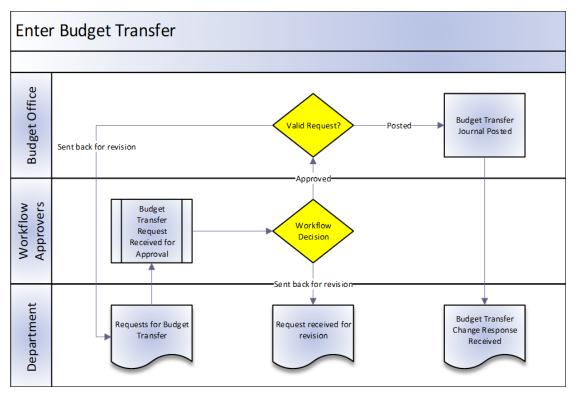


Budget Transfer Job Aid

The purpose of this job aid is to explain how to submit a budget transfer.

Business Process Flow



Create a Budget Transfer

The Budget Transfer form is used to create a new transfer or search for an existing transfer.

- Begin by navigating to the: NavBar >Menu > Financials > Commitment Control > Budget Journals > Enter Budget Transfer
- The Enter Budget Transfer page is displayed. Starting from the Add a New Value page, click the Add button to create a new Budget Transfer journal:
 - a. Business Unit: Leave the default (UTARL).
 - b. **Journal ID**: Leave the default value (NEXT). The next available ID is assigned after the form is saved.
 - c. **Journal Date**: Defaults with the current date. <u>Do not change</u>.

Enter Budget Trans	fer
Find an Existing Value	Add a New Value
Business Unit UTARL O	
Journal Date 04/08/2019	31
Add	



- 3. The **Budget Header** page is displayed. Most of the required fields will default with the correct information (Do not change the default values.).
- 4. Complete the required fields.
 - a. OPE_CHILD1 will default for Front Office users in the Ledger Group field.
 - b. Select Budget Transfer Entry Type Transfer Adjustment.
 - c. The Parent Budget Transfer Entry Type will default for Front Office users to "Transfer Adjustment".
 - d. Add needed attachments.
 - e. Provide a detailed explanation for the purpose of the transfer in the Long Description field. This field accommodates up to 254 characters including spaces.

Note: If additional remarks are necessary, you may use the Alternate Description field. It will accommodate up to 150 characters.

Budget Header	Budget Lines Budget Errors	
Uni	t UTARL Journal ID NEXT	Date 09/01/2021
	*Ledger Group OPE_CHILD1 Q Fiscal Year 2022	Period 1
	Control ChartField Fund Code *Currency USD	
E	Budget Header Status None Rate Type CRRNT	
	*Budget Entry Type Transfer Adjustment V Exchange Rate 1.00000000	
	Parent Budget Options Cur Effdt 09/01/2021	
	Generate Parent Budget(s) Budget Type Expense	
	Parent Budget Entry Type Transfer Adjustment ✓	
	Long Description Transfer money from salary budget (inactivating vacant position) to operations budget to cover unexpected expense	2
	141 characters remaining Alternate Description	
	150 characters remaining	
🖥 Save 🖃 No	tify 🕄 Refresh 📃 Add	🔰 Update/Display

5. Click the Save button.

Note: The Journal ID is now assigned.

6. The Budget Lines page is displayed. This page is used to record the details of the transfer, i.e. budget year, dollar amount, and chartfield values.

Note: When completing the Chartfields and Amounts section, it may be necessary to use the horizontal scroll bar to view all fields. The order of the fields may differ among users.



- 7. In the Budget Period field, enter the four-digit budget period.
- 8. Click in the SpeedType field and enter the 6-digit Cost Center that you will be moving money "FROM" or "TO" (The order does not matter.). Press Tab to auto-populate the chartfield values, e.g. Fund, Dept, Cost Center, etc.

Note: Cost Share SpeedTypes, i.e. CS200114, will not work on the transfer form with the OPE_CHILD1 Ledger. You must manually enter the correct values in the appropriate fields. Cost Share chartfield strings contain a Project ID + Cost Center

- 9. In the Account field, enter the "B" budget account that you will be moving money "FROM" or "TO".
- 10. In the Amount field, enter the amount of the transfer.

Note: The account where funds are being moved "FROM" (debit entry) should be indicated with a negative dollar amount, i.e. - \$3,000.00. The account where funds are being transferred "TO" (credit entry) should be indicated with a positive dollar amount, i.e. \$3,000.00. The total Debits and Credits must equal.

11. Click the Add Row button 🔳 to add a new line.

Budget <u>H</u> ead	der Bud	dget Lines Budg	jet <u>E</u> rrors										
Unit U	ITARL	Journa	II ID NEXT	Date	09/01/	2021					us None us Not Submiti	ied	
				*Process	Post J	ournal		✓ □ Su	bmit Fo	r Appro	val	Proce	SS
- Lines													
Delete	Line	Approval Line Status	Ledger	Budget Period		SpeedType		Account	Fund		Dept	Function	Project
	1	Not Submitted	OPE_CH_BUD	2022	Q	310062	Q	B1000	310	5 Q	510006	100	م 📃
Lines to add	÷	Journal Line	Copy Down			From	Line	То		Gene	erate Budget Pe	riod Lines	

Note: When a new line is inserted, the chartfield values from the line above will auto-populate to the new row. If you are transferring funds "FROM" or "TO" a different Cost Center, use the SpeedType field to auto-populate chartfield values; update the account and amount field accordingly. To delete a line, select the checkbox next to the line you want to remove and click the delete button \square .

