

GL: Budget Journals

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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Steps for Budget Journals

This process is performed when an agency's budget approver wants to enter the transfer or adjustment budget journals online in OAKS FIN. For example, this process could be used to allot an increase in appropriation approved by the Controlling Board.

OBM creates the budgets at the appropriation and allotment levels. The budget check process uses these budgets to determine whether or not there is sufficient appropriation and cash to cover the transaction.

When creating a budget, the **Budget Errors** page can be used to view header and line detail messages for budgets that failed the edit/post process. When the Commitment Control Posting process encounters errors during editing, it marks the journal lines in error. OAKS FIN will not post the journal until the errors are corrected.

Click the Attachments link to add supporting documents to the budget journal. This link accesses the Attachments page where you can select to show attachments to approvers. The Alternate Description field is 150 characters long to accommodate increased reporting requirements for control-based budget activity.

While attempting to process a budget journal, it may fail and return errors. The Header Errors field area displays any errors relating to the Budget Header page, while the Line Errors field area displays Budget Line errors. This section details any journal errors so that corrections can be made.

- If a budget journal is for an agency-level budget, the agency must correct the errors and re-post the journal.

If the budget journal is for an allotment, OBM works with the agency to correct the journal and re-run the journal post process.

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- Only State Accounting creates appropriation journals. They should never be created by agencies. State Accounting creates appropriation journals in a specific way to track appropriations for internal quality control.

What would you like to do?

- [Create a Budget Journal](#)
- [Copy a Budget Journal](#)
- [Create a Budget Transfer](#)
- [Set Up Spreadsheets for Budget Journals](#)
- [Create Spreadsheet Budget Journal Entries](#)
- [Review and Upload Spreadsheet Budget Journal Entries](#)
- [Approve and Post Budget Journals](#)
- [Review Budget Check Exceptions](#)

Budget Journal Maintenance Summary

Budget Structure	Agency	Central (OBM)
Cash Control		Centrally maintained
State Revenue		Centrally maintained
Agency Revenue	Agencies enter & maintain	
		Centrally

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Appropriation		maintained
Monthly Disbursement Estimate		Centrally maintained
Allotment	Agencies enter & submit	Centrally maintained
Allotment Plan	Agencies enter & submit	Centrally maintained
Agency (Control & Track)	Agencies enter & maintain	
Project & Grant	Agencies enter & maintain	

Creating a Budget Journal

Overview

This process is performed when an agency's budget approver wants to enter adjustment budget journals online in OAKS FIN.

Only OBM has the authority to post at the appropriation and allotment level. Agencies may create and post agency-level budget journals.

OAKS FIN uses the Control ChartField to determine whether it should enforce budgetary control over the transaction. ALI is the Control ChartField that tells OAKS FIN to check whether a budget appropriation exists and cash is available for the transaction.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

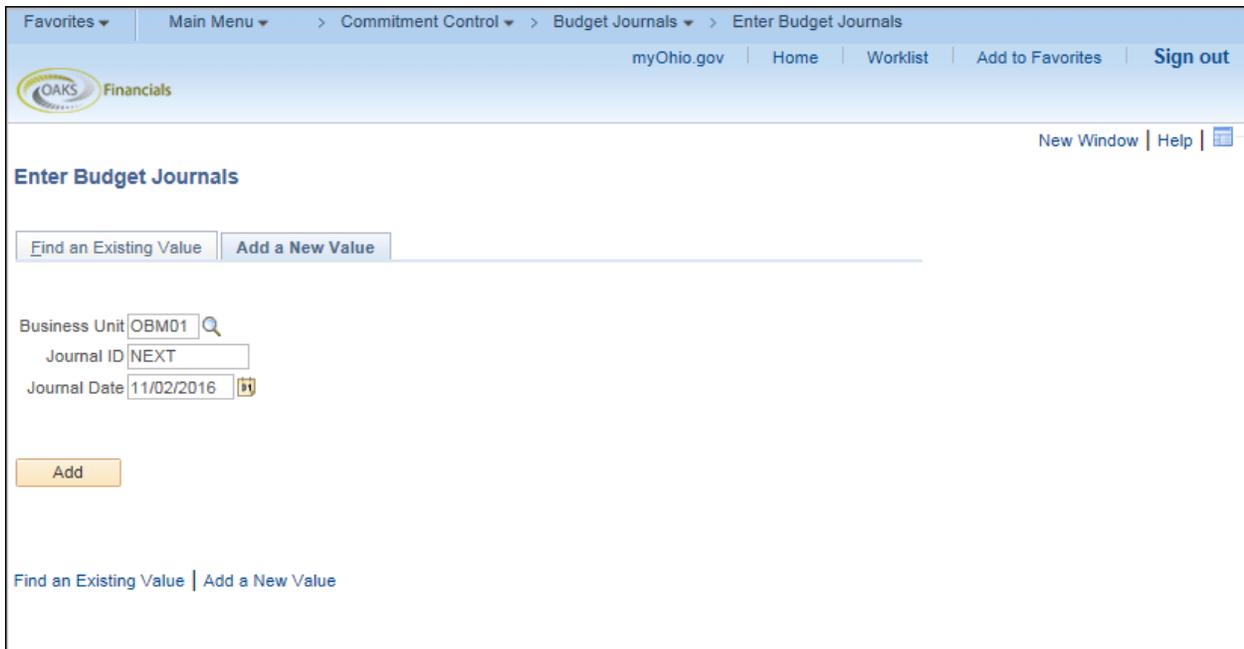


While entering a budget journal only requires a single line, entering a budget transfer requires a double-sided entry, meaning that journals must balance.

- Click here for assistance with accessing the OAKS FIN Commitment Control Module.

Steps

- **OAKS FIN > Main Menu > Commitment Control > Budget Journals > Enter Budget Journal**

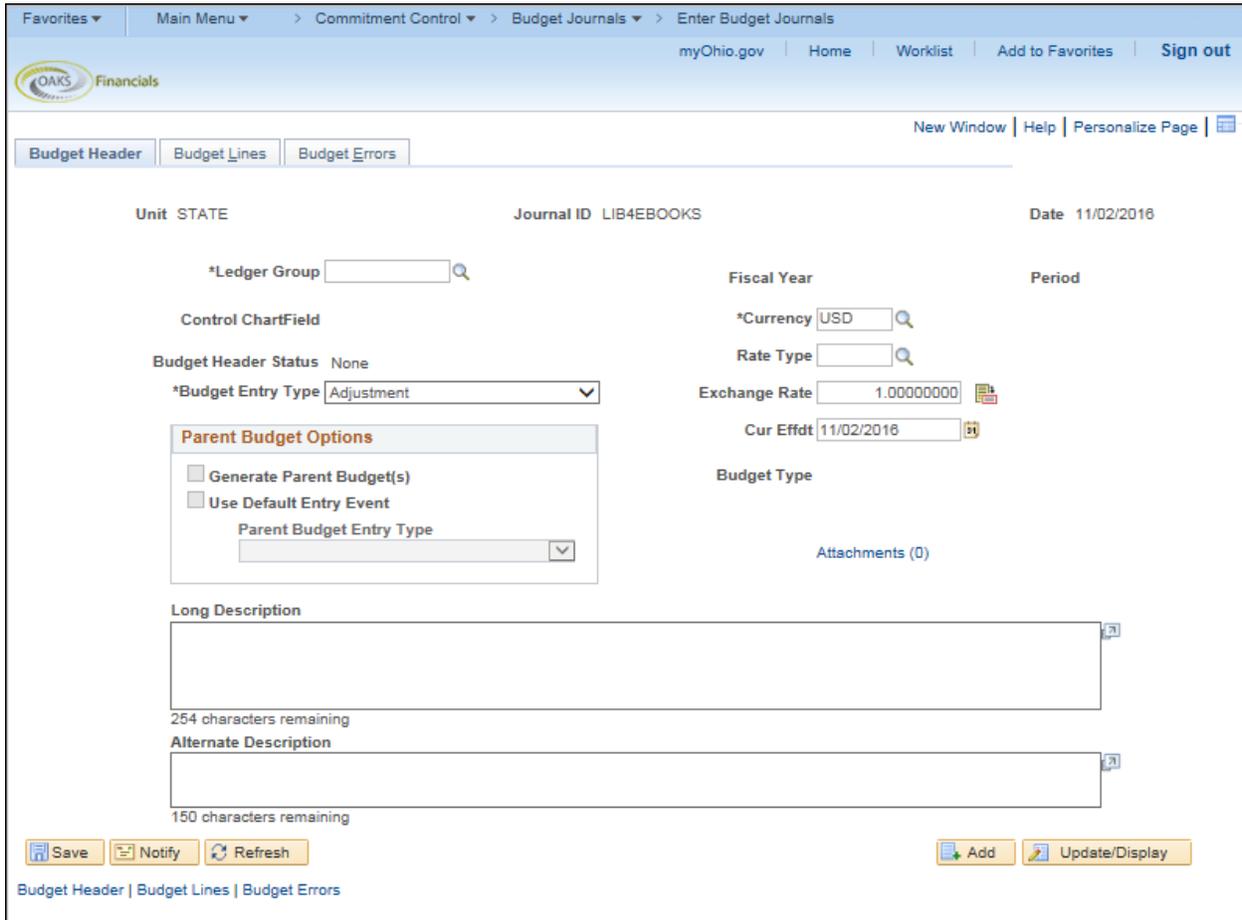


- Click here to watch a quick tutorial on Creating a Budget Journal.
1. Enter "STATE" in the **Business Unit** field.
 - When entering a budget journal, you will always accept the **Journal Date** provided.
 2. Enter a meaningful **Journal ID**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



- Start with the agency BU code, then add something that will help coworkers recognize the Journal ID. For example, for a Forestry budget journal, perhaps enter "DNR01FOR."
3. Click **Add**.
- The **Budget Header** page displays.



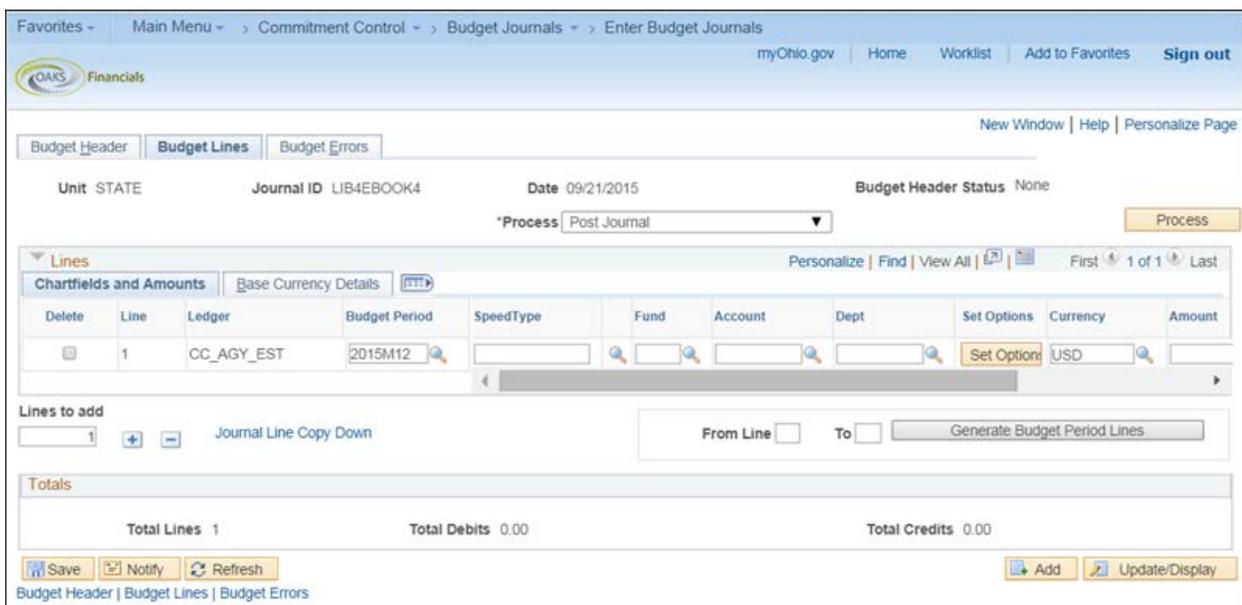
4. Select a **Ledger Group**.
- See the Ledger Group Crosswalk for a detailed description of each ledger group displayed on this page.
5. Select the **Budget Entry Type**. This will be one of the following:

Description	Definition
-------------	------------

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Original	This will originate from an Executive Operating or Capital Budget Bill only.
Adjustment	Entered when legislation is approved other than an Executive Operating or Capital Budget bill. Entered when it is not a Controlling Board action or an OBM Director Memo approved item.
Executive Order Reduction	Reductions to budgets by Executive Authority (e.g., Appropriation reductions).
Adjustment-Controlling Board	Entered when item is approved by the Controlling Board.
Adjustment-Director Memo	Entered when item is approved by the OBM Director.

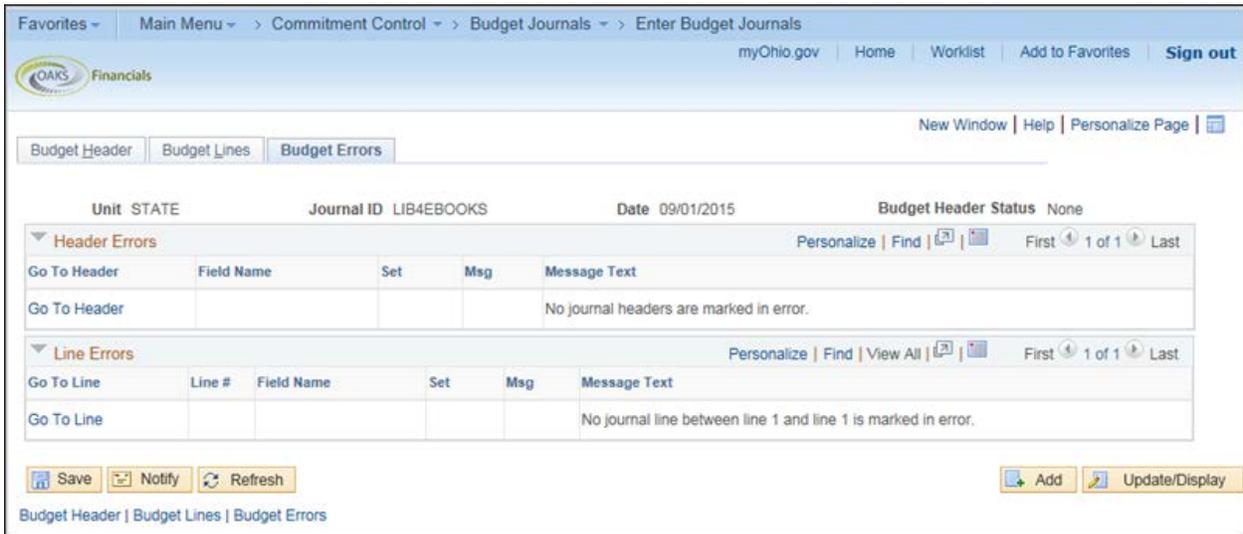
6. Enter a description for the budget in the **Long Description** field.
7. Click the **Budget Lines** tab.
 - The **Budget Lines** page displays.



