Training Manual for the Journal Entry Tool (JET) for Budgets

Madison Campus

MADISON CAMPUS TRAINING MANUAL FOR THE JOURNAL ENTRY TOOL (JET) FOR BUDGETS 5

INTRODUCTION 5

OVERVIEW 5
High-level View of the Budget Adjustment Process 5
What is the Journal Entry Tool (JET)? 5
What Business Rules Will Change with the Implementation of JET Budget? 5
Account Codes 5
Add/Deduct Budgets 6
Department IDs 6
Forms and Documentation 6
Transfers 6
WHEN DO I USE JET BUDGET? 7
Do Not Use JET Budget for PeopleSoft Grants Budgets 7

GETTING STARTED WITH JET BUDGET 8

WHAT DO I NEED TO USE JET BUDGET? 8
HOW DO I INSTALL JET? 9
HOW DO I LAUNCH JET? 9

JET BUDGET TERMINOLOGY 10

WHAT TERMS ARE USED IN JET BUDGET? 10
Budget Journal ID or "BD#" 10
Transfer Number or Transfer Group Number 10
Budget Journal Option 10
Budget Transaction Type 10
WHAT ARE THE SECURITY AUTHORIZATION TYPES? 11
WHAT ARE THE MAJOR CLASS CODES (SFS BUDGET ACCOUNT CODES)? 11
Table: Crosswalk of Legacy Major Class to SFS Budget Account Codes 12

BEGINNING TO CREATE ANY JET BUDGET JOURNAL 13

HOW DO I SET UP THE JET BUDGET JOURNAL? 13
File > New Journal 13
Business Unit (Default) 13
Journal Date (Default) 13
Fiscal Year (Default) 13
Description (Required) 14
Trans Ref (Not Used) 14
USING THE BUDGET JOURNAL WIZARD 14
Budget Transfer Options (Required) 14
Transfer Budget Journals 14
Add or Deduct Budget Journals 14
Budget Transaction Type (Required) 15
Redbook Budgets 15
Lump Sum Budgets 15
Supporting Documentation (Required) 16
Transfer Reason From (Required) 16
Transfer Reason To (Required) 16
List Names of Others to Notify (Optional) 16
Additional Comments (Optional) 17
Review Selection (Required) 17
WHEN AND HOW DO I ENTER A TRACKING NUMBER? 18
Assign BD# Link or Journal > Assign BD# 18

ENTERING A JET BUDGET JOURNAL 20

WHAT IS THE BUDGET TRANSFER TOOL? 20
HOW DO I USE THE BUDGET TRANSFER TOOL? 20
- Add Transfer Link or Journal > Add Transfer 20
  - Transfer Tab 21
  - Generate Lines Tab 21
- Modify Transfers Link or Journal > Modify Transfer 21
  - Finding a Transfer Group among Several 21
  - Deleting a Transfer Group 21
  - Deleting a From Source Line 21

HOW DO I ENTER AN ADD OR DEDUCT BUDGET? 22
HOW DO I IMPORT DATA INTO A JET BUDGET JOURNAL? 22
- Preparing a File 22

Table: Text File Record Layout 23
- Tips on Excel Imports 24

HOW DO I UPDATE THE BUDGET DOCUMENTATION? 24
- Tools > Modify Documentation 24

HOW AND WHEN DO I SAVE THE FILE? 24
- File > Save As 24

VALIDATING AND SUBMITTING A JET BUDGET JOURNAL 25

WHAT VALIDATIONS OCCUR IN JET BUDGET? 25
HOW DO I VALIDATE A BUDGET JOURNAL? 26
- Edit Current Line Link or Journal > Edit Current Line 26
- Edit Journal Link or Journal > Edit Journal 26
- Submit to SFS Link or Journal > Submit to SFS 26

WHAT HAPPENS WHEN I SUBMIT A BUDGET JOURNAL? 26
- Submit to SFS Link 26

HOW DO I CHECK THE STATUS OF A BUDGET JOURNAL? 27
- WISDM GL Star Link 27
- Journal > Check Status 27

HOW DO I EXPORT A BUDGET JOURNAL? 27
- File > Export > Excel File 27

WHERE DO I FIND MORE INFORMATION OR HELP? 28

APPENDIX: DIVISION BUDGET JOURNAL ID MASK 29
APPENDIX: ERROR MESSAGES USED IN JET BUDGETS 30

Madison Campus Training Manual
for the Journal Entry Tool (JET) for Budgets

Introduction

Overview

High-level View of the Budget Adjustment Process

Making changes to a budget at any level involves these steps:

1. A change to a budget amount occurs after the annual Redbook budget has been prepared and is locked.

2. The funding source and related coding for the commitment is identified.

3. The transaction data is entered into the system and documentation is completed if required.

4. The budget adjustment data and documentation is submitted.

5. The budget is verified and monitored.

What is the Journal Entry Tool (JET)?

The Journal Entry Tool (JET) is a desktop application that was developed by Madison Campus Accounting Services and the Division of Information Technology to allow financial staff throughout campus to prepare accounting journal files that will load into the PeopleSoft Shared Financial System (SFS). JET provides security, validations and edits that are not available in SFS and reduces the complexity of entering accounting journals. It is currently used for interdepartmental billing, cost transfers, revenue accounting, and budget transfers.

What Business Rules Will Change with the Implementation of JET Budget?

The overall process has not changed, but some small changes will occur.

Account Codes

1. The salary major class codes are standardized within each fund.

   In the past, each division chose whether it used detail salary codes or summarized salary codes. In JET, the Madison Budget Office sets the codes that are used by each fund. This is also synchronized with the annual budget (Redbook) load. GPR funds and certain program revenue and segregated funds will use detail salary codes; most program revenue and segregated funds will use summarized salary codes.

2. More z-account codes can be used by certain funds.

   In the past, the only z-account code that was used was zlump for lump sum budgets. The same z-account codes that are available in Grants are also available in JET Budget. However, z-account codes can only be used on certain funds. GPR funds will not use z-account codes.

Add/Deduct Budgets

1. Divisions will be able to enter add or deduct budgets for certain funds when using z-accounts.

Department IDs

1. Department IDs within the user's authorization are required for all budget transactions.

   The Shared Financial System (SFS) requires a six-digit department ID. In the past, Legacy transactions that did not have a department were loaded to SFS with 980100. No division will use a department code that begins with 98.

Forms and Documentation

1. No signatures: The JET enterer is the approver or has the approval documentation.

   The only people that are allowed to use JET Budget either have the authority to approve or have the approval documentation. This eliminates the need for signatures.

2. Paper and separate auxiliary forms are not used.

   Documentation is entered within JET which eliminates the need for a separate paper form; however, one will be available and require signatures if a situation requies it. Auxiliaries will use the same JET form as other funds.

Transfers

1. Transfers can be entered prior to Redbook load.

   The JET Budget type will be active when the other JET types are active. This occurs with the transition from the old fiscal year to the new fiscal year in mid-July.

2. Transfers are auto-numbered with a division specific prefix.

   The budget journal ID is used for the tracking number and will be assigned by JET Budget within each division-specific prefix. If a number is assigned and is not used for a journal, a gap will occur in the sequencing if viewed in WISDM data.

When Do I Use JET Budget?

JET Budget is used to create transactions to load to the standard budget ledger. You can use JET to create any transfer for departments or projects within your security authorization (usually your division). You can also use JET to create a transfer to another division; however, you will need to submit the file to the Madison Budget Office for processing unless you are given security authorization for that division.

Do Not Use JET Budget for PeopleSoft Grants Budgets

Never use JET Budget to create or change a sponsored project budget. JET journals are loaded to the standard budget ledger. Sponsored project budgets in PeopleSoft Grants are loaded to a different ledger with different field requirements. While the Shared Financial System will take the journal, the information and commitment control within Grants will be inaccurate because the data is in the wrong ledger. The transaction will be identified on an error report and will have to be reversed.

Getting Started with JET Budget

What Do I Need to Use JET Budget?

Before using JET you must have the following items:

1. Authority to approve budget adjustments or the approval documentation.

   JET Budget users must have the authority to approve budget adjustments or must maintain the documentation that shows the adjustment was approved. This means that most users will be the financial staff in the Dean's or Director's Office.

