

How to Enter a Budget Transfer for a Department Budget in PS 9.1

INFORMATION:

Moving the spending authority from one account to another or from one department to another requires a budget transfer. **The following are guidelines for budget transfers:**

- A budget transfer must be made by the 'giving' department
- A transfer between operating expense accounts (objects 04-14) within one department does not require University Budget Office notification/approval
- A budget transfer is NOT for the moving of an expense

Budget transfers are only to be used to transfer spending authority. They should NOT be used to move expenses that have posted from one department to another. If an expense belongs to a specific department, but another department is funding it, or part of it, a budget transfer should be made, and the expense should stay in the appropriate department. Budget Transfers are to be done by the department 'giving' the spending authority.

You should only use the following ledgers: **DPT_BUD_CH (department budget child)** for transfers of expense budget in or between departments with the same fund or **INITIATIVE** for using the initiative chartfield to establish a budget and track a small project within your department. **For Grant users only, GRT_BUD_CH (grant budget child) can be used for transfers in Grant Budgets.**

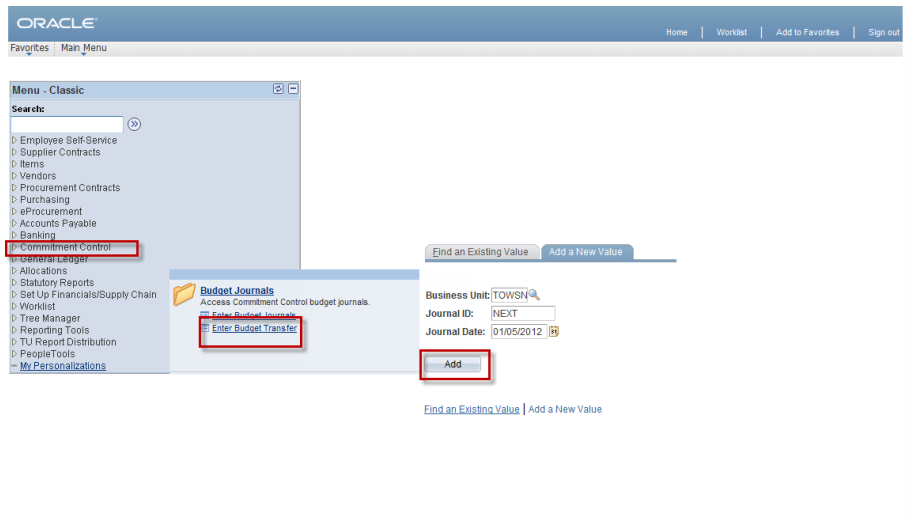
If you are transferring between funds: Self to Self; Self to State; Self to Auxiliary; Auxiliary to Auxiliary; or Auxiliary to State, you should NOT use the enter budget transfer feature within PeopleSoft. You will need to contact the University Budget Office for the form that needs to be completed. Transfers between these types of departments require that revenue be adjusted, and therefore are processed by the University Budget Office.

Proceed to the next page for step by step instructions on how to enter a Budget Transfer into PeopleSoft Financials system.

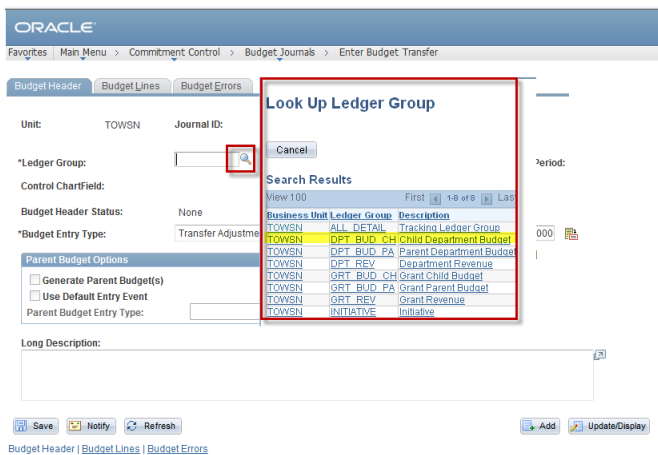
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Steps from the PeopleSoft Financials 9.1 main menu:

- **Commitment Control**
- **Budget Journals**
- Enter **Budget Transfer**
- **Add a New Value**



- Click the look up button for **Ledger Group**
- Choose **DPT BUD CH** (Child Department Budget) ledger



- Click the **Parent Entry Type** drop down arrow
- Select **Transfer Adjustment**
- Enter an explanation of your journal under **Long Description**
- Click on the **Budget Lines** tab to begin entering your journal

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- Enter the current **Budget Period**
- Enter the **SpeedType** and hit the tab key to populate the Fund and Dept fields
- Enter the **Account** number where funds are either coming from or going to
- Enter the **Amount** of the transfer (a minus sign must be in front of the amount if funds are coming from this account number)
- Click the Show all columns button to expand your view of the chartfields

- Click in the **Ref** field and enter your name as the person entering the transfer
- Enter the desired information in the **Journal Line Description** (Note: the default description is always the account description. It is strongly suggested that you enter a meaningful description to easily identify the transaction in the future).

