

Creating Budget Adjustments with JET Budgets

Madison Campus

Your experience with budget administration

- Brief survey on past experience with BUDT, WISDM, and JET
- What you hope to learn from this training
 - Working with specific funds
 - Project budgets
 - Other?

Agenda

1. Overview
 - High-level Budget Adjustment Process
 - New Business Rules
 - Journal Entry Tool (JET) Overview
2. Terminology
 - JET Budget vs Legacy Terms
 - Major Class (SFS Budget Account Codes)
3. Using JET
 - Launch & Sign in
 - Using the Budget Journal Wizard
 - JET Basics

Agenda (continued)

4. Entering a Budget Journal
 - Using the Budget Transfer Tool
 - Editing and Submitting the Journal
5. Importing/Exporting a Budget Journal
 - Import File Requirements
 - Importing an Excel File
 - Export an Excel File
6. Resources and Next Steps

1. Overview: High-level Budget Adjustment Process

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1. Redbook post-lock change occurs
2. Identify commitment funding source and related coding
3. Enter data and complete documentation
4. Submit
 1. To SFS if within budget unit authorization
 2. To Madison Budget Office if inter-budget unit.
5. Review in WISDM

1. Overview: New Business Rules

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1. Transfers: Can be entered prior to Redbook load
2. Transfers: Auto-numbered with division specific prefix
3. Account codes: Salary codes standardized within fund
4. Z-account codes: More options, but limited by fund
5. Adds/Deducts: Limited by fund
6. Forms: no signature if done in JET
7. Forms: Auxiliaries use same form as other funds
8. Department: Six digits required for all transactions
9. Department: 980100 is not used by divisions

1. Overview: Journey Entry Tool (JET)

- Desktop tool to prepare journal files to load into the PeopleSoft Shared Financial System (SFS)
 - Used for non-salary cost transfers, revenue accounting, interdepartmental billing, salary transfers
 - Performs validations (edits) specific to Madison
 - Allows data import and export
- For Budgets
 - Can only be used for budgets in the Standard Budget Ledger (not PeopleSoft Grants KK Ledger)
 - User chooses how many transfers in one journal
 - Will generate the budget transfer form as well as the SFS file
 - Cannot use for fiscal year initialization (limited scenario code)

2. Terminology: JET Budget vs Legacy

JET Budget	Legacy
Budget Journal ID or "BD#"	Budget Transfer Number
Transfer Number or Transfer Group Number	(Does not exist in Legacy)
Budget Journal Option: Transfer or Add/Deduct	Choose BUDT, EPBT, EPBT_ADD, EPBT_DED
Budget Transaction Type: Redbook or Lump Sum	Controlled by data entry
(Does not exist in JET)	Budget Reason Code

2. Terminology: Major Class

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- Detail Salaries (GPR funds plus special PR/SEG)
 - SALUCL, SALCLA, GRDAST
 - LTE1, STUDNT
- Summarized Salaries (Most PR/SEG)
 - SALPRM
 - LTESTU
- Non-salary (All funds)
 - FRING1
 - SPEXP1, CAPEX1
 - SALCR1
 - SPPUR1
 - FNAID1

3. Using JET: Download, Launch & Sign in

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- Follow the link and instructions to download
- PROD: <http://wisdm2.doit.wisc.edu/JournalEntry/Download.aspx>
- Find UW Division of Information Technology in "Start – All Programs"
- Choose "Journal Entry Tool"
- Login using your "msn" user id

3. Using JET: Launch & Sign in

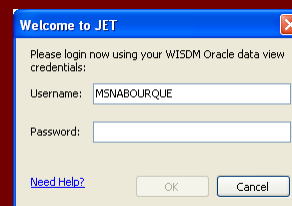
At your computer, launch JET.

Choose:

- Start Menu > All Programs > UW Division of Information Technology > Journal Entry Tool

Then:

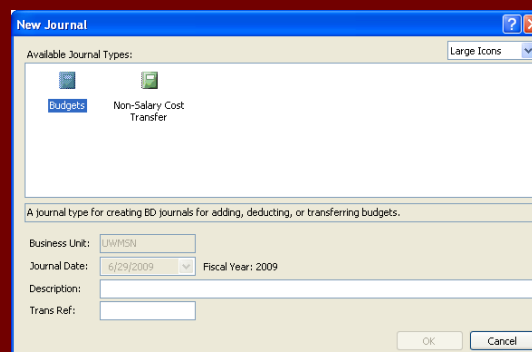
- Login using your msn user id



3. Using JET: Starting a Journal

Choose "File – New Journal" or the icon

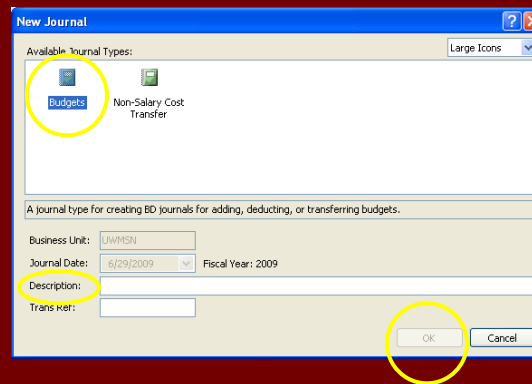
- At the New Journal dialog box, choose "Budgets"
- Default fields: Business Unit, Journal Date, Fiscal Year
- Enter your name (30 char) for description
- Choose "OK"
- Note: Trans Ref is not used.



