entry Type

Click the [ ] button.

## Approving and Posting a Budget Journal Entry

1. Navigation:
  2. Select the [ ] to approve from the Worklist
  3. Select [ ]
  4. Review journal
  5. The Approval Status should be " [ ] "
  6. Select the [ ] tab
  7. In the [ ] drop down, select [ ] and click the [ ] button
  8. Select the [ ] tab and confirm that your [ ] appears as the approver
  9. Select the [ ] tab
  10. In the [ ] drop down, select [ ] and click the [ ] button
  11. The posting confirmation message appears every time you post a journal from the Lines page.  
Click the [ ] button
  12. Confirm that the journal status is [ ] .
  13. Note: You can also navigate to the Journal Entry through Commitment Control > Budget Journals > Enter Budget Journals
    - a. Find an Existing Value by entering your Business Unit or Unallocated
-





In PSFIN v9.2, only grants, or items that have a Fund Code of 20000, will feed into REVEST. This is due to the fact that the Project ID field is being added to REVEST as an optional field. For items with a Fund Code of 20000, the Project ID field becomes required and will be logged in both REVEST and PRMST\_REV. For items with a Fund Code that is not 20000, the Project ID field is optional and will be logged in just REVEST.

5. Click the        button
6. Enter a description for the project in the        field
7. Select the        for the project (if the status is inactive, financials transactions that include this project will not pass edit)
8. Enter or select the        of the project
9. Enter or select the        of the project
  - a. Note that for projects, the start and end date will not govern whether an expense can be charged to the project. Rather, the availability of spendable funds determines whether an expense will pass budget checking.
10. Enter the        of the appropriate Project Manager in the        field
11. Select the        tab
12. Enter a description in the        field
13. Select the        tab
14. Enter the        of the Project
15. Select        in the        drop down list
  
17. Once a project is created, it must be funded via budget journals or budget transfers in order to spend.
  - a.







5. In the \_\_\_\_\_ drop down, select to run for \_\_\_\_\_ or for a \_\_\_\_\_ (Spec. Proj)
  - a. If running for a specific grant, enter the Project ID
  
7. Click the \_\_\_\_\_ button
8. Click \_\_\_\_\_
9. Select the \_\_\_\_\_ link
10. Periodically select \_\_\_\_\_ until the process has a run status of Success.



5. Select the [redacted] Template ID with a checkmark
6. Go to the [redacted] tab
7. Ensure that the [redacted] checkbox is selected

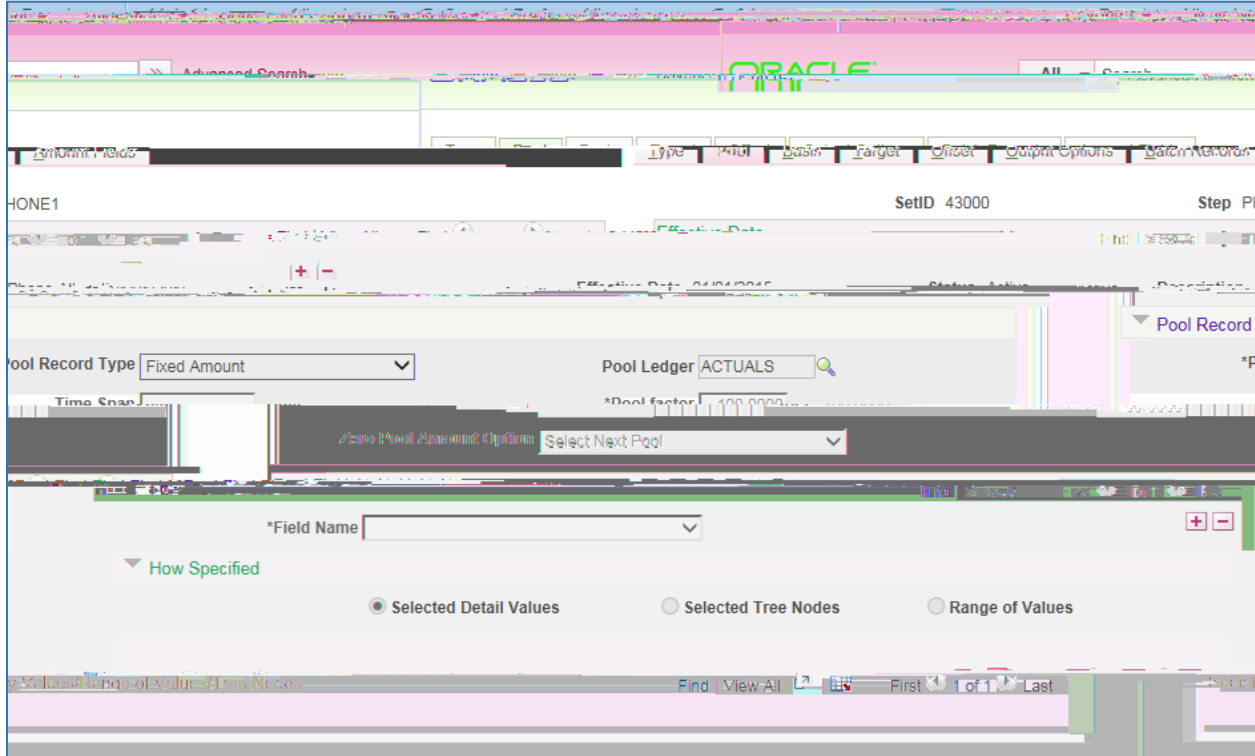
8. Click [redacted]
9. Back on the [redacted] page, click the [redacted] link to display the T-Account information (at the end of the row)

