Create Budget Transfers (Journal Entries)

CSUMB State Finance users (not CSUMB Corporation) use this job aid to transfer funds from one account to another from within a single fund.

It is recommended that users run Department budget report first to confirm that funds are available for making a transfer prior to completing this process.

The tasks required to create and process a budget transfer are listed in **Table 1**.

Task	Done by whom
Confirm available budget	Originator
Create budget transfer	Originator
Edit check budget transfer	Originator or Division Budget Analyst (dependent on the preference of the Division Budget Analyst)
Review (look at) the transfer and make any necessary corrections	Division Budget Analyst
Email Budget Office to tell them the transfer is ready to process	Division Budget Analyst
Review and post the budget transfer	Budget Office

Table 1: Steps to complete budget transfer journal entry

Review/Approval History

Date	By	Action	Pages
28 January 2009	J Stone	Updated 2007 version for v 9.0	1-10
29 July 2009	C Frakes	Rebranded CMS Finance and Corporation	1-10
18 March 2011	J Stone	Rebranded and updated navigation for CFS	1-10
4 October 2011	J Stone	Removed reference to nVision Reports	1
02 November 2021	R. Cubillas	Updated Instructions (Complete Edit)	1-16

Contents

Create Budget Transfer

Navigation (2 Different Options):

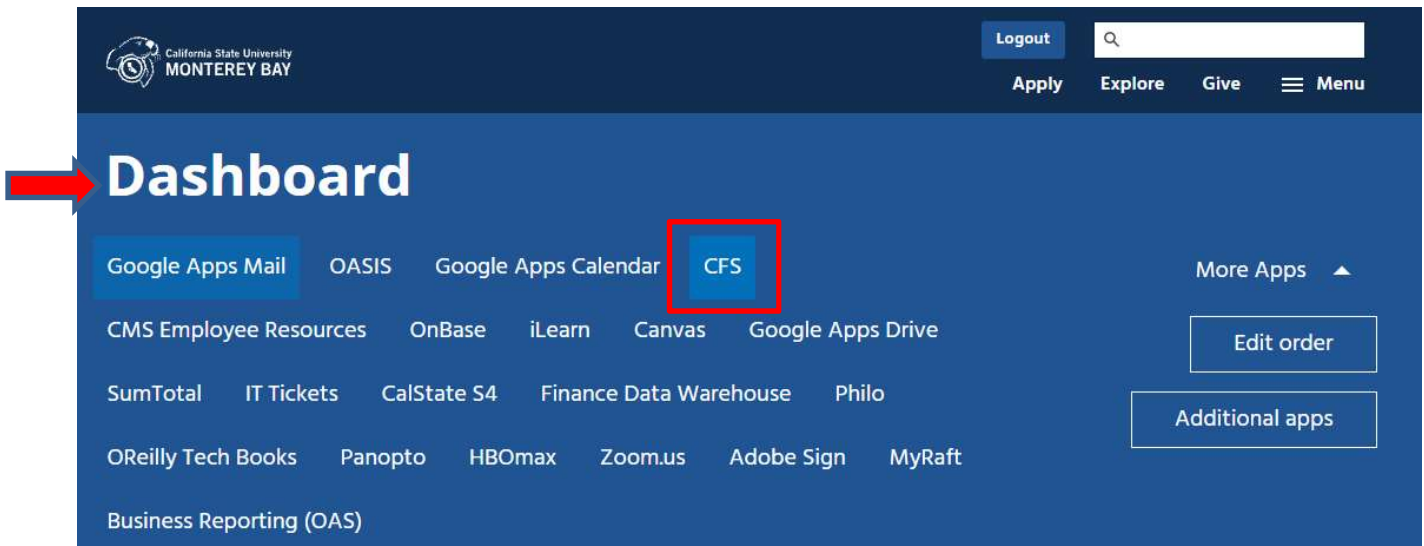**(Option 1) - CSYOU**
CSYou> Tools & Services > Financial Tools > Common Financial Systems > CFS Production Login:

(Option 2) – CSUMB Dashboard
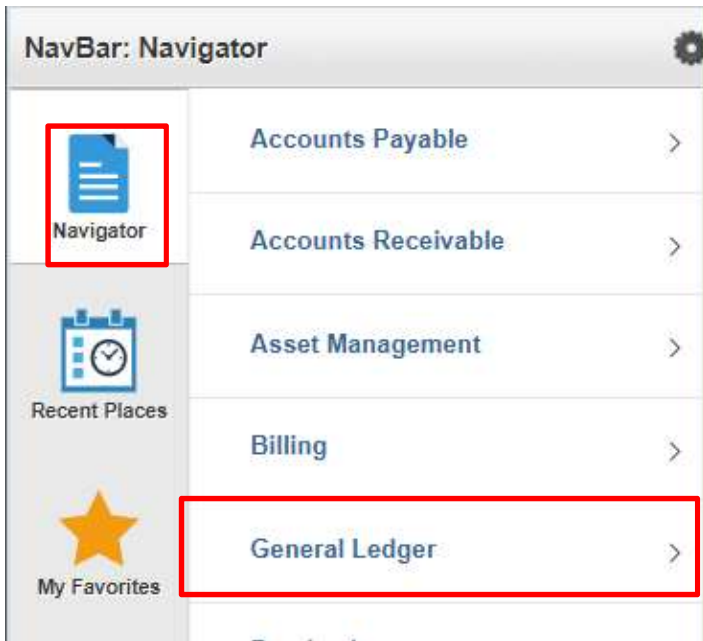**CSUMB Dashboard> Apps> CFS**

Navigating to Journal Entry in CFS (2 Options)

(Option 1) -Using the Nav Bar
Main Menu: Nav Bar> General Ledger > Journals >Journal Entry > Create/Update Journal Entries

(Option 2) - Using the Tiles on the Homepage
Main Menu: General Ledger > Journals >Journal Entry > Create/Update Journal Entries

(screen shots continued on next page)

Add a New Value

1. The **Add a New Value tab** will be selected by default. 2. **Business Unit** – enter (or use the look up to enter) the correct business unit. 3. **Journal ID** – will be NEXT 4. **Journal Date** - will default to today's date. 5. Click [Add] to begin the Budget Transfer.	**CSU** The California State University COMMON FINANCIAL SYSTEM **‹ CFS 9.2** **Create/Update Journal Entries** [Find an Existing Value] [Add a New Value] Business Unit MB000 🔍 Journal ID NEXT Journal Date 11/02/2021 📅 [**Add**] Find an Existing Value | Add a New Value ◼ **Figure 2:** Add a New Value

Header Page

- 📝 **Note:** The description allows for 255 characters (please use them). This field will help the Budget Office determine the purpose of the transfer, and will help you identify the transfer in the future.
- 📝 **Figure 3**:Search results

1. ***Long Description** – enter a thorough description including:
   - Division Name
   - Preparers Initials/Name
   - Fiscal Year
   - Purpose of transfer

2. **Ledger Group* – will default to BUDGET. *Do not change.*

3. ***Source** – value will default to the users Division. Three digit code that corresponds to your Division (e.g., BAA, BAF, BIT, BSA, BUA) B for Budget; next 2 characters for your Division

4. **Reference Number** - This field can be used to enter a reference number. We recommend that each Division define a use for this field, as it can be used in queries (e.g. initials and date). (8 characters).

5. **Journal Class** – if a budget is loaded to a Class, this field may be used.

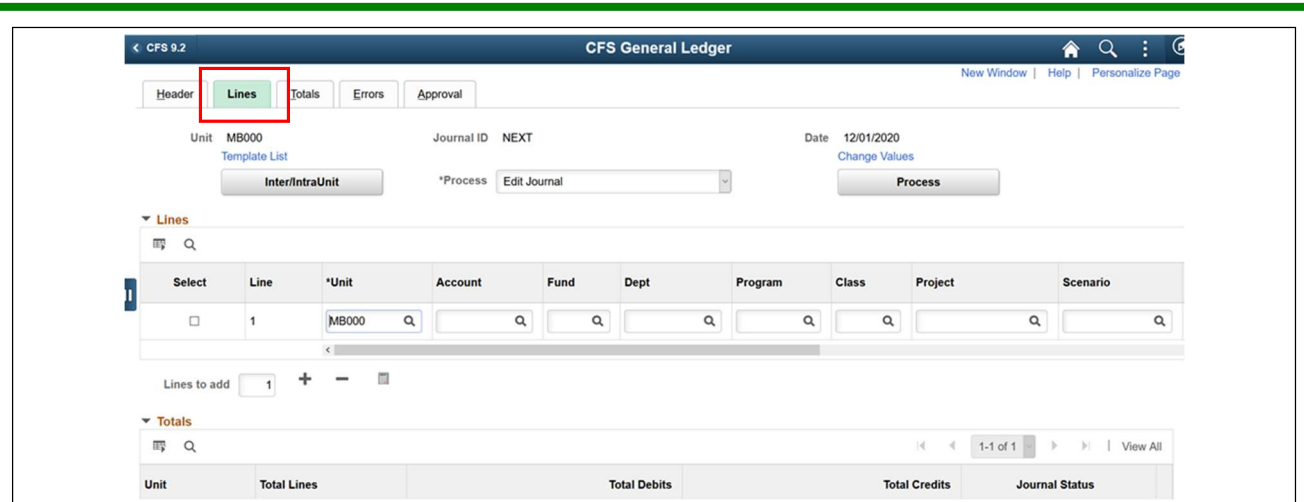6. Click the **Lines Tab**.

