



# **AUTOMATED BUDGET TRANSFER WORKFLOW**

**STEP-BY-STEP  
USER GUIDE**



**OFFICE OF BUDGET & FINANCIAL PLANNING**

**CREATED JULY 2020**

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## Overview

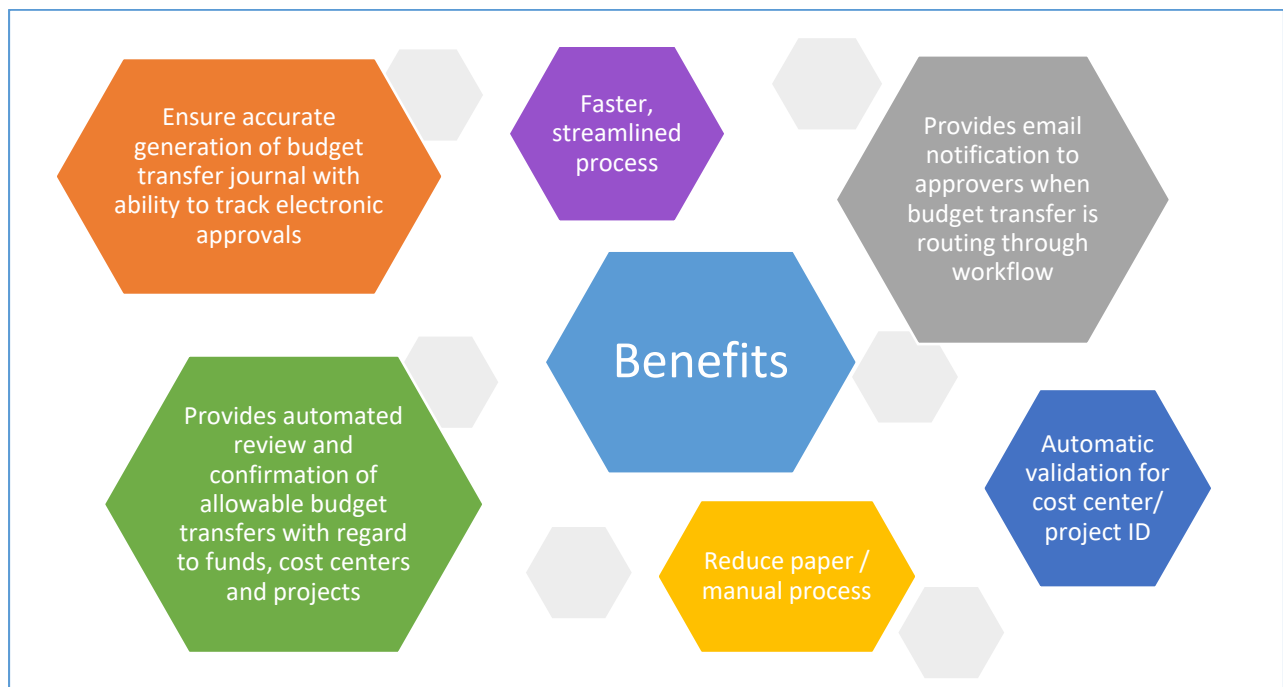
### What is a Budget Transfer Request?

A Budget Transfer Request (BTR) is used to transfer funds from one budget to another budget. This action is completed through a budget transfer journal in PeopleSoft (PS). The new automated workflow routes the transfer through the designated approval process and posts it to the appropriate budget ledger. In most cases, this replaces current manual process for creating and/or routing transfers along with attached documentation.

### How does the new Automated Workflow Process Differ from Current Process?

Currently, the BTR process utilizes a combination of data entry into PS, completion of an excel version of the budget transfer, and routing the excel document via email through the various levels of approval. The new process will no longer require the excel document or emails, but rather will utilize automated workflow in PS.

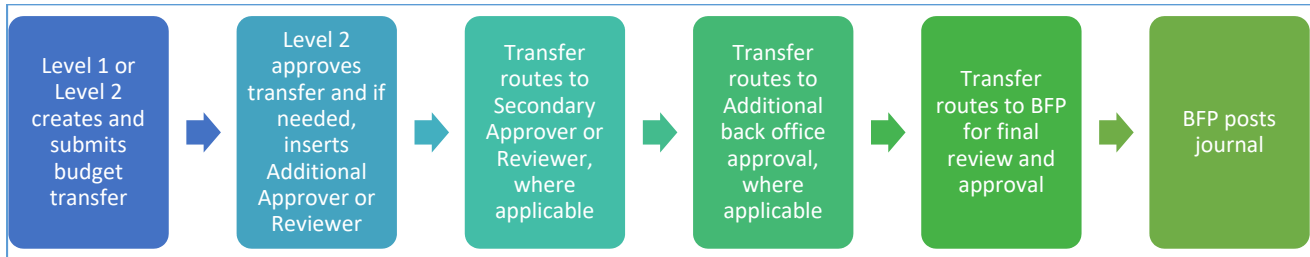
**Note:** The new automated workflow process applies to all budget transfers **except** those involving Plant and Agency Funds, which should continue with the current process. *Contact the Budget & Financial Planning (BFP) office if there are questions related to plant fund related transfers.*



## How does it work?

Department initiators create a budget transfer in PS to request a transfer of funds. The saved form routes electronically to ensure proper approvals prior to routing to BFP for review and approval. Once the budget transfer journal has received final approved, it will post in PS.

**Note:** There may be multiple approvals required, depending on the transfer type, the funding source or the complexity of the transfer.



