The University of Texas Rio Grande Valley

Planning and Analysis

Enter Budget Transfers

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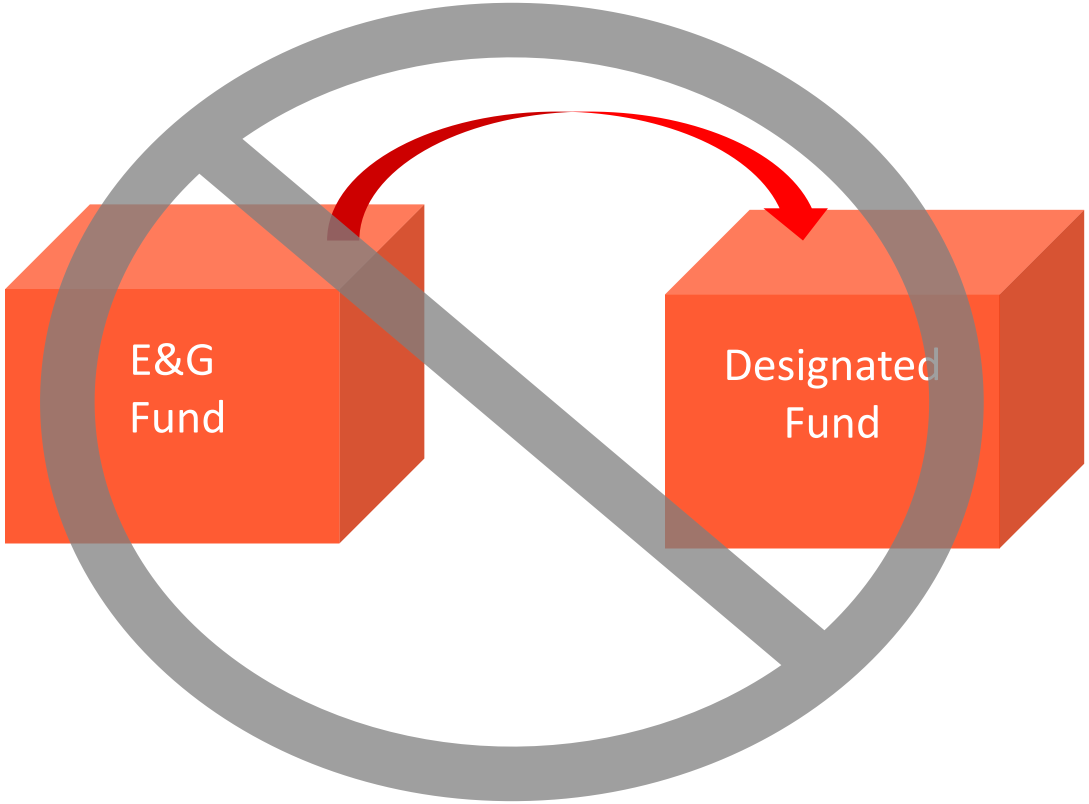
What is a Budget Transfer Journal?

- 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?

- 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
☐	1	Pending	OPE_CH_BUD	2018		B1100	3100	410305	31000107	100	
☐	2	Pending	OPE_CH_BUD	2018		B1000	3100	410305	31000107	100	

