



## Financial Systems

**DATE:** October 23, 2008

**AREA:** FINANCIALS - Budget

**TOPIC:** The Enter Budget Journals Page has Moved

**EFFECTIVE:** IMMEDIATELY

**MESSAGE:**

The Enter Budget Journals page has moved to Commitment Control – Budget Journals – Enter Budget Journals. The change will fix the problem with drilling down from the Budget Lines page to the Budget Exception page when the Budget Header Status is “Error” for the DEPTSUM Journal when “Edit Error” exists. If you are reducing your DEPTSUM Ledger budget below the available budget amount, a negative appropriated budget results and causes your DEPTSUM Journal to error during the Budget Post process.

To complete the posting of the DEPTSUM Journal, follow these steps:

- Go to Budget Journals > Enter Budget Journals > Find an Existing Value, Enter your Amendment ID click search and then select the DEPTSUM Journal that is in error.
- Go to Budget Lines page and click the “Error” link on the Budget Header Status. This will take you to the Review Budget Check Exceptions page.
- Select “Override Budget” and click “Save”. You must save your selection to facilitate overriding the error.
- Within the same page, click on the link next to the Journal ID to drill back to the Enter Budget Journals – Budget Lines page and click “Process” to Post the DEPTSUM Journal. Post Journal is the only option in the process field.
- Click ‘YES’ for the message “Are you sure that you want to post this journal” to kick off the process.

**ACTION:**

**Verify that all budget journals are posted for your Amendment:**

**Option 1** – Navigate to COMMITMENT CONTROL > BUDGET JOURNALS > ENTER BUDGET JOURNALS > FIND AN EXISTING VALUE > Enter the AMENDMENT ID and then click search, The Budget Header Status should be “Posted” for all your journals or

**Option 2** – Navigate to COMMITMENT CONTROL > BUDGET JOURNALS > ENTER BUDGET JOURNALS > FIND AN EXISTING VALUE > Enter the AMENDMENT ID, the Budget Header Status criteria select NOT EQUAL then tab across to the next field and select “POSTED”, click search; the results should be “No Matching Values Found”.

**ADDITIONAL INFORMATION/RESOURCES:**

N/A

**QUESTIONS:**

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