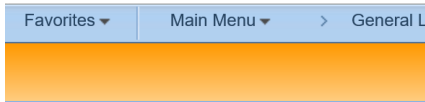


# DRAFT COPY

## PeopleSoft Budget Transfer Request Manual

To enter a BTR, from the main menu, select:

*General Ledger\Journals\Journal Entry\Create-Update Journal Entries*



### Create/Update Journal Entries



Business Unit    
Journal ID   
Journal Date

Business unit is setup to default to CSUOH

Enter the BTR# as the Journal ID. The BTR should be the 3 or 4 characters that identifies your college or unit, 2 digits to identify the fiscal year, 3 digits to track the sequence and P or T as a type indicator (Perm or Temp)

Journal date can never be between 7/1-7/31

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

- Journal ID will automatically assign a number if the BTR# is not entered. This can't be change once you press the Add button.
- Be sure to set the Journal Date to the correct date, depending on what month is currently open in the system. If you enter the wrong date, it will error out later when you process it. There are always 2 months open in PeopleSoft finance. The current month and the following month. BTRs can be entered in both months. If it is the beginning of the month but the controller's office has not closed the general ledger for the previous month, the BTR can be backdated for the previous month if it is not past the cutoff date to submit.
- BTRs are never entered or posted in July.

## Header Tab

- On the Header tab, you will enter a long description.
- The long description should include all pertinent information regarding the reason for this request. If the BTR contains any full or part-time salary lines, the employee name and effective date need to be included. In this section, also indicate if this is a new hire, TPA, reclassification, termination, etc.
- The Ledger Group automatically defaults to TEMP\_BUD. If submitting a Permanent BTR, it is necessary to change the Ledger Group to PERM\_BUD. This can be found by pressing on the looking glass and choosing PERM\_BUD.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

---

Header Lines Totals Errors Approval

Unit CSUOH Journal ID NEXT Date 10/10/2020

Long Description  254 characters remaining

\*Ledger Group   **←** Entry Non-Adjusting Entry ▾

Ledger   Fiscal Year 2021

\*Source   Period 4

Reference Number  ADB Date 10/10/2020

Journal Class

Transaction Code

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Entered By C2438659 Leigh Archibald

Entered On

Last Updated On

Use looking glass to change to PERM\_BUD

Type BTR or use looking glass.

- Verify source defaults to BTR. Type BTR or use the looking glass to select BTR, if doesn't.
- Enter a reference number. The reference number is the 3 or 4 characters that identify your college or unit and 2 digits to identify the fiscal year. Example: EDU21 would be used by the College of Education or SPR21 for Sponsored Programs & Research.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

---

Header Lines Totals Errors Approval

Unit CSUOH Journal ID BUD20-001T Date 01/15/2020

Long Description  194 characters remaining

\*Ledger Group   Adjusting Entry Non-Adjusting Entry ▾

Ledger   Fiscal Year 2020

\*Source   Period 7

Reference Number  **←**

Journal Class

Transaction Code

SJE Type

Currency Defaults: USD / CRRNT / 1

Attachments (0)

Reversal: Do Not Generate Reversal

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Unit and year (i.e. BUD21, EDU21)

- All other fields on the header page should be left blank. Verify all fields are correct before moving to the lines page. The Ledger Group CANNOT be changed once this tab is exited.

## Lines Tab

- The Lines tab template must be customized the first time a BTR is entered (Refer to the Setting up BTR template section of this manual).

### How to Add Lines

- On the Lines tab, all relevant journal line information (From and To lines) will be entered. Additional lines can be added by pressing the + button. To add multiple lines, you can enter the number of lines and depress the + button.

The screenshot shows the 'Create/Update Journal Entries' interface. The 'Lines' tab is active, displaying a table with columns: Select Line, \*Unit, \*Ledger, Account, Fund, Dept, Program Class, PC Bus Unit, Project, An Type, Amount, and Reference. The first line is selected, showing Unit: CSUOH, Ledger: PERM\_BUD, Account: 0700, Fund: 0010, Dept: 3546, Program Class: 50, and Amount: -300.00. Below the table, the 'Lines to add' field is circled in red, showing the value '4'. The 'Totals' section shows Total Debits: 0.00 and Total Credits: 300.00. Buttons for 'Save', 'Notify', and 'Refresh' are visible at the bottom.

Note that all information from the first line is copied to the next line or lines added.

- Information in fields can be changed by highlighting the data and press delete.

The screenshot shows the 'Create/Update Journal Entries' interface with five lines added. The 'Lines to add' field shows '4'. The table contains the following data:

Line	*Unit	*Ledger	Account	Fund	Dept	Program Class	PC Bus Unit	Project	An Type	Amount	Reference	Journal Line Descriptio
1	CSUOH	TEMP_BUD	0700	0010	3546	50				-500.00		BUD21-001P test non
2	CSUOH	TEMP_BUD	0700	0010	3546	50				-500.00		BUD21-001P test non
3	CSUOH	TEMP_BUD	0700	0010	3546	50				-500.00		BUD21-001P test non
4	CSUOH	TEMP_BUD	0700	0010	3546	50				-500.00		BUD21-001P test non
5	CSUOH	TEMP_BUD	0700	0010	3546	50				-500.00		BUD21-001P test non

The 'Lines to add' field shows '4'. Buttons for 'Save', 'Notify', and 'Refresh' are visible at the bottom.

## How to Delete Lines

- To delete a line, check the select box and press the – button.