Transfer between Cost Centers

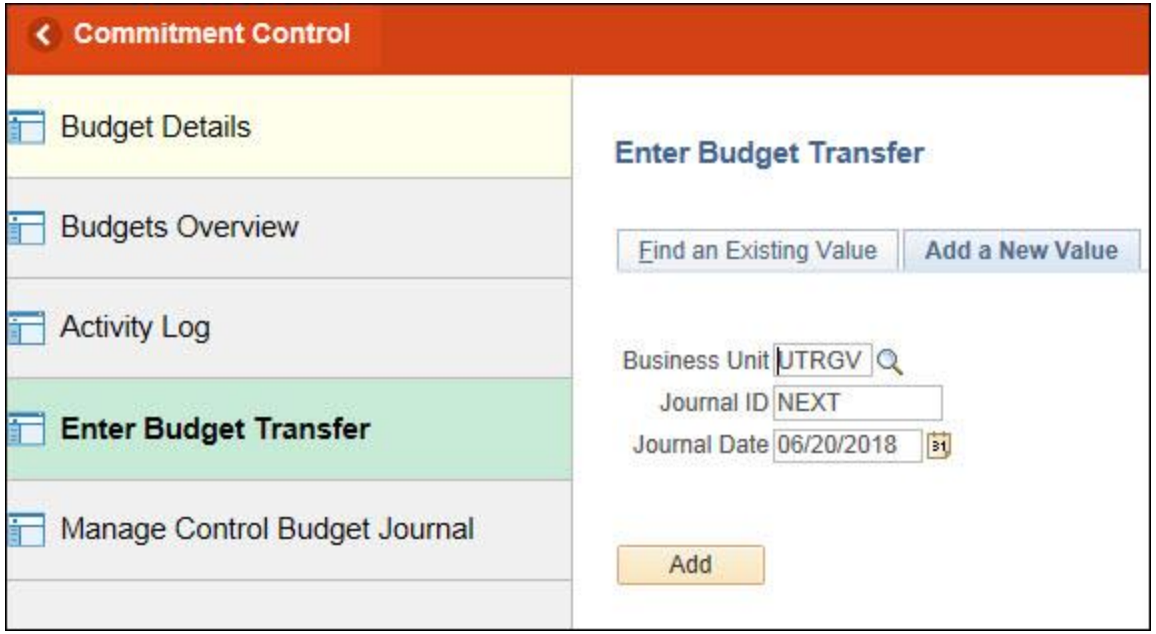
Lines — Personalize | Find | View All | First 1-2 of 2 Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Cost Center	Function
☐	1	Pending	OPE_CH_BUD	2018	31000107	B1100	3100	410305	31000107	100
☐	2	Pending	OPE_CH_BUD	2018	31000110	B1100	3100	410305	31000110	100

