BUDGET TRANSFER - FMS REFERENCE

This guide is for entry of budget transfer requests directly in People Soft FMS. It applies to unrestricted, operating budgets in Funds 10-14, and 80. It is not for grant or capital budgets.

Users with the following roles will be able to request budget transfers:

- MSU_KK_BUD_ENTRY (Budget Requester)
- MSU_KK_BUD_APPROVER (Department Budget Approver)
- MSU_KK_ADHOC_APPR (Division or College Budget Manager)

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COMMON TERMS: BUDGETS VS. ACTUALS

Revenue - money coming into the University from various sources, such as tuition.

Expense - money going out of the University, due to spending.

Budgets - plan or forecast of revenues and expenses for a future time frame such as a fiscal year. An approved expense budget is the amount a department may spend in the fiscal year.

Actuals - real revenues and expenses posted in the system as they occur.

Pre-Encumbrances – A commitment of budget to an eventual purchase as specified in a requisition and a reduction to the available budget.

Encumbrances – A commitment of budget for a purchase specified in a purchase order and a reduction to the available budget.

Actual expense – the amount of money paid out when goods and services are received. The amount subtracts from remaining budget.

Available Budget/Variance - comparison between the budget plan and the actual activity. The budget left after the system subtracts Actuals, Pre-Encumbrances, and Encumbrances.
Budget – Actual - Pre-Encumbrance - Encumbrance = Available Budget

Budget journal – a transaction that increases or decreases a budget.

Budget transfer – a balanced budget journal in which budget increases are equal to budget decreased.

CREATE A BUDGET TRANSFER REQUEST

1. From the FMS Home page, navigate to Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer.

2. In the Add a New Value tab leave the Business Unit, Journal ID, and Journal Date values as filled by default. Click the Add button.

Three tabs display on the screen – Budget Header, Budget Lines, and Budget Errors.

3. In the Budget Header tab, click in the Ledger Group field and enter CC_CHD_UCF if you are adjusting budgets for expenses such as supplies or travel, or enter CC_CHD_REV to adjust budgets for revenues such as fees or sales.

4. In the Budget Entry Type field, click the drop-down and select Transfer Adjustment to revise the current year budget. Transfer Original changes the base budget and is only adjusted by the Office of Budget & Planning (Budget Office).

5. In the Parent Budget Options area, select the Use Default Entry Event checkbox, and enter the same Budget Entry Type as selected in step 4.

6. In the Long Description field, enter a justification for the budget transfer. If left blank, the system will prevent the request from continuing.
7. Attachments of supporting documents are generally optional, unless requested by the Budget Office on a case-by-case basis. To add an attachment, click the Attachments link, and follow the standard prompts to browse for and upload the desired file. In the Description field, identify the document being attached, and click the OK button.

8. As shown below, click the Budget Lines tab to enter the details of the budget request. Note a positive amount represents an increase in a budget account and a negative number represents a decrease to a budget account.

9. Complete line 1, the first line of the journal, including the Budget Period (current year only), Fund, Department, Account, and Amount of the budget line you wish to adjust. Enter a negative decrease to reduce that line (transfer FROM).

10. Click the Plus Sign to add line 2 of your budget transfer. This will copy the data from the previous line which you will modify as needed – for example, change the account to the one you wish to increase and the amount to a positive number (transfer TO).

11. Add as many lines as needed, so long as the chartfields are correct and the total decreases (negatives) equal the total increases (positives). At the bottom of the screen, confirm the Total Debits equals the Total Credits. Note – if the journal is not balanced, a message will appear and the journal will not be saved.

To delete a line, check the box in the Delete column to the far left of the line to delete and click the Minus Sign button below the lines.

Note – budgets may not be transferred between different funds. Each department only has budget in a certain fund, so you cannot simply change the funds values to match.
12. **SAVE** the Journal and note the **Journal ID** number listed at the top of the screen.

13. After Saving, the Budget Header Status should read “None” to represent no Security Errors have been identified. If the Status reads “Security Error”, review the data entered to ensure no security rules were broken. Adjust the Chartfields to the correct values and click **Save** again to clear the initial error.