[New Window](#) | [Help](#) | [Pers](#)

Header
Lines
Totals
Errors
Approval

Unit CSUOH
Journal ID NEXT
Date 10/10/2020

Template List
Change Values

Inter/IntraUnit
\*Process Edit Journal
Process

Personalize | Find | Filter

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	An Type	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1	CSUOH	PERM_BUD	0700	0010	3546	50					-500.00		BUD21-001P test non-sal
<input type="checkbox"/>	2	CSUOH	PERM_BUD	0300	0010	3546	50					100		BUD21-001P test non-sal
<input type="checkbox"/>	3	CSUOH	PERM_BUD	0400	0010	3546	50					300		BUD21-001P test non-sal
<input type="checkbox"/>	4	CSUOH	PERM_BUD	0500	0010	3546	50					100		BUD21-001P test non-sal
<input checked="" type="checkbox"/>	5	CSUOH	PERM_BUD	0700	0010	3546	50					-500.00		BUD21-001P test non-sal

Lines to add 
+
-
🗑️

Personalize | Find | View All | Filter

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	5	0.00	2,500.00	N

Save
Notify
Refresh
Add
U

## Entering a BTR

- Enter the Combo-code starting with the “From” side first, followed by the “To” side. Total credits and total debits should always be equal unless entering a one-sided BTR (see One-sided BTRs section for instructions on those types of BTRS).
- The Journal Line Description can hold up to 30 characters and is a brief narrative of the long description from the header tab. The system will automatically fill this section in based on the account number being used so it will be necessary to delete the default description. Always start the journal line description with the BTR tracking number. The customization of this field can later help identify the posting when analyzing the transaction register.
- Position numbers are added to the Reference field with PN and the 4-digit number.

## Project Codes and Cost Shares

- The PC Bus Unit field is used with project IDs and cost shares.** PC Bus Unit is always CSUOH.
- Cost shares** must also have the **An Type** field completed or an error will be received. An Type has a drop down menu but typically, CBU (Cost Share Budget) or CCC (Cost Share Commitment) will be used. Notice that all fields are entered for the cost share in the below example.

Favorites ▾ Main Menu ▾ > General Ledger ▾ > Journals ▾ > Journal Entry ▾ > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit CSUOH Journal ID BUD20-001T Date 01/15/2020  Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit \*Process Edit Journal Process Line 10

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	An Type	Amount	Reference	Journal L
<input type="checkbox"/>	1	CSUOH	TEMP_BUD	0105	0010	3487	50					-10,000.00		BUD20-0
<input type="checkbox"/>	2	CSUOH	TEMP_BUD	0210	0010	3487	50					-3,500.00		BUD20-0
<input type="checkbox"/>	3	CSUOH	TEMP_BUD	0700	0010	0301	30					-5,000.00		BUD20-0
<input type="checkbox"/>	4	CSUOH	TEMP_BUD	0110	0010	0301	30	80000	CSUOH	200001868	CBU	10,000.00	PN 0000	BUD20-0
<input type="checkbox"/>	5	CSUOH	TEMP_BUD	0210	0010	0301	30	80000	CSUOH	200001868	CBU	3,500.00	PN 0000	BUD20-0
<input type="checkbox"/>	6	CSUOH	TEMP_BUD	0700	0010	0301	30	80000	CSUOH	200001868	CBU	5,000.00	PN 0000	BUD20-0

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	6	18,500.00	18,500.00	N

Save Notify Refresh

## Validating a BTR for submission

- A BTR must be valid and without errors before being submitted for approval.
- To validate, select **Edit Journal** from the process dropdown menu and click the **Process** Pushbutton. A notification that the journal is saved will popup. Click OK.

Header | Lines | Totals | Errors | Approval

Unit CSUOH Journal ID BUD20-001T Date 01/15/2020  Errors Only

Template List Search Criteria Change Values

Inter/IntraUnit \*Process Edit Journal Process Line 10

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	An Type	Amount	Reference	Journal L
<input type="checkbox"/>	1	CSUOH	TEMP_BUD	0105	0010	3487	50					-10,000.00		BUD20-0
<input type="checkbox"/>	2	CSUOH	TEMP_BUD	0210	0010	3487	50					-3,500.00		BUD20-0
<input type="checkbox"/>	3	CSUOH	TEMP_BUD	0700	0010	0301	30					-5,000.00		BUD20-0
<input type="checkbox"/>	4	CSUOH	TEMP_BUD	0110	0010	0301	30	80000	CSUOH	200001868	CBU	10,000.00	PN 0000	BUD20-0
<input type="checkbox"/>	5	CSUOH	TEMP_BUD	0210	0010	0301	30	80000	CSUOH	200001868	CBU	3,500.00	PN 0000	BUD20-0
<input type="checkbox"/>	6	CSUOH	TEMP_BUD	0700	0010	0301	30	80000	CSUOH	200001868	CBU	5,000.00	PN 0000	BUD20-0

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	6	18,500.00	18,500.00	N

Save Notify Refresh

Header | Lines | Totals | Errors | Approval

- Click **Yes** when the confirmation message pops up.
- Confirm **Journals Status** is now **V**.
- Verify the following are correct:
  - ❖ \*Ledger group (Perm or Temp)
  - ❖ Account, fund, dept, program, and project (if applicable)
  - ❖ Journal line description contains the BTR tracking number
  - ❖ Reference is filled in with PN if BTR has salaries

The screenshot shows a software interface for managing journal entries. At the top, there are navigation icons and a header with tabs for 'Header', 'Lines', 'Totals', 'Errors', and 'Approval'. The main area displays journal details: Unit CSUOH, Journal ID BUD20-001T, Date 01/15/2020, and Errors Only checkbox. Below this is a search criteria section with 'Inter/IntraUnit' and '\*Process Edit Journal' dropdown. A table of journal lines follows, with columns for Select, Line, \*Unit, \*Ledger, Account, Fund, Dept, Program, Class, PC Bus Unit, Project, An Type, Amount, Reference, and Journal Line Description. The 'Journal Status' column in the 'Totals' section below the table shows a circled 'V'. At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	An Type	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1	CSUOH	TEMP_BUD	0105	0010	3487	50					-10,000.00		BUD20-0C1T Testing cost share
<input type="checkbox"/>	2	CSUOH	TEMP_BUD	0210	0010	3487	50					-3,500.00		BUD20-0C1T Testing cost share
<input type="checkbox"/>	3	CSUOH	TEMP_BUD	0700	0010	0301	30					-5,000.00		BUD20-0C1T Testing cost share
<input type="checkbox"/>	4	CSUOH	TEMP_BUD	0110	0010	0301	30	80000	CSUOH	200001868	CBU	10,000.00	PN 0000	BUD20-0C1T Testing cost share
<input type="checkbox"/>	5	CSUOH	TEMP_BUD	0210	0010	0301	30	80000	CSUOH	200001868	CBU	3,500.00	PN 0000	BUD20-0C1T Testing cost share
<input type="checkbox"/>	6	CSUOH	TEMP_BUD	0700	0010	0301	30	80000	CSUOH	200001868	CBU	5,000.00	PN 0000	BUD20-0C1T Testing cost share