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Rate Type	Exchange Rate	Base Currency	Base Amount	Ref	Journal Class	Cumulative Begin Date	End Date	Journal Line Description
	1.00000000	USD	-500.00	damoriello				Office Supply under 500 eac

Change to the correct journal description

- Click the **Journal Line Copy Down** link to add additional lines to your journal
- Select or deselect the items you wish to copy down for the other part of your journal entry
- Click the **OK** button

Journal Entry Copy Down Option

Select All Deselect All

Label Text	Copy Down
Budget Period	<input checked="" type="checkbox"/>
Funding Source	<input checked="" type="checkbox"/>
Entry Event	<input checked="" type="checkbox"/>
Currency	<input checked="" type="checkbox"/>
Fund	<input checked="" type="checkbox"/>
Dept	<input checked="" type="checkbox"/>
Account	<input checked="" type="checkbox"/>
Amount	<input checked="" type="checkbox"/>
Rate Type	<input checked="" type="checkbox"/>
Statistics Code	<input checked="" type="checkbox"/>
Statistic Amount	<input checked="" type="checkbox"/>

Journal Line Copy Down

OK Cancel Refresh

- Click the **Insert Lines** button to add additional lines as needed to complete the journal entry
- Enter (or confirm if you copied the information down) the **Fund, Dept and Account**
- Enter the **Amount** (positive or negative depending on whether this amount is coming from or going to the indicated account)
- Enter your name as the person entering the journal in the **Ref** field
- Enter the appropriate information in the **Journal Line Description** field

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Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Dept	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	C_DEPT_BUD	2011	18930	1000	18930	609003	Set Options	USD	-500.00
<input type="checkbox"/>	2	C_DEPT_BUD	2011	18930	1000	18930	603009	Set Options	USD	500.00

Lines to add: [Journal Line Copy Down](#)

From Line: To:

Totals

Total Lines:	2	Total Debits:	500.00	Total Credits:	500.00
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[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Exchange Rate Base Currency Base Amount Ref Journal Class Cumulative Begin Date End Date Journal Line Description

1.00000000 >>	USD	-500.00	DAMORIELLO				Office Supply under 500 eac
1.00000000 >>	USD	500.00	DAMORIELLO				transfer to communications

- Confirm that your **total debits are equal to your total credits**
- Click on the **Save** button
- Click on the drop down arrow and select **Post Journal**
- Click on the **Process** button

*Process:

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Dept	Account	Set Options	Currency	Amount	Rate Type	Exchange Rate
<input type="checkbox"/>	1	C_DEPT_BUD	2011	18930	1000	18930	609003	Set Options	USD	-500.00		1.00000000 >>
<input type="checkbox"/>	2	C_DEPT_BUD	2011	18930	1000	18930	603009	Set Options	USD	500.00		1.00000000 >>

Lines to add: [Journal Line Copy Down](#)

From Line: To:

Totals

Total Lines:	2	Total Debits:	500.00	Total Credits:	500.00
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[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

- If you see a **Security Error** displayed, then you must notify the University Budget Office to post your journal entry.

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- Click on the **Notify** button
- If your Budget Header says **POSTED**, you do NOT have to notify the University Budget Office.

Budget Header | Budget Lines | Budget Errors

Unit: TOWSN Journal ID: 0000042347 Date: 01/05/2012 Budget Header Status: **Security Error**

*Process: **Post Journal** Process

Lines

Delete	Line	Ledger	Budget Period	Speed Type	Fund	Dept	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	C_DEPT_BUD	2011	18930	1000	18930	609003	Set Options	USD	-500.00
<input type="checkbox"/>	2	C_DEPT_BUD	2011	18930	1000	18930	603009	Set Options	USD	500.00

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

Totals

Total Lines:	2	Total Debits:	500.00	Total Credits:	500.00
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Save **Notify** Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

- Type UBO@towson.edu in the **To:** box
- Enter the desired information in the **Subject:** box
- Enter the desired information in the **Message:** box
- Click **OK**
- **End of Procedure**

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: **UBO@towson.edu** [Lookup Recipient](#)

CC:

BCC:

Priority: [Delivery Options](#)

Subject: **Budget Journal requires posting**

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2012.01.05

Message: **Please post this journal for a transfer of spending authority from office supplies to communications.**

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply