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 Date already completed.

   ![Add a New Value tab](image)

   Click on the **Add** button.

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

   ![Budget Header screen](image)

   Confirm that the "Ledger Group" is set to "CC_BUDUNIT", the "Budget Entry Type" is set to "Transfer Adjustment", the "Generate Parent Budget(s)" is checked and the "Parent Budget Type" is set to "Transfer Adjustment". If you would like, you can also enter a description for the transfer. Next click on the **Budget Lines** tab.
ENTERING BUDGET TRANSFERS

4. Begin by completing the budget line that will be reduced (i.e. the "transfer from" budget line) under the "Charatfield and Amounts" tab using the directions below.

First, set the "Budget Period" field by clicking on the magnifying glass & choosing from the dropdown list. Next, enter the account and budget unit. Then enter the negative amount that represents the reduction for the budget. (NOTE: Please enter only whole dollar amounts in budget transfers.)

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**

You cannot post this journal until it is balanced. (18021, 534)

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".

Then click the **Process** button.

A prompt will then appear to confirm that you want to post the journal.

**Message**

Are you sure that you want to post this journal? (5016, 45)

Click "Yes" to post

Yes  No

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.
**IMPORTANT FAQs:**

For the budget transfer to be successful, it must meet the following requirements:

* There must be sufficient funds in the "from" budget to cover the transfer.
* The budget can be adjusted by the designated Budget Unit Head or authorized personnel.
* All accounts in the transaction must be included in the list below.

**Valid accounts for budget transfer:**

<table>
<thead>
<tr>
<th>Range</th>
<th>Account Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>521202-521299</td>
<td>522001-522999</td>
</tr>
<tr>
<td>531200-531999</td>
<td>532101</td>
</tr>
<tr>
<td></td>
<td>533100</td>
</tr>
<tr>
<td></td>
<td>533110</td>
</tr>
<tr>
<td></td>
<td>534380</td>
</tr>
<tr>
<td>535410-535455</td>
<td>535900</td>
</tr>
<tr>
<td>536500-536520</td>
<td>539001-539999</td>
</tr>
<tr>
<td>540001-549999</td>
<td>550001-559999</td>
</tr>
<tr>
<td>560001-560508</td>
<td>560520-566568</td>
</tr>
<tr>
<td>566576-569999</td>
<td>571001-571358</td>
</tr>
<tr>
<td>571360-571364</td>
<td>571365-574999</td>
</tr>
<tr>
<td>575001-579999</td>
<td></td>
</tr>
</tbody>
</table>