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	6	18,500.00	18,500.00	V

## Finding an error on a BTR

- If the journal status is an **E**, an error needs corrected.
- An **X** will appear next to the line with the error or the line with the error can be found on the Error tab.
- The most common types of errors are:
  - ❖ Debits and credits do not equal
  - ❖ Incorrect program code
  - ❖ Class field of 80000 is missing for cost share
  - ❖ PC Bus Unit field of CSUOH is missing for cost share

Correct the field that contains the error. Select **Edit Journal** from the process dropdown menu and click the **Process** Pushbutton. The journal status should now be a **V**. If it remains an **E**, there is still an error that needs corrected.

### Example of an Error

The screenshot shows a journal entry interface with the following details:

- Unit: CSUOH, Journal ID: 0000241563, Date: 01/21/2020
- Template List: Inter/IntraUnit, \*Process: Edit Journal
- Lines table:
 

Select	Line	Error	*Unit	*Ledger	Account	Fund	Dept	Program	Class	PC Bus Unit	Project	An Type	Amount	Reference
<input type="checkbox"/>	1	X	CSUOH	TEMP_BUD	0300	0010	3546	40					-1,000.00	
<input type="checkbox"/>	2		CSUOH	TEMP_BUD	0700	0010	3546	50					1,000.00	
- Totals table:
 

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	2	1,000.00	1,000.00	E

### Processing the BTR for Approval

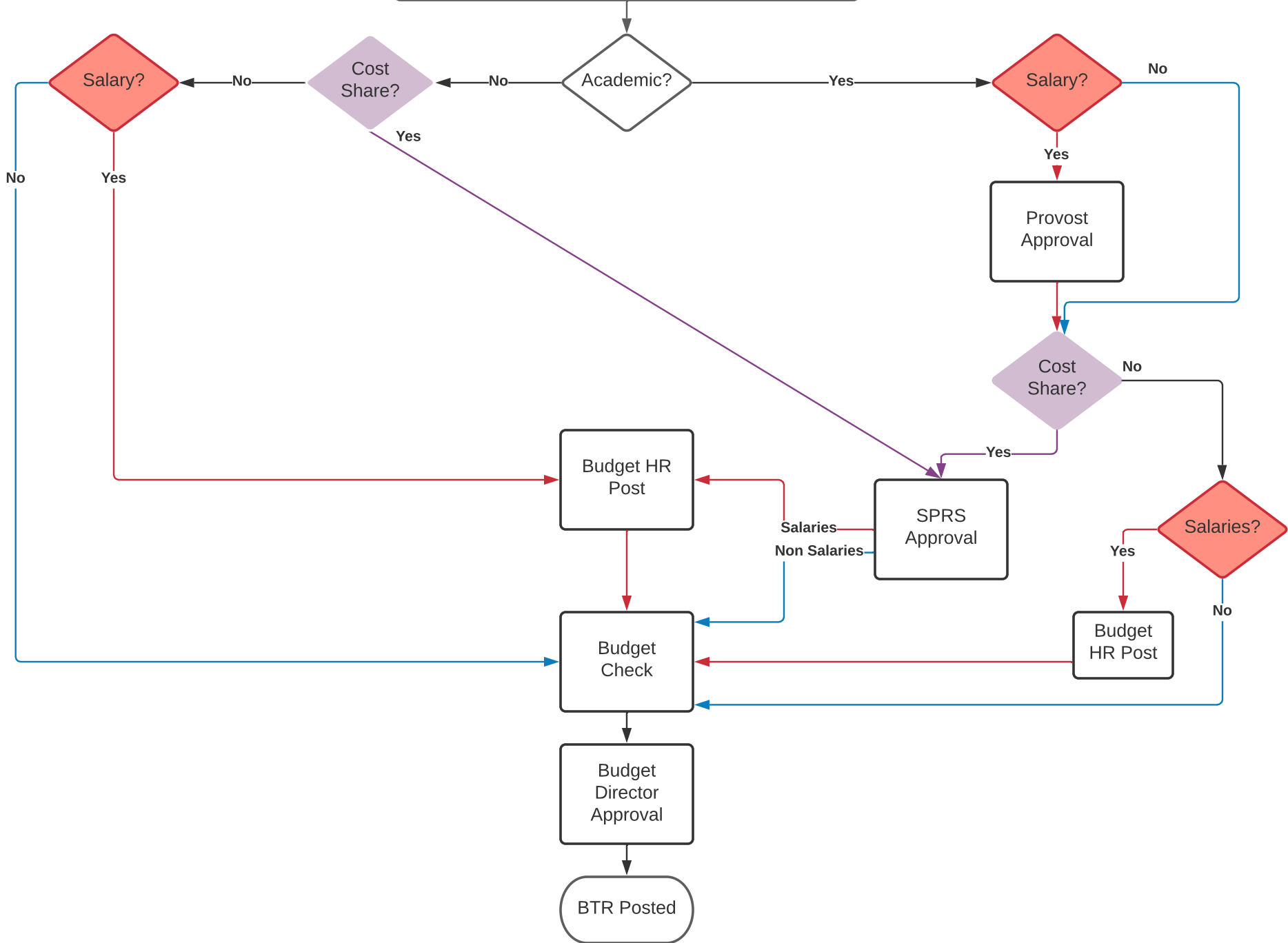
- Once the BTR is valid, go to the **Approval** tab and select an Approval Action of **Approve**. Click the **Submit** pushbutton.