10. After reviewing, click [redacted]





6. Go to the        tab:
  - a. In the                    drop down, select                    (a fixed amount will be charged per phone)
  - b. With this selection of Fixed Amount, all other fields will be grayed out





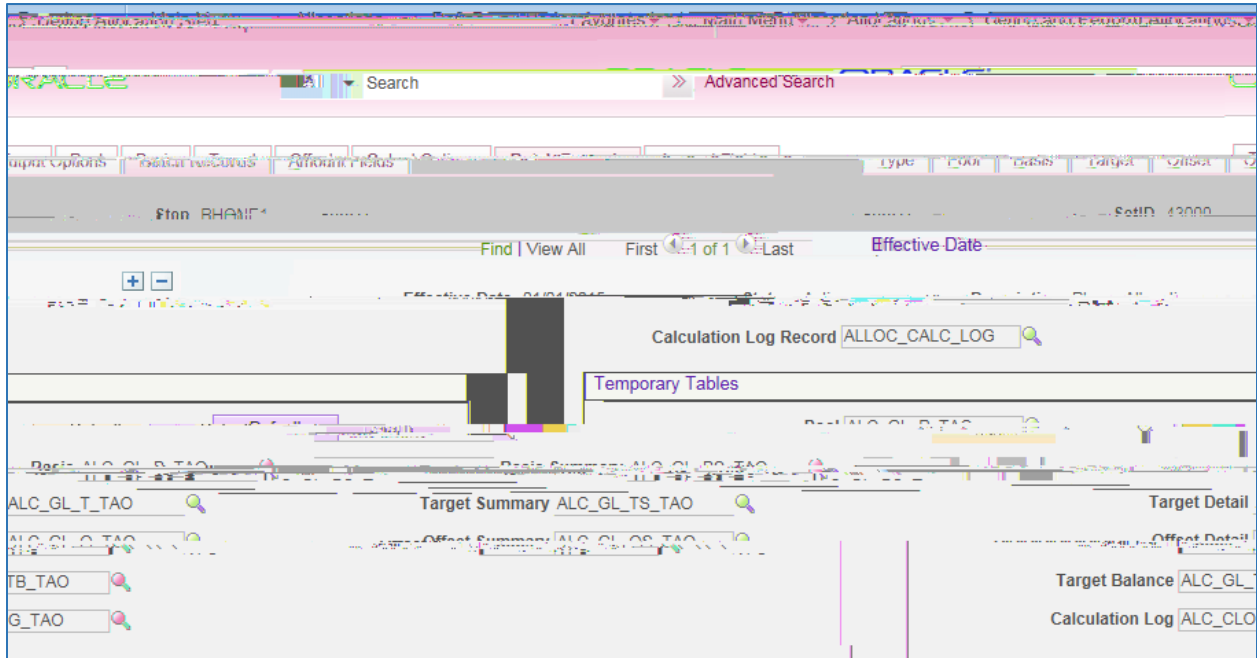




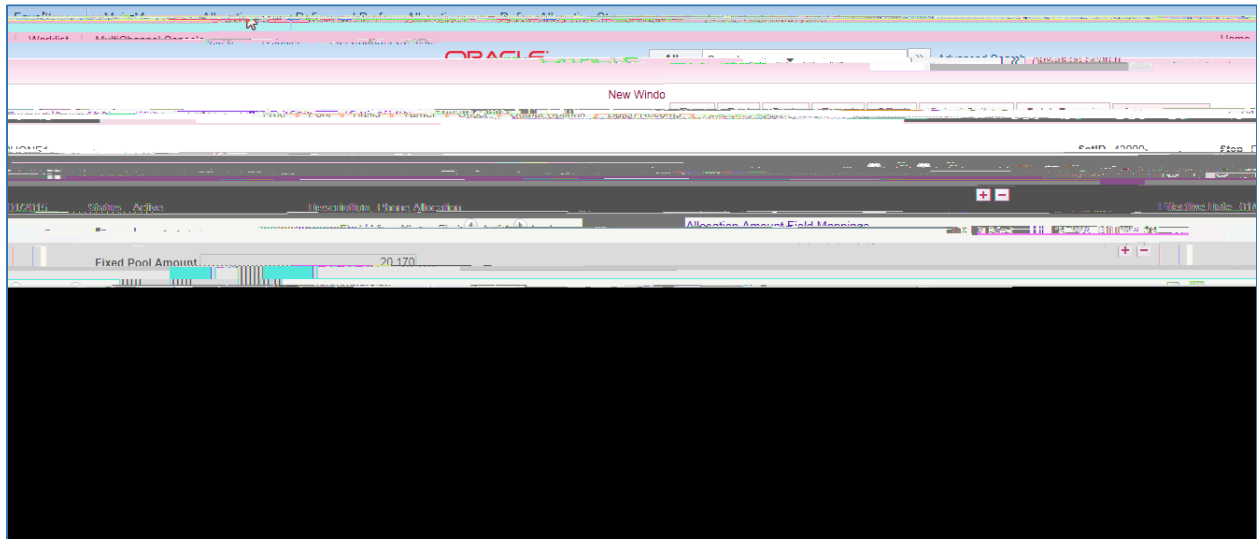




11. Go to the  tab:
  - a. This page indicates the temporary tables that are used during the Allocations process.
  - b. No changes need to be made to this page.

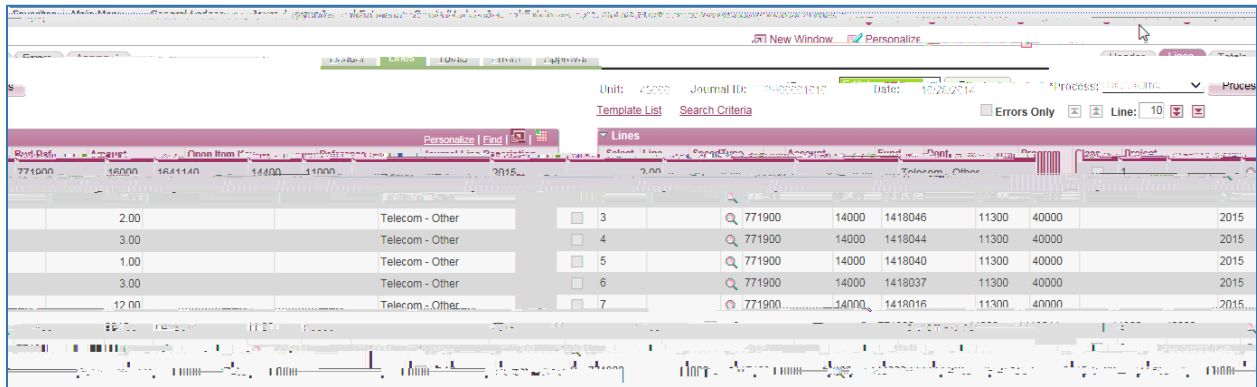


12. Go to the  tab:
  - a. In the  field, enter the fixed pool amount indicating the cost per phone



13. Select the  button

1. Navigation: > > >
2. Select
3. Enter or select your
4. Enter a . It is suggested that you use some sort of mask to easily identify this journal as your phone journal (i.e., prefix the journal ID with "PH").
5. In the field, enter or select
6. In the field, enter or select ALO (for allocations)
7. Go to the tab
8. In the section, enter the lines detail for each department
  - a. In the field, enter the number of phones that are in that department (this value will be multiplied by the fixed amount you entered earlier when defining the allocation step)



9. the journal entry
10. In the Process drop down, select and click the button
11. Once the journal has a valid header and budget status, select



