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Budget journals are accounting entries using nonsponsored funds made in one of the budget ledgers to make budget adjustments by establishing or changing a budget after the final budget has been loaded into the General Ledger for the fiscal year.

Budget journals are created for one of two reasons:

1. Budget checking: A budget journal is created to establish a budget if no budget exists for a particular ChartField string. A budget needs to be set up in order for a transaction to pass budget checking. In situations where the purpose of creating a budget journal is to allow transaction to pass budget checking, budget journals can be created without a dollar amount.

2. Reporting purposes: A budget journal is created to change a pre-existing budget for a ChartField string such as transferring amounts between different ChartField strings, correcting an error that was made when the budget was initially set up, increasing a budget due to a significant increase in funds from a gift received, or decreasing a budget due to a significant reduction of funds.

Important: Budget journals should not be created to simply adjust the original budget in order to prevent a budget from being overspent. Budgets are estimates and reasonable variances are expected.
Roles and Responsibilities

A community of people within each unit share financial stewardship, even though we may all play different roles. Listed below are six primary financial roles. Keep in mind that these are roles, not job descriptions, so you may function in several of these capacities.

**Initiator**

Individuals who request or initiate an event that results in a financial transaction. They are responsible for conducting activities and events within the boundaries of compliance with University policies and procedures and funding agency restrictions. Note: Any University employee has the potential to be an initiator.

**Preparer**

Individuals who prepare, code, review, and/or process sponsored and nonsponsored accounting transactions in compliance with University policies and procedures and funding agency restrictions; resolve discrepancies; and prepare reports.

**Approver**

Individuals who review and approve sponsored and nonsponsored accounting transactions to ensure compliance with University policies and procedures and funding agency restrictions; identify problems and ensure resolutions.

**Fiscal Monitor**

Individuals who are responsible for policy interpretation and implementation for a department (or collegiate unit or higher). They manage the sponsored and nonsponsored accounting and fiscal operations of a department (or collegiate unit or higher) in compliance with University policies and procedures and funding agency restrictions.

**Principal Investigator/Project Manager**

Individuals who provide leadership for a research grant and/or subunit within a department by managing, problem solving, ensuring compliance with policies, and monitoring budgets.

**Academic/Administrative Head**

Individuals who provide overall leadership for the unit and the University in general. They participate in policy formation and ensure policy implementation for their unit. They are also responsible for their unit’s overall financial management.

A broad range of jobs at the University fit into these general financial roles.
Roles and Responsibilities Specific to Budget Journals

**Requester**
The requester is responsible for requesting that a budget journal be set up.

**Budget Journal Preparer**
The preparer is either a Resource Responsibility Centers (RRC) Manager or designee at the RRC level. They are responsible for:

- Collecting and verifying information prior to entry in the system
- Approving or denying dollar amount transactions
- Entering all types of nonsponsored budget journals (including cost share) into the system

**Budget Officer**
The budget officer is a central role that is responsible for the management of nonsponsored budget adjustments. The budget officer is responsible for monitoring all dollar amount adjustments. One budget officer is assigned to each RRC.
Policies

Budget Office

The Budget Office is responsible for the management of all nonsponsored budgets. They control how the budget tools will be used and regulate the process for adjusting nonsponsored budgets.

Budget Development for Nonsponsored Funds

The University’s operating and capital budgets for current nonsponsored funds and plant funds will:

- Enhance the University’s overall mission.
- Be approved by the Board of Regents for all Resource Responsibility Centers (RRCs).
- Identify annual RRC financial plans for all funds.
- Include all anticipated resources and planned uses for the resources.
- Ensure that planned uses are supported by identifiable resources.
- Be entered into the University financial system before the fiscal year begins.

Budgeting is not an end in and of itself; it is a way to help the University achieve its strategic goals by managing its financial resources more effectively.

Regents’ approval will enhance accountability, provide proper financial oversight, and help align the University's financial resources with its strategic goals.

By requiring that all funds be included for planning and budgeting, the University can better manage its resources and hold itself to a consistent standard of accountability regardless of the source of funding or category of expenditure.

For budget planning to be comprehensive and effective, managers need to include all potential resources (including carryforward, revenue to be earned during the fiscal year, and transfers in) and all planned uses (including expenditures and transfers out).

To prevent deficit spending, RRCs will identify available resources, develop plans for managing within budget, and establish direct links between planned expenditures and available resources.

For budgeting to be an effective financial planning tool, budgets must be finalized and entered into the University financial system before the fiscal year begins.
Budget Oversight for Nonsponsored Funds

The Office of Budget and Finance and University financial managers will routinely oversee current nonsponsored funds and plant funds, ensuring that:

- Year-to-date resources and expenditures are occurring in a manner consistent with the budget plans.
- Resource shortfalls and expenditure overruns are identified as early as possible.
- Deficit spending does not occur.
- Budget adjustments are reviewed and, if approved, entered into the financial system.

The University is committed to effective resource management and accountability. Ongoing budget oversight is provided to ensure that resources and expenditures are occurring in general conformity with the budget plan. Throughout the fiscal year, budget managers will monitor resources and expenditures to determine whether the financial outlook for their accounts is unfolding as planned or changing significantly. If significant changes are detected, the underlying reasons for the changes shall be identified and, if needed, appropriate corrective action shall be taken.

Budget Adjustments

Adjustments to approved budgets should be made when they serve the same planning or control purposes that are served by setting up annual budgets at the start of the fiscal year. Developing a sound budget plan should minimize the need for adjustments, but it will not eliminate it.

Evaluating Proposed Budget Adjustments

- Adjustments should be material and a real variance from the original budget (new revenue or unplanned expense).
- Adjustments should be considered in light of the annual budget, including actual activity to date and anticipated activity through the end of the fiscal year.
- Reasonable budget variances are expected and do NOT mean that new budget adjustments should be made. Budget adjustments that simply match budgets to actual activity will NOT be allowed.
- The value of a budget as a planning tool and a means to control spending will diminish as the fiscal year unfolds. After midyear, budget adjustments should not be needed except under highly unusual circumstances.
Policies (cont.)

- Budget adjustments that involve either a net increase or a net decrease should be done using a budget journal in the financial system.

- Budget journals should be reviewed by the appropriate RRC manager. To ensure compliance with this policy, all budget journals will be monitored by the Office of Budget and Finance. Budget journals that do not meet the above criteria may be reversed.

