## Prepare a Special Condition Budget

In this example, we will transfer 19900 funds from program code 40 into program code 68, making this a **Special Condition** Temporary Budget journal.

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Your BFS ([Berkeley Financial System] Home) page might look different, depending upon your user access. Click the <strong>BIBS</strong> link.</td>
</tr>
<tr>
<td>2.</td>
<td>Click the <strong>Temporary Budget</strong> link.</td>
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<td>3.</td>
<td>The <strong>Find an Existing Value</strong> page opens. We want to create a new Financial Journal. Click the <strong>Add a New Value</strong> tab.</td>
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<tr>
<td>4.</td>
<td>We are on the <strong>Add New Value</strong> Tab. Notice the <strong>Business Unit</strong> defaults to <strong>10000</strong> (Berkeley) and is associated with the BFS User ID and access. <strong>Journal Date</strong> defaults to the current date but can be changed to any date within an open accounting period. The journal date determines the accounting period to which the journal posts.</td>
</tr>
<tr>
<td>5.</td>
<td>You can accept the <strong>Journal ID</strong> default value “NEXT,” and BFS will assign a unique number to your journal. However, we recommend that you name your journal something meaningful to you. Your Journal ID should begin with your 2-character department prefix, found typically at the Level 4 of the Master Org Tree. In this way, all of your department journals will be grouped together. See, &quot;Find a Financial Journal&quot; for an example. The Journal ID must also be unique in combination with the Journal Date. A Journal ID can be used repeatedly, as long as it is used with a different Journal Date. Do not use the same Journal ID and Journal Date with different Business Units.</td>
</tr>
<tr>
<td>6.</td>
<td>In this example, we will change the <strong>Journal ID</strong>. Tab to the Journal ID field. Press <strong>Tab</strong>.</td>
</tr>
</tbody>
</table>
7. The **Journal ID "NEXT"** is highlighted.
    Press [Delete].

8. The Journal ID is **PHTApex2010. PH (Physics) Apex (Budget Credit Dept) 2010** (Fiscal Year).
    Enter the desired information into the **Journal ID**: field. Enter a valid value e.g. "PHTApex2010".

9. We will leave the default date.
    Click the **Add** button.

10. We have reduced the size of the Navigation Menu to the left.
    The **Header Page** appears.
    Department users generally do not need to change most default fields on the **Journal Header** page. Mandatory fields are designated with the * before the field.
    The **Adjusting Entry** field is for General Accounting's use in the preparation for fiscal close. **Transaction Code** defaults to General, and is left at the default.

11. The **Reversal: Do Not Generate Reversal** link is rarely used by departments and should not be selected.

12. The **Journal Header Description** should include sufficient explanation so that someone can understand your action even years later. Only the first 254 character you enter will print on the journal.
    Click in the **Long Description** field.

13. Enter the desired information into the **Long Description** field. Enter a valid value e.g. "Budget allocation to APEX for the fall student advising program".

14. Notice, the **Long Description** indicates the reason this Temporary Budget Journal is being created.
    Make sure that you document completely. Although the Long Description does not appear on the BAIRS report, it does appear on the printed journal.
15. The **Ledger Group** default is **TEMPBUDG** and you cannot change this default.

   The **Source** field is mandatory and has a default (the department that is associated with the User ID) and indicates where the journal is coming from, which department is preparing and approving this journal.

16. Click the **Look up Source (Alt+5)** button.

17. The **Look Up Source** page opens with **Search Results** displayed.

   There are 100 items displayed of 300 Search Results.

18. The **Logical Operator** (the way the computer will search for the value) can be changed. When you want the most inclusive way to search, use "**Contains**".

   In this example, we are searching for Physics and will search by the first two letters of the name.

   Click in the **Source**: field.

19. Enter the desired information into the **Source**: field. Enter a valid value e.g. "ph".

20. Click the **Look Up** button.

21. Notice, that we have filtered (limited) our search and now have 3 **Search Results**, all the items beginning with PH.

   Click the **Physics** link.

22. If you believe you will need to save the journal before doing an Edit Check, due to the journal complexity or incomplete data at the time the journal is started, you may check the **Save Journal Incomplete Status** box and this will save your journal in an Incomplete Status.

23. In this example, we have completed the Header page.

   Click the **Lines** tab.
24. The **Lines Page** appears. The **Lines** page has two sections: **Lines** and **Totals**.

The **Lines** section contains the debit and credit lines of the Budget Journal.

The **Totals** section contains the information related to the totals of the line information.

25. Notice, the **Business Unit** has defaulted to **10000** (Berkeley).

Best Practice is to use the **Speedtype** in order to make sure the chartstring is correct. In this example, we will explore the various chartfields separately.

Tab to the **Account** field.

Press `[Tab]`.

26. Enter the desired information into the **Account** field. Enter a valid value e.g. "51010".

27. Tab to the **Fund** field.

Press `[Tab]`.

28. Enter the desired information into the **Fund** field. Enter a valid value e.g. "19900".

29. Tab to the **Dept** field.

Press `[Tab]`.

30. Enter the desired information into the **Dept** field. Enter a valid value e.g. "19515".

31. Tab to the **Program** field.

Press `[Tab]`.

32. Enter the desired information into the **Program** field. Enter a valid value e.g. "40".

33. In this example, there is no **ChartField1** or **ChartField2**.

Tab to the **Amount** field.