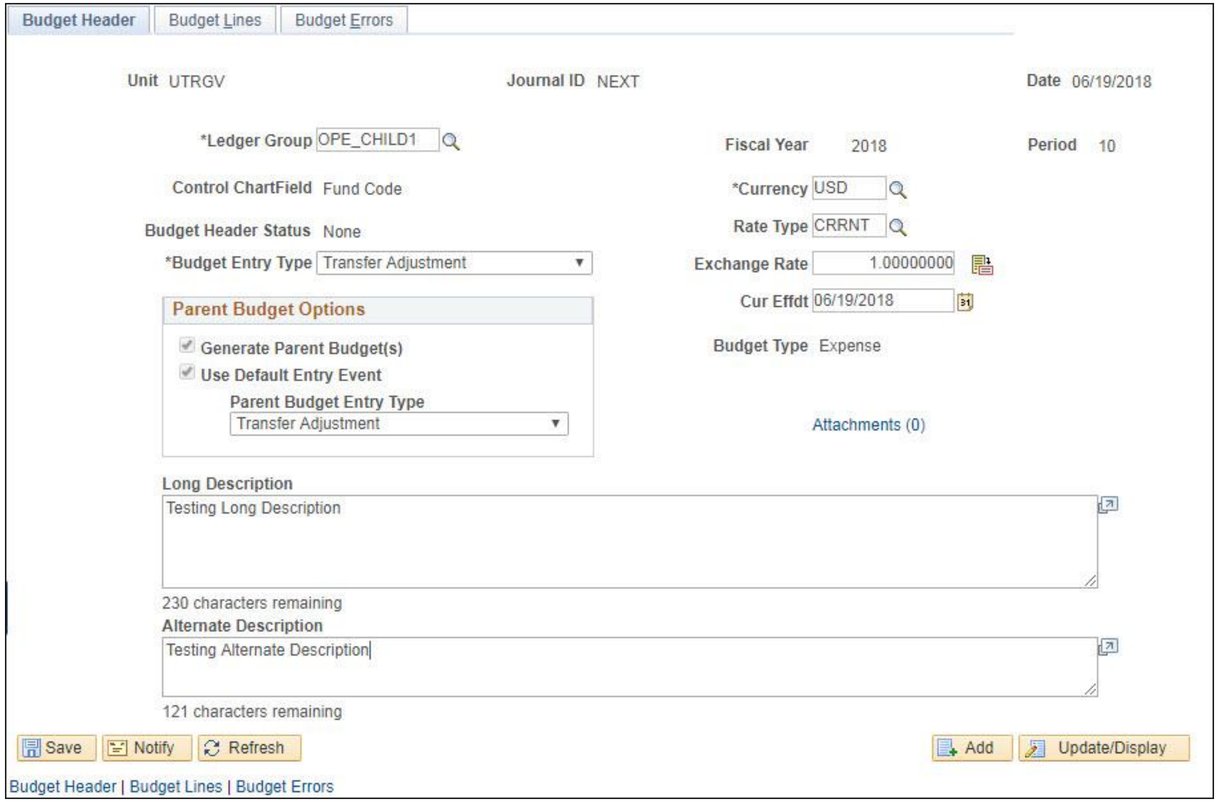
Navigate to Enter Budget Transfer

- 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.



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.

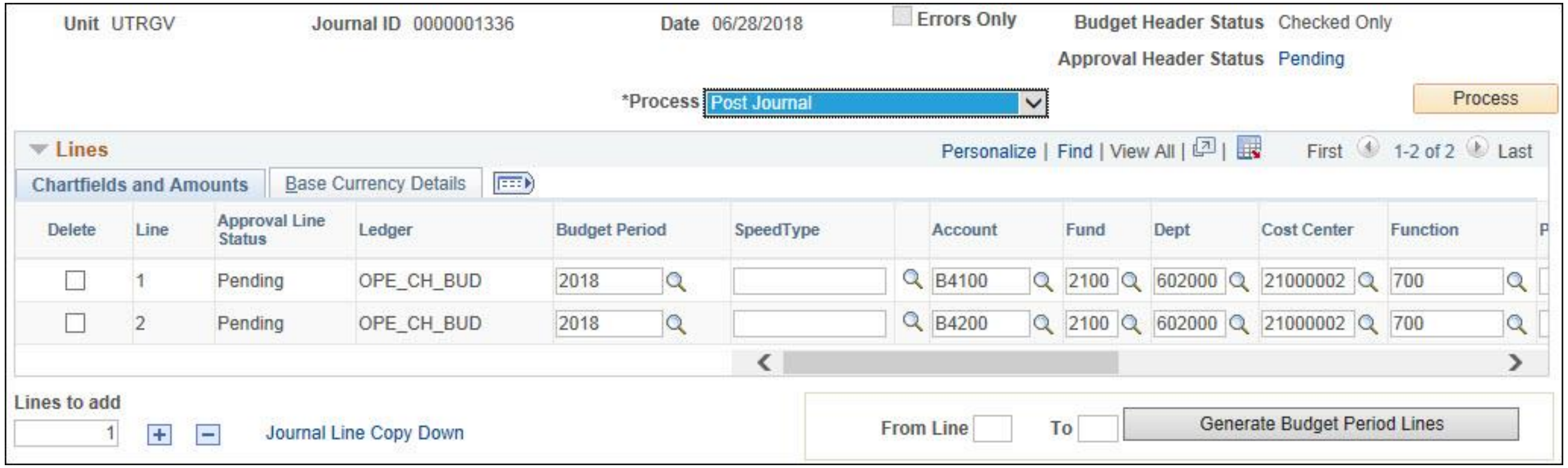


Budget Entry Types:

- 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 adjustment should be original.

