

**Phoenix Program
Process Definition – General Ledger**

Process	<i>Posting Controlled Budget Journals</i>
Process Number	<i>BD – 025</i>

Description of Process

This process will be utilized when BD – 024 (Automatic Control Budget Creation) is run. When BD – 24 creates the desired controlled budget journals, you must post the journals to ledgers via this process.

Input to Process

Specifying which journals to post.

Output of Process

Specified journal(s) posted.

Service Level Agreement Required? (if yes, provide a brief description)

N/A

PeopleSoft Panel Groups being Used

Function	Panel Group
Go, Process Financial Information, Prepare Controlled Budgets, Process	Budget Journal Post Request – Add (when establishing a Run Control Id for this process. Use Update/Display for future requests.

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Business Process Description

Process Description	Responsibility (Agency/Centralized)
<p><u>Step 1: Process Frequency.</u> Defaults to ALWAYS</p>	
<p><u>Step 2: Enter Description and Business Unit</u> Enter a Description for the Run Control ID. This description is for identification and only appears on this panel. Select the appropriate Business Unit for which you want to post journals.</p>	Agency
<p><u>Step 3: Enter Post Options</u> To complete the request, specify the appropriate Scenario. Select the Scenario from the drop down. When you are finish creating your request, click on the icon (traffic light) to display the Process Scheduler Request.</p>	
<p><u>Step 4: Run Process</u> In the Process Scheduler Request, select a Run Location of Server In the Output Destination group box, select the option of File. In the box labeled File/Printer enter C:\TEMP Select Budget Journal Post GLS8001X SQR PROCESS and click OK Verify the job is successful on the Process Monitor. Verify the journals posted by reviewing Report BDXXX0406.</p>	Agency

Forms Used with Process (#)

Process Flow Diagram (if appropriate):

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The screenshot shows a software window titled "Prepare Controlled Budgets - Process - Budget Journal Post Request". The window has a menu bar with "File", "Edit", "View", "Go", "Favorites", "Use", "Process", and "Help". Below the menu bar is a toolbar with various icons for file operations and process control. The main area of the window is a form with the following fields and options:

- Operator Id:** GHORNE
- Run Control ID:** BUDGET_POST
- Process Frequency:** Radio buttons for "Once", "Always", and "Don't Run".
- Request Number:** 1
- Description:** A01020A
- Business Unit:** 81800
- Post Options:**
 - Ledger Option:** All
 - Scenario Option:** Value
 - Journal Date:** All
 - Scenario:** A01020A

The taskbar at the bottom shows the Start button, several open applications (GroupWise, Microsoft Word, Exploring, Query), and the system tray with the time 3:28 PM.