8. Enter or select the **Budget Period**.
9. Enter the budget **ChartFields**, including **Fund, Account, ALI, Dept** (department), and **Amount** (scroll to right).

See "The FIN SOURCE" for Ohio for the most recent version of this process.

10. Verify that "Post Journal" is selected in the **Process** dropdown menu.
 - Agencies can only post agency-level budget journals. Agencies cannot post appropriation or allotment-level budgets. Only OBM may post these.
11. Click **Process** button.
12. Click **Yes** to confirm the budget journal posting.
 - The **Budget Header Status** changes to "Posted."
13. Click the **Budget Header** tab.
 - Notice that the **Budget Header Status** field displays "Posted."
 - If there are errors, the field displays "Edit Errors."
14. Click the **Budget Errors** tab to verify that no errors exist in the budget journal.



Unit STATE Journal ID LIB4EBOOKS Date 09/01/2015 Budget Header Status None

Header Errors Personalize | Find | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header				No journal headers are marked in error.

Line Errors Personalize | Find | View All | First 1 of 1 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line					No journal line between line 1 and line 1 is marked in error.

Save Notify Refresh Add Update/Display

- OAKS FIN does not post budget journals until all errors have been corrected.

Copying a Budget Journal

Overview

Users can quickly create a new budget journal by copying an existing budget journal. This is useful to:

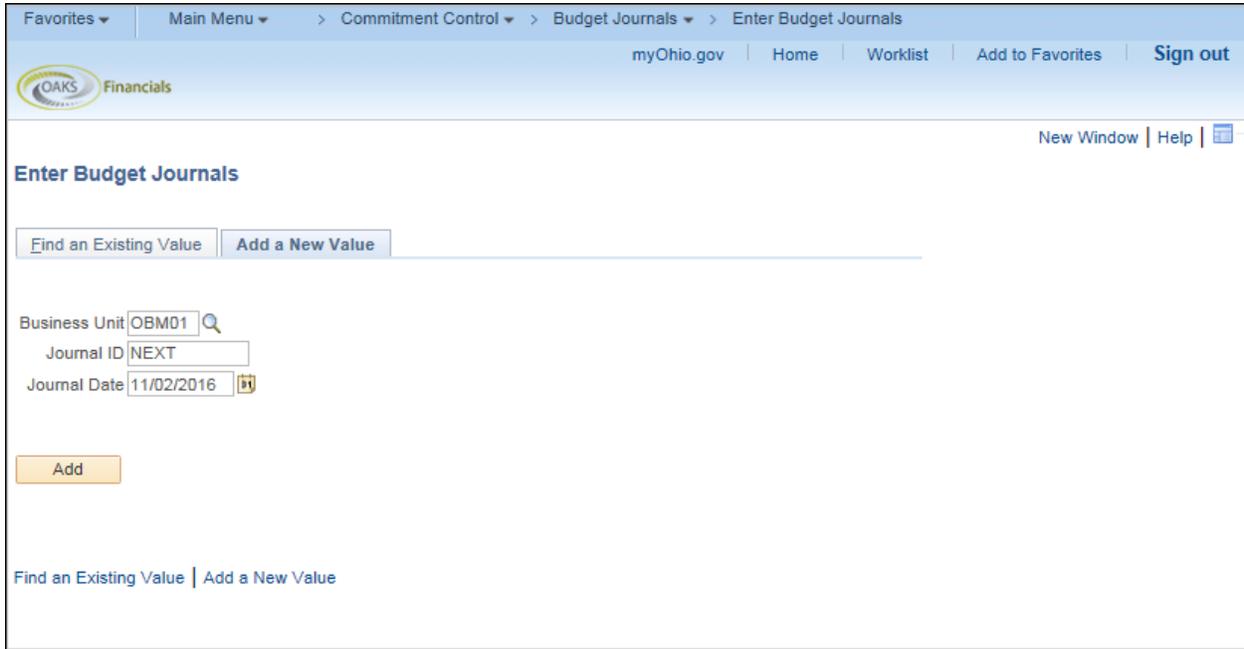
- Copy a budget from year to year.
- Make limited changes to a similar budget journal.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- Click here for assistance with accessing the OAKS FIN Commitment Control Module.

Steps

- **OAKS FIN > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals**



Enter Budget Journals

Find an Existing Value | Add a New Value

Business Unit: OBM01

Journal ID: NEXT

Journal Date: 11/02/2016

Add

Find an Existing Value | Add a New Value

1. Select the ***Find an Existing Value*** tab.
 - The **Search** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



myOhio.gov | Home | Worklist | Add to Favorites | Sign out

New Window | Help |

Enter Budget Journals

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

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Business Unit =

Journal ID begins with

Journal Date =

UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter "STATE" in the **Business Unit**.
3. Enter the **Journal ID** you wish to copy.
4. Click **Search**.
 - After conducting a search, click the **Recent Search Results** icon at the end of the breadcrumb navigation anytime to display the **Recent Search Results** in a pop-up window.
 - The **Journal ID** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Enter Budget Journals](#)

[myOhio.gov](#) | [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit STATE **Journal ID** 0000612238 **Date** 07/01/2016

Ledger Group CC_APPROP **Fiscal Year** 2017 **Period** 1

Control ChartField Fund Code **Currency** USD

Budget Header Status Posted **Rate Type** CRRNT

Budget Entry Type Original **Exchange Rate** 1.00000000

Parent Budget Options

Generate Parent Budget(s)
 Use Default Entry Event
Parent Budget Entry Type

Cur Effdt 09/24/2015 **Budget Type** Expense

Attachments (0)

Long Description
 FY 17-Operating Budget- DEV

227 characters remaining

Alternate Description

150 characters remaining

[Save](#) | [Return to Search](#) | [Previous in List](#) | [Next in List](#) | [Notify](#) | [Refresh](#) | [Add](#) | [Update/Display](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

5. Select the **Budget Lines** tab.
 - The **Budget Lines** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Budget Header | Budget Lines | Budget Errors

Unit STATE Journal ID 000001714 Date 07/09/2007 Budget Header Status Posted

*Process Copy Journal **Process**

Lines Personalize | Find | View All | First 1-13 of 13 | Last

Line	Ledger	Budget Period	SpeedType	Funds	Account	ALI	Dept	Program	Bud Ref	Set Options	Cu
1	CC_ACT_BUD	2008		GRF	520	502321	DRC112100	5180C		Set Options	US
2	CC_ACT_BUD	2008		GRF	510	502321	DRC230100	5180C		Set Options	US
3	CC_ACT_BUD	2008		GRF	510	502321	DRC231600	5180C		Set Options	US
4	CC_ACT_BUD	2008		GRF	510	502321	DRC230900	5180C		Set Options	US
5	CC_ACT_BUD	2008		GRF	510	502321	DRC231700	5180C		Set Options	US
6	CC_ACT_BUD	2008		GRF	510	502321	DRC211000	5180C		Set Options	US
7	CC_ACT_BUD	2008		GRF	510	502321	DRC211200	5180C		Set Options	US
8	CC_ACT_BUD	2008		GRF	510	502321	DRC102300	5180C		Set Options	US
9	CC_ACT_BUD	2008		GRF	510	502321	DRC210600	5180C		Set Options	US
10	CC_ACT_BUD	2008		GRF	510	502321	DRC210300	5180C		Set Options	US
11	CC_ACT_BUD	2008		GRF	510	502321	DRC211100	5180C		Set Options	US
12	CC_ACT_BUD	2008		GRF	510	502321	DRC210700	5180C		Set Options	US
13	CC_ACT_BUD	2008		GRF	510	502321	DRC231100	5180C		Set Options	US

From Line To **Generate Budget Period Lines**

Totals

Total Lines 13 Total Debits 9,177,230.42 Total Credits -9,177,230.42

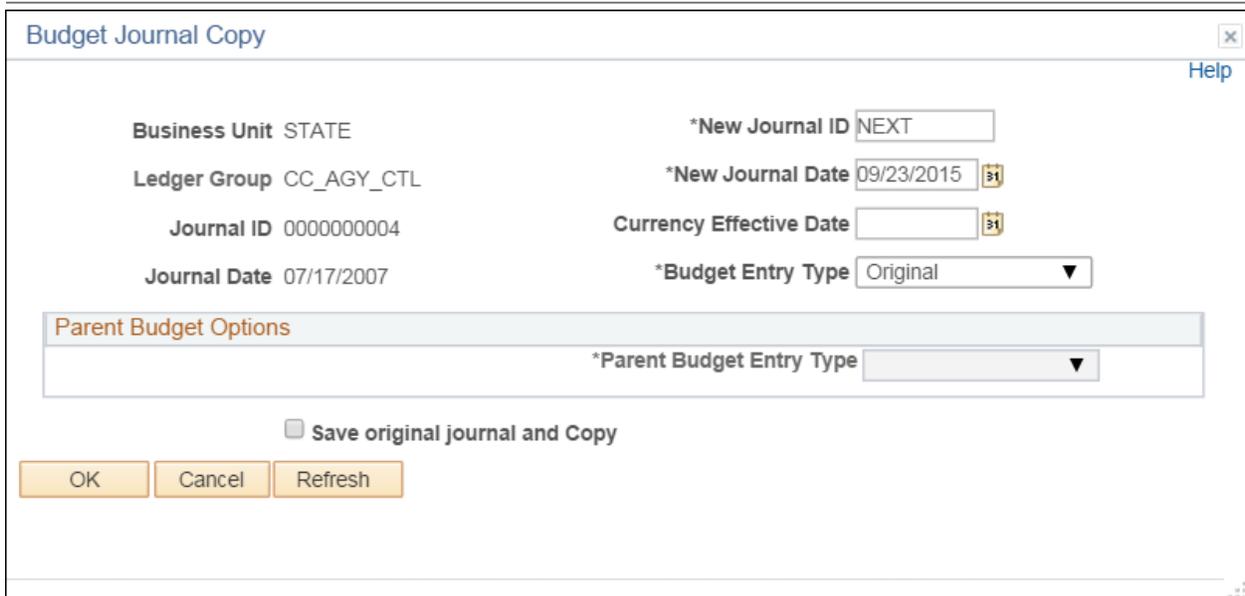
Save Return to Search Previous in List Next in List Notify Refresh Add Update Display

Budget Header | Budget Lines | Budget Errors

6. Select "Copy Journal" from the **Process** dropdown menu.
7. Click **Process**.
 - The **Budget Journal Copy** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





8. Enter a meaningful **New Journal ID**.
 - Start with the agency BU code, then add something that will help coworkers recognize the Journal ID. For example, for a Forestry transfer, perhaps enter "DNR01FOR15."
9. Choose a **Budget Entry Type**.
10. Click **OK**.
 - The system displays a warning message, indicating that there is unsaved data.
11. Click **Cancel** to continue.
 - The system displays a warning message, indicating that the copied budget journal status is incomplete.
12. Click **OK**.
13. Modify the appropriate budget lines and amounts.
14. Click **Save**.

Creating a Budget Transfer

Overview

This process is performed when an agency's budget approver wants to enter the transfer or adjustment budget journals online in OAKS FIN.

Only OBM has the authority to post a budget transfer at the appropriation and allotment level. Agencies may create and post agency-level budget transfers.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



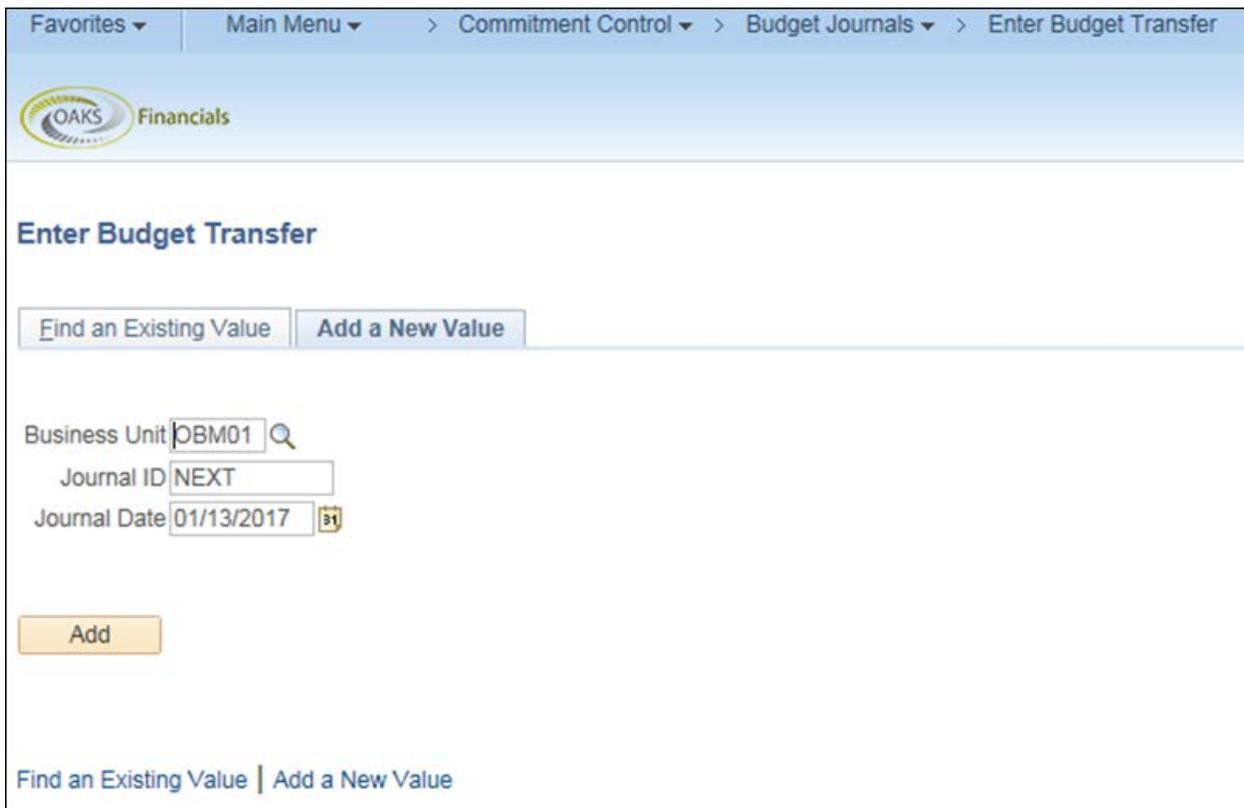
OAKS uses the Control ChartField to determine whether it should enforce budgetary control over the transaction. ALI is the Control ChartField that tells OAKS to check whether a budget appropriation exists and cash is available for the transaction.

