The University of Vermont

Sponsored Project Administration Work Instruction

Budget Transfers on Sponsored Projects

Owner: Sponsored Project Administration

Originally issued: 05/01/2024

Last Updated: 05/01/2024

Overview

Budget transfer journals are used for all rebudget requests involving sponsored projects that are being requested after the initial setup.

This includes the following actions:

1. Rebudgeting between approved direct cost categories on the same project when F&A is excluded, or budget restrictions apply (i.e. moving tuition dollars into salary/fringe and F&A).
2. Rebudgeting between projects on the same award, when allowable.
3. Opening zero-dollar budget lines, when appropriate.
4. Approval of Direct Cost Justification Form and opening of the corresponding budget line.
5. Approved Carryover between budget periods when carryover is not automatic.
6. Adding cost share dollars to a sponsored project after setup.

Entering a Budget Transfer

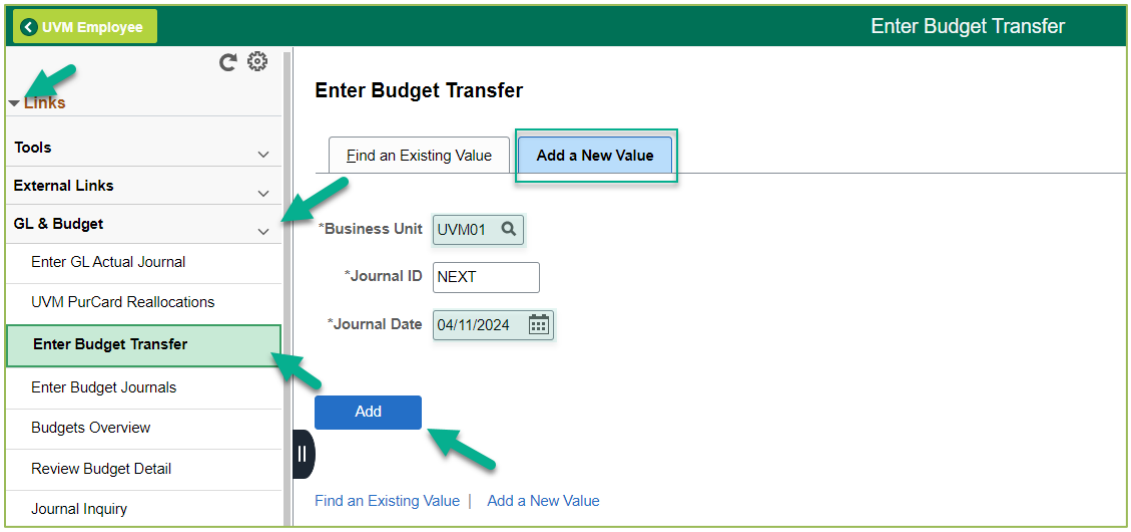
1. Log in to PeopleSoft Financials

2. On the **UVM Employee Homepage**, click on the **UVM Business Mgr WorkCenter** tile.

3. A list will appear to the left of the window of various options. Under the **Links** section, click on **GL & Budget** to expand the menus, showing a list of frequently used items. Select **Enter Budget Transfer**. *Note: If you do not have access to this page, you should submit a PeopleSoft Financials footprint and request access to create and submit budget transfer journals for sponsored projects.*

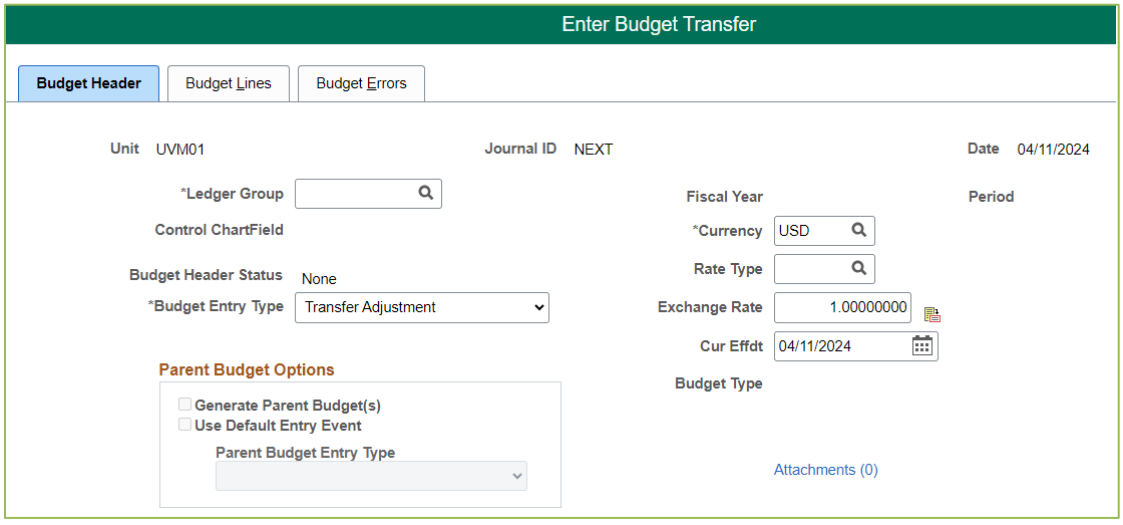
4. Click the **Add a New Value** tab.

5. Enter **UVM01** in the **Business Unit** field and enter the date on which the transfer takes place in the **Journal Date** field.