**Security Errors** - one of the security rules that dictate allowable chartfields has been broken. Make sure you have not used a disallowed account (see list) such as a parent/pool account or personnel account, nor tried to transfer between different funds. Change the chartfields to the correct ones or delete the budget transfer. NOTE: You cannot simply pick FUND at random so they match. While this might solve the Security Error, it might cause a Combo Edit or Budget Error.

14. Before running any processes, visually **check the following** and fix as needed:
   a. Budget Period must be the current fiscal year.
   b. Use the correct Fund for the Department budget you’re transferring.
   c. Account must be a “child” account, not a “parent/pool.”
   d. Confirm the decrease amounts are within the available child and its parent budget.

15. Check budget availability. Select **Budget Pre-Check** from the **Process** field drop-down.

16. Click the **Process** button.
17. Click the Yes button on the Message pop up box to Budget Check the request without posting.

18. If Budget Header Status says “Error” click on the word Error to identify the error type through the Message Text and see the resolutions for each below:

**Combo Edit Errors** - check the budget errors tab to see if perhaps you've used a wrong chartfield combination, such as the wrong fund/department combination

**Budget Errors** - similar to combo edits, check you have used the correct chartfield string, where the budget resides. Also check the amount of your transfer as you cannot transfer more budget than remains. Make the needed changes or delete the budget transfer.

Go back to the Budget lines tab. If there are no budget check errors, Budget Header Status field will read “Checked Only.”
19. To submit for approval, click the **Process** drop-down and select **Submit Journal** from the displayed list.

20. Click the **Process** button.

The Approval Header Status changes from “Not Submitted” to “Pending.” Once approved by the Department Manager and the Budget Office, the status will change to “Approved” then “Posted.”

**REQUEST A CARRY-FORWARD BUDGET TRANSFER**

Contact the Budget Office with questions on carry-forward policy for revenue centers. When requesting a carry-forward, follow all the standard steps for entering a budget transfer request, with the following particulars:

1. In the **Budget Header** tab, select **Transfer Adjustment** for Budget Entry type and Parent Budget Entry Type.

2. Begin the **Long Description** field with “CARRY-FORWARD request to cover….”
3. In the **Budget Lines** tab, **Line 1** will represent where funding is coming FROM (funding source). Since end-users do not have access to the University reserve chartfield, enter temporary values to allow you to submit the budget transfer. For **Line 1**, use the following values:
   a. Department # will be the department with the cumulative surplus/requesting carry-forward.
   b. Use fund 19
   c. Account # is 90010 – carry-forward reserve.
   d. **Negative** dollar amount equaling the **total** carry-forward amount being requested.

4. Continue adding **Line 2 and so on** as needed for where the funding is going TO:
   a. Department # will be the department with the cumulative surplus/requesting carry-forward.
   b. Use correct fund for the department with carry-forward.
   c. Account will be whatever the line item is for, such as 60125-office supplies, etc.
   d. Amounts will be positive numbers, the total of which must balance with the negative amount in line 1.

5. **Important**: Save the transfer. An expected **Security Error** will occur because of 2 different funds. Simply email budget@montclair.edu with a message saying you have submitted a carry-forward budget transfer and supply the **budget transfer journal #**.

6. Budget Office, will retrieve the transfer and edit to clear the security error. They will edit line 1 to reflect the University’s carry-forward reserves department and fund, approve and post the journal, assuming there are no policy concerns.

**REQUEST A SALARY SAVINGS BUDGET TRANSFER**

The use of “salary savings” from vacant positions is subject to approval. Contact the Budget Office with questions on salary savings policy for revenue centers. When you’re
ready to submit a request, follow all the regular steps for entering a budget transfer request, but enter the following particulars:

1. In the **Budget Header** tab, select **Transfer Adjustment** for Budget Entry type and Parent Budget Entry type.

2. Write a **Long Description** as follows, filling in the blanks with the specifics:
   
   SALARY SAVINGS request to cover vacancy of position # ________ to perform ____________ duties for __ weeks, at ___hours/week at $__ per hour.