The screenshot shows the 'Approval' tab of the journal entry interface with the following details:

- Unit: CSUOH, Journal ID: 0000237848, Date: 04/03/2020
- Approval Status section:
  - Unit: CSUOH
  - Approval Check Active: Y
  - Approval Status: None
  - Approval Action: Approve
  - Deny Comments: (text area)
- Buttons: Save, Notify, Refresh, Submit

- At this point, it will go through the appropriate approval stage.
- Refer to the Approval Workflow Chart for a visual understanding of the approval process.

BTR Workflow Approval Process





- The next approver can be displayed by pressing Multiple Approvers under pending.

[Favorites](#) > [Main Menu](#) > [General Ledger](#) > [Journals](#) > [Journal Entry](#) > [Create/Update Journal Entries](#)

[Header](#) | [Lines](#) | [Totals](#) | [Errors](#) | [Approval](#)

Unit CSUOH      Journal ID BUD21-001P      Date 10/10/2020      [Submit](#)

**Approval Status**

Unit CSUOH  
 Approval Check Active Y  
 Approval Status Pending Approval  
 Approval Action [Approve](#)   
 Deny Comments   
254 characters remaining

**Budget Office Approval**

[Unit CSUOH, ID BUD21-001P, Date 2020-10-10, Line Unit CSUOH:Pending](#) [View/Hide Comments](#)

Budget Office Approval  
 Self Approved  Leigh Archibald  
 ZXC Budget Office Approver  
 05/10/21 - 6:24 PM

Pending  Multiple Approvers  
 ZXC Budget Dept Head Approval

**Comments**

[Approval History](#)

[Save](#)   [Notify](#)   [Refresh](#)

- Pending Approvers- If more than one person is listed; it only needs to be approved by one or the other, not both.

<b>Approver #1</b>	
Name:	Sara Marie Finlay
Description:	Sara Marie Finlay
<b>Approver #2</b>	
Name:	Bonnie E Kalnasy
Description:	Bonnie E Kalnasy

[Close](#)

- Approver(s) will receive an email that a BTR has been entered, indicating they need to take action.



Journal ID "0000237831" Business Unit "CSUOH" has been sent for your Approval

If there are problems with how this message is displayed, click here to view it in a web browser.

### GL Journal Approval

**Business Unit:** CSUOH  
**Journal ID:** 0000237831  
**Journal Date:** 2020-02-18  
**Line Business Unit:** CSUOH  
  
**Requestor:** Template for WF User  
**Journal Description:** Sizzle boom shackalack, dang!  
  
**Ledger Group:** TEMP\_BUD  
**Total Debits:** 1500  
**Total Credits:** 1500  
**Adjusting Entry:** N  
**Fiscal Year:** 2020  
**Accounting Period:** 8

**Action:** [Approve √]

**Enter Denial Comments:**

[Submit]

To approve or deny the journal, choose the appropriate action and select 'Submit' if the Action field is available; if the Action field is not available, navigate directly to the approval page by selecting the link.

[https://planetfinfix.csuadmin.csuohio.edu/psp/finfix/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_ENTRY\\_IE.GBL?Action=U&BUSINESS\\_UNIT=CSUOH&JOURNAL\\_ID=0000237831&JOURNAL\\_DATE=2020-02-18&BUSINESS\\_UNIT\\_LN=CSUOH](https://planetfinfix.csuadmin.csuohio.edu/psp/finfix/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?Action=U&BUSINESS_UNIT=CSUOH&JOURNAL_ID=0000237831&JOURNAL_DATE=2020-02-18&BUSINESS_UNIT_LN=CSUOH)

## Example of Approval Workflow with Multiple Approvers

Favorites ▾ | Main Menu ▾ | General Ledger ▾ | Journals ▾ | Journal Entry ▾ | Create/Update Journal Entries

---

Unit CSUOH | Journal ID ENG20- | Date 02/08/2020 |

**Approval Status**

Unit CSUOH  
 Approval Check Active Y  
 Approval Status Pending Approval  
 Approval Action  ▾  
 Deny Comments   
254 characters remaining

**Provost Office Approval**

Unit C SUOH, ID ENG20-, Date 2020-02-06, Line Unit CSUOH:Approved

Provoest Office Approval  
 Approved  
 ✓ Michele Szantay  
 ZXC\_PROVOST\_APPR\_TIER\_2  
 04/12/21 - 12:50 PM

**Sponsored Programs & Research**

Unit C SUOH, ID ENG20-, Date 2020-02-06, Line Unit CSUOH:Approved

Sponsored Programs & Research  
 Approved  
 ✓ Leah Dawn Foucault  
 ZXC\_SPNSR\_PROG\_APPR\_TIER\_3  
 04/12/21 - 1:02 PM

**Budget Office Approval**

Unit C SUOH, ID ENG20-, Date 2020-02-06, Line Unit CSUOH:Pending

Budget Office Approval  
 Pending → Not Routed → Not Routed  
 Multiple Approvers Multiple Approvers Multiple Approvers  
 ZXC Budget Office Approver ZXC Budget Office Approver ZXC Budget Dept Head Approval

## Denied BTRs

- When a BTR is denied, the submitter will get an email notification that it was denied.
- At that point, the approval process has been terminated. The submitter will need either to edit the BTR and resubmit or delete it.
- In order to edit or delete the BTR, it must first be located.

## How to Find an Entered BTR:

### *General Ledger\Journals\Journal Entry\Create-Update Journal Entries*

- Select Find an Existing Value
- A denied BTR can be found by either the BTR# or by the denied status.

