

# Budget Transfer Journals Training Guide

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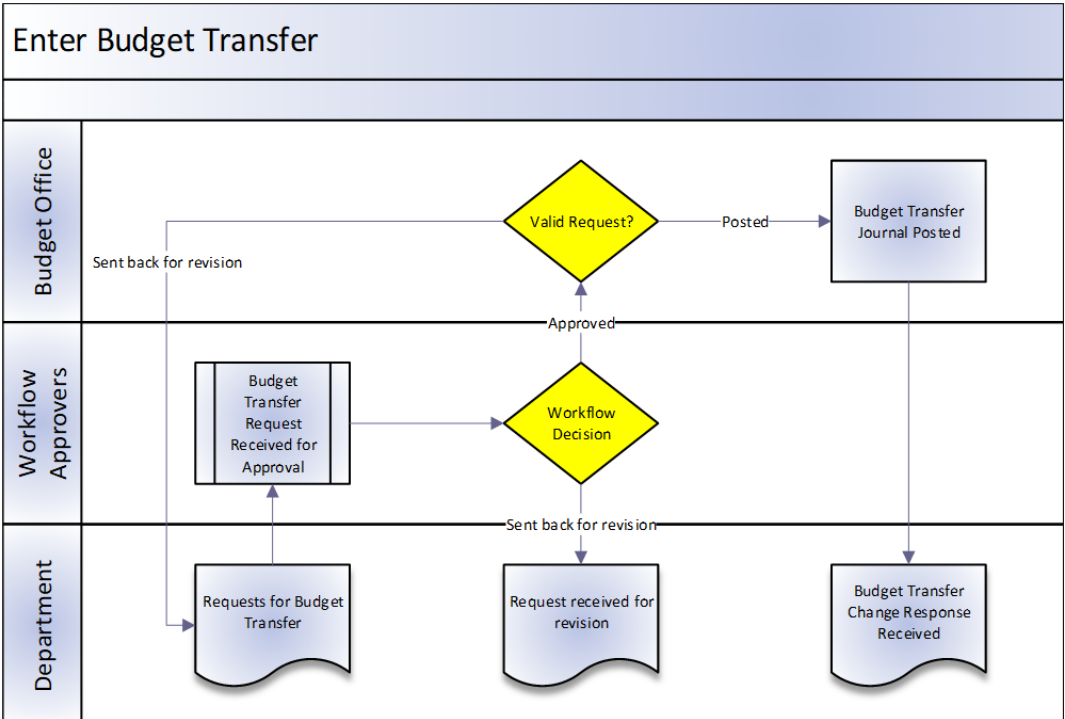
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## Overview

Electronically create a budget transfer journal, routes it through the approval process, and makes the journal available for the Budget Resource to post in PeopleSoft.

## Business Process Flow



## Roles and Responsibilities

### Campus Departments

Authorized department personnel initiate Budget Transfer Journal into workflow.

### Workflow Approvers

Workflow Approvers review Budget Transfer Journal requests and approve those which are correct and complete.

### Budget Office

Budget Office posts approved Budget Transfer Journal requests.

## Budget Transfer Journal Requirements

The Enter Budget Transfer component uses the same pages as the Enter Budget Journals component, and you process and post transfers just as you do regular budget entries, with the following exceptions:

- The Budget Header page in the Enter Budget Transfer component has different budget entry type options, namely, Transfer Original and Transfer Adjustment.
- Journal lines must balance.
- The Enter Budget Transfer component is subject to the Budget Transfer security event.
- You can transfer amounts only between budgets within a single Commitment Control ledger group and business unit combination.
- You can transfer amounts only between the same Fund Code for most Fund Codes.
- If the control option for a budget is *control*, then a transfer cannot reduce the budget amount below previously committed amounts. But if the control option is *track with budget*, then a budget transfer that reduces the budget amount below total commitment amounts can pass budget checking.