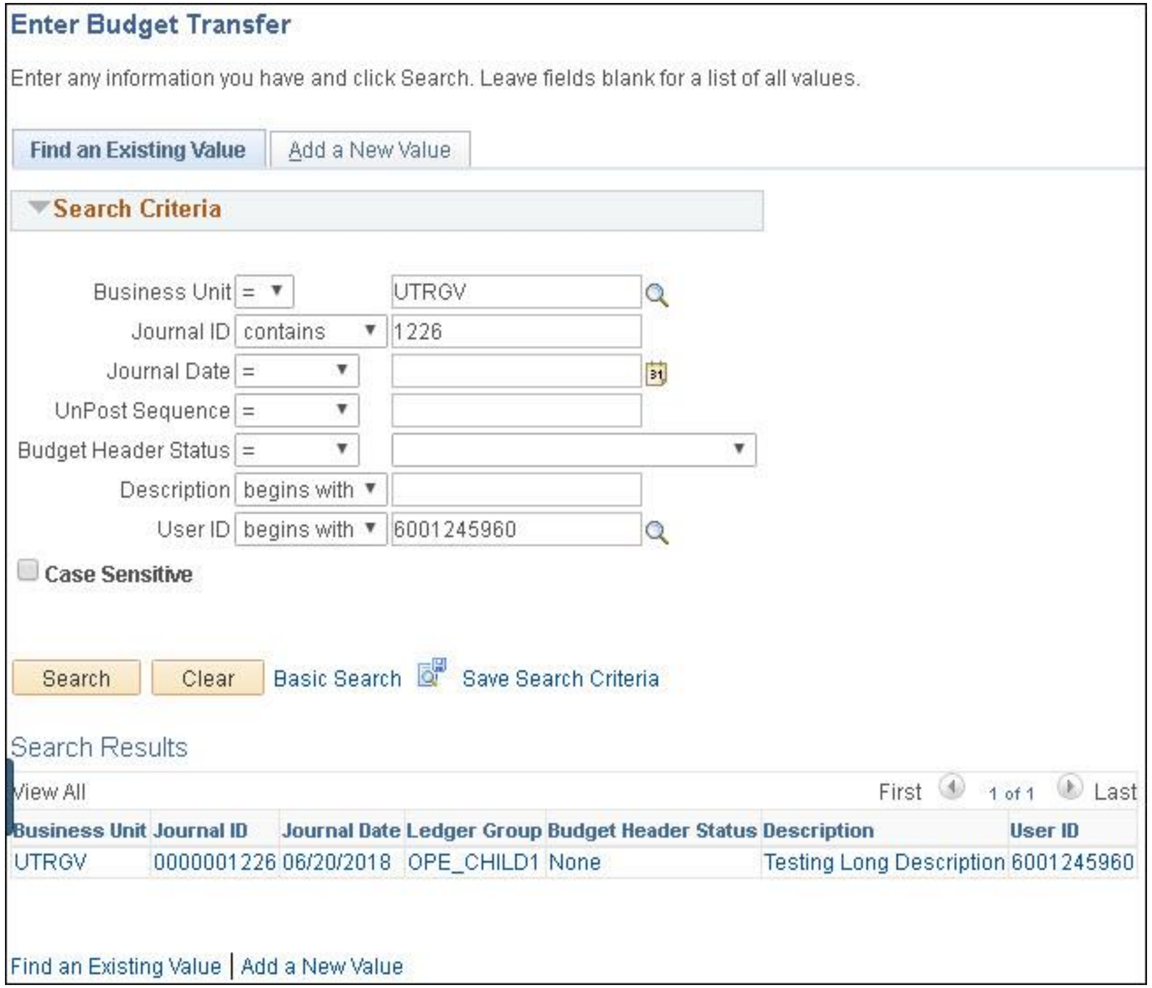
Enter Budget Transfer Lines information

- 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**.