## Who will use Budget Transfer Journals?

- **Level 1 Initiator:** Department user with the appropriate access to create and view budget transfers.
- **Level 2 Approver (primary approver):** College/VP Financial Lead (or designate) with the appropriate access to review and approve submitted budget transfers and view existing saved or submitted budget transfers. Additionally, this group also has the ability to submit budget transfers on behalf of the initiator when a higher level of review is required (refer to the fund matrix for details).
  - Note: A budget transfer initiated by a Level 2 Approver must be approved by another Approver within the college/VP area; these individuals are considered secondary approvers.
- **Back Office Approver:** Processing office approvers with broader access (Accounting, Budget & Financial Planning Office, Grants, Contracts & Financial Services)
- **Inserted Reviewer:** Department users with the ability to view budget transfers that have been saved/submitted; view access only (inserted reviewers cannot make changes to transfer)
- **Inserted Approver:** Department users with ability to view and change budget transfers that have been saved/submitted. (Note: Changes made by this inserted approver will cause the budget transfer to reroute through the full Approval Chain)

## Budget Transfer Types

Budget Entry Type	Description
Permanent (Original Transfer)	Permanent Budget Transfer
Transfer Adjustment	Temporary Transfer Adjustment

## Create a New Budget Transfer

The **Enter Budget Transfer** page is used to search for an existing Budget Transfer (**Find an Existing Value**) or create a new Budget Transfer journal (**Add a New Value**).

Navigation: *Commitment Control > Budget and Planning > Enter Budget Transfer > Add a New Value*

*To Create a New Budget Transfer*

1. Navigate to **Enter Budget Transfer**
  - Business Unit should be UTSA1
  - Journal ID defaults to NEXT; system will assign the next Journal ID
  - Journal Date defaults to current date; this can be changed if necessary
  - Click the **Add** box

2. Enter required information in the **Budget Header** page (*see screenshot on next page*)
  - a. Type **OPE** in Ledger Group
  - b. Confirm the current fiscal year and period
  - c. In **Budget Entry Type**, choose either **Transfer Adjustment** (Temporary Transfer Adjustment) or **Transfer Original** (Permanent Budget Transfer)
  - d. Enter a **Long Description** up to 250 characters, required for review and approval; Alternate Description up to 150 characters is an optional field

- e. Click the **Attachment** hyperlink to attach a document/spreadsheet; the number will change to reflect the number of attachments.
- f. Click **Save**

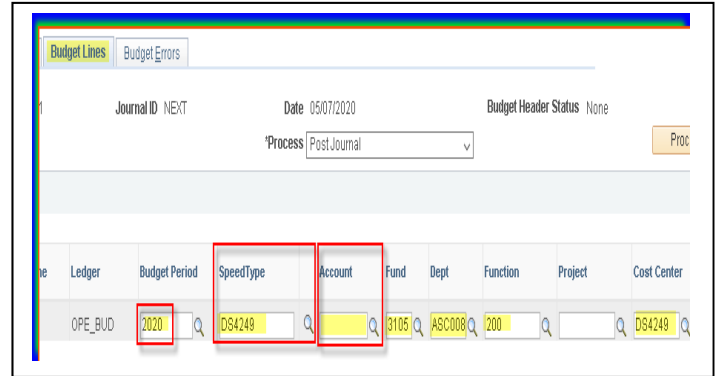
3. Enter information in the **Budget Lines** page (when the Budget Lines tab is selected, it displays a page to enter the ChartField values that will be part of the transfer).
  - a. Type current Fiscal Year in **Budget Period** (example: 2020)
  - b. Enter the **Speedtype** then click Tab on the keyboard or use magnifying glass to search and select; this will auto-populate the majority of the ChartField information.
  - c. Enter the **Account** code or click on magnifying glass to select (A4000, A2000, etc.)
  - d. Enter the **Amount** (+ amount increases budget, - amount decreases budget)

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	Project	Cost Center	Set Options	Currency	Amount
<input type="checkbox"/>	1	Not Submitted	OPE_BUD	20YY	DSX249	A4000	3105	ASC008	200		DSX249	Set Options	USD	-10.00
<input type="checkbox"/>	2	Not Submitted	OPE_BUD	20YY			3105	JENH00	200	100000309	XA8675	Set Options	USD	5.00
<input type="checkbox"/>	3	Not Submitted	OPE_BUD	20YY	DSX288		3105	ASC008	200		DSX288	Set Options	USD	5.00

**NOTE:** Using the **Speedtype** will minimize/eliminate data entry errors.

Fund, Dept., Function and Cost Center will auto-populate.

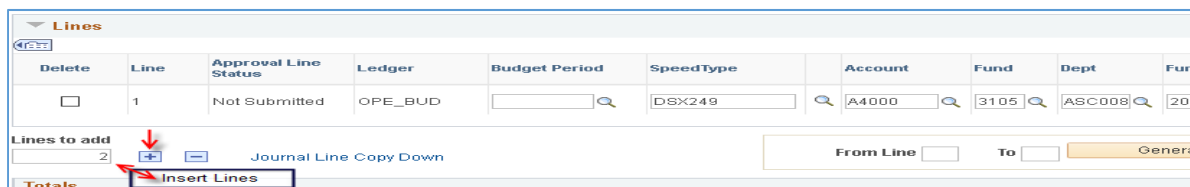
Verify data is accurate, if chartfield string does not look correct, contact Accounting Office.



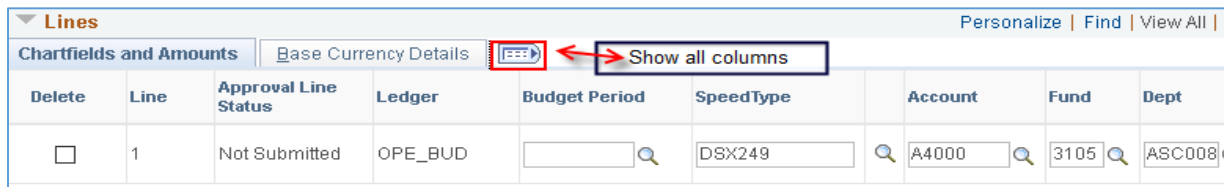
**COST SHARE/PROJECT NOTE:**

The auto-populate function does not work with Speedtypes on Cost Share/Project ID codes. In these cases, all required fields must be entered manually, i.e., Account, Fund, Department, Function, Project and Cost Center. Verify all fields are correct.

