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

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Create Budget Transfer

Navigation:

MyCSUMB > Links > CSU Portal (Finance) > Financial Services > Production:

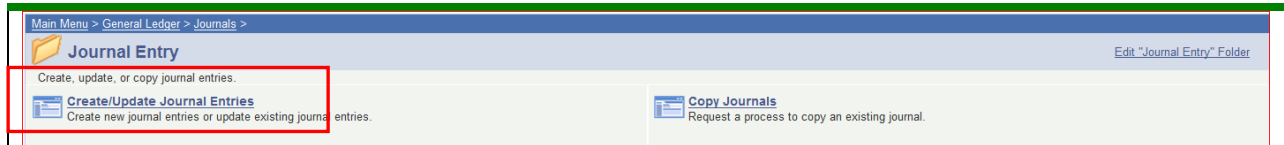**Main Menu:** General Ledger > Journals >Journal Entry > Create/Update Journal Entries

Main Menu > General Ledger > Journals >

Journal Entry   Edit "Journal Entry" Folder

Create, update, or copy journal entries.

Create/Update Journal Entries   **Copy Journals**
Create new journal entries or update existing journal entries.   Request a process to copy an existing journal.

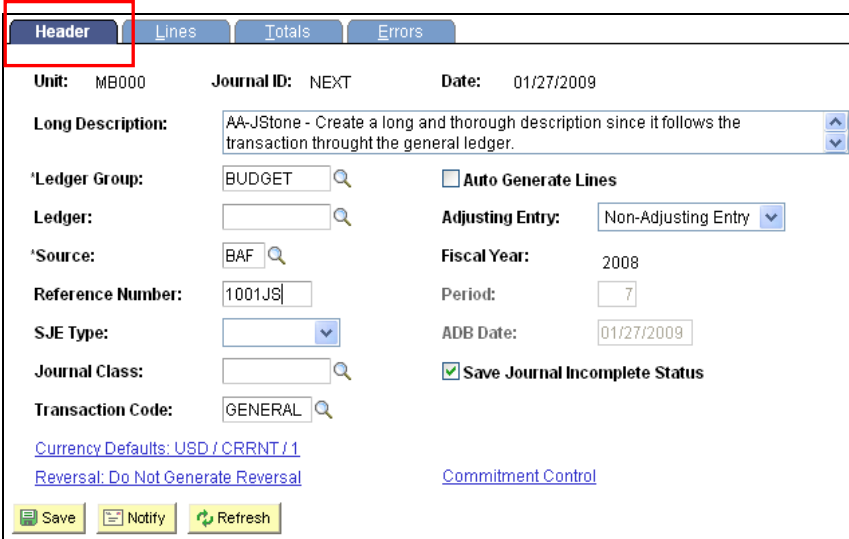**Figure 1:** Navigation

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** – date will default to today's date.
4. Click [Add] to begin the Budget Transfer.

Create/Update Journal Entries

| Find an Existing Value | **Add a New Value** |

Business Unit: MB000 🔍

Journal ID: NEXT

Journal Date: 01/27/2009 📅

[Add]

Figure 2: Add a New Value

Header Page

📋 **Note:** The description allows for hundreds of 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.

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1. ***Long Description** – enter a thorough description including:
   - Division
   - Initials
   - Purpose of transfer
   - Where funds are coming from

2. ***Ledger Group** – accept BUDGET (default). *Cannot be changed after record is saved.*

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**.

