Budget Transfer Journals
Training Guide
Table of Contents

Contents

Overview ........................................................................................................................................ 1
Benefits ....................................................................................................................................... 1
Assumptions ............................................................................................................................... 1
Business Process Flow ............................................................................................................... 1
Roles and Responsibilities ........................................................................................................... 1
Campus Departments .................................................................................................................. 1
Workflow Approvers .................................................................................................................. 1
Budget Office ............................................................................................................................. 1
Budget Transfer Journal Requirements ..................................................................................... 2

Business Process Steps to Submit Journal for Approval .......................................................... 2

Step 1 – Navigate to Enter Budget Transfer Page.................................................................. 2
  Sub Step #1 – Create or find an existing Budget Journal ........................................................ 3
Step 2 – Enter Budget Transfer Journal Header Information ............................................. 4
  Sub Step #1 – Enter Budget Transfer Journal Header information ......................................... 5
Step 3 – Enter Budget Transfer Lines information ............................................................... 5
  Sub Step #1 – Enter Budget Journal Lines information .......................................................... 8
Step 4 – Pre-Check Budget Transfer Journal .................................................................... 8
  Sub Step #1 – Pre-check Budget Transfer Journal ................................................................. 9
Step 5 – Submit Budget Transfer Journal ............................................................................ 10
  Sub Step #1 – Submit Budget Transfer Journal for Workflow Approval ............................. 10

Modifying a Submitted Budget Transfer Journal ................................................................... 11

Step 1 – Modifying a Submitted Budget Transfer Journal .................................................. 11
  Sub Step #1 – Click OK on KK Journal Approvals Warning ................................................ 11
  Sub Step #1 – Review Canceled Approval information ....................................................... 11
Step 2 – Re-Submit Budget Transfer Journal ........................................................................ 12
  Sub Step #1 – Submit Budget Transfer Journal for Workflow Approval ............................. 12

Review Budget Transfer Journal Approval Status .................................................................. 13

Step 1 – Pending Approval ..................................................................................................... 13
Sub Step #1 – Review Pending Approval information .......................................................... 14
Sub Step #1 – Review Comments ......................................................................................... 14

Step 2 – Approved Budget Transfer Journal ....................................................................... 15
Sub Step #1 – Review Approval information ........................................................................ 15

Step 3 – Denied Budget Transfer Journal ........................................................................... 16
Sub Step #1 – Review Denied information ........................................................................... 16

Budget Transfer Workflow Security Rules .............................................................................. 17
Step 1 – Security Error example ............................................................................................ 17

Budget Transfer Journal Error Exceptions ........................................................................... 19
Step 1 – Review Error ............................................................................................................. 19
Sub Step #1 – Review Error information ............................................................................. 19
Step 2 – Additional Information on Errors and Warnings ................................................. 20
Errors ..................................................................................................................................... 20
Warnings ................................................................................................................................ 21
**Overview**

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

**Benefits**

- Ensures accurate generation of budget transfer journals with proper supporting documentation.

**Assumptions**

- Assumes workflow is created

**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 Navigation Collection

Or

Navigator > Commitment Control > Budget Journals > Enter Budget Transfer

Page Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Unit</td>
<td>Enter the Business Unit. Depending upon personal settings this may be auto-populated with the user’s business unit.</td>
</tr>
<tr>
<td>Journal ID</td>
<td>Leave as NEXT. System will assign the next journal ID</td>
</tr>
<tr>
<td>Journal Date</td>
<td>Defaults to current date. Generally, leave this at the auto-populated default date. The date can be changed if necessary.</td>
</tr>
</tbody>
</table>
Sub Step #1 – 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.
Step 2 – Enter Budget Transfer Journal Header Information

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ledger Group</td>
<td>Enter appropriate budget ledger – OPE is the Ledger to be used by most Front Office users unless otherwise directed. Currency related information will populate when a ledger is selected.</td>
</tr>
<tr>
<td>Budget Entry Type</td>
<td>Select Budget Transfer Entry Type. Values are: “Transfer Adjustment” which means Temporary Transfer Adjustment and “Transfer Original” which means Permanent Budget Transfer.</td>
</tr>
<tr>
<td>Attachments</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>Long Description</td>
<td>Enter a description for the journal.</td>
</tr>
<tr>
<td>Alternate Description</td>
<td>Additional 150-character descriptor field if necessary.</td>
</tr>
</tbody>
</table>
Sub Step #1 – Enter Budget Transfer Journal Header information
1) Select the Ledger Group OPE.
2) Select Budget Transfer Entry Type Original or Adjustment.
3) Add any attachments needed.
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, highlighted in orange below:

![Budget Lines Tab](image)

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.

