

Creating a Budget Journal Using SpeedType and the Alternate Description Field

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Creating a Budget Journal Using SpeedType and the Alternate Description Field



This topic illustrates two of the new features used in creating online budget journals in Core-CT 9.1:

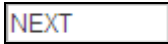
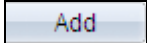
- The Alternative Description field
- Entering SpeedTypes without using the lookup button and prompt list.

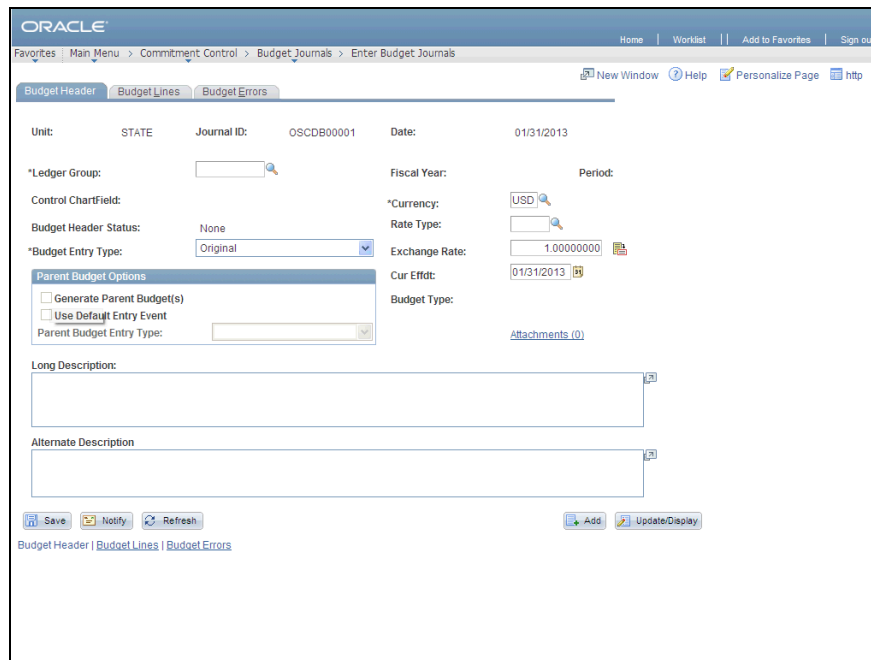
In this example a user creates an Allotment Budget journal with two lines.




Procedure

Navigation: Commitment Control > Budget Journals > Enter Budget Journals

A screenshot of the Oracle 'Enter Budget Journals' web form. The page title is 'ORACLE' and the breadcrumb navigation is 'Home > Worklist > Add to Favorites > Sign out'. The main heading is 'Enter Budget Journals'. Below the heading are two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. The form contains three input fields: 'Business Unit' with a search icon, 'Journal ID' with the value 'NEXT', and 'Journal Date' with the value '01/31/2013' and a calendar icon. Below these fields is an 'Add' button. At the bottom of the form, there are two links: 'Find an Existing Value' and 'Add a New Value'.

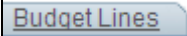
Step	Action
1.	Use the Enter Budget Journal Add a New Value page to add a new Budget Journal. Accept the default value in the Journal Date field (the current date). STATE is the only valid value. Enter STATE in the Business Unit field.
2.	Click in the Journal ID field. 
3.	The naming convention for Journal IDs is Agency acronym, initials, a number. Enter OSCDB00001 in the Journal ID field.
4.	Click the Add button. 