Lines Tab/Page

Figure 4: Lines Page

Chartfields (Required fields indicated with asterisk): Scroll to the right to see all fields for a single line.

1. ***Account -** Account to get credited or debited

2. ***Fund** – Fund (you may not move money from one fund to another)

3. ***Dept ID** - Department ID

4. **Program** – Program, if applicable

5. **Class** - Class, if applicable

6. **Project** - Project Number, if applicable (e.g., for Grants and Contracts)

7. ***Scenario** (*you may not use more than one Scenario type on an individual journal*) **–**

    • **BBR:** Base Budget, Revised (permanent change to loaded budget); or

    • **FBR:** Fiscal Budget, Revised (one time change to loaded budget)

8. ***Amount** – Amount of credit or debit. Note: All Budget Transfers are in **WHOLE** dollars (.00 automatically added to whole numbers).

9. ***Reference** – A ten character field available for providing a reference to be used within the Division (the initials of the analyst and the date prepared, e.g., TG110221)

10. ***Journal Line Description** – This will default to the account name. Change this description, using the 30 characters available, to be something meaningful and useful to you and to the department for whom you're creating the budget transfer. **The description must start with the current fiscal year.** This field can be queried, so it is recommended that each Division determine a convention for its use

    • (e.g., 21-22 Move Salary$ POS1000xxxx)

Add Second Line to Net to $0.00

- A budget transfer *must* net to 0.
- The Chartfield combination *giving up the money* is recorded as a *negative* amount.
- The Chartfieldcombination receiving the money is recorded as a *positive* amount.
- Click the plus sign ➕ to insert another line

Figure 5: Added a second Line to the budget transfer

Figure 6: Continuation of Lines Section showing Scenario, Amount and Description

Notice the following:
a. Business Unit, Fund, Scenario and Amount are carried in to the second line.
   - If you are adding more than one line at a time, the amount will not carry
b. The credit amount is filled in for you.
c. You can modify the values in these fields if you need to.

Enter the following values in the new line. You can use 🔍 to view valid values for a field *(Asterisk is a required field).*
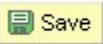- *Account
- Class
- Project
- *Amount
- *Reference
- *Journal Line Description

11. **Totals –** verify that Total Debits equals Total Credits

12. **Journal Status** – must be **V** = Verified to submit to the Budget Office.
   i. Cannot be submitted with **E – Error** or **I – Incomplete.**

Two Ways to SAVE the Journal for Future Editing/Review:
(Option 1) - Use Save Button

1. Click 🖫 Save to save the Budget Transfer without editing it.

   Note: At this point, the General Ledger Budget Transfer is <u>assigned a Journal ID</u>. This Journal ID can be used to view the transfer at a later date (*write it down*).

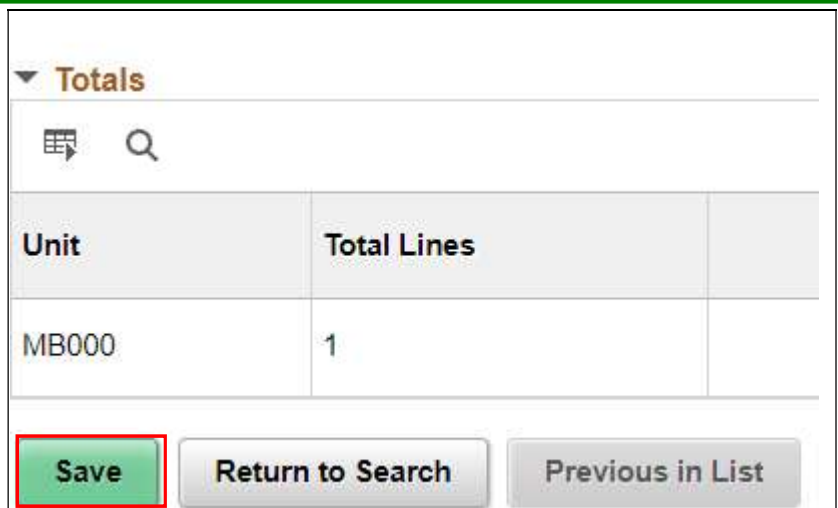   The journal has **not** been posted at this point in the process.