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

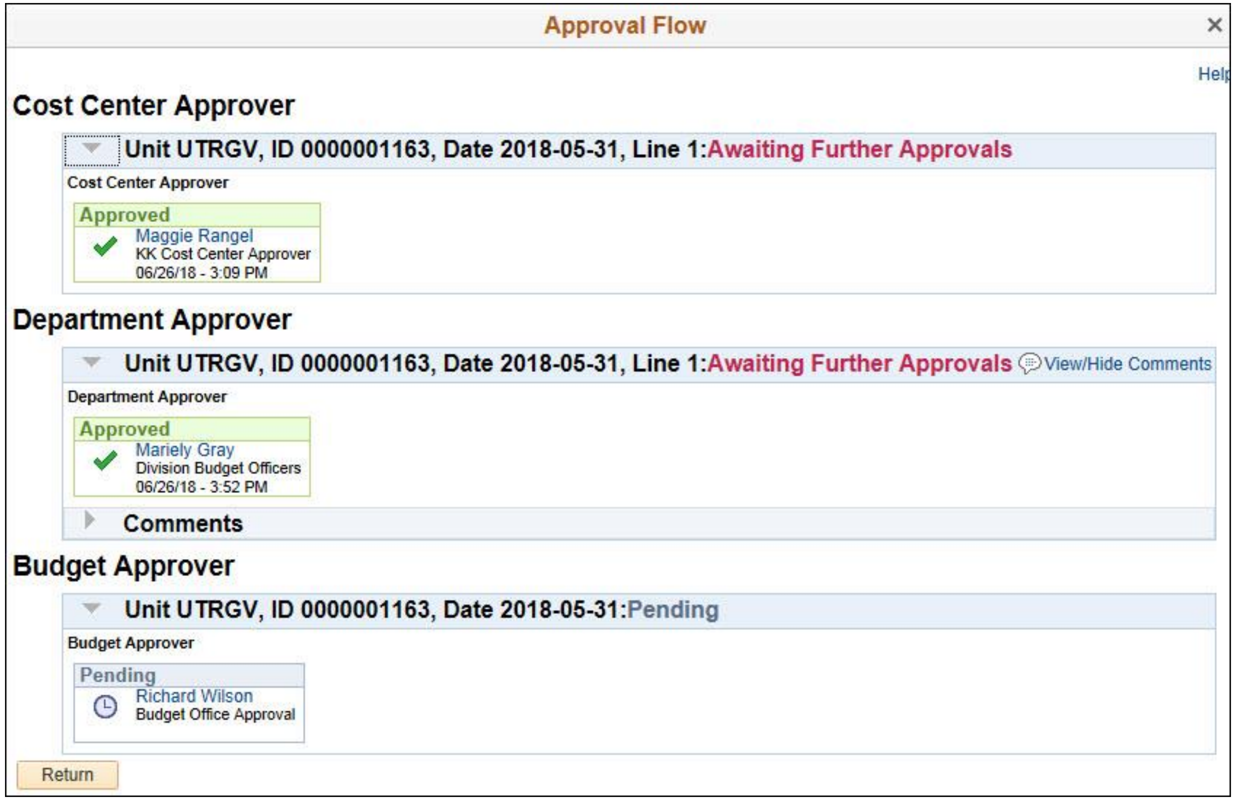


Approval Header Status

- 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.