3. In the **Budget Lines** tab, **Line 1**, use the following values:
   
   a. Fund 19 to allow passage of budget pre-check on a negative budget
   b. Department # will be the department with the vacant position
   c. Account # is 58006 – salary savings.
   d. **Negative** dollar amount equaling the **total** amount you are requesting.

4. Continue adding **Line 2 and so on** as needed for where the funding is going TO:
   
   a. Department # is the department where the salary savings will be used (same department as line 1 as salary savings is typically back-fill.)
   b. Use Fund 19 again to prevent a security error. Budget Office will edit later.
   c. Account: Use 55005-temporary employees, 55006-mentors to student teachers, 55011-Supplemental Non-Instruction, 57005-student employee UG, or 57010-student employee GRAD.
   d. Amounts will be **positive** number, the total of which must balance with the negative amount in line 1.
5. Once the transfer is saved, follow the usual budget pre-check, submission and department manager approval steps.

6. Budget Office will edit the fund for the lines with positive numbers to match the appropriate fund for the department. And approve and post the transfer, barring any policy concerns.

REVENUE BUDGET INCREASE

Revenue centers, that have earned more actual revenue than originally budgeted for, are eligible to request an equal budget increase to the revenue budget and the expense budget. Technically, this is not a “transfer” and only the Budget Office can enter the two 1-sided journals needed for this type of budget adjustment. Complete the paper Budget Journal/Transfer Request Form available at the Budget & Planning web site and submit it to budget@montclair.edu to have this process completed.

CHECK THE STATUS OF A REQUEST

1. Main Menu > Commitment Control > Budget Journals > Enter Budget Transfers.
2. Click the Find an Existing Value tab.
3. Confirm your CWID in the User ID field. If you did not create the journal, clear the field.
4. If you know the Journal ID click in that field and enter the appropriate number.
5. Click the **Search** button
6. When the system brings up the budget journal, click the **Budget Lines** tab.

Note the Approval Header Status:
- **Pending** - the adjustment is not approved. Click to see the routing on the request.
- **Approved** and the Budget Header Status is “Checked Only” - the journal is approved but not yet posted.
- **Posted** - the budget adjustment is fully complete.

![Budget Journal Example](image)

**EMAIL NOTIFICATIONS**
The following email notifications are part of the budget transfer workflow.

**Requesters** – Whoever submits a budget transfer for approval is notified if the request is denied or put on hold by an Approver. A comment will be included which may ask the requester to edit the budget transfer and resubmit it. The requester is notified when the final Approver in the flow has approved the transfer. There is no additional notification when the transfer is posted. Approved transfers will post overnight at the latest.

**Approvers** – Approvers get an email notification when they are the next approver on a budget transfer. They receive another email reminder within 2 days, and every day thereafter, until they have taken an action on the pending transfer(s).

**DELEGATION OF ONLINE BUDGET TRANSFER DUTIES**
When a staff member with budget transfer duties will be out of the office for an extended period, their duties should be covered by the next user up in the workflow for that department/division. That user already has budget transfer training and appropriate security access, so there should be no need to change any security. The standard scenarios are:

- **Budget Entry person is away:** Department Manager or Division Budget Manager will enter budget transfers.
- **Department Manager is away:** Division Budget Manager will enter the department's budget transfers.
- **Division Budget Manager will be away:** S/he will alert the Budget Office to discuss arrangements suitable for their division.

If there are unique considerations not addressed above, contact your Division Budget Manager who should discuss potential solutions with their liaison in the Budget Office.
### DISALLOWED ACCOUNTS FOR DEPARTMENT BUDGET TRANSFERS

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APPROVE ONLINE BUDGET TRANSFERS

Users with the role of MSU_KK_BUD_APPR (GL Department Manager) are required to approve online budget transfer requests submitted for their department before they route to the Budget Office for approval and posting. When the Department Manager enters the budget transfer themselves, it will self-approve upon submission and route to the Budget Office. **When the request is entered by another user in the department, the Department Manager will need to follow the review steps below to approve or deny the transfer.**

Note: When users with the role of MSU_KK_ADHOC_APPR (Division Budget Manager) are added to the approval flow by a previous approver, they will follow the same steps below as the Department Manager.