Figure 3:Search results

Lines Page
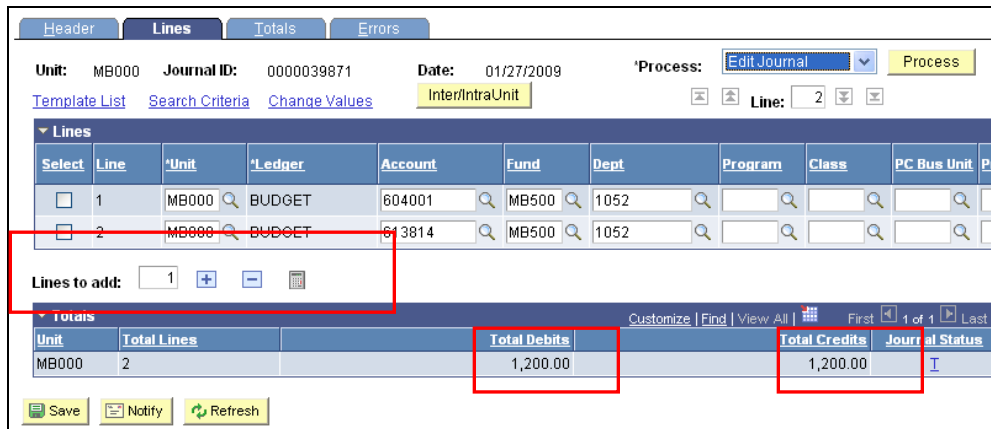

Figure 4: Lines Page

Required fields: Scroll to the right to see all fields for a single line.

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

2. ***Fund** - Fund

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

4. **Class** - Class, if applicable

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

6. ***Scenario –**
    *   **BBR**: Base Budget, Revised (permanent change to loaded budget); *or*
    *   **FBR**: Fiscal Budget, Revised (one time change to loaded budget).

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

8. ***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., *LD11/1/08*).

9. **Journal Line Description -**Change this description to be something meaningful and useful to you and to the department for whom you're creating the budget transfer. This field can be queried, so it is recommended that each Division determine a convention for its use (e.g., AA0607-Description).

Add Second Line to Net to $0.00

- The Chartfield combination *giving up the money* is recorded as a *negative* amount. The Chartfield combination receiving the money is recorded as a *positive* amount.

- A budget transfer *must* net to 0 within a scenario.

- The Chartfield combination giving up the money is recorded as a *negative* amount. The Chartfield combination receiving the money is recorded as a *positive* amount.
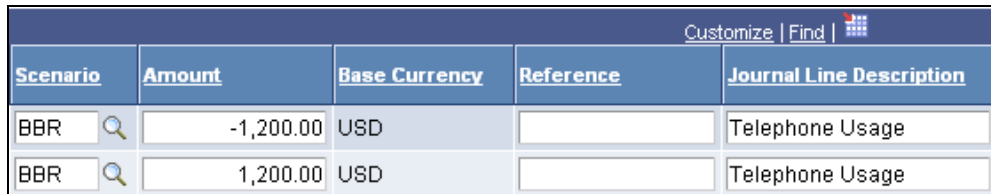
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10. Click [+] to insert another line.

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 and Department are carried in to the second line.
> b. The credit amount is filled in for you.
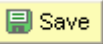> c. You can modify the values in these fields if you need to.

Enter the following values in the new line. You can use [magnifier] to view valid values for a field.

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

12. **Class** - Class, if applicable.

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

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

15. ***Reference** - A 10 character field available for providing a reference to be used within the Division (the initials of the analyst and the date prepared, e.g., *LD11/1/06*).

16. ***Journal Line Description**- Change this description to be something meaningful and useful to you and to the department for whom you're creating the budget transfer. This field can be queried, so it is

recommended that each Division determine a convention for its use (e.g., AA0607-Description).

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

18. **Journal Status** – **E** = error, **V** = Verified, **I** = Incomplete.

Save the Entry

1. Click ![Save] to save the Budget Transfer without editing it. You will see a dialog box similar to that in Figure 7.

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 <u>not</u> been posted at this point in the process.

Microsoft Internet Explorer

⚠ Journal 0000026340 is saved with incomplete status. (5210,23)

This journal cannot be edited or posted until you change its status to complete.