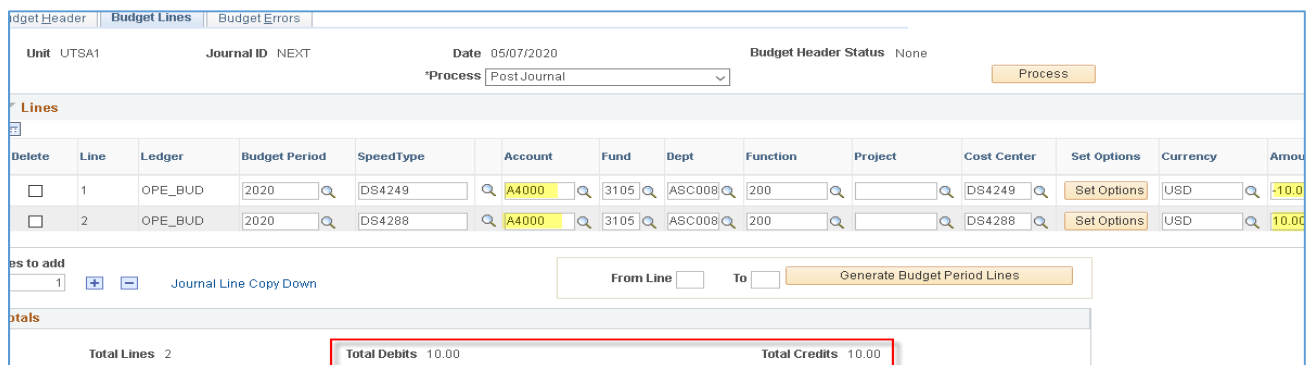
- e. Add lines to the transfer entry by either entering the number of lines required to complete the journal and then clicking the plus (+) or by only clicking the plus (+) for a single line; Notice that by using the plus (+), Line 2 will inherit the information from Line 1, please make sure to update as needed.



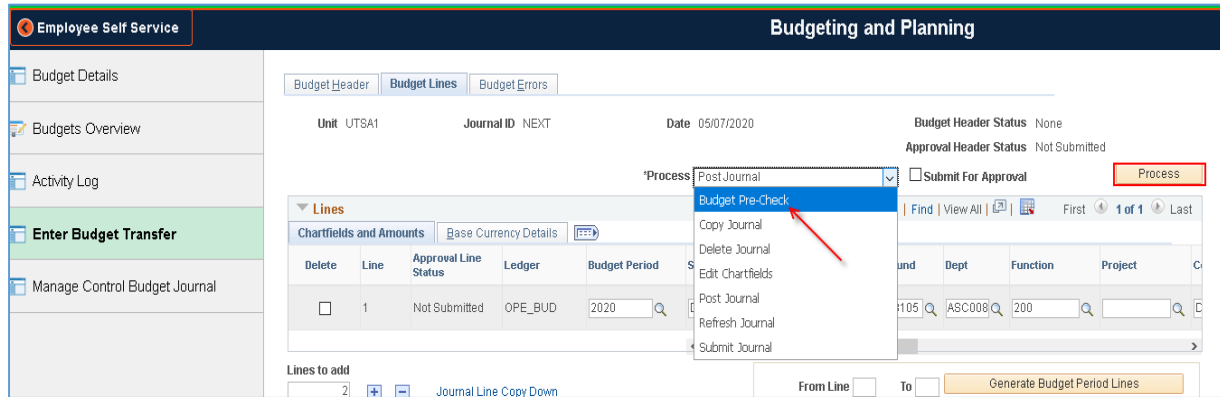
- f. Click on the **Show all columns** button to expand the budget transfer journal lines for ease of review and entering additional data required.



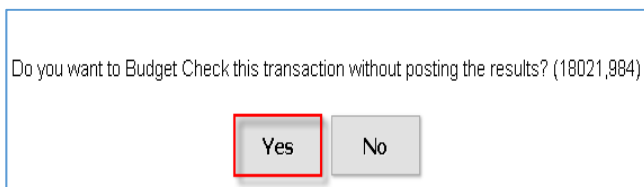
- g. Repeat step 3. a – d for each line, as needed
- h. Verify all the fields are correct and the **Total Debits** and **Total Credits** are in balance



- In the Process drop down menu, select **Budget Pre-Check** by clicking on scroll arrow (this performs the budget checking and looks for missing ChartField values)
- Click the **Process** button in the right hand corner.



- Budget Check message will appear; click **Yes**.

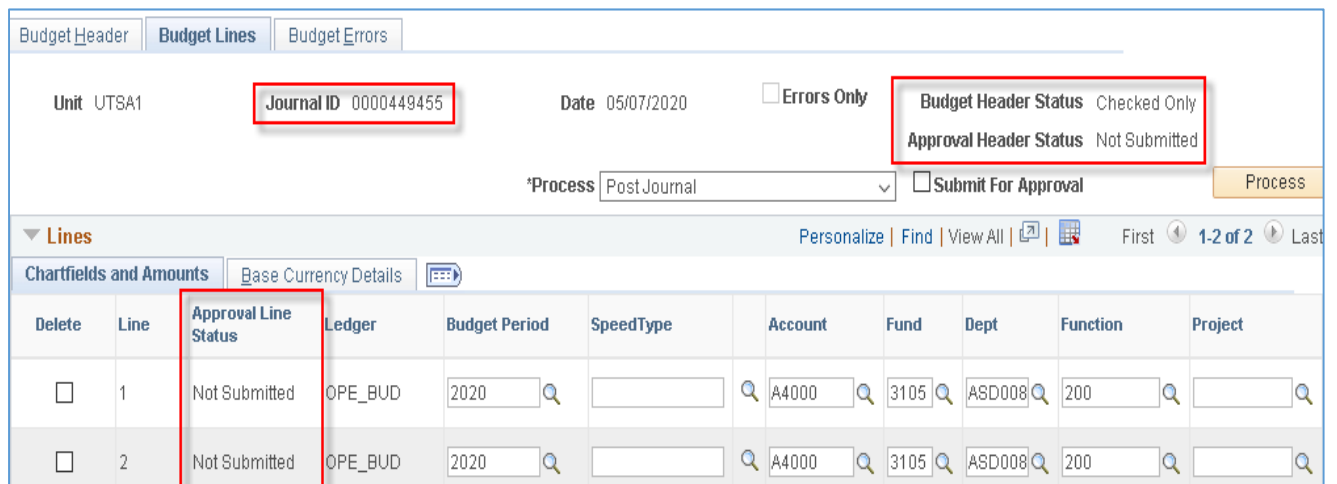


**Additional Process Options –**

**Copy Journal:** copies original journal values

**Delete Journal:** deletes current journal; you cannot delete a posted journal

- **Journal ID** number will be displayed
- **Budget Header Status** will indicate **Checked Only** (prior to the Budget Pre-Check it should say **None**)
- **Approval Header Status** will indicate **Not Submitted**
- **Approval Line Status** will indicate **Not Submitted**