2. Access to the Wisconsin Data Mart (WISDM) web reporting tool.

   If you are not currently a WISDM user, fill out a request form and submit it to UW Madison Accounting Services.

   http://www.bussvc.wisc.edu/acct/sfs/wisdm/wisdm2.doc

3. Authorization to use JET Budget.

   You must have authorization from the Madison Budget Office to use JET Budget. Access to other JET transactions such as non-salary cost transfers will not give you access to budget. Complete the request form that is available on the Madison Budget Office web site. This will require approval from your Division Financial Officer.

   http://www.mbo.wisc.edu/LAST/

4. A computer that meets the hardware and software requirements for JET.

   JET was developed with the Microsoft .NET technology. In order to use JET, a user's (Client) PC must meet the following software and hardware requirements:

   - Microsoft Windows XP SP2, Windows Server 2003, or Windows Vista (any edition). [Note: Windows 2000 will not work. This also means other operating systems do not work, such as the Apple Macintosh.]
   - .NET Framework 3.0 or later [Note for Windows Vista users: your Windows edition already ships with .NET Framework 3.0 and IE 7 - no additional software is required to run JET.]
   - Internet Explorer 6.0 or later (required only for the initial download)

5. Knowledge of your user id that begins with "msn" and its password.

   JET uses the msn user id and password which is also used for Oracle data views. (Note: your msn id password may not be the same as your net ID password.) If you have access to WISDM, you can find your msn ID and also reset your password without knowing what it is currently.

   Go to:

   Main Menu > My Profile > Change Password

How Do I Install JET?

The user must install JET on the local or client PC after receiving an authorization email with the following link:

http://wisdm2.doit.wisc.edu/JournalEntry/Download.aspx

This page will show you how to

1. verify that your PC is set up correctly for JET; and
2. execute the JET download to your desktop.

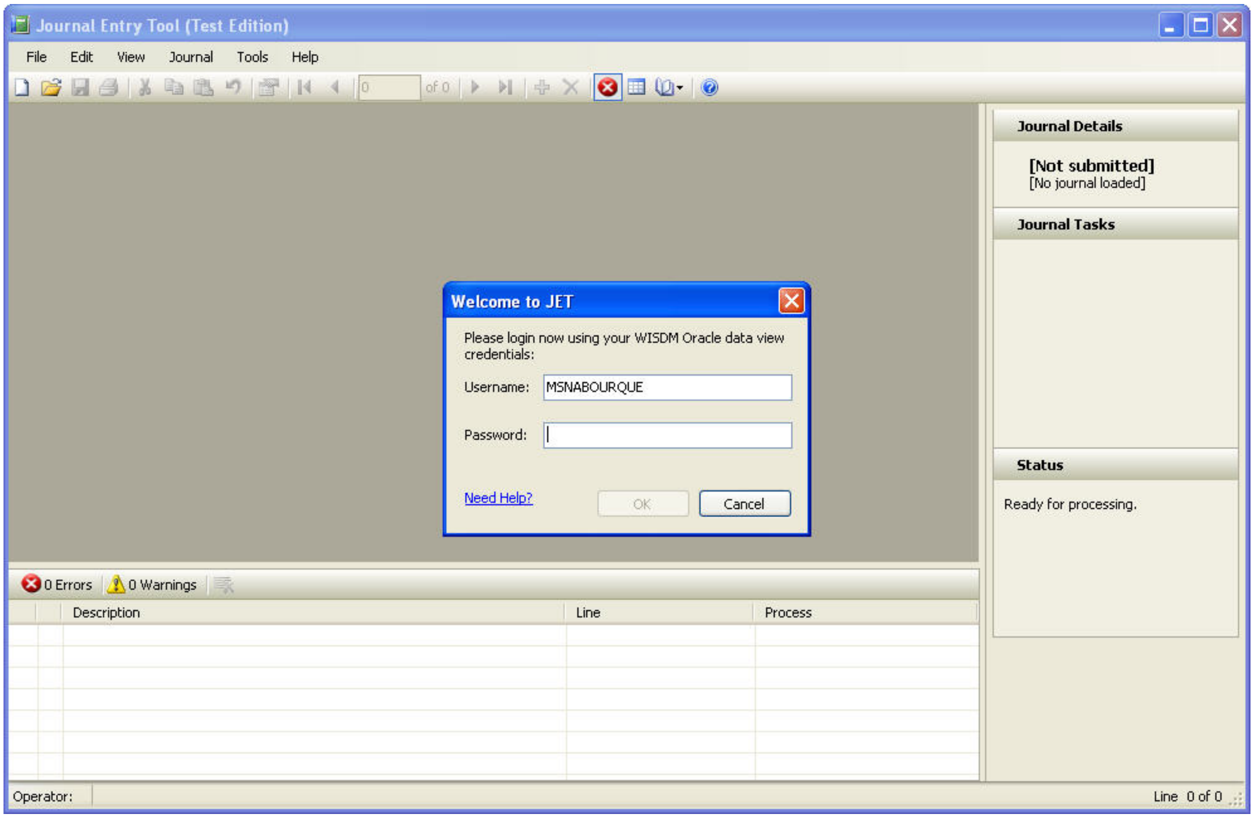
(Note: The user manual link on this page has information that does not apply to JET Budget transactions. You will need to refer to this manual instead.)

How Do I Launch JET?

Once the application has downloaded, you will find it loaded to your computer programs.

1. Go to the Windows Start menu (lower left corner)
2. Choose "Programs" or "All Programs".
3. Choose "UW Division of Information Technology",
4. Choose "Journal Entry Tool".

The dialog box to login will appear. Use your "msn" user ID (for Oracle data views) and password.



Welcome to JET

Please login now using your WISDM Oracle data view credentials:

Username: MSNABOURQUE

Password:

[Not submitted]
[No journal loaded]

Ready for processing.

Journal Entry Tool (Test Edition)
File
Edit
View
Journal
Tools
Help
of 0
Journal Details
Journal Tasks
Status
Need Help?
OK
Cancel
0 Errors
0 Warnings
Description
Line
Process
Operator:
Line 0 of 0

JET Budget Terminology

What Terms Are Used in JET Budget?

JET Budget uses a few terms that are not in other JET transactions or in its predecessor Legacy BUDT/EPBT.

Budget Journal ID or "BD#"

This is the Shared Financial System (SFS) accounting journal number that will be used to track the budget adjustment. The Budget Journal ID is also known as the BD# because the JET budget journal ID masks start with the letters "BD". For former Legacy users, this number replaces the budget transfer number.

Transfer Number or Transfer Group Number

An internal system number used to ensure that an individual transaction within the journal balances according to budget business rules. While multiple transactions can be included in a journal, this number matches the related transactions. It also allows the tool to identify the accounting string for each side of the transfer. The numbers do not remain static. If transfer group #5 out of 10 transfer groups is deleted, the transfer groups that followed 5 will be renumbered from 5 through 9.

Budget Journal Option

The two types of budget journals that can be created are (1) transfer and (2) add/deduct.

Transfer Budget Journals

A transfer journal is balanced. Each transfer within the journal as well as the entire journal must have credits equal debits (i.e. the "from" must equal the "to") and sum to zero.

Add or Deduct Budget Journals

The add/deduct journals are unbalanced. Add journals will show a debit amount; deduct journals will show a credit amount.

Budget Transaction Type

The budget transaction type sets the budget account codes (i.e., major class) that can be used for the budget journal.

Redbook Budgets

Redbook budgets have the standard major class codes. (See Table: Crosswalk of Legacy Major Class to SFS Budget Account Codes.) These codes do not begin with "z" and are used for budget reports (such as the Budget Control Report and the Major Class Report).

Lump Sum Budgets

Lump sum budgets have account codes that begin with “z” and can only be used with projects. While zlump has been the only account code used prior to JET Budget, other z account codes are now available. They allow project tracking for management purposes without changing the annual Redbook budget amounts. The budgets in lump sum codes are excluded from Madison Budget Office reports.

What Are the Security Authorization Types?

JET Budget has two types of security authorizations: (1) restricted and (2) unrestricted.

Restricted (Unit-wide)

The restricted authorization is intended for those who need to perform transactions at a central campus level. It allows the following:

- Submitting transactions for any valid Madison fund
- Use and transfers of lump sum budgets on any fund
- Transfers between program and account codes on any fund
- Use of Budget Option Type Add/Deduct on any fund

Unrestricted (Division)

Divisions or central campus financial administration needing less flexibility in transactions use the unrestricted authorization. It allows the following:

- Transfers between program codes and account codes in a limited number of funds
- Submitting transactions for a limited number of funds
- Use of Budget Option Type Add/Deduct on a limited number of fund
- Submitting transactions to SFS within authorized (usually division) coding

What Are the Major Class Codes (SFS Budget Account Codes)?

Major class codes are large categories of expenses that are used to track state agency budgets. The Shared Financial System (SFS) refers to them as budget account codes. For GPR funds and certain program revenue and segregated funds, the salary codes are more detailed (e.g., unclassified salaries, classified salaries, graduate assistants, limited term employees (LTEs), student salaries). For most program revenue and segregated funds, the salary codes are summarized to two categories: (1) permanent salaries and (2) limited term employee and student salaries. All other categories are the same for all funds: fringe benefits, supplies & expenses, capital expenses, sales credits, special purpose, and financial aid.