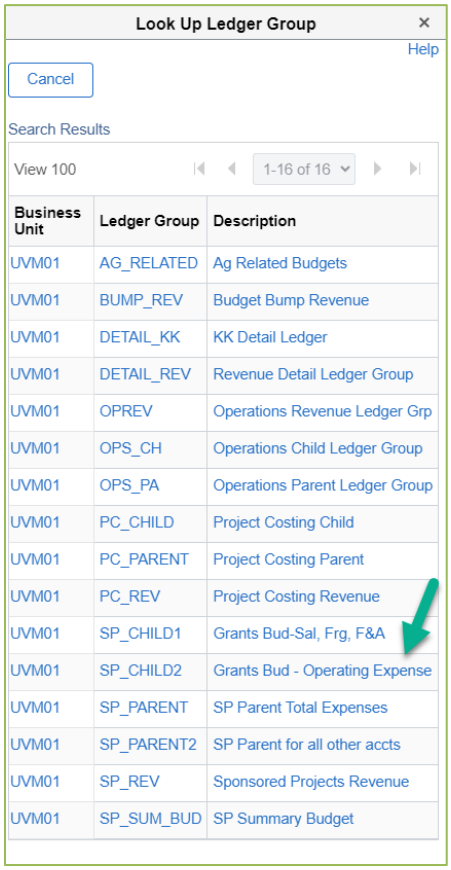


6. Click **Add**. PeopleSoft will automatically assign the **Journal ID**.

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



8. Click the **magnifying glass** icon next to the **Ledger Group** to display the available ledger groups. Choose **SP_CHILD2**.

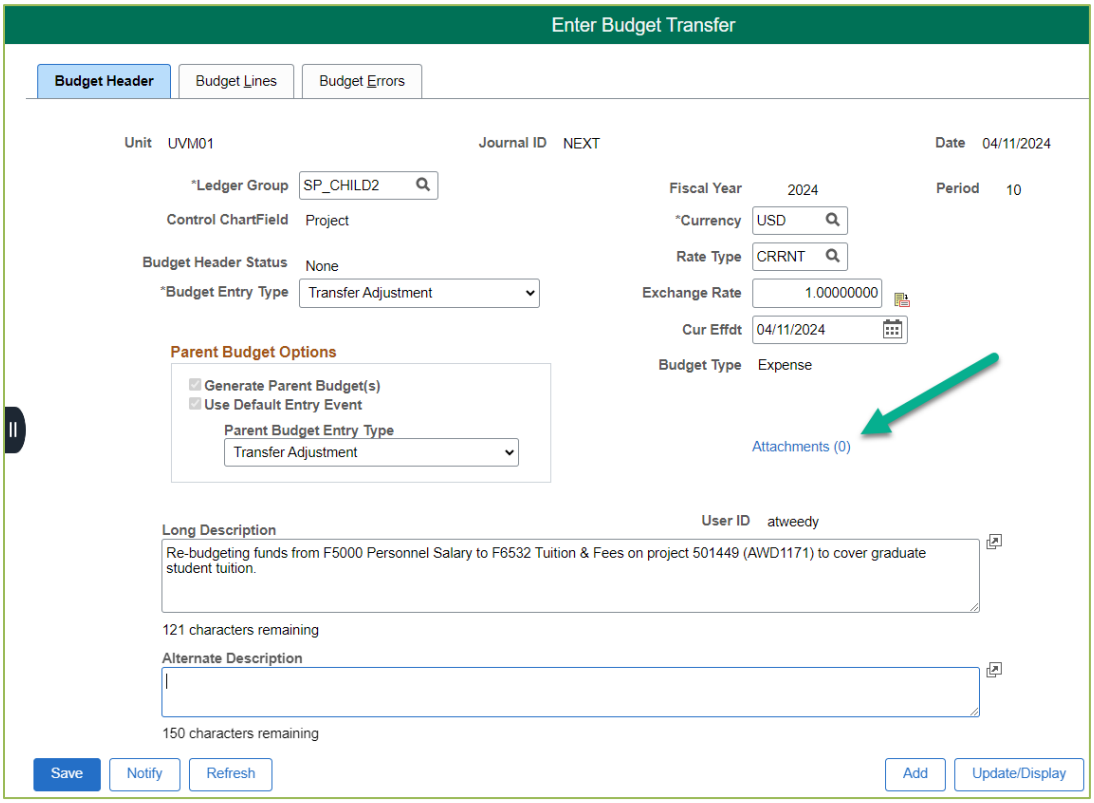


9. The **Budget Entry Type** should be **Transfer Adjustment**.

10. The **Parent Budget Entry Type** should be **Transfer Adjustment**.

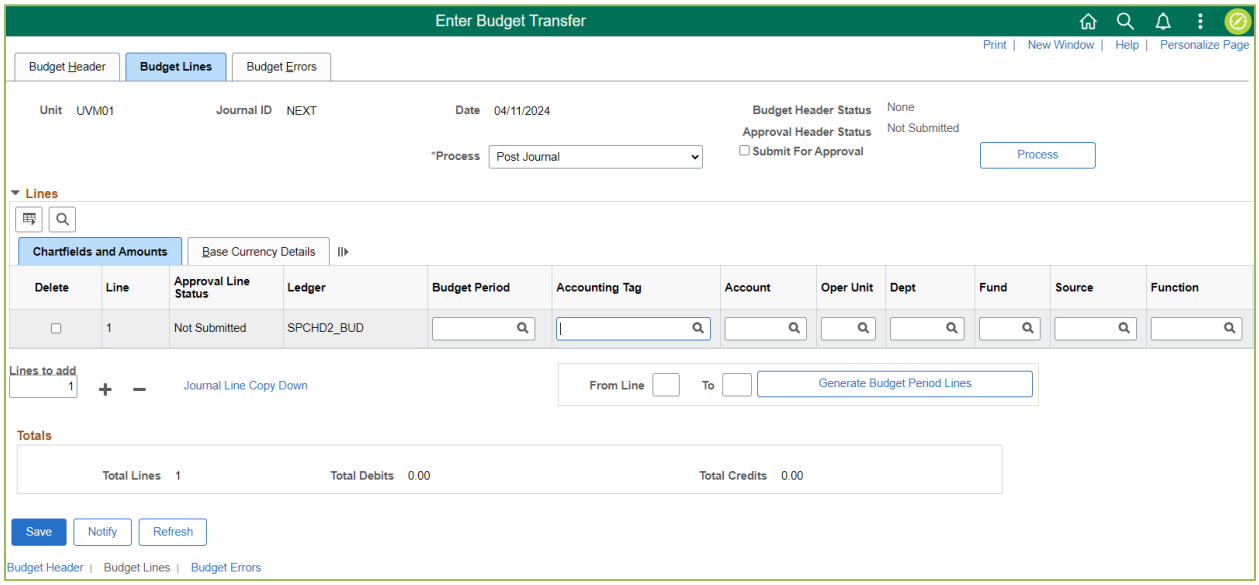
11. Enter a description of the transfer in the **Long Description** box. This field should contain information that clearly explains the reason for the journal and as much detailed information about the rebudget as possible.