3. Using JET: Starting a Journal

At your computer,
choose "File – New Journal" or the icon

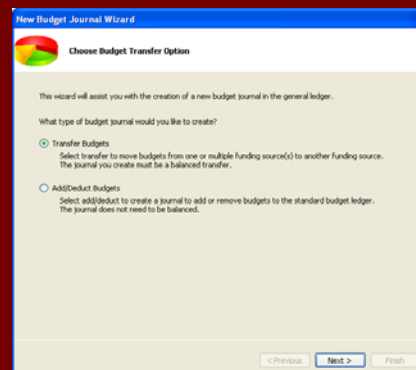
- At the New Journal dialog box, choose "Budgets"
- Enter a description or your name (30 char)
- Choose "OK"



3. Using JET: Using the Budget Journal Wizard

Wizard launches after journal header information entered.
Sets the budget criteria for journal template.

- Budget Transfer Options
 1. Transfer
 - Balanced Journal ("From" and "To") - Sums to Zero
 2. Add/Deduct
 - Unbalanced Journal
 - Division Allowed Funds: 133, 135, 138, 142, 143, 144, 233, 533



3. Using JET:

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Using the Budget Journal Wizard

- Budget Transaction Type
 1. Redbook Budgets
 - Standard budget account codes
 2. Lump Sum Budgets
 - Only account codes beginning with z such as zlump
 - Must have project ID
 - Division Allowed Funds: 125, 133, 135, 137, 138, 142, 143, 144, 150, 233, 533

The screenshot shows a window titled "New Budget Journal Wizard" with a sub-header "Choose Budget Transaction Type". Below the header, it asks "Now, which type of budget transaction would you like to enter into this journal?". There are two radio button options: "Redbook Budgets" (selected) with the instruction "Select to enter non 2-account based redbook budgets." and "Lump Sum Budgets" with the instruction "Select to enter 2-account based lump-sum budgets." At the bottom right, there are three buttons: "< Previous", "Next >", and "Finish".

3. Using JET:

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Using the Budget Journal Wizard

Supporting Documentation

- Justification for transaction
- Required for interdivision transfers
- Can be completed later by choosing "Tools – Modify Journal Documentation"

The screenshot shows a window titled "New Budget Journal Wizard" with a sub-header "Enter Supporting Documentation for your Journal". Below the header, it says "Please enter reasons for this transfer:". There are four text input fields: "Transfer Reason From:", "Transfer Reason To:", "List name(s) of others that should be notified about the budget adjustment (Optional):", and "Additional Comments (Optional):". At the bottom right, there are three buttons: "< Previous", "Next >", and "Finish".

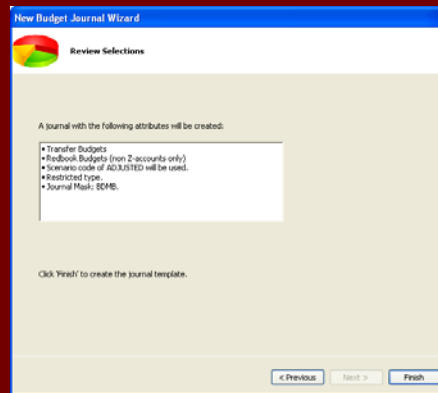
3. Using JET:

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Using the Budget Journal Wizard

Review Selection

- Budget Transfer Option
- Budget Transaction Type
- Scenario Code (pre-set required SFS field)
- Transaction Authorization
 - Unrestricted = division
 - Restricted = unit-wide
- Journal Mask
- Select "Finish"



3. Using JET:

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Using the Budget Journal Wizard

At your computer,
use the Budget Journal Wizard:

- Choose Budget Transfer Option: Transfer
- Choose Budget Transaction Type: Redbook Budgets
- Fill out supporting documentation
- Review your selection criteria
- Choose "OK"

3. Using JET: JET Basics

The screenshot shows the Journal Entry Tool (JET) interface. The main window has a menu bar (File, Edit, View, Journal, Tools, Help) and a toolbar. Below the toolbar is a grid for entering journal entries. On the right side, there are three panes: Journal Details (showing transfer budget), Journal Tasks (with buttons like Edit Current Line, Edit Journal, Check Balance, etc.), and Journal Status (showing 'Ready for processing'). At the bottom left, there is an error list pane showing a message: 'Operator: HONABOURCET Debits = 0.00 Credits = 0.00'. Yellow circles highlight the Menu Bar, Tool Bar, Error List Pane, Journal Details Pane, Journal Tasks Pane, and Journal Status Pane.

