

Section 14 Budget

14.1 Budget Overview

Each council must prepare a yearly operating budget and, in many cases, multiple budgets to respond to the needs of the council and the legal requirement to expend funds. The software is configured to accept budgets for the current fiscal year and any year in the past and future.

Budget entry is done by journal to the BUDGET ledger. There is a provided template and instructions that allows the uploading of gathered budget data from Microsoft Excel®. Adjustments can also be made by normal journal entry.

Because councils operate within a five-year plan, the best use of the budget ledger would be to determine all future-year budgets using the five-year plan as a guide. Each year then represents a change to previously determined data rather than a complete revision of the budget.

Budgets should be worked in Excel spreadsheets down the monthly detail by the committee or individual responsible for that portion of the budget and then gathered up in the provided template for upload into GL.

14.1 Budget Information Downloads

There are several tools to provide detailed or summary information for budget work. Each council should review these tools and their output to determine the best method based on the organizational structure and budget practices of the council.

14.1.1 nVision Reports

- Budget Analysis (Summary)
- Detailed Budget Analysis

Used to review past, current and future budgets in summary form with subtotals in operations format
Used to review past, current and future budgets in detail form with subtotals in operations format

14.1.2 Queries

- LC_BUDGET_SPREADSHEET_FIS_YR
- LC_ACTUAL_SPREADSHEET_FIS_YR
- LC_BUDGET_SINGLE_PERIOD

Provides a listing of budget values for all accounts and for all periods in a specified fiscal year.
Provides a listing of actual values for all accounts and for all periods in a specified fiscal year.
Provides a listing of budget values for all accounts for one specific period of the year.

14.1.3 Financial Information Inquiry

- Compare Across Ledgers

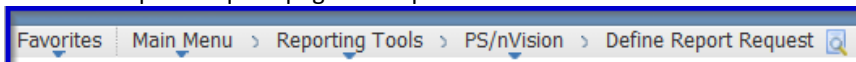
Provides a comparison of values in the BUDGET vs ACTUALS ledger for each account in each period of a year.

14.2 Budget Download Instructions

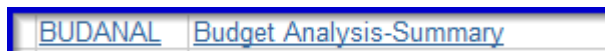
Below are the instructions for downloading information to support budget development.

14.2.1 Budget Analysis Report

Navigate to the Define Report Request page in PeopleSoft



Select the report ID “BUDANAL” – “Budget Analysis-Summary” from the search listing.



HINT: If you are producing this report part way through a year, you may want to run it based on a 12/31/XXXX date in order to see the annual budget and the actual to that point.

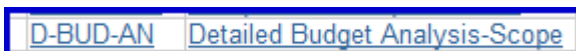
Run the report: NOTE: addition of actual as of date in this sample.

Council - # 002		Budget Analysis Report - All Projects				Boy Scouts of America	
		Period Ending: December 31, 2012					
Operating Fund - Unrestricted	Actuals		Actuals	Budget	Future Budgets		
	2010	2011	2012	2012	2013	2014	2015
Support and Revenue			As of Aug 31				
Direct Support							
Direct Mail							
Friends of Scouting	358,532	367,322	431,445	422,000	436,000		
Project Sales	3,700	45,500	28,450	33,250	32,000		
Special Events	30,276	90,962	42,335	87,945	92,345		
Foundations & Trusts	38,457	134,398	29,433	87,000	87,000		
Other Direct	3,534	7,131	1,000	1,500	1,500		
Total Direct Support	434,499	645,314	532,663	631,695	648,845		

The report begins as an Excel® spreadsheet and can be distributed to appropriate staff or volunteers.

14.2.2 Detailed Budget Analysis Report - Navigate to the Define Report Request page in PeopleSoft.

Select the report ID “D-BUD-AN” – “Detailed Budget Analysis-Scope” from the search listing.



HINT: If you are producing this report part way through a year, you may want to run it based on a 12/31/XXXX date in order to see the annual budget and the actual to that point.