12. Click on **Attachments** to add required documentation for the re-budget requested and any required supporting documents. This is also where additional information can be uploaded if the **Long Description** box character limit has been reached.



13. Everything else on the **Budget Header** page should remain default settings.

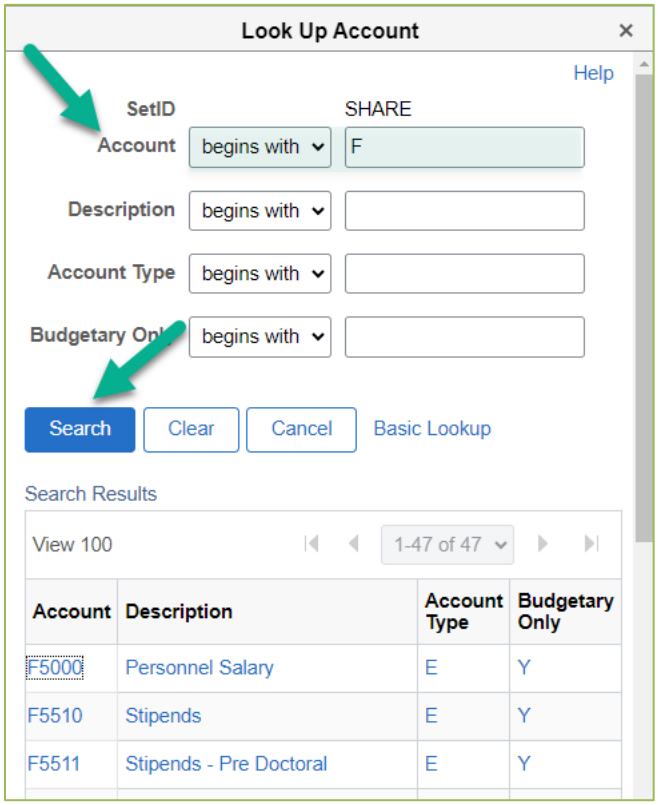
14. Click the **Budget Lines** tab at the top of the screen. The **Budget Lines** screen will open. **Users must at least enter the first two budget lines in full and balanced before saving the budget transfer.**



15. Enter "1" for the **Budget Period**.

16. The **Accounting Tag** can be left blank.

17. Enter the Account (FLevel) or click the **magnifying glass** icon in the Account box to display the available accounts. **Only FLevels can be entered for sponsored projects budget transfers**. To quickly find a list of available FLevels, choose "**begins with**", type "**F**" into the **Account** lookup box and click **Search**. A list of only FLevels will populate.

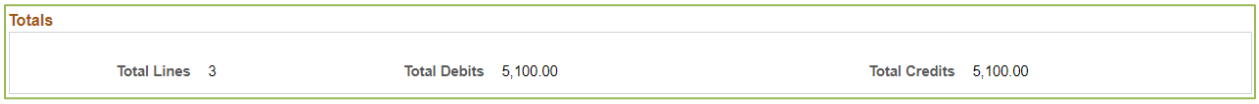


18. Enter the chartstring to move the dollars from. Use a (-) minus sign in the **Amount** field.

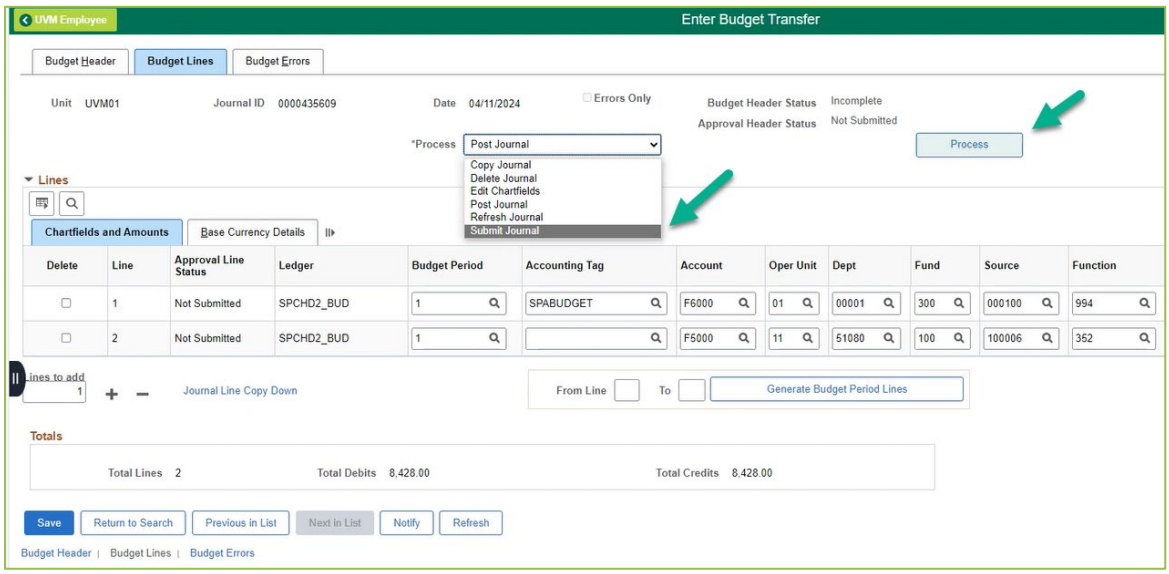
19. Click the plus sign below the chartstring to add a line. This row will be a duplicate of the previous line and will be the recipient of the transfer.

20. Change the chartfields for the second chartstring as needed and reverse the (+,-) sign. **Note: It is best to have separate journals for separate actions** (e.g. carryforward amounts and rebudgeting within a project should be done as two separate journals.) It is best to check with the Financial Analyst for the best way to submit large changes.

21. Verify that the debits equal the credits at the bottom and click **Save**. **Budget Transfer Journals cannot be submitted if the debits do not equal the credits.** *See Entering Cost Share section if needing to balance for cost share on page 10.*



22. Once all information entered has been verified and required attachments have been added to the Budget Header tab (step 12), select **Submit Journal** from the **Process** menu and click **Process**. The Approval Header Status will change to Pending.



Important Note: Budget Transfer Journals are set to be posted overnight after being reviewed and approved. If the rebudget is urgent, contact your Financial Analyst to request a quicker processing time.

Approved vs Denied Journals

- If a Budget Transfer Journal has been "**approved**", the initiator will receive an email like the one below with a link that navigates directly to the "**approved**" journal.

The following budget journal/transfer has been "Approved".

Business Unit: UVM01
Journal ID: 0000425967
Journal Date: 2024-02-22

The transaction will be posted, and the budget updated in PeopleSoft by the next business day.

You can navigate directly to the Control Budget Journal Approval page by clicking the link below.

- If a Budget Transfer Journal has been "**denied**", the initiator will receive an email like the one below with a link that navigates directly to the "**denied**" journal. The initiator should then follow the steps below.

The following Budget Transfer is not approved.

Business Unit: %2
Journal ID: %3
Journal Date: %4

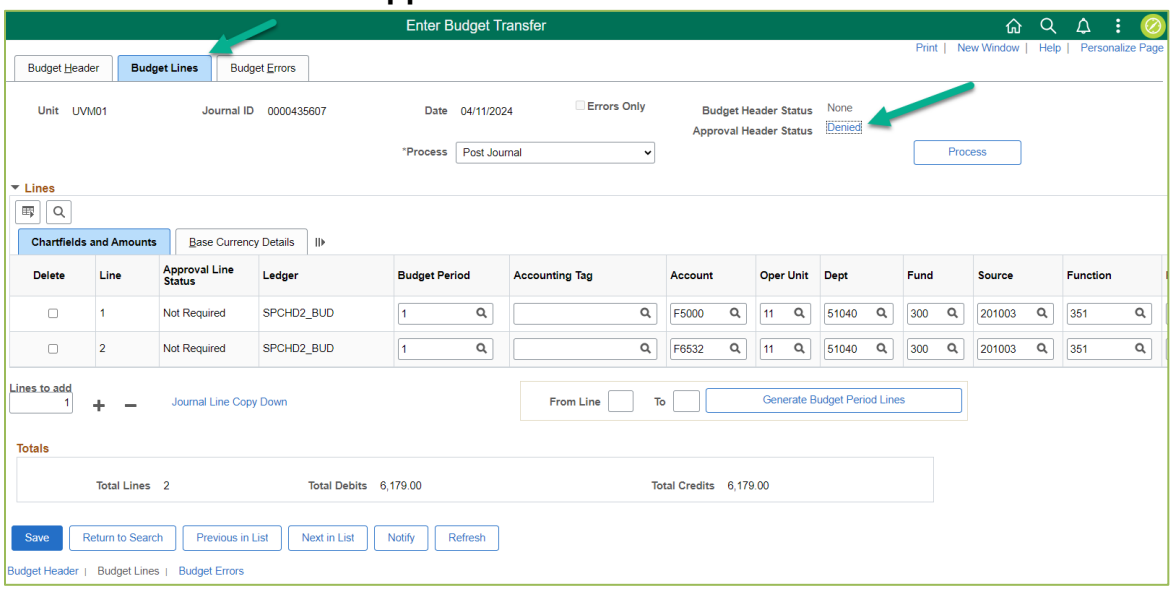
The following budget transfer/journal has been denied or requires additional information before it can be processed. Please contact your SPA FA for questions.

You can navigate directly to the Control Budget Journal Approval page by clicking the link below.

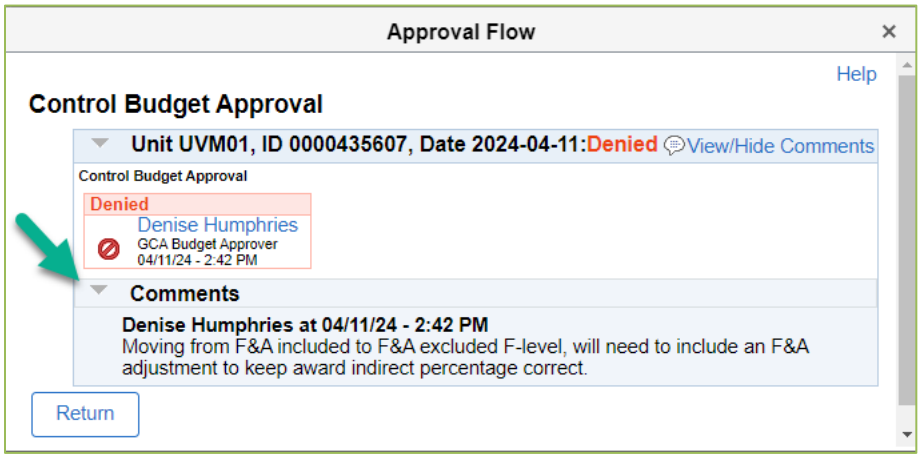
1. Click the link in the email to navigate directly to the returned journal. See Finding Budget Transfers section for alternate navigation option.

2. Once in the journal, select the **Budget Lines** tab.

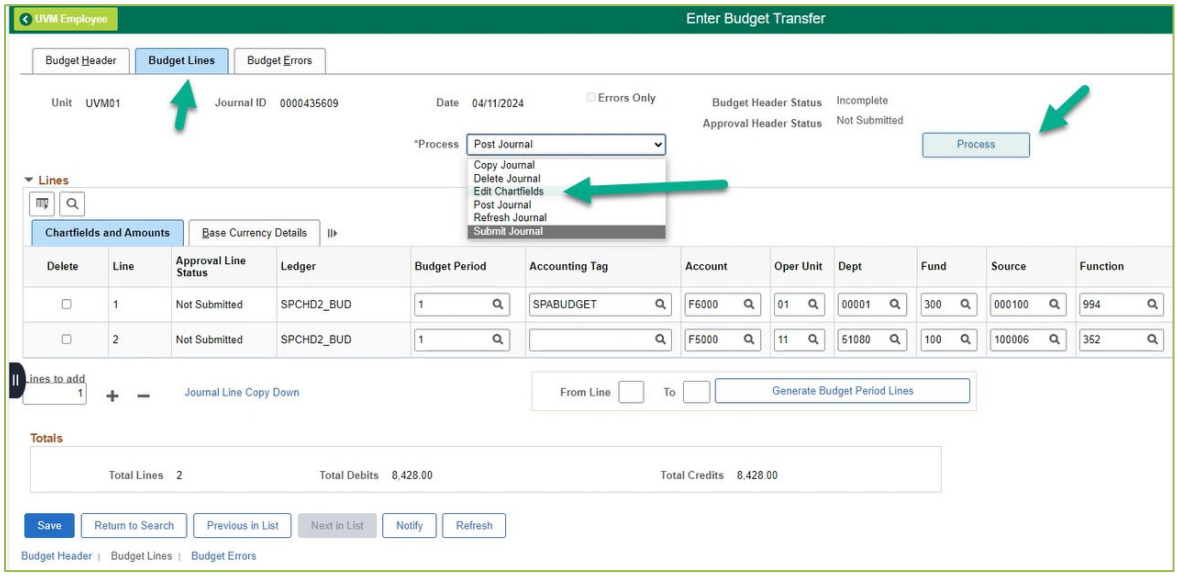
3. Click on the blue **Denied Approval Header Status**.



4. Click on the arrow next to Comments in the **Approval Flow** box. The box will now display comments from the Budget Approver explaining the reason for the returned journal.

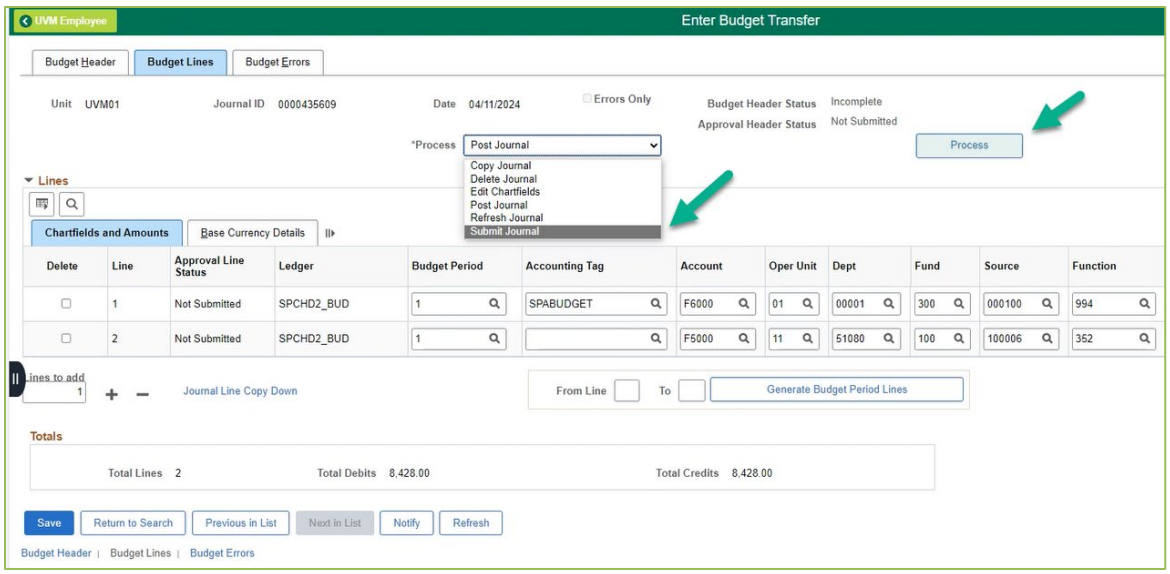


5. If an edit is required or additional information needs to be added to the journal, select **Edit Chartfields** in the **Process** dropdown menu on the **Budget Lines** tab and click **Process**.



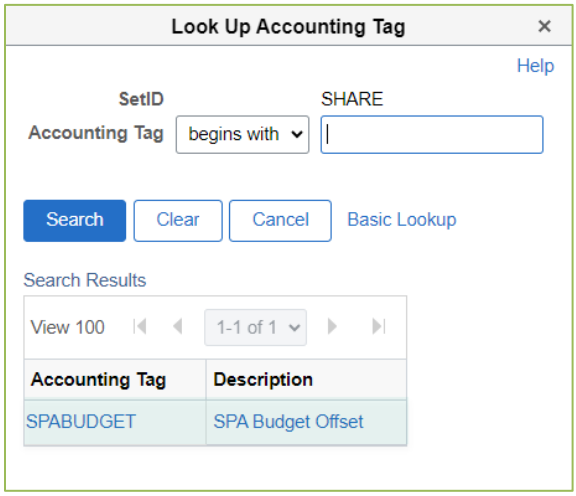
6. Proceed with editing the journal as necessary.

7. Once the journal has the correct information, resubmit by selecting **Submit Journal** from the **Process** menu and click **Process**. The Approval Header Status will change to Pending.



Entering Cost Share

1. **When rebudgeting cost share**, click the **magnifying glass** icon in the **Accounting Tag** box to display the available accounting tags. Choose **SPABUDGET**. This will auto populate a chartstring where the funds can be offset to which allows the debits to equal the credits once the journal is finished.



2. Enter "**1**" for the **Budget Period**.

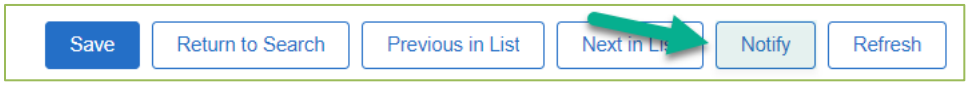
3. Use **F6000** for the **Account.**

4. Enter the corresponding amount needed to offset the cost share rebudget. **Note: The journal will need to balance before you can submit for processing.**

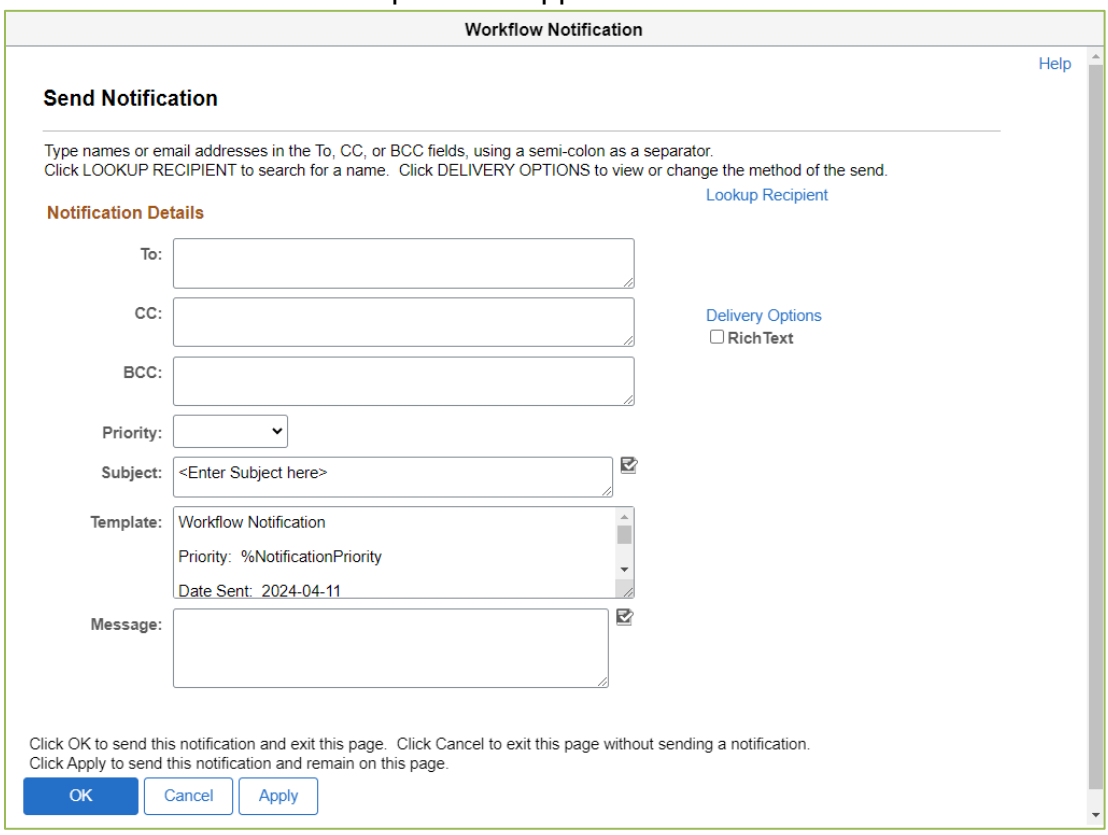
Sending Notifications

Notifications can be sent from within the Budget Transfer Journal, tying the message directly to the specific journal. To send a Budget Transfer Journal Notification:

1. Click on the **Notify** button at the bottom of any tab of the journal.



2. The **Send Notification** template will appear.



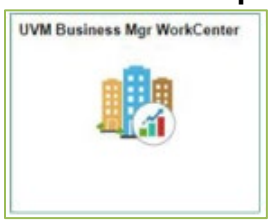
3. Edit the template as appropriate. Peoplesoft will automatically display a link to the transfer information for the recipient.