**Transaction Justification/Documentation Standards for All Nonsponsored and Sponsored Transactions**

When completing University of Minnesota documents, preparers should keep in mind that in addition to the originating department’s personnel (approvers, accountants, administrators and principal investigators [PIs]), financial managers throughout the University (Audits, Accounting Services, Oversight, Analysis & Reporting [OAR], Sponsored Financial Reporting [SFR]) would use and rely on the information contained in the financial transaction for an indefinite period of time. Supporting documentation must be sufficient to comply with institutional policies, procedures and provide an audit trail. Extraction or review of the transaction justification may be conducted either by reviewing the actual documents or by utilizing the data warehouse. Therefore, some additional requirements have been added to the procedures for documenting financial transactions for all fund sources on both sponsored and nonsponsored activity at the University of Minnesota.

All transaction justifications must include complete information about the transaction by documenting answers to the following (referred to as the 5Ws throughout this manual):

- **WHY** is the transaction being completed and HOW does the transaction relate to the account affected or charged when the relationship to the account is not clear.

- **WHAT** is the transaction for?

- **WHO** initiated the transaction? and WHO are the affected individuals or units?

- **WHERE** and **WHEN** did (or will) the activity take place?

The justification should not repeat information provided by the ChartField string. It must provide additional information.
Justification for Budgeting

The following information is required for all nonsponsored and sponsored transactions:

In documenting answers to the 5Ws, the preparer must:

• Identify the reallocation of or change in budget.
• Verify the allowability per funding source and University policy and procedure.
• Describe how the rebudget benefits the account and why it is necessary at this time.
• Identify the reason for adding the expense account and that it is allowable per funding source and University policy and procedure.

Note for Nonsponsored: If the addition of an account does not include a dollar change in the overall budget, Units can activate an account line at $0 without documenting the 5Ws justification. However, if activating a line involving a dollar change in the budget, in those situations, the 5Ws justification would be required.

Example

Nonsponsored

$200,000 addition to budgeted revenue/expenses related to an increase in a nonsponsored federal appropriation—per RRC manager. This is allowable per University policy. It represents a significant increase in a revenue source unanticipated at the time of budget prep. The budget adjustment will allow for accurate management reporting.
General Ledger and Commitment Control

The General Ledger is where all financial transactions and budgets are stored. The General Ledger is made up of several subledgers serving different purposes.

General Ledger

<table>
<thead>
<tr>
<th>GENERAL LEDGER</th>
<th>COMMITMENT CONTROL</th>
</tr>
</thead>
<tbody>
<tr>
<td>ACTUALS</td>
<td>KK_EXPENSE (parent)</td>
</tr>
<tr>
<td>BUDGET_FIN</td>
<td>KK_BUDEXP (child)</td>
</tr>
<tr>
<td></td>
<td>KK_REVENUE (parent)</td>
</tr>
<tr>
<td></td>
<td>KK_BUDREV (child)</td>
</tr>
<tr>
<td></td>
<td>SPONSORED BUDGETS</td>
</tr>
<tr>
<td></td>
<td>Pre-encumbrances</td>
</tr>
<tr>
<td></td>
<td>Encumbrances</td>
</tr>
</tbody>
</table>
General Ledger and Commitment Control (cont.)

**LEDGERS**

**Actuals**
Actual financial transactions are stored.

**Budget_Fin**
(Final Budget) All nonsponsored budgets are stored here for reporting, monitoring, and comparing actual activity against budgeted amounts. They are stored at the detail level: Fund/DeptID/Program, PCBU, Project, Activity, FinEmplID, CF1, CF2, and CostShare.

**KK_Expense**
(Commitment Control - Expense Ledger) Nonsponsored budgets for expenses, assets, and fund transfers out are stored here for budget checking purposes. They are stored at the detail level: Fund, DeptID, Program, PCBU, Project, Activity, FinEmplID, CF1, CF2, CostShare, and the highest level of the Account tree of 007000. A nightly process will run and copy KK_EXPENSE to the Budget_Fin ledger. Budgets established in the child ledger, KK_BUDEXP, are copied here.

**KK_BUDEXP**
(Commitment Control Budget Expense/Child Ledger) Nonsponsored budgets for expenses, assets, and fund transfers out are established here when making a budget adjustment. Budgets established here are copied to KK_Expense in real time. KK_BUDEXP budgets are entered and stored with detail level chartstrings, using Final Budget Account values only.

**KK_Revenue**
(Commitment Control - Revenue Ledger) Nonsponsored budgets for revenue, carryforward, and fund transfers in are stored here for budget checking purposes (note: no revenue transaction will fail budget checking). They are stored at detail level: Fund, DeptID, Program, PCBU, Project, Activity, FinEmplID, CF1, CF2, CostShare and the highest level of the Account tree of 004000. A nightly process will run and copy KK_Revenue updates to the Budget_Fin ledger. Budgets established in the child ledger, KK_BUDREV, are copied here.

**KK_BUDREV**
(Commitment Control Budget Revenue/Child Ledger) Budgets are entered and stored with detail level chartstrings using Final Budget Account values only.

**KK_Parent/KK_Child**
(Commitment Control Parent/Commitment Control Child) All sponsored budgets are stored here.

**KK_Dtl_Exp**
(Commitment Control Detail Expense) Pre-encumbrances and encumbrances are stored here when a requisition or purchase order are created. Budgets are not entered here.
Commitment control is the module that is used when the budget checking process is performed. The budget check process compares the ChartField string and amounts on actual transactions against the Commitment Control to determine if the individual transaction will pass or fail budget check. If a budget exists for each line of the transaction within Commitment Control, then the transaction will pass budget checking. If there is no budget for at least one ChartField string in the transaction, then the transaction will fail budget checking. This process is vital for the University’s management and control of its financial activity. It allows for tighter control by only allowing transactions that have budgets set up to be processed and stopping transactions with no budgets from being processed.

Commitment Control has been set up differently for revenues and expenses and for nonsponsored and sponsored funds.

**Revenue amounts for nonsponsored funds:**
- Revenue is tracked at the detailed level in KK_Revenue for Fund, DeptID, and Program, and at the highest level for Accounts. (All revenues: 004000)
- No revenue transactions will fail budget checking. Even if a budget has not been set up for a particular ChartField string, the transaction will not get an error message or warning message and will still be able to be processed. This is to ensure that deposits are not delayed.
- If a budgeted amount has been exceeded, a warning message will be displayed; however, the transaction can still be processed.

**Expense amounts for nonsponsored funds:**
- Expense is tracked at the detailed level in KK_Expense for Fund, DeptID, and Program, and at the highest level for Account. (All expenses: 007000.)
- When an expense transaction is budget checked, it will fail only if there are no budget lines existing for the unique Fund/DeptID/Program ChartField string. If the ChartField string is invalid, the user will need to process a budget journal for the ChartField string, and then budget check the transaction again.
- Capital assets will be budget checked like expenses transactions.

**Expense and revenue amounts for sponsored funds:**
- Expense transactions are tracked at the detailed level for Fund, DeptID, PCBU, Project, Activity, and Account.
General Ledger and Commitment Control (cont.)

- Revenue transactions are not budget checked. Budgets for revenue are not transferred to the General Ledger.
- Expense budgets are created in the Projects module and transferred to the Commitment Control KK parent and KK child ledgers. Budget modifications are also done in the Projects module and transferred to the corresponding Commitment Control ledgers.
- The posting of an initial project budget to Commitment Control also establishes the budget’s start and end date, which defines the period during which the dollars can be spent. This date range is based on the start and end dates of the project, and is updated accordingly as project date changes are captured in the Grants module using delivered functionality.

Budget Journals Decision Tree and ChartField String

- Detail Job Aid Budget journals must be entered into Commitment Control for non-sponsored ChartField strings. Budget journals are not entered into the BUDGET_FIN ledger.
- A zero dollar transaction for an expense budget is entered into KK_BUDEXP (with a blank amount and no reversal).
- The decision tree indicates where in Commitment Control budget journals are entered depending on the reason for the budget journal.
- Budget journals for budget checking purposes only, may be entered into KK_EXPENSE, where a detailed level ChartField string is entered.
- Budget journals for salary, combo code creation, or for an amount must be entered into KK_BUDEXP for expenses, or order for combo codes to be created and for budget amounts to copy to the appropriate ledger.

WHY IS THE BUDGET JOURNAL NEEDED?

To open a salary ChartField string, create a salary combo code, or enter an amount:

- Enter budget journal into Commitment Control child ledger KK_BUDEXP

To allow budget checking on a transaction:

- Enter budget journal into Commitment Control parent ledger KK_EXPENSE

- Enter detailed ChartField string and budget only account values ending in “00”, for example: “700100”

- Enter detail level ChartField string and account value “007000”
General Ledger and Commitment Control (cont.)

The ChartField string detail charts below indicate the required ChartField strings for budget journal entry.

KK_BUDEXP for expenses or KK_BUDREV for revenue are the ledgers where salary budgets for combo codes and budget journals with an amount must be entered. Budget journals must be entered in these ledgers with a detailed level ChartField string.

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>PCBU</th>
<th>Project</th>
<th>Activity</th>
<th>Account</th>
<th>CF1</th>
<th>CF2</th>
<th>FinEmplID</th>
<th>CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KK_BUDEXP</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
<td>CS</td>
<td>Final Budget Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
</tr>
<tr>
<td>KK_BUDREV</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
<td>CS</td>
<td>Final Budget Only</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
</tr>
</tbody>
</table>

KK_EXPENSE and KK_REVENUE are the ledgers to enter budgets at the detail level only for purposes of budget checking. Budgets must be entered at the detail level. Budget journals for budget checking may be entered in KK_BUDEXP.

<table>
<thead>
<tr>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>PCBU</th>
<th>Project</th>
<th>Activity</th>
<th>Account</th>
<th>CF1</th>
<th>CF2</th>
<th>FinEmplID</th>
<th>CS</th>
</tr>
</thead>
<tbody>
<tr>
<td>KK_Expense</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
<td>CS</td>
<td>Highest Tree Level “007000”</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
</tr>
<tr>
<td>KK_Revenue</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
<td>CS</td>
<td>Highest Tree Level “004000”</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>CS</td>
</tr>
</tbody>
</table>
Accounts

BUDGET ONLY VS. ACTUALS

Budget Only values are used at a higher level to develop and monitor budgets. They represent a summary of actual account values. Actual values record the detailed financial transactions. Only budget information can be recorded in Budget Only accounts, and only actuals can be recorded in Actuals accounts. They cannot be used interchangeably.

Budget Only accounts fall into two categories: Budget Development and Final Budget. Budget Development Only accounts are used for reporting purposes as a rollup code. Final Budget Only accounts are used to prepare the budget each year. Some Final Budget Only accounts have a one-to-one relationship with actuals accounts; others have a one-to-many relationship to facilitate reporting. The following illustration from the Chart of Accounts manual may help demonstrate this concept:

<table>
<thead>
<tr>
<th>Commitment Control</th>
<th>General Ledger</th>
<th>Budget Development</th>
<th>Final Budget</th>
<th>Actual</th>
<th>Account Type</th>
</tr>
</thead>
<tbody>
<tr>
<td>KK_EXPENSE/KK_REVENUE LEDGERS</td>
<td>BUDGET_DEV LEDGER</td>
<td>BUDGET_FIN LEDGERS</td>
<td>ACTUALS LEDGER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Highest tree level</td>
<td>Budget Development</td>
<td>Final Budget</td>
<td>Actual</td>
<td>Account Type</td>
<td></td>
</tr>
<tr>
<td>007000</td>
<td>720000</td>
<td>720100</td>
<td>720101, 720102, 720103</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>720200</td>
<td>720201, 720202, 720203</td>
<td>Expense</td>
<td></td>
</tr>
<tr>
<td>610000</td>
<td>610200</td>
<td>610201, 610202</td>
<td>Transfer-Out</td>
<td></td>
<td></td>
</tr>
<tr>
<td>850000</td>
<td>850100</td>
<td>850101</td>
<td>Capital Asset</td>
<td></td>
<td></td>
</tr>
<tr>
<td>004000</td>
<td>400000</td>
<td>400100</td>
<td>Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>400200</td>
<td>400201</td>
<td>Revenue</td>
<td></td>
<td></td>
</tr>
<tr>
<td>600000</td>
<td>600100</td>
<td>600101</td>
<td>Fund Transfers-In</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Account values in each budget ledger represent a rollup (summary) of actual account values.
Types of Budget Journals

BUDGET JOURNALS FOR NONSPONSORED CHARTFIELD COMBINATIONS

Budget adjustments for nonsponsored chartstrings are entered into Commitment Control, KK_BUDEXP or KK_BUDREV for both dollar and zero dollar adjustments.