While entering a budget journal only requires a single line, entering a budget transfer requires a double-sided entry, meaning that journals must balance.

- [Click here for assistance with accessing the OAKS FIN Commitment Control Module.](#)

Steps

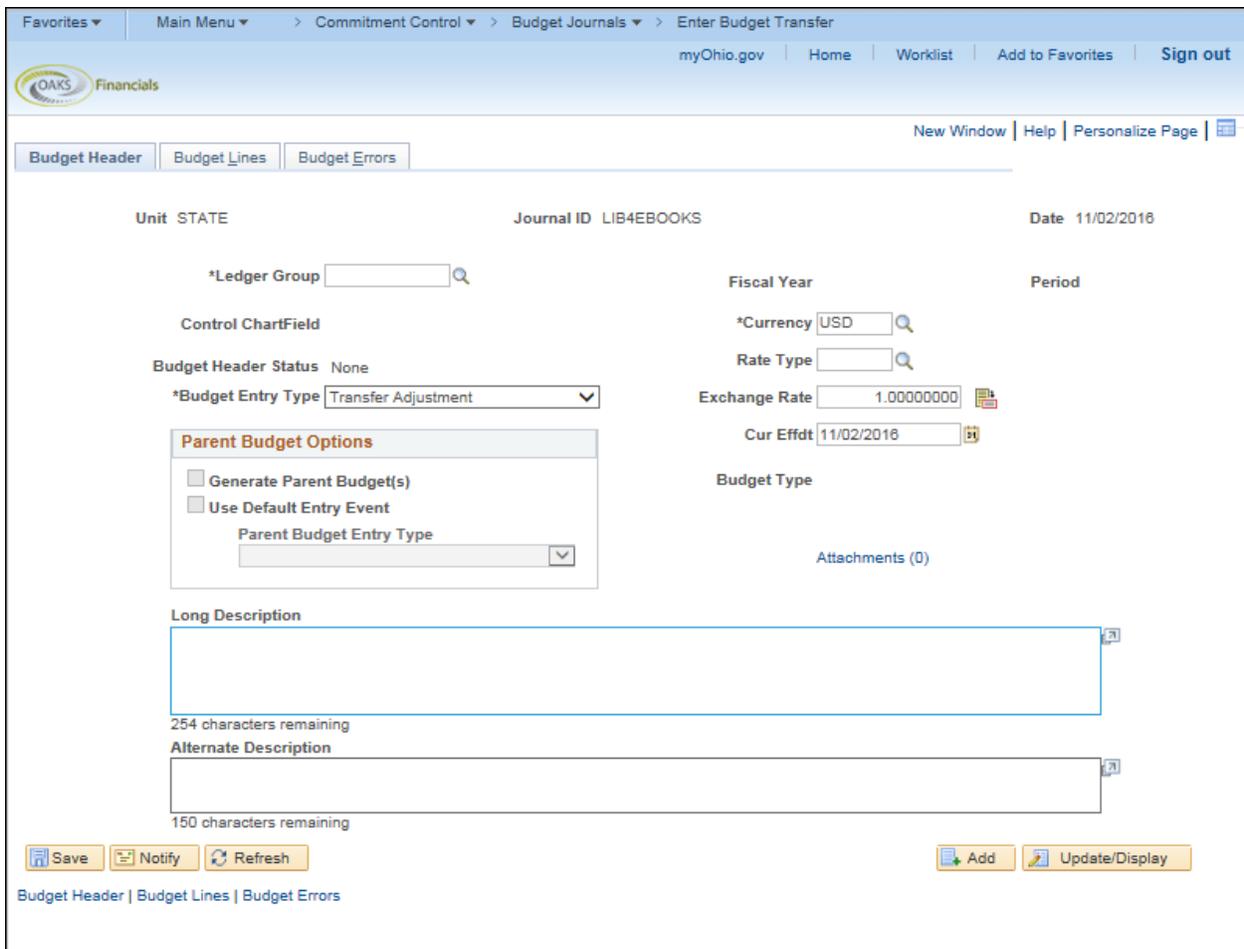
- **OAKS FIN > Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer**



See "The FIN SOURCE" for Ohio for the most recent version of this process.



1. Enter "STATE" in the **Business Unit** field.
2. Enter a meaningful **Journal ID**.
 - Start with the agency BU code, then add something that will help coworkers recognize the Journal ID. For example, for a Forestry transfer, perhaps enter "DNR01FOR."
 - When entering a budget transfer, the **Journal Date** provided is always to be used.
3. Click **Add**.
 - The **Budget Header** page displays.



Favorites ▾ Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Enter Budget Transfer
 myOhio.gov Home Worklist Add to Favorites Sign out

OAKS Financials

Budget Header Budget Lines Budget Errors

New Window Help Personalize Page

Unit STATE Journal ID LIB4EBOOKS Date 11/02/2016

*Ledger Group Fiscal Year Period

Control ChartField *Currency USD Rate Type

Budget Header Status None Exchange Rate 1.00000000

*Budget Entry Type Transfer Adjustment Cur Effdt 11/02/2016

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Budget Type Attachments (0)

Long Description

254 characters remaining

Alternate Description

150 characters remaining

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

4. Select a **Ledger Group**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- See the Ledger Group Crosswalk for a detailed description of each ledger group displayed on this page.
5. Select the **Budget Entry Type** from dropdown menu. This will be one of the following:

Description	Definition
Transfer Adjustment	Entered when legislation is approved other than an Executive Operating or Capital Budget bill. Entered when it is not a Controlling Board action or an OBM Director Memo approved item.
Transfer-Controlling Board	Entered when transfer item is approved by the Controlling Board.
Transfer-Director Memo	Entered when transfer item is approved by the OBM Director.

6. Enter a description for the budget in the **Long Description** field.
7. Click the **Budget Lines** tab.
8. Enter the budget **ChartFields** for the fund source (where funds will be moved FROM), including **Fund, Account, ALI, Dept** (department), and **Amount** (scroll to right).
- Entering a budget transfer requires a double-sided entry. This means that journals must balance. Entering a budget journal only requires a single line. Typically, the negative number (from) is on the first row and the positive number (to) is on the second row; however, it can be entered either way.
9. Click the **Insert Lines icon** to add a new row.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



-
10. Enter the budget ChartFields for the fund target (where funds will be moved TO), including **Fund, Account, ALI, Dept** (department), and **Amount**.
 - For this balancing line, all fields will remain the same except the ALI and Amount fields.
 11. Click **Save**.
 - The **Process** field changes to "Post Journal." The **Total Credits** field displays the debits and credits that have been entered.
 12. Click **Process**.
 - OAKS FIN does not post journals until all errors have been corrected.

After processing the **Budget Header Status** should display "Posted." If the status is "Errors," click on the **Budget Errors** tab to review the error and make any necessary adjustments.

Trouble shooting errors

The most common budget exception errors include:

- Exceeds Budget Tolerance.
- No Budget Exists.

Trouble-shooting options include:

- Verify ChartField coding is correct.
- An agency budget may need to be created/adjusted.
- A central budget may need to be created/adjusted.

Setting Up Spreadsheets for Budget Journals

Overview

This process is used for the agency budget processor to enter the adjustment budget journals into OAKS FIN using an Excel spreadsheet.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Steps: Downloading files

- Navigate to obm.ohio.gov/Forms

The files necessary to create spreadsheet journal entries are available from the **OBM Forms** page under "[Spreadsheet Journal Upload Files](#)" at the link listed above.

Spreadsheet Journal Upload Files

GL Journal Spreadsheet Upload	XLS (0.27 MB)
GL Journal Spreadsheet Upload XLA File	XLS (1.29 MB)
Budget Journal Spreadsheet Upload	XLS (0.28 MB)
Budget Journal Spreadsheet Upload XLA File	XLS (1.40 MB)
Microsoft XML Core Services	DLL (0.48 MB)
Spreadsheet Journal Upload Installation Instructions	PDF (0.92 MB)
Additional Installation Information for Vista / Windows 7	PDF (0.17 MB)

1. For each file listed, right click on its link and select "**Save target as ...**" Then choose where the files should be saved (for example, go to "My Documents" and then create a new folder called "Spreadsheet Journal Upload Files" where they are placed).
- All of the files (except the two PDFs) are necessary to make the application run properly; and, the files must be stored together in **one folder** for the spreadsheet journal entry to work. However, for this process, only open and make changes to **BudgetJournalUpload.xls**.

Do not open or change the other files. Agencies should also not change these files.

- When a spreadsheet journal entry is created, it will be creating an Excel file. Each agency has a specific location to which files should be saved. Ask others in your agency where these should be saved.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

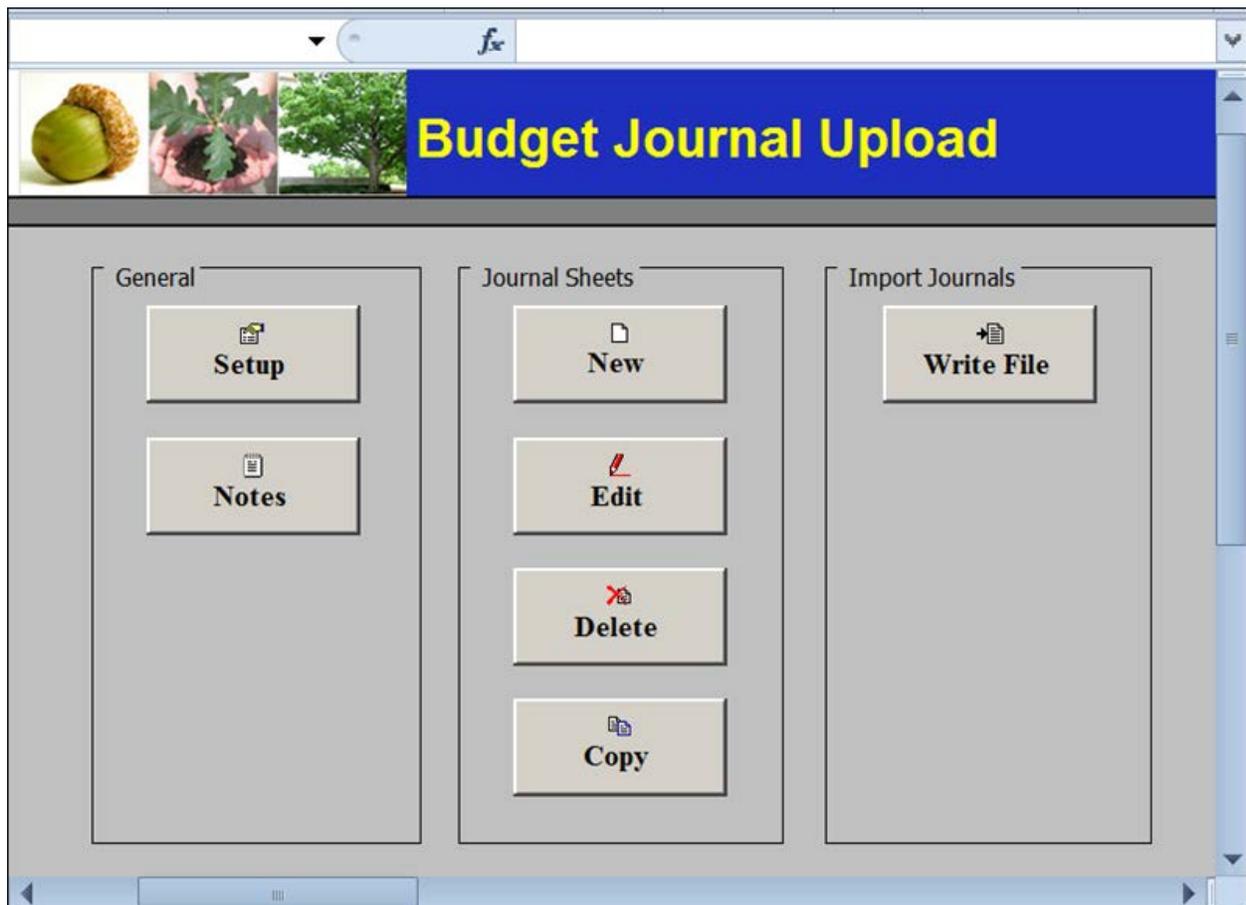


- A new version of the spreadsheets will be released in Autumn 2015. There will be few noticeable changes (mostly just a few extra, unnecessary fields in setup screen). The steps will be the same. And the existing spreadsheet downloaded prior to September 2015 will still work after the OAKS FIN upgrade. The primary advantage will be that it is more compatible with Windows 7 and no longer requires extra files to be installed by the IT support team.

Opening the spreadsheet

2. Find the Excel file named **BudgetJournalUpload.xls** and open it.

Excel opens and the Budget Journal Upload control page displays.



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-
- If Excel displays a Security Warning, choose to **Enable Editing** and/or **Enable Content**. This warning is caused by macros contained in the file to make it work properly.

When first opened, the **Budget Journal Upload** control page displays three sections:

- **General** - These buttons are used to set up journal header information. Data is entered a single time and then it automatically displays in the spreadsheet when creating new journals.
- **Journal Sheets** - These four buttons are used to create, edit, delete, and copy spreadsheet journals.
- **Import Journals** - Agency GL approvers use the **Write File** button to create a file to upload into OAKS FIN.

Setup

There are two ways (with different purposes) that agency users may set up header information for a spreadsheet journal.

- **Define Options and Defaults** - Allows the agency user to set up information which automatically populates each time the spreadsheet journal is used (e.g. BU-STATE, Ledger Group-ACTUALS). This is a one time task.
- **New Journal Header** - Allows the agency user to create a new journal. The information set up on the Define Options and Defaults window automatically displays on the New Budget Journal Header window. This information may be changed but additional information for each new journal must be set up.

The **Business Unit** for journals is always "STATE."

When using **Define Options and Defaults**, do NOT define a **Date**. If this is done, OAKS FIN automatically puts that date on every journal line entered.

The Budget Journal Upload page contains two main sections:

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- **Header** - The information entered in the Header section uniquely identifies an agency's journal. It contains buttons (on row 5) to add, delete, or copy budget journal header information.
- **Line** - The information entered in the Lines section is the budget journal line information. Unit, Ledger, Account, Budget Period, ALI, Dept, and Amount are entered in this section. It contains buttons (on row 9) to add, delete, or copy budget journal lines information.
- See the [Reviewing and Uploading Spreadsheet Journal Entries](#) topic for a description of each button.

A check box displays under each ChartFields line. This check box is used to copy ChartFields distributions from one journal line to another. All check boxes except for **Account** and **Amount** are automatically selected. The **Account** and **Amount** fields should ALWAYS be manually entered. Other boxes may be deselected as well.

After the budget header information has been entered and the budget journal spreadsheet created, the header information for this particular spreadsheet journal must be created before entering any budget journal line information.

Once the journal spreadsheet is completed, the file is uploaded. If required information is missing from the spreadsheet, OAKS FIN creates an error for the budget journal. If the spreadsheet contains errors, it must be corrected and reprocessed. See the [Reviewing and Uploading Spreadsheet Budget Journal Entries](#) topic for additional information on uploading spreadsheet journals.

Once uploaded into OAKS FIN, the agency GL approver checks the journals. If the approver finds errors in the spreadsheet journal, the spreadsheet can be corrected online.

- Step-by-step instructions for creating journal entries with spreadsheets are in the next topic: [Creating Spreadsheet Budget Journal Entries](#).

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Creating Spreadsheet Budget Journal Entries

Overview

This process is used for the agency budget processor to enter the adjustment budget journals into OAKS FIN using an Excel spreadsheet.

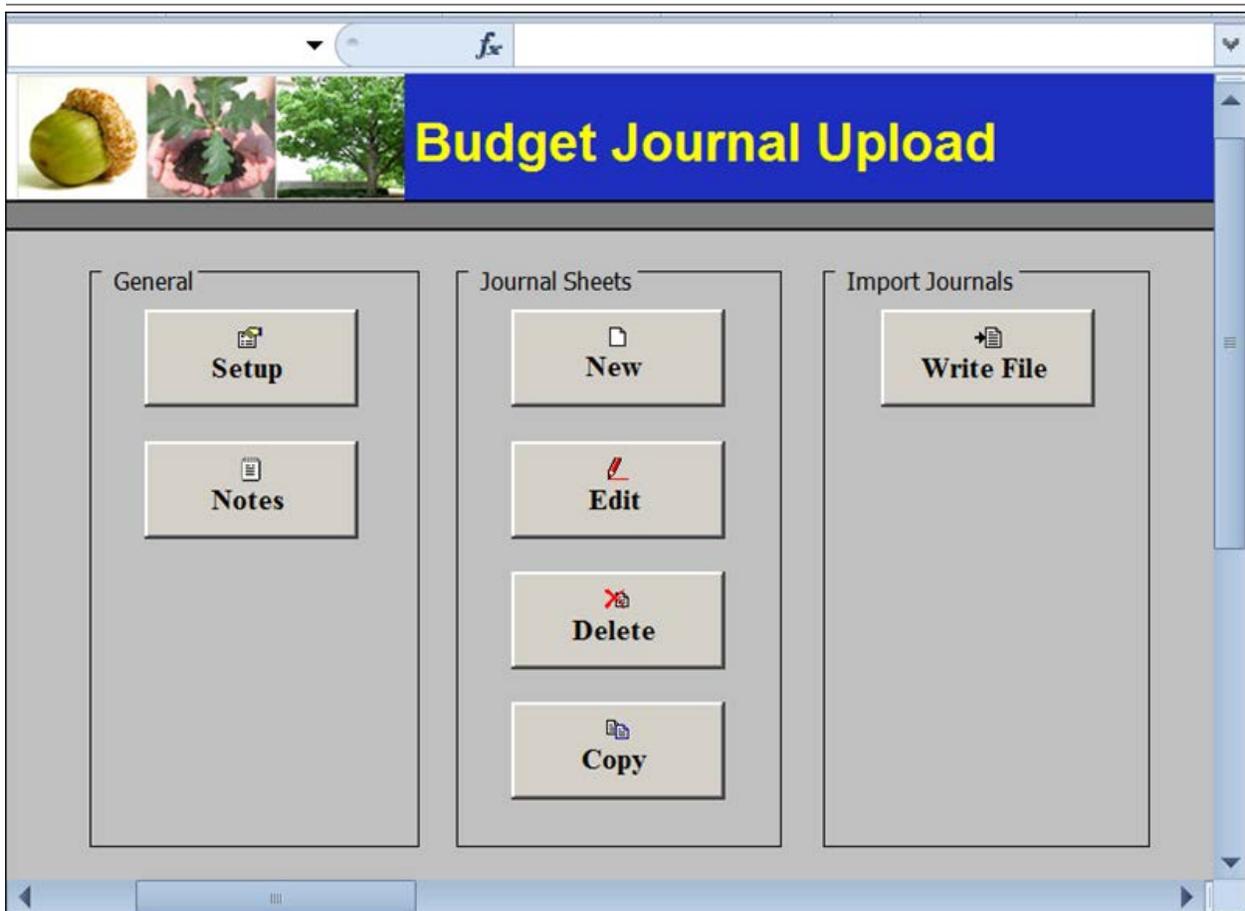
After all steps have been followed for [Setting Up Spreadsheets for Upload](#), continue with the steps listed below. The file mentioned next will have been saved locally with other files in the same folder.

Steps

- **Open the BudgetJournalUpload.xls Excel file**
- The file opens, displaying the **Budget Journal Import** control page.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





- If Excel displays a Security Warning, choose to **Enable Content**. (The warning is caused by active content/macros contained in the file; these are required to make them work.)
- 1. If the one-time setup has been completed already, skip to Step #2.
Otherwise:
 1.
 - a. Click **Setup** in the General section
 1.
 - The **Define Options and Defaults** window displays. Some data is automatically populated.

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1.

b. Verify that the **Business Unit** is "STATE."

c. Consider entering a Ledger Group Code in the **Ledger Group** field.

1.

- If the processor creates spreadsheets referencing various ledger groups (i.e., allotment, agency track or control) leave this field blank.

- See the Ledger Group Crosswalk for further explanations of ledger groups.

1.

- Do not enter or change any other information on this window. If any other field is accidentally changed, this journal spreadsheet may not work correctly.

d. Click **OK**.

2. If desired, click **Notes** to open a regular Excel worksheet where notes can be entered and calculations performed.

- Information entered into this Excel worksheet does not go to OAKS FIN when importing journal entries.

3. Click **New** in the Journal Sheets section.

4. Enter a name for the sheet in the **New Budget Journal Sheet Name** field.

- This is the name for the spreadsheet, but it does not impact the name of the OAKS FIN Journal.

5. Click **OK**.

- The new spreadsheet journal displays.

The **Budget Journal Upload** control page contains two main field areas:

- **Header:** The information entered in the Header field area uniquely identifies the budget journal.

- **Line:** The information entered in the Lines portion of the spreadsheet is the budget journal line information. The information entered here includes **Unit, Ledger** (refer to

See "The FIN SOURCE" for Ohio for the most recent version of this process.



topic Ledger Group Crosswalk), **Account, Budget Period, Dept ID, Fund, ALI, and Amount.**

The Budget Journal Upload page also contains two main button areas:

- **Header** (Row 5) - Used to add, delete, or copy budget journal header information.
- **Lines** (Row 9) - Used to add, delete, or copy budget journal lines information.

Row 7 in the spreadsheet displays the OAKS FIN ChartFields including **Account, Dept ID, Fund, and ALI** used to create a budget journal. Also on this row is the budget journal **Line #**. This field represents the number of lines created in the budget journal.

Row 8 displays a check box under each ChartField. The check box is used to automatically copy ChartField information from one journal line to another. All check boxes are automatically selected.

6. Uncheck a box to not copy the default for that field to additional lines.
7. Click the **+** button (in row 5, at the left of the page) to open the **New Budget Journal Header** window.
 - A **New Budget Journal Header** window displays. This allows creation of a new journal. The information that was entered on the Setup page is automatically displayed on the New Journal Header page.
 - The information entered here is agency specific.
 - The Spreadsheet Journal displays an error message if information is entered directly onto the header line, rather than using the **+** button. Changes made on this window affect this journal only. They do not alter the information on the Define Options and Defaults page.
8. Verify that the **Unit** field is populated with "STATE" (all CAPS).
9. Enter an ID beginning with the agency's code in the **Journal ID** field (maximum 10 characters).

See "The FIN SOURCE" for Ohio for the most recent version of this process.

10. Enter the appropriate date in the Journal Date field.
 - The **Journal Date** is the date the journal posts to the General Ledger. Original budget journals that go into effect at the beginning of a fiscal year should always have the date of 7/1/XXXX. Budget journals prior to the beginning of the fiscal year for a particular year can be entered, but a Journal Date of at least 7/1/XXXX must be provided.
11. Enter the purpose of the journal in the **Description** field (up to 250 characters).
12. Click **OK** to finish this journal header and display it on the journal spreadsheet.
13. The information entered on the **New Journal Header** window displays on row 4.
14. Click the **+** button in the **Line** section (on row 9) to add a journal line.
 - The spreadsheet adds two grey lines, rows 11 and 12. Line 11 separates the journal lines from the ChartFields and must remain blank. The spreadsheet adds this blank line the first time a journal line is added. The spreadsheet displays the Journal ID entered in the journal header in the first field of row 12.
 - Directly typing into a row will cause an error message to display. These are protected.
15. Enter the necessary ChartFields on **Line 12**, including **Unit, Ledger, Account, Budget Period, Dept ID, Fund, ALI, and Amount**.
 - Multiple lines of budget can be created in the spreadsheet budget journal prior to performing the next instruction.
16. Click **Save**.
17. Click the **Home icon** to return to the Budget Journal Upload control page.

Reviewing and Uploading Spreadsheet Budget Journals

Overview

After [Creating Spreadsheet Budget Journal Entries](#), it's time to review and upload these entries.

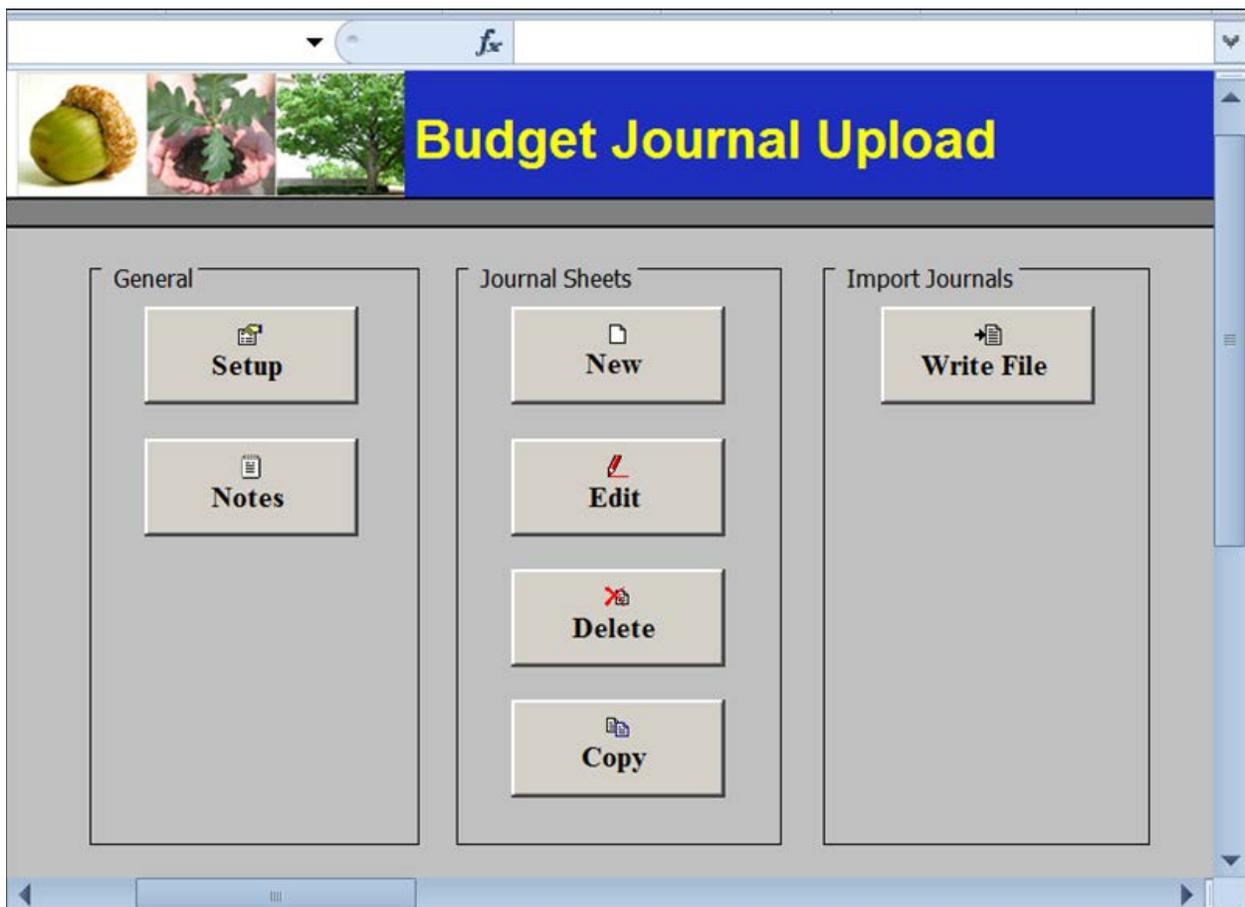
Budget Journal entries require only a single-sided entry. The agency budget approver reviews and approves a spreadsheet journal created by an agency budget processor. Once approved, an agency budget approver uploads the budget journal entry spreadsheet into OAKS FIN.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



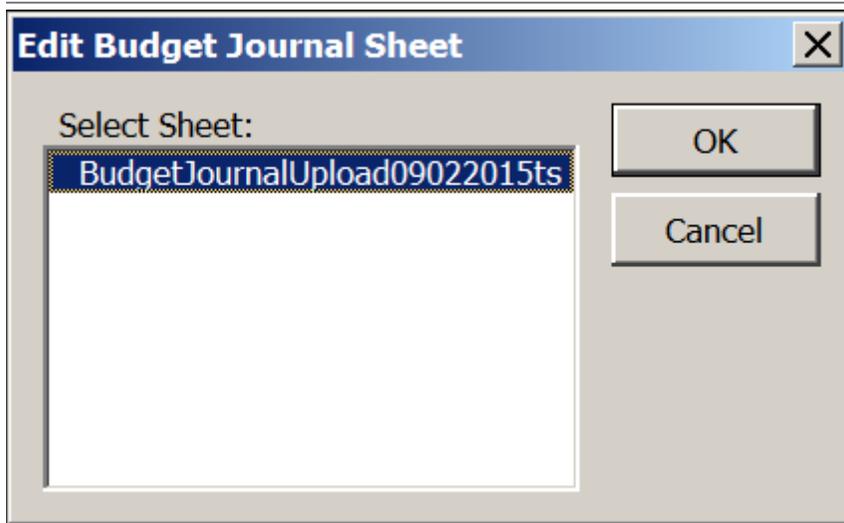
Steps

- **Open the BudgetJournalUpload.xls Excel file**
- If Excel displays a Security Warning, choose to **Enable Content**. (This is required because of the macros contained in the file to make it work.)
- The file opens, displaying the **Budget Journal Upload** control page.



