UMBC

BUDGET TRANSFER INSTRUCTIONS

PEOPLESOFT FINANCE

MAY 2020

UMBC

BUDGET TRANSFER INSTRUCTIONS – PEOPLESOFT FINANCE

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UMBC

BUDGET TRANSFER INSTRUCTIONS – PEOPLESOFT FINANCE

OVERVIEW

PeopleSoft Finance 9.2 will have the ability for Campus users to enter Budget Amendments throughout the Fiscal year. These Budget Transfers do not affect the annual submission of the Budget.

- To gain access to enter Budget Transfers for your Department, submit the two forms:
    - PeopleSoft Finance Access for Individual
    - PeopleSoft Finance Online Approval for Department.
    - Security Forms and related Instructions available
- Who to contact regarding Budget Transfers or Errors, please contact Budget Office.

NAVIGATION

From the home page, click on the Campus Workcenter. Expand the Journals section. Click on the link for Budget Transfer Entry.

BUDGET TRANSFER INSTRUCTIONS – PEOPLESOFT FINANCE

BUDGET TRANSFER JOURNAL ENTRY

ADD A NEW JOURNAL

On the **Add a New Value** Tab, the default values are "UMBC1", "NEXT" and today's date as the Journal Date.

Journal Date dictates the Fiscal Year and period of this budget transfer.

To create a new Journal Entry, Press the **'Add'** Button.

Enter Budget Transfer

Find an Existing Value	Add a New Value

Business Unit   UMBC1

Journal ID   NEXT

Journal Date   05/01/2020

Add

BUDGET TRANSFER HEADER

Select Ledger Group:

- CC_EXPENSE is the default setting for the Ledger Group. Accounts for expense start with 6 or 7
- Select CC_REVENUE for Revenue entries. Revenue accounts start with 4 or 5
- Revenue and Expense Accounts can *not* co-mingle on one budget transfer.

The Fiscal Year and Period is are pre-populated.

Budget Header	Budget Lines	Budget Errors

Unit   UMBC1   Journal ID   NEXT   Date   05/01/2020

*Ledger Group   CC_EXPENSE   Fiscal Year   2020   Period   11

Control ChartField   Fund Code

Budget Header Status   None

*Budget Entry Type   Transfer Adjustment

ATTACHMENTS

A new Feature in the Budget Transfer is **Attachments**, which will save the backup supporting the journal in PeopleSoft Finance. This can be viewed by anyone on campus, so please avoid sensitive data, such as social security numbers.

Parent Budget Options

- ☐ Generate Parent Budget(s)
- ☐ Use Default Entry Event
  - Parent Budget Entry Type
    [▼]

Budget Type   Expense

Attachments (0)

After clicking the **Attachments** Link, it will bring you to this screen.

Budget Journal Attachments   ✕

Help

Unit UMBC1   Journal ID NEXT   Date 05/01/2020

Details

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp	
View	☑					▬

1-1 of 1 ▾   View All

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK   **Cancel**   **Refresh**

Leave the box next to **"Show to Approver?"** checked.

Click **Add Attachment.**

- **Browse** button to select File, select the file, Click **Open** button to select.
- Click **Upload** button to attach.
- For 1 file, click OK button. For 2 or more files, click **Add Attachment** again.
- For each file, please enter a Description that will assist the Approver in understanding the purpose of the attachment.

File Attachment ✕

Help

Choose File Capture.PNG

Upload   **Cancel**

Budget Journal Attachments ✕

Help

Unit UMBC1   Journal ID NEXT   Date 05/01/2020

Details

File Name	Show to Approver?	Description	User	Name	Date/Time Stamp	
Capture.PNG	☑	Agreement between two depts				—

Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.

Add Attachment

OK   **Cancel**   **Refresh**

BUDGET LINES

Now that an appropriate **Attachment** has been included, please click on the **'Budget Lines'** Tab.

The next steps are to enter the Line chartstring information. See "Budget Transfer Entry Helpful Hints" at the end of this document for help with some of the chartfield data entry, including Debit or Credit information.

Enter chartfield information by typing the information into the fields or selecting the magnifying glass. Start with your department chartstring on line 1.

Note: For project, please use 00000000, rather than leaving it blank. Leaving it blank will generate a subsequent error that will prevent posting. Grants should never really be used on Budget Transfers, so 00000000 should be the only value used.

When creating line 2 and beyond, you can select the + key and add multiple lines.

If you add 1 line, with the plus key, it will copy all the chartstring fields from the line 1. If you would like to copy the fields selectively, click on "Journal Line Copy Down" to uncheck fields that you do not want line 2 and beyond to have.

(This is helpful if line 1 is your department, but line 2-10 is random departments.)

Now that the budget transfer has been entered, please click **'Save'** in the lower left hand corner. This will change Journal ID from NEXT to a 10 digit number.

Select **'Edit Chartfield'** in the **'Process'** dropdown field, and then select the **Process Button**.

Budget Header	**Budget Lines**	Budget Errors

Unit UMBC1   Journal ID NEXT   Date 05/01/2020   Budget Header Status None   Approval Header Status Not Submitted

*Process [Edit Chartfields ▼]   ☐ Submit For Approval   [**Process**]

▼ **Lines**

Chartfields and Amounts	Base Currency Details	▐▶								

Delete	Line	Ledger	Budget Period	Account	Fund	Dept	Project	Program FIN Name	Amount	
☐	1	CC_EXP_BUD	2020 🔍	🔍	🔍	🔍	🔍	🔍		

Lines to add [1] ➕ ➖   Journal Line Copy Down

Totals

Total Lines 1   Total Debits 0.00   Total Credits 0.00

[**Save**] [Notify] [Refresh]   [Add] [Update/Display]

Budget Header | Budget Lines | Budget Errors

If there are no errors with the Edit Chartfields process, select **'Submit Journal'** in the Process field dropdown menu. Select the checkbox next to **'Submit for Approval'**, and then select the **Process Button.**

Date 05/01/2020   **Budget Header Status** None   **Approval Header Status** Not Submitted

*Process [Submit Journal ▼]   ☑ Submit For Approval   [**Process**]

When the Budget Transfer is submitted for approval, it routes to the list of Departmental Approvers for the departments listed on the Journal Lines. To see who will be approving the journals, please click on the link in the "Pending" box. This example has one Fund Approval box, but other journals may have multiple.

COPY A BUDGET TRANSFER

To **COPY** a Budget Transfer:

- While in the Lines tab of a journal:
- Select the Process drop down box to be 'Copy Journal'.
- Note that the Budget year will copy from the previous Journal. So please manually update to the current fiscal year, otherwise it will generate an error message.
- Click Process.

Date 05/01/2020

Budget Header Status None

Approval Header Status Not Submitted

*Process | Copy Journal ▾ | ☐ Submit For Approval

Process