12. Repeat steps 7-11 until all transfer lines are entered.

Note: Make sure all debit(s) and credit(s) are equal.

- 13. Click the Save button.
- 14. Select "Budget Pre-Check" from the drop-down menu on the Process field.
- 15. Click the "Process" button.
- 16. A message displays to remind that this will not post the budget but is only checking



Do you want to Budget Check	this transacti	on without po	sting the results? (18021,984)
	Yes	No	

- 17. Click "Yes" button
- 18. When Pre-check completes and if no issues are found, the Budget Header Status should display "Checked Only". Please reference the section on Budget Transfer Journal Error Exceptions if the Budget Header Status displays "Error" link.

Budget <u>H</u> ead	er Bud	dget Lines Budg	get <u>E</u> rrors							
Unit UT	ARL	Journal	ID 0000537188	Date 09/01/2	2021	Errors Only	Budget	Header Statu	S Checked Only	,
							Approval	Header Statu	s Not Submitted	1
				*Process Post Jo	ournal		∽ □ Submi	it For Approv	al	Process
Lines						Personali	ize Find Vie	w All 🛛 🔁 🛔	First 🕢	1-2 of 2 🕟 La
Chartfields	and Amo	unts Base Curre	ency Details							
Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	A	ccount	Fund	Dept	Function

Here is an example of the Error Header Status, notice that the rows with Errors will also be identified on the Budget Transfer Journal Page. For more information on the error, click the word "Error".

TARL		Journal ID 00005	60486	Date 09/01/202	21	Errors Only	_	-				tted		
			*Pr	ocess Post Jour	nal	~]						Proce	SS
						Personalize	Find	View All	2		First	1-2 of	2 🕑	Last
and Amo	unts <u>B</u> a	se Currency Details	s											
Line	Error	Approval Line Status	Ledger	Budget Perio	d	SpeedType		Account		Fund		Dept		Funct
1	х	Not Submitted	OPE_CH_BUD	2022	Q		Q	B4000	Q	3115	Q	511003	Q	600
2		Not Submitted	OPE_CH_BUD	2022	Q		Q	B4000	Q	3115	Q	512303	Q	600
	Line 1	Amounts Bailing Error	Amounts Base Currency Details Line Error Approval Line 1 X Not Submitted	Image: Provide the status Base Currency Details Image: Provide the status Line Error Approval Line Status Ledger 1 X Not Submitted OPE_CH_BUD	Image: Note of the state of	Image: Process Post Journal Image: Post Journal <	Image: Process Post Journal Personalize and Amounts Base Currency Details Image: Period SpeedType Line Error Approval Line Status Ledger Budget Period SpeedType 1 X Not Submitted OPE_CH_BUD 2022 Image: Period Image: Period	Approximation Approximation Image: Second conduction Personalize Find End and Amounts Base Currency Details Line Error Approval Line Status Ledger Budget Period Speed Type 1 X Not Submitted OPE_CH_BUD 2022 Q Q	Intel Approval Header *Process Post Journal *Process Post Journal *Process Post Journal and Amounts Base Currency Details Ine Error Approval Line Line Error Approval Line Line Error Approval Line Line Error Approval Line Line Count 1 X Not Submitted OPE_CH_BUD 2022 Q	Approval Header Statu **Process Post Journal ** Personalize * Personalize	Approval Header Status Not Submitted OPE_CH_BUD 2022 SpeedType Account Fund 1 X Not Submitted OPE_CH_BUD 2022 Image: Control of the cont	Approval Header Status Not Submit *Process Post Journal *Process Post Journal * Post Journal * Process Post Journal * Post Journal * Process Post Journal * Post Journal * Post Journal * Post Journal * Post Journal * Post Journal * Post Journal * Ine Error Approval Line Journal Led	Approval Header Status Not Submitted *Process Post Journal ************************************	Approval Header Status Not Submitted Process Post Journal Process Personalize Find View All Proce Find View All Find Find Proce Find Find Find Proce Find Find Find Find Find Find Find Find

When the Error is Resolved and the Budget Transfer Journal is Pre-Checked again, the Checked Only Budget Header Status will display which means no Errors or Exceptions exist and the Journal is ready to be submitted for approval.

- 19. Select "Submit Journal" from the drop-down menu on the Process field.
- 20. Click the "Process" button. The Approval Header Status on the Budget Transfer Journal will now display a Pending link.



Unit (JTARL	Journ	al ID 0000560486	Date	09/01/2021	Errors Only	Budge	t Header Sta	tus Checked	Only	
							Approva	l Header Sta	tus Pending		
				*Process	Post Journal	```	·				Process
Lines						Personaliz	e Find V	iew All 🛛 🔁	First	1-2	? of 2 🕟 La
hartfield	s and Am	ounts Base Cu	rrency Details								
hartfield	s and Am Line	Approval Line Status	rrency Details	Budget Period	SpeedType	Acc	ount	Fund	Dept	Func	ction
		Approval Line		Budget Period	SpeedType		ount	Fund 3106		Func	

21. The Journal will be submitted, and Approval Flow will start. Each level will have to approve the Journal in order for it to move to Approved Status.