Budget Transfer and Workflow Instructions

February 23, 2005

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1. Guidelines

Please review the following guidelines before using Distributed Budget Transfers with Workflow.

Who can use this capability?

- Only P1 and P2a roles have been given access to process budget transfers
- Only Salary Admin role can process transfers against salary accounts
- Only University (1%, 3%), Restricted/Gift (2%,6%) and Jesuit Community (900) funds may use the transfer functionality

Are approvals required?

- There are no levels of departmental approval. You have a role which permits you to process a transfer to completion or you don't have access to transfers.
- Transfers that are permanent, against funds other than 1% or 3%, or those that use a restricted account will require supplemental approval through a designated workflow path. See Budget Transfer Workflow Scenarios section of this document for specifics.

A Budget Transfer
- must occur on the same ledgers, e.g. REVBUDGETS to REVBUDGETS or EXPBUDGETS to EXPBUDGETS;
- cannot cross funds, e.g. can process fund 100 to fund 100, cannot process fund 100 to fund 200;
- can only be processed using departments and funds to which a user been specifically granted security access;
- must balance in total, regardless of the number of lines, total *pluses* must equal total *minuses*;
- may be permanent or temporary and all revenue and expense accounts may be used in processing;
- must occur at the parent level;
  Transfers cannot be processed against the child level accounts that are typically used to process PO's, vouchers and requisitions. Child and parent accounts may differ between operating funds and restricted funds.
- require the appropriate function code based on revenue or expense account used, e.g. 000-099 for revenue and 100-999 for expense; and
- does not set aside money in any kind of *holding* status if they require further workflow approval.
  Therefore, money designated for transfer could be used up by procurement while pending in a workflow process. Money is not actually transferred until the final step of workflow has been completed.

Transfers that are exceptions to the above must be processed to the appropriate budget office via email or manual request.

2. Budget Transfer Workflow Scenarios

When you have submitted a budget transfer for processing, a message should come back in the workflow audit window on the People Soft screen indicating whe ther or not the transfer has been sent on for further approval(s). Look at the fund code, account and entry type on the transfer and find the correct match on this grid. It will identify the path for further routing(s). The user can expect to receive email notifications as approval or denial actions are taken in these routing steps. Until the status of a transfer says "P" or posted, it is not updated in the system. Note that scenario 3 transfers will never show a "P" status since posting of these transfers occurs via the HR system.

Table 1: Budget Transfer Workflow Scenarios

	Scenario	Fund Code	Account	Entry Type	Routing #1	Routing #2
1	All transfers using Gift or Endowment restricted funds	2%, 6%	All	Temp	BC Restricted Fund Manager approves and posts	None
2A	All temporary expense transfers using Agency funds	9%	50000, 68370, 64730	Temp	None	None
2B	All permanent expense transfers using Agency funds	9%	50000, 68370, 64730	Perm	BCFVPAgencyAdmin	None
2C	All revenue transfers using Agency funds	9%	4%	Perm or Temp	BCFVPAgencyAdmin	None
3	All transfers using Position Salary accounts on University funds, except if ID=HR%	1%, 3%	50%, 51% (except 51610, 51660), 52%, 53120,53130,53140	Perm or Temp	BCFVPBudgetAdmin approves	HRSC Position Administrator approves
4	All transfers using Capital purchase from Operating account in University funds	1%, 3%	65230	Perm or Temp	VP Rep (based on Deptid) approves	BCFVPBudgetAdmin approves and posts
5	All transfers using revenue, non-position salary or restricted operating accounts in University funds	1%, 3%	4%,5%(not covered in Scenario #3), 61%, 62010,62070,63010, 63060, 63290, 64310,64320, 64350,65150,67000, 67111,67810,67121, 68610, 688%	Perm or Temp	BCFVPBudgetAdmin approves and posts	None
6	All permanent transfers not specifically mentioned above on University funds	1%, 3%	All not covered in Scenarios 3, 4, and 5	Perm	BCFVPBudgetAdmin approves and posts	None
7	All temporary transfers not specifically mentioned above on University funds	1%, 3%	All not covered in Scenarios 3, 4, and 5	Temp	None	None

3. Budget Transfer Denial Codes, Choices and Explanations

The following table contains explanations of denial reasons which may be used by the person acting as an *Approver* in the workflow process of a Budget Transfer. One or more reasons may be recorded to explain a Denied transfer. The Originator of a denied transfer will be notified through email, and they can edit the transfer then submit it again. The reasons are meant to help the Originator understand why the transfer was denied.