All budget journals, including zero dollar transactions with combo code impact, are entered into KK_BUDEXP (or KK_BUDREV for revenue) and will be copied to the Commitment Control parent ledger, KK_EXPENSE (or KK_REVENUE for revenue), provided the “Generate Parent Budget” option is selected when setting up the journal.

<table>
<thead>
<tr>
<th>NONSPONSORED TRANSACTION ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type</td>
</tr>
<tr>
<td>Zero Dollar</td>
</tr>
<tr>
<td>• No combo code impact</td>
</tr>
<tr>
<td>• Combo code impact</td>
</tr>
<tr>
<td>Dollar Amount</td>
</tr>
<tr>
<td>• Transferring between Funds/DeptIDs/Programs</td>
</tr>
<tr>
<td>• Dollar amount transfer between CF1, CF2, or FinEmplID</td>
</tr>
<tr>
<td>• Dollar amount increase/decrease</td>
</tr>
</tbody>
</table>
Types of Budget Journals (cont.)

Budget adjustments for cost share expense chartstrings are entered into Commitment Control, KK_BudExp by the department or cluster; additionally these cost share chartstrings must be entered into the Projects module of the financial system by SPA.

All budget journals, [including zero dollar transactions with combo code impact] entered into KK_BudExp (or KK_BudRev for revenue) will be copied to the Commitment Control parent ledger, KK_Expense (or KK_Revenue for revenue), provided the “Generate Parent Budget” option is selected when setting up the journal.

Zero dollar transactions with combo code impact need to be set up within Commitment Control when there is not an existing budget for the Fund, DeptID, and Program combination. Payroll and student-related budget adjustments do not need to be entered into Commitment Control since the combo codes will be created from the Projects module.

When establishing new budget lines, the grant administrator must be contacted to create the new budget line. A certified approver must be contacted to enter budget adjustments into the Projects module for budget journals needed for rebudgeting purposes.

<table>
<thead>
<tr>
<th>COST SHARE TRANSACTION ENTRY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Transaction Type</td>
</tr>
<tr>
<td>Zero Dollar</td>
</tr>
<tr>
<td>• No combo code impact</td>
</tr>
<tr>
<td>• Combo code impact</td>
</tr>
<tr>
<td>Dollar Amount</td>
</tr>
<tr>
<td>• Dollar amount transferring between Funds/DeptIDs/Programs</td>
</tr>
<tr>
<td>• Dollar amount transfer between CF1, CF2, or FinEmplID</td>
</tr>
<tr>
<td>• Dollar amount increase/decrease</td>
</tr>
</tbody>
</table>

After creating a new budget line for cost share, the preparer must contact the grant administrator at SPA who will enter the budget line into the Projects module.

For purposes of rebudgeting, the certified approver must be contacted to enter the budget into the Projects module.
Types of Budget Journals (cont.)

SUMMARY

Step 1: Determine if the budget transaction is for cost sharing.

Step 2: Set up the budget within the KK_BUDEXP ledger for expenses.

Step 3: If cost sharing is involved, use the SPA form to inform the grant administrator or Certified Approver. See the “SPA New Account/Project and Rebudgeting Request Form” on the SPA website at www.ospa.umn.edu/efs_sp/index.htm. A budget line for the cost sharing will be set up in the Projects module.

Step 4: SPA sets up a budget line for the cost share in the Grants module.

Budget Adjustments to Sponsored ChartField Combinations

There is only one ledger where journals involving sponsored ChartFields are posted. Project budgets are set up by the grant administrator in the Projects module. The requester or the RRC office must contact the grant administrator.
When new budgets are set up, amounts are entered as debits/positive numbers. A budget adjustment is entered into the child ledger in Commitment Control, KK_BudExp or KK_BudRev as a positive number/debit (+) when increasing a budget or creating a new budget. A budget adjustment entered for the purpose of reducing a budget is entered as a credit/negative number (-).

Budget adjustments are copied to the parent ledger KK_Expense from KK_BudExp and to the parent ledger KK_Revenue from the child ledger KK_BudRev. The “Generate Parent Budget” option must be selected for this copy to the parent ledger to occur. The copy is immediate upon posting of the journal.

<table>
<thead>
<tr>
<th>Commitment Control</th>
<th>Account Types</th>
<th>Account Value</th>
<th>Increase/Create New Budget</th>
<th>Reduce Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>KK_BudExp (child)</td>
<td>Expenses Assets Fund</td>
<td>Final budget-only level</td>
<td>Enter amount as a debit (+)</td>
<td>Enter amount as a debit (-)</td>
</tr>
<tr>
<td></td>
<td>Transfers – Out (61…)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KK_BudRev (child)</td>
<td>Revenue Fund Transfers-In (60…)</td>
<td>Final budget-only level</td>
<td>Enter amount as a debit (+)</td>
<td>Enter amount as a debit (-)</td>
</tr>
<tr>
<td>KK_Expense (parent)</td>
<td>Expenses Assets Fund</td>
<td>007000</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Transfers – Out (61…)</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>KK_Revenue (parent)</td>
<td>Revenue Fund Transfers-In (60…)</td>
<td>004000</td>
<td>N/A</td>
<td>N/A</td>
</tr>
</tbody>
</table>
Life Cycle of a Budget Journal

1. INITIATE/REQUEST BUDGET ADJUSTMENT

Department or unit makes a request to their RRC to do a budget adjustment.

2. REVIEW BUDGET ADJUSTMENT REQUEST AND APPROVE OR DENY REQUEST

Zero Dollar Amount Budget Adjustment. No review or approval is needed for this type of budget journal. The budget journal preparer enters them at the request of the department.

Dollar Amount Budget Adjustment. These adjustment requests require review and approval by the RRC before being entered into the financial system. The Budget Office will also monitor this type of budget adjustment. If the Budget Office determines that the budget journal should not have been made because it did not follow University policy or an incorrect change was made, the budget journal may be reversed.

3. CREATE BUDGET JOURNAL

The budget journal preparer creates the budget journal in the financial system. Refer to the previous section in this manual on types of budget journals for more information about the ledgers and when they are used.

4. POST BUDGET JOURNAL

The budget journal preparer manually posts the budget journal. A journal edit occurs in the same step. Once it is posted, the budget journal cannot be edited.
Creating a Budget Journal in Commitment Control

**Budget Header Page**

The header applies to all lines within a budget journal. It displays information that uniquely identifies the budget journal in the system: business unit, journal ID, and journal date. This page is also where the description of the budget journal is entered and the ledger that the journal is posted to is selected.

