1. After logging in to PeopleSoft Financials, navigate to Enter Budget Transfer: 
   *Commitment Control > Budget Journals > Enter Budget Transfer*

2. The **Add a New Value** tab will appear with the Business Unit, Journal ID, and Journal Dates already completed.

   ![Add a New Value Tab](image)

   Click on the **Add** button.

3. The **Budget Header** screen will appear.

   ![Budget Header Screen](image)

   In the "Ledger Group" field, choose "CC_BUDUNIT". Also confirm that the "Budget Entry Type" is set to "Transfer Adjustment", that "Generate Parent Budget(s)" is checked and that the "Parent Budget Type" is also set to "Transfer Adjustment". Next click on the **Budget Lines** tab.
Enter budget transfers

4. Begin by entering the fiscal year, chartfield, and amount information for the budget line that will be reduced (i.e. the "transfer from" budget line).

**NOTE:** The budget's chartfields can be found on the Commitment Control Budgets Overview screen. If you need help with that screen, see the "How Do I?" titled "Review Budget Activities" on the PeopleSoft Financials web pages or contact the Budget Office.

First, set the "Budget Period" field to "FY" followed by the current fiscal year. Next, enter the account, fund, budget unit, and program chartfield combination. Then enter the negative amount that represents the reduction for the budget.

To enter a "to" budget line that will receive transferred budget dollars, click on the "+" sign next to the "Lines to add" prompt.

5. A line exactly like the one just entered will appear on the screen.

Change the account to the one receiving budget dollars, and change the amount to the amount to be moved to the specified account. If more lines are needed, press the "+" sign and edit the line accounts and amounts. Then click the Save button.
ENTERING BUDGET TRANSFERS

If the total debits do not equal the total credits, when you press the **Save** button, you will get the message

![Message](image)

If this message appears, click on **OK** and correct the entries.

6. To post the budget transfer, first confirm that the "Process" field is set to "Post Journal".

![Process](image)

Then click the **Process** button.
A prompt will then appear to confirm that you want to post the journal.

![Message](image)

Click the **Yes** button to post the transaction and update the budgets.

After posting, the "Budget Header Status" field will be "Posted", meaning that the budget money has been transferred.

![Budget](image)
ENTERING BUDGET TRANSFERS

**IMPORTANT FAQs:**

For the budget transfer to be successful, it must meet the following requirements:
* The budget line receiving dollars, must already exist, even if it shows a $0 balance.
  (Contact the Budget Office if the line needs to be created.)
* There must be sufficient funds in the "from" budget to cover the transfer.
* The budget can only be adjusted by the designated Budget Unit Head.
* All accounts in the transaction must be included in the list below.

**Valid accounts for budget transfer:**

range: 521202-521299
range: 522001-522999
range: 531200-531999
account: 532101
account: 533100
account: 533110
account: 534380
range: 535410-535455
account: 535900
range: 536500-536520
range: 539001-539999
range: 540001-549999
range: 550001-559999
range: 560001-560508
range: 560520-566568
range: 566576-569999
range: 571001-571358
range: 571360-571364
range: 571365-574999
range: 575001-579999