

The University of Texas Rio Grande ValleyTM

Planning and Analysis

Enter Budget Transfers

Organizer(s):

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Updated:

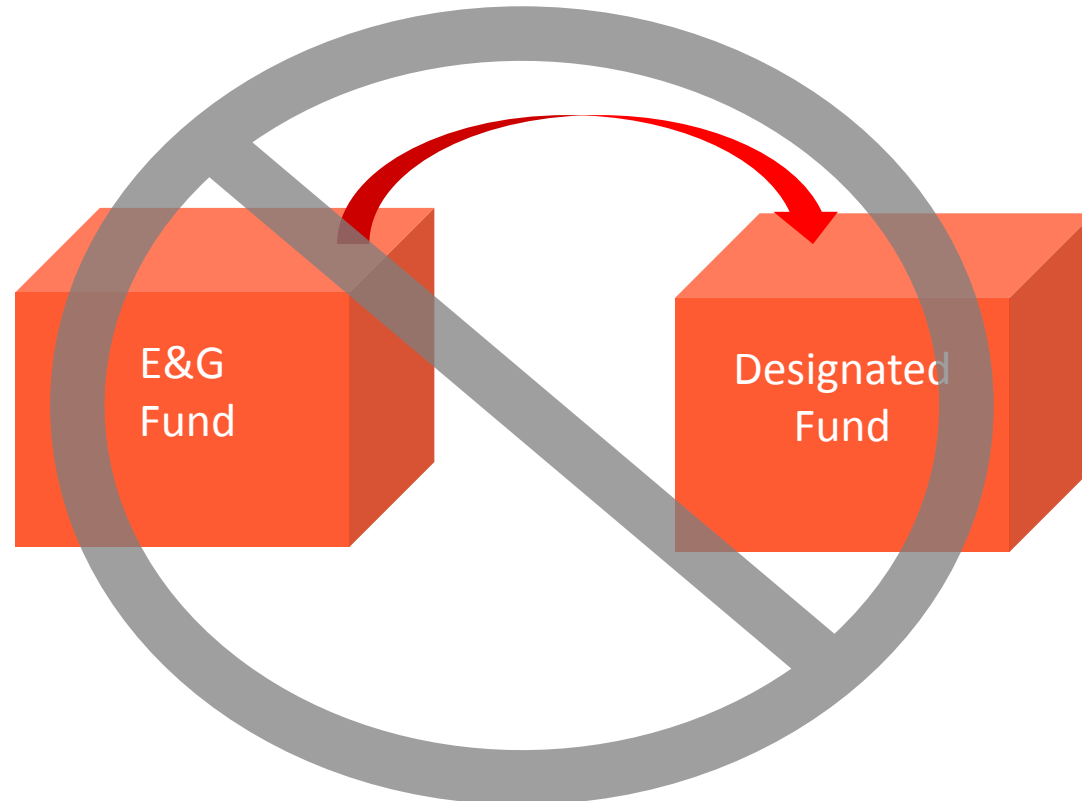
08/27/2018

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

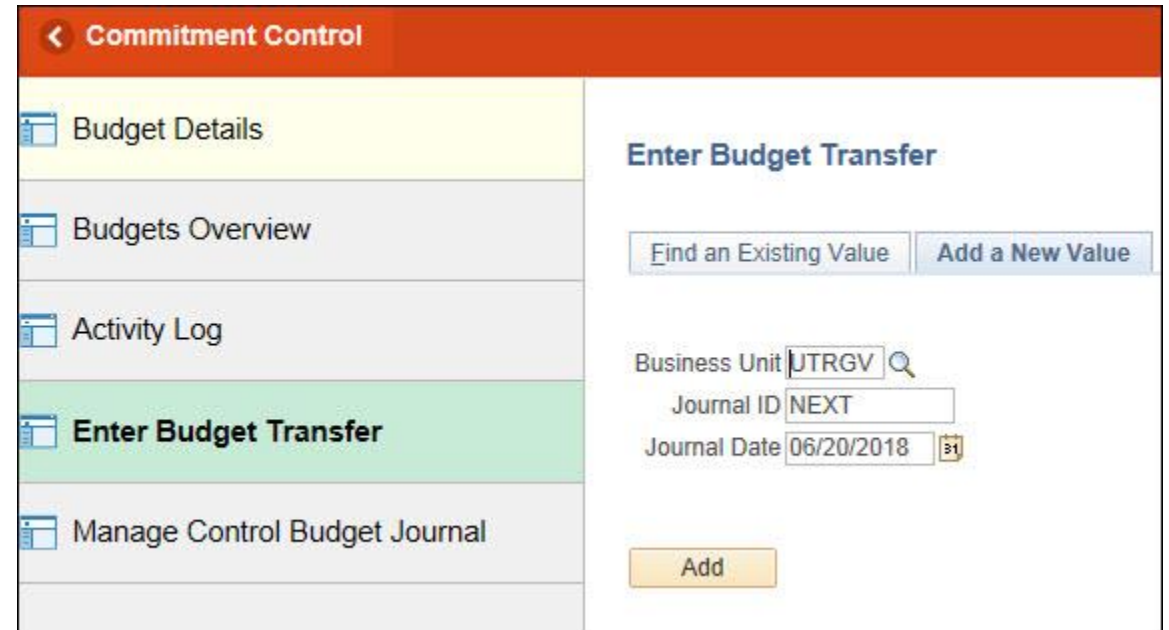
Chartfields and Amounts		Base Currency Details											
Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Cost Center	Function	P		
☐	1	Pending	OPE_CH_BUD	2018		B1100	3100	410305	31000107	100			
☐	2	Pending	OPE_CH_BUD	2018		B1000	3100	410305	31000107	100			

