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Overview

Use a budget transfer to activate a new chartstring or to move money between budgets. Do not use this process to move actuals (revenue or expense); instead, use a Journal Entry to move revenues or expenses. For help with Journal Entries, refer to the Journal Entry User Guide.

Budget transfers between funds are not allowed. Only one fund is allowed per budget transfer, regardless of the fund being used.

Unrestricted funds 100, 130-131, and 150 budget transfers between Budgetary Units are not 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 Budget Transfers vs. Actuals Journals.

Entering a Budget Transfer

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.

5. Click Add. PeopleSoft will automatically assign the Journal ID.
6. The budget header screen will display according to the chosen date.
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 the Commitment Control Reporting User Guide.

9. The Budget Entry Type should be “Transfer Adjustment.”

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. The Budget Lines screen will open. **Users must at least enter the fund and budget period on one line before saving the budget transfer.**

12. Enter the Budget Period (current fiscal year).

13. Enter the chartstring to move the dollars from. (Budget transfers between funds are not allowed; only one fund is allowed per transfer). Use a (-) minus sign in the Amount field.

14. 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.

15. Change the chartfields for the second chartstring and reverse the (+, -) sign. (Budget transfers between funds are not allowed; only one fund is allowed per transfer).

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.

17. **TIP:** Accounting Tags allow users to assign a set of chartfield values to a specific name and to add them to a journal or budget transfer with one click. See the Accounting Tag Guide for more information on how to create and manage accounting tags.
Additional steps for those authorized to enter but not approve budget transfers

1. Click Notify to e-mail the approver.

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

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 email.

### Find Budget Transfers

1. Log in to PeopleSoft **Financials**: [www.uvm.edu/~erp/portal/](http://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.

```
<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal Date</th>
<th>Journal ID</th>
<th>Ledger Group</th>
<th>Budget Header Status</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>UVM01</td>
<td>12/16/2010</td>
<td>0000114839</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>Assigning Bio Gen Fund purpose</td>
</tr>
<tr>
<td>UVM01</td>
<td>01/26/2011</td>
<td>000017124</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>Assigning operating budget to</td>
</tr>
<tr>
<td>UVM01</td>
<td>03/02/2011</td>
<td>0000119623</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>Create/activate purpose code 0</td>
</tr>
<tr>
<td>UVM01</td>
<td>05/04/2011</td>
<td>0000124386</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>Create purpose code 0735 for t</td>
</tr>
<tr>
<td>UVM01</td>
<td>05/25/2011</td>
<td>0000126502</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>FY11 Biology Costshare: Gotel</td>
</tr>
<tr>
<td>UVM01</td>
<td>05/31/2011</td>
<td>0000126502</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>FY11 Salary Savings for Vigeo</td>
</tr>
<tr>
<td>UVM01</td>
<td>06/13/2011</td>
<td>0000127419</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>Create Biology purpose codes f</td>
</tr>
<tr>
<td>UVM01</td>
<td>06/23/2011</td>
<td>0000128318</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>FY11 Biology Cost Share Brody</td>
</tr>
<tr>
<td>UVM01</td>
<td>08/08/2011</td>
<td>0000132493</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>Create purpose code 0737 to ho</td>
</tr>
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<td>09/09/2011</td>
<td>0000134578</td>
<td>OPS_CH</td>
<td>Posted</td>
<td>Transfer for FY12 Biology Oper</td>
</tr>
</tbody>
</table>
```

**Help/Resources**

**Help**

If you have questions about information in this document, or, if after reading it, you cannot find the information you need, please submit a PeopleSoft Help Desk ticket in **Footprints**.
Training

- Professional Development & Training Classes

Relevant UVM Departments

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