Unposting Budget Journals

This training guide describes the process for unposting budget journals that have been posted to a KK ledger. The unpost process creates a new budget journal that is a reversal of the original journal. The original journal is marked with an Unposted status and a new journal, with the same Journal ID, is automatically posted unless the unposting would cause a deficit available budget. The parent budget entry is also unposted. The original journal and the reversal journal appear on reports with a combined total of $0.00.

Before you begin . . .

Upon completion of this guide you will be able to:
- Unpost a budget journal that has been posted
- Search for the reversal journal
- Verify that the journal unposted and a reversal journal was created
- Troubleshoot budget errors if the reversal journal does not automatically post

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

Who has access?
Budget Office

Additional Resources
- Visit the Project Café website for additional training materials www.cafe.northwestern.edu/training
- Visit the Project Café website for the Chart of Accounts Quick Reference Guide www.cafe.northwestern.edu/coa.
- 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: Start the unpost process

Quick Navigation:
From the Menu panel, click Commitment Control → Post Control Budget Journals → Mark for Unposting

1. Select the Ledger Group where the journal posted.
2. Enter the Journal ID if you know it, or enter the date range in which the journal was created.
3. Click Search.
4. Select the journals you want to unpost.
5. Click Unpost Selected Journals.
Step 2: Run the unpost process

These are system-generated settings.

1. Click Run.

Post Commitment Control Budget Journals Request

Run Control ID: PS_AUTO

Process Request Parameters

Process Frequency: Once

Request Number: 1

*Description*: PeopleSoft Online Auto-Process

*Transaction Type*: GL_BD_JRNLT

Business Unit: NWUNV

Ledger Group: KK_DPT_DT

Budget Entry Type: 0000000707

System Source: 0000000707

Journal ID From: 02/19/2008

Journal ID To: 02/19/2008

Journal Date From: 02/19/2008

Journal Date To: 02/19/2008

Skip Entry Event processing

Leave a field blank to select all its values.
Step 2b: Accept the settings
The information on this page is system-generated.

Process Scheduler Request

User ID: CDM399  Run Control ID: PS_AUTO

Server Name: PSNT  Run Date: 03/19/2008
Recurrence:  Run Time: 4:07:35PM
Time Zone:  

Process List

Select Description Process Name Process Type *Type *Format Distribution

1. Click OK.

OK  Cancel
Step 2c: Note the Process Instance number

1. Note the Process Instance number 14662. You will use this on the next page.

2. Click Process Monitor.

Post Commitment Control Budget Journals

Run Control ID: PS_AUTO

Process Request Parameters

Process Frequency:
- Once
- Always
- Don't Run

Request Number: 1
Description: PeopleSoft Online Auto-Process
Transaction Type: GL BD JRNL

Business Unit: NWUNV
Ledger Group: KK DPT DT

Budget Entry Type: 
System Source: 
Journal ID From: 0000000707
Journal ID To: 0000000707
Journal Date From: 02/19/2008
Journal Date To: 02/19/2008

Skip Entry Event processing

Leave a field blank to select all its values.

Save Return to Search Notify Add Update/Display

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Step 2d: Check the status of the process

Run Status | Description
--- | ---
Queued | The process is waiting to run.
Initiated | The process has started.
Processing | The process is running.
Warning | The process ran, but there was a problem. Search for the journal and make sure the reversal journal has a status of posted.
No Success | The process did not run. Any attempts to run were undone and no transactions were processed.
Success | The process ran successfully. Search for the journal and make sure the reversal journal has a status of posted.

The Distribution Status is not important for this process.
Step 3: Verify the posting status of the journals

In the example below, the original journal was unposted and a new reversing journal with the same journal ID was created. The reversal journal has a status of *Error* because unposting the journal will cause a deficit available budget. A deficit available budget occurs when a journal is posted and then pre-encumbrances, encumbrances, and expenses are recorded for the chart string such that unposting the journal would drop the chart string available budget below $0.00. To correct this, an authorized person must manually override the budget to complete the unposting. A budget journal should then be created which raises the chart string available budget to at least $0.00.

See the *Creating Commitment Control (KK) Budget Journals* training guide for more information.
Step 4: Override the error

Quick navigation: From the Menu panel, click Commitment Control → Review Budget Check Exceptions → General Ledger → Budget Journal. Enter the journal ID number, and then click Search.

1. Click the Override Transaction box.

2. Click Save.

A Saved message appears in the upper right corner of the screen.
Step 5: Verify the posting of the reversal budget journal

1. Enter the Journal ID number.

2. Click Search.

The reversal budget journal status has changed to Posted.
In a Nutshell . . .

Unposting Budget Journals

Process Overview
Step 1: Start the unpost process
    Commitment Control → Post Control Budget Journals → Mark for Unposting
Step 2: Run the unpost process
Step 2b: Accept the settings
Step 2c: Note the Process Instance number
Step 2d: Check the status of the process
Step 3: Verify the posting status of the journals
Step 4: Override the error
    Commitment Control → Review Budget Check Exceptions → General Ledger → Budget Journal. Enter the Journal ID number, and then click Search.
Step 5: Verify the posting of the reversal budget journal.