SCOPE: This report is designed to run with Scope mapped to the Project Tree groupings to allow individual reports for each desired project.

The report begins as an Excel® spreadsheet and can be distributed to appropriate staff or volunteers.

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Council - #			Project Budget Analysis for: 311 - Summer - Boy Scouts					Boy Scouts of America	
			Period Ending: December 31, 2012						
Operating Fund - Unrestricted			Actuals		Actuals	Budget	Future Budgets		
Account	Project	Project Name / Account Name	2010	2011	2012	2012	2013	2014	2015
					As of Aug 31				
	311	Summer - Boy Scouts	-	16,000		16,000	15,000	-	-
4401		Contribution-Found & Trusts	-	16,000	-	16,000	15,000	-	-
Total Foundations & Trusts			-	16,000	-	16,000	15,000	-	-
TOTAL DIRECT SUPPORT			-	16,000	-	16,000	15,000	-	-
TOTAL SUPPORT			-	16,000	-	16,000	15,000	-	-
	311	Summer - Boy Scouts	185,581	167,107	170,028	177,425	182,500	-	-
6701		Camp-Fees	185,581	167,107	170,028	177,425	182,500	-	-
	311	Summer - Boy Scouts	4,031	5,679	3,577	5,000	5,100	-	-
6703		Camp-Sale of Meals	4,031	5,679	3,577	5,000	5,100	-	-
	311	Summer - Boy Scouts	334	563	1,404	550	575	-	-
6704		Camp-Program Fees	334	563	1,404	550	575	-	-
	311	Summer - Boy Scouts	2,405	2,885	1,500	1,500	1,500	-	-

14.2.3 Query – Budget Spreadsheet

Navigate to the “Query Viewer” page in PeopleSoft.

Query Viewer

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

*Search By: Query Name begins with LC_BUDGET_SPREAD

Search Advanced Search

Search Results

*Folder View: -- All Folders --

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Add to Favorites
LC_BUDGET_SPREADSHEET_FIS_YR	Budget Spreadsheet - Fis Year	Public		HTML	Excel	XML	Schedule	Favorite

- 1- Search for “Begins with - LC_BUDGET_SPREAD
- 2- Click “Search”
- 3- Save as a “Favorite” – No need to search the next time you come looking.
- 4- Click on the “Excel” link - Then fill in the prompts of “Business Unit” and “Year” and Click “View Results”

Unit	Fund	Account	Project	Class	Descr	JAN	FEB
L	1	3640	000	00	Reclass-United Way Alloc	-72119.000	
L	1	3660	045	01	Reclass-Investment Revenues	0.000	
L	1	4001	013	90	Contributions-FOS	-40000.000	
L	1	4069	013	90	Prov for Unc-FOS	4000.000	
L	1	4071	054	90	Contributions-Project Sales	0.000	
L	1	4071	580	90	Contributions-Project Sales	-4166.000	
L	1	4201	011	90	Contributions-SE-Sponsorships	0.000	

Typical steps to format....

- 1- Click on Cell A1 and drag the cursor right to cell E1.
- 2- Click on the “Merge and Center” button (Your version of Excel may have a different menu look).
- 3-A – Click on the blue cell between “A” and “1” to highlight the entire sheet.
- 3-B – Place the cursor on the line between column “E” and “F”, when you see the symbol double-click.
- 4- Click on Column “G” and drag over to the last column of data (in this case column “R”).
- 5- Click on the “,” button (Your version of Excel may have a different menu look).

The result will look more like this. You may want to add the year to the title row by clicking on the cell, press F2 and add the text.

Unit	Fund	Account	Project	Class	Descr	JAN	FEB	MAR	APR	MAY	JUN	JUL
L	1	3640	000	00	Reclass-United Way Alloc	(72,119.00)	-	-	-	-	-	-
L	1	3660	045	01	Reclass-Investment Revenues	-	-	-	-	-	-	-
L	1	4001	013	90	Contributions-FOS	(40,000.00)	(155,000.00)	(77,000.00)	(50,000.00)	(35,000.00)	(20,000.00)	(14,500.00)
L	1	4069	013	90	Prov for Unc-FOS	4,000.00	15,500.00	6,000.00	5,000.00	3,500.00	2,000.00	7,700.00
L	1	4071	054	90	Contributions-Project Sales	-	-	-	-	-	-	-
L	1	4071	580	90	Contributions-Project Sales	(4,166.00)	(4,166.00)	(4,166.00)	(2,083.00)	(2,083.00)	(2,083.00)	(2,083.00)
L	1	4201	011	90	Contributions-SE-Sponsorships	-	-	-	-	-	-	-
L	1	4201	015	90	Contributions-SE-Sponsorships	-	-	-	-	-	-	-
L	1	4201	111	90	Contributions-SE-Sponsorships	-	-	-	-	-	-	-

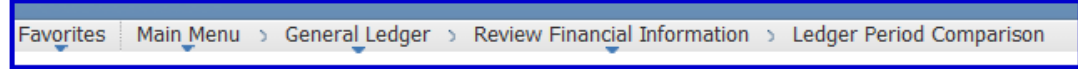
- 14.2.4 Query – Actual Spreadsheet – Repeat the search and format patterns above.

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14.2.5 Query – Budget Single Period – Repeat the search and format patterns above.

14.2.6 Financial Information

Navigate to the page named “Ledger Period Comparison”



The first time you access this page, create an Inquiry Name such as “COMPARELED” and save it for future use.

Compare Across Ledgers

Ledger Criteria

Inquiry: COMPARELED
Unit: L660
Ledger: BUDGET
*Ledger: ACTUALS
*Year: 2012
*From Period: 1
*To Period: 12
*Currency: USD
*Amount to display: POSTED_TOTAL_AMT
Percentage/Amount: Amount
Max Rows: 600
Display Chart: ☐
Search

- 1- Enter your Business Unit
- 2- Select “Budget” from the search list
- 3- Select “Actuals” from the search list
- 4- Enter the fiscal year
- 5- Enter the first period in the range (for budget usually 1).
- 6- Enter the last period in the range (for budget usually 12).
- 7- Enter USD
- 8- Click on Search

Chartfields	ChartField Value	Info	ChartField Value Set	Update/Add	Sum By	Value Required	Order-By▲	
1 Project		i		Update/Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>		3
2 Book Code		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>		
3 Fund Affiliate		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>		
4 Budget Period		i		Update/Add				
5 Scenario		i		Update/Add				
6 Adjustment Type		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>		
7 Department		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>		
8 Product		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>		
9 Account		i		Update/Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>		2
10 Class Field		i		Update/Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>		4
11 Affiliate		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>		
12 Fund Code		i		Update/Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		1

“Uncheck” the box in the “Sum By” column for “Account”.

“Check” the box in the “Sum By” column [in order] for Fund, Account, Project & Class Field

Then click on the column label “Order-By” on the right. Wait... Click it one more time and you should see the screen below:

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Display Chart Search **5**

Chartfields	ChartField Value	Info	ChartField Value Set	Update/Add	Sum By	Value Required	Order-By▲
1 Department		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
2 Fund Affiliate		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
3 Book Code		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
4 Affiliate		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
5 Adjustment Type		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
6 Scenario		i		Update/Add			
7 Product		i		Update/Add	<input type="checkbox"/>	<input type="checkbox"/>	
8 Budget Period		i		Update/Add			
9 Fund Code	1	i		Update/Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	1
10 Account		i	2 REVENUE_EXPENSE	Update/Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>	2
11 Project	3 311	i		Update/Add	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	3
12 Class Field		i		Update/Add	<input checked="" type="checkbox"/>	<input type="checkbox"/>	4


4

- 1- Enter Fund # desired in the "Chartfield Value" column
- 2- Select "REVENUE_EXPENSE" for account in the "Charfield Value Set" column
- 3- Select a project number from the search list in the "Chartfield Value" column
- 4- Click "Save" to hold your selections.
- 5- Click on "Search". You will have to scroll down to see your data.

