



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.*



Sponsored Project Administration Work Instruction

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**.



Sponsored Project Administration Work Instruction

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 Grp
UVM01	OPS_CH	Operations Child Ledger Group
UVM01	OPS_PA	Operations Parent Ledger Group
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
UVM01	SP_PARENT	SP Parent Total Expenses
UVM01	SP_PARENT2	SP Parent for all other accts
UVM01	SP_REV	Sponsored Projects Revenue
UVM01	SP_SUM_BUD	SP Summary Budget

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.



Sponsored Project Administration Work Instruction

Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors

Unit UVM01 Journal ID NEXT Date 04/11/2024

*Ledger Group SP_CHILD2 Fiscal Year 2024 Period 10

Control ChartField Project *Currency USD

Budget Header Status None Rate Type CRRNT

*Budget Entry Type Transfer Adjustment Exchange Rate 1.00000000

Cur Effdt 04/11/2024

Budget Type Expense

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type Transfer Adjustment

Attachments (0)

Long Description User ID atweedy

Re-budgeting funds from F5000 Personnel Salary to F6532 Tuition & Fees on project 501449 (AWD1171) to cover graduate student tuition.

121 characters remaining

Alternate Description

150 characters remaining

Save Notify Refresh Add Update/Display

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.**

Enter Budget Transfer

Budget Header | **Budget Lines** | Budget Errors

Unit UVM01 Journal ID NEXT Date 04/11/2024 Budget Header Status None

Approval Header Status Not Submitted

*Process Post Journal Submit For Approval Process

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function
<input type="checkbox"/>	1	Not Submitted	SPCHD2_BUD								

Lines to add 1 + - Journal Line Copy Down From Line To Generate Budget Period Lines

Totals

Total Lines 1 Total Debits 0.00 Total Credits 0.00

Save Notify Refresh


Budget Header | Budget Lines | Budget Errors

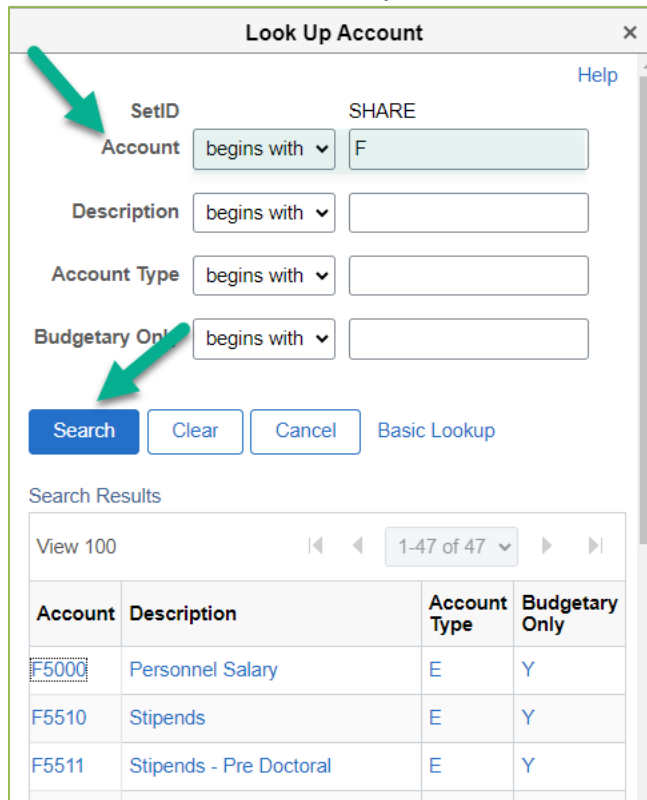


Sponsored Project Administration Work Instruction

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.



Look Up Account Help

SetID: SHARE

Account: begins with

Description: begins with

Account Type: begins with

Budgetary Only: begins with


Basic Lookup

Search Results

View 100 1-47 of 47

Account	Description	Account Type	Budgetary Only
F5000	Personnel Salary	E	Y
F5510	Stipends	E	Y
F5511	Stipends - Pre Doctoral	E	Y

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.



Lines to add

1	<input type="button" value="+"/>	<input type="button" value="-"/>	Journal Line Copy Down
---	----------------------------------	----------------------------------	--

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.



Sponsored Project Administration Work Instruction

- 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.*

Totals		
Total Lines	3	Total Credits 5,100.00
	Total Debits 5,100.00	

- 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.



Sponsored Project Administration Work Instruction

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.



Sponsored Project Administration Work Instruction

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

Enter Budget Transfer

Budget Header | **Budget Lines** | Budget Errors

Unit UVM01 Journal ID 0000435607 Date 04/11/2024 Errors Only Budget Header Status None Approval Header Status **Denied** Process

*Process Post Journal

Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Approval Line Status	Ledger	Budget Period	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function
<input type="checkbox"/>	1	Not Required	SPCHD2_BUD	1		F5000	11	51040	300	201003	351
<input type="checkbox"/>	2	Not Required	SPCHD2_BUD	1		F6532	11	51040	300	201003	351

Lines to add 1 + - Journal Line Copy Down From Line To Generate Budget Period Lines

Totals

Total Lines 2 Total Debits 6,179.00 Total Credits 6,179.00

Save Return to Search Previous in List Next in List Notify Refresh

Budget Header | Budget Lines | Budget Errors

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.