## Business Process Steps to Submit Journal for Approval

### Step 1 – Navigate to Enter Budget Transfer Page

There are two ways to access this page:

**Commitment Control Home Page > Budgeting and Planning Tile > Enter Budget Transfer**

Or

**Nav Bar > Menu > Financials > Commitment Control > Budget Journals > Enter Budget Transfer**

Field Name	Field Description/Purpose
Business Unit	Enter the Business Unit. Depending upon personal settings this may be auto populated with the user's business unit.
Journal ID	Leave as NEXT. System will assign the next journal ID
Journal Date	Defaults to current date. Generally, leave this at the auto-populated default date. The date can be changed if necessary.

### Create or find an existing Budget Journal

- 1) **For reviewing or updating existing Budget Transfer Journals**, click on the 'Find an Existing Value' tab to search using the Search Criteria fields.
- 2) Select the appropriate Budget Transfer Journal from the provided list.

- 3) If a new Budget Transfer Journal is being created, select the “Add New Value” tab or link and enter the following information:
  - a. Business Unit - UTARL
  - b. Journal ID – NEXT defaulted value typically left so that the next available Journal ID will be used for the Budget Transfer Journal
  - c. Journal Date
- 4) Click the “Add” button.

**Enter Budget Transfer**

Business Unit

Journal ID

Journal Date

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

**Step 2 – Enter Budget Transfer Journal Header Information**

**Budget Header** | Budget Lines | Budget Errors

Unit UTARL      Journal ID NEXT      Date 09/01/2021

\*Ledger Group

Fiscal Year 2022      Period 1

Control ChartField Fund Code      \*Currency

Rate Type

Budget Header Status None      Exchange Rate

\*Budget Entry Type

Cur Effdt

**Parent Budget Options**

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Budget Type Expense

**Long Description**

141 characters remaining

**Alternate Description**

150 characters remaining

**Page Fields**

Field Name	Field Description/Purpose
Ledger Group	“OPE_CHILD1” will default for Front Office users. Currency related information will populate.

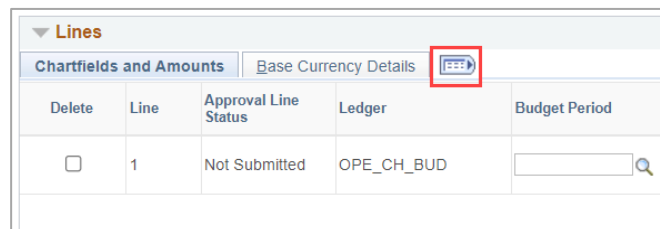
Field Name	Field Description/Purpose
Budget Entry Type	“Transfer Adjustment” should be selected by Front Office users.
Parent Budget Entry Type	“Transfer Adjustment” will default for Front Office users.
Attachments	Click the Attachment hyperlink to attach a document/spreadsheet to the journal. The number will change to reflect the number of attachments.
Long Description	Enter a description for the journal.
Alternate Description	Additional 150-character descriptor field if necessary.

### Enter Budget Transfer Journal Header information

- 1) Confirm Ledger Group displays **OPE\_CHILD1**. If it does not default, please type it or select it using the Search icon.
  - a. **Note:** *Effective Fiscal Year 2022, ledger group OPE\_CHILD1 will be used by Front Office users for budget transfers. Front Office users may not submit transfers at OPE.*
- 2) Confirm Budget Transfer Entry Type is **Transfer Adjustment**. If it does not default, please select from drop-down options.
- 3) Add needed attachments.
- 4) Enter a Long Description for the Journal.
- 5) Enter an Alternate Description if needed.
- 6) Click the Budget Lines tab to enter line information.

### Step 3 – Enter Budget Transfer Lines information

The Budget Lines tab will display. This tab is used to enter the Budget Transfer Journal line information. To begin, click the “Show all Columns” icon.



Once all columns display, enter the ChartField information for the line you will be transferring the budget from.

Click the plus (+) sign to add the ChartField information for the line you will be transferring the budget to. Once the new line displays, update the line to the ChartField information that will be receiving the budget transfer amount.

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     

▼ Lines

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	Project
<input type="checkbox"/>	1	Not Submitted	OPE_CH_BUD	2022	310062	B1000	3106	510006	100	

Lines to add:    Journal Line Copy Down

From Line  To

**Page Fields**

Field Name	Field Description/Purpose
Unit	Business Unit requesting Budget Journal (UTARL)
Journal ID	NEXT (next available ID will be auto-populated once Journal is saved)
Date	Date entered when Budget Journal created
Budget Header Status	Displays current Budget Status
Approval Header Status	Displays current Approval status
Process	<p><i>Budget Pre-Check:</i> Performs the usual budget checking and edits when a budget or transaction is posted, but it does so without committing changes to the Ledger_KK record.</p> <p><i>Copy Journal:</i> Copies the original journal values.</p> <p><i>Delete Journal:</i> Deletes the current journal. You cannot delete a posted or unposted journal.</p> <p><i>Edit ChartFields:</i> Edits to determine if the budget journal passes ChartField validation and combination editing rules prior to posting.</p> <p><i>Post Journal:</i> Initiates the Commitment Control Posting process (FS_BP). The process edits the journal and, if the journal is valid, posts it.</p> <p><i>Refresh Journal:</i> Refreshes the data on the page with the data from the database. You lose unsaved changes if you do a refresh.</p> <p><i>Submit Journal:</i> Submits the journal for workflow approvals.</p>
Submit for Approval	Budget Journal Transfer to be submitted for approval.



Field Name	Field Description/Purpose
Delete	Check box used to delete a line, then click the minus (-) under Lines to Add section.
Budget Period	Enter the Budget Period (example: 2018)
Speedtype	Enter Speedtype (optional and can be used for Expense Budgets but not for Revenue Budgets).
Account	Enter Budgetary Account (ex. B1100, B4200, etc.)
Fund	Enter Fund if needed
Dept	Enter Department if needed
Function	Enter Function if needed
Project	Enter Project if needed
Cost Center	Enter Cost Center if needed
Amount	Enter Amount (+ amount increases Budget, - amount decreases Budget)
Ref	Free Form area to enter additional detail if needed
Journal Class	Field not currently used for Budget Journals, typically a list of predetermined options to select from
Cumulative Begin and End Date fields	Cumulative Calendars not used
Generate Budget Period Lines	Option not used since Cumulative Calendars not used
Lines to Add	Enter number of lines you wish to add and then click the plus (+) button. To delete lines, click on the line you wish to delete from the Delete column and then click the minus (-) button.
Totals section	Keeps a running total of number of Lines, total Debits and total Credits.

### Enter Budget Journal Lines information

- 1) Enter Budget Period. (Current fiscal year)
- 2) Enter Speedtype, then click Tab on keyboard. If desired, ChartField values can be entered manually using the specific fields.

- 3) Enter Budget Account (B1000, B1100, B4000, B4100, etc.).
- 4) Enter Amount.
- 5) Review/update Budget Line Description as needed.
- 6) Add any additional Lines needed (these will inherit ChartFields values from the line above, validate and change as needed using Speedtype of ChartField fields or specify on the specific ChartField options available. Remember that to post, Budget Transfer Journal must balance. For additional details please refer to "[Budget Journal Transfer Requirements](#)" section).
- 7) Save using the Save button.

The Journal ID will display, and the Budget Transfer Journal will be ready to be Pre-Checked and Submitted. The Budget Header Status should display "None". If Security Error displays, this error will have to be fixed first before being able to take any other action on the Journal. Please review the Budget Transfer Workflow Security Rules posted on the [Financial Budgeting](#) page on the Business Affairs website.

The screenshot shows the 'Budget Lines' tab of a Budget Transfer Journal. The 'Journal ID' is 0000537188. The 'Date' is 09/01/2021. The 'Budget Header Status' is 'None'. The 'Approval Header Status' is 'Not Submitted'. The 'Process' dropdown is set to 'Post Journal'. The 'Submit For Approval' checkbox is unchecked. The 'Process' button is visible.

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function
<input type="checkbox"/>	1	Not Submitted	OPE_CH_BUD	2022		B1000	3106	510006	100
<input type="checkbox"/>	2	Not Submitted	OPE_CH_BUD	2022		B4000	3106	510006	100

Below the table, there is a 'Lines to add' section with a 'Journal Line Copy Down' button and a 'Generate Budget Period Lines' button. The 'Totals' section shows: Total Lines 2, Total Debits 50.00, and Total Credits 50.00. At the bottom, there are buttons for Save, Return to Search, Notify, Refresh, Add, and Update/Display.