**Commitment Control > Budget Journals > Enter Budget Journals > Add a New Value Tab**

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Defaults to “UMN01.”</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Remains as “Next” until the budget journal is saved. Once it is saved, a numeric value is automatically assigned.</td>
</tr>
<tr>
<td>Date</td>
<td>The date entered on the Add a New Value page. When a budget journal is entered and posted, it is activated from the beginning of the fiscal year, July 1. The date entered here does not indicate the date the budget starts.</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>(10 characters) Ledger group to which the journal is posted. Select either “KK_BUDEXP” or “KK_BUDREV”.</td>
</tr>
<tr>
<td>Fiscal Year</td>
<td>Fiscal year to which this journal will post.</td>
</tr>
<tr>
<td>Period</td>
<td>Accounting period to which this journal will post.</td>
</tr>
</tbody>
</table>
## Creating a Budget Journal in Commitment Control (cont.)

**Control ChartField**
 Defaults to “Fund Code” when ledger group is selected.

**Currency**
 Defaults to “USD.”

**Budget Header Status**
 Status changes from “None” to “Posted” when posting has successfully been completed. “Posted” also becomes a link to the activity log.

**Rate Type**
 Defaults to “CRRNT.”

**Budget Entry Type**
 Defaults to “Original.” This is the only entry type used.

**Exchange Rate**
 Defaults to “1.00000.”

**Parent Budget Options Box**
 Both boxes should be selected with a check. This setting allows the budget journal to copy to the parent ledger, KK_Expense or KK_Revenue.

**Parent Budget Entry Type**
 Select original.

**Cur Effdt (Currency Effective Date)**
 Defaults to date entered on Add a New Value page.

**Budget Type**
 Defaults to “Expense” if KK_BUDEXP Ledger is selected in Ledger Group field. Defaults to “Revenue” if KK_BUDREV is selected in Ledger Group field.

**Long Description**
 (254) Justification for budget journal. Not required for zero dollar budget journals.

**Budget Lines Page**
 The Budget Lines page is where the ChartField values and amount(s) are entered. It is also where the different processes such as posting and copying are run. Budget journals need a minimum of one line. However, multiple ChartField string budget lines can be entered under one journal ID.
Creating a Budget Journal in Commitment Control (cont.)

<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Field Description</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Budget Header Status</td>
<td>Status appears once post journal process is run. Status is also a link to further pages.</td>
</tr>
<tr>
<td></td>
<td><em>None</em>. Indicates post journal process has not been run yet. There is no link available for this status.</td>
</tr>
<tr>
<td></td>
<td><em>Posted</em>. Indicates journal has been posted without errors. There is also a link to the Commitment Control Activity Log page.</td>
</tr>
<tr>
<td></td>
<td><em>Error</em>. Indicates journal has errors that must be corrected before it can be posted. This is also a link to the Budget Journal Exceptions page, where error messages can be viewed.</td>
</tr>
<tr>
<td>Process</td>
<td>After all relevant ChartFields have been completed and journal has been saved, select the process to be run.</td>
</tr>
<tr>
<td></td>
<td><em>Post Journal</em>: Default value. Select to post journal. Budget journals are not routed for approval so posting is done by the person entering the journal. Edit check is executed when posting. If there are errors, the journal will not be posted.</td>
</tr>
<tr>
<td></td>
<td><em>Copy Journal</em>. Both posted and non-posted journals can be copied.</td>
</tr>
<tr>
<td></td>
<td><em>Delete Journal</em>. Posted journals cannot be deleted.</td>
</tr>
<tr>
<td></td>
<td><em>Edit ChartFields</em>. Edits journal to determine if it meets ChartField combination rules before posting. Budget journals are also edited when post journal process is run. Errors can be viewed on Budget Errors page or Budget Journal Exceptions page.</td>
</tr>
</tbody>
</table>
Creating a Budget Journal in Commitment Control (cont.)

*Refresh Journal.* Reverts the journal back to the last time it was saved.

*Note: Once journal has been posted, copy journal is the only available process that can be run.*

### LINES SECTION

<table>
<thead>
<tr>
<th>Field</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error</td>
<td>This column appears when there is a ChartField Combination error on one of the lines. An “X” in this column indicates there is an error for that line. Click the &lt;X&gt; to navigate to the Budget Errors page.</td>
</tr>
<tr>
<td>Ledger</td>
<td>Journals for expense transactions default to the KK_BUD_EXP ledger. Journals for revenue transactions default to the KK_BUD_REV ledger.</td>
</tr>
<tr>
<td>Budget Period</td>
<td>The budget period (fiscal year) to which the journal will be applied.</td>
</tr>
<tr>
<td>Speed Type</td>
<td>Not used.</td>
</tr>
<tr>
<td>Fund</td>
<td>(4 characters) Fund value for this distribution line.</td>
</tr>
<tr>
<td>DeptID</td>
<td>(5 characters) DeptID value for the distribution line.</td>
</tr>
<tr>
<td>Program</td>
<td>(6 characters) Program value for the distribution line.</td>
</tr>
<tr>
<td>Account</td>
<td>Enter the appropriate account value for the ledger being used as outlined on page 17.</td>
</tr>
<tr>
<td>Set Options</td>
<td>Not used.</td>
</tr>
<tr>
<td>Currency</td>
<td>Leave as default.</td>
</tr>
<tr>
<td>Amount</td>
<td>For zero dollar and payroll budget journals, leave blank. Once posted, the system automatically stores the expense budget amount as a credit and the revenue budget amount as a debit. To decrease the budget for both expense and revenue accounts, enter a negative amount.</td>
</tr>
<tr>
<td>Journal Line Copy Down</td>
<td>Opens Copy Down Option window.</td>
</tr>
</tbody>
</table>
Select the fields to be copied or deselect the fields that are not to be copied. Click <OK> and then click <Lines to add> plus sign to complete process.

Generate Budget Period Lines

TOTALS BOX

Total Debits

Total amount debited.

Total Credits

Total amount credited. Use this page for viewing edit and budget checking errors. It can be accessed on the Lines page by clicking the <Error> link located next to the Budget Header Status once the journal posting process has been run. It cannot be accessed if there are no errors. If there is an error, budget journals cannot be posted.