1. Click **Edit** in the Journal Sheets section.
- The **Edit Budget Journal Sheet** window appears.

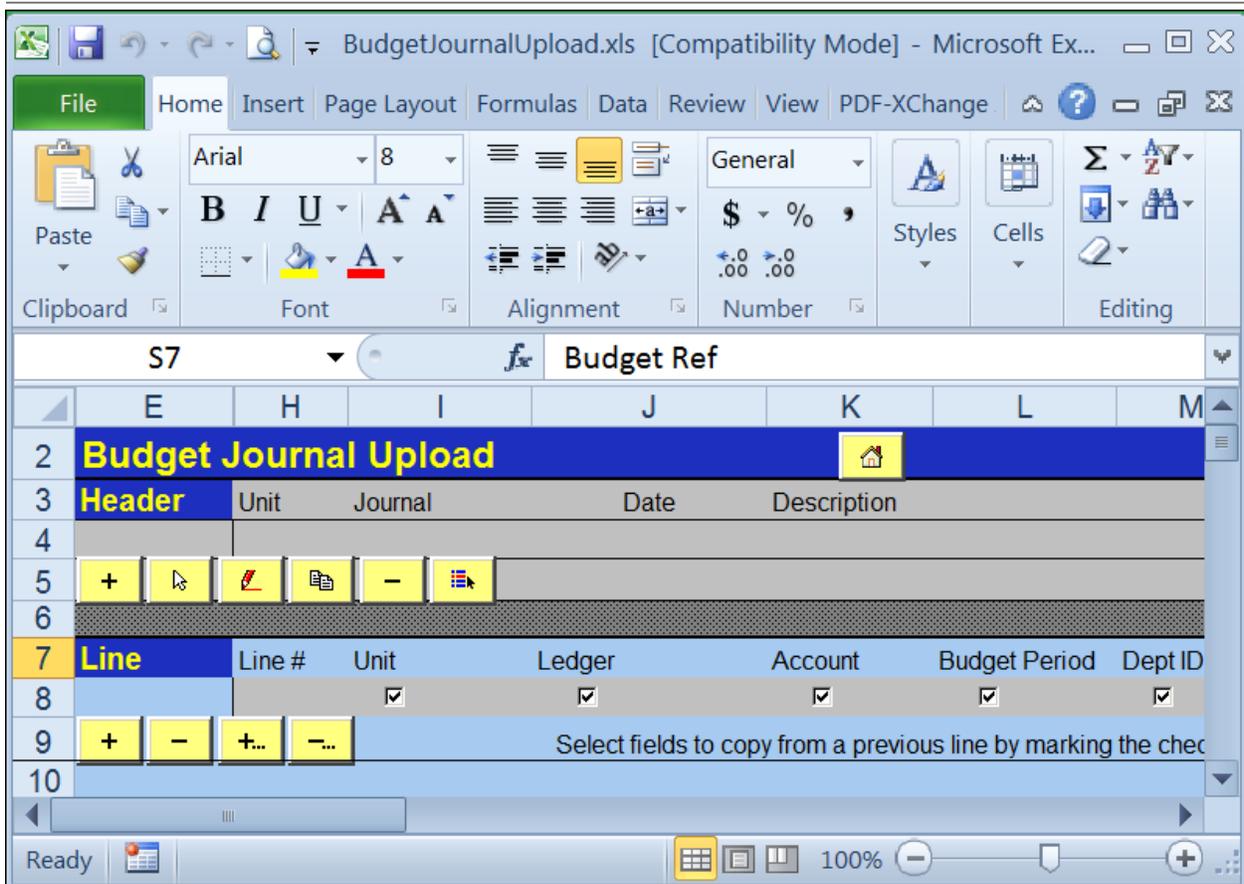
See "The FIN SOURCE" for Ohio for the most recent version of this process.



2. Select the journal sheet to review and upload.
3. Click **OK**.
 - The spreadsheet opens in edit mode -- displaying "**Budget Journal Upload**" at the top.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

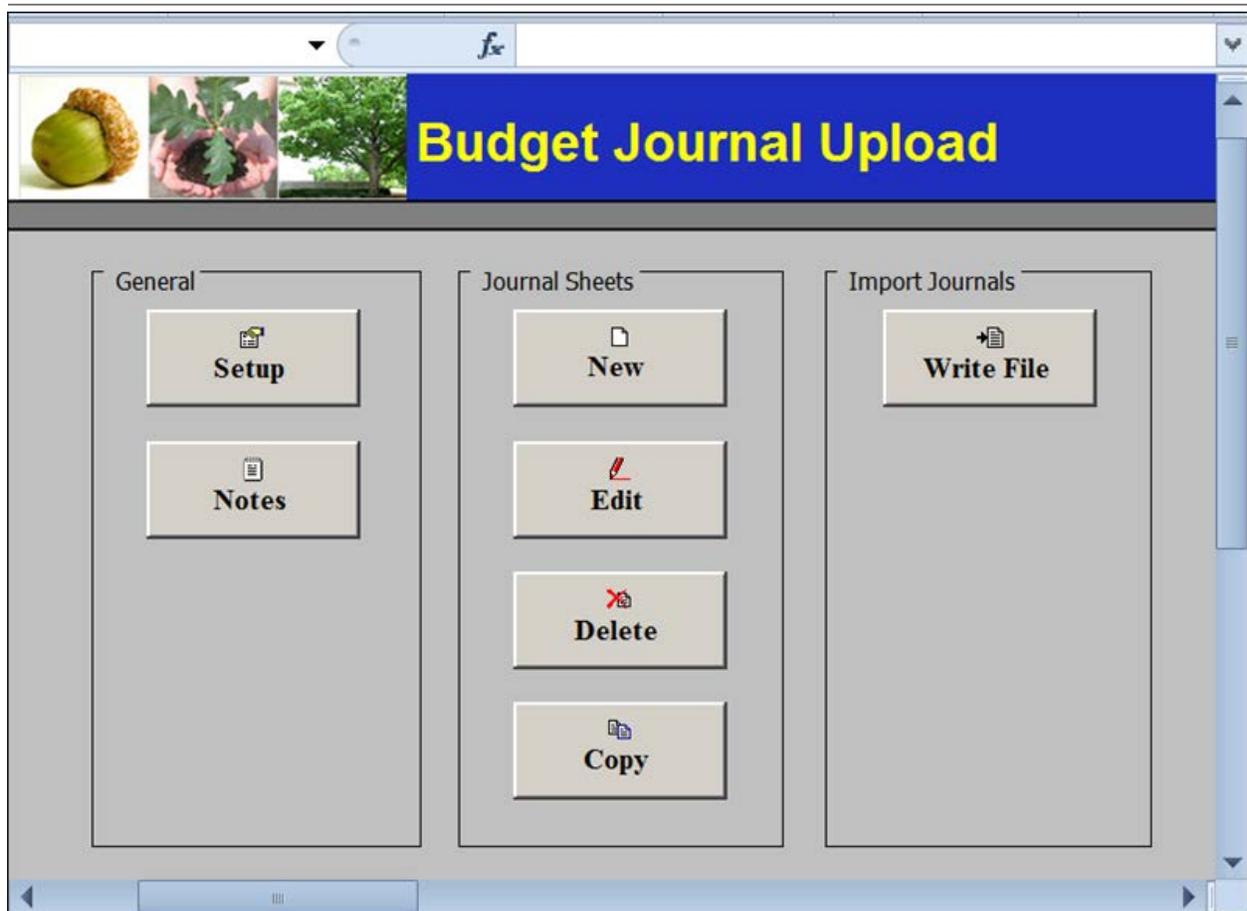




4. If errors exist, do one of the following:
 - Locate the correct information and update the file.
 - Send an email to the GL journal processor requesting revisions.
5. When all journal lines have been corrected and reviewed, click **Save**.
6. Click the **Home** button within the spreadsheet.
 - The Home page (or control page) displays.

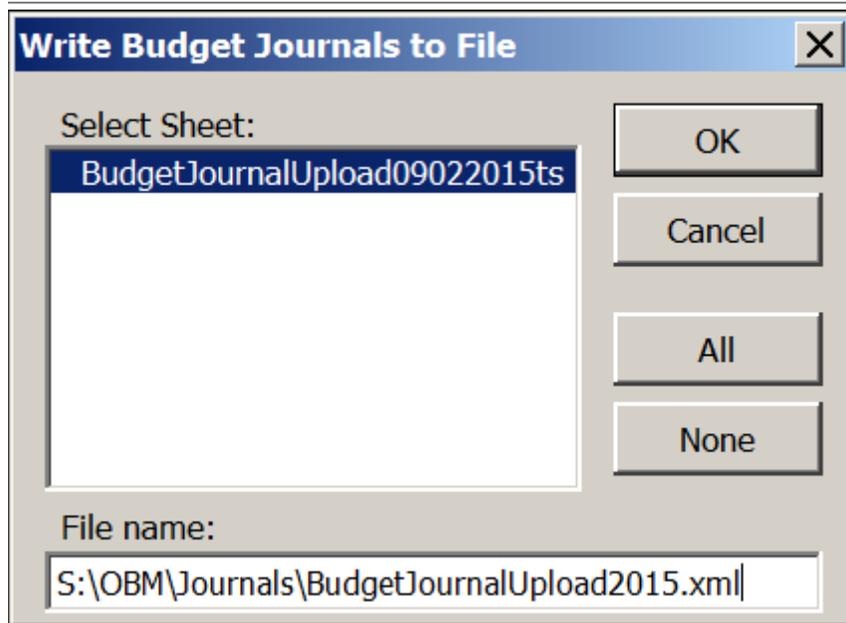
See "The FIN SOURCE" for Ohio for the most recent version of this process.





7. Click **Write File** in the Import Journals section.
 - The **Write Budget Journals to File** window opens.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



- This is the beginning of the process to actually upload the spreadsheet. This action converts the spreadsheet data into a format that can be uploaded into OAKS FIN.
8. Select the spreadsheet(s) to convert for uploading.
 - To select all, click **All**. Each agency decides where the spreadsheet files should be saved. Ask a supervisor about agency-specific procedures.
 9. Verify that the File name field near the bottom of the window displays the correct location for agency file uploads. By default, they would be saved to "My Documents" (on the "C:" drive -- local hard drive of the computer).
 10. Click **OK**.
 - The spreadsheet is converted into a format that can be uploaded into OAKS FIN and saved under the filename and path designated.
 - Click here for assistance with accessing the OAKS FIN Commitment Control Module.
 - **OAKS FIN > Main Menu > Commitment Control > Budget Journals > Budget Journal Sprdsht Upload**

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Favorites ▾ | Main Menu ▾ > Commitment Control ▾ > Budget Journals ▾ > Budget Journal Sprdsht Upload

myOhio.gov | Home | Worklist | Add to Favorites | **Sign out**

 Financials

New Window | Help | 

Budget Journal SprdSht Upload

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

[Find an Existing Value](#) | [Add a New Value](#)

▼ Search Criteria

Search by: Run Control ID begins with

Case Sensitive

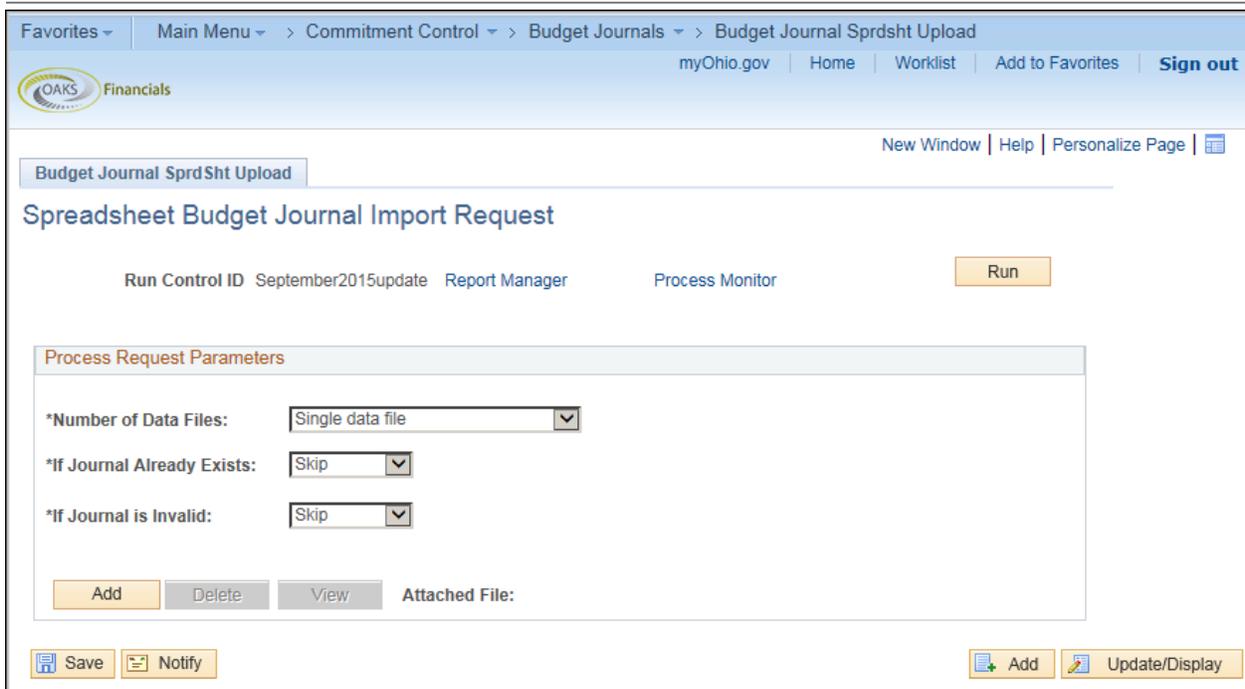
[Search](#) [Advanced Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

11. Users who have uploaded a spreadsheet previously should skip to Step #12. Otherwise, follow these steps to create a Run Control ID:
- Click the **Add a New Value** tab.
 - In the **Run Control ID** field, enter a short descriptive name (up to 30 characters; do not use a space or special characters such as #, -, \$, %, &, etc.).
 - Click **Add**.
- The **Spreadsheet Budget Journal Import Request** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





The screenshot shows a web application interface for 'Budget Journal SprdSht Upload'. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Budget Journals > Budget Journal SprdSht Upload. The user is logged in as 'myOhio.gov' and has links for Home, Worklist, Add to Favorites, and Sign out. The page title is 'Budget Journal SprdSht Upload' and the main heading is 'Spreadsheet Budget Journal Import Request'. Below the heading, there are fields for 'Run Control ID' (September2015update), 'Report Manager', and 'Process Monitor', along with a 'Run' button. A 'Process Request Parameters' section contains three dropdown menus: '*Number of Data Files:' (Single data file), '*If Journal Already Exists:' (Skip), and '*If Journal is Invalid:' (Skip). At the bottom of this section are 'Add', 'Delete', and 'View' buttons, and an 'Attached File:' label. The footer of the interface includes 'Save', 'Notify', 'Add', and 'Update/Display' buttons.

d. Skip to Step **#14**.