4. Click **OK**. The recipient will receive an email.

Finding Budget Transfers

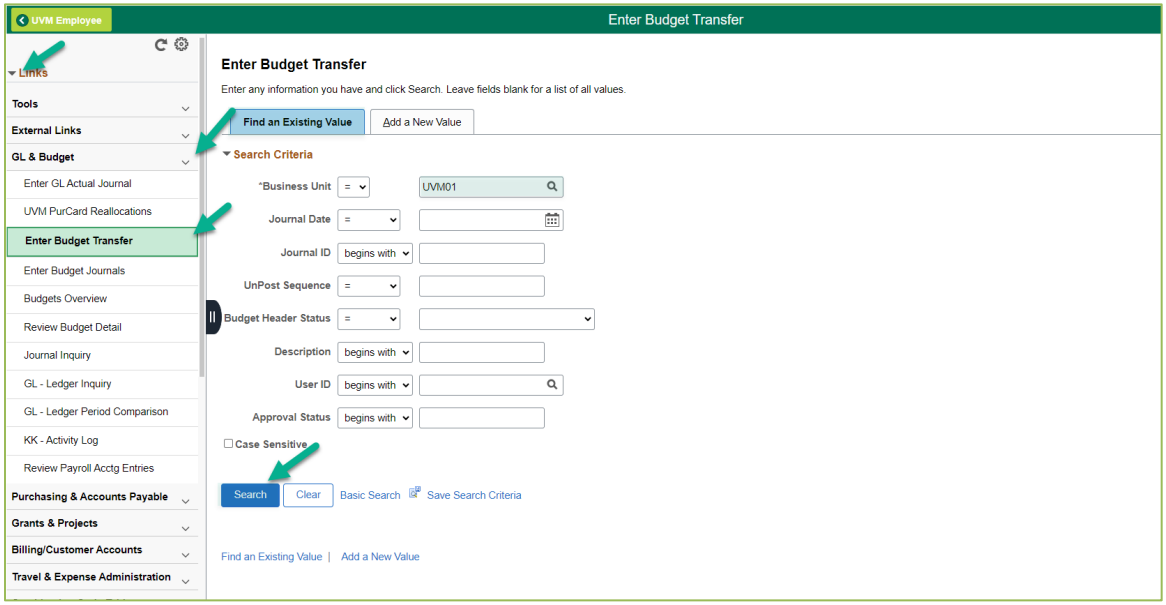
1. Log in to PeopleSoft Financials

2. On the **UVM Employee Homepage**, click on the **UVM Business Mgr WorkCenter** tile.



3. A list will appear to the left of the window of various options. Under the **Links** section, click on **GL & Budget** to expand the menus, showing a list of frequently used items. Select **Enter Budget Transfer**.

4. Ensure that the Find an Existing Value tab is selected, and the Business Unit field is UVM01.



5. Enter search criteria and click **Search**.

6. A list of budget transfers that match the selected criteria will appear. Click on any line in the Search Results table to open that budget transfer. Note that the **Approval Status** displays whether the journal has not been submitted, denied, approved, or is still pending.

View All 1-4 of 4

Business Unit	Journal Date	Journal ID	Ledger Group	Budget Header Status	Description	User ID	Approval Status
UVM01	04/11/2024	0000435600	SP_CHILD2	Error-Sec	Adding cost share funds to F50	atweedy	Not Submitted
UVM01	04/11/2024	0000435606	SP_CHILD2	None	Adding cost share in F5000 and	atweedy	Pending
UVM01	04/11/2024	0000435607	SP_CHILD2	None	Transferring from F5000 Person	atweedy	Denied
UVM01	04/11/2024	0000435608	SP_CHILD2	Posted	Requesting a $0 budget line op	atweedy	Approved

Appendix A – Internal Documentation Requirements By F-level

NOTE: For all F-levels a description of why you are requesting the rebudget and how it is allowable on the award is required for each budget transfer journal.

Flevel	Budget Item	Internal Required Documentation (when sponsor approval is received/not required)
F5000	Salaries and Wages	Can request a zero dollar sponsored budget be open for this budget line. ***Note - fringe should also be added to the budget when requesting this budget line.***
F5510	Stipends	Can request a zero dollar sponsored budget be open for this budget line.
F5990	Fringe	Can request a zero dollar sponsored budget be open for this budget line. ***Note - this budget line should be included with every salary budget line request.***
F6000	Other Expenses and Services	Can request a zero dollar sponsored budget be open for this budget line.
F6002	General Supplies & Services	***If federally funded***, an approved direct cost justification form is required (except for Extension or Experiment Station Award Types) before this budget line can be opened. Once approved, a zero dollar budget may be opened.
F6003	Animal Costs	Can request a zero dollar sponsored budget be open for this budget line. Prior to the opening up of this budget line, you must have an approved IACUC. Insert the approved IACUC Protocol number in the Additional Information section of this form.
F6004	Lab Research Supplies & Services	Can request a zero dollar sponsored budget be open for this budget line.
F6005	Agricultural Supplies & Services	Can request a zero dollar sponsored budget be open for this budget line.
F6006	Memberships & Subscriptions	***If federally funded***, an approved direct cost justification form is required (except for Extension or Experiment Station Award Types) before this budget line can be opened. Once approved, a zero dollar budget may be opened.
F6007	Work Order Services	***If federally funded***, an approved direct cost justification form is required before this budget line can be opened. Once approved, a zero dollar budget may be opened.
F6011	Publications	Can request a zero dollar sponsored budget be open for this budget line.
F6015	IRB Fees	Provide a dollar amount to be added along with which direct cost category will be reduced in Section B of the re-budget request.
F6020	Computer Services	***If federally funded***, an approved direct cost justification form is required (except for Extension or Experiment Station Award Types) before this budget line can be opened. Once approved, a zero dollar budget may be opened.

