Section	03	BUDGETING	Effective Date	7/1/2015
Sub-section	05	Budget Loading	Revision Date	3/31/2015

BACKGROUND

The Biennial Budget passed by the Legislature is loaded to PeopleSoft through Budget Journals. PeopleSoft Commitment Control is where money is budgeted and funds committed. It is used to create, adjust and transfer budgets.

Journal entries within PeopleSoft are tracked against the appropriation and operating budgets. The budget check process validates journal entries against the remaining spending authority within Commitment Control.

PROCEDURES

Most appropriations will be loaded through an excel spreadsheet into STAR for the biennial budget load. This excel spreadsheet upload will create budget journals. Agencies will be responsible for creating budget journals for appropriation amounts not available in the Budget System. These include zero balance sum sufficient and clearing or custody appropriations.

For new appropriations created by the Legislature, the State Budget Office and State Controller's Office will work with agency staff to set up the new numeric and attributes for the appropriation.

Budget year-end close is independent of the financial year-end close process. Chartfield Value Sets have been set up to close out and roll forward any remaining valid budgetary balances.