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	P		
☐	1	Pending	OPE_CH_BUD	2018		B1100	3100	410305	31000107	100			
☐	2	Pending	OPE_CH_BUD	2018		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 pane lists several options: 'Budget Details', 'Budgets Overview', 'Activity Log', 'Enter Budget Transfer' (highlighted in green), and 'Manage Control Budget Journal'. The main area on the right is titled 'Enter Budget Transfer' and contains two buttons at the top: 'Find an Existing Value' and 'Add a New Value'. Below these, there are input fields for 'Business Unit' (containing 'UTRGV'), 'Journal ID' (containing 'NEXT'), and 'Journal Date' (containing '06/20/2018'). An 'Add' button is located at the bottom of the form.

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.

The screenshot shows the 'Budget Header' form with the following fields and values:

- Unit:** UTRGV
- Journal ID:** NEXT
- Date:** 06/19/2018
- *Ledger Group:** OPE_CHILD1
- Fiscal Year:** 2018
- Period:** 10
- Control ChartField:** Fund Code
- *Currency:** USD
- Rate Type:** CRRNT
- Budget Header Status:** None
- *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)

At the bottom, there are buttons for **Save**, **Notify**, **Refresh**, **Add**, and **Update/Display**. The tabs at the top are **Budget Header**, **Budget Lines**, and **Budget Errors**.

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**.

Unit UTRGV Journal ID 0000001336 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

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		B4100	2100	602000	21000002	700	
☐	2	Pending	OPE_CH_BUD	2018		B4200	2100	602000	21000002	700	

Lines to add 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

=

▼

UTRGV

🔍

Journal ID

contains

▼

1226

Journal Date

=

▼

📅

UnPost Sequence

=

▼

Budget Header Status

=

▼

▼

Description

begins with

▼

User ID

begins with

▼

6001245960

🔍

☐ 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](#)

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.

Date	06/20/2018	☐ Errors Only	Budget Header Status	None
			Approval Header Status	Pending
*Process	Post Journal ▼			Process

Approval Workflow

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

Approval Flow

Help

Cost Center Approver

Unit UTRGV, ID 0000001163, Date 2018-05-31, Line 1: **Awaiting Further Approvals**

Cost Center Approver

Approved

 Maggie Rangel
KK Cost Center Approver
06/26/18 - 3:09 PM

Department Approver

Unit UTRGV, ID 0000001163, Date 2018-05-31, Line 1: **Awaiting Further Approvals** [View/Hide Comments](#)