OK
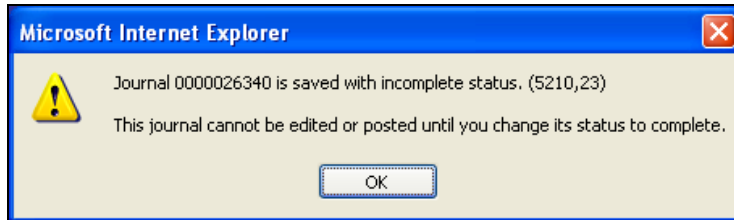
Figure 7: Incomplete status

Edit Journal

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

3. Click on the yellow **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).
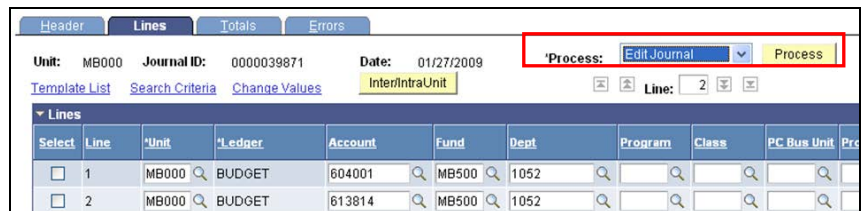
| Header | Lines | Totals | Errors |

Unit: MB000   Journal ID: 0000039871   Date: 01/27/2009   'Process: Edit Journal   Process

Template List   Search Criteria   Change Values   Inter/IntraUnit   ⊼ ⊼ Line: 2 ⊻ ⊼

▾ Lines

Select	Line	*Unit	*Ledger	Account	Fund	Dept	Program	Class	PC Bus Unit	Pro
☐	1	MB000 🔍	BUDGET	604001 🔍	MB500 🔍	1052 🔍	🔍	🔍	🔍	
☐	2	MB000 🔍	BUDGET	613814 🔍	MB500 🔍	1052 🔍	🔍	🔍	🔍	

Figure 8: Edit Journal > Process

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.
4. If the notification is made to the Budget office by **2pm**, it will be posted by the end of the work day.

Budget Check (Budget Office)

The Budget Office will run Budget Check after the Division Budget Analyst notifies them of the on-line 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 use follow these steps to review budget transfers.

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

<table>
<tr>
<td>

5. On the Journal Entry screen, click the **Find an Existing Value** tab.

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

7. Select Journal ID *contains* the **Budget Transfer ID**

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

8. Change Journal Header Status to the **blank** option in the pull down menu.

9. Enter your Division's three-digit **Source** in the last box.

10. Click [Search].

</td>
<td>

Figure 9: Find an Existing Budget transfer (Journal Entry)

</td>
</tr>
</table>
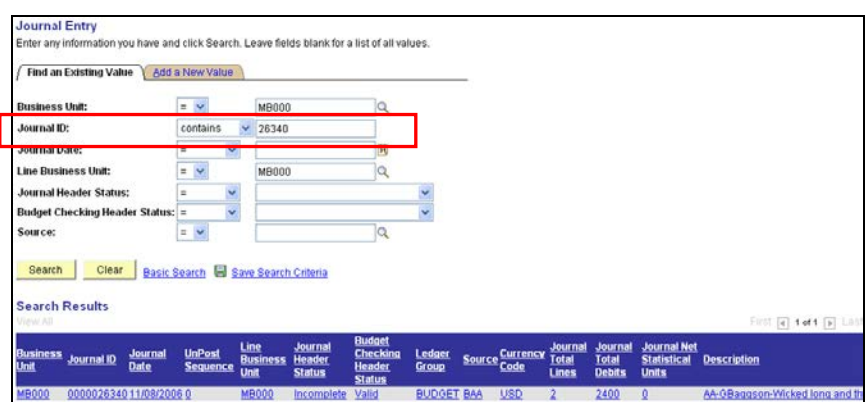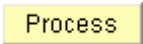
Print Budget Transfer

1. Select the **Lines Page.**

2. **Process** - choose **Print Journal (Crystal)** from the drop down list.