A budget exception error occurs if the budget journal does not comply with the rules established for setting up budgets in Commitment Control. An error occurs if not all key fields including ChartFields are entered, the incorrect node in the account tree is entered, or the budget period entered is closed. These errors must be corrected in order for the budget journal to process.
Budget Journal Exceptions

A budget warning appears if a budget is entered and reduces the total budget to a negative amount.

To return to the original entry either close this window or click to return to the Budget Lines page.

Field Name | Field Description
--- | ---
Exception Type | View either Budget Exception Errors or Warnings.
Override Transaction | Leave at the default.
Advanced Budget Criteria | Opens the Refine Inquiry Criteria page to refine search.
Maximum Rows | The maximum number of journal lines with the specified criteria (“Error,” “Warning,” or “Both”) to be displayed in the search results on this specific journal. The default value is “100.”

When <Search> is clicked, if the number of rows retrieved by the system exceeds the number of rows that are specified for the Maximum Rows fields, a message to increase the number of additional rows displayed appears.

BUDGETS WITH EXCEPTIONS SECTION

Budget Override tab | Default. View the reason for the budget error or warning.
Budget Journal Exceptions (cont.)

**Budget ChartFields tab**

The budget ChartFields for each of the budget journal lines listed.

Access the Budget Journal Drill Down page for a journal row to view a journal line description and transaction line detail.

**More Detail**

View further explanation of error message.

Access <Budget Exceptions> and <Budget Inquiry> where further budget information can be viewed. The <Budget Exceptions> accesses the Commitment Control Budget Exceptions page.

The Budget Journal Line Exceptions page is used to view individual budget journal lines in a journal with budget checking errors or warning messages.

Many of the fields on the Line Exceptions page are the same as the Budget Journal Exceptions page. Only those that are different are described below.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Line From and Line Thru</td>
<td>A specific line within the Maximum Rows constraints. If the number of rows populating the Transactions Lines with Budget Exceptions grid is less than the number retrieved, the system will issue a message that more lines exist. Either the lines can be increased or &lt;OK&gt; can be clicked on the message to display the block of numbers that were originally selected.</td>
</tr>
</tbody>
</table>
Budget Journal Exceptions (cont.)

To view more information on the error, click the tabs in the *Transaction Lines with Budget Exceptions* section.

**Line Values**  
Line number containing the error.

**Line Chartfields**  
ChartFields containing the error.

**Line Amount**  
Amount containing the error.

An inquiry can be run to search for original budgeted amounts, transactions processed against a particular budget and budget amount available.

There are three types of inquiries.

**Budget Details Inquiry**  
View detailed information about one budget by searching key ChartField values. A drill-down can be done to view budget checking activity lines, actual source transactions, budget exceptions (errors and warnings), and attributes of a particular budget.

**Budget Overview**  
View summary by ChartField string on amounts by encumbrances, pre-encumbrances, expenses, or amount remaining. Drill down to detailed transactions.

**Activity Log Inquiry**  
View the transaction lines and affected budgets for that transaction. When a transaction is budget checked, the system creates activity lines and stores them in the activity log.
Commitment Control Inquiries

Budget Details Inquiry

This page is used to search for the available budget stored in Commitment Control.

Enter the business unit, ledger group, and whichever ChartField values are needed to aid in searching for a budgeted ChartField string.

Commitment Control > Review Budget Activities > Budget Details

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>This is a required field. Enter “UMN01.”</td>
</tr>
<tr>
<td>Ledger Group</td>
<td>Enter either KK_EXPENSE or KK_REVENUE. This field is required.</td>
</tr>
</tbody>
</table>

The rest of the fields are optional; however, budgets in Commitment Control are only set up with the Fund, DeptID, Account, and Program ChartFields.
Commitment Control Inquiries (cont.)

If a budget does not exist for the ChartField string, a message will appear at the bottom of the screen saying “No matching values were found.” If a budget does exist, the system will take the user to the Commitment Control Budget Details page to view budget information that exists in the selected Commitment Control ledger.

Commitment Control Budget Details

This page is accessed via the Budget Details page. To inquire about a specific control budget, use the Commitment Control Budget Details page or the Budgets Overview – Budget Details page. These pages enable you to drill down to view budget journal lines, ledger entries, source transaction activities, budget exceptions, associated budgets, parent-child relationships, and budget attributes. Specify budget detail search criteria and select a row to view specific budget detail for a control budget.
### Commitment Control Budget Details

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Fund</th>
<th>DeptID</th>
<th>Program</th>
<th>Account</th>
<th>Budget Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMM01</td>
<td>KK_EXPENSE</td>
<td>1000</td>
<td>11757</td>
<td>21299</td>
<td>007000</td>
<td>2009</td>
</tr>
</tbody>
</table>

#### Ledger Amounts

- **Budget**: 1,000,000.00 USD
- **Expense**: 0.00 USD
- **Encumbrance**: 0.00 USD
- **Pre-Encumbrance**: 0.00 USD
- **Planned**: 0.00 USD

- **Associate Revenue**: 0.00 USD

#### Available Budget

- **Without Tolerance**: 1,000,000.00 USD
- **Percent**: (100%)

- **With Tolerance**: 1,000,000.00 USD
- **Percent**: (100%)

#### Budget Exceptions

- **Exception Errors**: 0
- **Exception Warnings**: 0

---

**Field Name**

**Display/Chart**

View a bar chart or pie chart of the budgeted amount versus actuals.

**Budget**

Amount that has been set up in the budget.

**Expense**

Amount that has been entered in the Actuals Ledger of the General Ledger. When an expense is recorded in the system, both the Commitment Control Budget Ledger and the Actuals Ledger are updated.

**Encumbrance**

Amount that’s been encumbered through a purchase order. When an encumbrance is made on a ChartField string, the Commitment Control Budget Detail Ledger is updated, but the Actuals Ledger is not updated.

**Pre-Encumbrance**

Amount that’s been pre-encumbered through a requisition. When a pre-encumbrance is made on a ChartField string, the Commitment Control Budget Detail Ledger is updated, but the Actuals Ledger is not updated.

**Planned**

Not used.

View Ledger page.
Commitment Control Inquiries (cont.)

View activity log, which displays a list of budget journals created and posted for this ChartField string.

Attributes
View Budget Detail Attributes page to view budget status, begin and end dates and Commitment Control options (tracking with or without budget).

Parent/Children
Not used.