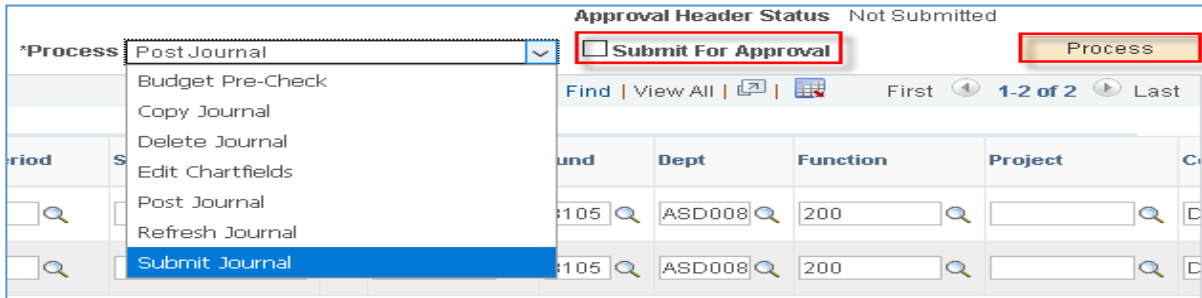




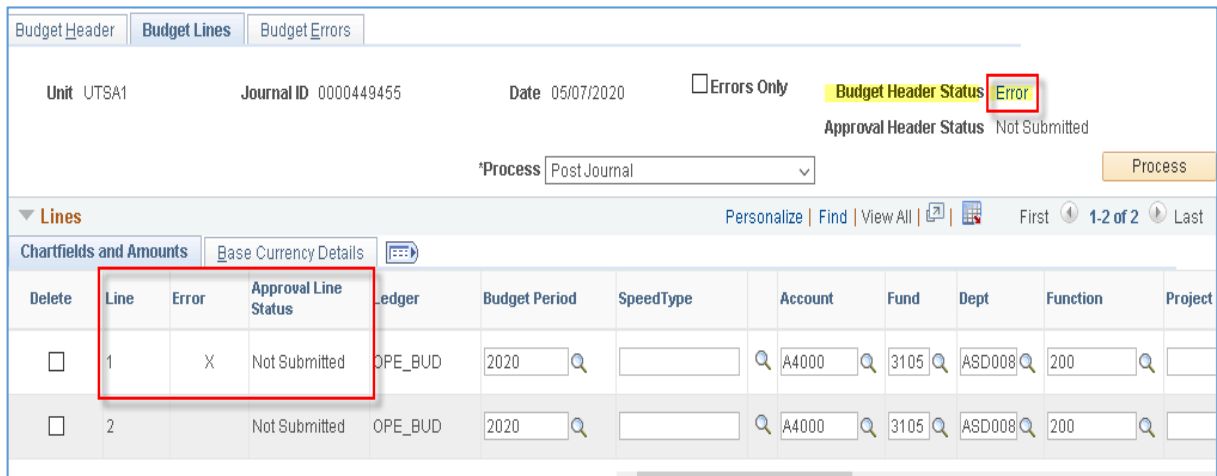
**The Budget Transfer Journal is now ready to submit!**

**REMINDER** - if there are any 7XXX Plant or 9XXX Agency funds in the budget transfer journal, the budget transfer journal will not route through the automated workflow. In this case, the budget transfer should be saved and then follow the current process using the excel document and email approvals. Contact the Budget Office at [Budget@utsa.edu](mailto:Budget@utsa.edu) with questions.

- In the Process drop down menu, select **Submit Journal**; click **Process**
- **If no Error messages appear, skip to Tracking the Budget Transfer through the Approval Process on page 11.**



- If there are **insufficient (ISF) funds**,
  - **Budget Header Status** will indicate **Error**
  - **Approval Line Status** will indicate **Error** on the Line containing the **ISF**
  - Budget Transfer **cannot be submitted** until error is cleared
  - Contact College/VP Financial Lead to discuss:
    - Alternate amount to transfer, or
    - Alternate Cost Center or Cost Share Project to use



- \*\*\* **NEW** – Some transfers require a user with Level 2 access to submit the budget transfer (refer to Exhibit 1, Fund Rules for Budget Transfers Matrix) \*\*\*

**Important things to note for this type of transfer:**

- Level 1 Initiator and can create and save the budget transfer
  - Level 1 Initiator *cannot* submit the budget transfer for approval routing
  - Level 2 Approver *must* submit the budget transfer on behalf of the Level 1 Initiator
- a. After creating the budget transfer, save the entry and select **Budget Pre-Check**
- Journal ID** number will be generated
  - Budget Header Status** will indicate **Security Error**, **Approval Header Status** and **Approval Line Status** will indicate **Not Submitted**.
  - If a transfer using these fund combinations is submitted by Level 1 Initiator, an Error Message will appear.
  - Click **OK** on Error message.
  - NOTE: Initiator must click Save before exiting screen.**

The screenshot displays the 'Budget Lines' tab of a budget transfer interface. At the top, the 'Unit' is 'UTSAI', the 'Journal ID' is '0000445937', and the 'Date' is '07/15/2020'. The 'Budget Header Status' is 'Security Error' and the 'Approval Header Status' is 'Not Submitted'. A 'Process' button is visible. Below this, a table of budget lines is shown with columns for Delete, Line, Error, Approval Line Status, Ledger, Budget Period, SpeedType, Account, Fund, De, ns, Currency, and Amount. Two lines are listed, both with 'Not Submitted' status. A blue callout box points to the 'Fund' column, stating: 'Transfers between specific fund groups are only allowed to be submitted by Level 2 Approver or Initiator.' At the bottom, a red-bordered error message box contains the text: 'You cannot submit a budget journal with budget security error (18021,2808). A budget journal cannot be submitted if any budget line encountered budget security error, the error will be shown on the budget lines after click save button.' An 'OK' button is located below the error message. The 'Save' button at the bottom left is highlighted in red.

