



# Budget Transfers / Cost Corrections

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# Agenda

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# Key Objectives

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To provide guidance related to the following financial transactions, and explain when each should be used

- Cost correction
- Cost transfer
- Interdepartmental transfer (IDT)
- Budget transfer – permanent and temporary

Note: Budget transfers will be covered in greater detail, as they are managed through the Budget Office.

# Cost Correction

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A cost correction is used to correct errors discovered during financial reviews of actuals, such as incorrect account codes or a wrong Chartfield.

Cost corrections can be processed by

- Using Easy Correct Journal process in SAHARA
- Requesting manual corrections via email to Accounting Services ([Accounting.ofc@utsa.edu](mailto:Accounting.ofc@utsa.edu))
- Processing an eForm for payroll-related corrections

Additional information is provided on [Accounting Services' Processing Corrections webpage](#).

# Cost Transfer

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A cost transfer is an after-the-fact reallocation of costs, salary or non-salary, to or from a sponsored project.

To request a cost transfer involving a sponsored project, use a Cost Transfer/Voucher Correction Request Form.

Additional information is provided on [Accounting Services' Cost Transfers webpage](#).

# Interdepartmental Transfer (IDT)

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University departments often provide goods or services to other university departments. An IDT is used to facilitate the payment for these goods and services.

An IDT should be used for the following:

- Services rendered between departments (e.g., mail, lab testing, etc.)
- Sales between departments

The department that provides the goods or services should initiate the IDT.

Additional information is provided on [Accounting Services' Processing IDTs webpage](#).



# Budget Transfer

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A budget transfer is used to move budget (funding) between cost centers and budgetary accounts:

- Can be either permanent (recurring) or one-time (non-recurring)
- Used to move or correct funding, not actual expenses

For more information, view the Budget Transfer Job Aids on the [Budget office website](#) under **Forms**.



# Original Budget Transfer (Permanent)

Original Budget Transfer is

- A **permanent** transfer of budget
- Used if the intent is to move funds in the current and future years



# Budget Transfer Adjustment (Temporary)

Budget Transfer Adjustment is

- A **temporary** (one-time) transfer of budget
- Used if the intent is to move funds in the current year **only**

# Fund Code Rules for Budget Transfers

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A [Fund Rules for Budget Transfers](#) matrix is provided on the Budget Office website under **Tools**.

The matrix shows

- The level of approver that is required for each fund type
- Which transfers are allowed or disallowed

Let's take a look....

# Budget Transfer Approvers

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- Each division has two approvers and one must be a college or vice president (VP) financial lead
- If the approver is a vacant position, transfers will not be processed
  - Submit a [Service Now ticket to reassign the transfer](#)
- Email the Budget Office ([budget@utsa.edu](mailto:budget@utsa.edu)) to request updates to approvers

A list of [Budget Transfer Departmental Approvers](#) can be found on the Budget office website under **Tools**.



# Budget Transfer Approver Levels

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- Transfers between various fund types require either Level 1 or Level 2 Approval
- Refer to the Fund Rules for Budget Transfers matrix to determine required level
- Level 2 Approvers have expanded access to submit budget transfers
- If a transfer requires a Level 2 Approver, they will have to submit the transfer
  - Note: PeopleSoft will automatically mark it as self-approved

# Budget Transfer Status

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

Unit UTSA1      Journal ID [REDACTED]      Date 10/30/2023       Errors Only      Budget Header Status Checked Only

**Approval Header Status Pending**

\*Process Post Journal

▼ Lines      Personalize | Find | View All | [Icons]      First

Chartfields and Amc      Currency Details [Icon]

1

## Find the Budget Lines Tab

- Go to Commitment Control Tile
- Select/click on Budget and Planning Tile
- Choose Enter Budget Transfer from left-hand menu
- Search for budget transfer under Find an Existing Value

2

To see the Approval Queue, select **Approval Header Status**

# Approval Queue

See all levels of approvers

- Department
- Accounting
- Budget
- Grants / Contracts

Comments

- Optional unless transfer denied, then required

### Approval Flow

#### Department Approver

Unit UTSA1, ID [REDACTED], Date 2023-09-10, Line 1: **Terminated**

Department Approver

**Self Approved**

[REDACTED]

✓ KK-Department Approver  
09/11/23 - 10:32 AM

▶ **Comments**

▶ **Comment History**

#### Accounting Approver

Unit UTSA1, ID [REDACTED], Date 2023-09-10, Line 1: **Terminated**

Accounting Approver

**Approved**

[REDACTED]

✓ KK-Accounting Level 1  
09/11/23 - 5:56 PM

▶ **Comments**

▶ **Comment History**

#### Budget Office Approver

# Budget Transfers Require Similar Funding Sources

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- Budget transfers are only allowed between cost centers that have similar funding sources
- For all funds, except Fund 3100, an error message will pop up if a disallowed transfer is created. This will stop it from being submitted
- Fund 3100 is further explained on the next slide...



# Budget Transfers – Fund 3100

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Fund 3100 (Other Designated Funds) are more challenging:

- Multiple funding sources allowed in this Fund type
- Department must “know” the funding sources in order to avoid comingling
- When submitting budget transfers using Fund 3100, add comments into transfer justification box to confirm like funding sources

# Fund 3100 - Funding Sources

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Fund 3100 can have the following types of funding sources:

- Cost Share
- F&A
- Fees – Mandatory (must be the same fee)
- Fees – Non-mandatory (must be the same fee)
- Interest earnings
- Net Sales & Service
- Official Occasions
- Option 3 (Academic Innovations)
- Quasi – Endowment
- Start-Up



# Summary

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The following financial transactions may be processed to move actuals or budget:

- Cost correction – Used to correct actuals
- Cost transfer – Reallocation of costs to/from a sponsored program
- Interdepartmental transfer (IDT) – Used to bill a department for services
- Budget transfer – Permanent or temporary transfers of funding

# Contact Us

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If you have questions, you can contact us at

[Budget and Financial Planning](#)

Email: [budget@utsa.edu](mailto:budget@utsa.edu)

Microsoft Teams

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