

2018 Lapses

Please Note: All Fiscal Year, Budget Period and Budget References must be 2018, and the journal date should be 6/30/2018

GPR Lapses in STAR

OVERVIEW

To document and provide screenshots of how to enter a GPR lapse in STAR.

STEPS

First create a budget journal entry. Make sure the fiscal year is 2018, the date is 06/30/2018, and the period is 12. The “Budget Entry Type” should be Adjustment.



Finance Production

Budget Header | Budget Lines | Budget Errors | WI Budget Entry

Unit 50500

Journal ID NEXT

Date 06/30/2017

*Ledger Group

Fiscal Year

Period 12

Control ChartField Appropriation

*Currency

Budget Header Status None

Rate Type

*Budget Entry Type

Exchange Rate

Cur Effdt

Budget Type Expense

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Attachments (0)

Long Description

241 characters remaining

Alternate Description

150 characters remaining

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [WI Budget Entry](#)

Next, enter the “Budget Period” and “Bud Ref” as the current fiscal year (i.e. 2018) and then the Fund, Appropriation, Account and Amount. The amount should be entered as a negative to take away (i.e. lapse) budget authority.

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Enter Budget Journals](#)

Finance Production

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [WI Budget Entry](#)

Unit 50500 Journal ID NEXT Date 06/30/2017 Budget Header Status None
 Approval Header Status Not Submitted

*Process Submit For Approval

▼ **Lines**

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Bud Ref	Fund	Appropriation	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	Not Submitted	CC_APPR_BD	2017		FY2017	S100	10200	A000006	<input type="button" value="Set Optio"/>	USD	-200,000.00

Lines to add: [Journal Line Copy Down](#)

From Line To

Totals

Total Lines	1	Total Debits	200,000.00	Total Credits	0.00
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[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [WI Budget Entry](#)

Next, on the “WI Budget Entry” tab change the “Category” field from blank to Lapses.

Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Finance Production

Budget Header | Budget Lines | Budget Errors | **WI Budget Entry**

Unit 50500 Journal ID NEXT Date 06/30/2017

WI Budget Entry

Category **Lapses**

Long Description

Save Notify Refresh Add Update/Display

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#) | [WI Budget Entry](#)

Finally, you can now submit the budget journal for review going through the normal review process like all other budget journals.

Other Funding Source Lapses in STAR

OVERVIEW

To document how to enter other funding source lapses in STAR.

STEPS

You will need to create a Journal Entry in order to complete the lapse requirement. Attached is an example using the spreadsheet journal import called "Lapse Example". Depending on your agency you might have to include information in other fields in order for the journal to process. The debit side of the journal must be to 0000010 or 0000020 and the credit side to 0000060 or 0000070 depending on the fund/appropriation combination if it is Interfund or Intrafund. Interfund transfers will be explained on the next page.

0000010	NonBud Interfund Transfers Out
0000020	NonBud Intrafund Transfers Out
0000060	Interfund Trans In -GPR Earned
0000070	Intrafund Trans In -GPR Earned

Transfers Between Two Different Funds in STAR

OVERVIEW

To document how to transfer between two different funds in STAR.

STEPS

You will need to create a Journal Entry in order to complete the transfer requirement based on either statutory or non-statutory language. Attached is an example using the spreadsheet journal import called "Transfer Example". Depending on your agency you might have to include information in other fields in order for the journal to process. The debit side of the journal must be to 0000010 and the credit side to 0000060 when the transfer is between funds (Interfund transfer). Since the transaction is between different funds, you'll also need to record Due to Other Funds and Due from Other Funds.

0000010	NonBud Interfund Transfers Out
0000020	NonBud Intrafund Transfers Out
0000060	Interfund Trans In -GPR Earned
0000070	Intrafund Trans In -GPR Earned
1500000	Due from Other Funds
2300000	Due to Other Funds