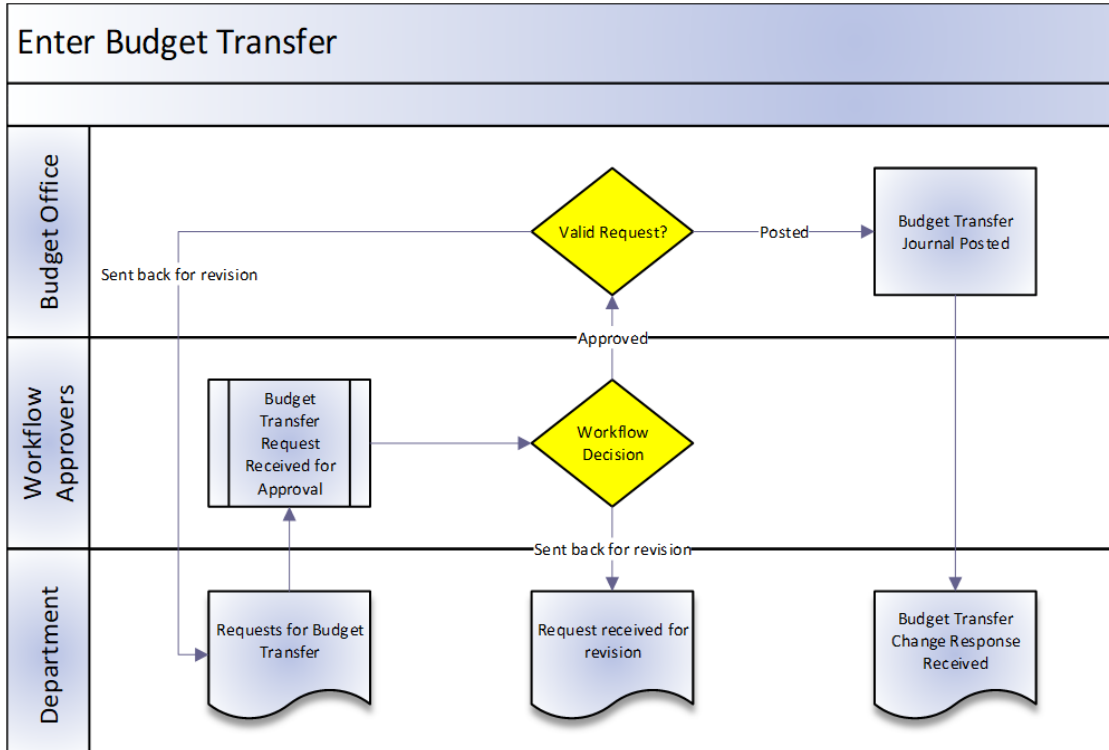# Budget Transfer Job Aid

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.

1. Begin by navigating to the: **NavBar >Menu > Financials > Commitment Control > Budget Journals > Enter Budget Transfer**

2. 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. Do not change.

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.*

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.*
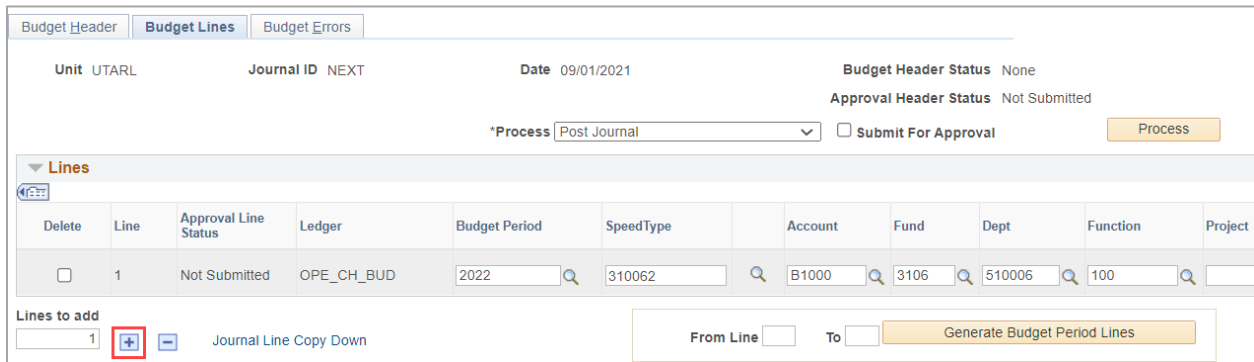
7. In the Budget Period field, enter the four-digit budget period.

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 Header	**Budget Lines**	Budget Errors								

Unit UTARL		Journal ID NEXT		Date 09/01/2021			Budget Header Status None			
							Approval Header Status Not Submitted			

*Process Post Journal ⌄   ☐ Submit For Approval   Process

▼ Lines

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	Project
☐	1	Not Submitted	OPE_CH_BUD	2022 🔍	310062 🔍	B1000 🔍	3106 🔍	510006 🔍	100 🔍	

Lines to add
1 ➕ ➖   Journal Line Copy Down   From Line ___ To ___   Generate Budget Period 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 ➖.

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 transaction without posting 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 Header | Budget Lines | Budget Errors |

Unit UTARL   Journal ID 0000537188   Date 09/01/2021   ☐ Errors Only   Budget Header Status Checked Only

Approval Header Status Not Submitted

*Process Post Journal ☐ Submit For Approval   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 | Function | F |

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".

| Budget Header | Budget Lines | Budget Errors |

Unit UTARL   Journal ID 0000560486   Date 09/01/2021   ☐ Errors Only   Budget Header Status Error

Approval Header Status Not Submitted

*Process Post Journal   Process

Lines   Personalize | Find | View All | 🖻 | 🖩   First ◀ 1-2 of 2 ▶ Last

| Chartfields and Amounts | Base Currency Details | 🖃 |

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Functio
☐	1	X	Not Submitted	OPE_CH_BUD	2022 🔍	🔍	B4000 🔍	3115 🔍	511003 🔍	600
☐	2		Not Submitted	OPE_CH_BUD	2022 🔍	🔍	B4000 🔍	3115 🔍	512303 🔍	600

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.

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.