

The University of Texas  
Rio Grande Valley<sup>TM</sup>

Planning and Analysis

# Budget Transfers

Updated:

11/15/21

# What is a Budget Transfer Journal?

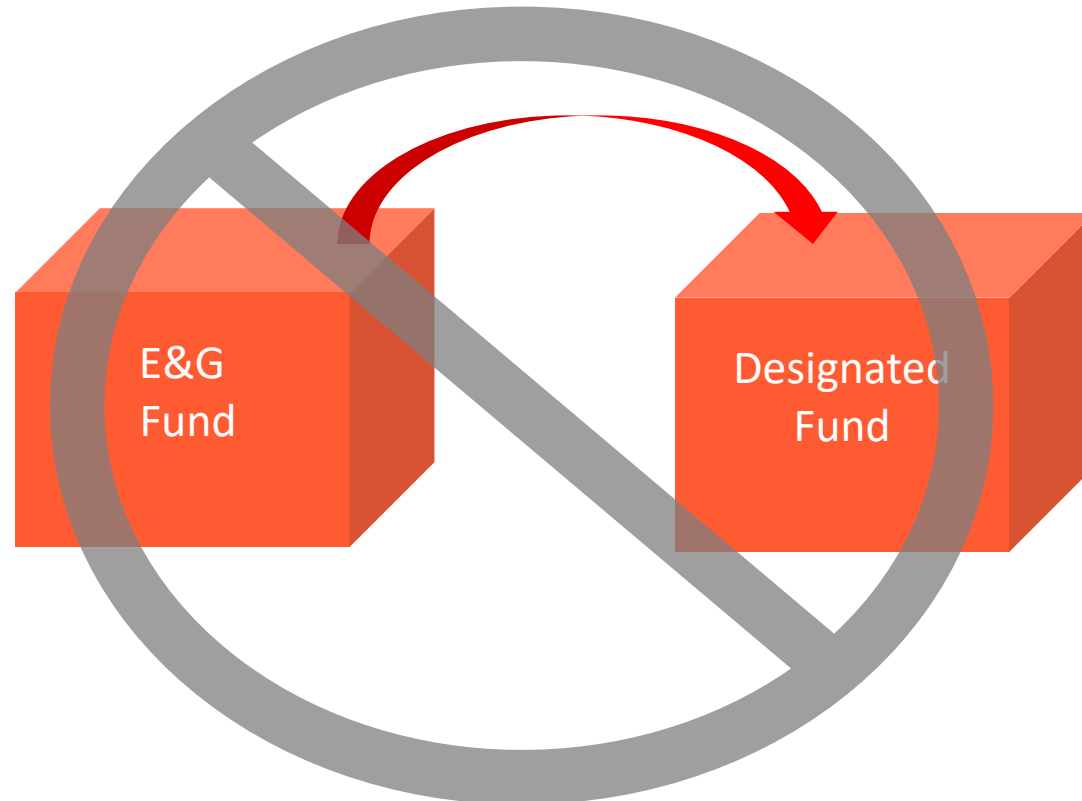
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- Budget Transfer Journal
  - A Journal created by the department to transfer funds from one Project/Cost Center to another or from one Account to another within the same Project/Cost Center. The Budget Transfer Journal must go through workflow in order to gain approval.

# Which types of transfers are not allowed?

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- Only transfer budget between Cost Centers that have the same prefix (first two digits). For other transfers, please contact Planning and Analysis for assistance.