Approval Workflow

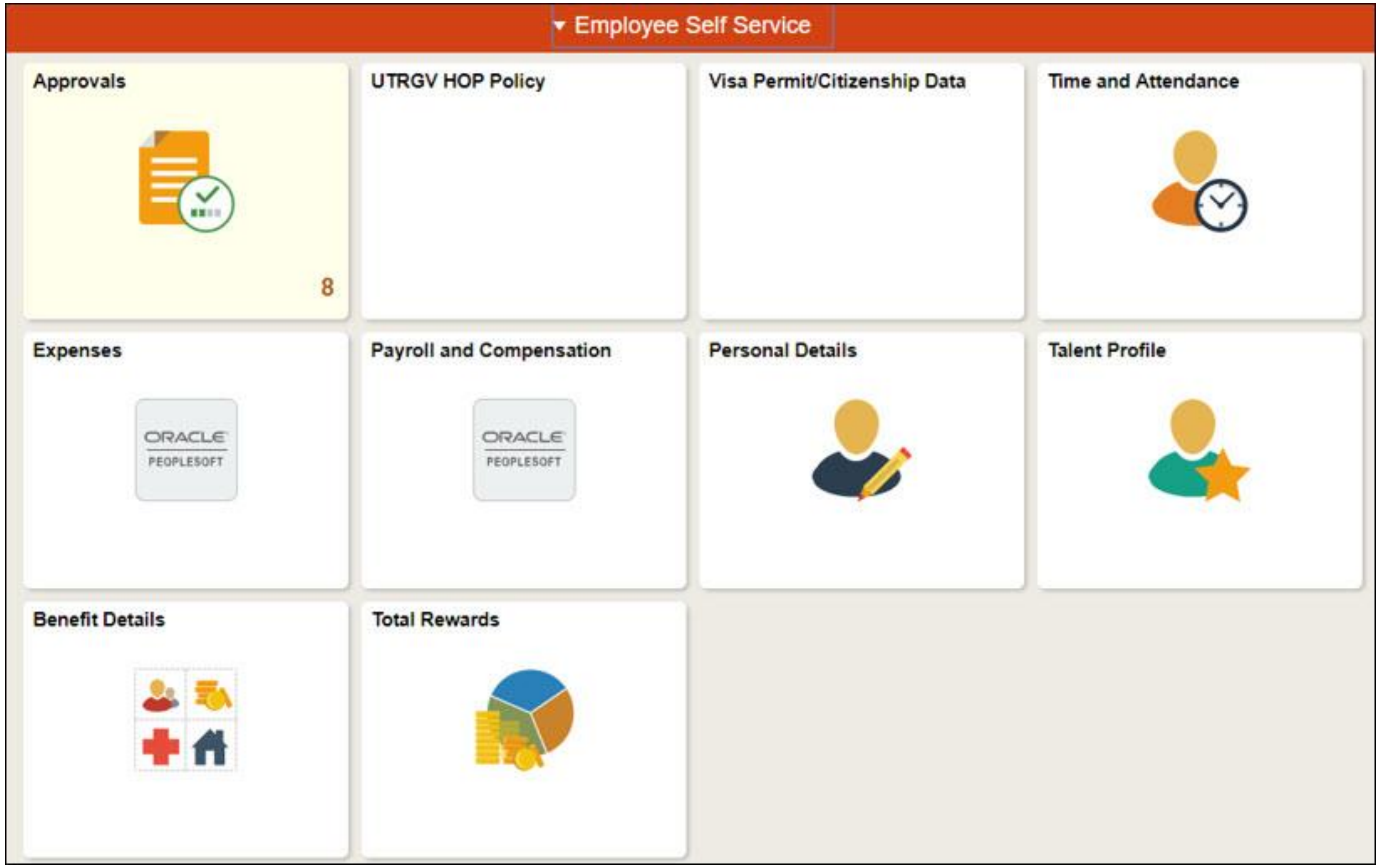
- Clicking on the **Pending** link allows you to see the approval workflow.



