Manually Batch Posting Budget Journals

Most budget journals entering Commitment Control through the portal interface will be automatically posted (after approval) in the nightly batch process. Individual journals entered directly into PeopleSoft (non-portal) may be posted from within the journal using the Process menu. However, there may be occasions when it is necessary to post multiple budget journals immediately. This training guide describes the manual process for posting multiple journals and accessing journals that did not post successfully.

Before you begin . . .

Upon completion of this guide you will be able to:

• Create a Run Control ID
• Post budget journals
• Access budget journals that did not post

How do I sign in to PeopleSoft?

1. Sign in to the NUPortal at nuportal.northwestern.edu
2. Click the Staff tab, Finance and Budget tab, and then click the Login to PeopleSoft link from the left navigation pane.

Things you need to know to complete this process:

• What makes a budget journal valid (only valid journals will post)
• Applicable NU policies

Who has access?

Budget Office

Additional Resources

• Visit the Project Café website for additional training materials www.cafe.northwestern.edu/training
• Visit the NUPortal nuportal.northwestern.edu to access the Chart of Accounts crosswalk
• To access NU budget policies, visit the NUPortal nuportal.northwestern.edu. Click the Staff tab, and then the Finance and Budget tab. Locate the Create Budget Journal Search area. Click the Review Policy link.

Where do I get help?

For assistance, contact NUIT Support Center at 847-491-HELP (4357) or e-mail consultant@northwestern.edu.
Step 1: Create a Run Control ID

What is a Run Control ID?
A Run Control is a group of values (parameters) you enter that determine which data PeopleSoft processes. A Run Control ID is the name of that group of values. Instead of reentering the same values every time you run a process, PeopleSoft asks you to create a Run Control ID to name your group of values. The next time you run the process, select the Run Control ID you created for that process. Your values will automatically appear on the parameters page.

Quick Navigation: From the Menu panel, click Commitment Control → Post Control Budget Journals → Request Posting, and then click the Add a New Value tab.

Run control tips
- Use _ instead of spaces in the Run Control ID.
- Run controls are user specific. You may only use the run controls that you create.
- You may create one Run Control ID that applies to several similar processes that use the same parameters. Using run controls for processes that do not use the same parameters may degrade the run control performance.
- To use a Run Control ID that you previously created, click Find an Existing Value, and then click Search.
Step 2: Set the run control parameters

The Post Commitment Control Budget Journals Request page appears. The run control parameters are the values you choose on this page. For example, Business Unit is a parameter and NWUNV is a parameter value. In the example below, PeopleSoft will attempt to process all budget journals for the NWUNV Business Unit. You may enter additional parameters if you want to post only journals within a certain Journal ID or Journal Date range or journals from a specific: System Source code, Ledger Group, or Budget Entry Type.

Post Commitment Control Budget Journals Request

Run Control ID: post_budget

Step 2b instructions:
1. Change Process Frequency to Always.
2. Enter or select NWUNV.
3. Enter a Description.
4. Enter or select GL_BD_JRNL.
5. Click Save. This will save the values you entered for the next time you use the run control.
6. Click Run.
Step 3: Schedule the process

These settings are system-generated.

Process Scheduler Request

<table>
<thead>
<tr>
<th>User ID: CDM399</th>
<th>Run Control ID: post_budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Server Name: PSNT</td>
<td>Run Date: 04/08/2008</td>
</tr>
<tr>
<td>Recurrence:</td>
<td>Run Time: 11:47:39AM</td>
</tr>
<tr>
<td>Time Zone:</td>
<td></td>
</tr>
</tbody>
</table>

Process List

<table>
<thead>
<tr>
<th>Select</th>
<th>Description</th>
<th>Process Name</th>
<th>Process Type</th>
<th>Type</th>
<th>Format</th>
<th>Distribution</th>
</tr>
</thead>
</table>

1. Click OK.

OK  Cancel
Step 4: Note the Process Instance number
The message log provides real-time updates on the status of the process. You can check the message log while the process is running. The message log reports the process errors, warnings, and successes.
**Step 5: Open the instance information**

The Details link provides access to the message log for the instance number.

The Run Status communicates whether the process ran and if there were problems.