# Transfer Examples

## Transfer between Budgetary Accounts

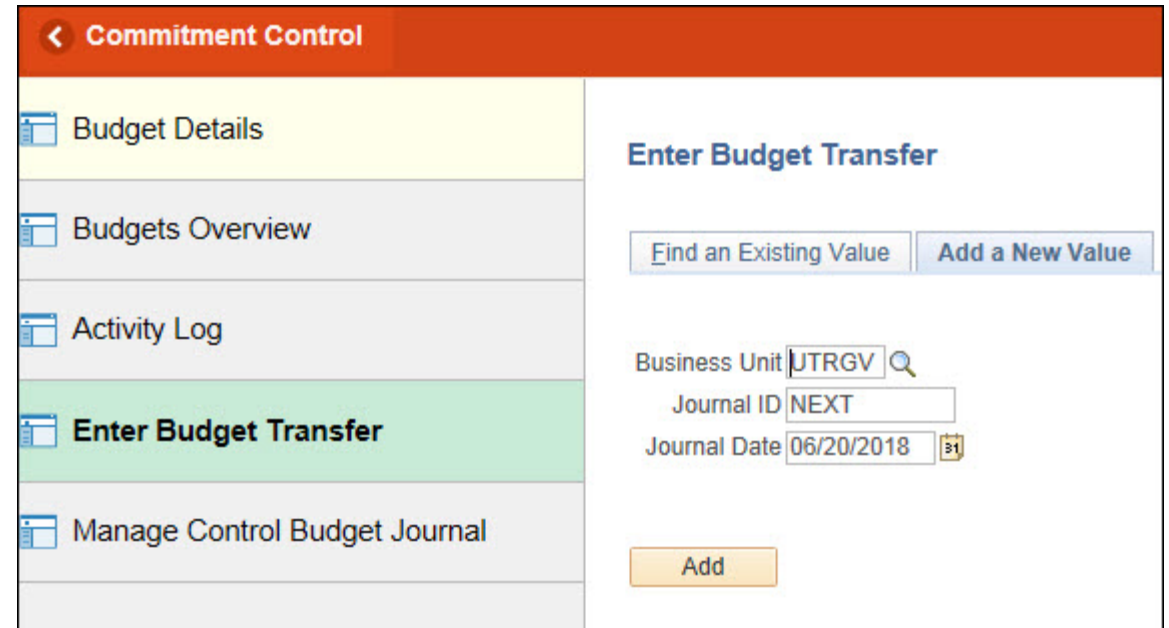
Chartfields and Amounts		Base Currency Details											
Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Cost Center	Function	P		
<input type="checkbox"/>	1	Pending	OPE_CH_BUD	2018		B1100	3100	410305	31000107	100			
<input type="checkbox"/>	2	Pending	OPE_CH_BUD	2018		B1000	3100	410305	31000107	100			

## Transfer between Cost Centers

Chartfields and Amounts		Base Currency Details											
Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Cost Center	Function	P		
<input type="checkbox"/>	1	Pending	OPE_CH_BUD	2018	31000107	B1100	3100	410305	31000107	100			
<input type="checkbox"/>	2	Pending	OPE_CH_BUD	2018	31000110	B1100	3100	410305	31000110	100			

# Navigate to Enter Budget Transfer

- Log in to PeopleSoft using your credentials.
- From the drop down menu next to Employee Self Service select **Commitment Control**.
- Click on the **Budget and Planning** Tile.
- Click **Enter Budget Transfer** from the options to the left.
- Click **Add** to create a new Budget Transfer Journal.



The screenshot displays the 'Commitment Control' interface. On the left, a navigation menu includes 'Budget Details', 'Budgets Overview', 'Activity Log', 'Enter Budget Transfer' (highlighted in green), and 'Manage Control Budget Journal'. The main content area is titled 'Enter Budget Transfer' and contains the following fields and buttons:

- Buttons: 'Find an Existing Value' and 'Add a New Value'
- Business Unit: UTRGV
- Journal ID: NEXT
- Journal Date: 06/20/2018
- Button: 'Add'

# Enter Budget Transfer Journal Header Information

- Select the **Ledger Group**. Budget should be entered at the Child level and **Generate Parent Budget** should be selected.
- Select **Budget Entry Type**.
- Add any necessary **attachments**.
- Enter a **Long Description**.
- Click **Budget Lines** tab to enter line information.