REVIEW AND PROCESS A BUDGET TRANSFER REQUEST

The Department Manager receives an email that there is a budget journal pending review and approval. **PROMPT Approval is critical to ensure budgets are still available for transfer.**

1. On the **Home Page** in FMS, click the **Worklist** link to view the list of pending items.
2. Click the link to the corresponding item to review.

The **Control Budget Journal Approval** screen displays.

3. Click the **Attachments** link to review the supporting documentation for this request.
4. Click **Control Budget Transfer Page** link in order to view the specific Budget Line details and the full description for the transfer request.
5. When the Enter Budget Transfer search screen displays, click the Search button to view the details of the selected request.

6. On the Budget Lines tab of the request, confirm the correct Chartfields and amounts were entered, along with the amount and orientation of each transfer line.

Note, if changes need to be made to the original request entered in the system, the Approver can edit the original request on the Budget Lines tab by adjusting the appropriate fields on the screen and resubmitting the journal. The Approver may also Deny the request providing comments on what needs to be fixed, that will go to the original creator. See # 8 below.

7. Click the OK button to return to the Control Budget Journal Approval screen.
8. Once the information on the budget transfer is reviewed, the Approver can approve, deny, or place the request on hold.

A request can be approved, denied, or put on hold for future review.

- To **APPROVE** a budget transfer request, click the **Approve** button and the request will automatically be routed to the Budget Office for review and processing.
- To **DENY** a budget transfer request, scroll down to the **Enter Approver Comments** field and enter the reason why this request is not approved or specific changes that need to be made. Click the **Deny** button, and the requester will receive an email with a link to the comments and be able to amend and resubmit the request.
- To place a requisition on **HOLD**, enter comments in the **Enter Approver Comments** field and click the **Hold** button. The request will be on hold until the Approver changes the status. The Requester will receive an email with a link to the comments.

**ADD AN AD HOC APPROVER TO A BUDGET TRANSFER REQUEST**

Standard budget transfer workflow requires approval by the Department Manager and the Budget Office. Ad Hoc Approval is used on an ad hoc (as needed) basis to obtain Division/College Budget Manager approval to a specific budget transfer request. Such situations are determined by the policies of the division, or at the judgement of the Budget Office. Ad Hoc Approval is **NOT** a method to substitute for an absent Department Manager.

Any user with Approver rights can add Ad Hoc Approvers **BEFORE** they approve the specific budget transfer request. Only individuals with the role of Ad Hoc Approver in the system can be added to the routing sequence. Only **approved** budget transfers will route to an ad hoc approver.

1. Access the pending budget transfer through the notification link or via the Worklist, and review the budget transfer. If you intend to approve it, but want it to also be seen at the division level, do **NOT** click approve until you add the approver into the workflow. First click the **Approval Flow expansion arrow** on the Control Budget Journal Approval screen.

2. From the **Department Manager Approval** section within the **Approval Flow**, click the green plus sign next to the Approver’s name to open the **Insert additional approver or reviewer** window.
3. Click the **magnifying glass** icon to open the **Approver/Reviewer Search** window which lists the adhoc approvers available.

4. Within the **Approver/Reviewer Search** window, scroll to and click on the name of the specific Ad Hoc Approver to add it onto the request. **NOTE** – Only those individuals with the role of Ad Hoc Approver will be included in the list.

5. Click the **Insert** button on the Insert additional approver or reviewer window to continue.
The Ad Hoc Approver is added onto the approval flow.

To **remove** the Ad Hoc Approver, click the **red minus sign** in the upper right corner of the their name in the **Approval Flow window**.

To **save** the Ad Hoc Approver onto this request, click the **Save Approval Flow Changes** button.

Once the Ad Hoc Approver has been saved to the budget transfer request, the Approver should click APPROVE after which the budget transfer will route to the Ad Hoc Approver for review and processing. As mentioned above Ad Hoc Approvers should NOT be added to budget transfers that the current approver intends to deny.