Period 1,2,3 Period 4,5,6 Period 7,8,9 Period 10,11,12 1							
Fund	Account	Project	Class	BUDGET 1	ACTUALS 1	Variance	BUDGET 2
1	1	4401	311	90			
2	1	6701	311	21			
3	1	6703	311	21			
4	1	6704	311	21			
5	1	6709	311	21			

- 1- Click on the icon to "Show All Columns"

Customize Find 1-600 of 600											
Fund	Account	Project	Class	BUDGET 1	ACTUALS 1	Variance	BUDGET 2	ACTUALS 2	Variance	BUDGET 2	ACTUALS 2
1	1	3640	000	00	-72119.00	-72288.10	169.10				
2	1	3640	000	01		72288.10	-72288.10				
3	1	3660	045	01							
4	1	3900	000	00		-2063.00	2063.00				
5	1	3900	990	00		4664.74	-4664.74	4664.74	-4664.74		
6	1	4001	013	90	-40000.00	-45317.00	5317.00	-155000.00	-138437.32	-16562.68	-77000.00
7	1	4069	013	90	4000.00	3108.53	891.47	15500.00	12402.81	3097.19	6000.00

- 1- Check the numbers (as 1-600 of 600) This is an indication that you need to expand the line limit above to a higher number. You should see something like 1-647 of 800. Then you have it all.
- 2- Click on the Download Icon  to move to Excel®. Format as desired and filter if needed.

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14.1 Budget Gathering & Upload

After staff and volunteers have done the work of detailed budgets, the recommended approach is to have those budget submitted back to the council with detail of each account and the budget values for any period in the budget year. For best results the format should be:

GL Account				Periods								Enter Debits as a Positive	Enter Credits as a Negative
Fund	Account	Project	Class	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug		
1	6801	444	20		Typical of an activity that is deferred until June. All the budget is in June (or later months).				(5,600.00)				
1	8301	444	20						4,800.00				
OR													
1	4001	000	90	(250,000.00)	(400,000.00)	(280,000.00)	(12,500.00)						Thru December.
OR													
1	7002	000	99	68,500.00	68,500.00	68,500.00	72,600.00	72,600.00	72,600.00	72,600.00	72,600.00		

14.1.1 Uploading Completed Budgets

The council should have an excel spread sheet for gathering the budget data for uploading. The standard format is a file named "Journal Upload and Budget Upload Gathering Worksheet". The workbook contains instructions, a template to gather budget detail as above, and an upload formatted sheet for each month of the year.

Once gathered, budget numbers can be copied into a template that will upload them directly as journals into PeopleSoft. They arrive as unposted general journals which can be changed, edited and then posted or deleted for a retry.

14.1.1.1 Using the Gathering Template

Task #1 Open the Excel® Spreadsheet "Journal Upload and Budget Upload Gathering Worksheet"

Task #2 Fill in the Set-up Tab (Business Unit and "USD") as below. This will be saved and will be retrained for future loads.

Fill in the two cells below													
L556	PeopleSoft Business Unit (usually 1999 - Council Number)												
USD	Currency (USD unless otherwise directed by user)												
Data Preparation Steps:													
Step 1	Gather your data for journal upload. This can be to either ACTUALS of BUDGET ledger as indicated by the tabs below.												
Step 2	Organize your data in the order of columns as in the selected "Master" tab below. The order is important. Arranged y												
Step 3	Copy your data from your source and "PAST SPECIAL - VALUES" only into the selected "MASTER" sheet for either Actua												
Step 1	After all the budget data you wish to load is placed into the Master Tab. Count the number of lines in your data below												
Step 2	Open your import file JRNL1.LC.xls - Set up your Header for your Business Unit including the date that is in the period												
Step 3	Add the number of rows in the JRNL1.LC.xls file that will match your data rows.												
	This is done by clicking the button shown at the right here and entering the number of rows to add												
Step 4	Start with												
	Then add Row numbers in the upload template so they match your data and there is a row number in the grey portio												

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Task #3 Copy and Paste or load the data being returned from budget work into the gathering document.

Paste your Data here beginning with Cell C4 across the months you are entering now. USE THE PAST SPECIAL - VALUES setting.													
Header		GL Account				Periods							
Bus Unit	Ledger	Fund	Account	Project	Class	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug
L556	BUDGET	1	6801	444	20						(5,600.00)		
L556	BUDGET	1	8301	444	20						4,800.00		
L556	BUDGET	1	4001	000	90	(250,000.00)	(400,000.00)	(280,000.00)	(12,500.00)				
L556	BUDGET	1	7002	000	99	68,500.00	68,500.00	68,500.00	72,600.00	72,600.00	72,600.00	72,600.00	72,600.00

REMEMBER: Debits are entered as a positive number. Credits are entered as a negative number.

Do not budget for deferred months on projects that are deferred.

Task #4 Copy the data from the “Jan” tab into the upload template (January budgets)

HINT: First look at the “Jan” tab and count the lines you are about to copy to the upload template. Go to the bottom of the data and look at the Excel® row number then subtract 1 from that number. This will allow you to open the correct number of rows in the template for pasting. See instructions below on pasting data.

Task #4 Upload January budget data into the GL. After a successful upload, you will repeat the steps above and copy/upload “Feb”, “Mar” etc. **Be sure you change the effective date on the upload template to match each month.**

14.1.1.2 Loading Budget Data into Upload Template (JRNL1._LC.xls.xls)

Introduction

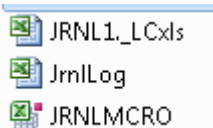
Journals can be uploaded into PeopleSoft. This process can be used for both the BUDGET and ACTUALS ledger.

Contents

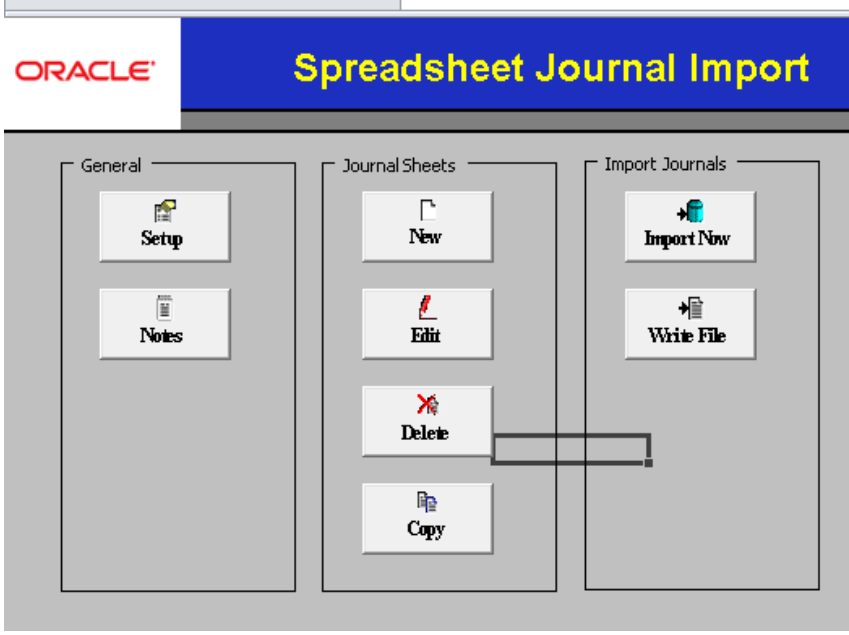
This document contains these topics:

Topic	See Page
Section 1 – Folder Structure	1
Section 2 – Set up	2
Section 3 – Enter and upload a new Journal Entry	4
Section 4 – Edit and Post the journal in PeopleSoft	8