Find an Existing Value | Add a New Value

## Search by BTR#

- Enter the BTR# in the Journal ID field.
- Verify the Source is = to BTR
- Press search

**Create/Update Journal Entries**

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

---

▼ Search Criteria

Use Saved Search:

Business Unit =

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Journal Processing Request =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Journal Class begins with

Case Sensitive

**Search for Denied BTR's**

*General Ledger\Journals\Journal Entry\Create-Update Journal Entries*

- Select Find an Existing Value
- In the Journal ID field, enter the 3 or 4 character reference number and year (i.e. BUD20).
- Select Denied from the Journal Processing Request drop down menu.
- Select search



**Create/Update Journal Entries**

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

---

▼ Search Criteria

Use Saved Search:

Business Unit =

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Journal Processing Request =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Journal Class begins with

Case Sensitive



**Search Results**

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Journal Processing Request	Budget Checking Header Status	Ledger Group	Source
CSUOH	BUD20-01T	07/01/2020	0	(blank)	CSUOH	Valid	Denied	Valid	TEMP_BUD	BTR

- Click on the Journal ID to open the BTR
- Go to the Approval tab. The approver denying the BTR must insert a reason why the BTR is denied in the Deny Comments field.
- To view the comment, click on View/Hide Comments

The screenshot shows the 'Approval Status' section with the following details:

- Unit: CSUOH
- Journal ID: 0000241608
- Date: 07/05/2020
- Approval Check Active: Y
- Approval Status: Denied
- Approval Action: Approve (dropdown menu)
- Deny Comments: [Text input field with 254 characters remaining]

The 'Budget Office Approval' section shows a flow from a 'Denied' status to a 'Terminated' status:

- Denied:** Work Flow Test Budget, ZXC Budget Office Approver, 04/22/21 - 2:03 PM
- Terminated:** Multiple Approvers, ZXC Budget Dept Head Approval

Below this, the 'Comments' section contains the text: 'Work Flow Test Budget at 04/22/21 - 2:03 PM Denied just because'. A yellow arrow points to the 'View/Hide Comments' link next to the 'Denied' status.

At the bottom, there are buttons for Save, Return to Search, Previous in List, Next in List, Notify, and Refresh, along with a breadcrumb trail: Header | Lines | Totals | Errors | Approval.

- BTRs that are denied by the Budget Office but contain an approval by the Provost Office or SPRS, will be returned to the first level of approval, not the submitter. For example if a college submits a BTR for a cost share containing salaries, it will initially go to the Provost office for the salary approval. It then goes on to SPRS for approval of the cost share. If it is denied by the Budget Office, it is returned to the Provost.

## Editing a BTR

- After opening the BTR, go to the Lines Tab and make the required change(s).
  - Save the change, which will change the Journal status from **V (valid)** back to **N (No status)**.
  - Press the Process push button to re-validate the BTR.
  - Go to the Approval tab and select Submit to send the BTR back through the approval process.
- When a BTR is edited, the approval process will start over from the beginning.

## Deleting a BTR

It may be necessary to delete a BTR, for example, if it was entered twice or denied: However, before deleting any BTR, go to the Approval tab and verify if the budget office has approved it.

If the budget office has already received the BTR and approved any level, the BTR should not be deleted. An email should be sent to the budget office at [budgetoffice\\_btr@csuohio](mailto:budgetoffice_btr@csuohio) indicating the BTR should be deleted. The budget office will either delete the BTR or deny the BTR so the submitter may delete.

Once a BTR is deleted, it cannot be retrieved.

- After opening the BTR, go to the Lines Tab.
- From the Process dropdown menu, select Delete Journal and press the Process pushbutton.

The screenshot shows the 'Create/Update Journal Entries' screen. The breadcrumb trail is: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries. The interface includes tabs for Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is active. A yellow arrow points to the 'Process' dropdown menu, which is currently set to 'Delete Journal'. Other fields include Unit: CSUOH, Journal ID: BUD20-01T, Date: 07/01/2020, and Errors Only checkbox. The 'Process' button is visible. Below the dropdown is a 'Line' field set to 10. The 'Lines' table has the following data:

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Class	PC	Bus	Unit	Project	An	Type	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1	CSUOH	TEMP_BUD	0300	0010	3546	50								1,000.00		BUD20-001T cover overages
<input type="checkbox"/>	2	CSUOH	TEMP_BUD	0500	0010	3546	50								-1,000.00		BUD20-001T cover overages

Below the table is a 'Lines to add' field with a value of 1. The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	2	1,000.00	1,000.00	V

Buttons at the bottom include Save, Return to Search, Notify, Refresh, Add, and Update/Display. The breadcrumb trail at the bottom is: Header | Lines | Totals | Errors | Approval.

## One-sided BTRs

- One-sided BTRs are entered when funds are being requested or given to another departmental area and the other combo code is unknown. Examples of one-sided BTRs are University or Provost funding request and cost shares.

### *General Ledger\Journals\Journal Entry\Create-Update Journal Entries*

- Enter the side of the BTR that is known and hit save.
- Since the journal status remains N, the BTR cannot go through the approval process.
- Email the BTR# to the other budget manager and they will enter the other side of the BTR and submit for approval.

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit CSUOH Journal ID FAC20-001 Date 10/10/2020

Template List Search Criteria Change Values

Inter/IntraUnit \*Process Edit Journal Process Line 1

Select Line	*Unit	*Ledger	Account	Fund	Dept	Program Class	PC Bus Unit	Project	An Type	Amount	Reference	Journal Line Description
1	CSUOH	TEMP_BUD	0600	0010	3225	60				15,000.00		FAC20-001 Emergency repair

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	1	15,000.00	0.00	N

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

## Attachments to BTRs

- Files can be attached to a BTR on the Header tab. Currently, the only files that should be attached are supporting documents for university funding requests.

Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Header | Lines | Totals | Errors | Approval

Unit CSUOH Journal ID FAC20-001 Date 10/10/2020

Long Description Request CSU funding for emergency repairs  
213 characters remaining

\*Ledger Group TEMP\_BUD Adjusting Entry Non-Adjusting Entry

Ledger Fiscal Year 2021

\*Source BTR Period 4

Reference Number FAC20 ADB Date 10/10/2020

Journal Class

Transaction Code GENERAL

SJE Type

Currency Defaults: USD / CRRNT / 1

**Attachments (0)**

Reversal: Do Not Generate Reversal

Auto Generate Lines

Save Journal Incomplete Status

Autobalance on 0 Amount Line

CTA

Commitment Control

Entered By C2438659 Leigh Archibald

Entered On 05/12/2021 2:50:53PM

Last Updated On 05/12/2021 2:50:53PM

Save Notify Refresh Add Update/Display

Header | Lines | Totals | Errors | Approval

## Copying a BTR

- Budget managers can copy previously submitted BTRs for reoccurring funding transfers or if a BTR is unable to be posted before the month end general ledger close.