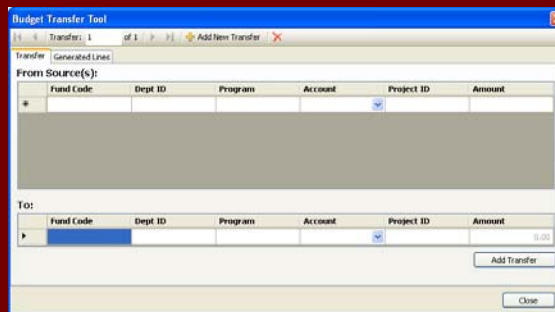
- Menu Bar
- Tool Bar
- Grid
- Error List Pane
- Lower Bar
- Journal Details Pane
- Journal Tasks Pane
- Journal Status Pane

4. Entering a Budget Journal: Using the Budget Transfer Tool

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Keeps sections of budget journal in balance and generates coding description lines

- Choose "Add Transfer" link to activate
- Consists of two tabs
 - Transfer (accounting string)
 - Generated Lines (30 char description)
- Use "Modify Transfer" Link to update

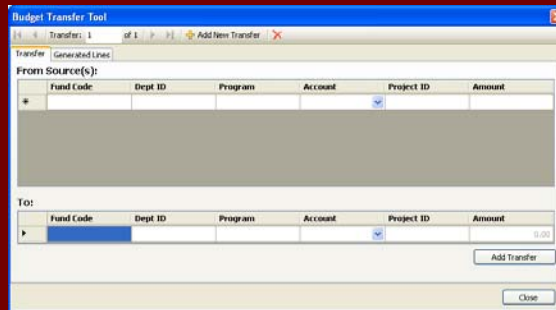


4. Entering a Budget Journal: Using the Budget Transfer Tool

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At your computer,
enter an intra-division Redbook transfer

- Choose "Add Transfer"
- Enter data
- Change one line description



4. Entering a Budget Journal: Validations & Error Messages

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Type of Validation	When
Org Edit* (formerly Legacy Master File)	Edit Journal
Madison Project Edits*	Edit Journal
Authorization Validations	Both Edit & Submit Journal
Journal Validations	Various Times
Budget Validations	Both Edit & Submit Journal
Combo Edits (not seen by user)	Submit Journal

4. Entering a Budget Journal: Editing the Journal

At your computer, edit your journal

- Did you get any errors from “edit journal”?
- If not, try changing fund, program, account code to generate a few.
- When no errors are detected, submit the journal by choosing “Submit to SFS”

4. Entering a Budget Journal: Budget Add

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At your computer,
create a budget lump sum add

1. New Journal
2. Journal Header
3. Budget Journal Wizard
4. Grid Entry
5. Edit Journal
6. Submit Journal

5. Importing/Exporting a Journal: File Import Requirements

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Text files or Excel files (.xls only) can be imported

- First line must have BUDT (Excel cell A1)
- Must follow specified field order. Excel row 2 contains field names and is never imported
- Transfer group number must be entered for transfer budget only

	A	B	C	D	E	F	G	H	I
1	BUDT								
2	Transfer Num.	Department	Fund	Program	Project	Account	Amount	Description(30)	Jnl_Ln_Ref (10)
3									
4									
5									
6									
7									
8									
9									
10									
11									

5. Importing/Exporting a Journal: Tips on Excel Import Files

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- Import sheet must be first in file
- Extraneous data after JRNL_LN_REF does not import
- Extraneous data below the last row will import
- Transfer group does not import if line is missing (check balance)
- Capitalize account codes
- Format department ID with leading 0 (e.g., 030500)

5. Importing/Exporting a Journal: Importing a Transfer

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At your computer, import a transfer
Can be either Redbook or Lump Sum

1. New Journal
2. Journal Header
3. File - Import
4. Edit Journal
5. Submit Journal

5. Importing/Exporting a Journal: Export a JET Budget Journal

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At your computer, export a transfer

Choose:

- File – Export – Excel File
- Verify the file name and directory
- Click “Save”

6. Next Steps

- Turn in JET Request for Access form
- For new JET users, wait for email notification for link to download JET to your desktop
- Submit inter-budget unit transfers to mbo@vc.wisc.edu
- Use reference materials at <http://www.mbo.wisc.edu/LAST/>
- Submit questions/problems to mbo@vc.wisc.edu