Table 3: Budget Transfer Denial Codes, Choices, and Explanations

Denial Code	Value	Explanation
01	Failed Budget Check	This transfer did not pass budget checking. Please see budget errors tab for further information. Status will be updated to Pending.
02	Incorrect Chartstring	This transfer contains incorrect chartstrings. Please review and correct the budget transfer. Status will be updated to Pending.
03	Acct Supplied at Child Level	The account supplied on this transfer occurs at the child level.
04	Debits don't equal Credits	This transfer does not balance. The debits do not equal the credits. Please review and correct the transfer. The status will be updated to Pending.
05	Cannot Process against Multiple Funds	Transfers cannot be processed against multiple fund codes. Please review and correct the transfer. The status will be updated to Pending.
06	Redo as GL Journal	This transfer must be entered as a GL Journal. The status will be updated to Pending. Send a GL journal request to jeomail@bc.edu
07	Incorrect Bdgt Entry Type	The budget entry type for this transfer should be 'xxx'. Please review and correct. The status will be updated to Pending.
08	Incorrect Fiscal Year	The fiscal year used on this transfer is incorrect. Please review and correct. The status will be updated to Pending.
09	Can't Process Due to Policy	This transfer violates organizational policies. Please contact the budget office for further information. The status will be updated to Pending.
10	Other	This transfer cannot be processed. Please contact the budget office for further information. The status will be updated to Pending.
11	Does not meet fund source criteria	The criteria may be restricted. Contact the appropriate budget administrator for direction.

4. Step-by-step Instructions

Budget Transfer

Quick Start Guide

USE:
- Moving money from one account to another within and between departments

Steps:

Creating a Budget Transfer

1. NAVIGATION: **Commitment Control / Maintain Budget / Budget Journals / Enter Budget Transfer**

2. Click [**Add**] on ⎛ **Add a New Value** ⎞ tab.
   Note: Make sure Journal ID field remains with the value "NEXT" so the system will assign the next number in sequence. If a person is entering multiple journals, the system will automatically keep the previous journal number in the Journal ID field, so it is important to remember to clear it.

3. Perform tasks below:

In This Field	Enter	Notes
Ledger Group	**EXPBUDGETS**	**REVBUDGETS is also an option**
Budget Entry Type	**Confirm** ◉ Temporary Transfer	**Button will default to Temporary Transfer. User will need to select Permanent Transfer when necessary.**
Long Description	**Description of the transfer**	**Purpose of the Journal**

4. Click | **Budget Lines** | tab.

5. Under ▼ **Lines** section, enter Chartfield combination where the funds are being taken from.

In This Field	Enter	Example
Budget Period	**Fiscal Year**	**2004**
DeptID	**Required (6 digits)**	**055221**
Fund	**Required (3 digits)**	**100**
Fund Source	**Required (5 digits)**	**10000**
Program Code	**Required (Zero's or 5 digits)**	**00000**
Function	**Required (3 digits)**	**101**
Property	**Required (Zero's or 5 digits)**	**00000** *(continued on next page)*

Account	**Required (5 digits)**	64001
Amount	**Amount coming out (from)**	**-50 (Enter a negative whole number. Do not use $ symbol)**
Journal Line Description	**Describe where the money is going to, The account description will automatically appear and it can be edited if necessary.**	*To PCARD*

6. To create line two, Scroll back to the far left

7. Click the **+** to the left of   Journal Line Copy Down   Note: This reproduces all the chart information from Line 1.