Figure 7: Save button, bottom left hand corner of Journal Lines tab

(Option 2) - Use Edit Journal Process

2. ***Process** - select *Edit Journal*

3. Click on the **Process** button to run the edit check process.

4. **Journal Status** - If there are not any problems with the Budget Transfer, a **V** will appear (**V** = fields are validated).
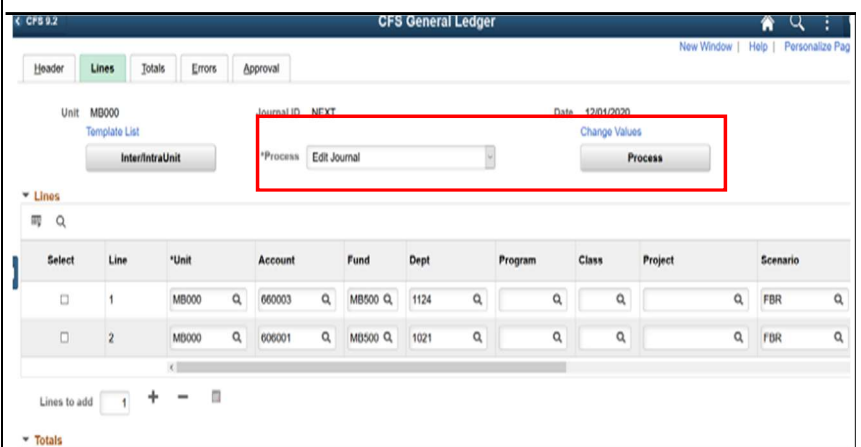

Figure 8: Edit Journal > Process

After you have completed/updated all Journal Lines please verify the following:

- The Line Description must include current Fiscal Year and brief explanation
- Debits equal the Credits (Journal nets to zero),
- Journal Status is V-Valid
- Saved the Journal (assigning it a Journal ID number),

Once these items are confirmed, please continue to following steps:

Notification of a Budget Transfer

1. Once the Budget Transfer is completed, the Analyst will contact his or her Division Budget Analyst.
2. The Division Budget Analyst will review the transfer to verify that it is complete and meets the Division requirements.
3. The Division Budget Analyst will notify the Budget Office via email (budget_office@csumb.edu) that the Budget Transfer is pending posting.

Budget Check (Budget Office)

The Budget Office will run a Budget Check after the Division Budget Analyst notifies them of the pending Budget Transfers that are available for posting. The Budget Office will not post any Budget Transfers that do not have sufficient funds to transfer or an adequate Budget Balance Available for transfer.

Review Budget Transfer

The Division Budget Analyst will follow these steps to review budget transfers.

Navigation: General Ledger > Journals > Journal Entry > Create Journal Entries

1. On the Journal Entry screen, click the **Find anExisting Value** tab.

2. The Business Unit will default to **MB000**.

3. In the Journal ID field, select *contains* from the drop down menu and enter the the **Budget Transfer ID**

   Note: In order to view all Budget Transfers for a Division, leave Journal ID blank.

4. Change Journal Header Status to the **blank** optionin the pull down menu.

5. Enter your Division's three-digit ID in the **Source** box.

   Click Search

Create/Update Journal Entries

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value	Add a New Value

▼ Search Criteria

Business Unit	= ∨	MB000	🔍
Journal ID	contains ∨		
Journal Date	= ∨		📅
Document Sequence Number	begins with ∨		
Line Business Unit	= ∨		🔍
Journal Header Status	= ∨		∨
Budget Checking Header Status	= ∨		∨
Source	= ∨		🔍
Entered By	begins with ∨		🔍
Attachment Exist	= ∨		∨
Journal Class	begins with ∨		🔍

☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Print Budget Transfer

1. Select the **Lines Page.**

2. **Process** - choose **PrintJournal** from the drop down list.