F6021	Computer Devices	Can request a zero dollar sponsored budget be open for this budget line.
F6050	Domestic Travel	Can request a zero dollar sponsored budget be open for this budget line.
F6052	Foreign Travel	Can request a zero dollar sponsored budget be open for this budget line. Confirm sponsor allows foreign travel and traveler is distributed on the grant. Additional information is required if not originally budgeted for in the proposal: 1. Who is traveling? 2. What are the travel dates? 3. What is the origin and destination of the travel. 4. How does it relate to the scope of work?
F6053	Business Meals	Rarely used. You ***must*** have sponsor approval and provide documentation as outlined in the Business Meal, Hospitality and Amenity Procedure. And you must provide to your SPA FA, this documentation prior to charging each expense to the utilization of this chart string.
F6101	Participant Expenses	**This budget line is excluded from F&A *and*** requires a separate project and budget within PeopleSoft. Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget and the amount of F&A that will need to be reduced. This account will be controlled so that expenses cannot exceed the budget for this Flevel. Note: sponsor approval is required to rebudget out of the participant support budget into other direct cost categories.
F6104	Research Subject Costs	Prior to the opening up of this budget line, you must have an approved IRB Protocol. Insert the approved IRB Protocol number in the Additional Information section of this form.
F6120	Consultant & Contract Services	Can request a zero dollar sponsored budget be open for this budget line.
F6127	Patient Care Expenses	**This budget line is excluded from F&A.** Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget and the amount of F&A that will need to be reduced. This account will be controlled so that expenses cannot exceed the budget for this Flevel.
F6301	Utilities	***If federally funded***, an approved direct cost justification form is required before this budget line can be opened. Once approved, a zero dollar budget may be opened.
F6320	Telephone & Telecom Services	***If federally funded***, an approved direct cost justification form is required before this budget line can be opened. Once approved, a zero dollar budget may be opened.
F6350	Non-UVM Facilities Rental	**This budget line is excluded from F&A.** Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget and the amount of F&A that will need to be reduced. This account will be controlled so that expenses cannot exceed the budget for this Flevel.
F6403	Predoc Postdoc Health Insurance	Can request a zero dollar sponsored budget be open for this budget line.
F6404	Relocation Costs	Can request a zero dollar sponsored budget be open for this budget line.

F6450	Acquisitions	**This budget line is excluded from F&A.** Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget and the amount of F&A that will need to be reduced. This account will be controlled so that expenses cannot exceed the budget for this Flevel.
F6500	Equipment	**This budget line is excluded from F&A.** Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget and the amount of F&A that will need to be reduced. This account will be controlled so that expenses cannot exceed the budget for this Flevel. ***For federally funded*** agreements, sponsor approval may be required for rebudgets over $25,000.
F6510	Equipment Maintenance	Can request a zero dollar sponsored budget be open for this budget line.
F6520	Sub-Award <$25k	Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget.
F6521	Sub-Award >$25k	**This budget line is excluded from F&A.** Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget and the amount of F&A that will need to be reduced. This account will be controlled so that expenses cannot exceed the budget for this Flevel.
F6532	Tuition & Fees	**This budget line is excluded from F&A.** Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget and the amount of F&A that will need to be reduced. This account will be controlled so that expenses cannot exceed the budget for this Flevel.
F6910	Alterations & Renovations	**This budget line is excluded from F&A.** Provide a dollar amount to be added along with which direct cost category will be reduced in the rebudget and the amount of F&A that will need to be reduced. This account will be controlled so that expenses cannot exceed the budget for this Flevel.

Appendix B – Cost Share Fund Types that May Require Prior Approval from Financial Accounting and Reporting Services

University of Vermont uses a comprehensive chart of accounts to properly record and account for the University's financial activities, including sponsored project cost sharing. The 3-digit fund value is used to track spending restrictions and designations, and to categorize UVM's net positions for external reporting. The 6-digit source value tracks the source of revenues and expenses for operational and educational programs, sponsored projects, contributions from donors, etc. To comply with the regulations from federal agencies as well as the terms and conditions of gift and endowment agreements, SPA along with the Division of Finance has put together the following requirements regarding fund and source codes that can used as part of cost share chartstrings on sponsored projects.

Fund 100
UVM's general fund is unrestricted and can be used as a cost share on any sponsored project.

Fund 150
UVM uses fund 150 to record various income and expense activities. Sponsored projects, both federal and non-federal, are often billed for services performed under the fund 150, which results in this fund receiving federal revenue. To comply with the federal regulations, fund 150 cannot be used as cost share on sponsored projects as the federal government specifically prohibits the use of federal funds (direct or indirect) to meet cost share obligations.

Fund 305
Fund 305 is allowed as cost share on sponsored projects if it is used in combination with the source codes listed below. All other fund 305 / source xxxxxx combinations will require prior approval from Financial Accounting and Reporting Services (FARS). The explanation on how to request the approval is at the end of this document.

Description	Source Code
UVMMC Commitment	200001
FAHC Clin Trial	200003
UVMMC UHC	200005
UVMMC GME	200006
UMEA	200009
RCCCYF	200010
Behavior Therapy Ctr	200012
UVMMC Base - Dean Disc	200028

UVMMC Base - Dean Disc/Consult	200029
UVMMC Dean Tax - Dean Disc	200030
UVMMC Dean Tax - Dean/Chairs	200031
Child/Adolescent Psy Trng/Rsch	200115

All Other Funds

Units may use several other funds (gifts, endowments, etc.) as cost share on sponsored projects. These funds may have additional restrictions determined by the rules of the specific gifts, endowments, etc., which must be reviewed prior to establishing them as cost share chartstrings on sponsored projects. The determination of allowability lies with the Financial Accounting and Reporting Services (FARS).

Approval Requests

Units seeking to set up new cost share chartstrings will follow the guidance above to determine if FARS approval is needed. Prior to submitting a Budget Transfer Journal, unit administrators will request the necessary approval via email to General.Accounting@uvm.edu. The email must specify the chartstring proposed as cost share and include a brief description of the types of expenses it will cover. The email approval will then need to be submitted as documentation in the Budget Transfer Journal.