12. For users who have uploaded a spreadsheet previously:

- a. While on the **Find an Existing Value** tab.
 - b. Enter the **Run Control ID**.
 - c. Click **Search**.
- The **Spreadsheet Budget Journal Import Request** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Budget Journal Sprdsh Upload](#)

[myOhio.gov](#) | [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Budget Journal Sprdsh Upload

Spreadsheet Budget Journal Import Request

Run Control ID: September2015update Report Manager Process Monitor [Run](#)

Process Request Parameters

*Number of Data Files:

*If Journal Already Exists:

*If Journal is Invalid:

[Add](#) [Delete](#) [View](#) Attached File:

[Save](#) [Notify](#) [Add](#) [Update/Display](#)

13. Verify or edit the **If Journal Already Exists** field. The value should be:

- **Abort** - If it's a duplicate journal ID, the process ends and no journal is uploaded
- **Update** - If correcting a journal with errors.
- **Skip** - Any other journal file.
- The **If Journal is Invalid** field is automatically populated.

14. Click **Add** to import the spreadsheet file.

- The **File Attachment** window opens.

File Attachment [Help](#)

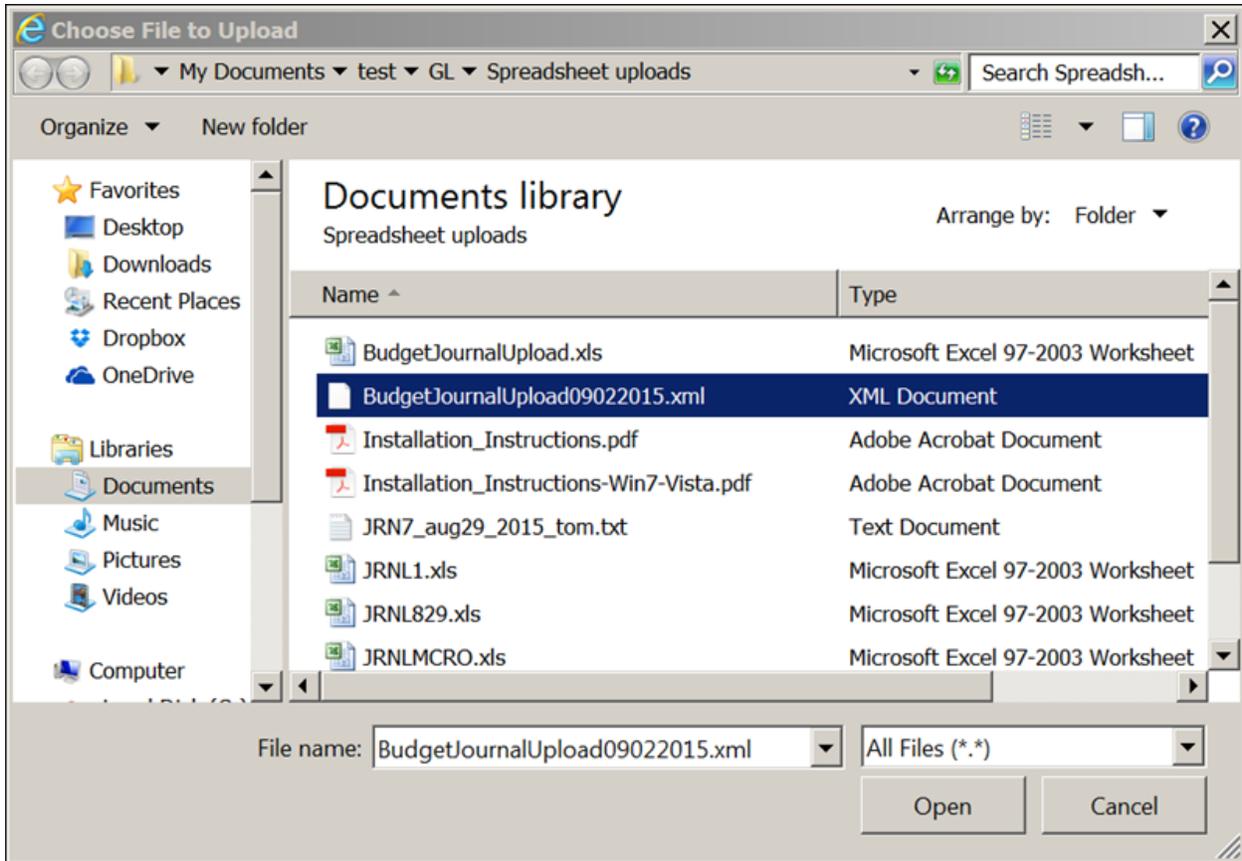
[Browse...](#)

[Upload](#) [Cancel](#)

See "The FIN SOURCE" for Ohio for the most recent version of this process.

15. Click **Browse**.

- The **Choose File to Upload** window opens.



16. Navigate to and select the BudgetJournalUpload.xml file(s) to be uploaded.

- Import only the data files ending in ".xml"; and, do NOT import the Excel files ending in ".xls."

17. Click **Open**.

18. Click **Upload**.

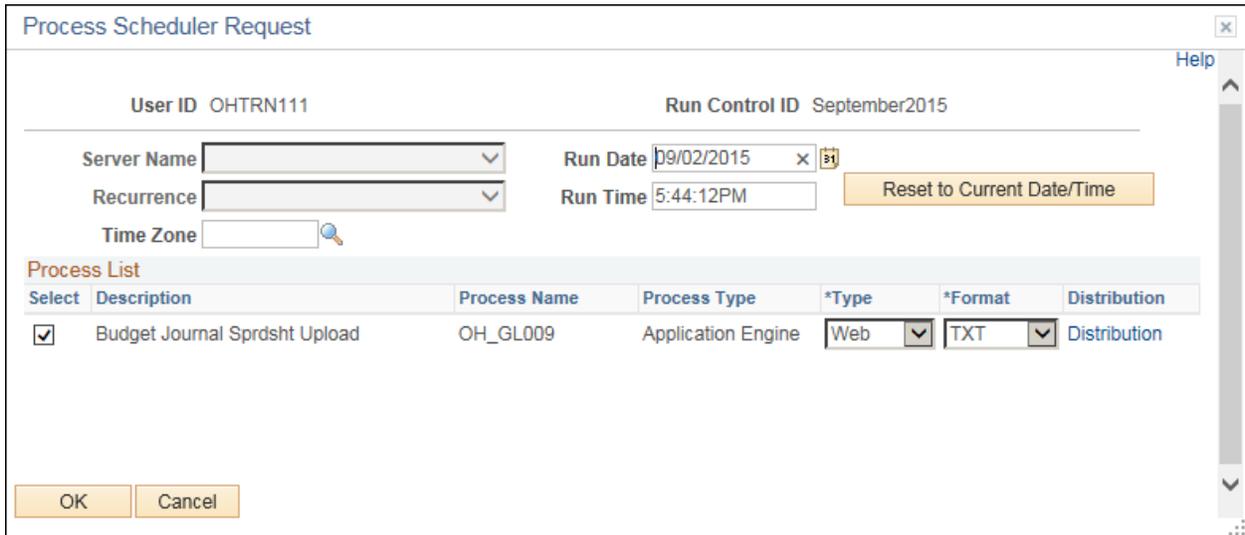
- The **Spreadsheet Budget Journal Import Request** page is updated with **attachment filename(s)**.

19. Click **Save**.

20. Click **Run**.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- The **Process Scheduler Request** window opens.



Process Scheduler Request

User ID OHTRN111 Run Control ID September2015

Server Name [dropdown] Run Date 09/02/2015 [calendar icon]

Recurrence [dropdown] Run Time 5:44:12PM [Reset to Current Date/Time]

Time Zone [dropdown]

Process List

Select	Description	Process Name	Process Type	*Type	*Format	Distribution
<input checked="" type="checkbox"/>	Budget Journal Sprdsh Upload	OH_GL009	Application Engine	Web [dropdown]	TXT [dropdown]	Distribution

OK Cancel

21. Select process output types and run options according to agency-specified standards.

- Do not change the **Server Name**, **Recurrence**, or **Time Zone** fields. If these fields are changed, the process may not run when expected.

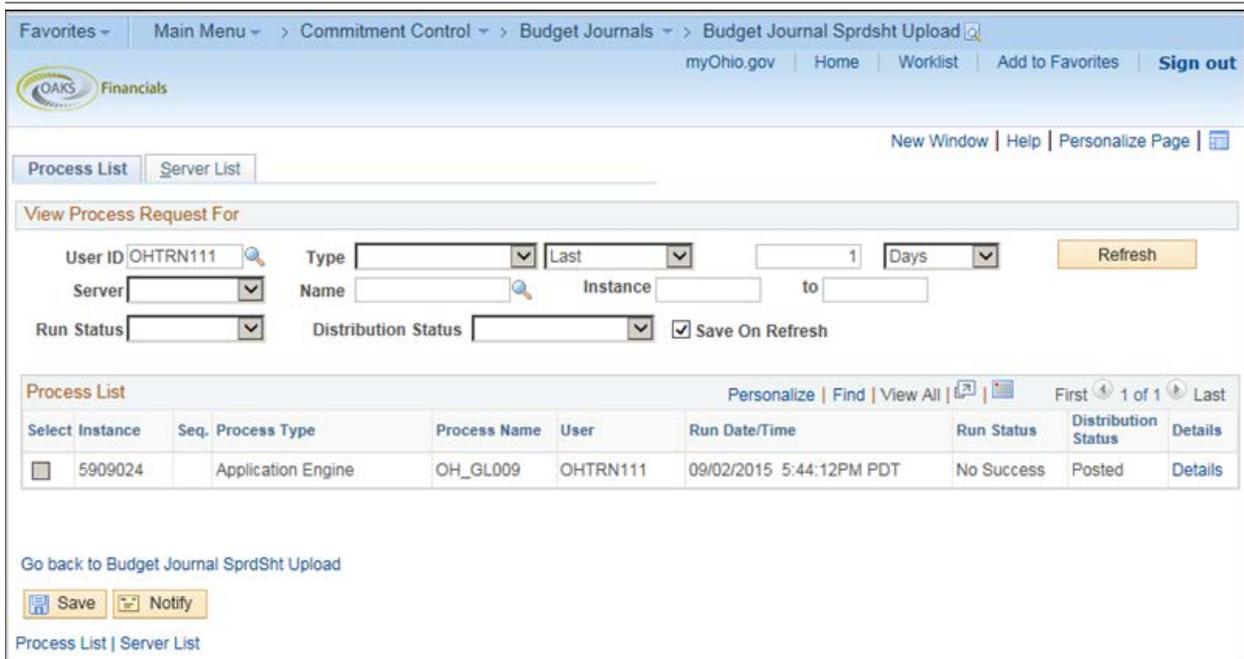
22. Click **OK**.

- The upload begins. The **Process Instance** number is generated and displays beneath the **Process Monitor** link. Write down this number for tracking reference.
- The Process Instance number is used to track the results of the upload.

23. Click the **Process Monitor** link.

- The **Process List** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



The screenshot shows the OAKS Financials web application interface. At the top, there is a navigation menu with 'Favorites', 'Main Menu', 'Commitment Control', 'Budget Journals', and 'Budget Journal Sprdsht Upload'. Below the navigation, there are tabs for 'Process List' and 'Server List'. The 'Process List' tab is active, displaying a 'View Process Request For' section with various filters and a 'Refresh' button. Below this is a table with the following data:

Select	Instance	Seq.	Process Type	Process Name	User	Run Date/Time	Run Status	Distribution Status	Details
<input type="checkbox"/>	5909024		Application Engine	OH_GL009	OHTRN111	09/02/2015 5:44:12PM PDT	No Success	Posted	Details

Below the table, there are buttons for 'Save' and 'Notify', and a link to 'Go back to Budget Journal Sprdsht Upload'. At the bottom, there are links for 'Process List' and 'Server List'.

- The Process List tab lists all the processes that OAKS FIN is running for a specific user on a specific server in the Process List section. Use the **Process Instance** number to find the job just created.
24. Click the **Refresh** button on the web page every 30 seconds or so until the **Run Status** field displays "**Success**" and the **Distribution Status** is "**Posted**."
- The Refresh button is NOT the web browser's Refresh button. It is one on the web page. Avoid clicking it too frequently as this can overload the server.
 - If OAKS FIN displays several rows, use the Process Instance number to find the process.
25. After process is successful and status is posted, click the **Details** link.
- The **Process Detail** window opens.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Help
Process Detail ✕

Process

Instance 5909024	Type Application Engine
Name OH_GL009	Description Budget Journal Sprdsht Upload
Run Status No Success	Distribution Status Posted

Run

Run Control ID September2015
Location Server
Server PSUNX
Recurrence

Update Process

Hold Request
 Queue Request
 Cancel Request
 Delete Request
 Restart Request

Date/Time

Request Created On 09/02/2015 5:49:20PM PDT
Run Anytime After 09/02/2015 5:44:12PM PDT
Began Process At 09/02/2015 5:49:37PM PDT
Ended Process At 09/02/2015 5:49:52PM PDT

Actions

Parameters	Transfer
Message Log	View Locks
Batch Timings	
View Log/Trace	

OK
Cancel

26. Click the **Message Log** link.

- The **Message Log** window opens.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Message Log Help

Process

Instance: 5909024 **Type:** Application Engine
Name: OH_GL009 **Description:** Budget Journal Sprdsht Upload

Personalize | Find | View All |  |  First 1-5 of 5 Last

Severity	Log Time	Message Text	Explain
	5:49:52PM	Published message with ID 8a767d28-51bc-11e5-a3b9-b5d31e5bd321 to create entry in folder MAY.	Explain
	5:49:52PM	Successfully posted generated files to the report repository	Explain
	5:49:37PM	Open of file /common/data_files/F9TRDL/interfaces/processing/OH_GL009/OH_GL009_5909024.LOG failed: No such file or directory. (2,633) OH_GL009.2-Filin.GBL.default.1900-01-01.Import.OnExecute PCPC:225 91 Statement:289	Explain
	5:49:37PM	Process 5909024 ABENDED at Step OH_GL009.2-Filin.Import (PeopleCode) -- RC = 8	Explain
50	5:49:37PM	5909024 OH_GL009 2-Filin Import PeopleCode 8	Explain

[Return](#)

27. Verify that the message log indicates that all journals were imported.

- A listing of errors indicates that journals were not successfully imported.
- Best practice is that any corrections to spreadsheet journals be made in the original spreadsheet journal and re-uploaded. This keeps files in sync with OAKS FIN for auditing purposes.