- b. This Budget Transfer will **not** route for approvals through the new workflow process, and therefore will **not** appear in the Level 2 Pending Approvals list.

- Level 1 Initiator must contact Level 2 Approver directly to notify them of the pending budget transfer
- Level 1 must provide Journal ID number to Level 2 Approver
- Level 2 Approver must log in to PS and submit the budget transfer journal

- c. The **Enter Budget Transfer** page is used to search for an existing Budget Transfer (**Find an Existing Value**)

- Navigation: *Commitment Control > Budget and Planning > Enter Budget Transfer > Find an Existing Value*
- Business Unit must equal **UTSA1**
- On Journal ID dropdown menu, enter complete or partial **Journal ID number**
- User ID field must be blank
- Click Search

- Click on Journal entry in Search Results to open Budget Header Screen

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
UTSA1	0000445837	07/15/2020	OPE	Error-Sec	Test Level 2 Submitter	6001027472

- d. Level 2 Approver should review the budget transfer *prior* to submittal. Note: Submitting the budget transfer constitutes approval.
- Review Long Description Justification - This description can be revised, if needed.
  - Open, review or add any Attachments, as needed for support
  - Click **Budget Lines** tab to open Budget Transfer detail screen for additional review prior to submitting.

- Click arrow to open and view all transfer line item details for review.

The screenshot shows the 'Budget Lines' tab in a software application. At the top, there are fields for 'Unit' (UTSA1), 'Journal ID' (0000445837), and 'Date' (07/15/2020). The 'Budget Header Status' is 'Security Error' and the 'Approval Header Status' is 'Not Submitted'. A dropdown menu labeled '\*Process' is set to 'Submit Journal', and a 'Process' button is visible in the upper right. Below this, there is a table with columns: Delete, Line, Error, Approval Line Status, Ledger, Budget Period, SpeedType, Account, Fund, Dept, Function, and Project. Two lines are listed, both with 'Error' status 'X' and 'Approval Line Status' 'Not Submitted'. At the bottom, there are 'Lines to add' fields and a 'Generate Budget Period Lines' button.

- After Budget Transfer has been reviewed and approved,
  1. Select **Submit Journal** from **\*Process** drop down menu
  2. Click **Process** button in upper right hand corner
  3. Level 2 process is complete at this time; no further action is required. The Budget transfer will route to the next Approver in the Approval Chain queue.

This screenshot is similar to the previous one, but the '\*Process' dropdown menu is open, showing options like 'Budget Pre-Check', 'Copy Journal', 'Delete Journal', 'Edit Chartfields', 'Post Journal', 'Refresh Journal', and 'Submit Journal'. The 'Submit Journal' option is highlighted in blue. The 'Process' button in the upper right is also highlighted with a red box.

### Tracking the Budget Transfer through the Approval Process

- After submitting the Budget Transfer for Approval and addressing any error messages
  - a. **Budget Header Status** indicates **Checked Only**
  - b. **Approval Header Status** will now display a **Pending** link until the journal is fully approved or denied
- Click **Pending** to view **Approval Flow** screen

The screenshot shows the 'Budget Lines' tab with 'Unit' (UTSA1), 'Journal ID' (0000445531), and 'Date' (03/02/2020). The 'Budget Header Status' is now 'Checked Only' and the 'Approval Header Status' is 'Pending', both highlighted with red boxes and arrows. The '\*Process' dropdown is set to 'Post Journal'. The table below shows one line with 'Approval Line Status' 'Pending'. The 'Process' button is still visible.

The Approval Flow page will display. This page provides the current status of Approval. In the top of each box, you will see such descriptions as: Approved, Denied, Pending, or Not Routed.

- Click the Arrow next to Comments on the Approval Flow page; this will display Approver and system comments and notes.
- Click on approver name or Multiple Approvers to view contact details
- Click Return to return to journal entry details