Table: Crosswalk of Legacy Major Class to SFS Budget Account Codes below provides the list of SFS budget account codes, the type of funds to which they apply, and the equivalent major class in Legacy BUDT/EPBT.

Table: Crosswalk of Legacy Major Class to SFS Budget Account Codes

				Funds Use Detail Salaries	Funds Use Summarized Salaries
Legacy Major Class	**Legacy Definition**	**SFS Budget Account Code**	**SFS Definition**	**All GPR funds plus 127, 130, 165, 166, 190, 528, 530, 533**	**All PR and SEG funds excluding 127, 130, 165, 166, 190, 528, 530, 533**
10 or 10RS	Salaries	SALPRM	Salary Permanent		X
10CL	Classified Salaries	SALCLA	Classified Salaries	X	
10FA	Faculty and Academic Staff Salaries	SALUCL	Unclassified Salary	X	
10GA	Grad Assistants	GRDAST	Grad Assistants	X	
10LT	Limited Term Employee (LTE) Salaries	LTE1	LTE Salary	X	
10LS	Limited Term Employee (LTE) and Student Salaries	LTESTU	LTE/Student (salaries)		X
10ST	Student Salaries	STUDNT	Student Salary	X	
19	Fringe Benefits	FRING1	Fringe Benefits	X	X
20	Supplies and Services	SPEXP1	Supplies & Expenses	X	X
30	Sales Credits	SALCR1	Total Sales Credits	X	X
40	Capital	CAPEX1	Capital Expense Budget	X	X
55	Special Purpose	SPPUR1	Special Purpose/Debt Service	X	X
57	Financial Assistance	FNAID1	Financial Aid	X	X

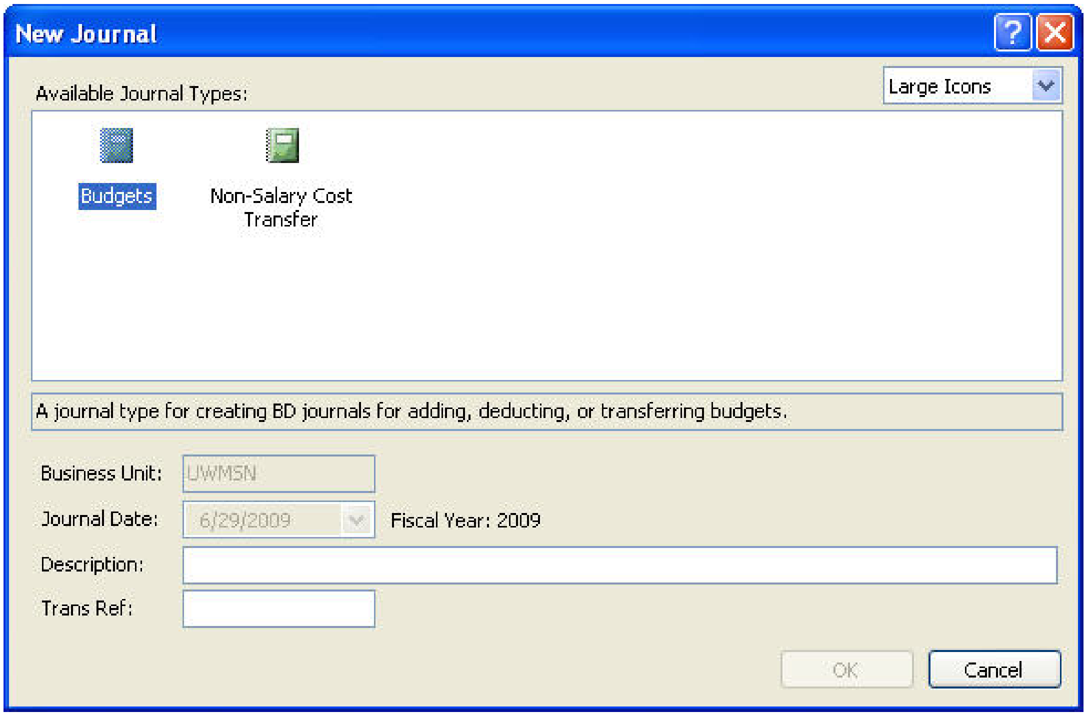
Beginning to Create Any JET Budget Journal

You must be authorized to the JET Budgets type to create budget adjustments.

How Do I Set Up the JET Budget Journal?

File > New Journal

To start a journal, choose file > new journal or the "new journal" icon (white paper) in the left hand corner. A window will appear with all of your authorized JET journal types. Highlight "budgets" if it is not already highlighted.



A journal type for creating BD journals for adding, deducting, or transferring budgets.

Business Unit: UWMSN

Journal Date: 6/29/2009 Fiscal Year: 2009

Description:

Trans Ref:

This window helps you create your journal header. It contains the following fields:

Business Unit (Default)

This field defaults to "UWMSN" for Madison campus.

Journal Date (Default)

The journal date will default to today's date or July 1st for the 13th accounting period. It will change every time you open the file until you have submitted the journal.

Fiscal Year (Default)

The fiscal year defaults to the current fiscal year. It will not change over to the new fiscal year until JET is set to run for the next fiscal year. This allows final year-end processing in July.

Description (Required)

As with other JET journals, enter your name and phone number in the field. You have up to 30 characters if you want to add other information. If you need to update the information later, you can choose “Journal > Properties” from the menu bar.

This field is visible in WISDM if you drill into the journal. Other description fields will be available for each line of the journal and are visible and searchable without having to view the journal.

Trans Ref (Not Used)

The trans ref field does not appear in budget journals.

After completing this information, click “OK”. This will launch the Budget Journal Wizard.

Using the Budget Journal Wizard

The budget journal wizard sets the criteria for the budget journal template. It consists of four screens: (1) Budget Transfer Option, (2) Budget Transaction Type, (3) Supporting Documentation, and (4) Review Selection.

Budget Transfer Options (Required)

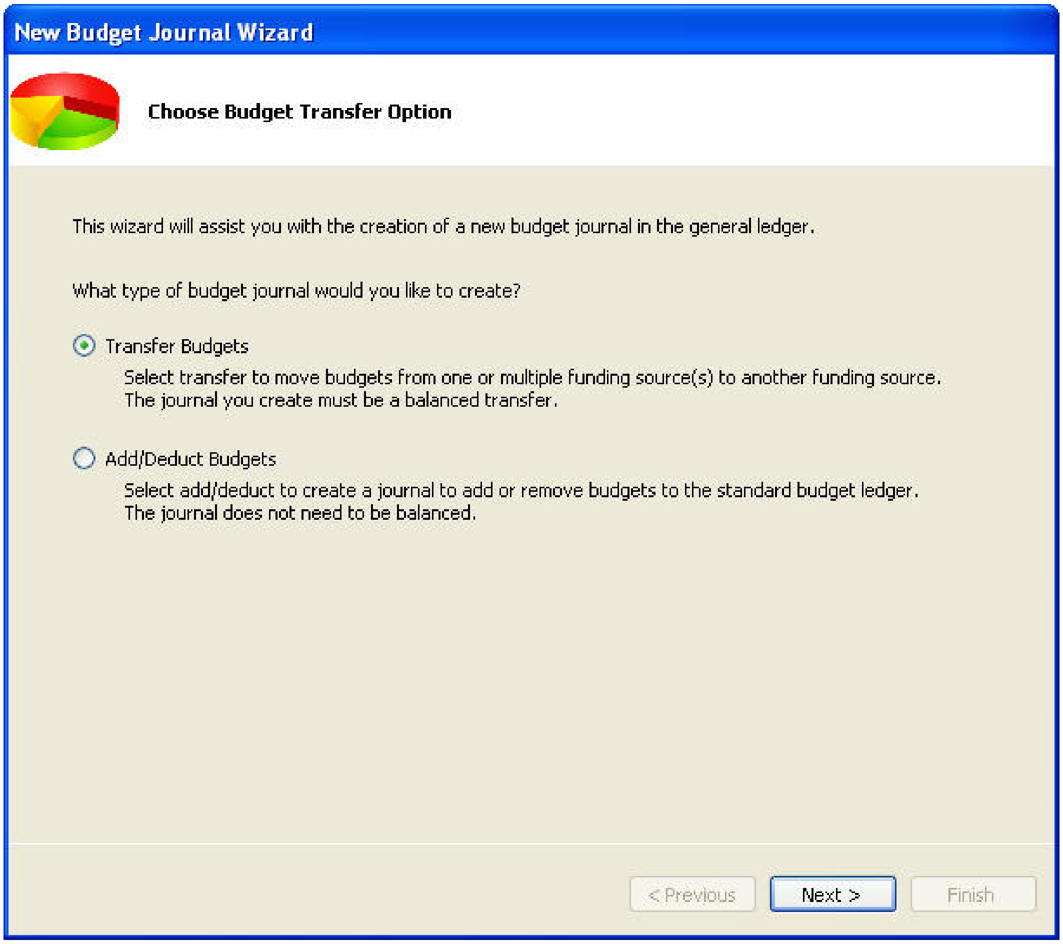
The wizard will ask you what type of budget journal you want to create: (1) Transfer and (2) Add/Deduct.