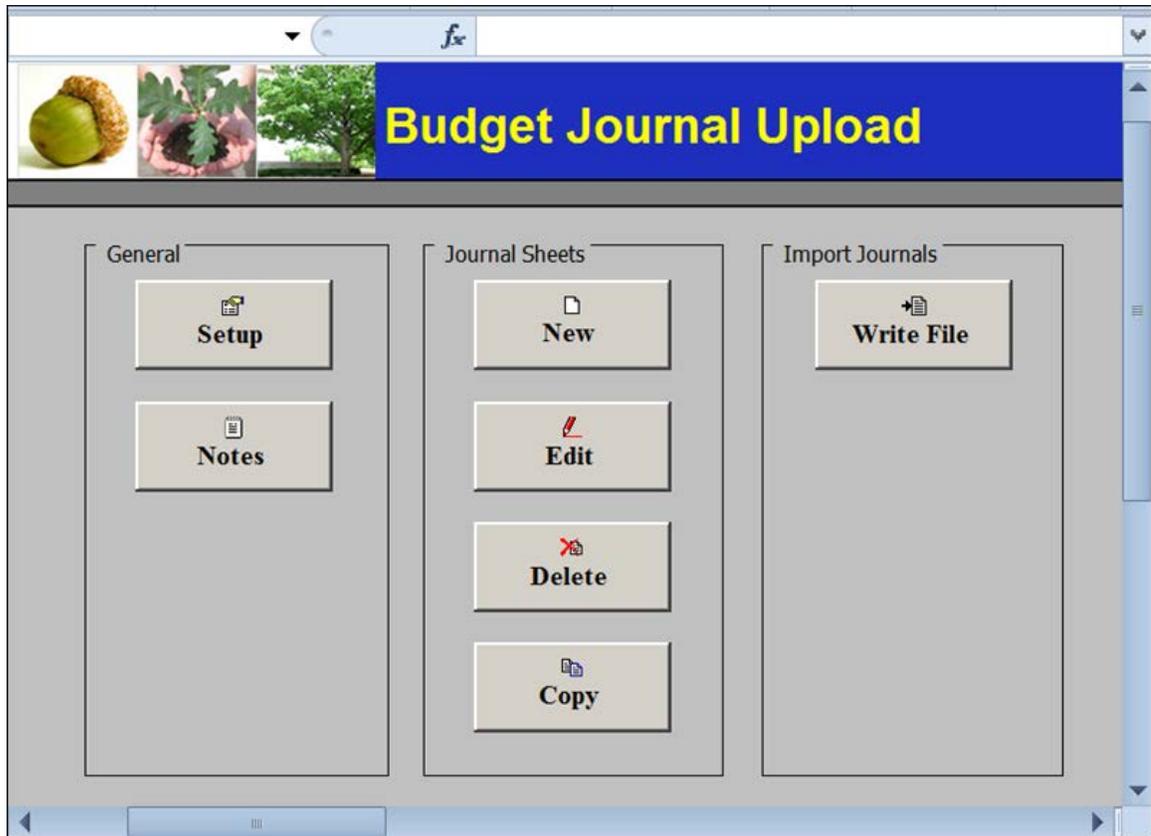
Correcting the Spreadsheet

If necessary, correct the spreadsheet, save it, and repeat the upload process:

1. Click the **Home** button of the Excel spreadsheet.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- The **Home** page (control page) of the Budget Journal Upload spreadsheet displays.



2. Click the **Edit** button.
3. Make the required changes to the spreadsheet.
4. **Save** it.
5. Click **Write File**.
6. When uploading a corrected spreadsheet from Excel to OAKS FIN change the **If Journal Already Exists** field to "Update."
 - "Skip" is automatically populated in the **If Journal Already** field.
When "Update" is selected, OAKS FIN replaces the previous file with the new file.
7. Repeat steps **#14** through **#27** in first section.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

Next steps are detailed in the topic Running the Journal Edit Batch Process.

Approving and Posting Budget Journals

Overview

Approval is required for all Allotment Budget Journals created in OAKS FIN. Once the journal is in OAKS FIN, it will go to an OBM Budget Analyst for approval. After the OBM Budget Analyst approves the journal, they submit it for posting.

Approval Process

The requester first completes an online entry or uploads a spreadsheet. After a successful entry or upload, the requestor submits the journal for approval in OAKS FIN.

When the journal is submitted for approval, an email is automatically sent to the OBM Budget Analyst to notify them of the new item in their worklist. The journal cannot be approved in the email itself. Instead, the OBM Budget Analyst follows the link provided within the email to review and approve the journal within OAKS FIN. The OBM Budget Analyst may also log into OAKS FIN, navigate to their worklist, and review and approve the journal from there. Only one level of approval is required.

After the OBM Budget Analyst approves the journal, they submit it for posting in OAKS FIN.

The requestor can view the list of approvers and the status of the approval process within OAKS FIN.

Budget Journal Approval

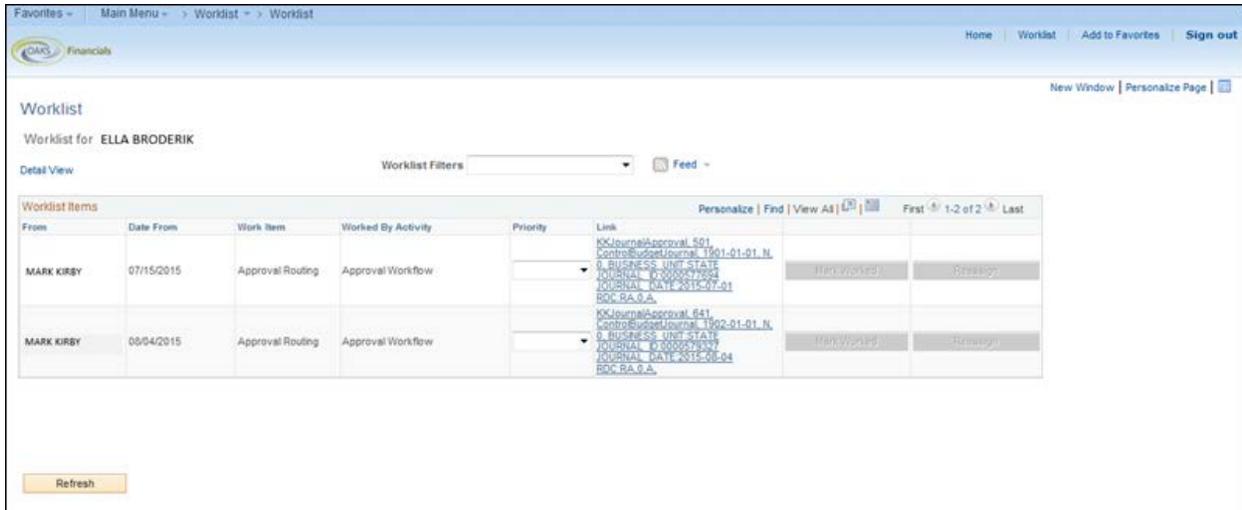
- [Click here for assistance with accessing the OAKS FIN Commitment Control Module.](#)

See "The FIN SOURCE" for Ohio for the most recent version of this process.



Steps

- OAKS FIN > Worklist



Worklist for ELLA BRODERIK

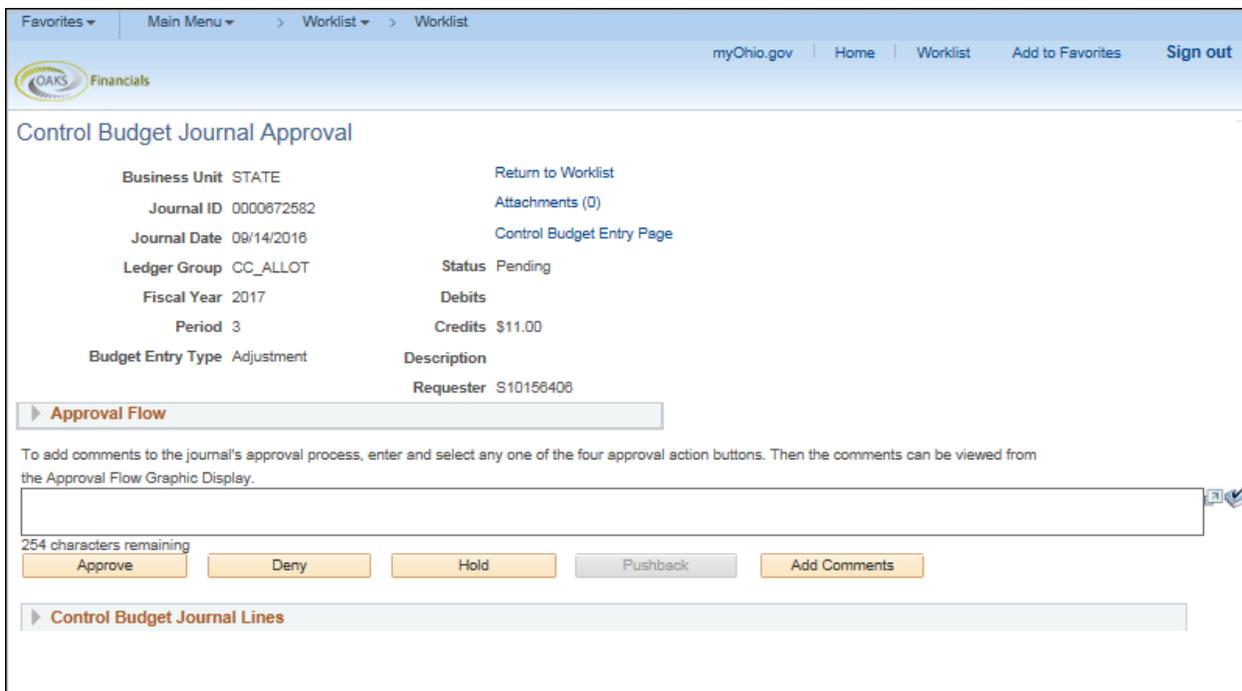
Worklist Filters Feed

From	Date From	Work Item	Worked By Activity	Priority	Link		
MARK KIRBY	07/15/2015	Approval Routing	Approval Workflow		KKJournalApproval_501 ControlBudgetJournal_1901-01-01_N 0_BUSINESS_UNIT_STATE JOURNAL_ID_0000672582 JOURNAL_DATE_2015-07-01 BDC_PA_G.A.	View	Refresh
MARK KIRBY	09/04/2015	Approval Routing	Approval Workflow		KKJournalApproval_641 ControlBudgetJournal_1902-01-01_N 0_BUSINESS_UNIT_STATE JOURNAL_ID_0000672587 JOURNAL_DATE_2015-09-04 BDC_PA_G.A.	View	Refresh

Refresh

1. Select the correct **Allotment Budget Journal** to view and approve.

- The **Control Budget Journal Approval** page displays.



Control Budget Journal Approval

Business Unit STATE Return to Worklist

Journal ID 0000672582 Attachments (0)

Journal Date 09/14/2016 Control Budget Entry Page

Ledger Group CC_ALLOT Status Pending

Fiscal Year 2017 Debits

Period 3 Credits \$11.00

Budget Entry Type Adjustment Description

Requester S10156408

▶ Approval Flow

To add comments to the journal's approval process, enter and select any one of the four approval action buttons. Then the comments can be viewed from the Approval Flow Graphic Display.

254 characters remaining

Approve Deny Hold Pushback Add Comments

▶ Control Budget Journal Lines

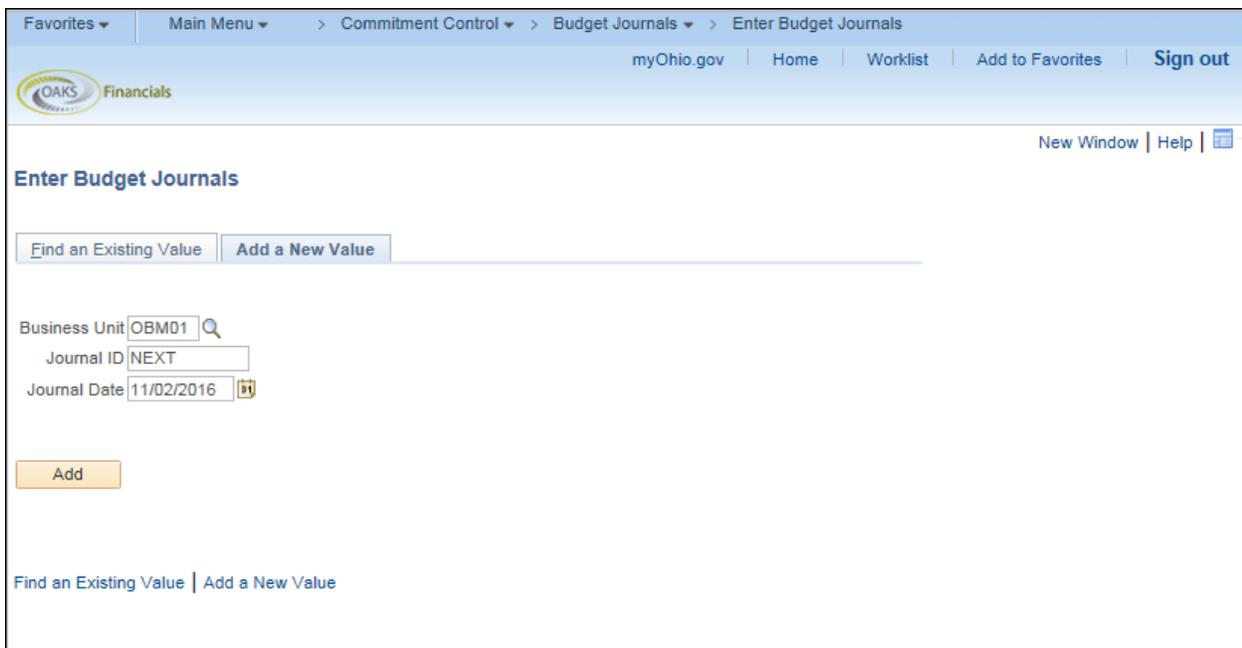
See "The FIN SOURCE" for Ohio for the most recent version of this process.