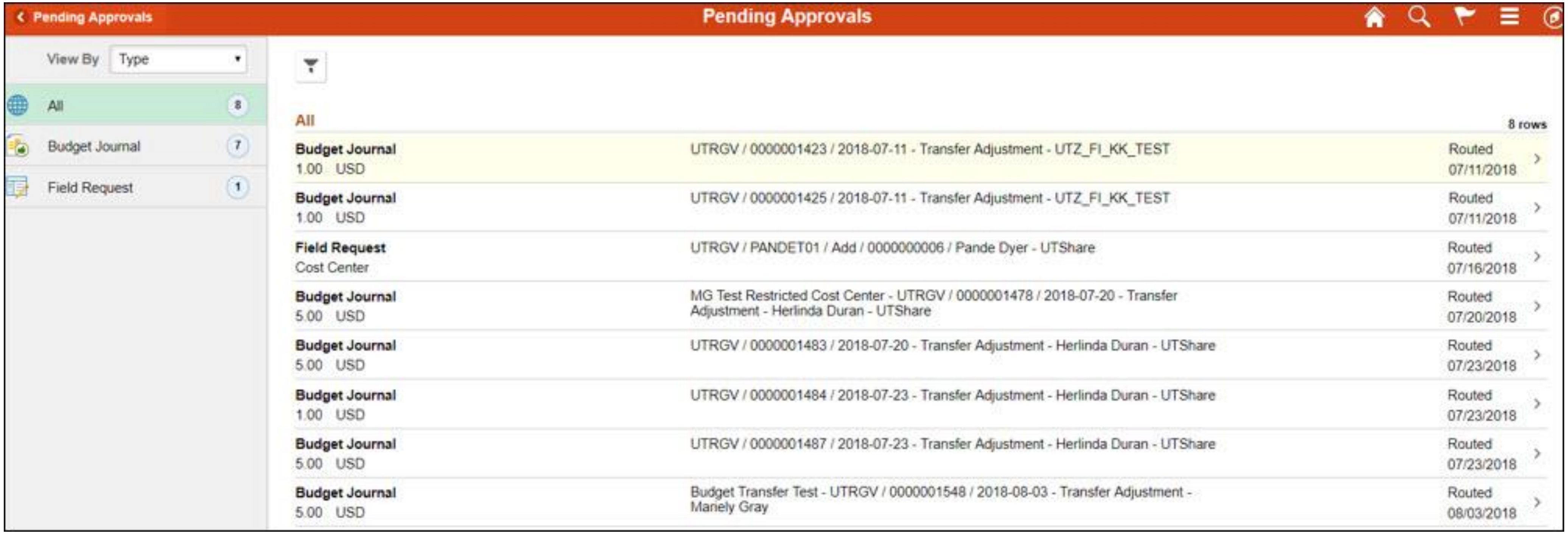
Approving Budget Transfers

Navigate to Approvals Tile

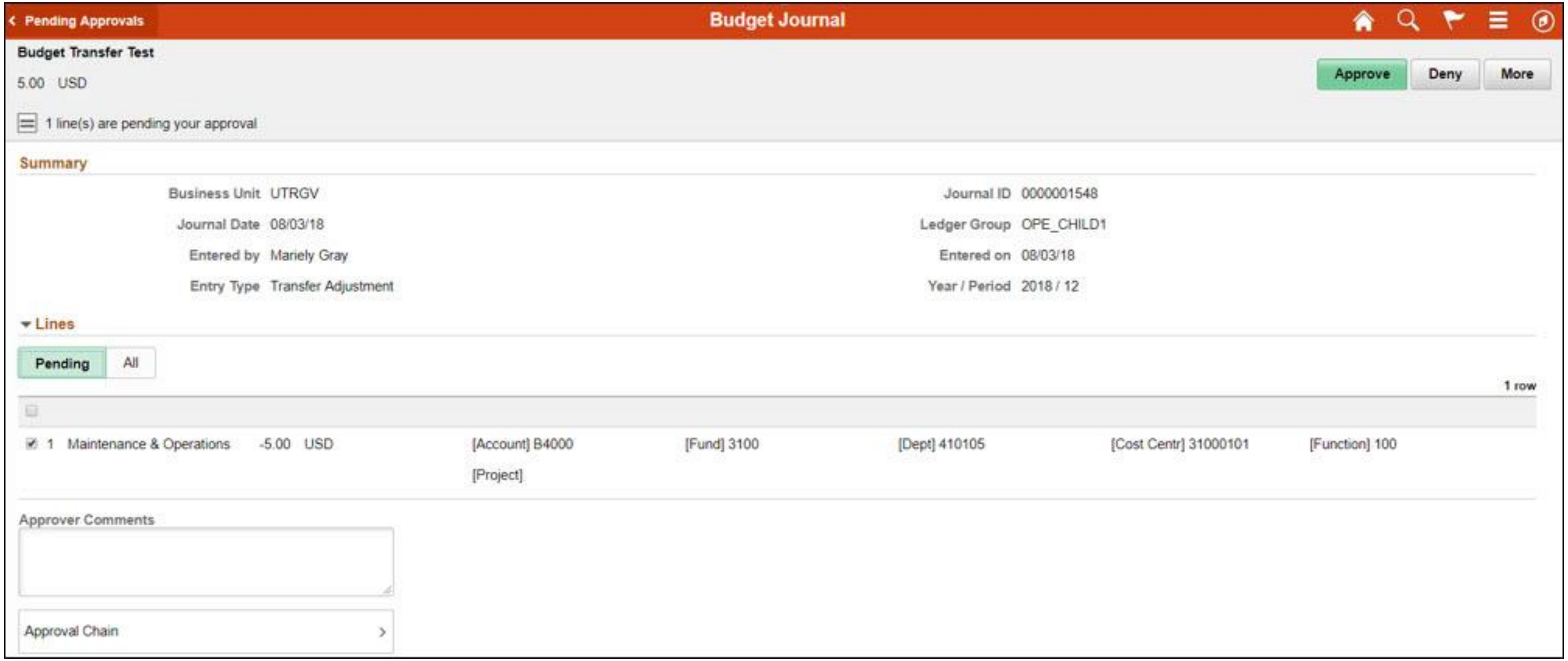
- View pending approvals by selecting the Approvals tile from Employee Self Service.



