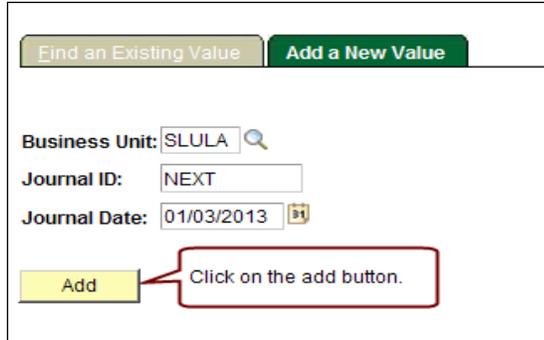
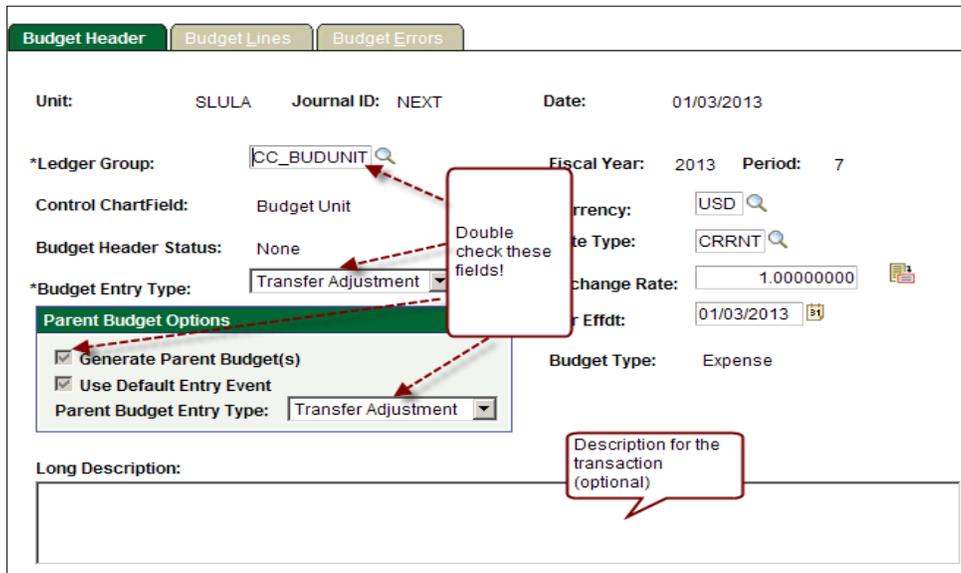


1. After logging in to PeopleSoft Financials, navigate to Enter Budget Transfer:
Commitment Control > Budget Journals > Enter Budget Transfer
2. The **Add a New Value** tab will appear with the Business Unit, Journal ID, and Journal Date already completed.



Click on the **Add** button.

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



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

- 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.

The screenshot shows the 'Budget Lines' tab in a financial system. The 'Chartfields and Amounts' sub-tab is active. A table lists budget lines with columns for Delete, Line, Ledger, Budget Period, Speed Type, Account, Fund, Budget Unit, Program, Set Options, Currency, and Amount. Line 1 is selected, showing Ledger BUDUNIT_BD, Budget Period FY2013, Speed Type, Account 571421, Fund, Budget Unit 49999, Program, Set Options, Currency USD, and Amount -2000.00. Below the table, there are input fields for 'Lines to add' (set to 1), 'To:' (empty), and 'Generate Budget Period Lines'. A 'Process' button is visible. Callouts provide instructions: 'Click magnifying glass & choose fiscal year.' points to the Budget Period field; 'Enter account that already exists in the budget.' points to the Account field; 'Enter budget unit number.' points to the Budget Unit field; 'Enter negative amount to be removed from budget.' points to the Amount field; and 'Last, click here to add a line.' points to the '+' sign next to the 'Lines to add' field.

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.

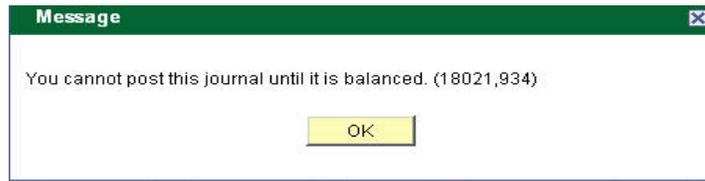
- A line exactly like the one just entered will appear on the screen.

The screenshot shows the 'Budget Lines' tab with two lines entered. Line 1 has Account 571421 and Amount -2,000.00. Line 2 has Account 540440 and Amount 2,000.00. The 'Lines to add' field is now 2. Callouts provide instructions: 'Change to the correct account.' points to the Account field of Line 2; 'Change to positive amount.' points to the Amount field of Line 2; and 'Total debits must equal total credits.' points to the 'Total Debits: 2,000.00' and 'Total Credits: 2,000.00' fields in the Totals section. A 'Save' button is visible at the bottom left.

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.

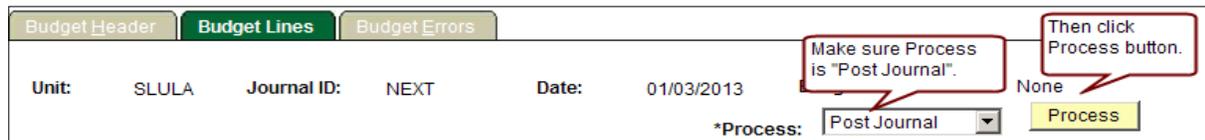
ENTERING BUDGET TRANSFERS

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



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

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



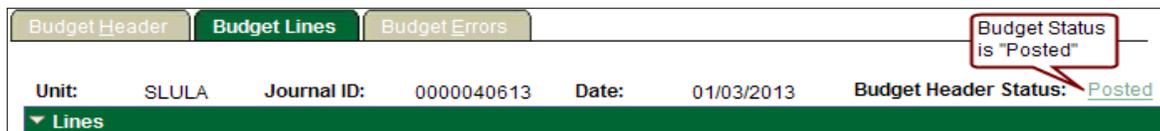
Then click the **Process** button.

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



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.



ENTERING BUDGET TRANSFERS

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:

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: 560001-560499
range: 560501-560508
range: 560520-566568
range: 566576-569999
range: 571001-571358
range: 571360-571364
range: 571365-574999
range: 575001-579999