Budget Header | Budget Lines | Budget Errors

Unit UTRGV Journal ID NEXT Date 06/19/2018

\*Ledger Group OPE\_CHILD1 Fiscal Year 2018 Period 10

Control ChartField Fund Code \*Currency USD

Budget Header Status None Rate Type CRRNT

\*Budget Entry Type Transfer Adjustment Exchange Rate 1.00000000

Cur Effdt 06/19/2018 Budget Type Expense

Attachments (0)

**Parent Budget Options**

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type Transfer Adjustment

Long Description Testing Long Description

230 characters remaining

Alternate Description Testing Alternate Description

121 characters remaining

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

# Budget Entry Types:

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- Transfer Adjustment

- A Transfer Adjustment is temporary. This type of adjustment should be used if the department does not expect to require these funds in the following fiscal year. Most Budget Transfer Journals will be Transfer Adjustments.

- Transfer Original

- A Transfer Original is permanent. If the department expects to require these funds from that moment forward, the budget transfer should be original. Also be sure to include the word “Permanent” as the first word in your budget transfer header description. This will help our office identify the budget transfer as a permanent change when approving.

# Budget Transfers related to Positions

- When entering a budget transfer which affects positions, please include the following information: the position number being increased, reduced, or deleted. Also state if you are increasing or reducing salary reserves which are held within the salary budgetary accounts.
- **The examples below can also be found on the Budget Transfer Instruction page on our website.**  
<https://www.utrgv.edu/planning-and-analysis/services-and-resources/budget-revisions/index.htm>
  1. **To fund a salary increase for a filled position from a salary reserve.**  
Sample description: Permanent transfer of \$5,000 from CC#XXXXXXXX - Classified Reserves, to cover salary increase for position # [position number & job title], [employee name], CPAF # [PAF number].
  2. **To delete a position and move part of the budget to another position and part to a salary reserve. Position to be deleted must be vacant.**  
Sample description: Permanent transfer of \$5,000 from eliminated position # [position number & job title], \$1,000 to cover salary increase for position # [position number & job title], [employee name], CPAF # [PAF number], \$4,000 to CC#XXXXXXXX, A&P reserves.