Task #1 - Create the Folder Structure

Step	Action
1	<p>There are 3 files that must be in one folder in order for the Journal Entry template to upload into PeopleSoft.</p> <p>JRNL1 JrnlLog JRNLMCRO</p> 
	<p>**Best practice is to copy the entire folder and name the folder something meaningful i.e. January 2012 ACTUALS, December 2013 BUDGET</p>


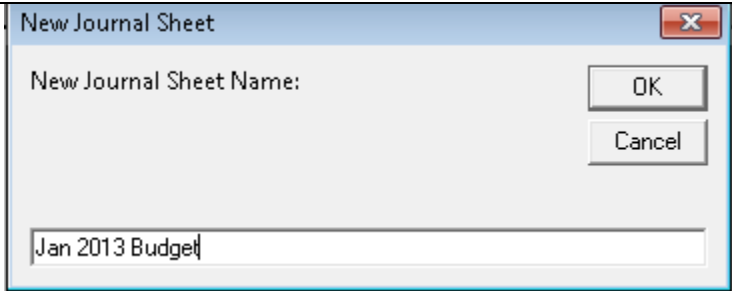
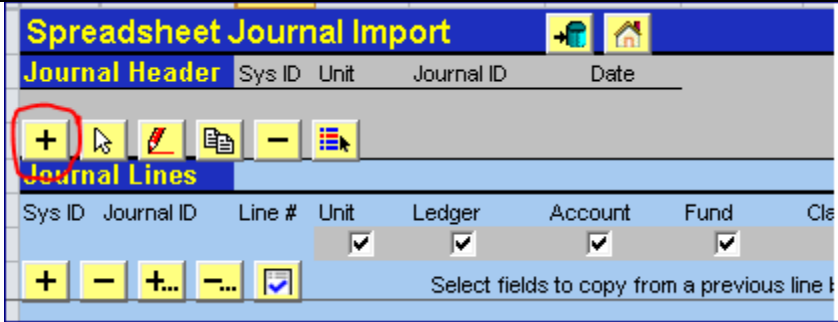

Task #2 - Set up the template

Step	Action
1	<p>Open the JRNL1 spreadsheet. This is the template that is used to upload journal entries into PeopleSoft.</p>
	 <p>The user may see a message that asks if they want to Enable the Macros. Click Enable</p>

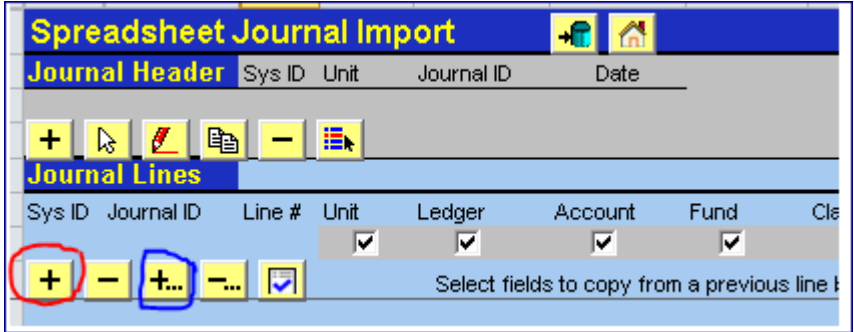


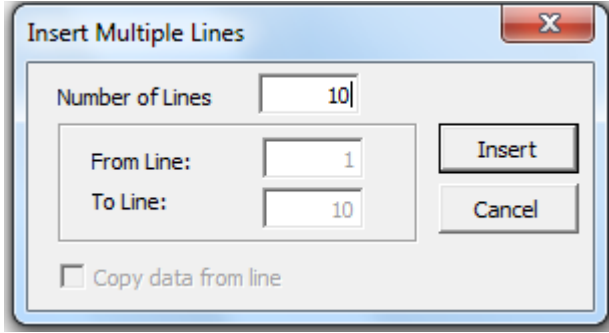

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Step	Action
2	Click on Setup
3	<div data-bbox="440 302 1386 955" data-label="Form"> </div> <p>Enter the proper Business Unit Enter the default date Enter the Ledger Group (ACTUALS or BUDGET) Enter Source: GJ **All other fields should default. The address represents the environment. Users will be provided the Production address in the version provided during training.</p> <p>Optional: Enter User ID (It can be loaded later)</p> <p>Click OK</p>
4	<div data-bbox="440 1352 1167 1671" data-label="Form"> </div> <p>Click Yes</p>