Associated Budgets
Not used.

AVAILABLE BUDGET SECTION
This section is used to view the amount of the budget that is still available.

Without Tolerance
Not used.

With Tolerance
Not used.

View the formula used to calculate the Without Tolerance and With Tolerance fields.

Forecasts
View forecast amounts for the budget. This link is available only for current budgets.

BUDGET EXCEPTIONS SECTION

Exception Errors
Number of errors that are recorded for this budget when budget checking is run during a transaction.

Exception Warnings
Number of warnings that are recorded for this budget when budget checking is run during a transaction.

Budget Exceptions
View transactions with errors and warnings details.

Navigate to: Commitment Control > Review Budget Activities > Budget Overview.
<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inquiry</td>
<td>Name associated with the criteria entered.</td>
</tr>
<tr>
<td>Description</td>
<td>Clarification of what the search will return.</td>
</tr>
<tr>
<td>Business Unit</td>
<td>“UMN01.”</td>
</tr>
<tr>
<td>Ledger Group/Set</td>
<td>Ledger group will allow searching by a ledger (e.g., KK_Expense, revenue).</td>
</tr>
<tr>
<td>View Stat Code</td>
<td>Not used.</td>
</tr>
<tr>
<td>Budget</td>
<td></td>
</tr>
<tr>
<td>Display Chart</td>
<td>Shows results in chart format.</td>
</tr>
</tbody>
</table>
Type of Calendar

- **Detail Budget Period.** Detail by fiscal year.
- **Detail Accounting Period.** Detail by range of accounting periods.
- **Summary Accounting Period.** Quarterly or summary by range of accounting periods.
- **Summary Budget Period.** Quarterly or summary by fiscal year.

* Depending on what type of calendar is selected the fields in the next section will differ.

**ChartField Criteria**
Enter Fund, DeptID, Program, and/or Account values in the From and To fields to limit the information returned.

---

**Budget Overview (cont.)**

Click a link to view the transactions that the total consists of.
Click the lookup icon (the magnifying glass) or the footprints to get even more detail.

Commitment Control > Review Budget Activities > Activity Log

View the transaction lines and affected budgets for a particular transaction. When a transaction is budget checked, the system creates activity lines and stores them in the activity log.

This log can also be accessed via the <Posted> link in the Budget Header Status on the Lines page.

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Description</td>
<td>Description of inquiry.</td>
</tr>
<tr>
<td>Transaction Type</td>
<td>Inquire by source of the transaction such as “Accounts Payable Voucher,” “General Ledger Journal,” or “Purchase Requisition.”</td>
</tr>
</tbody>
</table>
Activity Log Inquiry

Depending on what source is selected, additional fields are displayed. For example, if “Purchase Requisition” is selected here, two additional fields appear: Requisition ID from and Requisition ID to. Enter the requisition IDs that are to be viewed.

**Ledger Group**
Ledger group for viewing activity.

**Tran ID**
Commitment Control transaction ID.

**Tran Date**
Date of the Commitment Control transaction.

**Process Status**
Narrows search for transactions with budget errors, warnings, or valid budgets.

**Process Instance**
Narrows search by the process instance number of the budget checking process.

**Commitment**
After entering a search on the Commitment Control Activity Log
Control Activity Log Lines

On the Commitment Control activity log lines appears with a list of transactions that have done a budget check. The ChartField values, IDs, transaction amount, transaction date, and the exceptions status such as whether there is an error or warning. If there is an error or warning message in the exceptions status, a link appears allowing the viewing of the error or warning on the Exceptions page.

View the Requisition Line Drill Down page by clicking the magnifying glass icon.
## Terminology

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Account</strong></td>
<td>A ChartField that identifies the specific type of asset, liability, fund balance (equity), revenue, or expense in each transaction line.</td>
</tr>
<tr>
<td><strong>Actualls Ledger</strong></td>
<td>The Actuals Ledger is where detailed transactions are stored. (Other types of ledgers include Budget, Summary, Consolidated, etc.)</td>
</tr>
<tr>
<td><strong>Asset</strong></td>
<td>The entries on a balance sheet showing all properties, both tangible and intangible, and claims against others that may be applied to cover liabilities of the business. Assets can include cash, stock, and inventories.</td>
</tr>
<tr>
<td><strong>Attribute</strong></td>
<td>Attribute is an optional feature that can be used to provide additional information about a ChartField. An attribute is not tied to an individual transaction and cannot be used in trees or combo edits.</td>
</tr>
<tr>
<td><strong>Balance Sheet Accounts</strong></td>
<td>Balance sheet account indicates assets, liabilities, and fund balances within a fund. Assets minus liabilities must equal fund balance within each fund. When transactions are made between funds, the system automatically creates an offsetting balance sheet account entry (intra-unit processing).</td>
</tr>
<tr>
<td><strong>Budget Reference</strong></td>
<td>A ChartField used to identify unique budgets where there are overlapping budget periods.</td>
</tr>
<tr>
<td><strong>Batch</strong></td>
<td>Executing a series of non-interactive jobs in a given sequence. Batch jobs are often stored up during normal working hours and then executed during the evening or whenever the system is less busy.</td>
</tr>
<tr>
<td><strong>Budget Check</strong></td>
<td>In Commitment Control, the processing of source transactions against control budget ledgers, to see if they pass, fail, or pass with a warning.</td>
</tr>
<tr>
<td><strong>Budget Control</strong></td>
<td>In Commitment Control, budget control ensures that commitments and expenditures don’t exceed budgets. It enables you to track transactions against corresponding budgets and terminate a document’s cycle if the defined budget conditions are not met. For example, you can prevent a purchase order from being dispatched to a vendor if there are insufficient funds in the related budget to support it.</td>
</tr>
<tr>
<td><strong>Budget Period</strong></td>
<td>The interval of time (such as 12 months or 4 quarters) into which a period is divided for budgetary and reporting purposes. The ChartField allows maximum flexibility to define operational accounting time periods without restriction to only one calendar.</td>
</tr>
</tbody>
</table>
Budgetary Account Only
An account used by the system only and not by users; this type of account does not accept transactions. You can only budget with this account. Formerly called “system-maintained account.”

Business Unit
An organizational entity that maintains its own transactions. This is the working definition for defining the General Ledger business unit.

ChartField
Business unit or a ChartField is said to be balancing when you require debit amounts to equal credit amounts to maintain a balanced set of accounts for the particular business unit or ChartField. The University will use Fund and DeptID for its balancing ChartFields.