### Page Fields

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Field Description/Purpose</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit</td>
<td>Business Unit requesting Budget Journal (UTRGV)</td>
</tr>
<tr>
<td>Journal ID</td>
<td>NEXT (next available ID will be auto-populated once Journal is saved)</td>
</tr>
<tr>
<td>Date</td>
<td>Date entered when Budget Journal created</td>
</tr>
<tr>
<td>Budget Header Status</td>
<td>Displays current Budget Status</td>
</tr>
</tbody>
</table>
| Process                  | **Budget Pre-Check**: 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.  
**Copy Journal**: Copies the original journal values.  
**Delete Journal**: Deletes the current journal. You cannot delete a posted or unposted journal.  
**Edit ChartFields**: Edits to determine if the budget journal passes ChartField validation and combination editing rules prior to posting.  
**Post Journal**: Initiates the Commitment Control Posting process (FS_BP). The process edits the journal and, if the journal is valid, posts it.  
**Refresh Journal**: Refreshes the data on the page with the data from the database. You lose unsaved changes if you do a refresh. |
<table>
<thead>
<tr>
<th><strong>Field Name</strong></th>
<th><strong>Field Description/Purpose</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Submit for Approval</td>
<td>Budget Journal Transfer to be submitted for approval.</td>
</tr>
<tr>
<td>Delete</td>
<td>Check box used to delete a line, then click the minus (-) under Lines to Add section.</td>
</tr>
<tr>
<td>Budget Period</td>
<td>Enter the Budget Period (example: 2018)</td>
</tr>
<tr>
<td>Speedtype</td>
<td>Enter Speedtype (optional and can be used for Expense Budgets but not for Revenue Budgets).</td>
</tr>
<tr>
<td>Account</td>
<td>Enter Budgetary Account (ex. A1000, A3000, A4000, etc.)</td>
</tr>
<tr>
<td>Fund</td>
<td>Enter Fund if needed</td>
</tr>
<tr>
<td>Dept</td>
<td>Enter Department if needed</td>
</tr>
<tr>
<td>Function</td>
<td>Enter Function if needed</td>
</tr>
<tr>
<td>Project</td>
<td>Enter Project if needed</td>
</tr>
<tr>
<td>Cost Center</td>
<td>Enter Cost Center if needed</td>
</tr>
<tr>
<td>Amount</td>
<td>Enter Amount (+ amount increases Budget, - amount decreases Budget)</td>
</tr>
<tr>
<td>Ref</td>
<td>Free Form area to enter additional detail if needed</td>
</tr>
<tr>
<td>Journal Class</td>
<td>Field not currently used for Budget Journals, typically a list of predetermined options to select from</td>
</tr>
<tr>
<td>Cumulative Begin and End Date fields</td>
<td>Cumulative Calendars not used</td>
</tr>
<tr>
<td>Generate Budget Period Lines</td>
<td>Option not used since Cumulative Calendars not used</td>
</tr>
<tr>
<td>Lines to Add</td>
<td>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.</td>
</tr>
<tr>
<td>Totals section</td>
<td>Keeps a running total of number of Lines, total Debits and total Credits.</td>
</tr>
</tbody>
</table>
Sub Step #1 – Enter Budget Journal Lines information

1) Enter Budget Period.

2) Enter Speedtype, then click Tab on keyboard. If desired, ChartField values can be entered manually using the specific fields.

3) Enter Budget Account (A1000, A2000, A4000, etc.).

4) Enter Amount.

5) Review/update Budget Line Description as needed.

6) Add any additional Lines needed (these will inherit ChartField 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 on page 2).

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 section for information on Security Errors.

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.
Sub Step #1 – 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

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.

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.
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.

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.

Sub Step #1 – 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.
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, the following message will display upon attempting to Save.

![Image of KK Journal Approvals](image)

Sub Step #1 – 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.

![Image of Canceled Approval](image)

Sub Step #1 – 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.

**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.

**Sub Step #1 – 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 Journal will be submitted, will display once again as Pending, and Approval Flow will restart. Each level will have to re-approve the Journal in order for it to be Approved.
Approval Flow when the Pending link is clicked on in the Approval Header Status:

**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.
Sub Step #1 – 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, Accounting, and Budget Office Approver.

Sub Step #1 – Review Comments

1) Click the Arrow next to Comments on the Approval Flow page.

2) This will display Approver and systemic Comments and Notes.
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.

Sub Step #1 – 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 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.

![Example of Budget Transfer Journal](image)

**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.

![Denied Budget Transfer Journal](image)

**Sub Step #1 – 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.

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

**Step 1 – Security Error example**

In the example below, Fund Code 2100 was used on the first row and Fund Code 3100 was used on the second row. For Fund Code 3100 crossing Fund Codes is allowed, but for Fund Code 2100, only rows with Fund Code 2100 may exist on the same journal.
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.

If this Error was not intended and the Fund Code 2100 (or 3100) was used accidentally, please correct the issue and save the Journal.

The Security Error will no longer display, and user can continue processing.

### Detailed Security Rules for Front Office Users Level 1

This table identifies Fund Codes that can be combined on a Budget Transfer Journal and those where only one Fund Code can be used on all the Lines of the journal to avoid Security Errors.

<table>
<thead>
<tr>
<th>Fund Code Range</th>
<th>Able to use combinations</th>
</tr>
</thead>
<tbody>
<tr>
<td>2100 - 2999</td>
<td>No</td>
</tr>
<tr>
<td>3100 - 3115</td>
<td>Yes</td>
</tr>
<tr>
<td>3200</td>
<td>No</td>
</tr>
<tr>
<td>4100 - 4800</td>
<td>Yes</td>
</tr>
<tr>
<td>5500 - 5600</td>
<td>No</td>
</tr>
</tbody>
</table>
Budget Transfer Journal Error Exceptions

Step 1 – 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 with an Error will have an ‘X’ next to it.

Sub Step #1 – 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.

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

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:

<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>

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, in the following situations:

1. 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 warnings.