



BUDGET TRANSFER

Instructions for creating an on-line Budget Transfer
(Replaces the paper Budget Transfer form)

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PALOMAR COLLEGE

How to Submit A Budget Transfer

Table of Contents

Ground Rules for a Successful Budget Transfer	2
Budget Transfer Workflow	3
Navigation and Steps for requesting a Budget Transfer.....	4

How to Submit A Budget Transfer

Ground Rules for a Successful Budget Transfer

- ☐ Transfer of funds can only occur between the following budget pool accounts:
230010
240010
400010
500010
600010
- ☐ For Account 230010 the only acceptable Program codes are those that begin with the number six (6).
For Account 240010 the only acceptable Program codes are those where the first number (digit) is within the range zero (0) and five (5).
- ☐ You can only transfer budgets within the same Budget Period, Fund and Project.
- ☐ If any of the above parameters are violated you will receive an error message similar to those below.

Message

For Budget Transfer Requests only the following accounts are allowed: 230010, 240010, 400010, 500010, and 600010

The PeopleCode program executed an Error statement, which has produced this message.

OK

The errors listed in the 'Budget Errors' tab are identified when running the 'Edit Chartfields' process which is performed in the 'Budget Lines' tab.

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

New Window | Help | Per

Unit PALMR Journal ID 0000321379 Date 06/04/2018 Budget Header Status Security Error

Header Errors Personalize | Find | | First 1 of 1 Last

Go To Header	Field Name	Set	Msg	Message Text
Go To Header		18021	998	Security Error

Line Errors Personalize | Find | View All | | First 1-2 of 2 Last

Go To Line	Line #	Field Name	Set	Msg	Message Text
Go To Line	1		18021	999	Security Error
Go To Line	2		18021	999	Security Error

Save Return to Search Previous in List Next in List Notify Refresh

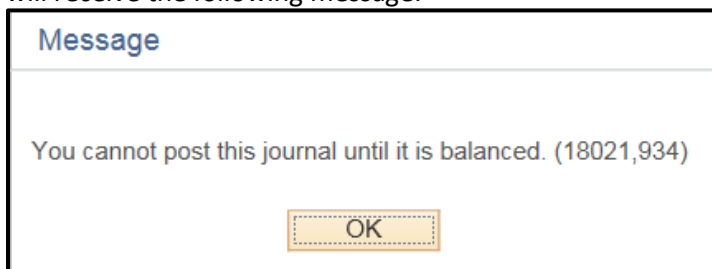
Add Update/Display

Budget Header | Budget Lines | Budget Errors

- ☐ Any transfer request that is an exception to the above guidelines will need to be communicated to the Budget Office.

How to Submit A Budget Transfer

- All Budget Transfers will require approval. Based upon the transfer amount it may require a Director's or VP's approval. Regardless of the transfer amount, final approver will always be the Budget Office Manager.
- Transfer amounts will automatically be rounded to whole dollars with no cents.
- The Journal Line Description field on the Base Currency Details tab will populate automatically. If you decide to enter a description it will automatically convert to upper case.
- Regardless of the number of lines entered, Total Debits must equal Total Credits, if they do not you will receive the following message:



- The Budget Transfer process does not set aside any funds. The funds will be transferred once the request has been approved and posted by the system.

Budget Transfer Workflow

- Once the Budget Transfer has passed edits it can be submitted for approval. When that is done the 'Approval Header Status' will change to 'Pending' and the 1st level approver will be notified. Clicking on the 'Pending' link will display the approval workflow routing.
- Anywhere during the approval process the transfer could be denied or the approver may request additional information. All notifications will be performed via e-mail.
- Once approved, the requester of the transfer will be notified and the transfer can now be posted. Posting of the Budget Transfer is performed nightly by a scheduled process.
- Verification of the transfer can be performed by checking the Budget Header Status of the Budget Transfer Journal or by using Budgets Overview.

How to Submit A Budget Transfer

Navigation and Steps for requesting a Budget Transfer

1. Log into PeopleSoft Finance.
2. From the Main Menu navigate to:
Commitment Control > Budget Journals > Enter Budget Transfer.