2. Click **Approve**.
 - The **Approval Header Status** changes to "Approved."

Budget Journal Processing

Steps

- OAKS FIN > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals



1. Select the **Find an Existing Value** tab.
 - You will be redirected to the **Enter Budget Journals** page to search for the **Allotment Budget Journal** to approve.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



myOhio.gov | Home | Worklist | Add to Favorites | Sign out

New Window | Help |

Enter Budget Journals

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

[Find an Existing Value](#) | [Add a New Value](#)

Search Criteria

Business Unit =

Journal ID begins with

Journal Date =

UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with

Case Sensitive

[Basic Search](#)

[Find an Existing Value](#) | [Add a New Value](#)

2. Enter **Business Unit**.
3. Enter **Journal ID**.
4. Click **Search**.
- The **Journal** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) | [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Enter Budget Journals](#)

[myOhio.gov](#) | [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit STATE Journal ID 0000672582 Date 09/14/2016

*Ledger Group Fiscal Year 2017 Period 3

Control ChartField Fund Code *Currency

Budget Header Status None Rate Type

*Budget Entry Type Exchange Rate

Cur Effdt

Budget Type Expense

Attachments (0)

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Long Description

254 characters remaining

Alternate Description

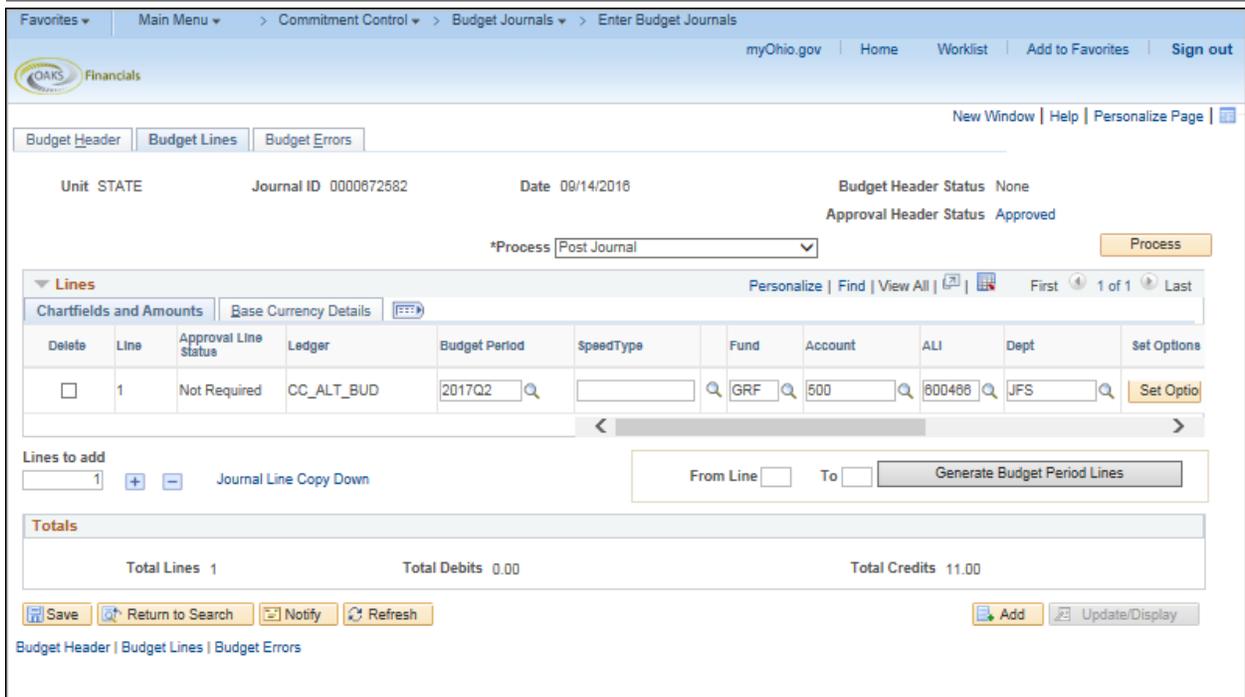
150 characters remaining

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

5. Select the **Budget Lines** tab.
 - The **Budget Lines** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.





6. Select **Post Journal** in the **Process** dropdown menu.
7. Click **Process**.
8. Click **Yes**.
 - The **Allotment Budget Journal** has been approved and posted and the **Budget Header Status** changes to "Posted."

Reviewing Budget Check Exceptions

Follow the steps below to review purchase orders, vouchers, and GL Journal Budget Check Exceptions that are in the Process Status of "Errors Exist" or "Only Warnings Exist" as well as Budget Check Exceptions via Online Queries.

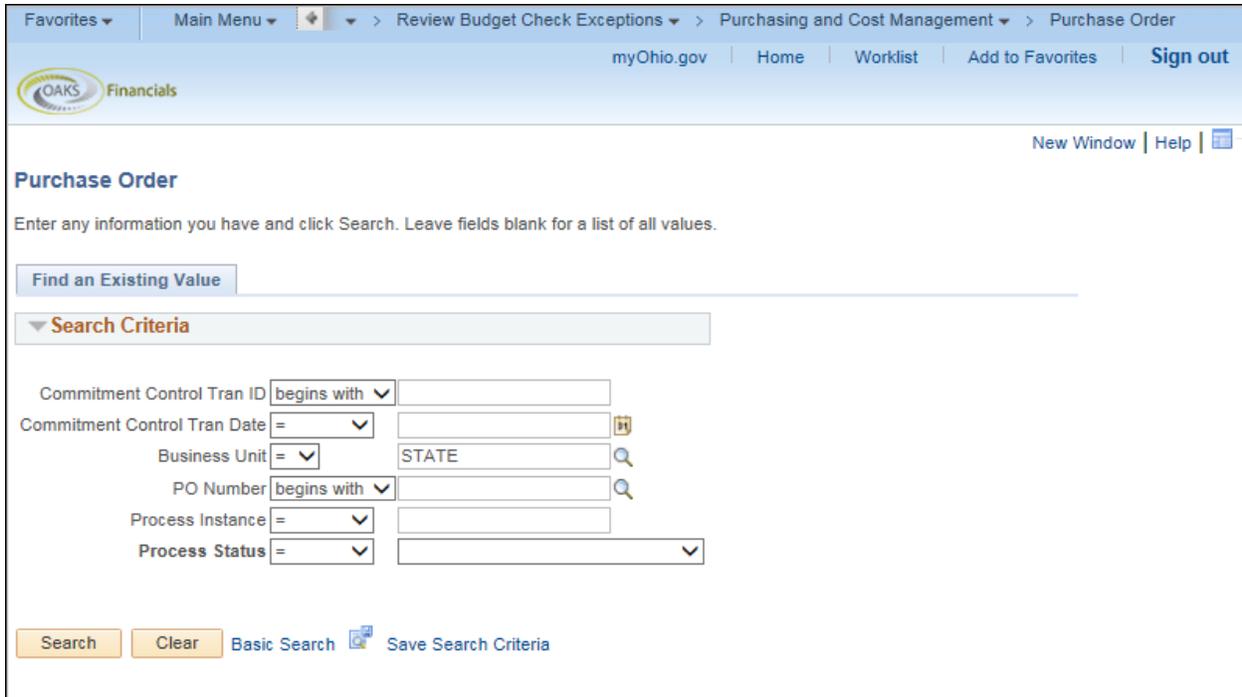
Reviewing Budget Check Exceptions for PO's "Errors Exist" or "Only Warnings Exist"

See "The FIN SOURCE" for Ohio for the most recent version of this process.

- Click here for assistance with accessing the OAKS FIN Commitment Control Module.

Steps

- **Commitment Control > Main Menu > Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order**



The screenshot shows the OAKS Financials web application interface. At the top, there is a navigation bar with 'Favorites', 'Main Menu', and a breadcrumb trail: 'Review Budget Check Exceptions > Purchasing and Cost Management > Purchase Order'. The user is logged in as 'myOhio.gov'. The page title is 'Purchase Order'. Below the title, there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The 'Search Criteria' section contains several search fields: 'Commitment Control Tran ID' (operator: 'begins with'), 'Commitment Control Tran Date' (operator: '='), 'Business Unit' (operator: '='), 'PO Number' (operator: 'begins with'), 'Process Instance' (operator: '='), and 'Process Status' (operator: '='). At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

1. Enter the **Business Unit**.
2. Choose **Between** as the **Commitment Control Tran Date** operator.
3. Enter beginning and end date in the **Commitment Control Tran Date** fields to narrow search results.
 - Entering the **Commitment Control Tran Date** for the **Process Status** of “Only Warnings Exist” will greatly narrow search findings. If the Commitment Control Tran Date is unknown, use the “Errors Exist” Process Status first to possibly obtain those dates.
4. Click **Search**.
 - The **Search Results** display at the bottom of the **Purchase Order** page.

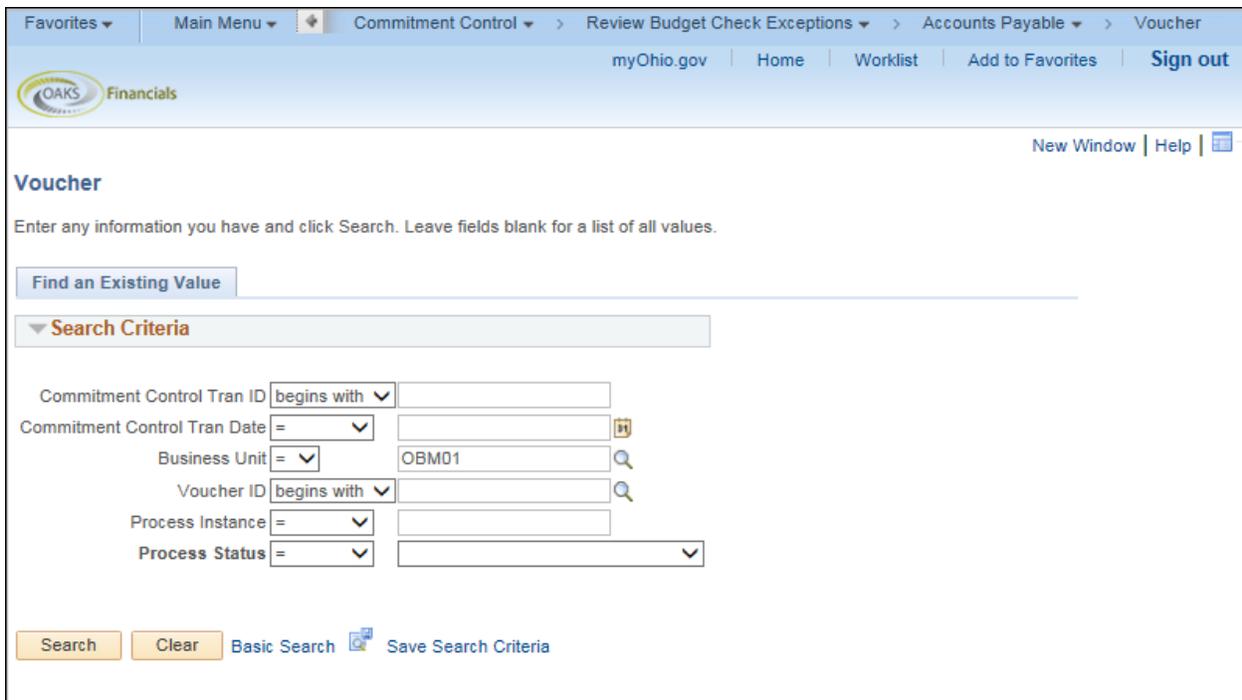
See "The FIN SOURCE" for Ohio for the most recent version of this process.

- The **Process Status** column defines the choice as Error.
5. Click the preferred row under any column.
- The **Purchase Order Exceptions** tab is displayed.
6. Check the above budget lines against the budget lines provided.

Reviewing Budget Check Exceptions for Voucher's "Errors Exist" or "Only Warnings Exist"

Steps

- **OAKS FIN > Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher**



The screenshot shows the OAKS Financials web application interface. The breadcrumb trail is: Favorites > Main Menu > Commitment Control > Review Budget Check Exceptions > Accounts Payable > Voucher. The page title is "Voucher". Below the title, there is a search instruction: "Enter any information you have and click Search. Leave fields blank for a list of all values." A "Find an Existing Value" button is present. The "Search Criteria" section includes the following fields:

- Commitment Control Tran ID: begins with [text input]
- Commitment Control Tran Date: = [dropdown] [text input]
- Business Unit: = [dropdown] [text input: OBM01]
- Voucher ID: begins with [dropdown] [text input]
- Process Instance: = [dropdown] [text input]
- Process Status: = [dropdown] [text input]

At the bottom of the search criteria section, there are buttons for "Search", "Clear", "Basic Search", and "Save Search Criteria".

1. Enter the **Business Unit**.
2. Choose **Between** as the **Commitment Control Tran Date** operator.
3. Enter beginning and end date in the **Commitment Control Tran Date** fields to narrow search results.

See "The FIN SOURCE" for Ohio for the most recent version of this process.

-
- Entering the **Commitment Control Tran Date** will greatly narrow search findings.
4. Click **Search**.
 - The **Search Results** display at the bottom of the **Voucher** page.
 5. Click on the desired row to review under any of the columns.
 - The **Voucher Exceptions** tab is displayed.
 - The **Search Results** are displayed by default in descending order by the **Commitment Control Tran ID**. Clicking any column header will sort all the data in ascending or descending order by that column heading.
 - The ledger CC_AGY_TRK is an example of an Agency Track budget with errors. The CC_ALLOT ledger is an example of an Allotment Budget with errors. Both errors are tied to the same detailed transaction coded on the specified voucher. According to the above screen a budget does not exist for those two ledgers.
 6. Select the **Budget ChartFields** tab in the **Budgets with Exceptions** section to view the budgeted values on this transaction.
 - The **Budget ChartFields** tab information is displayed.
 - This tab rolls up the detailed ChartField values to the values specific to the OAKS FIN budget structure. (i.e., Account rolls up to the category level, 520).
 7. Click the **Details** icon for the **Budget with Exceptions** line in question.
 - The **Payables Voucher Line Drill Down** page displays.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Review Budget Check Exceptions](#) > [Accounts Payable](#) > [Voucher](#)

[myOhio.gov](#) | [Home](#) | [Worklist](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Personalize Page](#)

Payables Voucher Line Drill Down

Transaction Line Identifiers

Business Unit **DAS01** Voucher ID **00293463**
 Voucher Line **1** Distribution Line **2**

Additional Source Information

Invoice Number **15751**
 Supplier ID **0000052277**

Transaction Line Details

Fund Code	Account	ALI	Department	Program Code	Agency Use	Budget Reference
GRF	510056	100459	DAS501220	3701E	DASTNOHBGX	2016

Line Status **Error**
 Budget Date **12/16/2015**
 Line Amount **3,610.00** USD
 Quantity **0.5000**

8. Check the above budget lines against the budget lines provided.

[Reviewing Budget Check Exceptions for "Errors Exist" or "Only Warnings Exist" for GL Ledger Journals](#)

Steps

- **OAKS FIN > Commitment Control > Review Budget Check Exceptions > Budget Exceptions**

See "The FIN SOURCE" for Ohio for the most recent version of this process.



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Budget Exceptions

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

[Find an Existing Value](#)

Search Criteria

Business Unit = 
 Ledger Group = 
 Account begins with 
 Department begins with 
 ISTV Xref begins with 
 ALI begins with 
 Fund Code begins with 
 Service Location begins with 
 Program Code begins with 
 Budget Reference begins with 
 Affiliate begins with 
 Fund Affiliate begins with 
 Operating Unit Affiliate begins with 
 Project begins with 
 Reporting begins with 
 Agency Use begins with 
 Grant/Prj begins with 
 Budget Period begins with 
 Statistics Code begins with 
 Budget Type begins with 

Case Sensitive

[Basic Search](#) 

1. Enter "STATE" in the **Business Unit** field.
2. Enter the **Ledger Group** (e.g., CC_APPROP, CC_ALLOT).
3. Enter the first 3 characters of the **Business Unit** in the **Department** field.
4. Enter any other ChartField information to narrow the search results (e.g., Account, ALI, Fund Code).
5. Click **Search**.
 - The **search results** display existing budget errors.

See "The FIN SOURCE" for Ohio for the most recent version of this process.



6. Investigate the budget errors and correct.

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