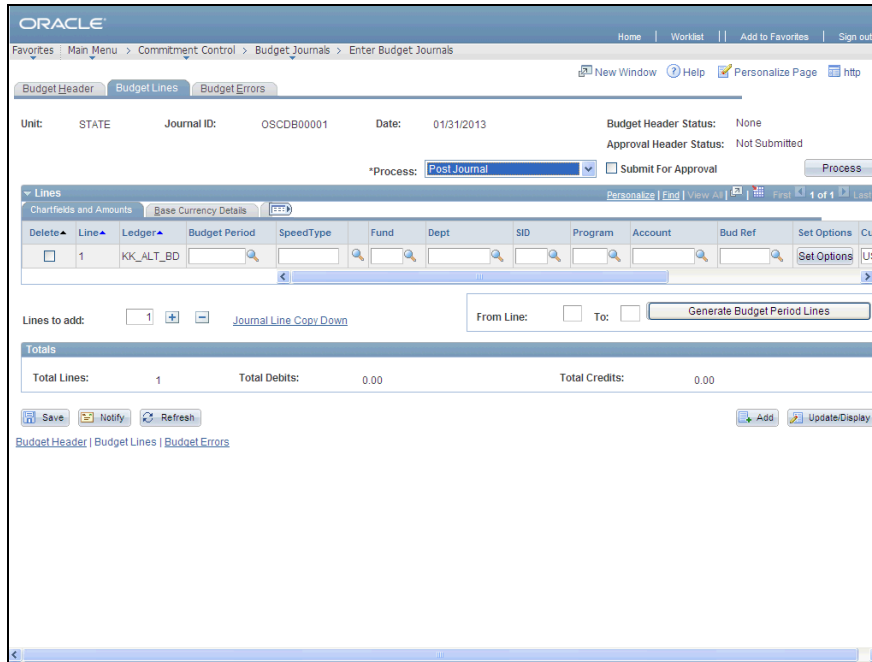


Step	Action
5.	Click the Look up Ledger Group button. 
6.	Click the KK_ALLOT link. 
7.	Click the Generate Parent Budget(s) option. 
8.	Enter Set up Allotment Journal into the Long Description field.

Step	Action
9.	Enter Follow agency convention for using this field into the Alternate Description field.

The screenshot shows the Oracle Commitment Control interface for 'Enter Budget Journals'. The page includes a breadcrumb trail: 'Commitment Control > Budget Journals > Enter Budget Journals'. The 'Budget Header' tab is active. Key fields include: Unit: STATE, Journal ID: OSCDB00001, Date: 01/31/2013, Ledger Group: KK_ALLOT, Fiscal Year: 2013, Period: 7, Control ChartField: Fund Code, Currency: USD, Rate Type: CRRNT, Exchange Rate: 1.00000000, Cur Effdt: 01/31/2013, Budget Type: Expense. A 'Parent Budget Options' section contains checkboxes for 'Generate Parent Budget(s)' (checked) and 'Use Default Entry Event' (unchecked), with a 'Parent Budget Entry Type' dropdown set to 'Adjustment'. The 'Long Description' field contains 'Set up Allotment Journal', and the 'Alternate Description' field contains 'Follow agency convention for using this field'. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Step	Action
10.	Click the Budget Lines tab. 



Step	Action
11.	Users can enter chartfield information directly into the chartfields on the Chartfields and Amounts tab of the Lines grid. They can also use SpeedTypes to enter this information.
12.	Enter 2013 into the Budget Period field.
13.	Users can type a SpeedType code directly in the SpeedType field. The SpeedType values will automatically populate after clicking away from the field. Enter AES_BUD into the SpeedType field.

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit: STATE Journal ID: OSCDB0001 Date: 01/31/2013 Budget Header Status: None
 Approval Header Status: Not Submitted

*Process: Post Journal Submit For Approval

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Dept	SID	Program	Account	Bud Ref	Set Options	Cu
<input type="checkbox"/>	1	KK_ALT_BD	2013	AES_BUD							Set Options	US

Lines to add: 1 Journal Line Copy/Down

From Line: To:

Totals

Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
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Budget Header | Budget Lines | Budget Errors

Step	Action
14.	Click in the Fund field. <input type="text"/>

ORACLE
 Home | Worklist | Add to Favorites | Sign out
 Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit: STATE Journal ID: OSCDB0001 Date: 01/31/2013 Budget Header Status: None
 Approval Header Status: Not Submitted

*Process: Post Journal Submit For Approval

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Dept	SID	Program	Account	Bud Ref	Set Options	Cu
<input type="checkbox"/>	1	KK_ALT_BD	2013	AES_BUD	11000	AES48000	10020	00000	50000	2013	Set Options	US