- To copy a previous posted or currently pending BTR, locate the BTR to be copied.
- Using the Process drop down menu, select Copy Journal and press the process button.

Unit CSUOH Journal ID BUD20-001T Date 01/15/2020 Errors Only

Template List Search Criteria

\*Process Copy Journal Process Line 10

Select	Line	Unit	Ledger	Account	Fund	Dept	Program Class	Bud Ref	PC Bus Unit	Project	An Type	Amount	Reference	Journal Line Description
<input type="checkbox"/>	1	CSUOH	TEMP_BUD	0300	0010	3546	50					-500.00		Supplies
<input type="checkbox"/>	2	CSUOH	TEMP_BUD	0500	0010	3546	50					500.00		Supplies

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	2	500.00	500.00	P

Save Return to Search Notify Refresh Add Update/Display

- Enter the BTR tracking# and the date
- Press OK

Business Unit CSUOH Copy From ID BUD20-001T Copy From Date 01/15/2020

Journal ID BUD20-050 Ledger

Journal Date 08/01/2020 New Ledger

ADB Date Document Type

Currency Effective Date

Reverse Signs

Recalculate Budget Date

Save Journal Incomplete Status

**Reversal Date**

Do Not Generate Reversal

Beginning of Next Period

End of Next Period

Next Day

Adjustment Period

On Date Specified By User

Adjustment Period

Reversal Date

**ADB Reversal Date**

Same As Journal Reversal

On Date Specified By User

ADB Reversal Date

OK Cancel Refresh

- On the Header tab, enter the long description and reference number.
- Submit the BTR for approval if no changes are necessary.

## Additional Ways to Locate a BTR

There are many different ways to search the status of an entered BTR under

*General Ledger\Journals\Journal Entry\Create-Update Journal Entries*



- Press Find Existing Value

The most helpful fields are searching by:

- ❖ Journal ID
- ❖ Journal Date
- ❖ Journal Processing Request
- ❖ Entered By

### General Search for a Specific Timeframe:

- In the Journal ID field, enter the 3 or 4 character reference number and year (i.e. BUD20).
- Change the Journal Date field using the drop down to “between” and enter the date range for the month the BTR was entered. You can also put in “>” and the first day of the current month to locate.
- If the status of the BTR is unknown, change the Journal Header Status to a blank field.
- Source = BTR
- The Entered by field will automatically default to the users CSU ID. If searching for another submitter or an unknown submitter, this field should be left blank.
- Press Search

Search Criteria

Use Saved Search:

Business Unit =

Journal ID begins with

Journal Date between  and

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Budget Checking Header Status =

Source =

Entered By begins with

Attachment Exist =

Journal Class begins with

Case Sensitive

- This search will return all BTR’s entered during the time frame entered as shown in the example below. Note that not putting in a date will populate all BTRs ever entered containing the character reference number.

The Journal header status identifies if the BTR has been posted. BTRs that have been posted cannot be edited or unposted.

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Journal Header Status = [ ] [ ]  
 Budget Checking Header Status = [ ] [ ]  
 Source = [ ] BTR [ ]  
 Entered By begins with [ ] [ ]  
 Attachment Exist = [ ] [ ]  
 Journal Class begins with [ ] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Entered By	Att
CSUOH	BUD20-001T	01/15/2020	0	(blank)	CSUOH	Posted	Valid	TEMP_BUD	BTR	USD	2	500	0	(blank)	C2438659	N
CSUOH	BUD20-001T	01/10/2020	0	(blank)	CSUOH	Posted	Valid	TEMP_BUD	BTR	USD	2	1000	0	Testing non salary for budget	C2223477	N
CSUOH	BUD20-002T	01/11/2020	0	(blank)	CSUOH	Valid	Valid	TEMP_BUD	BTR	USD	2	500	0	Test another non salary in Bud	C2223477	N
CSUOH	BUD20-003T	01/12/2020	0	(blank)	CSUOH	Valid	Valid	TEMP_BUD	BTR	USD	2	1000	0	Test FT employee in dept	C2223477	N
CSUOH	BUD20-005T	01/13/2020	0	(blank)	CSUOH	Valid	Valid	TEMP_BUD	BTR	USD	2	500	0	Test FT employee in Budget Off	C2223477	N
CSUOH	BUD20-006T	01/14/2020	0	(blank)	CSUOH	Valid	Valid	TEMP_BUD	BTR	USD	3	6038	0	Test FT salary for Budget Offi	C2223477	N
CSUOH	BUD20-007T	01/15/2020	0	(blank)	CSUOH	Valid	Valid	TEMP_BUD	BTR	USD	4	2700	0	Test FT from VS in Budget Offi	C2223477	N
CSUOH	BUD20-008T	01/16/2020	0	(blank)	CSUOH	Valid	Valid	TEMP_BUD	BTR	USD	4	4050	0	Move funds to VS from Budget O	C2223477	N

Find an Existing Value | Add a New Value

## Search Pending BTRs

### General Ledger\Journals\Journal Entry\Create-Update Journal Entries

- Select Find an Existing Value
- In the Journal ID field, enter the 3 or 4 character reference number and year (i.e. P20).
- Select Pending Approval from the Journal Processing Request drop down menu.
- Pending BTRs are still being processed through the approval system.