3. Click ⬚Process⬚.

4. The Report Manager link will display.

5. Click the Report Manager link.

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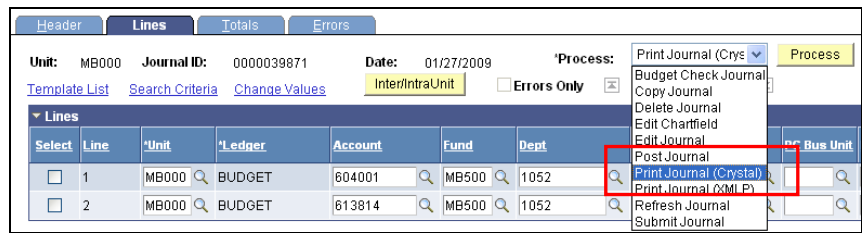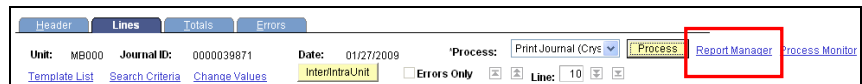
Figure 10: Print Journal option on Lines Page

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

1. Select the Administration Tab.

2. Click ⬚Refresh⬚ to refresh the list of report results.

3. When Status is **Posted**, click **Details**.

4. Click **View Log/Trace**.

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

6. Click the printer icon on the toolbar to print the report: 🖨.
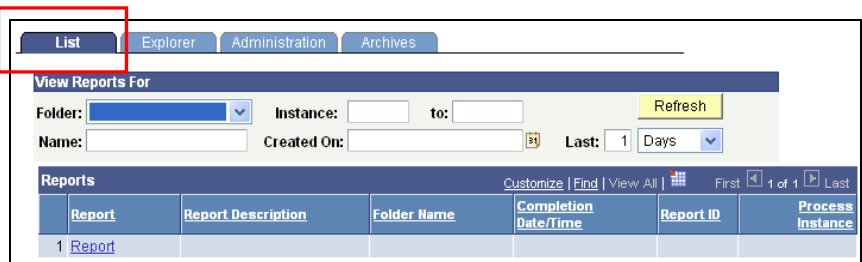
Figure 12: Report Manager component
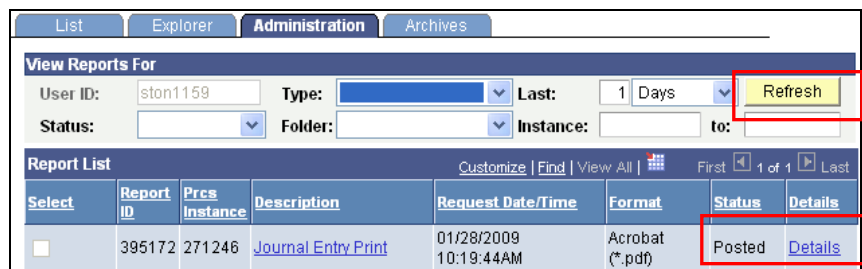
Figure 13: Administration Tab of Report Manager

Figure 14: Report Detail page showing .PDF file

Sample Report Output

Figure 15: Budget Transfer Report (Journal Entry Detail 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).
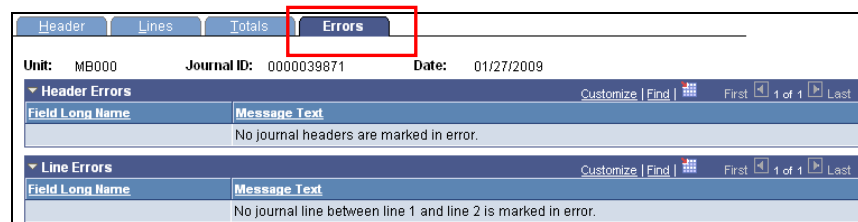

Figure 16: Errors Page (no errors)

Delete Budget Transfer

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