Transfer Budget Journals

A transfer journal is balanced. Each transfer within the journal as well as the entire journal must have credits equal to debits (i.e. the “from” must equal the “to”) and sum to zero.

Add or Deduct Budget Journals

The add/deduct journals are unbalanced. Add journals will show a debit amount; deduct journals will show a credit amount. These journals are only allowed with the following funds: 133, 135, 138, 142, 143, 144, 233, 533.



This wizard will assist you with the creation of a new budget journal in the general ledger.

What type of budget journal would you like to create?

● Transfer Budgets

Select transfer to move budgets from one or multiple funding source(s) to another funding source. The journal you create must be a balanced transfer.

○ Add/Deduct Budgets

Select add/deduct to create a journal to add or remove budgets to the standard budget ledger. The journal does not need to be balanced.

Budget Transaction Type (Required)

After you choose the budget transfer option, the budget journal wizard will ask you what type of budget transaction to use for the journal: (1) Redbook Budgets or (2) Lump bum budgets.

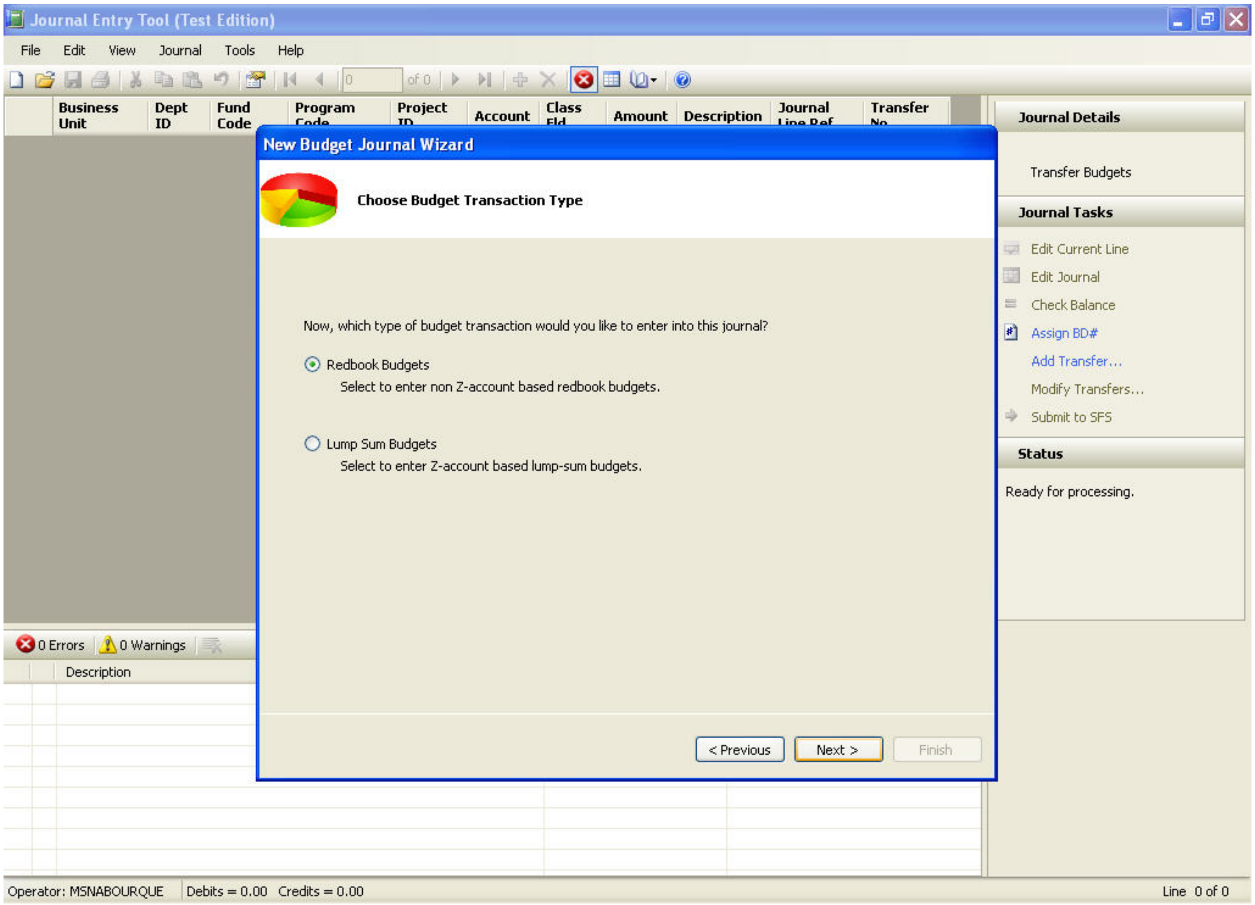
Redbook Budgets

Redbook budgets have the standard major class codes. Major class summarizes types of expenses into categories: types of salaries, fringe benefits, supplies & expenses, capital expense, sales credits, special purpose, financial assistance. (See Table: Crosswalk of Legacy Major Class to SFS Budget Account Codes.) These codes do not begin with "z" and are used for budget reports (such as the Budget Control Report and the Major Class Report).

Lump Sum Budgets

Lump sum budgets have account codes that begin with "z" and can only be used with projects. While zlump has been the only account code used prior to JET Budget, other z account codes are now available. They allow project tracking for management purposes without changing the annual Redbook budget amounts. The budgets in lump sum codes are excluded from Madison Budget Office reports.

When you have completed the information, click “Next”.


Journal Entry Tool (Test Edition)
File
Edit
View
Journal
Tools
Help
Business Unit
Dept ID
Fund Code
Program Code
Project ID
Account
Class Fld
Amount
Description
Journal Line Ref
Transfer No
Journal Details
Transfer Budgets
Journal Tasks
Edit Current Line
Edit Journal
Check Balance
Assign BD#
Add Transfer...
Modify Transfers...
Submit to SFS
Status
0 Errors
0 Warnings
Description
< Previous
Next >
Finish

New Budget Journal Wizard

Choose Budget Transaction Type

Now, which type of budget transaction would you like to enter into this journal?

● Redbook Budgets
Select to enter non Z-account based redbook budgets.

○ Lump Sum Budgets
Select to enter Z-account based lump-sum budgets.

Ready for processing.

Operator: MSNABOURQUE | Debits = 0.00 Credits = 0.00 | Line 0 of 0

Supporting Documentation (Required)

The third screen provides the fields that are used to enter the justification for the budget adjustment. The information can be changed or updated at another time by choosing “Tools > Modify Journal Documentation”. See How Do I Update the Budget Documentation?

Transfer Reason From (Required)

This field provides the justification for the source of the transfer. If you do not want to add this information at this point, enter a space or character to continue on. You can update the information at another time. The field allows 250 characters.

Transfer Reason To (Required)

This field provides the justification for moving the funding. If you do not want to add this information at this point, enter a space or character to continue on. You can update the information at another time. The field allows 250 characters.