The screenshot displays the Oracle PeopleSoft Finance interface. At the top, the navigation path is shown: **Favorites** > **Main Menu** > **Commitment Control** > **Budget Journals** > **Enter Budget Transfer**. The **Commitment Control** menu is expanded, showing options like **Define Control Budgets**, **Define Budget Security**, **Budget Journals** (highlighted), **Post Control Budget Jour**, **Review Budget Activities**, **Close Budget**, **Budget Reports**, **Third Party Transactions**, and **Review Budget Check Exceptions**. The **Budget Journals** sub-menu is also expanded, showing **Enter Budget Journals**, **Enter Budget Transfer** (highlighted with a mouse cursor), **Mass Delete Budget Journals**, **Import Budget Journals**, and **Manage Control Budget Journal**.

Below the navigation menu, the **Enter Budget Transfer** form is visible. It includes the **ORACLE** logo, the title **Enter Budget Transfer**, and two buttons: **Find an Existing Value** and **Add a New Value**. The **Add a New Value** button is highlighted in yellow. Below these buttons, the **Business Unit** is set to **PALMR**. The **Journal ID** is set to **NEXT**, and the **Journal Date** is set to **05/23/2019**. A yellow box highlights the **Add** button at the bottom left of the form.

To enter a new transfer, make sure you are on the 'Add a New Value' tab. Click the 'Add' Button.

To find an existing Budget Transfer Journal use the 'Find an Existing Value' tab and enter field values as appropriate to help locate the desired journal.

How to Submit A Budget Transfer

Budget Header | Budget Lines | Budget Errors

Unit: PALMR Journal ID: NEXT Date: 06/05/2018

***Ledger Group**: PROJ_GRT

Control ChartField: Fund Code

Budget Header Status: None

*Budget Entry Type: Transfer Adjustment

Fiscal Year: 2018 Period: 12

*Currency: USD

Rate Type: CRRNT

Exchange Rate: 1.00000000

Cur Effdt: 06/05/2018

Budget Type: Expense

Attachments (0)

Parent Budget Options

- ☐ Generate Parent Budget(s)
- ☐ Use Default Entry Event
- Parent Budget Entry Type: [Dropdown]

Long Description: Enter an appropriate description here.

Alternate Description:

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

3. In the **Budget Header tab (above)** enter 'PROJ_GRT' for the 'Ledger Group'.

In the **Budget Lines tab (below)** enter the Budget Period and Account string that you want to transfer 'from' and 'to'. To add additional lines type in the number of lines you would like to add and then click the . Once you have entered the account strings click 'Save'.

Important to note that in the 'Account' field enter the account budget pool number and not the expense account number.

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

Unit: PALMR Journal ID: NEXT Date: 06/05/2018

Budget Header Status: None

Approval Header Status: Not Submitted

*Process: Budget Pre-Check ☐ Submit For Approval Process

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

Delete	Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
<input type="checkbox"/>	1	Not Submitted	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
<input type="checkbox"/>	2	Not Submitted	PROJ_GR_BD	2018	500010	12	471200	64990	10	1112321	150.00

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals: Total Lines: 2 Total Debits: 150.00 Total Credits: 150.00

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

In this example \$150.00 will be transferred from budget pool account 400010 to 500010.

How to Submit A Budget Transfer

Note: Any number of journal lines can be entered, just make sure 'Total Debits' and 'Total Credits' are in balance.

- Set the 'Process' field to 'Budget Pre-Check' and click on the 'Process' button.

The screenshot shows the 'Budget Lines' tab in a software interface. At the top, there are fields for 'Unit' (PALMR), 'Journal ID' (0000321419), 'Date' (06/05/2018), 'Budget Header Status' (None), and 'Approval Header Status' (Not Submitted). Below these, there is a 'Process' dropdown menu set to 'Budget Pre-Check' and a 'Process' button. A table of budget lines is visible below, with two lines entered. The 'Totals' section shows 'Total Lines: 2', 'Total Debits: 150.00', and 'Total Credits: 150.00'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Delete	Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
<input type="checkbox"/>	1	Not Submitted	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
<input type="checkbox"/>	2	Not Submitted	PROJ_GR_BD	2018	500010	12	471200	64990	10	1112321	150.00

The following message will appear. Click Yes.