Department Approver

Approved

 Mariely Gray
Division Budget Officers
06/26/18 - 3:52 PM

Comments

Budget Approver

Unit UTRGV, ID 0000001163, Date 2018-05-31: **Pending**

Budget Approver

Pending

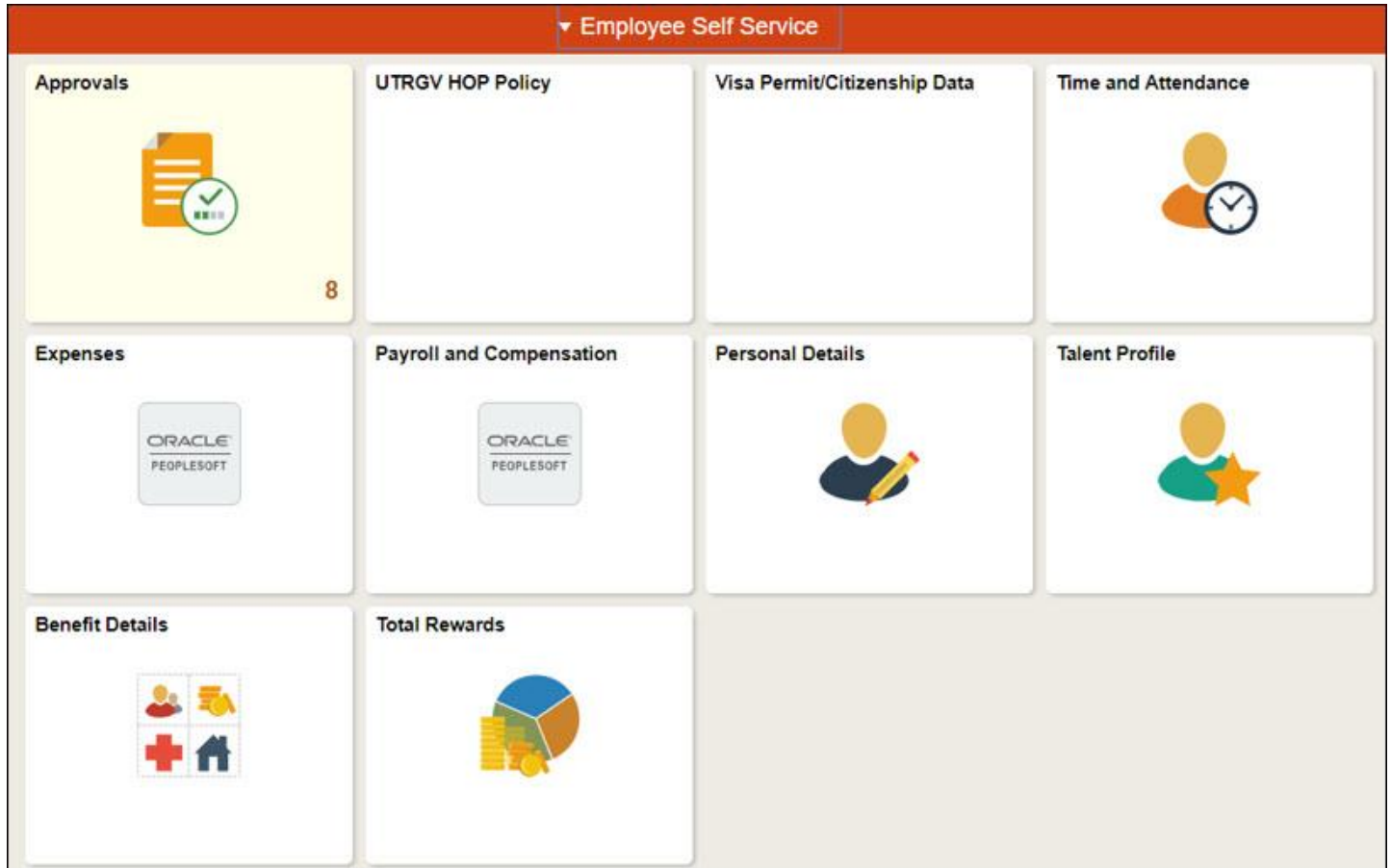
 Richard Wilson
Budget Office Approval

Return

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

< Pending ApprovalsBudget JournalHomeSearchFlagMenuRefresh

Budget Transfer Test

5.00 USD

ApproveDenyMore

1 line(s) are pending your approval

Summary

Business Unit UTRGVJournal ID 0000001548
Journal Date 08/03/18Ledger Group OPE_CHILD1
Entered by Mariely GrayEntered on 08/03/18
Entry Type Transfer AdjustmentYear / Period 2018 / 12

Lines

PendingAll

1 row

☒	1	Maintenance & Operations	-5.00 USD	[Account] B4000	[Fund] 3100	[Dept] 410105	[Cost Centr] 31000101	[Function] 100
				[Project]				

Approver Comments

Approval Chain >

Confirm Approval

The screenshot shows a web application interface for 'Budget Journal' with a 'Pending Approvals' header. The main content area displays a 'Budget Transfer Test' with a value of 5.00 USD. A message states '1 line(s) are pending your approval'. Below this is a 'Summary' section with details: Business Unit UTRGV, Journal Date 08/03/18, Entered by Mariely Gray, Entry Type Transfer Adjustment, Journal ID 0000001548, Ledger Group OPE_CHILD1, Entered on 08/03/18, and Year / Period 2018 / 12. A 'Lines' section shows two rows of data: Row 1 (checked) for Maintenance & Operations with a value of -5.00 USD, and Row 2 (unchecked) for Maintenance & Operations with a value of 5.00 USD. Both rows have associated account, project, cost center, and function codes. A confirmation dialog box is overlaid in the center, titled 'Approve', with 'Cancel' and 'Submit' buttons. The dialog contains the text 'You are about to approve this request.' and a text input field for 'Approver Comments'. At the bottom of the main interface, there are fields for 'Approver Comments' and an 'Approval Chain' link.

Budget Journal

Pending Approvals

Budget Transfer Test

5.00 USD

1 line(s) are pending your approval

Summary

Business Unit UTRGV
Journal Date 08/03/18
Entered by Mariely Gray
Entry Type Transfer Adjustment

Journal ID 0000001548
Ledger Group OPE_CHILD1
Entered on 08/03/18
Year / Period 2018 / 12

Lines

Pending All

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

Approver Comments

Approval Chain >

Approve

You are about to approve this request.

Approver Comments

Cancel Submit

Contact us at:

- budgetrevisions@utrgv.edu

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Rio Grande ValleyTM

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