Approval Flow

Control Budget Approval

Unit UVM01, ID 0000435607, Date 2024-04-11: **Denied** View/Hide Comments

Control Budget Approval

Denied

Denise Humphries
GCA Budget Approver
04/11/24 - 2:42 PM

Comments

Denise Humphries at 04/11/24 - 2:42 PM
Moving from F&A included to F&A excluded F-level, will need to include an F&A adjustment to keep award indirect percentage correct.

Return

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**.



Sponsored Project Administration Work Instruction

UVM Employee | Enter Budget Transfer

Budget Header | **Budget Lines** | Budget Errors

Unit UVM01 | Journal ID 0000435609 | Date 04/11/2024 | Errors Only | Budget Header Status Incomplete | Approval Header Status Not Submitted

*Process: **Post Journal** (selected), Copy Journal, Delete Journal, Edit Chartfields, Post Journal, Refresh Journal, Submit Journal

Process

Delete	Line	Approval Line Status	Ledger	Budget Period	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function
<input type="checkbox"/>	1	Not Submitted	SPCHD2_BUD	1	SPABUDGET	F6000	01	00001	300	000100	994
<input type="checkbox"/>	2	Not Submitted	SPCHD2_BUD	1		F5000	11	51080	100	100006	352

Lines to add: 1 | Journal Line Copy Down | From Line | To | Generate Budget Period Lines

Totals: Total Lines 2 | Total Debits 8,428.00 | Total Credits 8,428.00

Save | Return to Search | Previous in List | Next in List | Notify | Refresh

Budget Header | Budget Lines | Budget Errors

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.

UVM Employee | Enter Budget Transfer

Budget Header | **Budget Lines** | Budget Errors

Unit UVM01 | Journal ID 0000435609 | Date 04/11/2024 | Errors Only | Budget Header Status Incomplete | Approval Header Status Not Submitted

*Process: **Submit Journal** (selected), Copy Journal, Delete Journal, Edit Chartfields, Post Journal, Refresh Journal

Process

Delete	Line	Approval Line Status	Ledger	Budget Period	Accounting Tag	Account	Oper Unit	Dept	Fund	Source	Function
<input type="checkbox"/>	1	Not Submitted	SPCHD2_BUD	1	SPABUDGET	F6000	01	00001	300	000100	994
<input type="checkbox"/>	2	Not Submitted	SPCHD2_BUD	1		F5000	11	51080	100	100006	352

Lines to add: 1 | Journal Line Copy Down | From Line | To | Generate Budget Period Lines

Totals: Total Lines 2 | Total Debits 8,428.00 | Total Credits 8,428.00


Save | Return to Search | Previous in List | Next in List | Notify | Refresh

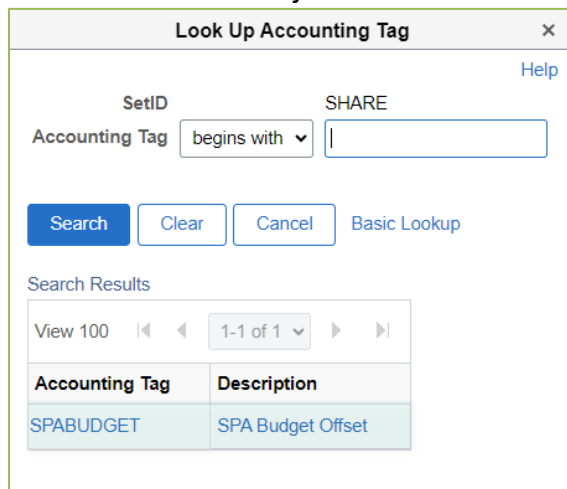
Budget Header | Budget Lines | Budget Errors



Sponsored Project Administration Work Instruction

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.



Look Up Accounting Tag ×

Help

SetID SHARE

Accounting Tag begins with

Basic Lookup

Search Results

View 100 1-1 of 1

Accounting Tag	Description
SPABUDGET	SPA Budget Offset

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.





Sponsored Project Administration Work Instruction

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

Help

Send 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.

[Lookup Recipient](#)

Notification Details

To:

CC:

BCC:

Priority:

Subject:

Template:
Priority: %NotificationPriority
Date Sent: 2024-04-11

Message:

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.

[Delivery Options](#)
 Rich Text

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.





Sponsored Project Administration Work Instruction

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

- 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 budget transfer. Note that the **Approval Status** displays whether the journal has not been submitted, denied, approved, or is still pending.

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



Sponsored Project Administration Work Instruction

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. <u>Note - fringe should also be added to the budget when requesting this budget line.</u>
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. <u>Note - this budget line should be included with every salary budget line request.</u>
F6000	Other Expenses and Services	Can request a zero dollar sponsored budget be open for this budget line.
F6002	General Supplies & Services	<u>If federally funded</u> , 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	<u>If federally funded</u> , 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	<u>If federally funded</u> , 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	<u>If federally funded</u> , 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.



Sponsored Project Administration Work Instruction

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 <u>each</u> 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.



Sponsored Project Administration Work Instruction

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. <i>For federally funded</i> 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.



Sponsored Project Administration Work Instruction

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 be 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



Sponsored Project Administration Work Instruction

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.