Lines to add: 1 Journal Line Copy/Down

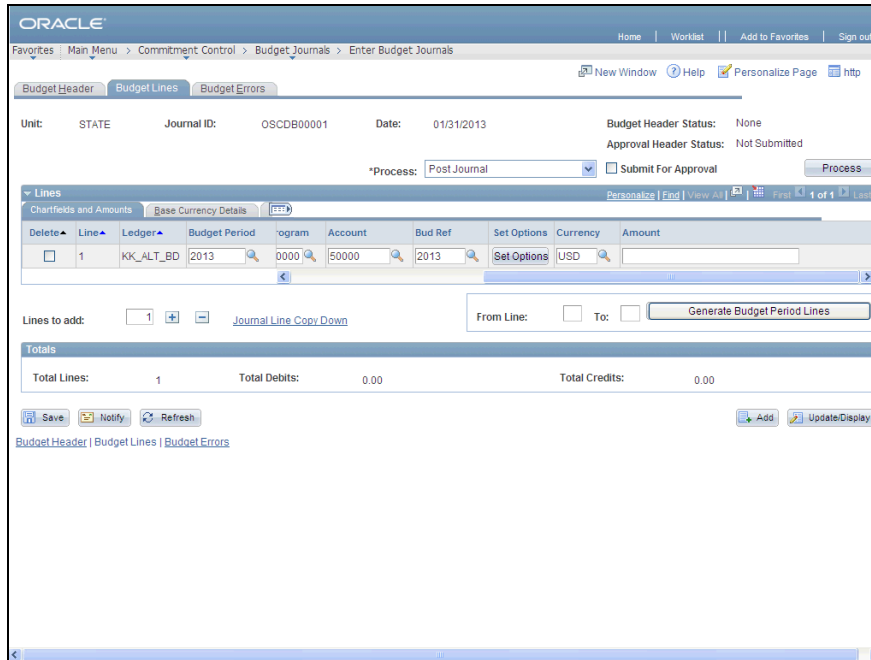
From Line: To:


Totals

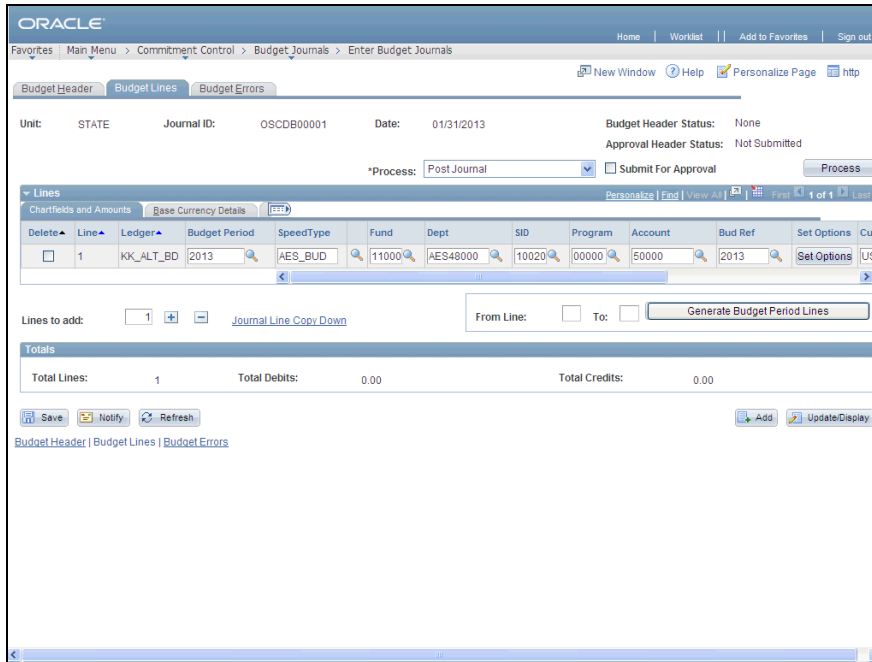
Total Lines:	1	Total Debits:	0.00	Total Credits:	0.00
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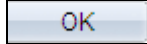
Budget Header | Budget Lines | Budget Errors