ChartField Combination Edit
The process of editing journal lines for valid ChartField combinations based on user-defined rules. If the distribution string is not valid, the user will receive an error message at save time in the subsystems while the edit process will need to be run if the journal entry originated from the General Ledger.

ChartField string
Indicates a combination of ChartFields and the level at which accounting charges/credits are applied. The terms “ChartField string” and “account string” are used interchangeably.

Combination Editing (Combo-Edit)
The process of editing journal lines for valid ChartField combinations based on defined rules.

Commitment Control
A feature of PeopleSoft that controls various financial activities based on available budget or other budget rule sets, often referred to as the “KK” Ledger.

DeptID
A ChartField that represents an academic or administrative unit that has programmatic, operational, and fiscal (including budgetary) responsibility.

DeptID Affiliate
ChartField that is used to correlate transactions between departments when using intra-unit processing.

Drill Down
To return to the original source of transactions through various links on PeopleSoft screens.

Expense
Account type used to describe an item of business outlay chargeable against revenue for a specified period.
Fund
Funds indicate the manner in which revenue is obtained. Used to classify resources according to uses and/or regulations, restrictions, and limitations. Use of fund codes assists with compliance reporting for GASB, NACUBO, and other external entities. Examples include Restricted, Unrestricted, Loan, and Plant Funds.

Fund Affiliate
ChartField that is used to correlate transactions between funds when using intra-unit processing.

General Ledger
The General Ledger of the University of Minnesota is the official record of the University's budgeting and financial transactions. The General Ledger includes budget transactions, revenue and expense transactions, encumbrances, assets, liabilities and fund balances.

General Ledger Group
Ledger group defines the ledger to which a journal will post (e.g., Actuals). A ledger stores the posted net activity for a set of ChartField values by accounting period and fiscal year. (Other types of ledger groups include Budget, Reporting, Consolidated, etc.)

Journal Entry
Used to record financial transactions in the General Ledger and consist of (1) the accounts and amounts to be debited, (2) the accounts and amounts to be credited, (3) a date, and (4) an explanation of the entry. For the University, an account consists of a ChartField string that includes Fund, DeptID, Account, and other required or optional ChartFields.

Inquiry
Delivered online reporting tool to view financial information from the journal or ledger.

Journal Status
This field represents the current status of the journal entry. Status codes include:

N = Edit Required. Journal entry has not been edited therefore cannot be posted.

E = Errors. Journal entry has been edited and contains errors.

V = Valid. Journal entry has passed editing and is ready to be posted.

P = Posted. Journal entry has been posted to the ledger.

T = Journal Incomplete. Journal entry has not been edited.
**Terminology (cont.)**

<table>
<thead>
<tr>
<th>Term</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liability</td>
<td>A financial obligation recorded in the General Ledger.</td>
</tr>
<tr>
<td>nVision</td>
<td>A reporting tool. It brings together the power of the financials database and the flexibility of Microsoft Excel.</td>
</tr>
<tr>
<td>Project</td>
<td>Project is user-defined in the financial system. Other universities use the Project field for activities that are temporary in duration and for which revenues and expenses must be accumulated.</td>
</tr>
<tr>
<td>Program</td>
<td>Program is user-defined in the financial system and is used differently by many universities. Some use it for activities that need to be captured system-wide or campus-wide, or for interdepartmental purposes. Others use it to group related transactions within cost centers, revenue centers, responsibility centers, and academic programs.</td>
</tr>
<tr>
<td>Query</td>
<td>A reporting tool used to extract financial information. Queries produce raw data results that can be downloaded into Excel and manipulated using sorting, filtering, and pivot tables.</td>
</tr>
<tr>
<td>Role</td>
<td>Describes how people fit into the financial system workflow. A role is a class of users who perform the same type of work, such as clerks or managers. Your business rules typically specify what user role needs to do an activity.</td>
</tr>
<tr>
<td>Rollup</td>
<td>In a tree, to rollup is to total sums based on the information hierarchy.</td>
</tr>
<tr>
<td>Tree</td>
<td>Trees are structures that define various rollups in the financial system by using levels and nodes. Each tree applies to a specific ChartField. Reports access tree nodes to specify selection criteria and use tree levels for rollups and subtotals.</td>
</tr>
</tbody>
</table>
## Resources

<table>
<thead>
<tr>
<th>Service</th>
<th>Contact Number</th>
<th>Website/URL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Services</td>
<td>612-624-1617</td>
<td><a href="http://www.finsys.umn.edu/accountingsvs/accountingsvshome.html">www.finsys.umn.edu/accountingsvs/accountingsvshome.html</a></td>
</tr>
<tr>
<td>Accounts Receivable Services</td>
<td>612-625-2392</td>
<td><a href="http://www.finsys.umn.edu/ar/arhome.html">www.finsys.umn.edu/ar/arhome.html</a></td>
</tr>
<tr>
<td>Budget &amp; Finance</td>
<td>612-625-4517</td>
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<td>Controller’s Office</td>
<td>612-624-1617</td>
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<td>Corporate Travel Card</td>
<td>612-624-2828</td>
<td>travel.umn.edu/corporate.php</td>
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<td>Disbursement Services</td>
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<td>Enterprise Financial System</td>
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<td><a href="http://www.finsys.umn.edu">www.finsys.umn.edu</a></td>
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<td>External/Internal Sales</td>
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<td>Financial Helpline</td>
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<td>General Counsel</td>
<td>612-624-4100</td>
<td><a href="http://www.ogc.umn.edu">www.ogc.umn.edu</a></td>
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<td>Health and Human Services</td>
<td>800-368-1019</td>
<td><a href="http://www.hhs.gov/ocr/hipaa">www.hhs.gov/ocr/hipaa</a></td>
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<td>Imaging</td>
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<td>Information Technology</td>
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<td>Internal Audit</td>
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<td>Investments and Banking</td>
<td>612-624-5558</td>
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<td>MN Department of Revenue</td>
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<td>Records &amp; Information Management</td>
<td>612-625-3497</td>
<td>recordsmgmt.umn.edu</td>
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<td>Sponsored Projects Administration</td>
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<td>University Accounting Policies</td>
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<td>UReport</td>
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<td>(EthicsPoint: confidential service for reporting policy violations)</td>
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<td>U-Wide Contract Vendors</td>
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<td>U-Wide Forms Library</td>
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