Budget Transfer Workflow
Overview

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It is sometimes necessary to transfer funds from one cost center to another cost center. This is done in UTShare using the Budget Transfer Journal.
Things to Consider

Do not use the Budget Transfer form to move funds to pay for services performed by another department. This type of transaction is processed on an IDT Journal.

Transfers between or within Agency Funds (9xxxxx) are not allowed.

Expense Transfers (A7000) and Revenue Transfers (RTRFS) are not allowed.

Do not use the Budget Transfer form to reverse or correct a paid expense.
Budget Transfer
The Budget Transfer form is used to create a new transfer or search for an existing transfer.

To get to the form:

Commitment Control HomePage – Budgeting and Planning – Enter Budget Transfer

NavBar – Navigator – Financials - Commitment Control – Budget Journals – Enter Budget Transfer

Click “Add a New Value” and the Add button to create a new transfer.
### Budget Journal Header

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Ledger Group</strong></td>
<td>Enter appropriate budget ledger – OPE is the Ledger to be used by Front Office. Currency related information will populate when a ledger is selected.</td>
</tr>
<tr>
<td><strong>Budget Entry Type</strong></td>
<td>Select Budget Transfer Entry Type. Values are: “Transfer Adjustment” which means Temporary Transfer Adjustment and “Transfer Original” which means Permanent Budget Transfer. <strong>Please note:</strong> Using “Transfer Original” does not mean the transfer will be added to the budget permanently.</td>
</tr>
<tr>
<td><strong>Attachments</strong></td>
<td>Click the Attachment hyperlink to attach a document/spreadsheet to the journal. The number will change to reflect the number of attachments.</td>
</tr>
<tr>
<td><strong>Long Description</strong></td>
<td>Enter a description for the journal.</td>
</tr>
<tr>
<td><strong>Alternate Description</strong></td>
<td>Additional 150-character descriptor field if necessary.</td>
</tr>
</tbody>
</table>
Enter the details of the transfer, i.e. budget year, dollar amount, and the From and To chartfield values.

From

The amount being taken from the first account is entered as a negative (-)

To

The amount being added to the second account is entered as a positive (+)
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.
When the Budget Transfer Journal has been Pre-Checked successfully, it is ready to be submitted for Workflow Approval. Each level will have to approve the Journal for it to move to Approved Status. Approval Flow when the Pending link is clicked on in the Approval Header Status:
Class Activity
- Create Budget Transfer
- Perform Budget Precheck
- Submit Budget Transfer
Workflow
Workflow Roles

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.
- All transfers with Funds 3200 and 5500 will route to Accounting Services for additional approval in the workflow.

Budget Office
- Budget Office posts approved Budget Transfer Journal requests.
Workflow Process

Enter Budget Transfer

Budget Office
- Valid Request?
  - Not Approved: Sent back for revision
  - Approved: Posted
    - Budget Transfer Journal Posted

Workflow Approvers
- Budget Transfer Request Received for Approval
  - Workflow Decision
    - Sent back for revision

Department
- Requests for Budget Transfer
  - Request received for revision
    - Budget Transfer Change Response Received
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:

• **Crossed Fund Type** - ex. Fund Code 2110 used on one row and a different Fund Code is used on a different row

• **Fund Code Used Is Not Allowed** - ex. Fund Code 9200 is not allowed to be used

• **Ledger Enforce** - Campus user attempts to use a Ledger other than OPE
Detailed Security Rules

**KK Security Rules for UTA Front Office Users Level 1**
Range 2100 to 2999 allow Intra CF Transfer only*
Range 3100 to 3115
Range 3200 to 3200 allow Intra CF Transfer only*
Range 4100 to 4800
Range 5500 to 5600 allow Intra CF Transfer only*

**KK Security Rules for UTA Front Office Users Level 2**
Range 2100 to 2999
Range 3100 to 3115
Range 3200 to 3200 allow Intra CF Transfer only*
Range 4100 to 4800
Range 5500 to 5600 allow Intra CF Transfer only*

*Allow Intra CF Transfer – budget transfer lines can only contain one fund code within specified range

Example: 2100 to 2100 only; 3200 to 3200 only; 5500 to 5500 only
## Common Errors

<table>
<thead>
<tr>
<th>Error Code</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>E1</td>
<td>Exceeds budget and is over tolerance.</td>
<td>There is not enough money in the budget to accommodate the transaction.</td>
</tr>
<tr>
<td>E2</td>
<td>No budget exists.</td>
<td>No Budget has been established for this ChartField combination.</td>
</tr>
<tr>
<td>E3</td>
<td>Budget is closed.</td>
<td>N/A</td>
</tr>
<tr>
<td>E6</td>
<td>Budget date is out of bounds.</td>
<td>N/A</td>
</tr>
<tr>
<td>E35</td>
<td>Required key CF (ChartField) is blank.</td>
<td>Value Required option is set to Required for this key CF (ChartField) on Budget Definitions - Keys and Translations page, but on the transaction line this CF (ChartField) does not have a value.</td>
</tr>
<tr>
<td>E44</td>
<td>Budget period is invalid.</td>
<td>Apply to budget journal edit.</td>
</tr>
<tr>
<td>E45</td>
<td>Non key CF (ChartField) has a value.</td>
<td>Non key CF (ChartField) on the budget journal line should be blank.</td>
</tr>
<tr>
<td>E46</td>
<td>Invalid ChartField value.</td>
<td>The budget journal line contains invalid ChartField value.</td>
</tr>
<tr>
<td>E48</td>
<td>CF (ChartField) value not at tree level.</td>
<td>The budget journal line contains a ChartField value not at the defined tree level.</td>
</tr>
<tr>
<td>E49</td>
<td>Key ChartField is blank.</td>
<td>Key ChartField on the budget journal line is blank.</td>
</tr>
<tr>
<td>E91</td>
<td>Translation tree error found.</td>
<td>Account or ChartField does not exist on Tree</td>
</tr>
</tbody>
</table>
More Information

UT Share Support & Help:
   – https://uta.service-now.com/selfservice
   – 817-272-2155

Budget Questions
   – Budgets, Planning and Analysis
   – Contact your Budget Resource directly
Training Resources:

– Visit Business Affairs Training and Development web page: [https://www.uta.edu/business-affairs/training/](https://www.uta.edu/business-affairs/training/)

• Register for UT Share Classes
• Join Business Affairs Listserv
• View and/or Print UT Share Training Materials
  – Training Guide
  – PowerPoint
  – Job Aids