The screenshot shows a 'Message' dialog box with the text: 'Do you want to Budget Check this transaction without posting the results? (18021,984)'. There are two buttons: 'Yes' and 'No'.

Upon successful completion the 'Budget Header Status' field will change from 'None' to 'Checked Only'.

The screenshot shows the 'Budget Lines' tab after the process. The 'Budget Header Status' field is now 'Checked Only'. The 'Process' dropdown is still 'Budget Pre-Check' and the 'Process' button is highlighted. The table of budget lines remains the same. The 'Totals' section shows 'Total Lines: 2', 'Total Debits: 150.00', and 'Total Credits: 150.00'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Delete	Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
<input type="checkbox"/>	1	Not Submitted	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
<input type="checkbox"/>	2	Not Submitted	PROJ_GR_BD	2018	500010	12	471200	64990	10	1112321	150.00

How to Submit A Budget Transfer

- Prior to submitting the transfer request run an 'Edit Chartfields' process by selecting it from the Process drop-down list and then clicking on the 'Process' button.

Budget Header | Budget Lines | Budget Errors

Unit PALMR Journal ID 0000321419 Date 06/05/2018 Budget Header Status None Approval Header Status Not Submitted

*Process **Edit Chartfields** ☐ Submit For Approval **Process**

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
<input type="checkbox"/>	1	Not Submitted	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
<input type="checkbox"/>	2	Not Submitted	PROJ_GR_BD	2019	500010	12	471200	64990	10	1112321	150.00

If any errors are detected the Budget Header Status will indicate 'Security Error' and the lines containing the errors will be marked with an 'X'. In the example below the error is connected to transferring between two budget periods.

Budget Header | Budget Lines | Budget Errors

Unit PALMR Journal ID 0000321419 Date 06/05/2018 **Budget Header Status Security Error** Approval Header Status Not Submitted

*Process **Budget Pre-Check** ☐ Submit For Approval **Process**

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Error	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project
<input type="checkbox"/>	1	X	Not Submitted	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321
<input type="checkbox"/>	2	X	Not Submitted	PROJ_GR_BD	2019	500010	12	471200	64990	10	1112321

Correct the error, 'Save' the changes and resubmit 'Edit Chartfields'. Upon successful completion the Budget Header Status will change to 'None' and the rows that were previously marked will now have the 'X' removed.

Budget Header | Budget Lines | Budget Errors

Unit PALMR Journal ID 0000321419 Date 06/05/2018 **Budget Header Status None** Approval Header Status Not Submitted

*Process **Budget Pre-Check** ☐ Submit For Approval **Process**

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
<input type="checkbox"/>	1	Not Submitted	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
<input type="checkbox"/>	2	Not Submitted	PROJ_GR_BD	2018	500010	12	471200	64990	10	1112321	150.00

How to Submit A Budget Transfer

- To submit the Budget Transfer for approval, select 'Submit Journal' from the Process drop-down list; this will place a check mark in the 'Submit for Approval' box. Then click on the 'Process' button.

This screenshot shows the 'Budget Lines' tab in a software interface. At the top, the 'Unit' is PALMR, 'Journal ID' is 0000321419, and 'Date' is 06/05/2018. The 'Budget Header Status' is 'None'. A red box highlights the '*Process' dropdown menu set to 'Submit Journal' and the 'Submit For Approval' checkbox, which is checked. Another red box highlights the 'Process' button. Below this, the 'Lines' section shows a table with two lines. Line 1 has an 'Approval Line Status' of 'Not Submitted' and an 'Amount' of -150.00. Line 2 also has an 'Approval Line Status' of 'Not Submitted' and an 'Amount' of 150.00. The table columns include Delete, Line, Approval Line Status, Ledger, Budget Period, Account, Fund, Dept, Program, Class, Project, and Amount.

Delete	Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
<input type="checkbox"/>	1	Not Submitted	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
<input type="checkbox"/>	2	Not Submitted	PROJ_GR_BD	2018	500010	12	471200	64990	10	1112321	150.00

Once the Budget Transfer has been submitted for approval the Approval Header Status will indicate 'Pending'. Clicking on 'Pending' will display the Approval Flow.

This screenshot shows the 'Budget Lines' tab after the submission. The 'Approval Header Status' is now 'Pending', highlighted by a red box. The '*Process' dropdown menu is now set to 'Budget Pre-Check'. The 'Process' button remains visible. The 'Lines' section table is identical to the previous screenshot, with two lines having 'Approval Line Status' of 'Not Required'.

Delete	Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
<input type="checkbox"/>	1	Not Required	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
<input type="checkbox"/>	2	Not Required	PROJ_GR_BD	2018	500010	12	471200	64990	10	1112321	150.00

This screenshot shows the 'Budget Lines' tab with the 'Approval Flow' pop-up window open. The 'Approval Header Status' is 'Pending'. The '*Process' dropdown menu is set to 'Budget Pre-Check'. The 'Process' button is visible. The 'Lines' section table is identical to the previous screenshots. The 'Approval Flow' window shows the '1st Approval' for 'Unit PALMR, ID 0000321419, Date 2018-06-05: Pending'. It lists 'Joe L. LeDesma' as the 'KK Hdr Approver Level 1'. Below this, it shows the 'Budget Manager Approval' for 'Unit PALMR, ID 0000321419, Date 2018-06-05: Awaiting Further Approvals'. It lists 'Brandi Taveuveu' as the 'Manager, Budget and Payroll'. The 'Return' button is visible at the bottom of the pop-up window.

Approval Flow

1st Approval

Unit PALMR, ID 0000321419, Date 2018-06-05: Pending

1st Approval

Pending

Joe L. LeDesma
KK Hdr Approver Level 1

Budget Manager Approval

Unit PALMR, ID 0000321419, Date 2018-06-05: Awaiting Further Approvals

Budget Manager Approval

Not Routed

Brandi Taveuveu
Manager, Budget and Payroll

Return

How to Submit A Budget Transfer

- Once the Budget Transfer has been approved the Approval Header Status will change to 'Approved' and you will receive an e-mail notification. **The Budget Transfer will be completed once the journal has been posted by a scheduled nightly process.**

This screenshot shows the 'Budget Lines' tab in a software interface. At the top, the 'Budget Header Status' is 'None' and the 'Approval Header Status' is 'Approved', with the latter highlighted by a red box. Below this, the '*Process' dropdown is set to 'Budget Pre-Check'. The main table lists two budget lines:

Delete	Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
<input type="checkbox"/>	1	Not Required	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
<input type="checkbox"/>	2	Not Required	PROJ_GR_BD	2018	500010	12	471200	64990	10	1112321	150.00

- There are several ways to determine if the journal has posted. One is to check the Budget Header Status for the Budget Transfer and the other is to check the account string using Budgets Overview.

This screenshot shows the 'Budget Header' tab. The 'Budget Header Status' is 'Posted', highlighted by a red box. Other fields include 'Unit: PALMR', 'Journal ID: 0000321419', 'Date: 06/05/2018', 'Ledger Group: PROJ_GRT', 'Fiscal Year: 2018', 'Period: 12', 'Control ChartField: Fund Code', 'Currency: USD', 'Rate Type: CRRNT', and 'Budget Entry Type: Transfer Adjustment'.

This screenshot shows the 'Budget Lines' tab. The 'Budget Header Status' is 'Posted', highlighted by a red box. The 'Approval Header Status' is 'Approved'. The main table lists two budget lines:

Line	Approval Line Status	Ledger	Budget Period	Account	Fund	Dept	Program	Class	Project	Amount
1	Not Required	PROJ_GR_BD	2018	400010	12	471200	64990	10	1112321	-150.00
2	Not Required	PROJ_GR_BD	2018	500010	12	471200	64990	10	1112321	150.00