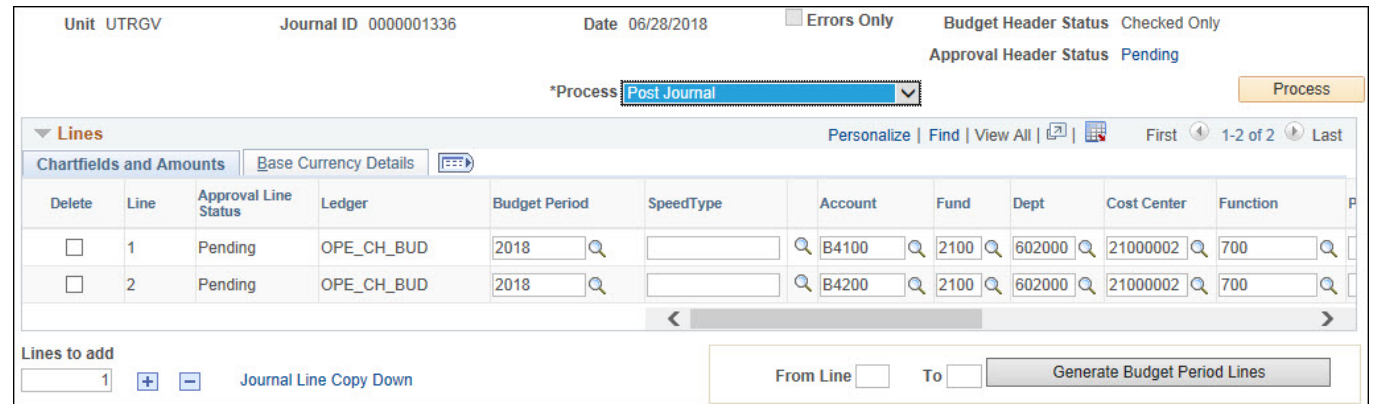


# Budget Transfers related to Positions cont.

- 3. To reduce budgeted amount for a position and move funds to another position. Position to be reduced must be vacant, unless a filled position was already reduced post-budget and the savings was not transferred to another position, cost center, or reserve. Classified Staff Positions can only be reduced up to the minimum salary amount.**  
Sample description: Permanent transfer of \$5,000 from position # [position number & job title] to cover salary increase to position # [position number & job title], [employee name], CPAF # [PAF number].
- 4. To reduce budget in wage or non-labor accounts and fund positions with equity adjustments, new hire rates above budgeted amount, or other types of position increases.**  
Sample description: Permanent transfer of \$5,000 from operating for equity adjustment to position # [position number & job title], [employee name], CPAF # [PAF number].
5. Departments do not need to include PAF# and employee name if the funds are being transferred to a vacant position.

# Enter Budget Transfer Lines information

- Enter the **Budget Period**.
- Enter **SpeedType** and **Budget Account**.
- Enter **Amount** to be transferred.
- **Add** lines as necessary.
- Click **Save**.
- From the **\*Process** menu select **Budget Pre-Check**. If the transaction passes budget, the **Budget Header Status** will change to **Checked Only**.
- Select **Submit Journal** from the **\*Process** menu to submit for approval. **Approver Header Status** will change to **Pending**.



Unit UTRGV Journal ID 000001336 Date 06/28/2018 Errors Only Budget Header Status Checked Only Approval Header Status Pending

\*Process: Post Journal Process

Lines Personalize | Find | View All | First 1-2 of 2 Last

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Cost Center	Function
<input type="checkbox"/>	1	Pending	OPE_CH_BUD	2018		B4100	2100	602000	21000002	700
<input type="checkbox"/>	2	Pending	OPE_CH_BUD	2018		B4200	2100	602000	21000002	700

Lines to add: 1 Journal Line Copy Down From Line To Generate Budget Period Lines

# Find an Existing Budget Transfer

- Log in to PeopleSoft using your credentials.
- From the **drop down** menu next to **Employee Self Service** select **Commitment Control**.
- Click on the **Budget and Planning** tile.
- Click **Enter Budget Transfer** from the options on the left.
- Select the **Find an Existing Value** tab.
- Enter Search Criteria.
- Click on the correct Budget Transfer Journal

### Enter Budget Transfer

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**

Business Unit =

Journal ID contains

Journal Date =

UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

#### Search Results

[View All](#) First 1 of 1 Last

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
UTRGV	0000001226	06/20/2018	OPE_CHILD1	None	Testing Long Description	6001245960

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

# Post Budget Transfer Journal

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- While in the **Budget Lines** tab, review the **Approval Header Status**.
  - **Pending** – the Budget Transfer Journal is still pending approval.
  - **Approved** – the Budget Transfer Journal has been approved and ready to post.

Date	06/20/2018	<input type="checkbox"/> Errors Only	Budget Header Status	None
			Approval Header Status	Pending
*Process	Post Journal			<input type="button" value="Process"/>

# Approval Workflow

- Clicking on the **Pending** link allows you to see the approval workflow.

The screenshot displays an "Approval Flow" window with the following details:

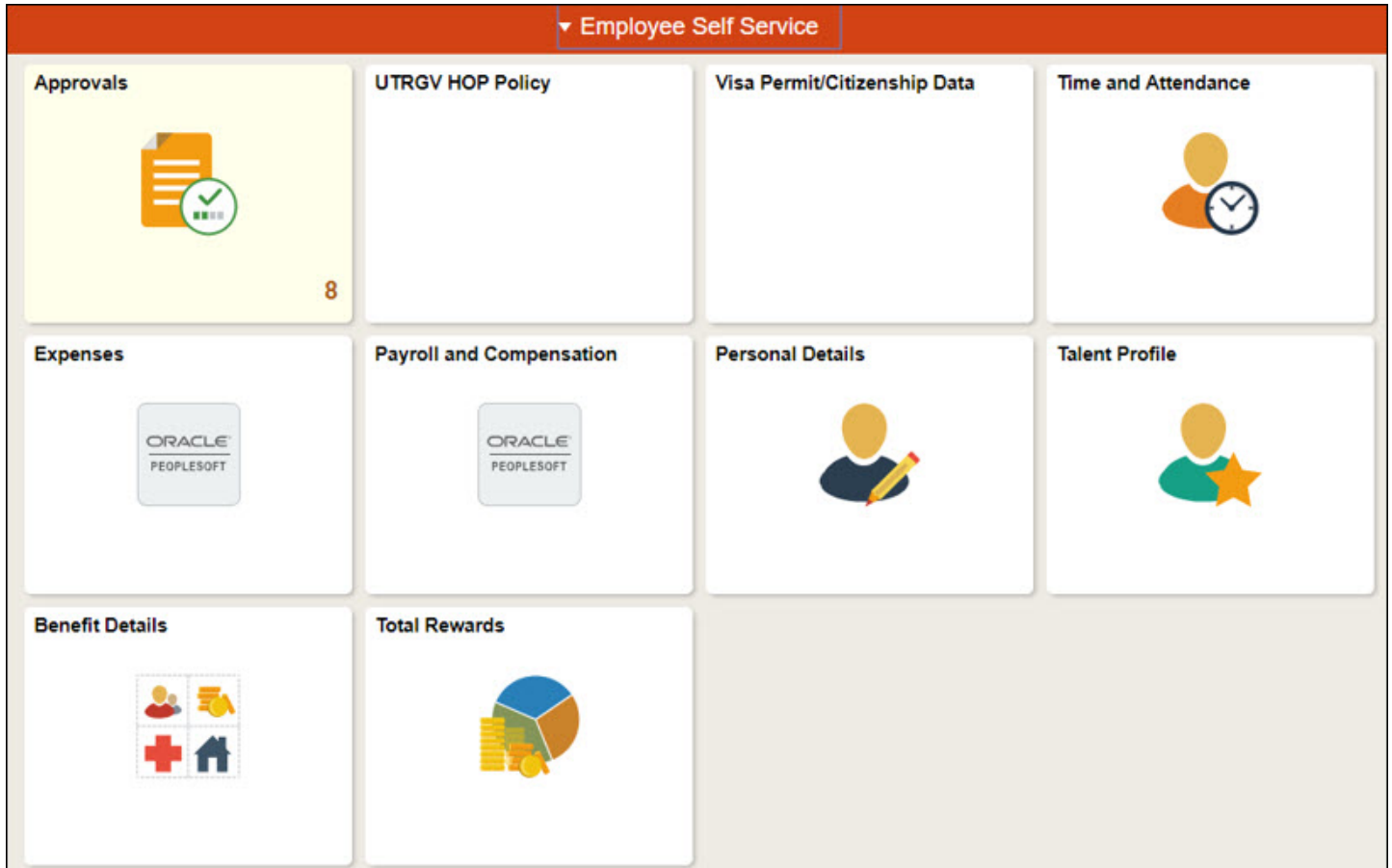
- Cost Center Approver:** Unit UTRGV, ID 0000001163, Date 2018-05-31, Line 1: **Awaiting Further Approvals**. The status is **Approved** by Maggie Rangel (KK Cost Center Approver) on 06/26/18 at 3:09 PM.
- Department Approver:** Unit UTRGV, ID 0000001163, Date 2018-05-31, Line 1: **Awaiting Further Approvals**. The status is **Approved** by Mariely Gray (Division Budget Officers) on 06/26/18 at 3:52 PM. A "View/Hide Comments" link is present.
- Budget Approver:** Unit UTRGV, ID 0000001163, Date 2018-05-31: **Pending**. The status is **Pending** by Richard Wilson (Budget Office Approval).

A "Return" button is located at the bottom left of the window.