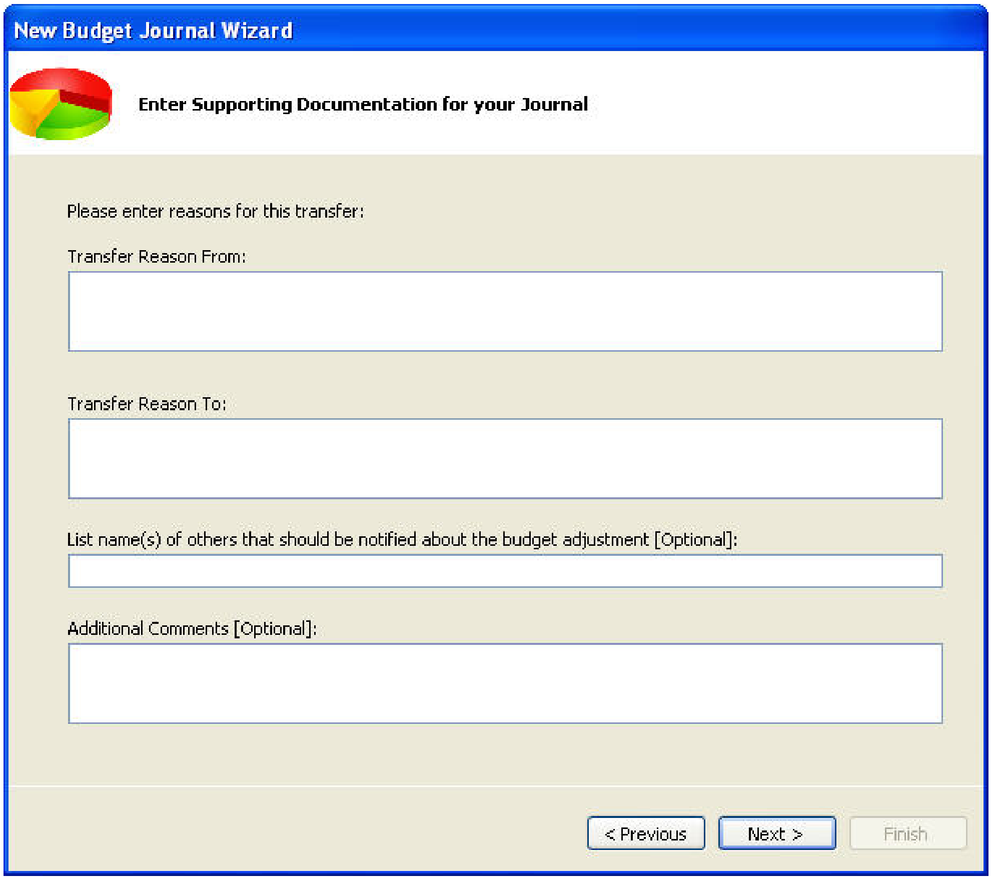
List Names of Others to Notify (Optional)

Use this space to identify others who should receive a copy of the transfer. They will receive an Adobe PDF file of the budget documentation and journal. The field allows 250 characters.

Additional Comments (Optional)

Use this space to add any additional information. The field allows 250 characters.

When you have completed the information, click "Next".


New Budget Journal Wizard
Enter Supporting Documentation for your Journal
< Previous
Next >
Finish

Please enter reasons for this transfer:

Transfer Reason From:

Transfer Reason To:

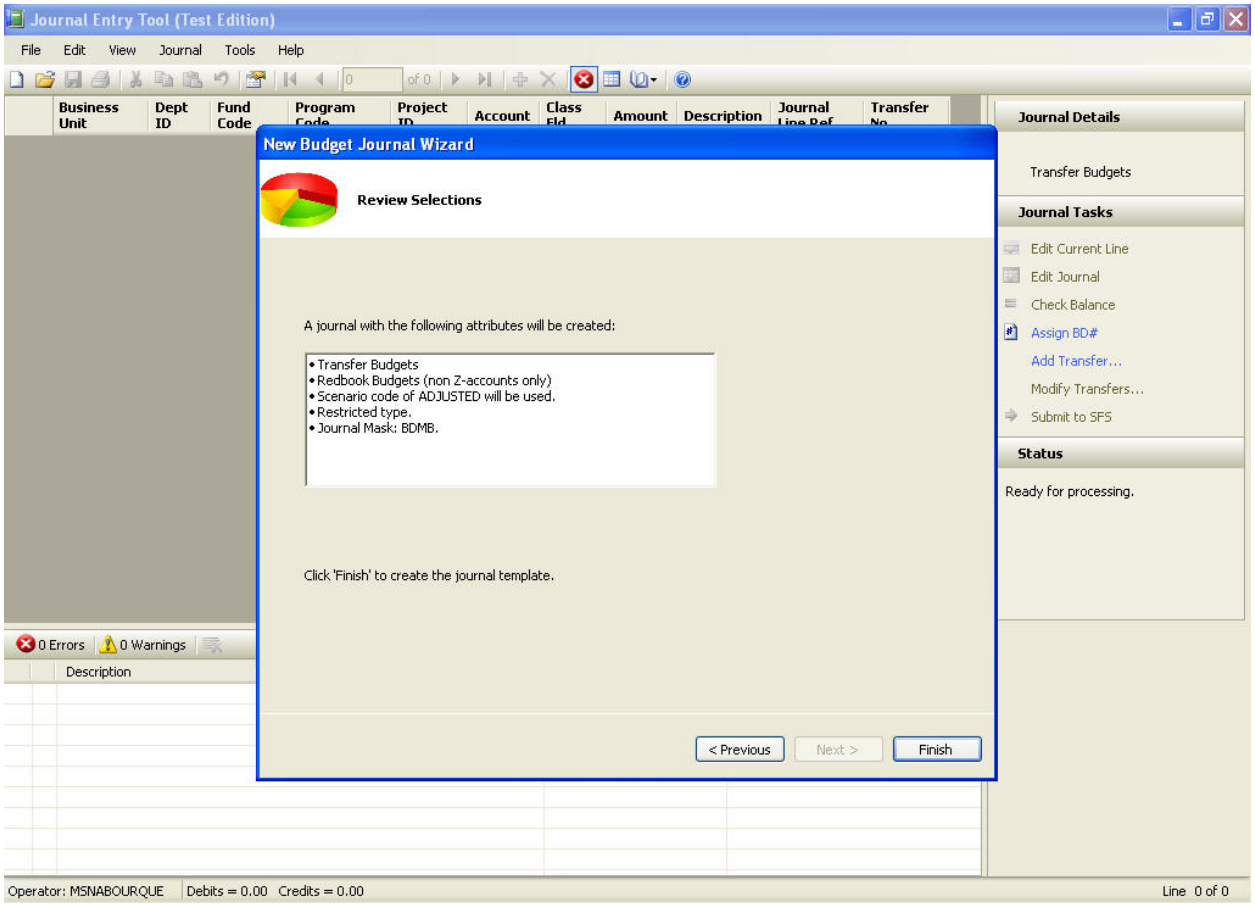
List name(s) of others that should be notified about the budget adjustment [Optional]:

Additional Comments [Optional]:

Review Selection (Required)

The final screen summarizes the criteria for the budget journal. It will include the budget transfer option, the budget transaction type, the scenario code (a pre-set required SFS field), the transaction authorization level ("unrestricted" for divisions), and the journal mask.

If everything is correct, click "Finish"; otherwise, click "Previous" to go back to the screen where changes need to be made.


Journal Entry Tool (Test Edition)
File
Edit
View
Journal
Tools
Help
Business Unit
Dept ID
Fund Code
Program Code
Project ID
Account
Class Fld
Amount
Description
Journal Line Ref
Transfer No
Journal Details
Journal Tasks
Edit Current Line
Edit Journal
Check Balance
Assign BD#
Add Transfer...
Modify Transfers...
Submit to SFS
Status
0 Errors
0 Warnings
Description
Line 0 of 0
< Previous
Next >
Finish

New Budget Journal Wizard

Review Selections

A journal with the following attributes will be created:

- Transfer Budgets
- Redbook Budgets (non Z-accounts only)
- Scenario code of ADJUSTED will be used.
- Restricted type.
- Journal Mask: BDMB.

Click 'Finish' to create the journal template.

Transfer Budgets

Ready for processing.

Operator: MSNABOURQUE

Debits = 0.00 Credits = 0.00

When and How Do I Enter a Tracking Number?

The Budget Journal ID or BD# is used to track the budget adjustment. Once the budget journal wizard is finished, the budget journal ID can be assigned at any time or you can allow the system to assign it when submitting the journal.

Assign BD# Link or Journal > Assign BD#

To assign the budget journal ID, choose the "Assign BD#" link in the journal tasks pane or Journal > Assign BD# from the menu bar. This can be done at any point before submitting the journal to SFS.

If you do not assign a BD#, a budget journal ID will be assigned as part of the "Submit to SFS" processing. If you have an interdivision transfer which must be processed by central campus and you assign a BD#, that journal ID will remain on the file when submitted by central campus. If you do not assign a BD#, the budget transfer will have a central campus journal ID such as BDMB00001 which is a Madison Budget Office tracking number.