8. On the second line, change the Chartfield combination to be the destination where the money is going to. (Note: You probably will only need to change one or two chartfields)

9. Additionally change the following:

In This Field	Enter	Example
Amount	**Amount going in (to)**	**50 (Enter a positive whole number, no $ symbol**
Journal Line Description	**Describe where the money is coming from**	*Fm General Account*

10. Add any additional lines with **+** (far left side of screen)

Note: If the transfer involves a **position salary** account as a positive or negative number, it will also be necessary to put the position number in a field called **Ref** "Reference." Position salary accounts are in the 50000-52000 range.

Saving and Submitting

To properly complete this transfer, you must first **Save**, then **Submit** the transfer.

11. Click 🖫 Save

At this point a Journal ID will be assigned and the budget transfer can be accessed later if necessary to complete or review. Make note of the transfer ID for later reference. (See Section 6. Additional Processing Notes and Step 21)

The Budget Header Status will be set to **N** if there are no errors on the transfer. If no errors occurred, go to Step 12.

Error Info: If the value is **S**, then a security error has occurred because a chartfield value is not within the security authorization of the user. If the value is **B** then the transfer is not yet balanced. Correct the error. Once the error is corrected, select **Refresh Journal** from the Process menu and Click Process . When prompted, select OK, then Click 🖫 Save

For example, if a Budget Transfer is not balanced, the system will present a message to the user when the user selects Save.

The Budget Header Status of the journal will be **B** and the Transfer Status will be **Pending Submission**. When the user corrects the amounts to balance and saves the transfer again, the Budget Header Status will be **N** and the Transfer Status will be **Pending Submission**.

If the Budget Header Status of the journal is E, correct any chartstrings where child accounts were used in error.

12. Go to the top of the transfer page and select **Submit Transfer** from **Process:** Drop-down box: ![Submit Transfer]

13. Click ![Process]

Workflow Steps

14. On the same screen, read the **Workflow Audit** message to determine next steps:

If Message Reads	Perform This Step
Transfer Submitted By UserID. No workflow necessary. Please post this journal	**Continue to step 15**
Transfer submitted. Sent to (role)	**You are complete. Skip to step 18**

15. Select **Post Journal** from **Process:** Drop-down box: ![Post Journal]

16. Click ![Process] then select **Yes** when prompted to post.

17. Verify **Budget Header Status:** changes to **P.** At this point the Workflow Audit record will be updated. Skip to Step 19.

Error Info: If error message displays in Budget Header Status field, user must correct or delete transfer data. **S** indicates a security authorization error. **V** indicates a valid chartstring, but amount exceeds budget. **E** indicates an error such as a child account in the place of a parent.

18. Verify **Budget Header Status:** remains **N**
Note: If a user selects Submit Transfer on a transfer that does not require workflow, the system will simply save the transfer with a Budget Header Status of "N" and the Transfer Status will be blank. The system will record a WorkFlow Audit, for example, "Transfer

Submitted by SMITHJ on 2004-01-07-12.14.31.000000. No workflow necessary. Please post this transfer." An email notification will not be sent. The user can then post the transfer.

19. Click [Home] when complete

20. If you want to confirm the transfer, perform a Budget Inquiry

NAVIGATION: **Commitment Control / Review Budget Activities / Budget Inquiry / Budget Details**

Note: There may be a delay of several hours before the transfer data can be viewed from the BC_GL_ACR_ALL_SLRY query, the BC_GL_ACR_STDNT_SLRY query, and the Transaction Detail Inquiries.

If you want to reopen the transfer to complete/review/check status, navigate to

Commitment Control / Maintain Budgets / Enter Budget Transfer, then select **Find an Existing Value**

Use any of the following fields to query for a transfer:

Business Unit:	begins with ▼	🔍
Journal ID:	begins with ▼	
Journal Date:	= ▼	📅
Originator:	begins with ▼	

Note: When moving from the *Find Existing Value* to *Add Value* page, make sure to clear the Journal ID and Journal Date fields before Adding a new transfer. When adding a new transfer, the Journal ID should be *NEXT* and the Journal Date should be the current date.