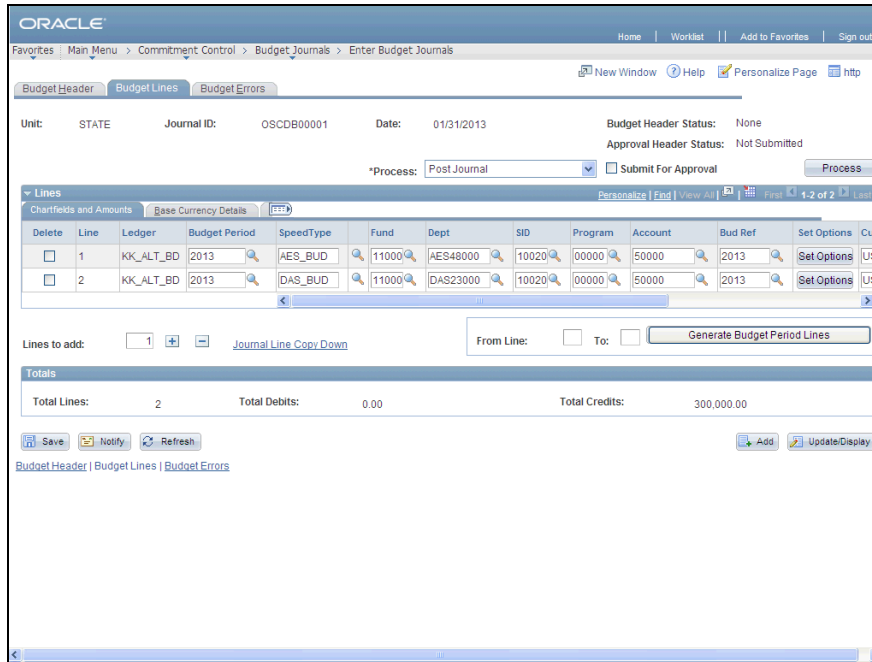
Step	Action
15.	Core-CT automatically populates the chartfields with values from the SpeedType code entered in the SpeedType field.
16.	Click the scrollbar to move to the right. 


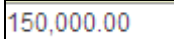


Step	Action
17.	Enter 15000 into the Amount field.
18.	Click the scrollbar to move to the left. 



Step	Action
19.	Click the Insert Lines button. 
20.	Users can also use the SpeedType button to select a chartfield. Enter DAS into the SpeedType field.
21.	Click the Speed Type button. 
22.	Click the SpeedType Flag option for DAS_BUD. 
23.	Click the OK button. 



Step	Action
24.	Core-CT populated the second line with values from the SpeedType. Click the scrollbar to move to the right. 
25.	Click in the Amount field. 
26.	Enter 30000 into the Amount field.

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit: STATE Journal ID: OSCDB00001 Date: 01/31/2013 Budget Header Status: None
Approval Header Status: Not Submitted

*Process: Post Journal Submit For Approval

Lines

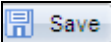
Delete	Line	Ledger	Budget Period	ogram	Account	Bud Ref	Set Options	Currency	Amount
<input type="checkbox"/>	1	KK_ALT_BD	2013	0000	50000	2013	Set Options	USD	150,000.00
<input type="checkbox"/>	2	KK_ALT_BD	2013	0000	50000	2013	Set Options	USD	300,000.00

Lines to add: 1 Journal Line Copy/Down From Line: To:

Totals

Total Lines:	2	Total Debits:	0.00	Total Credits:	300,000.00
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Budget Header | Budget Lines | Budget Errors

Step	Action
27.	Click the Save button. 

ORACLE

Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit: STATE Journal ID: OSCDB00001 Date: 01/31/2013 Budget Header Status: None
Approval Header Status: Not Submitted

*Process: Post Journal Submit For Approval

Lines

Delete	Line	Ledger	Budget Period	ogram	Account	Bud Ref	Set Options	Currency	Amount
<input type="checkbox"/>	1	KK_ALT_BD	2013	0000	50000	2013	Set Options	USD	150,000.00
<input type="checkbox"/>	2	KK_ALT_BD	2013	0000	50000	2013	Set Options	USD	300,000.00

Lines to add: 1 Journal Line Copy/Down From Line: To:

Totals

Total Lines:	2	Total Debits:	0.00	Total Credits:	450,000.00
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Budget Header | Budget Lines | Budget Errors

Step	Action
28.	The Budget Journal will be reviewed and posted by the Office of the State Comptroller.
29.	End of Procedure.