If you have sugBTN6htta902mg foW fva7(em )9(ai.)4( Alltho S)11y Use sug902m







BOR\_CHK\_BUD\_REF\_FISCAL\_YEAR  
Budget Ref greater than FY

BOR\_CHK\_CASH\_ENCUMB  
Verify No Encumbrance 118200

BOR\_CHK\_DETL\_ACTLS  
Reconcile Detail to Actuals

BOR\_CHK\_DTL\_ENC  
Reconcile Detail EN to Encumb

BOR\_CHK\_ERROR\_ENCUMB  
Verify No Bal Sht or Revenue

BOR\_CHK\_FDM\_CAPITAL\_CF  
Verify Chartfields Populated

BOR\_CHK\_JE\_PENDING  
Journal Status Inquiry

BOR\_CHK\_KKLEDG\_ACTV  
Ledger KK to ActivityLog Recon

BOR\_CHK\_KKLEDG\_BUD  
Budg Ledger to Journal Recon

BOR\_CHK\_LEDG\_JRNL  
Reconcile Jrnl Lines to Ledger

BOR\_CHK\_NEG\_ENCUMB  
Verify No Negative Encumbrance

BOR\_CHK\_PERIOD0\_POPULATED  
Verify Year End Close Process

BOR\_CHK\_PERSERV\_ENCUM  
BOR - Verify no 5X Encumb

BOR\_CHK\_PROJ\_ENC\_LEG  
Reconcile Project Ledger Encum

BOR\_CHK\_PROJ\_EXP\_LEG  
Reconcile Project Expense ledg

BOR\_CHK\_PROJ\_REV\_LEG



Old v8.9 Name: BOR\_KK\_AVAIL\_BALREV  
Revenue Available Balance  
BOR\_KK\_BUDGT\_EXCPTION\_OVERRIDE  
Budget Exception Overrides  
BOR\_KK\_ENC\_BAL\_AS\_OF\_PD  
DETAIL\_EN ledger balance  
BOR\_KK\_ENCUMB\_AS\_OF\_PD  
ENCUMB ledger balance  
BOR\_KK\_EXCEPTIONS  
KK Exception Detail (Error)  
BOR\_KK\_EXCLOSE\_RECON  
EXCLOSE Source Tran to KK  
BOR\_KK\_EXSHEET\_RECON  
EXSHEET Source Trans to KK  
BOR\_KK\_LEDGER\_ACTIVITY  
Old v8.9 Name: BOR\_KK\_LEDGER\_BALANCES  
KK Ledger Balances with Prompt  
BOR\_KK\_OPEN\_TAUTH\_ENC  
Combined with BOR\_KK\_OPEN\_TAUTH\_ENC\_CLS  
Open TAuth Encumbrances and Hanging TAuth Enc – Closures  
BOR\_LEDGER\_SURPLUS  
Surplus/Deficit Query  
BOR\_LEDGER\_SURPLUS\_DET\_W\_REF  
Detail Trans - Surplus Analysis  
BOR\_LEDGER\_SURPLUS\_DETAIL  
Detail Trans - Surplus Analysis  
BOR\_MANUAL\_ENCUMB  
Manual Encumbrances  
BOR\_NET\_ASSET\_ACCOUNT  
Year End Net Asset Accounts  
BOR\_OI\_BY\_ACCOUNT  
Old v8.9 Name: BOR\_OI\_ACCOUNT\_ID  
OpenItem Bal by Account only  
BOR\_OI\_TRANS\_DETAIL  
Old v8.9 Name: BOR\_OI\_TRANS\_ID  
OpenItem Transactions  
BOR\_TIGA\_PERDIEMS\_RECON  
Old v8.9 Name: BOR\_PERDIEMS\_CONT\_AUDIT\_RECON  
Ledger Bal PerDiem Cont Audit  
BOR\_OFR  
BOR\_REVBYPFUND\_VAR  
Revenue by Fund – Variance

BOR\_REVEXP\_RSA\_PGLT  
Rev to Expense RSA Calculation

BOR\_TIGA\_SALARY\_RECON  
Old v8.9 Name: BOR\_SALARY\_CONT\_AUDIT\_RECON  
To Recon Salaries & Cont Audit

BOR\_SURPLUSABLE\_POS  
Detail Trans - Surplus Analysis

BOR\_SURPLUSABLE\_POS\_PGLET  
BOR PO's impact surplus deficit

BOR\_SURPLUSABLE\_TAUTHS  
Detail Trans - Surplus Analysis

BOR\_TIGA\_TRAVEL\_RECON  
Old v8.9 Name: BOR\_TRAVEL\_CONT\_AUDIT\_RECON  
Ledger Bal Travel Cont Audit

BOR\_TRIAL\_BALANCE  
Actuals Ledger Trial Balance

BOR\_TIGA\_VENDOR\_OBLIG\_VALIDATE  
Old v8.9 Name: BOR\_VENDOR\_OBLIGATION\_VALIDATE



