Creating a Budget Journal Using SpeedType and the Alternate Description Field Created on 2/19/2013 5:22:00 PM

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Creating a Budget Journal Using SpeedType and the Alternate Description Field... 1

Creating a Budget Journal Using SpeedType and the Alternate Description Field

Core-

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

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

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

Procedure

Navigation: Commitment Control > Budget Journals > Enter Budget Journals

| ORACLE | Home Worklist Add to Favorites Sign out |
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| Favorites Main Menu > Commitment Control > Budget Journals > Enter Budget Journals | 🖉 New Window 🔇 Help 💼 http |
| Enter Budget Journals | |
| | |
| Eind an Existing Value Add a New Value | |
| Business Unit: | |
| Journal ID: NEXT Journal Date: 01/31/2013 🛐 | |
| | |
| Add | |
| | |
| Find an Existing Value Add a New Value | |
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| Step | Action |
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| 1. | Use the Enter Budget Journal Add a New Value page to add a new Budget Journal. |
| | Accept the default value in the Journal Date field (the current date). |
| | STATE is the only valid value. Enter STATE in the Business Unit field. |
| 2. | Click in the Journal ID field. |
| 3. | The naming convention for Journal IDs is Agency acronym, initials, a number. |
| | Enter OSCDB00001 in the Journal ID field. |
| 4. | Click the Add button. |

| Favorites Main Menu > Commitment Control > Budget Jour | nals > Enter Budget Journals | | |
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| Budget Header Budget Lines Budget Errors | | | |
| | | | |
| Unit: STATE Journal ID: OSCI | PR00001 Date: | 01/21/2012 | |
| ond STATE boundard. 0300 | bate. | 0113112013 | |
| | | | |
| *Ledger Group: | Fiscal Year: | Period: | |
| Control ChartField: | *Curroney | USD Q | |
| | currency. | | |
| Budget Header Status: None | Rate Type: | <u> </u> | |
| *Budget Entry Type: Original | Exchange Rate: | 1.00000000 🔡 | |
| | Cur F### | 01/31/2013 | |
| Parent Budget Options | Curenac | | |
| Generate Parent Budget(s) | Budget Type: | | |
| Use Default Entry Event | | | |
| Parent Budget Entry Type: | ~ | Attachments (0) | |
| 1 B 10 | | | |
| Long Description: | | 17 | |
| | | lar- | |
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| | | | |
| Alternate Description | | | |
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| Budget Header Budget Lines Budget Errors | | | |
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| 5. | Click the Look up Ledger Group button. |
| 6. | Click the KK_ALLOT link. |
| 7. | Click the Generate Parent Budget(s) option. |
| 8. | Enter Set up Allotment Journal into the Long Description field. |

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

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| Budget Header | Budget Lines | Budget Errors | | | - | | ,,, |
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| Unit: | STATE | Journal ID: | OSCDB00001 | Date: | 01/31/2013 | | |
| | | | | | | | |
| *Ledger Group | | KK_ALLOT | | Fiscal Year: | 2013 Per | riod: 7 | |
| Looger areap | | | | | | | |
| Control Chart | Field: | Fund Code | | *Currency: | USD 🔍 | | |
| Budget Heade | er Status: | None | | Rate Type: | CRRNT | | |
| *Budget Entry | Type: | Adjustment | * | Exchange Rate: | 1.000000 | 00 📑 | |
| ; | | | | Cur Fille | 01/31/2013 | | |
| Parent Budg | et Options | | | Curendo | | | |
| Generate | Parent Budget(s) | | | Budget Type: | Expense | | |
| Deropt Ruda | ut Entry Event | Adjustment | | | All | | |
| Parent Budy | er enu y Type. | | | | Attachments (U) | | |
| Long Descript | tion: | | | | | | |
| Set up Allotme | ent Journal | | | | | 2 | |
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| Alternate Des | cription | | | | | | |
| Follow agency | y convention for usi | ng this field | | | | 2 | |
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| Step | Action |
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| 10. | Click the Budget Lines tab. Budget Lines |



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

| Favorites | | L > Commitm | ent Control | > Budget lour | nals > Ente | r Budget 1 | ournals | | | Home | Wor | rklist | Add to Fa | avorites Si | gn out |
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| 14. | Click in the Fund field. |

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

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| 17. | Enter 150000 into the Amount field. |
| 18. | Click the scrollbar to move to the left. |

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

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| Step | Action |
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| 24. | Core-CT populated the second line with values from the SpeedType. |
| | Click the scrollbar to move to the right. |
| 25. | Click in the Amount field. 150,000.00 |
| 26. | Enter 300000 into the Amount field. |

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| Step | Action |
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| 27. | Click the Save button. |
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| Step | Action |
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| 28. | The Budget Journal will be reviewed and posted by the Office of the State Comptroller. |
| 29. | End of Procedure. |