<table>
<thead>
<tr>
<th>Run Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queued</td>
<td>The process is waiting to run.</td>
</tr>
<tr>
<td>Initiated</td>
<td>The process has started.</td>
</tr>
<tr>
<td>Processing</td>
<td>The process is running.</td>
</tr>
<tr>
<td>No Success</td>
<td>The process did not run. Make sure you are using a run control that is for this process. Try again, if it does not work, call the Help Desk.</td>
</tr>
<tr>
<td>Warning</td>
<td>The process ran, but there were budget journals that had warnings or errors. Journals with warnings will post, but journals with errors will not post. Journals with warnings do not require action. Correct journals with errors.</td>
</tr>
<tr>
<td>Success</td>
<td>The process ran successfully.</td>
</tr>
</tbody>
</table>
Step 5b: Open the instance information

The Distribution Status for this process indicates whether a message log was posted.

<table>
<thead>
<tr>
<th>Distribution Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Queued</td>
<td>The process is waiting to run.</td>
</tr>
<tr>
<td>NA</td>
<td>The process is still running.</td>
</tr>
<tr>
<td>Posted</td>
<td>The report has posted.</td>
</tr>
<tr>
<td>Not Posted</td>
<td>The message log did not post. Make sure the correct server is selected from the Process Scheduler Request page, or call the Help Desk.</td>
</tr>
</tbody>
</table>

Step 5c: Open the message log

1. Click **Message Log**.
Step 5d: Look for the Request Statistics

The Request Statistics line of the message log says how many journals were posted, contained errors, or posted with warnings. A warning means that spending exceeds the budget (for a fund set to track or a non-controlled fund): no action is required.

What happens next?
Determine what errors exist in the journals that did not post. Correct the journal errors or delete the journals.
Correcting Budget Journals

Budget Journals with Errors must be corrected in order to post. See the Correcting Common Budget Journal Errors training guide to see how to learn how to correct errors. The process for accessing the budget journals with errors is described below.

**Step 1: Find journals that were not posted**

Quick Navigation: From the Menu panel, click Commitment Control → Review Budget Check Exceptions → General Ledger → Budget Journal

**Budget Journal**
Enter any information you have and click Search. Leave fields blank for a list of all values.

1. Enter the process number from your batch post.
2. Select **Errors Exist** to search for the journals that were processed that were not posted because of errors.
3. Click **Search**.
4. The results appear here. Click the Journal ID to see the errors that exist for the journal.
Step 2: Drill-down to the journal lines

The Budget Journal Exceptions page appears. The errors for the journal you clicked in step 1 appear. The journal errors are described in the Exception column. You can also drill-down to the journal lines from this page if you want to correct the journal.

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Ledger Group</th>
<th>Exception</th>
<th>More Detail</th>
<th>Override Budget</th>
<th>Transfer</th>
</tr>
</thead>
<tbody>
<tr>
<td>NWUNV</td>
<td>K1_DPT_DT</td>
<td>Parent Budget does not Exist</td>
<td>More Detail</td>
<td>No</td>
<td>Go To ...</td>
</tr>
<tr>
<td>NWUNV</td>
<td>K1_DPT_DT</td>
<td>Key Chartfield is Blank</td>
<td>More Detail</td>
<td>No</td>
<td>Go To ...</td>
</tr>
</tbody>
</table>
Step 2b: Drill-down to the journal lines
The Budget Lines page appears. Correct any errors from this page.

1. Click the Budget Lines tab. The journal lines page appears.

What happens next?
- Budget Journals with errors must be corrected before they can be.
- See the Correcting Common Budget Journal Errors training guide to learn how to correct errors.
In a Nutshell . . .

Process Overview

Manually Batch Posting Budget Journals

Step 1: Create a Run Control ID
   Commitment Control → Post Control Budget Journals → Request Posting, and then click the Add a New Value tab.
Step 2: Set the run control parameters
Step 3: Schedule the process
Step 4: Note the Process Instance number
Step 5: Open the instance information
Step 5b: Open the message log
   See the Correcting Common Budget Journal Errors training guide to learn how to correct errors.
Step 5c: Review the process results
Step 5d: Look for the Request Statistics

Correcting Budget Journal Errors

Step 1: Find journals that were not posted
   Commitment Control → Review Budget Check Exceptions → General Ledger → Budget Journal
Step 2 – 2b: Drill-down to the journal lines
Step 3: Correct the error
   See the Correcting Common Budget Journal Errors training guide to see how to learn how to correct errors.