Contents

Overview ........................................................................................................................................... 2
What is a Budget Transfer Request? ................................................................................................. 2
How Does the New Process Differ from the Current Process? ........................................................ 2
How Does it Work? ............................................................................................................................ 3
Who will use Budget Transfer Journals (Level 1 Initiators, Level 2 Approvers, etc.)? .................. 3
Budget Transfer Types ..................................................................................................................... 4
Create a New Budget Transfer ........................................................................................................ 4
PeopleSoft Navigation; Enter Budget Transfer; Budget Header Page .................................................. 4-5
Budget Lines Page; Entering ChartField Values; Adding Attachments ............................................. 5
Using the Speedtype .......................................................................................................................... 6
Adding Lines to Transfer Journal ..................................................................................................... 6
Processing Options: Budget Pre-Check, Copy Journal, Delete Journal ........................................... 7
Insufficient Funds Error ................................................................................................................... 8
Processing Options: Submit Journal for Approval ............................................................................ 8
Budget Security Error: Level 2 Approver Explained ....................................................................... 9
Budget Transfer Find an Existing Value .......................................................................................... 10
Level 2 Review, Approve and Submit ............................................................................................. 10-11
Tracking the Budget Transfer through the Approval Process.......................................................... 11
Approval Flow (Showing Status of Approval) .................................................................................. 12
Approver Process ............................................................................................................................ 12
Automated Email Notifications ....................................................................................................... 13
Navigation to Financial Approvals ................................................................................................... 13-14
Review and Approve Pending Transfer Lines vs Entire Journal ...................................................... 14
Approver Options: Approve, Pushback, Hold and Deny ................................................................. 15
Insert Additional Approver or Reviewer .......................................................................................... 16-17
Add Comments, Approve and Submit Budget Transfer ................................................................ 18
Viewing Approval Chain .................................................................................................................. 18
Posting the Budget Transfer ........................................................................................................... 19
Exhibit 1 Fund Rules for Budget Transfers - Matrix .................................................................... 20
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.

Benefits

- Ensure accurate generation of budget transfer journal with ability to track electronic approvals
- Faster, streamlined process
- Provides email notification to approvers when budget transfer is routing through workflow
- Provides automated review and confirmation of allowable budget transfers with regard to funds, cost centers and projects
- Reduce paper / manual process
- Automatic validation for cost center/ project ID
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

<table>
<thead>
<tr>
<th>Budget Entry Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permanent (Original Transfer)</td>
<td>Permanent Budget Transfer</td>
</tr>
<tr>
<td>Transfer Adjustment</td>
<td>Temporary Transfer Adjustment</td>
</tr>
</tbody>
</table>

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)
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**.

  - **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**

**Additional Process Options** –

- **Copy Journal**: copies original journal values
- **Delete Journal**: deletes current journal; you cannot delete a posted journal
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 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) **NEW**

**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.

**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

<table>
<thead>
<tr>
<th>Business Unit</th>
<th>Journal ID</th>
<th>Journal Date</th>
<th>Ledger Group</th>
<th>Budget Header Status</th>
<th>Description</th>
<th>User ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>UTSA1</td>
<td>0000445037</td>
<td>07/15/2020</td>
<td>OPE</td>
<td>Error-Sec</td>
<td>Test Level 2 Submitter 5001 027472</td>
<td></td>
</tr>
</tbody>
</table>

**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.
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.

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 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

![Approver Process Diagram]

**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.

A Budget Transfer Journal line has been entered that requires your attention.

Business Unit: UTSA1
Journal ID: 0000449455
Journal Date: 2020-05-07
Journal Line: 1

You can navigate directly to the Budget Journal Approval page by clicking the link below.


a. The approver can either click on the link in the email to directly access the journal entry to review and approve; or

b. 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.

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

   b. Click on the plus (+) sign to open the Insert additional approver or reviewer screen.
4. 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.

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

6. 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**.

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.

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.
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.

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.
# Fund Rules for Budget Transfers

**NEW Automated Budget Transfer Workflow**

The University of Texas - San Antonio

| Fund Description | Fund Type | Fund | 2100 | 2110 | 2120 | 2130 | 2140 | 2150 | 3100 | 3115 | 3200 | 3400 | 3410 | 3420 | 3430 | 3440 | 3450 | 3460 | 3470 | 3100 | 3120 | 3130 | 3140 |
|------------------|-----------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|------|
| General Funds    | E&G       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Research &       | E&G       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Development      | E&G       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Special Items    | E&G       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| State Pass       | E&G       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Through          | E&G       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Education &      | E&G       |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| General - Local  | Designate |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Designated       | Designate |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Tuition          | Designate |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Student          | Designate |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Service Fees     | Designate |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Net Service      | Designate |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Funds            | Designate |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Intercollegiate  | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Athletics        | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Housing /        | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Food             | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Bookstore        | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Parking /        | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Traffic Funds    | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Student Health   | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Center Funds     | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Student          | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Service Fees     | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Other            | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Student          | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Activities      | Auxiliary |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Federal          | Grants &  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Sponsored        | Contracts |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| State            | Grants &  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Sponsored        | Contracts |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Local            | Grants &  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Sponsored        | Contracts |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Private          | Grants &  |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Sponsored        | Contracts |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Gifts & Other    | Restricted |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Restricted       | Gift Funds |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Endowments       | Restricted |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |
| Restricted       | Gift Funds |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |      |

**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 2130 to Fund 2130 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 to official occasions or fees to fees.