## Step 4 – Pre-Check Budget Transfer Journal

When the Budget Transfer Journal has been saved successfully, it needs to be Pre-Checked. Pre-Checking a Budget Transfer Journal identifies if there are missing ChartField values or common Budget Errors.

Unit: UTARL | Journal ID: 0000537188 | Date: 09/01/2021 | Errors Only:  | Budget Header Status: None | Approval Header Status: Not Submitted

\*Process: Budget Pre-Check (1) | Submit For Approval:  | Process (2)

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

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function
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### Pre-check Budget Transfer Journal

- 1) Select “Budget Pre-Check” from the drop-down menu on the Process field.
- 2) Click the “Process” button.
- 3) A message displays to remind that this will not post the budget but is only checking
- 4) Click “Yes” button

Do you want to Budget Check this transaction without posting the results? (18021,984)

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 “Security Error” or “Error” link.

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. Please reference the Budget Transfer Journal Error Exceptions section for additional details on Errors.

Unit: UTARL | Journal ID: 0000537188 | Date: 09/01/2021 | Errors Only:  | Budget Header Status: Security Error | Approval Header Status: Not Submitted

\*Process: Post Journal | Submit For Approval:  | Process

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

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function
<input type="checkbox"/>	1	X	Not Submitted	OPE_CH_BUD	2022		A1000	3106	510006	100
<input type="checkbox"/>	2	X	Not Submitted	OPE_CH_BUD	2022		A4000	3106	510006	100

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.

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 | [Print] [Refresh]      First 1-2 of 2 Last

Chartfields and Amounts      Base Currency Details [Details]

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	F
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### Step 5 – Submit Budget Transfer Journal

When the Budget Transfer Journal has been Pre-Checked successfully, it is ready to be submitted for Workflow Approval.

Budget Header | Budget Lines | Budget Errors

Unit UTARL      Journal ID 0000537188      Date 08/06/2021      **Budget Header Status** Checked Only

Approval Header Status Not Submitted

\*Process **1** Submit Journal       Submit For Approval      **2** Process

▼ Lines      Personalize | Find | View All | [Print] [Refresh]      First 1 of 1 Last

Chartfields and Amounts      Base Currency Details [Details]

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	F
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### Submit Budget Transfer Journal for Workflow Approval

- 1) Select “Submit Journal” from the drop-down menu on the Process field.
- 2) Click the “Process” button.

The Approval Header Status on the Budget Transfer Journal will now display a Pending 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** Pending

\*Process Post Journal      Process

▼ Lines      Personalize | Find | View All | [Print] [Refresh]      First 1-2 of 2 Last

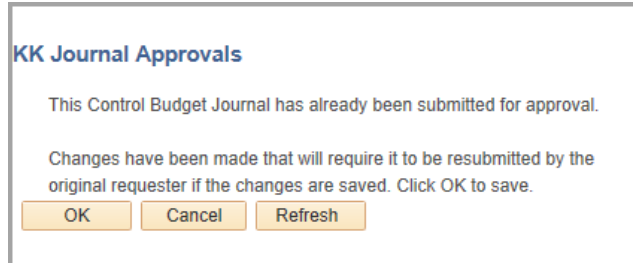
Chartfields and Amounts      Base Currency Details [Details]

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	Pr
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## Modifying a Submitted Budget Transfer Journal

### Step 1 – Modifying a Submitted Budget Transfer Journal

If a modification is made to a Budget Transfer Journal which has been submitted, a message will display upon attempting to Save stating that the journal will need to be resubmitted by the original requester.



Click OK on KK Journal Approvals Warning

- 1) To save modifications made to a submitted Budget Transfer Journal, click Save button.
- 2) Click the “OK” button on the KK Journal Approvals message.

The Approval Header Status on the Budget Transfer Journal will now display a Canceled link. Each line in the Journal will also display as Canceled.

Budget Header Budget Lines Budget Errors

Unit UTARL Journal ID 0000537188 Date 09/01/2021  Errors Only Budget Header Status None

Approval Header Status **Canceled**

\*Process Post Journal  Submit For Approval Process

Lines Personalize Find View All 1-2 of 2 Last

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	Pr
<input type="checkbox"/>	1	Canceled	OPE_CH_BUD	2022		B1000	3106	510006	100	
<input type="checkbox"/>	2	Canceled	OPE_CH_BUD	2022		B4200	3106	510006	100	

Review Canceled Approval information

- 1) Click the Canceled link next to the Approval Header Status field.
- 2) This will open a new window and display the Pending Workflow Approval Flow.

The Approval Flow page will display. This page provides current status of Approval and which step is Terminated. In the example below, this Budget Transfer has been approved for the Department and for Accounting, but it is Terminated before Budget Office Approval. The Budget Office Approver will receive Workflow Notification that this Journal is now Terminated.

Approval Flow

**Department Approver**

▼ Unit UTARL, ID 0000537188, Date 2021-09-01, Line 1: **Terminated**

Department Approver

**Terminated**

Multiple Approvers  
 KK-Department Approver  
 08/06/21 - 1:02 PM

**Department Budget Office**

▼ Unit UTARL, ID 0000537188, Date 2021-09-01: **Terminated** View/Hide Comments

Department Budget Office

**Terminated**

Multiple Approvers  
 Department Budget Office 1

▶ **Comments**

Return

**Step 2 – Re-Submit Budget Transfer Journal**

If a modification has been made and the Journal is modified, follow all steps previously outlined to Save and Pre-Check this journal. Once these steps are completed, the Budget Transfer Journal may be re-submitted.

**Submit Budget Transfer Journal for Workflow Approval**

- 1) Select “Submit Journal” from the drop-down menu on the Process field.
- 2) Click the “Process” button.

Budget Header | Budget Lines | Budget Errors

Unit UTARL      Journal ID 0000537188      Date 09/01/2021       Errors Only      Budget Header Status Checked Only      **2**

Approval Header Status Canceled

\*Process **1** Submit Journal       Submit For Approval      Process

▼ Lines      Personalize | Find | View All | [Print] [Refresh]      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	Pr
<input type="checkbox"/>	1	Canceled	OPE_CH_BUD	2022		B1000	3106	510006	100	
<input type="checkbox"/>	2	Canceled	OPE_CH_BUD	2022		B4200	3106	510006	100	

The Journal will be submitted, will display once again as Pending, and Approval Flow will restart. Each level will have to re-approve the Journal for it to be Approved. To view the Approval Flow, click on in the Approval Header Status:

**Approval Flow**

**Department Approver**

Unit UTARL, ID 0000445054, Date 2020-01-16, Line 1: Pending View/Hide Comments

Department Approver

Pending

Multiple Approvers  
KK-Department Approver

Comment History

**Department Budget Office**

Unit UTARL, ID 0000445054, Date 2020-01-16: Awaiting Further Approvals View/Hide Comments

Department Budget Office

Not Routed

Multiple Approvers  
Department Budget Office 2

Comments

Comment History

Return

## Review Budget Transfer Journal Approval Status

### Step 1 – Pending Approval

Budget Transfer Journal Approval Header Status will display a Pending link when submitted for approval and until it is fully approved or denied.

### Review Pending Approval information

- 1) Click the Pending link next to the Approval Header Status field.
- 2) This will open a new window and display the Pending Workflow Approval Flow.

The Approval Flow page will display. This page provides current status of Approval and which step is Pending. In the example below, this Budget Transfer is pending approval for the Department and Budget Office Approver.

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 **Pending**

\*Process Post Journal Process

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	Pr
<input type="checkbox"/>	1	Pending	OPE_CH_BUD	2022		B1000	3106	510006	100	
<input type="checkbox"/>	2	Pending	OPE_CH_BUD	2022		B4200	3106	510006	100	

Approval Flow

**Department Approver**

Unit UTARL, ID 0000537188, Date 2021-09-01, Line 1: Pending [View/Hide Comments](#)

Department Approver

**Pending**

Multiple Approvers  
KK-Department Approver

**Comment History**

**Department Budget Office**

Unit UTARL, ID 0000537188, Date 2021-09-01: Awaiting Further Approvals [View/Hide Comments](#)

Department Budget Office

**Not Routed**

Multiple Approvers  
Department Budget Office 1

**Comments**

**Comment History**

[Return](#)

Review Comments

- 1) Click the Arrow next to Comments on the Approval Flow page.
- 2) This will display Approver and systemic Comments and Notes.

