Background

Use a budget transfer for activating a new chartstring or for moving money between budgets. Do not use this process for moving expenses. To move expenses, use a Journal Entry. For help with Journal Entries, refer to the Journal Entry User Guide.

Step-by-Step Instructions: Entering a Budget Transfer

Unrestricted funds 100,130-131, and 150 budget transfers between Budgetary Units will no longer be allowed within PeopleSoft. Instead of using a budget transfer, the sending Budget Unit must do an Actuals Journal. For more information regarding this change, please see the following document on the FAB website.

http://www.uvm.edu/~ofabweb/Budget_Building_Materials/FY_16_Budget_Building/Budget%20Transfers%20vs%20Actuals%20Journals.pdf

1. Log in to PeopleSoft through the Financials Login (www.uvm.edu/~erp/portal).
2. Navigation: Commitment Control > Budget Journals > Enter Budget Transfer
3. Click the Add a New Value Tab.
4. Enter **UVM01** in the **Business Unit** field and enter the date on which the transfer takes place in the **Journal Date** field.

![Find an Existing Value](Image)

**Business Unit:** UVM01
**Journal ID:** NEXT
**Journal Date:** 08/01/2012

**Add**

5. Click **Add**. PeopleSoft will automatically assign the **Journal ID**.

6. The budget header screen will display according to the chosen date.

![Budget Header](Image)
7. Click the magnifying glass next to Ledger Group to display the available ledger groups.

8. Click the appropriate Ledger Group from the list. For help determining the appropriate group see Commitment Control Reporting.

9. Select the correct Budget Entry Type from the drop down box.

10. Enter a description for the transfer in the Long Description box. This field should contain information that clearly explains the reason for the journal.

11. Click the Budget Lines tab at the top of the screen.
   
   **Note:** Users must at least enter the fund and budget period on one line before saving the budget transfer.

12. The Budget Lines screen will open.

13. Enter the chartstring to move the dollars from. Use a (-) minus sign in the Amount field.

14. Click the (+) plus sign below the chartstring screen. This row will be a duplicate of the previous line and will be the recipient of the transfer.
15. Change the chartfields for the second string and reverse the (+, -) sign.

16. Verify that the debits equal the credits and click Save.

Note: If the user is authorized to enter budget transfers, but not to post, an Error Status will occur when the transfer is saved. This is OK, the transfer will be saved.

![Budget Transfers Table]

### Additional steps for those authorized to enter but not approve budget transfers

1. Click Notify to e-mail the approver.

2. The e-mail Template will appear.

![Send Notification]

3. Edit the template as appropriate. PeopleSoft will automatically display a link to the transfer information for the approver.

4. Click OK. The approver will receive an e-mail.
Find Budget Transfers

1. Log in to PeopleSoft Financials from the PeopleSoft portal page https://www.uvm.edu/~erp/portal/
2. Navigate to: Commitment Control > Budget Journals > Enter Budget Transfer
3. Ensure that the Find an Existing Value tab is selected and the Business Unit field is UVM01.

4. Enter search criteria and click Search.
5. A list of budget transfers that match the selected criteria will appear. Click on any line in the Search Results table to open that particular budget transfer.
Resources

Helpful Links

- Professional Development & Training Classes

Relevant UVM Departments

- Financial Accounting and Reporting Services
- Financial Analysis and Budgeting Office

This document is designed to be used online and has a number of embedded links to processes and additional information. We discourage the printing of these documents as they are updated frequently and consume paper resources when printed.