➲ **TIP:** USE YOUR OWN BD# FOR INTERDIVISION TRANSFERS: You will find it easier to find and track your budget journals if you assign your own budget journal ID. In

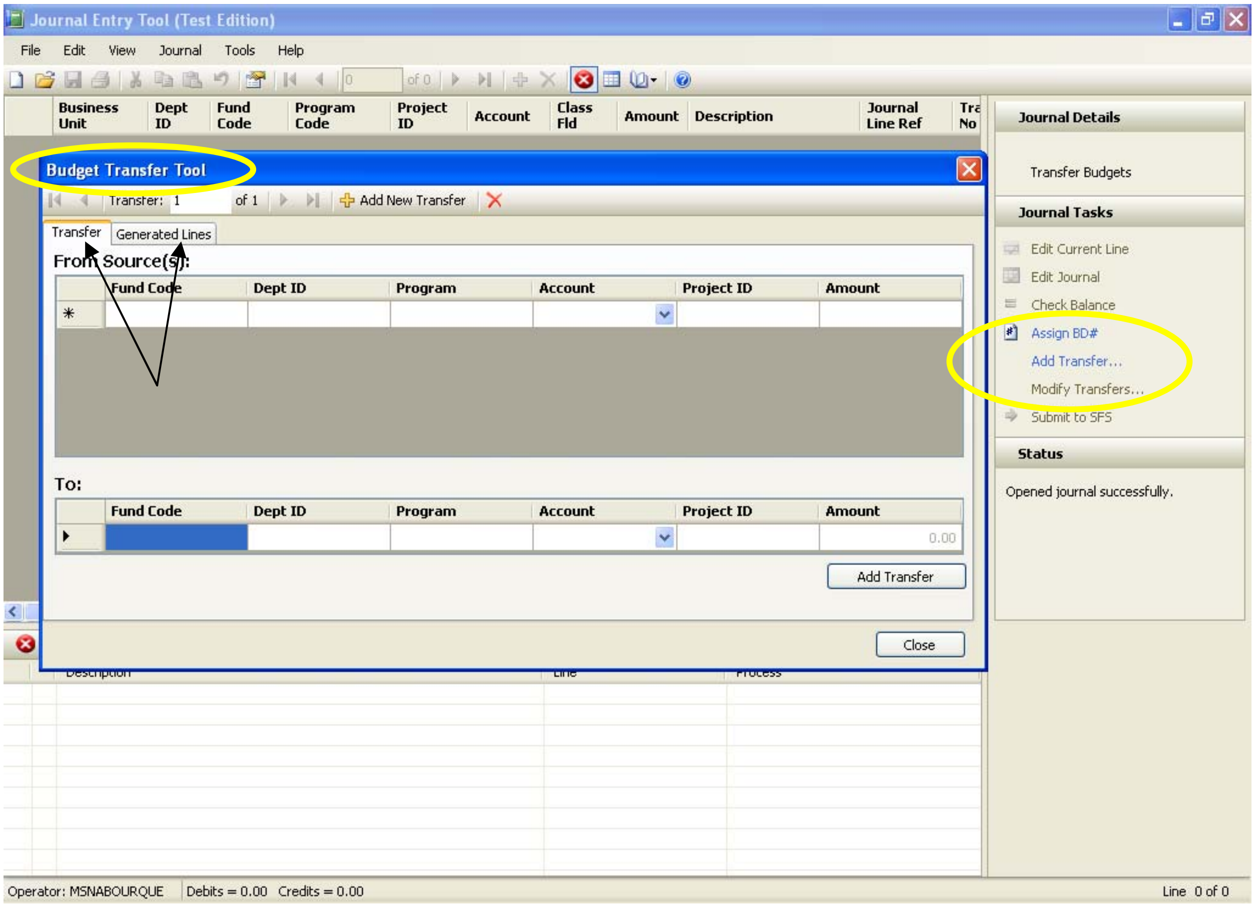
WISDM, go to the main page to the processing status box. Click on the link “GL Star”. Click the journal ID column to sort the journals alphabetically. Look for journal IDs that start with your journal mask (such as BDLS for the College of Letters and Science).

Entering a JET Budget Journal

To enter a transfer budget journal, you will need to use the Budget Transfer Tool. To create an add/deduct budget journal, you will directly enter data in a grid as you would with other JET journals. For either a transfer or an add/deduct, you may also import a text or Excel file.

What Is the Budget Transfer Tool?

The budget transfer tool is a data entry screen that ensures that the transfer balances and the associated lines are not accidentally deleted.


Journal Entry Tool (Test Edition)
File
Edit
View
Journal
Tools
Help
of 0
Business Unit
Dept ID
Fund Code
Program Code
Project ID
Account
Class Fld
Amount
Description
Journal Line Ref
Tra No
Budget Transfer Tool
Transfer: 1
of 1
Add New Transfer
Transfer
Generated Lines
From Source(s):
Fund Code
Dept ID
Program
Account
Project ID
Amount
To:
Fund Code
Dept ID
Program
Account
Project ID
Amount
0.00
Add Transfer
Close
Description
Line
Process
Journal Details
Transfer Budgets
Journal Tasks
Edit Current Line
Edit Journal
Check Balance
Assign BD#
Add Transfer...
Modify Transfers...
Submit to SFS
Status

Opened journal successfully.

Operator: MSNABOURQUE | Debits = 0.00 Credits = 0.00 | Line 0 of 0

How Do I Use the Budget Transfer Tool?

Add Transfer Link or Journal > Add Transfer

To launch the budget transfer tool, either choose “Add Transfer” under the Journal Tasks pane on the right hand side of the screen or choose “Journal > Add Transfer” from the menu bar at the top of the screen.

The tool consists of two tabs: (1) Transfer and (2) Generated Lines.

Transfer Tab

The transfer tab is divided into two sections: one for the "from" coding and the other for the "two" coding. The screen will only accept one accounting string for "to". The account codes will list those that are available for either the redbook budget or lump sum budget depending on which you chose for the budget template. You can either select from the drop down list or start to type the first few letters of the account code.

➲ **TIP:** USING THE CORRECT ACCOUNT CODES FOR THE FUND: The redbook account codes will show all salary codes for all funds. If you choose the wrong account code, you will receive an error message on submitting the journal. Refer to Table: Crosswalk of Legacy Major Class to SFS Budget Account Codes if you need to look up the correct account code.

Generate Lines Tab

This tab will automatically generate the "from" and "to" accounting string in the description. If you would prefer to have a different description, you can type over this string and enter up to 30 characters. You can also enter up to 10 characters in the Jrnl_Ln_Ref field and it will display in WISDM (if you choose to include that field in your display. (Note: The tool will change the description back to the default accounting string label if you go back into the tool and select "update transfer", but the Jrnl_Ln_Ref will remain.)

When you have finished entering the data, click "Add Transfer" on the bottom right corner of the transfer tab. You will see your data in JET's main grid area behind the budget transfer tool window. Click "Close" in the lower left corner if you do not want to add any additional transfers.

Modify Transfers Link or Journal > Modify Transfer

To modify a transfer, either choose "Modify Transfer" under the Journal Tasks pane on the right hand side of the screen or choose "Journal > Modify Transfer" from the menu bar at the top of the screen.

Finding a Transfer Group among Several

If you have several transfers in the journal and need to modify one, look at the transfer number on the right hand side of the grid. When you enter the budget transfer tool, enter that number in the transfer number box on the tool bar and press enter. The budget transfer tool will then take you to that transfer group section.

Deleting a Transfer Group

To delete a transfer group, click on the red X in the budget transfer tool bar at the top of the window. JET will renumber the transfer group numbers to eliminate any gap in the sequence.

Deleting a From Source Line

To delete a line in the "from" section, click on the box with the arrow head at the beginning of the line to highlight it. Press the delete key.

How Do I Enter an Add or Deduct Budget?

As with other types of JET journals, add or deduct journals use JET's direct entry grid. The budget transfer tool is not used and there is no transfer group number. The accounting string can be entered directly. The budget account codes will have a drop down box for the appropriate codes. Deductions use a negative number (credit). Adds use a positive number (debit).

How Do I Import Data into a JET Budget Journal?

JET Budget can import two types of files: (1) text file (.txt) or (2) an Excel file (.xls). The Excel file cannot use the most recent version of Excel (.xlsx) at this time and must be saved to a lower version.

Preparing a File

Use the file format below to import for either budget transfers or add/deduct budget journals. The file begins with the characters "BUDT" on the first line to specify what type of file it is. In Excel, this will be cell A1. The second row in an Excel file is used for label descriptions and is never imported. The field order is listed below. Refer to the Table: Text File Record Layout for field length and detailed explanations.

Transfer Num.	**Department**	**Fund**	**Program**	**Project**	**Account**	**Amount**	**Description (30)**	**Jnl_Ln_Ref (10)**

For budget transfers, transactions are grouped by transfer number – a unique integer assigned to each transfer group. Each individual transfer must balance to 0.00. Each transfer must also have only one "To" side of the transfer (a positive debit amount). You must enter the transfer group number in the file. JET will not import the file for a transfer without them. Note that for adds or deducts, you do not enter a transfer number.