3. Click [Process]

4. The Process Manager link will display.

5. Click the Process Manager link.

*Note: You can also accessthe Report Manager through the main menu at this navigation:
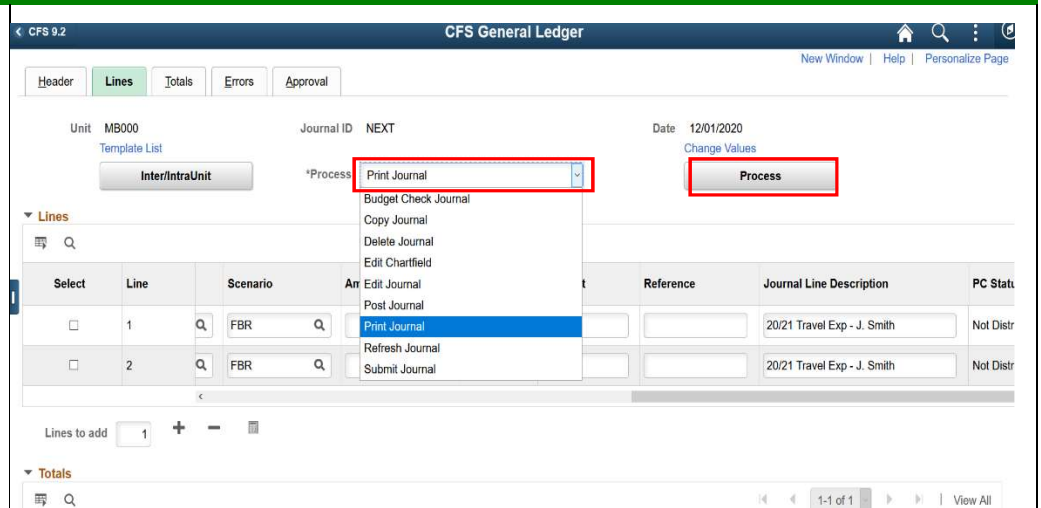
Reporting Tools > Report Manager.
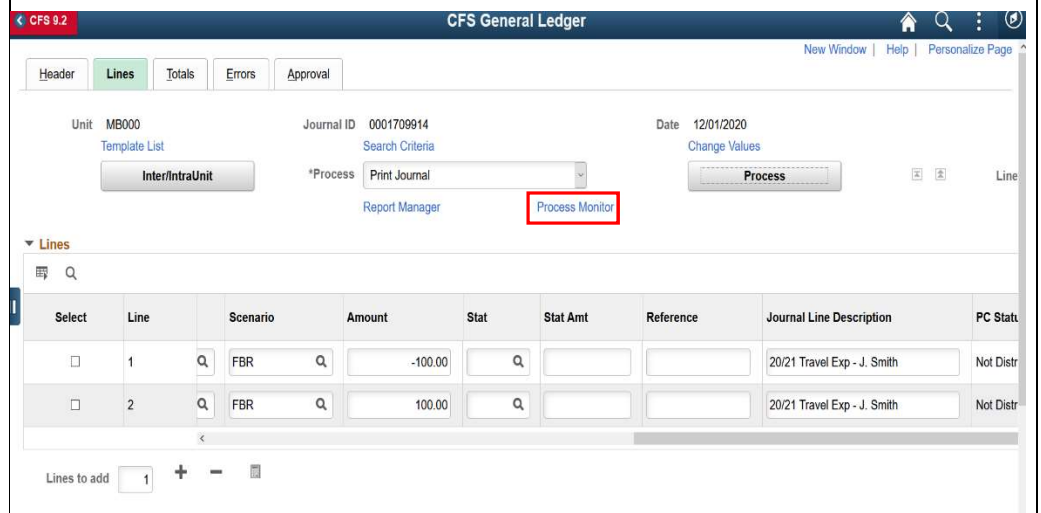
Figure 10: Print Journal option on Lines Page

Figure 11: Process Manager link will display after Process button is selected

On the Process List tab, Click **Refresh** to refresh the list of report results. When Status is POSTED, click **Details**

Figure 12: Report Manager component

Click **View Log/Trace**

Figure 13: Process Detail page

Click the **PDF** (PortableDocument Format) file name to launch Adobe Acrobat and view the report.

Figure 14: View Log/Trace page

Sample Report Output

Click the Printer Icon on the toolbar to print the report

Errors Page

If an error occurs, use the Error tab to determine what the problem is. The Errors tab displays only lines with errors.

An example of an error would be *Inactive Chartfield* (allowed for data entry, but will not pass Edit Check).

Figure 16: Errors Page (no errors)

Delete Budget Transfer

If you need to delete a budget transfer, please contact the Budget Office for assistance