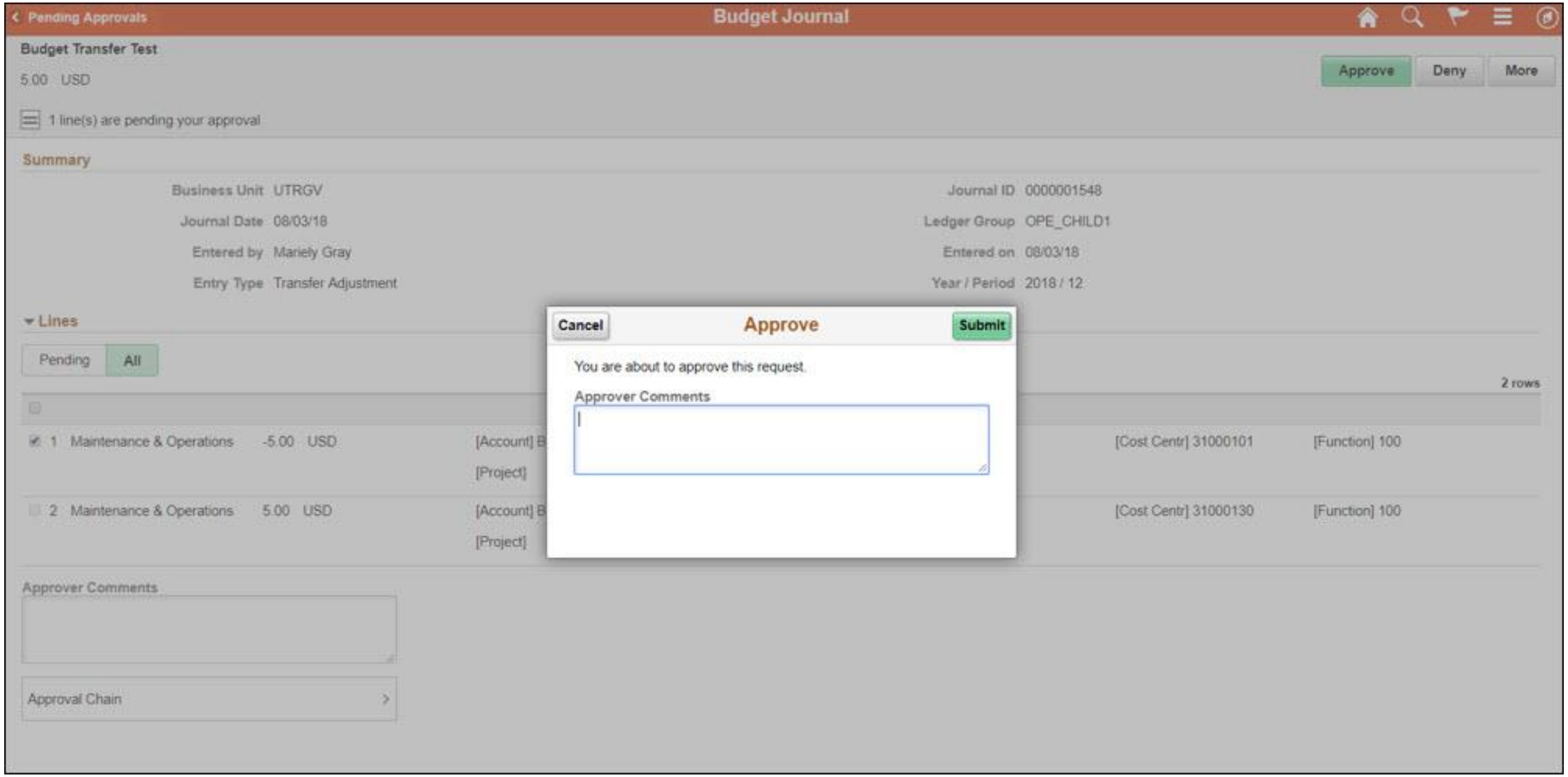
Review Pending Approvals



Review Transfer Pending Approval



Confirm Approval



Contact us at:

- budgetrevisions@utrgv.edu

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