Navigation: Favorites > Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries

Use Saved Search: [ ]

Business Unit = [ ] CSUOH [ ]  
 Journal ID begins with [ ] P20 [ ]  
 Journal Date = [ ] [ ] [ ]  
 Document Sequence Number begins with [ ] [ ]  
 Line Business Unit = [ ] [ ]  
 Journal Header Status = [ ] [ ]  
 Journal Processing Request = [ ] Pending Approval [ ]  
 Budget Checking Header Status = [ ] [ ]  
 Source = [ ] BTR [ ]  
 Entered By begins with [ ] [ ]  
 Attachment Exist = [ ] [ ]  
 Journal Class begins with [ ] [ ]

Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

Search Results

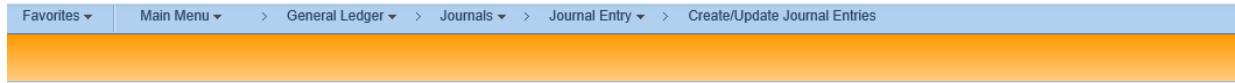
View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Journal Processing Request	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Total Lines	Journal Total Debits	Journal Net Statistical Units	Journal Description	Ent
CSUOH	P20-001T	01/05/2020	0	(blank)	CSUOH	Valid	Pending	Valid	TEMP_BUD	BTR	USD	2	3000	0	Non-salary using departments i	C243
CSUOH	P20-003T	01/20/2020	0	(blank)	CSUOH	Valid	Pending	Valid	TEMP_BUD	BTR	USD	4	2700	0	Full-time salary using departm	C243

## Search Posted BTRs

### General Ledger\Journals\Journal Entry\Create-Update Journal Entries

- Select Find an Existing Value
- In the Journal ID field, enter the 3 or 4 character reference number and year (i.e. BUD20).
- Select Posted to Ledger(s) in the Journal Header Status drop down menu.



#### Create/Update Journal Entries

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

Use Saved Search:

Business Unit =

Journal ID  BUD20

Journal Date =

Document Sequence Number

Line Business Unit =

Journal Header Status =

Journal Processing Request =

Budget Checking Header Status =

Source =

Entered By

Attachment Exist =

Journal Class

Case Sensitive

#### Search Results

View All

Business Unit	Journal ID	Journal Date	UnPost Sequence	Document Sequence Number	Line Business Unit	Journal Header Status	Journal Processing Request	Budget Checking Header Status	Ledger Group	Source	Currency Code	Journal Tot Lines
CSUOH	BUD20-001T	01/15/2020	0	(blank)	CSUOH	Posted	No Request	Valid	TEMP_BUD	BTR	USD	2
CSUOH	BUD20-001T	01/10/2020	0	(blank)	CSUOH	Posted	No Request	Valid	TEMP_BUD	BTR	USD	2
CSUOH	BUD20-002T	01/11/2020	0	(blank)	CSUOH	Posted	No Request	Valid	TEMP_BUD	BTR	USD	2
CSUOH	BUD20-003T	01/12/2020	0	(blank)	CSUOH	Posted	No Request	Valid	TEMP_BUD	BTR	USD	2
CSUOH	BUD20-005T	01/13/2020	0	(blank)	CSUOH	Posted	No Request	Valid	TEMP_BUD	BTR	USD	2
CSUOH	BUD20-006T	01/14/2020	0	(blank)	CSUOH	Posted	No Request	Valid	TEMP_BUD	BTR	USD	3
CSUOH	BUD20-007T	01/15/2020	0	(blank)	CSUOH	Posted	No Request	Valid	TEMP_BUD	BTR	USD	4
CSUOH	BUD20-008T	01/16/2020	0	(blank)	CSUOH	Posted	No Request	Valid	TEMP_BUD	BTR	USD	4

## Saving Searches:

Searches can be saved by clicking on the Save Search Criteria, naming the search and clicking save.

### Create/Update Journal Entries

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**

Use Saved Search:

Business Unit =

Journal ID begins with

Journal Date =

Document Sequence Number begins with

Line Business Unit =

Journal Header Status =

Journal Processing Request =

Budget Checking Header Status =

Source =

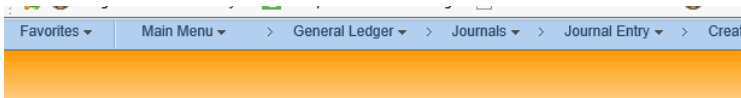

Entered By begins with

Attachment Exist =

Journal Class begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#) [Delete Saved Search](#)



### Create/Update Journal Entries

#### Save Search As

Name the search and then click Save.

Name of Search:

The saved search will contain these values:

Business Unit = CSUOH  
Journal ID begins with BUD20  
Journal Date =  
Document Sequence Number begins with  
Line Business Unit =  
Journal Header Status = Posted to Ledger(s)  
Journal Processing Request =  
Budget Checking Header Status =  
Source = BTR  
Entered By begins with  
Attachment Exist =  
Journal Class begins with

[Return to Advanced Search](#)

# Setting up BTR template

The default template for BTRs contains columns that are not needed so it is recommended to customize the BTR lines page to expedite entering data. A customize template with the necessary columns has already been set up and can be easily copied for new users. To use the already saved Grid Customization that is suggested by the Budget office take the following steps:

1. Begin entering a journal
2. Select the lines tab
3. Select Personalize:

The screenshot shows the PlanetFindev system interface for creating or updating journal entries. The browser address bar shows the URL: [https://planetfindev.csuadmin.csuohio.edu/psp/findev\\_9/EMPLOYEE/ERP/c/PROCESS\\_JOURNALS.JOURNAL\\_ENTRY\\_IE.C](https://planetfindev.csuadmin.csuohio.edu/psp/findev_9/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.C). The breadcrumb trail is: Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entries.

The interface includes a navigation bar with tabs: Header, Lines, Totals, Errors, and Approval. The 'Lines' tab is selected.