5. Checklist for Working on a Budget Transfer

The purpose of this grid is to assist users in identifying the actions required to complete a transfer and the result generated in the system. This is a learning tool for processors only. Steps may include a choice of actions and not all actions are required (depending on the use of workflow.)

Table 3: Checklist for working on a budget transfer

Step/	Who completes	When this action is complete,	expect these results:					
			Journal ID	Budget Transfer Status	Budget Header Status	Email generated from FMS to Originator	Denial Reason	
1	P1 or P2a	Add new transfer	NEXT	Pending Submission	N	(none)	(blank)	?
2	P1 or P2a	Save (if no errors)	(system-generated number recorded)	Pending Submission	N	(none)	(blank)	?
		Save (if transfer not balanced)	(system-generated number recorded)	(blank)	B	(none)	(blank)	?
3	P1 or P2a	Submit Transfer	(no change)	Pending Approval or Pending (role) Appr	N	Example: Budget transfer for journal 0000028824 has been submitted. Journal Date: 14-JAN-04 Submitter: SMITH Transfer Type: Temporary Transfer Depts Involved: 021041, 021041 Accts Involved: 64001, 65230 Funds Involved: 100, 100 Amount:	(blank)	?

					$310	

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Step/	Who completes	When this action is complete,	expect these results:				
			Journal ID	**Budget Transfer Status**	**Budget Header**	**Email generated from FMS to Originator**	**Denial Reason**
4	P1 or P2a	Post Transfer (if no workflow and no errors)	(no change)	(blank)	P	(none)	(blank)	?
	P1 or P2a	Post (if no workflow but errors)	(system-generated number recorded)	(blank)	S security authorization error V if valid chartstring, but amount exceeds budget E if error such as a child account in the place of a parent	(none)	(blank)	?
	Approver	Post Transfer (if workflow required)	(no change)	Pending (role) Appr	P	(none)	(blank)	?
5	Approver	Approve Transfer, only used for items requiring workflow	(no change)	Approved	P	Example: Budget transfer for journal 0000028816 has been approved. Journal Date: 14-JAN-04 Submitter: GEORGE Transfer Type: Permanent Transfer Depts Involved: 055001, 055001 Accts Involved: 53350, 62010 Funds Involved: 100, 100 Amount: $-107	(blank)	?

Step/	Who completes	When this action is complete,	expect these results:					
			Journal ID	Budget Transfer Status	Budget Header	Email generated from FMS to Originator	Denial Reason	
6	Approver	Deny Transfer, only used for items requiring workflow	(no change)	Pending Submission	N	Example: Budget transfer for journal 0000028821 has been denied. Journal Date: 14-JAN-04 Submitter: JONES Transfer Type: Temporary Transfer Depts Involved: 027501, 027501 Accts Involved: 51100, 53120 Funds Involved: 100, 100 Amount: $500	(One or more reasons recorded)	?

6. Additional Processing Notes/Helpful Hints

- Transfers are processed real-time at the instance "post transfer" occurs and balances are available immediately. Note that the ACR query is updated approximately every 2 hours and may not reflect the change right away, but the system will recognize the transfer for procurement activity. Budget Inquiry in Commitment Control does show the correct balance immediately.
- Transfers cannot be processed <u>from</u> a chartstring that does not exist. Transfers can be used to create new chartstring combinations on the "to" side if all chartfield components currently exist and you have security access to the dept and fund components of the chartstring, e.g. will permit moving $ from an existing operating line to a travel line in same dept budget where travel has not existed before
- The Process button will be grayed-out if the user tries to
    1. select Post Transfer before Submit Transfer
    2. select Submit Transfer or Post Transfer before Save
- All the data entered in the journal header and line descriptions will appear on reports and inquires. Therefore, it is important to make this information meaningful as well as secure, especially when payroll information is involved. For example, avoid entering a person's name on a line that includes a salary account.
- Helpful information is currently available on the PeopleSoft website regarding the parent/child budget accounts. From the main page, http://www.bc.edu/offices/fvp/psfinancial/, select *Chart of Accounts* and then select *Operating Budget Translation Tree*.