**Approval Flow**

**Department Approver**

Unit UTSA1, ID 0000445870, Date 2020-05-07, Line 1: Pending

Department Approver

Pending

Ron McDonald  
KK-Department

Comments

**Accounting Approver**

Unit UTSA1, ID 0000445870, Date 2020-05-07, Line 1: Pending

Accounting Approver

Pending

Multiple Approvers  
KK-Accounting Level 1

**Budget Office Approver**

Unit UTSA1, ID 0000445870, Date 2020-05-07: Awaiting Further Approvals

Budget Office Approver

Not Routed

Multiple Approvers  
Budget Office Approval2

Return

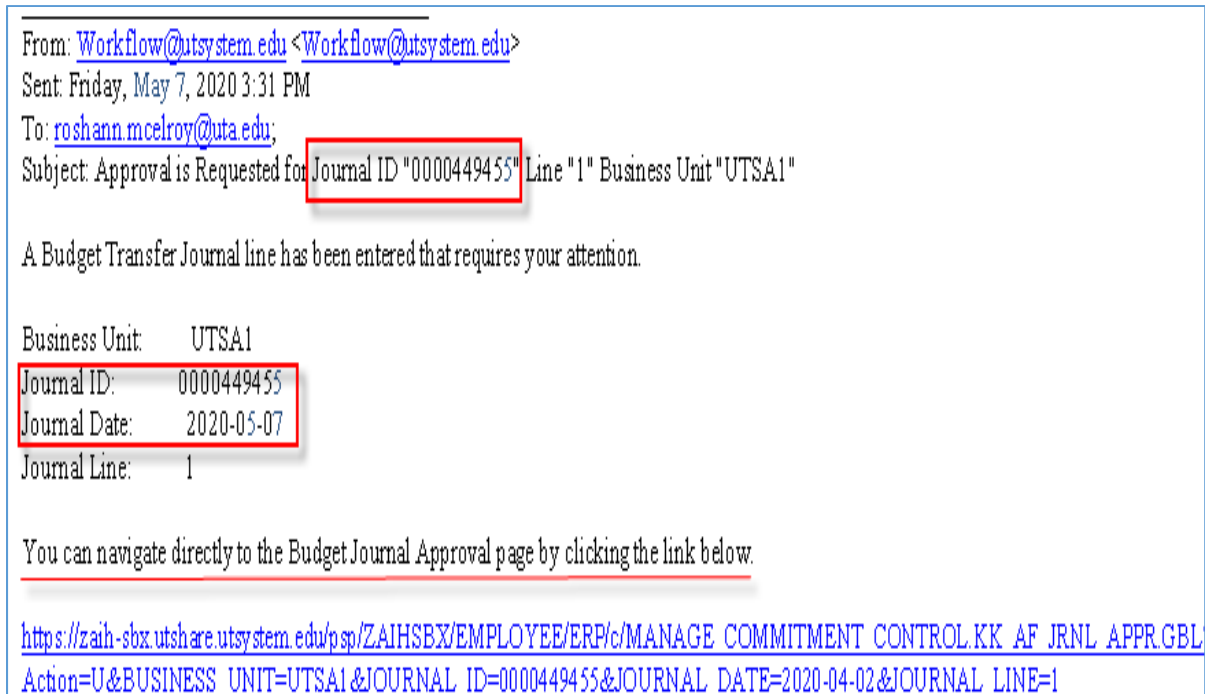
## Approver Process

Budget Transfer Journal has been submitted and is now routing through the **Approval Workflow**.

1. The Approver receives an automated approval request email for the budget transfer. The email indicates the Journal ID number, the Line(s) requiring approval and a direct link to the Financial Approval page.

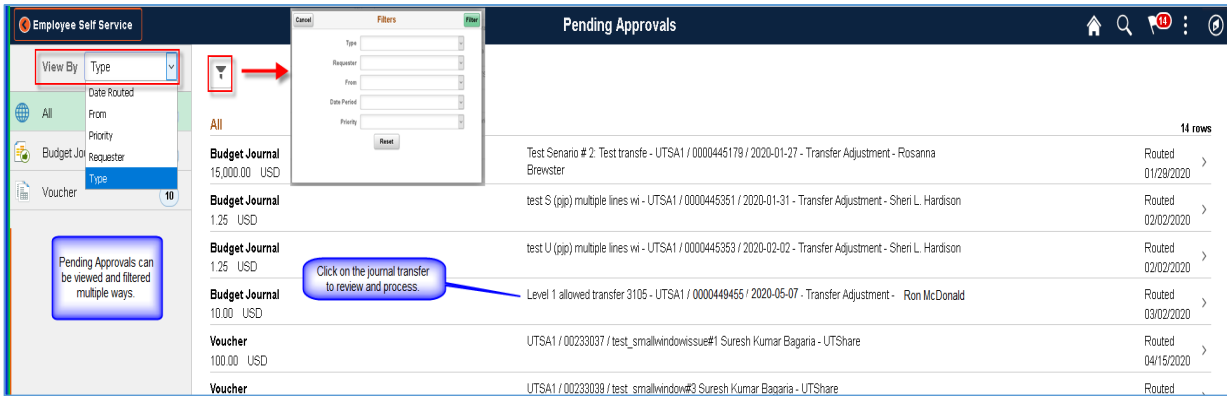
**NOTE: Approvals are required on the reducing side of the budget transfer only; approvals are NOT required by the department that is receiving the funds.**

**Reminder – Secondary Approvers will also receive the automated email request when a budget transfer is created by a Level 2 Approver; note – an approver cannot approve their own entry.**



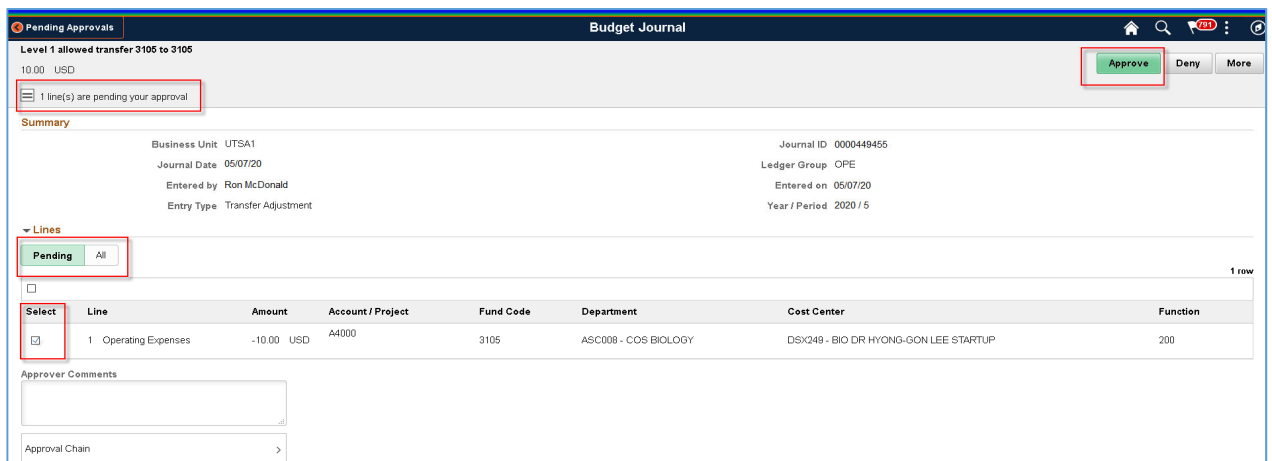
- The approver can either click on the link in the email to directly access the journal entry to review and approve; or
- Navigate to **Employee Self Service**, click on **Financial Approvals** tile to view a list of all pending approvals that can be sorted by type; or click on **Notifications Flag** and select the pending journal ID by clicking on it.



