

# BUDGET TRANSFERS

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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 \(PDF\)](#).

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

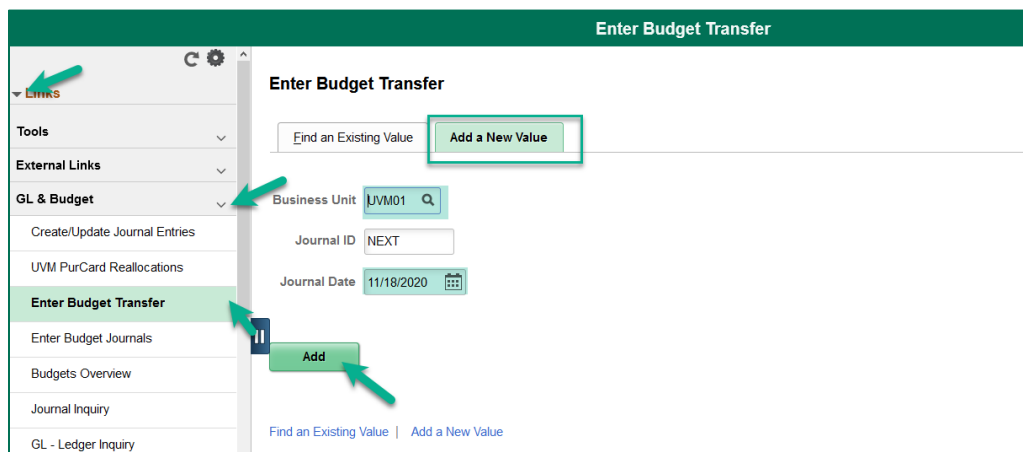
**Unrestricted funds 100, 130-131, and 150 budget transfers *between* Budgetary Units are not allowed within PeopleSoft.** Instead of using a budget transfer, the sending Budget Unit must do an Actuals Journal. For more information regarding this change, please see [Budget Transfers vs. Actuals Journals \(PDF\)](#).

## Entering a Budget Transfer

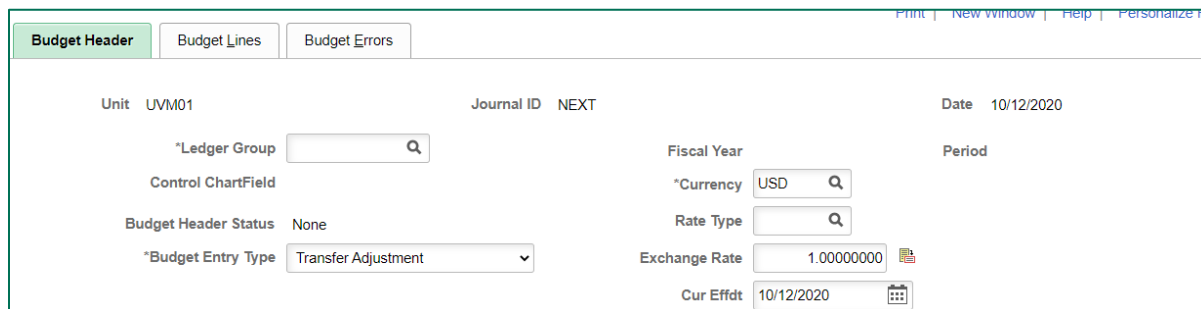
1. Log in to [PeopleSoft Financials](#)
2. On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



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**.
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.



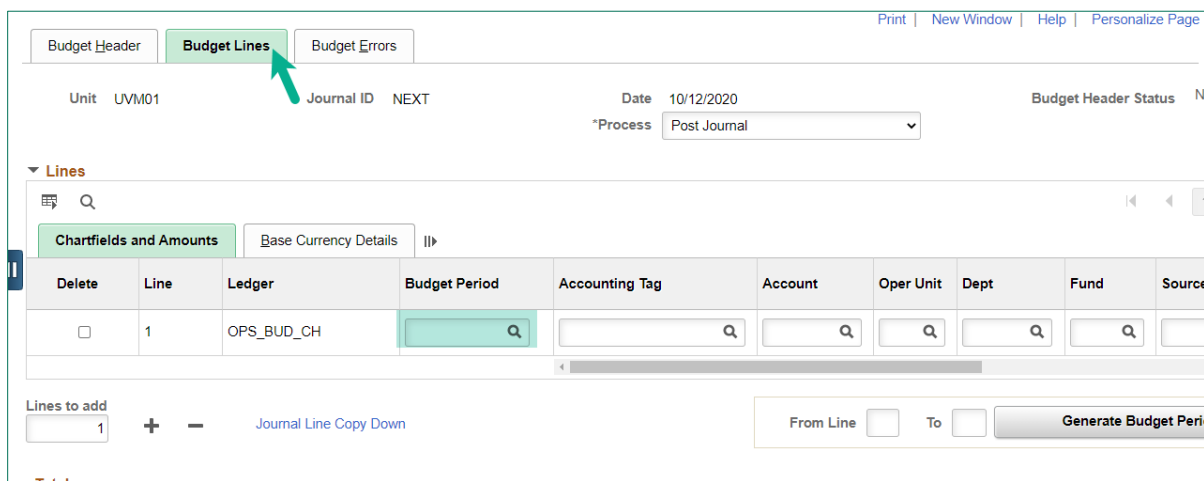
6. Click **Add**. PeopleSoft will automatically assign the **Journal ID**.
7. The budget header screen will display according to the chosen date.




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

Look Up Ledger Group		
<div>Cancel</div> <div>Help</div>		
Search Results		
View 100  << 1-16 of 16 >>		
Business Unit	Ledger Group	Description
UVM01	AG_RELATED	Ag Related Budgets
UVM01	BUMP_REV	Budget Bump Revenue
UVM01	DETAIL_KK	KK Detail Ledger
UVM01	DETAIL_REV	Revenue Detail Ledger Group
UVM01	OPREV	Operations Revenue Ledger G
UVM01	OPS_CH	Operations Child Ledger Group
UVM01	OPS_PA	Operations Parent Ledger Grou
UVM01	PC_CHILD	Project Costing Child
UVM01	PC_PARENT	Project Costing Parent
UVM01	PC_REV	Project Costing Revenue
UVM01	SP_CHILD1	Grants Bud-Sal, Frg, F&A
UVM01	SP_CHILD2	Grants Bud - Operating Expense

9. Click the appropriate Ledger Group from the list. For help determining the appropriate group, see the [Commitment Control Reporting User Guide \(PDF\)](#).
10. The **Budget Entry Type** should be "Transfer Adjustment."
11. Enter a description for the transfer in the **Long Description** box. This field should contain information that clearly explains the reason for the journal.
12. 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.**



13. Enter the **Budget Period** (current fiscal year).
14. 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.
15. 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.



16. 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).
17. 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.

18. **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 \(PDF\)](#) 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.

Totals		
Total Lines	3	Total Credits 500.00
Total Debits	500.00	

[Save](#)
[Return to Search](#)
[Notify](#)
[Refresh](#)

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

**Workflow Notification**

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

**Notification Details**

To:

CC:

BCC:

Priority:

Subject:

Template:

Priority: %NotificationPriority

Date Sent: 2020-10-12

Message:

[Lookup Recipient](#)

[Delivery Options](#)

☐ RichText

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.  
Click Apply to send this notification and remain on this page.