➲ **TIP:** ENTERING IMPORT DATA FOR A TRANSFER BUDGET: Enter one side of the transfer first with the transfer numbers. Copy that data to create the other side. Reverse the sign for the amount and update any coding. Note: On import, JET will reorder the data so each transfer group has its matching lines together with the "from" (credits) first and then the "to" (debits).

Table: Text File Record Layout

Data Element	Start Position	Length	Required	Explanation/Example
Transfer Number	0	5	No	A number representing the transaction line's transfer series number. This number can be left or right justified and must be an integer between 0 and 99999. A BUDT file can import up to 100,000 transfers in a single file. This is not required and can be left as blank spaces if importing for budget add/deduct.
Department	5	6	Yes	6-digit department code, e.g. "030500".
Fund	11	3	Yes	3-digit fund code, e.g. "133"
Program	14	1	Yes	1-digit program code, e.g. "2". Do not use program code R -- it will be rejected at editing time.
Project	17	7	No	7-digit project code, e.g. "133FJ21", or "133fj21". Leave the spaces blank if Project ID is not used. If making a journal containing lump sum accounts (Z-accounts), this field will be required at editing time but is not required at import time.
Account	24	10	Yes	Up to 10 character account code (e.g. "ZLUMP"). Space fill to the right for accounts less than 10 characters.
Amount	34	16	Yes	May have up to 2 digits in the decimal portion (more than two will be rounded). Use leading minus sign "-" for a credit amount (transfer from) and no sign is necessary for debit amounts (transfer to). Field should be left-justified, space filled to the right. No need to zero fill amounts. Extraneous non-numeric characters (other than whitespace) will result in a file import error.
Description	50	30	No	Transaction line description. It displays in WISDM drill down and transaction details. Line description is indexed in WISDM for searches. By convention, the line descriptions for transfers have the form of "Fm [fund]-[dept]-[prog]-[acct]" for the to side and the form of "To [fund]-[dept]-[prog]-[acct]" for the from side. This labeling convention is not enforced but is encouraged to use.
Journal Line Reference	80	10	No	You can put whatever data you wish here. It displays in WISDM drill down and transaction details and is searchable. Left-Justify, space fill to the right.

Tips on Excel Imports

1. The import sheet must be the first one in the file. Other sheets such as pivot tables can follow.
2. Do not put extraneous data after the last row. It will either import or create an error and prevent import.
3. You can use the columns to the right of JRNL_LN_REF for extraneous information. It will not affect the import.
4. Know your totals before importing and check the debits and credits after importing.
    a. JET will not import data errors including transfer lines that do not have a match.
    b. JET will use the “from” (credit) amount on the transfer group lines that do not balance.
5. Format department IDs with leading 0 as text (e.g., 030500).
6. Capitalize account codes.

How Do I Update the Budget Documentation?

Budget documentation is required for interdivision transfers. The policy for intra-division budget journals (transfer or add/deduct) is determined by the division.

Tools > Modify Documentation

Documentation can be updated even after submission, but needs to be completed before submission for an interdivision transfer. However, JET does not prevent submission for lack of documentation. To update the information, choose “Tools > Modify Documentation” in the menu bar and click “OK” after revising the data.

How and When Do I Save the File?

File > Save As

A file can be saved JET at any point after one transfer group is entered. Choose File > Save As. If you never save the file, JET Budget will prompt you to save at the time you “Submit to SFS”

Validating and Submitting a JET Budget Journal

JET allows you to verify your journal against various requirements before submitting the journal. The edits for funds, programs, departments, and projects are updated overnight and will not have changes for the current day.

What Validations Occur in JET Budget?

There are several types of validations. Some occur when you edit the journal before submitting while others occur when the journal is submitted.

1. Org Edit (formerly Legacy Master File)

   Org Edit verifies that the fund and program are valid for the department. This information can be set up or updated by submitting a Department ID Action Request Form to Accounting Services.

   This validation occurs when you edit the journal line or the entire journal.

   http://www.bussvc.wisc.edu/acct/forms.html#DepartmentIDActionRequestForm

2. Madison Project Edits

   The Madison Project Edits are setup in Project Lite (SFS Project Costing) for the project. These include the fund, departments and programs that the project can use.

   ➲ **TIP:** CONFLICTS BETWEEN ORG EDITS AND MADISON PROJECT EDITS: When the project edits are set up in Project Lite, the fund and program for the department are not verified. It is possible to set up a project with a department that is not valid for the fund and program. If your project edits are valid, you may need to submit a Department ID Action Request Form to Accounting Services if you receive a validation error.

   This validation occurs when you edit the journal line or the entire journal.

3. Budget Validations

   The Budget Validations verify budget business rules (such as no transfers between funds, detail salary budget codes must be used on GPR funds).

   This validation occurs when you edit the entire journal or when the journal is submitted.

4. Authorization Validations

   Authorization ensures that you are working with the correct department data and at the correct level of authority (unrestricted versus restricted).

   This validation occurs when you edit the journal line, edit the entire journal or when the journal is submitted.

5. Journal Validations

   Journal validations ensure that the data meets the standards to submit to SFS such as the dollar amount on one line of the journal cannot be zero.

   This validation can occur at various times in creating a transfer such when importing a file, editing the journal, and submitting the journal.

6. SFS Combo Edits (not seen by user)

   This validation verifies that the journal has the correct scenario code as required by SFS.

How Do I Validate a Budget Journal?

Validations can be performed on budget journals either by line or on the entire journal. Some budget rule validations will only occur when the journal is submitted. For help with error messages, see Appendix: Error Messages Used in JET Budget.

Edit Current Line Link or Journal > Edit Current Line

An individual line in the journal can be checked by having the cursor on that line and choosing the "Edit Current Line" link in the journal tasks pane or Journal > Edit Current Line in the menu bar. The types of errors that will be identified are missing data, using a department outside of your authorization, an invalid fund and/or program for the department (org edit), and an invalid fund/program/department for the project (Madison Project Edits).

Edit Journal Link or Journal > Edit Journal

A journal can be checked by choosing the "Edit Journal" link in the journal tasks pane or Journal > Edit Journal in the menu bar. The types of errors that will be identified are missing data, using departments outside of your authorization, some budget rule violations such as transferring between funds, invalid funds and/or programs for the department (org edit), and invalid fund/program/department for the projects (Madison Project Edits),

Submit to SFS Link or Journal > Submit to SFS

Journal edits will run when you choose the "Submit to SFS" link or Journal > Submit to SFS. It is recommended that you run the edits before submitting the journal. Besides the errors that are identified as part of editing the journal, submitting will identify errors for budget business rules (such as using the wrong salary budget account code for a fund).

What Happens When I Submit a Budget Journal?

If the budget journal accounting strings are within your authorization (usually your division), the file will be submitted to SFS when you choose the "Submit to SFS" link. If it is not within your authorization, you must send the .jet file and any supporting documentation to mbo@vc.wisc.edu for further processing.

Submit to SFS Link

The submit to SFS link will do the following:

1. Run the validations. Some budget business rules will not be checked prior to this.
2. Assign a budget journal ID if one has not already been assigned.
3. Put the file in the queue for the overnight load to the Shared Financial System.
4. Save your file to the place you have previously saved it; or Prompt you to save the file. All JET files have a .jet extension.

How Do I Check the Status of a Budget Journal?

WISDM GL Star Link

After a journal is submitted, you can see whether it has been posted in the "Database Status" section of the WISDM main screen. Click on the "GL Star" link. You will see a month calendar with hyperlinks on certain dates. Click on the date that is the day after you submitted the journal to SFS. This will list the journals. Click on the column heading "GL Jrnl ID" to sort by journal and scroll down to your budget journal ID prefix (e.g., BDLS for College of Letters and Science).

Journal > Check Status

You may also check the status of the budget journal in JET. Choose Journal > Check Status from the menu bar. Enter the journal ID and the date of the journal.

Examples of journal status messages:

- The specified journal has not been created yet.
- The specified journal is pending and ready for the posting process.
- The specified journal has posted to SFS and has been extracted to WISDM as well.

How Do I Export a Budget Journal?

File > Export > Excel File

When you export a budget journal, the file will be in the format that is required for an import into JET Budget. The spreadsheet will not include the budget journal id, but the file name will default to the id unless you save it as another name.

To export a budget journal, choose:

1. File – Export – Excel File from the menu bar
2. Verify the file name and directory
3. Click "Save"

Where Do I Find More Information or Help?

Reference information about JET Budgets is available on the Madison Budget Office website at the following link:

http://www.mbo.wisc.edu/LAST/

You may also contact the budget office staff or email mbo@vc.wisc.edu.

If you have general questions about JET or the other JET applications, contact sfsmsn@bussvc.wisc.edu.