Approval Flow

**Department Approver**

Unit UTARL, ID 0000537188, Date 2021-09-01, Line 1: Pending [View/Hide Comments](#)

Department Approver

**Pending**

Multiple Approvers  
KK-Department Approver

**Comment History**

**Department Budget Office**

Unit UTARL, ID 0000537188, Date 2021-09-01: Awaiting Further Approvals [View/Hide Comments](#)

Department Budget Office

**Not Routed**

Multiple Approvers  
Department Budget Office 1

**Comments**

Sara Barton at 08/06/21 - 1:59 PM  
Resubmitted after being terminated due to changes made to Control Budget Journal

**Comment History**

[Return](#)



## Step 2 – Approved Budget Transfer Journal

Budget Transfer Journal Approval Header Status will display an Approved link when every approval required is completed. Each Line in the Journal will also display as Approved.

The screenshot shows the 'Budget Lines' tab of a Budget Transfer Journal. At the top, the 'Approval Header Status' is set to 'Approved' and is highlighted with a red box. Below this, there is a table with columns: Delete, Line, Approval Line Status, Ledger, Budget Period, Speed Type, Account, Fund, Dept, Function, and Pr. Two lines are listed, both with 'Approved' in the 'Approval Line Status' column, which are also highlighted with red boxes. Below the table, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. At the bottom, there are navigation links for 'Budget Header', 'Budget Lines', and 'Budget Errors'.

### Review Approval information

- 1) Click the Approved link next to the Approval Header Status field.
- 2) This will open a new window and display the Approved Workflow Approval Flow.

The Comments will display:

- 1) Approver Comments
- 2) Systemic Comments

The screenshot shows the 'Approval Flow' window. It is divided into two main sections: 'Department Approver' and 'Department Budget Office'. In the 'Department Approver' section, the status is 'Approved' and highlighted with a red box. Below this, there is a 'Comments' section with a comment from Sam Maverick at 08/06/21 - 2:57 PM, which is also highlighted with a red box. The 'Department Budget Office' section also shows an 'Approved' status. At the bottom, there is a 'Return' button.

The Budget Transfer Journal will be Posted by the Budget Office upon final Budget Office Approval. Below is an example of a Budget Transfer Journal Fully Approved and Posted. Notice that Budget Header Status is Posted and Approval Header Status is Approved.

The screenshot shows the 'Budget Header' tab selected. The 'Budget Header Status' is 'Posted' and the 'Approval Header Status' is 'Approved', both highlighted with a red box. The 'Date' is 04/09/2021. The '\*Process' dropdown is set to 'Copy Journal'. Below the header is a table with columns: Line, Approval Line Status, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Function, Project, Cost Center, and Se.

### Step 3 – Denied Budget Transfer Journal

Budget Transfer Journal Approval Header Status will display a Denied link when the journal is denied by any approver. Each Line in the Journal will display as Canceled.

The screenshot shows the 'Budget Header' tab selected. The 'Budget Header Status' is 'Checked Only' and the 'Approval Header Status' is 'Denied', both highlighted with a red box. The 'Date' is 09/01/2021. The '\*Process' dropdown is set to 'Post Journal'. Below the header is a table with columns: Delete, Line, Approval Line Status, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Function, and Pr. The 'Approval Line Status' for both lines is 'Canceled', highlighted with a red box.

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	Pr
<input type="checkbox"/>	1	Canceled	OPE_CH_BUD	2022		B4000	3100		200	
<input type="checkbox"/>	2	Canceled	OPE_CH_BUD	2022		B2000	3100		200	

### Review Denied information

- 1) Click the Denied link next to the Approval Header Status field.
- 2) This will open a new window and display the Denied Workflow Approval Flow.