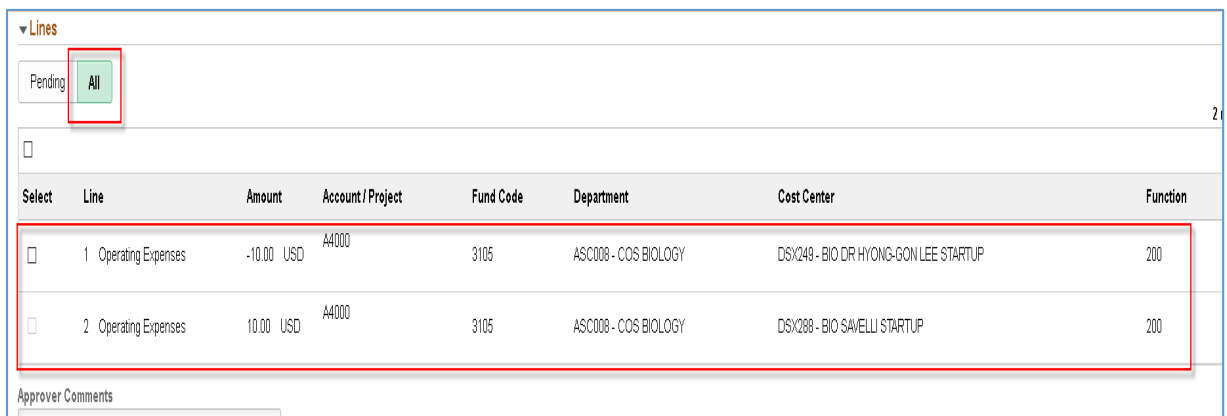


2. The Approver Screen includes options to:

- a. Select **Pending** and view only the lines in the transfer that are pending approval; or

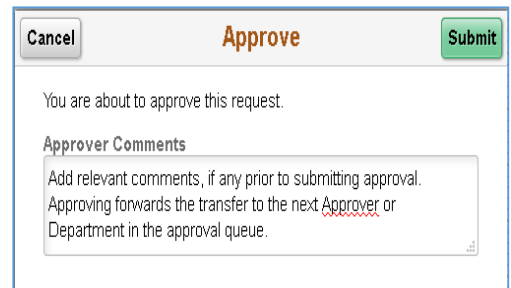

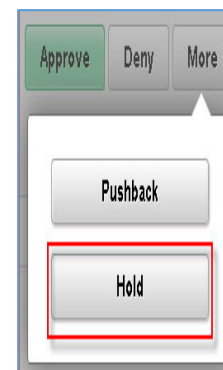


- b. Select **All** and view all lines in the budget transfer; or



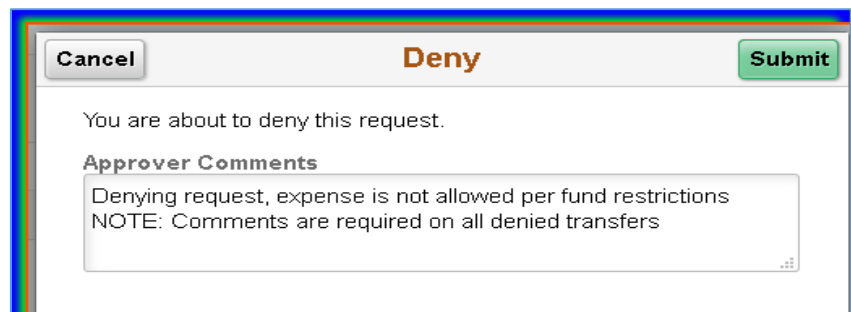
- c. **Approve, Pushback**, place a **Hold** on the pending transfer; or

When approving or putting a budget transfer on hold, you may add comments as needed to document review notes. These are not required but may be helpful for subsequent approvers or reviewers in the approval chain.

- d. **Deny** a budget transfer.

Comments are **required** on denied transfers. The Level 1 initiator will receive an automated email on denied transfers and will be able to log in and view the comments.





3. **Additional Approvers or Reviewers** can be inserted in the **Approval Chain** on the Approver screen.

Select	Line	Amount	Account / Project	Fund Code	Department
<input checked="" type="checkbox"/>	1 Operating Expenses	-10.00 USD	A4000	3105	ASC008 - COS BIOLOGY
<input type="checkbox"/>	2 Operating Expenses	10.00 USD	A4000	3105	ASC008 - COS BIOLOGY

Approver Comments

Approval Chain >

- To insert an additional approver or reviewer, click in the **Approval Chain** box to open and view the **Approval Chain** screen.

▼ Lines

Pending All

Select	Line	Amount	Account / Project
<input type="checkbox"/>	1 Operating Expenses	-10.00 USD	A4000

Approver Comments

Approval Chain >

**NOTE: Click in this area to open Approval Chain screen. Clicking directly on the > sign will NOT open the screen.**

- Click on the **plus (+)** sign to open the **Insert additional approver or reviewer** screen.

**Approval Chain**

Department Approver

Unit UTSA1, ID 0000449455, Date 2020-05-07, Line 1 Pending

Start New Path

Department Approver


+

Roshan McElroy  
KK-Department Approver

Budget Office Approver

Unit UTSA1, ID 0000449455, Date 2020-05-07, Awaiting Further Approvals

- Select **Approver** or **Reviewer**. If the individual's User ID (Employee ID) is known, enter manually in the **User ID** box and click enter or the **Insert** box.

- You can also click the  magnifying glass to search by **User ID** (EID) or typing directly in **Description** (User name).

- After selecting an individual, the **Approval Chain** screen will reopen indicating the inserted individual's name and status as **Not Routed**. You can insert another Approver or Reviewer by clicking on the **(+)** sign again. You can also delete the individual added by clicking the minus **(-)** sign. You *cannot* delete individuals that are in the required approval chain. You can find contact information by clicking on the **(>)** sign next to any individual's name on this screen. You can find contact information by clicking on the **(>)** sign next to any individual's name on this screen.

7. After the review is complete, select the line you are approving and click **Approve**.

**Pending Approvals** Budget Journal

Level 1 allowed transfer 3105 to 3106  
10.00 USD  
1 line(s) are pending your approval

**Summary**

Business Unit: UTSA1 Journal ID: 0000449455  
Journal Date: 05/07/20 Ledger Group: OPE  
Entered by: Ron McDonald Entered on: 05/07/20  
Entry Type: Transfer Adjustment Year / Period: 2020 / 5

**Lines**

Pending All 1 row

Select	Line	Amount	Account / Project	Fund Code	Department	Cost Center	Function
<input checked="" type="checkbox"/>	1 Operating Expenses	-10.00 USD	A4000	3105	ASC008 - COS BIOLOGY	DSX249 - BIO DR HYONG-GON LEE STARTUP	200

Approver Comments

Approval Chain

8. **Approver Comments** screen will open allowing you to add comments required, if any. Click **Submit** to process and forward budget transfer to next individual/department in **Approval Chain**. Budget Journal will no longer appear in your **Pending Approvals** screen. If you have inserted an **Approver** or **Reviewer**, the individual will receive a system generated email account with a link and action required. The Budget Journal will also appear in their **Financial Approvals** screen.