Appendix: Division Budget Journal ID Mask

Budget Journals will begin with BD and then have the following letters (e.g., BDMB for Madison Budget Office): One journal mask is assigned to each user. It will match the primary division number but not each division code. For example, the School of Medicine and Public Health uses division/department 53, 55 and 9353. Any budget transaction will have a journal ID that begins BDMD.

Division Journal Mask	**Division Name**	**Division DeptID**
AC	Accounting - Campuswide	Unit-wide
AG	Agriculture & Life Science	07
AU	Auxiliary Operations	Unit-wide
BE	Cross-college Biology Educ	37
BU	Business Services	03
CS	Continuing Studies (intradiv)	93
DS	Dean of Students	04
ED	Education	17
EM	Enrollment Management	05
EN	Engineering	19
ES	Inst for Environmental Studies	40
EX	Continuing Studies (campus)	Unit-wide
FM	Facilities Planning & Mgmt	71
GL	General Library	49
GS	Graduate School	34
HE	School of Human Ecology	27
HS	University Health Services	57
HY	State Lab of Hygiene	52
IA	Intercollegiate Athletics	42
IS	International Studies	10
IT	Information Technology	06
LA	Law School	45
LS	College of Letters & Sciences	48
MB	Madison Budget Office	Unit-wide
MD	Medicine & Public Health	53
NU	Nursing	54
OE	Officer Education	63
PD	University Police Department	77
PH	Pharmacy	56
RS	Recreational Sports	80
SB	School of Business	12
SP	Research and Sponsored Programs	Unit-wide
UA	University Admin - div 01 & 02	01, 02
UH	University Housing	85
VL	Veterinary Diagnostic Lab	88
VM	Veterinary Medicine	87
WU	Wisconsin Union	96

Appendix: Error Messages Used in JET Budgets

Error Message	**Validation Source**	**Meaning**	**How to address it**
Account code not allowed with the fund.[Rule 8 violation]	Budgets Validation	Fund requires detail salary account codes	Use SALUCL, SALCLA, GRDAST, LTE1, STUDNT
Account code not allowed with the fund.[Rule 9 violation]	Budgets Validation	Requires summarized salary account codes	Use SALPRM, LTESTU
Account required	Edits	The account code field is blank and must be entered to complete the transaction.	Enter a valid account code.
Add/deduct not allowed with this fund [Rule 4 violation]	Budgets Validation	Adds and deducts are limited to the following funds: 133, 135, 138, 142, 143, 144, 233, 533	Only create an add or deduct budget with the following funds: 133, 135, 138, 142, 143, 144, 233, 533
DeptID not valid.	Edits	The department does not exist or you have keyed in too few digits.	(1) Check for a data entry error. (2) Check WISDM Funding Validation (3) Use JET Chart of Accounts if department will have less than 100 possible combinations.
DeptID required	Edits	The deptID field is blank and must be entered to complete the transaction.	Enter a valid deptID (six-digit organization code).
Failed to submit journal. You have attempted to submit a journal that appears to already have been submitted.	Pop-up message on submit to SFS	JET has a mathematical formula that calculates a number for each journal based on the entered data. While not foolproof, there is a high probability that this journal has already been submitted.	(1) Verify that the journal has not already been entered. (2) Re-order the lines if the journal needs to be submitted and happens to be extremely similar to a previously submitted journal.
Fund code not allowed.	Edits	This fund is either not valid for Madison campus or cannot be used for a budget transaction.	Verify what the correct fund code is. Contact mbo@vc.wisc.edu if you think the fund code is valid.
Fund code not valid	Edits	This fund does not exist.	Verify what the correct fund code is. Contact mbo@vc.wisc.edu if you think the fund code is valid.

Error Message	**Validation Source**	**Meaning**	**How to address it**
Fund required	Edits	The fund field is blank and must be entered to complete the transaction.	Enter a valid fund.
Import Error: Bad transfer number on line x. A transfer number is required for all lines in the import file.	Pop-up message on import.	Any import file for a budget transfer (not add/deduct) must include a transfer group number on each line.	Enter transfer group numbers on each line of the import file.
Import Error: The process cannot access the file 'XXXXXXXX' because it is being used by another process.	Pop-up message on import.	The file that you are trying to import is open in another application (such as Excel).	Close the file in the other application.
Import Error: Zero dollar amount not allowed (line XX). Please fix the source file and try again.	Pop-up message on import.	Accounting strings that have $0 for the amount cannot be loaded into SFS. JET Budgets checks for this to prevent a journal upload problem in SFS.	Delete any lines that have $0 for the amount. Make sure your transfer groups still have two sides ("from" and "to").
MSN(E03) DeptID invalid for fund/project ID	Project Lite Madison Edits (SFS Project Costing)	The Department ID that you are attempting to use has not been set up for this project.	(1) Verify the appropriate coding for the project. (2) If the department is valid, update the Madison edits in Project Lite if you have the authority to do so; or send an updated non-sponsored projects request form to sfssetup@bussvc.wisc.edu. http://www.bussvc.wisc.edu/acct/nonsponsored/index.html
MSN(E04) Program invalid for fund/project ID	Project Lite Madison Edits (SFS Project Costing)	The program that you are attempting to use has not been set up for this project.	(1) Verify the appropriate programs for the project. (2) If the program is valid, update the Madison edits in Project Lite or send an updated non-sponsored projects request form to sfssetup@bussvc.wisc.edu. http://www.bussvc.wisc.edu/acct/nonsponsored/index.html
Only z-account codes are allowed.[Rule 5 violation]	Budgets Validation		

Error Message	**Validation Source**	**Meaning**	**How to address it**
ORGEDIT: Fund-Program invalid for Dept.	Edits	The department entered into the funding field is not able to use combination of values entered into the Fund and Program fields. Department IDs are set up to specific funds and specific program codes. For example, dept. 036500 does not have 144 funds, which also cannot be used with program 1.	This information can be set up or updated by submitting a Department ID Action Request Form to Accounting Services. http://www.bussvc.wisc.edu/acct/forms.html#DepartmentIDActionRequestForm
Please enter the from and to reasons	JET Budgets Pop-up message	The reasons for the transfer are set as required fields as of 7/7/2009.	If you do not want to enter data, enter a space or any character.
Program Code R not allowed.	Edits	This program code represents revenue and is not valid for budgets.	Use a program code (formerly legacy activity code) that represents a function. See XXXXXXXXXXX
Program not valid	Edits	The program code must be one of the following: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, F	Enter a valid program code: 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, F. Note: The program code must be valid with the fund, department, and project or you will generate a different error.
Program required	Edits	The program field is blank and must be entered to complete the transaction.	Enter a valid program code.
Project is inactive.	Edits	The project status is closed or closed-archive.	(1) Verify that you are using the correct project. (2) Update the project status in Project Lite if you have the authority to do so.
Project ID is required	Edits	If you are entering a lump sum budget, you must use a project code.	Either: (1) Enter a valid project code; or (2) Create a Redbook budget transaction type instead.

Error Message	**Validation Source**	**Meaning**	**How to address it**
Today's date (jrnl date) is outside of project dates.	Edits	Today's date (which is used for the journal) is not within the project's budgetary control date. Note: The budgetary control date is not necessarily the same as the project date.	Options: (1) If you have direct access to Project Lite, update the budgetary control dates. If you do not have direct access to Project Lite, submit a request to the appropriate central campus administrator who can update the dates for you. (2) If the project date has not started yet, wait until the start date to submit the journal. (3) Temporarily change the budgetary control date, submit the journal, and then change the budgetary control date back again. (The risk is that other transactions can go through during the time the date is changed.)
Transfer between account codes not allowed.[Rule 3 violation]	Budgets Validation	The fund that you are using does not allow transfers between account codes at the division level.	(1) Verify your program code. (2) Send the file to mbo@vc.wisc.edu for further processing.
Transfer between funds not allowed.	Budgets Validation	Transfers cannot occur between funds.	(1) Verify your fund code. (2) Contact the Madison Budget Office to determine how to handle the situation if you still believe you need to transfer between funds.
Transfer between program codes not allowed.[Rule 2 violation]	Budgets Validation	The fund that you are using does not allow transfers between program codes at the division level.	(1) Verify the program code. (2) Send the file to mbo@vc.wisc.edu for further processing.
You are not authorized for department 'xxxxxx'.	Authorization Validation	Your JET Budget security does not include this department.	(1) Verify that you are using the correct department ID. (2) If you need to use an accounting string that is outside of your department authorization (such as a transfer to another division), send the transfer to mbo@vc.wisc.edu for further processing.
Zero dollar amount is not allowed.	Budgets Validation	You did not enter a dollar amount on that line or you entered $0 which is not allowed.	Enter the correct dollar amount or delete the line. In the budget transfer tool, highlight the line to delete it.