The Approval Flow page will display. This page provides current status of Approval and which step is Denied. In the example below, this Budget Transfer had been approved for the Department but was Denied by the Budget Office Approver. Deny notes and systemic notes will both display under Comments.

Approval Flow

**Department Approver**

Unit UTARL, ID 0000444974, Date 2020-01-14, Line 1: **Terminated** View/Hide Comments

Department Approver

**Admin Approved**

Hong Jiang  
KK-Department Approver  
01/14/20 - 12:03 PM

Comments

**Department Budget Office**

Unit UTARL, ID 0000444974, Date 2020-01-14: **Denied** View/Hide Comments

Department Budget Office

**Denied**

Herlinda Duran - UTShare for Crystal Garner  
Department Budget Office 1  
01/14/20 - 12:04 PM

Comments

**Herlinda Duran - UTShare at 01/14/20 - 12:04 PM**  
Deny for demonstration of Deny functionality

**System at 01/14/20 - 12:03 PM**  
Reassigned from 1000449972 to 1000957230 (18081,2022)

Return

Denied Notes are especially helpful because the Journal can be Resubmitted once the issue identified by Approver is Fixed.

To Re-submit the Budget Transfer Journal, return to the Journal page, Pre-Check, and Submit the Journal again. Approval workflow will restart.

## Budget Transfer Workflow Security Rules

Security Rules have been established to ensure the correct information is entered in a Budget Transfer Journal.

The following is a list of possible reasons to get a Security Error:

- Cross Fund used - ex. Fund Code 2110 used on one row and a different Fund Code is used on a different row on a Budget Transfer Journal
- Fund Code Not allowed Used - ex. Fund Code 9200 is not allowed to be used
- Ledger Enforce - Campus user attempts to use a Ledger other than OPE\_CHILD1

### Security Error example

In the example below, Fund Code 2100 was used on the first row and Fund Code 4500 was used on the second row. Crossing of fund code 4500 is allowed for all users but fund code 2100 may not be crossed by KK Security Level 1 users.

The Journal will still save, and if the crossing of these Fund Codes was intended, it can be escalated to a KK Security Level 2 user for further processing. However, this Journal cannot be submitted into workflow until the Security Error is Resolved.

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Function
<input type="checkbox"/>	1	X	Not Submitted	OPE_CH_BUD	2022		B1000	2100	315102	700
<input type="checkbox"/>	2	X	Not Submitted	OPE_CH_BUD	2022		B4100	4500	315103	500

If this Error was not intended and the Fund Code 2100 (or 4500) was used accidentally, please correct the issue and save the Journal. The Security Error will no longer display, and user can continue processing.

### Detailed Budget Transfer Rules

For a complete listing of the Budget Transfer rules see the [Financial Budgeting](#) page on the Business Affairs website.

## Budget Transfer Journal Error Exceptions

### Review Error

Budget Transfer Journal Errors will display as a link on the Budget Header Status field. Also, the Error column will display and each line I Error will have an 'X' next to it.

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	Speed Type	Account	Fund	Dept	Function
<input type="checkbox"/>	1	X	Not Submitted	OPE_CH_BUD	2022		B4000	3115	511003	600
<input type="checkbox"/>	2		Not Submitted	OPE_CH_BUD	2022		B4000	3115	512303	600

### Review Error information

- 1) Click the Error link next to the Budget Header Status field.
- 2) This will either open a new tab or a new window, based on browser settings, and display the Commitment Control Error Exceptions page.

The Commitment Control Error Exceptions page will display for Budget Journals. To view full details, click the show all columns icon. All Columns will display. The Exceeds Budget Tolerance Exception displayed means there is not enough money to cover what is attempting to be transferred out for the ChartField Values specified.

The screenshot shows the 'Budget Journal Exceptions' page. At the top, it displays 'Business Unit UTARL', 'Journal ID 0000560486', and 'Journal Date 09/01/2021'. Below this, there are filters for '\*Exception Type' (set to 'Error') and 'Maximum Rows' (set to 100). There are also checkboxes for 'Override Transaction' and 'More Budgets Exist'. A search button is present. Below the filters is a table titled 'Budgets with Exceptions'. The table has columns: Details, Business Unit, Ledger Group, Exception, More Detail, Override Budget, and Transfer. The first row shows: 1, UTARL, OPE, Exceeds Budget Tolerance, More Detail, a checkbox, and Go To ...