Cancel Approve Submit

You are about to approve this request.

Approver Comments

Added Jenny Jen to review /approve transfer of start up funds.

9. The next **Approver** or **Reviewer** can click on the **Approval Chain** box and review any comments added by all prior Approver or Reviewers before taking action. **Approvers** have the ability to make changes to the budget transfer detail.

**Note:** Any changes made will cause the budget transfer to reroute through the Approval Chain. Reviewers have view only access and cannot make changes.

**Approval Chain**

Department Approver

Unit UTSA1, ID 0000449455, Date 2020-05-07, Line 1 Pending

Start New Path

Department Approver

Approved

Roshan McElroy  
KK-Department Approver  
05/08/20 3:15 PM

Pending

Jenny Jen  
Inserted Approver

Comments

Roshan McElroy at 05/08/20 - 3:15 PM  
Added Jenny Jen to review /approve transfer of start up funds.

Budget Office Approver

Unit UTSA1, ID 0000449455, Date 2020-05-07, Awaiting Further Approvals

10. After **Final Approval** has been processed, the **Budget & Financial Planning Office (BFP)** will receive an automated email notification that the journal is ready to be posted.

The screenshot shows the 'Budgeting and Planning' interface. The 'Budget Lines' tab is active. The 'Approval Header Status' is 'Approved' and the 'Budget Header Status' is 'Checked Only'. A dropdown menu is open over the 'Process' button, showing options like 'Post Journal', 'Budget Pre-Check', 'Copy Journal', 'Delete Journal', and 'Edit Chartfields'. The table below shows two budget lines with amounts of -2.00 and 2.00.

Delete	Line	Approval Line Status	Ledger	Budget Period	Spe	Dept	Function	Project	Cost Center	Set Options	Currency	Amount
<input type="checkbox"/>	1	Approved	OPE_BUD	2020		SAT001	500		DSX249	Set Options	USD	-2.00
<input type="checkbox"/>	2	Approved	OPE_BUD	2020		BAA002	500		DSX288	Set Options	USD	2.00

11. BFP posts the transfer; the **Budget Header Status** will indicate Journal Entry has "**Posted**". No additional action is required. **Level 1 Initiator** will receive an automated email stating that the Budget Transfer has posted. Budget Transfer request is complete.

The screenshot shows the 'Budgeting and Planning' interface. The 'Budget Lines' tab is active. The 'Budget Header Status' is 'Posted' and the 'Approval Header Status' is 'Approved'. The 'Process' button is highlighted, and the dropdown menu is set to 'Copy Journal'.

Exhibit 1

Fund Description / Fund Type		2100	2110	2115	2120	2150	3100	3105	3115	3200	4100	4200	4300	4400	4500	4600	4700	4800	5100	5300	5400	5500	5515	5600	5800	
<b>TRANSFERS "FROM" FUND</b>																										
General Funds	E&G	Level 1																								
Research & Development	E&G	Level 1	Level 1																							
Special Items	E&G		Level 1																							
State Pass	E&G			Level 1																						
Through Education & General - Local	E&G				Level 1																					
Organized Education	Designated Funds	Level 2					Level 1																			
Designated Tuition	Designated Funds							Level 1																		
Student Service Fees	Designated Funds								Level 1																	
Net Service Funds	Designated Funds									Level 1																
Intercollegiate Athletics	Auxiliary Funds																									
Housing / Food	Auxiliary Funds																									
Bookstore	Auxiliary Funds																									
Parking / Traffic	Auxiliary Funds																									
Student Health Center	Auxiliary Funds																									
Student Service Fees	Auxiliary Funds																									
Other	Auxiliary Funds																									
Student Activities	Auxiliary Funds																									
Federal Sponsored	Grants & Contracts																									
State Sponsored	Grants & Contracts																									
Local Sponsored	Grants & Contracts																									
Private Sponsored	Grants & Contracts																									
Gifts & Other	Restricted Gift Funds																									
Endowments	Restricted Gift Funds																									
Endowments	Restricted Gift Funds																									
Other	Other																									
<b>TRANSFERS "TO" FUND</b>																										
General Funds	E&G																									
Research & Development	E&G																									
Special Items	E&G																									
State Pass	E&G																									
Through Education & General - Local	E&G																									
Organized Education	Designated Funds																									
Designated Tuition	Designated Funds																									
Student Service Fees	Designated Funds																									
Net Service Funds	Designated Funds																									
Intercollegiate Athletics	Auxiliary Funds																									
Housing / Food	Auxiliary Funds																									
Bookstore	Auxiliary Funds																									
Parking / Traffic	Auxiliary Funds																									
Student Health Center	Auxiliary Funds																									
Student Service Fees	Auxiliary Funds																									
Other	Auxiliary Funds																									
Student Activities	Auxiliary Funds																									
Federal Sponsored	Grants & Contracts																									
State Sponsored	Grants & Contracts																									
Local Sponsored	Grants & Contracts																									
Private Sponsored	Grants & Contracts																									
Gifts & Other	Restricted Gift Funds																									
Endowments	Restricted Gift Funds																									
Endowments	Restricted Gift Funds																									
Other	Other																									

**Footnotes**  
 A) Transfers from Fund 2115 to Fund 2115 are allowed only for like programs. Ex: SBDC to SBDC only, or SALSI to SALSI only (Note: one special item funding from the state may have multiple cost centers)  
 B) Transfers from Fund 2120 to Fund 2120 are allowed if the cost centers are related to the same award. This should be confirmed by the department.  
 C) Transfers from Fund 2150 to Fund 2150 are allowed if the cost centers are related to the same award. This should be confirmed by the department.  
 D) Transfers from Fund 3100 to Fund 3100 are allowed only if they are for a like purpose. Ex: official occasions or fees to fees.