[OK](#)
[Cancel](#)
[Apply](#)

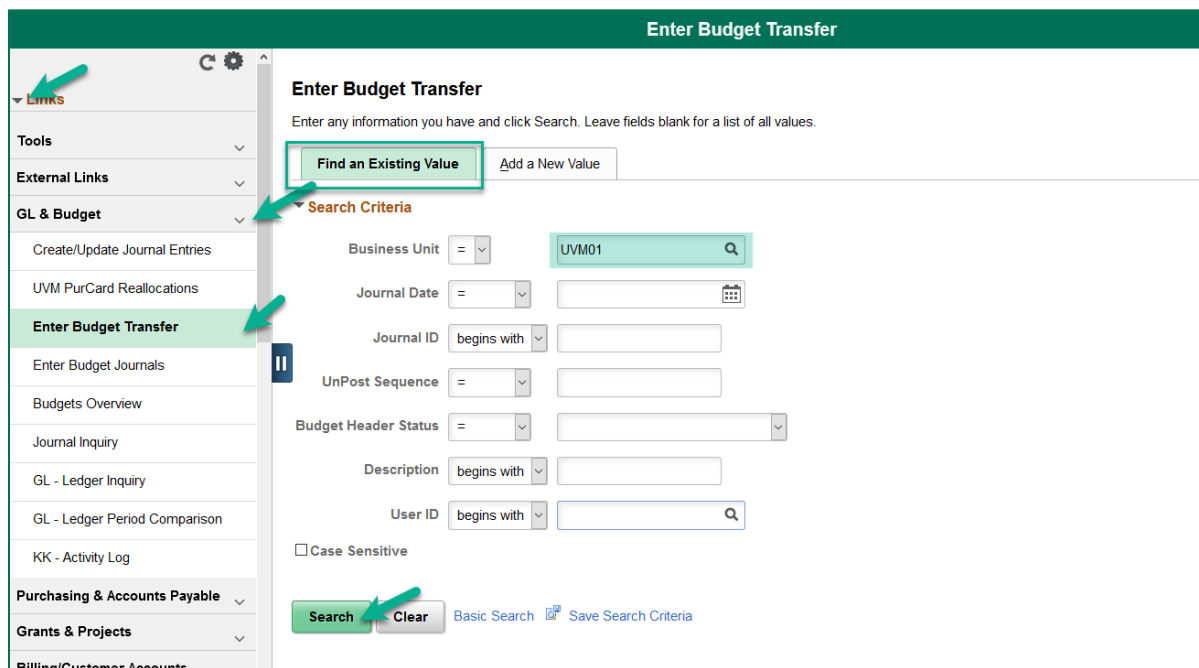
- Edit the template as appropriate. PeopleSoft will automatically display a link to the transfer information for the approver.
- Click **OK**. The approver will receive an email.

## Find Budget Transfers

- Log in to [PeopleSoft Financials](#)
- On the **UVM Employee Homepage** click on the **UVM Business Mgr WorkCenter** tile.



- Click the **Arrow**  icon to expand the **Links** and **GL & Budget** to expand the menu, showing a list of frequently used links. Select **Enter Budget Transfer**.
- Ensure that the **Find an Existing Value** tab is selected and the **Business Unit** field is **UVM01**.



**Enter Budget Transfer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value** Add a New Value

**Search Criteria**

Business Unit =

Journal Date =

Journal ID begins with


UnPost Sequence =

Budget Header Status =

Description begins with

User ID begins with

☐ Case Sensitive

**Search** **Clear** Basic Search  Save Search Criteria

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

View All <span>1-100 of 300</span>						
Business Unit	Journal Date	Journal ID	Ledger Group	Budget Header Status	Description	User ID
UVM01	07/01/2006	0000000206	AG_RELATED	Posted	adding program to chartfield	rcchapma
UVM01	07/01/2006	0000000349	OPS_CH	Posted	Set up Faculty Recruiting and	rfanus
UVM01	07/01/2006	0000000350	OPS_CH	Posted	Set up chart strings for St. L	rfanus
UVM01	07/01/2006	0000000351	OPS_CH	Posted	Set up accounts for Beginnings	rfanus
UVM01	07/01/2006	0000000467	OPS_CH	Posted	Create zero budget line for Ki	rfeenan

## Help/Resources

### Help/Footprints

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](#)

### Suggestions? Updates?

Send an email to [PS9-1Upgrade@uvm.edu](mailto:PS9-1Upgrade@uvm.edu).