Clicking the Budget Line Exceptions will display the Error exception rows by Journal Line number:

The screenshot shows the 'Budget Line Exceptions' page. It displays 'Business Unit UTARL', 'Journal ID 0000560486', and 'Journal Date 09/01/2021'. Below this, there are filters for '\*Line Status' (set to 'Error') and 'Maximum Rows' (set to 100). There are also checkboxes for 'Override Transaction' and 'More Lines Exist'. There are input fields for 'Line From' and 'Line Thru'. A search button is present. Below the filters is a table titled 'Transaction Lines with Budget Exceptions'. The table has columns: Details, Line, Ledger, Budget Date, GL Business Unit, Account, Fund, Dept, Program, Function, Cost Center, Monetary Amount, Currency, Foreign Amount, and Foreign Currency. The first row shows: 1 OPE\_CH\_BUD, 09/01/2021, UTARL, B4000, 3115, 511003, 600, 310200, -1.00 USD, -1.00 USD.

**Note:** To see all Line values in all three tabs of information on one screen, click the "Show all Columns" button.

The screenshot shows the 'Transaction Lines with Budget Exceptions' page. It displays 'Business Unit UTARL', 'Journal ID 0000560486', and 'Journal Date 09/01/2021'. Below this, there are filters for '\*Line Status' (set to 'Error') and 'Maximum Rows' (set to 100). There are also checkboxes for 'Override Transaction' and 'More Lines Exist'. There are input fields for 'Line From' and 'Line Thru'. A search button is present. Below the filters is a table titled 'Transaction Lines with Budget Exceptions'. The table has columns: Details, Line, Ledger, Budget Date, and GL Business Unit. The first row shows: 1 OPE\_CH\_BUD, 09/01/2021, UTARL.

## Step 2 – Additional Information on Errors and Warnings

### Errors

Errors are exceptions that have failed budget checking because they do not conform to the rules established for that control budget. Transactions with errors are not allowed by the system to update the Commitment Control budget ledgers. Most errors occur when a transaction has at least one line that exceeds at least one budget and is over tolerance. Depending on the configuration of your control budgets, the exact reason that a budget has insufficient funds will vary from budget to budget. The budget may be on hold, closed, or simply lacking a sufficient available budget amount.

Transactions with errors stop at the budget check stage and do not proceed until they are corrected or overridden and are budget checked again.

Common Examples of Errors:

Error Code	Description	Notes
E1	Exceeds budget and is over tolerance.	There is not enough money in the budget to accommodate the transaction.
E2	No budget exists.	No Budget has been established for this ChartField combination.
E35	Required key CF (ChartField) is blank.	Value Required option is set to Required for this key ChartField, but on the transaction line this ChartField does not have a value.
E44	Budget period is invalid.	Apply to budget journal edit.
E45	Non key CF (ChartField) has a value.	Non key ChartField on the budget journal line should be blank.
E46	Invalid ChartField value.	The budget journal line contains invalid ChartField value.
E48	CF (ChartField) value not at tree level.	The budget journal line contains a ChartField value not at the defined tree level.
E49	Key ChartField is blank.	Key ChartField on the budget journal line is blank.
E91	Translation tree error found.	Account or ChartField does not exist on Tree

### Warnings

Warnings are exceptions that do not conform to the rules of the control budget, but have been passed along and update the Commitment Control ledgers, nonetheless. Warnings function as exceptions that are automatically overridden, as well as alerts to certain situations that could adversely impact the budget and budgetary processing.

The Budget Processor issues warnings, rather than errors, when the system inherently defines the transaction exception as a warning. This is the case, for example, with the warning that the budget date does not equal the accounting date and the warning that the transaction exceeds the remaining available budget but is within tolerance.

Also note that Commitment Control Detail Ledger groups do not receive Budget Exceeds Tolerance warnings.