Task #3 - Enter a new journal entry

Step	Action
1	 <p>Click New</p>
2	 <p>Enter the Journal Sheet Name i.e. January 2013 Budget Click OK</p>
3	 <p>Click on the first plus sign under Journal Header </p>

Step	Action
4	<p>Establish the journal entry header</p> <div data-bbox="440 302 1414 1121"> <p>The screenshot shows the 'New Journal Header' dialog box. It has two main columns of fields. The left column includes System ID, Unit (L144), Journal ID (NEXT), Journal Date (01/01/2011), Reference Number, Ledger Group (BUDGET), Ledger, Source (GJ), User ID, Journal Class, Transaction Code, Currency Information (Foreign Currency, Effective Date: 01/01/2011, Rate Type, Exchange Rate), and Reversal options (None, Beginning of Next Period, End of Next Period, Next Day, Specified Date). The right column includes Description, AutoGen Lines, Adjusting Entry, Document Type, Doc Sequence, Adjustment Type, Commitment Control Amount Type, and Agency Location Code. The 'OK' button is circled in red.</p> </div> <p>Enter a description. The other values default in from the Set up step. The Unit, Journal Date and Ledger Group can be changed from the default values in this window. Click OK</p>

Step	Action
5	<p>HINT: It is important to know who many lines of journal you are about to add. If the journal is already in an Excel® sheet, you can count the lines before copying the journal into this template. If you are creating it manually, you can add lines as needed.</p>  <p>Click the Plus sign in the Journal lines section for one at a time addition of lines.</p>  <p>Click the Plus... sign to add multiple lines. Enter the number of lines needed for the journal entry and click Insert.</p>   <p>The minus signs can also be used to remove one line at a time or multiple lines.</p> 