# Approving Budget Transfers

# Navigate to Approvals Tile

- View pending approvals by selecting the Approvals tile from Employee Self Service.



# Review Pending Approvals

**Pending Approvals**

View By: Type

- All (8)
- Budget Journal (7)
- Field Request (1)

All				8 rows
Budget Journal	1.00	USD	UTRGV / 0000001423 / 2018-07-11 - Transfer Adjustment - UTZ_FI_KK_TEST	Routed 07/11/2018
Budget Journal	1.00	USD	UTRGV / 0000001425 / 2018-07-11 - Transfer Adjustment - UTZ_FI_KK_TEST	Routed 07/11/2018
Field Request	Cost Center		UTRGV / PANDET01 / Add / 0000000006 / Pande Dyer - UTShare	Routed 07/16/2018
Budget Journal	5.00	USD	MG Test Restricted Cost Center - UTRGV / 0000001478 / 2018-07-20 - Transfer Adjustment - Herlinda Duran - UTShare	Routed 07/20/2018
Budget Journal	5.00	USD	UTRGV / 0000001483 / 2018-07-20 - Transfer Adjustment - Herlinda Duran - UTShare	Routed 07/23/2018
Budget Journal	1.00	USD	UTRGV / 0000001484 / 2018-07-23 - Transfer Adjustment - Herlinda Duran - UTShare	Routed 07/23/2018
Budget Journal	5.00	USD	UTRGV / 0000001487 / 2018-07-23 - Transfer Adjustment - Herlinda Duran - UTShare	Routed 07/23/2018
Budget Journal	5.00	USD	Budget Transfer Test - UTRGV / 0000001548 / 2018-08-03 - Transfer Adjustment - Manely Gray	Routed 08/03/2018



# Review Transfer Pending Approval

**Budget Journal**

**Budget Transfer Test**

5.00 USD

1 line(s) are pending your approval

**Summary**

Business Unit	UTRGV	Journal ID	000001548
Journal Date	08/03/18	Ledger Group	OPE_CHILD1
Entered by	Mariely Gray	Entered on	08/03/18
Entry Type	Transfer Adjustment	Year / Period	2018 / 12

**Lines**

Pending All

1 row

<input checked="" type="checkbox"/>	1	Maintenance & Operations	-5.00	USD	[Account] B4000	[Fund] 3100	[Dept] 410105	[Cost Centr] 31000101	[Function] 100	[Project]
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Approver Comments

Approval Chain >

# Confirm Approval

The screenshot shows a web application interface for 'Budget Journal' under the 'Pending Approvals' section. The main header includes navigation icons and the title 'Budget Journal'. Below the header, there's a sub-header 'Budget Transfer Test' with a value of '5.00 USD' and three buttons: 'Approve', 'Deny', and 'More'. A message states '1 line(s) are pending your approval'. The 'Summary' section contains metadata: Business Unit (UTRGV), Journal Date (08/03/18), Entered by (Mariely Gray), Entry Type (Transfer Adjustment), Journal ID (000001548), Ledger Group (OPE\_CHILD1), Entered on (08/03/18), and Year / Period (2018 / 12). The 'Lines' section has a dropdown menu with 'Pending' and 'All' options. Below this is a table with 2 rows of data. A modal dialog box titled 'Approve' is overlaid on the table, containing a 'Cancel' button, a 'Submit' button, and a text area for 'Approver Comments'. The dialog text reads 'You are about to approve this request.' The table data is as follows:

Line Item	Description	Amount	Unit	Account	Project	Cost Center	Function
1	Maintenance & Operations	-5.00	USD	[Account] B	[Project]	[Cost Centr] 31000101	[Function] 100
2	Maintenance & Operations	5.00	USD	[Account] B	[Project]	[Cost Centr] 31000130	[Function] 100

At the bottom of the interface, there are fields for 'Approver Comments' and an 'Approval Chain' link.

Contact us at:

- [budgetrevisions@utrgv.edu](mailto:budgetrevisions@utrgv.edu)

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