Press `[Tab]`.
<p>| | |</p>
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| **34.** | Enter the debit **Amount**.  
Enter the desired information into the **Amount** field. Enter a valid value e.g. "10000". |
| **35.** | Tab to the **Transaction Code** field.  
Press [Tab]. |
| **36.** | **Transaction Codes** are used to characterize budget entries. The most commonly used value for departmental user is **10** - General operating transfers.  
Enter the desired information into the **Trans Code** field. Enter a valid value e.g. "10". |
| **37.** | You may need to scroll to the right.  
Use the horizontal **Scrollbar** at the bottom of the page. |
| **38.** | Tab to the **Journal Line Description** field.  
Press [Tab]. |
| **39.** | The **Journal Line Description** is required and appears on BAIRS reports and therefore, should contain information about why the journal is being done.  
Remember, this field can only display 30 characters. |
| **40.** | Enter the desired information into the **Journal Line Description** field.  
Enter a valid value e.g. "To APEX fall student advising". |
| **41.** | We have finished entering the needed fields on Line 1, the debit line. In this example, we will use the copy feature from the **Template List** in order to save keystrokes as we prepare the credit line.  
You may need to scroll to the left.  
Use the horizontal **Scrollbar** at the bottom of the page. |
| **42.** | There are two ways to copy items from Line 1 to other lines.  
Option one is to use the **Lines to add blue +** and copy those fields that are defaulted.  
Option two is to modify the **Copy Down** feature using the **Template List**. |
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| 43. | In this example, we will modify the **Copy Down** defaults on the **Template List**.  
Click the Template List link.  
| 44. | The **Journal Entry Template List** page appears, displaying the template options for creating the structure of a Financial Journal and Budget Journals.  
The top portion of the Journal Entry Template List page, "**Show Journal Line Grid Columns**" is used by technical staff who construct the journal line format.  
The upper part of the Template List page should not used by departments.  
| 45. | The lower part of Journal Entry Template List page, the **Journal Line Copy Down**, is used to copy field values from journal line to journal line.  
Notice, there are three tabs that contain Budget Journal Copy Down fields. You can customize your Copy Down chartfields in order to get the fields used with the UC Berkeley Budget journals in a more familiar arrangement. For more information, see "**Customize Financial Journal Copy Down Chartstring**".  
| 46. | We want the **Fund** from Line 1 to copy to Line 2.  
Click the Fund option.  
| 47. | We have finished with the copy feature with the chart of accounts values found on the **ChartField** tab.  
You could use the Miscellaneous tab to copy the **Journal Line Description** field.  
In this example, we have only one field that will copy.  
| 48. | The selection of the Copy Down feature has been completed.  
Remember, the modifications you just made to the copy feature are only valid for this particular journal.  
Click the OK button.  
| 49. | Click the **Insert Lines** button.  
| 50. | Notice, the item (Fund) we checked on the Template List Copy Down section is now displayed on the added credit line.  

51. Tab to the **Account** field.  
Press [Tab].

52. Enter the desired information into the **Account** field. Enter a valid value e.g. "55000".

53. Tab to the **Dept** field.  
Press [Tab].

54. Enter the desired information into the **Dept** field. Enter a valid value e.g. "20409".

55. Tab to the **Program** field.  
Press [Tab].

56. Enter the desired information into the **Program** field. Enter a valid value e.g. "68".

57. Tab to the **Transaction Code** field.  
Press [Tab].

58. Enter the desired information into the **Trans Code** field. Enter a valid value e.g. "10".

59. Tab to the **Journal Line Description** field.  
Press [Tab].

60. Enter the desired information into the **Journal Line Description** field. Enter a valid value e.g. "For APEX student advising".

61. Review the Temporary Budget Journal. The Budget Journal appears to be correct.  
We will edit our work. The default for **Process** is **Edit Journal**.  
Click the **Process** button.

62. When you **Edit Journal**, the system verifies:  
- Required Fields are filled in  
- Chartfield values are valid  
- Debits equal Credits  
- The journal is saved.
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<td>63.</td>
<td>The <strong>Journal Saved</strong> message appears. <strong>Click the OK button.</strong></td>
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| 64.  | If the **Edit Check** is successful, the **Journal Status** will indicate "V" (Valid) and a message will indicate the journal has been saved.  
If the Journal Status is "E" (Errors) see "Resolve Errors in Your Budget Journal". |
| 65.  | **Click the Process drop-down button.** |
| 66.  | The **Process** drop-down list appears.  
**Click the Submit Journal list item.** |
| 67.  | **Click the Process button.** |
| 68.  | The **Journal Requires**...message appears.  
This Temporary Budget Journal appears in the Worklists of your **Budget Office** Approvers because it is a **Special Condition** journal.  
For additional information, see "Approve a Temporary Budget Journal". |
| 69.  | **Click the OK button.** |
| 70.  | You want to see the journal history status.  
**Click the Approval tab.** |
| 71.  | The **Approval** page displays the **Approval History**.  
The Journal is in **Pending** Status awaiting the **Budget Office** approval and posting to the General Ledger. |
| 72.  | Congratulations. You have successfully prepared and submitted a valid Temporary Budget Journal.  
**End of Procedure.** |