Key fields and buttons include:

- Unit: CSUOH
- Journal ID: TESTFORM
- Date: 01/15/2020
- Template List
- Search Criteria
- Change Values
- Inter/IntraUnit button
- \*Process: Edit Journal (dropdown)
- Process button
- Line: 10 (dropdown)
- Personalize button (highlighted with a yellow arrow)
- Find | View All | Refresh icons

The 'Lines' table contains the following data:

Select	Line	*Ledger	Account	Fund	Dept	Program	Class	Project	Budget Period	Amount	>>
<input type="checkbox"/>	2	TEMP_BUD	0300	0010	3546	50			2020	500.00	>>
<input type="checkbox"/>	1	TEMP_BUD	0500	0010	3546	50			2020	-500.00	>>

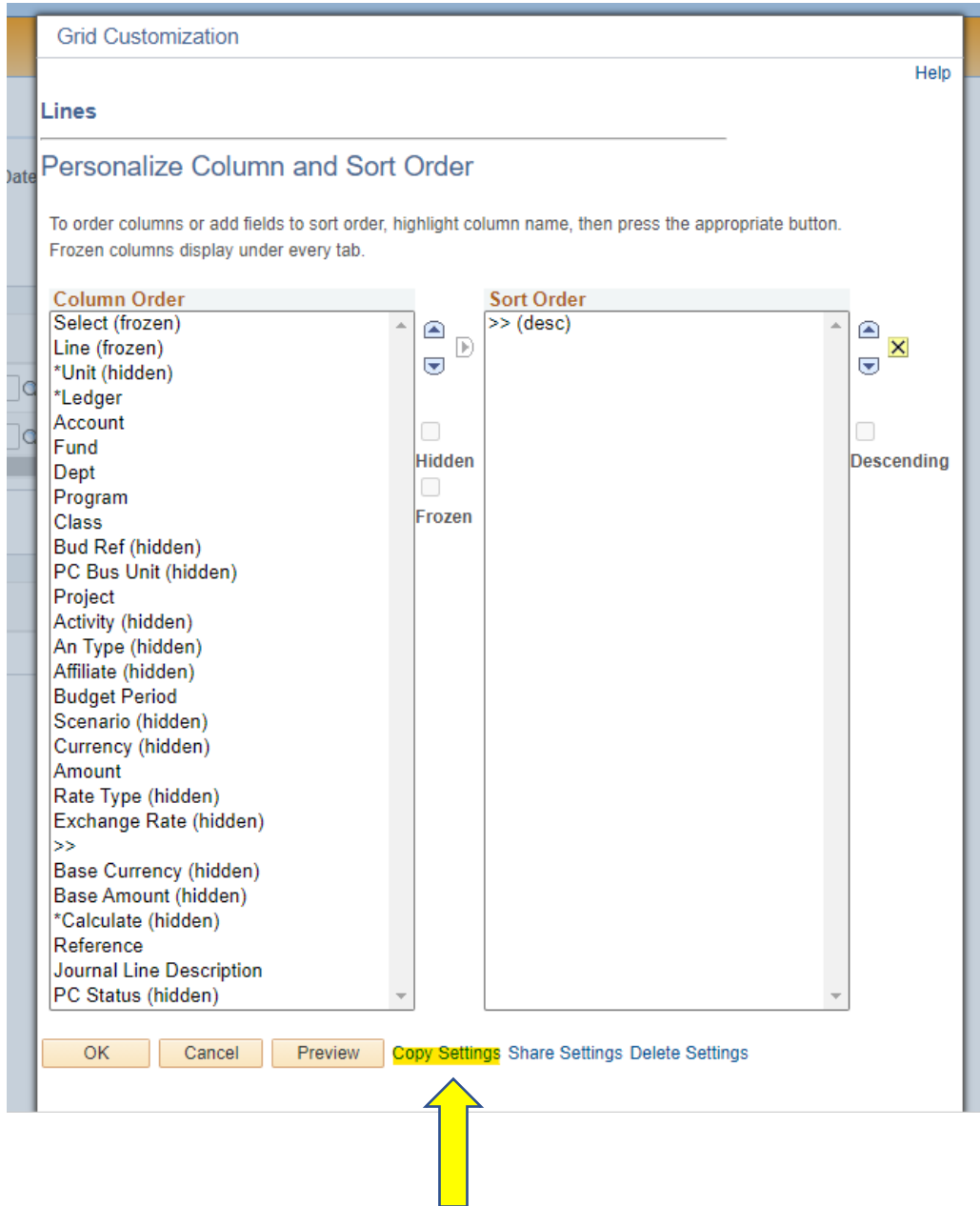
Below the table, there are controls for 'Lines to add' (set to 1) and a grid icon.

The 'Totals' section shows:

Unit	Total Lines	Total Debits	Total Credits	Journal Status
CSUOH	2	500.00	500.00	N

At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

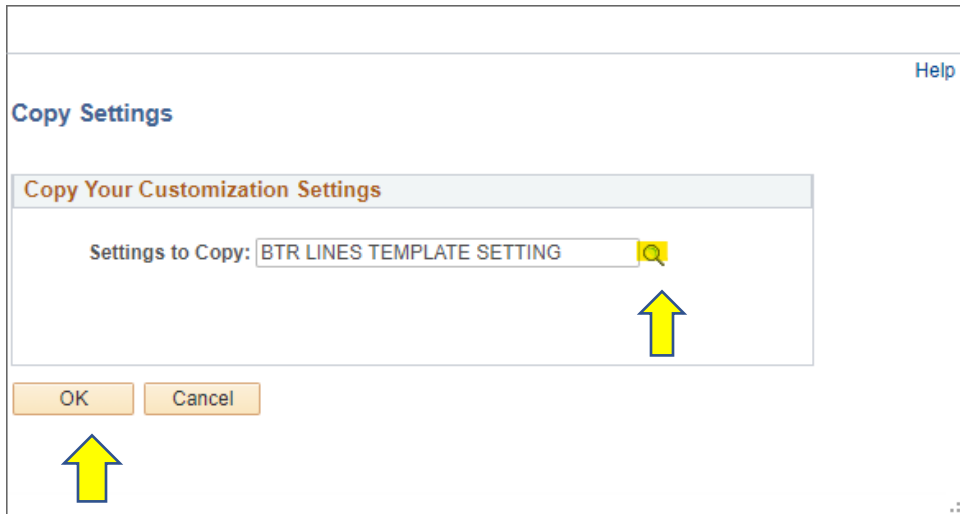
#### 4. Select Copy Settings



#### 5. Select **BTR LINES TEMPLATE SETTING**

You may use the looking glass to search for this setting

Then Select "Ok"



6. Select “OK” again and BTR will automatically return to the “Lines” tab.