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Step

6

Action


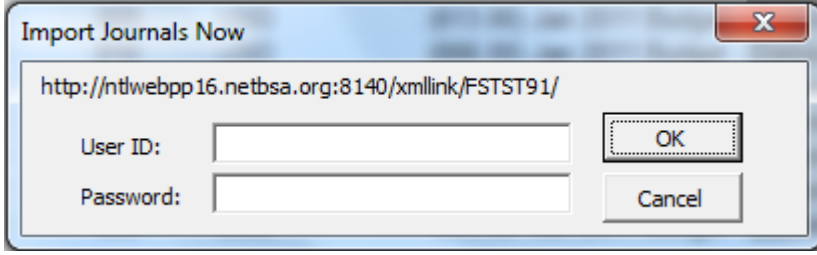

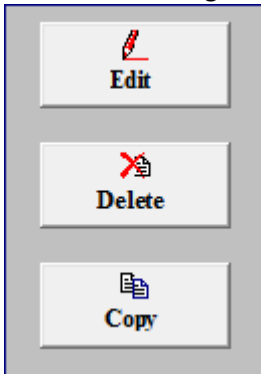
Journal Header		Sys ID	Unit	Journal ID	Date						
		1007	L556	0000000776	1/31/2013	January 2013 Budget Load					
<div> <div>+</div> <div>↩</div> <div>✖</div> <div>📄</div> <div>−</div> <div>🔍</div> </div>											
Journal Lines											
Sys ID	Journal ID	Line #	Unit	Ledger	Account	Fund	Class	Project	Currency	Amount	Description
			<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<div> <div>+</div> <div>−</div> <div>+++</div> <div>---</div> <div>🔍</div> </div> Select fields to copy from a previous line by marking the checkboxes under each field.											
1007	0000000776	1	L556	ACTUALS	4001	1	90	000	USD	(27,214.86)	Budget Load
1007	0000000776	2	L556	ACTUALS	4069	1	90	000	USD	2,721.49	Budget Load
1007	0000000776	3	L556	ACTUALS	4201	1	90	256	USD	(5,000.00)	Budget Load
1007	0000000776	4	L556	ACTUALS	4249	1	90	256	USD	500.00	Budget Load
1007	0000000776	5	L556	ACTUALS	4401	1	90	125	USD	(10,000.00)	Budget Load
1007	0000000776	6	L556	ACTUALS	4701	1	90	400	USD	(6,000.00)	Budget Load
1007	0000000776	7	L556	ACTUALS	4702	1	90	400	USD	(2,500.00)	Budget Load
1007	0000000776	8	L556	ACTUALS	6501	1	90	027	USD	(22,000.00)	Budget Load

Enter your data in the grey area and in this exact sequence: Business Unit, Ledger, Account, Fund, Class, Project, Currency (USD), Amount and Description, and start in the cell circled in red here. If you are pasting from another spreadsheet in the same format, please use the Paste Special = Paste Values method of pasting copied data. This example is a budget load.

Note 1: Amounts must be entered as a positive number for a Debit and a negative number for Credit when using the journal entry upload template.

Note 2: All the lines in template must be filled – No empty lines. If you have too many lines opened for your data, delete the empty lines.

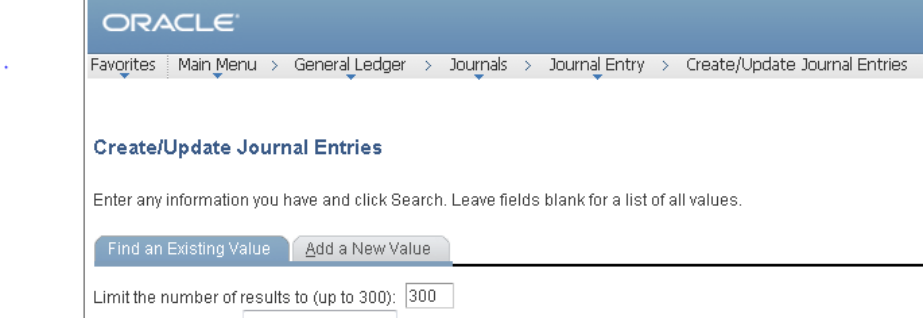
Note 3: When uploading budget or journals from another spreadsheet, make sure the columns are in the correct order to match this template and then copy the data in the source spreadsheet. Paste (using “Paste Values” function) in the grey area above on line # 1 of the open area. The template will not let you paste or enter data in grey area without lines being open. Using the “Paste Values” function of Excel® will eliminate any formulas that are in the source data.

Step	Action
7	 To upload to PeopleSoft Click the green cylinder located at the top of the Spreadsheet Journal Import.  <p>Enter your user ID (ALL CAPITAL LETTERS) and password.</p> <p>A message will appear to indicate that the upload was successful or has errors. If there are errors return to the journal upload template and correct, then re-upload (click the green cylinder) and enter your user ID and password.</p>
8	 Use the "Home" button to get back to the main menu. NOTE: Once journals are loaded, the template archives them for reference. You can see and mange them using the Edit and Delete buttons. 

Task #4 - Edit and Post the journal in PeopleSoft

Step	Action
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Budget Process using PeopleSoft Financial 9.1

Step	Action
1	<p>Log into PeopleSoft. Navigate to Create/Update Journal Entries.</p> <p>General Ledger> Journals > Journal Entry > Create/Update Journal Entries</p> 
2	<p>Search for the journal that was just created. Edit and Post journal.</p> <p>*For further instructions on editing and posting a journal. See the General Ledger section of the user guide or help function within PeopleSoft.</p>