

KK.020.002 - TRANSFERRING APPROPRIATION BUDGETS

Purpose	<ul style="list-style-type: none"> • To enter an Appropriation level Budget transfer. • To identify required information on the Budget Header page. • To identify required ChartField information on the Budget Lines page. • To identify Appropriation level budgetary accounts. • To post an Appropriation level budget transfer
Description	<p>This topic demonstrates the use of the Enter Budget Transfers component of Commitment Control to transfer Appropriation budgets.</p> <p>The APPROP Ledger Group is a “Control” Ledger Group and interfaces from the Budget Prep module before the beginning of the fiscal year. Periodically users may need to transfer budgets to/from specific ChartField combinations as part of business activities. The Enter Budget Transfers page is used to enter these transfers.</p> <p>Budget Transfer Journals keyed to this Ledger Group must include the following ChartFields: Account (at the Appropriation level of the BDXLATE_ACCOUNT tree), Class, Department, Fund Code, Program and Budget Reference. The Budget Period field defaults based on the Budget Reference entered and should not be changed.</p> <p>Transfers for one or many project budgets may occur in one transfer budget journal. Transfer Budget journals must be balanced.</p> <p>Transfers for one or many project budgets may occur in one transfer budget journal.</p>
Security Role	BOR_KK_BUDGET_ENTRY

<p>Dependencies/ Constraints</p>	<ul style="list-style-type: none"> • Funds are available to transfer between projects. • The Appropriation Budgets are created only for budgetary accounts at the appropriation level. (500000, 600000, 700000 and 800000) and detail departments • System validation is performed as users create transactions. The system confirms the following: <ul style="list-style-type: none"> ○ The “From” budget exists and is valid. ○ The “From” budget is not frozen. ○ Users allowed transfers for this budget. ○ Remaining spending authority is not exceeded by the transfer amount.
<p>Additional Information</p>	<p>The differences between the Budget Header page in the Enter Budget Journals and Enter Budget Transfer components are as follows:</p> <ul style="list-style-type: none"> ○ The Enter Budget Transfer page contains different budget entry type options, namely Transfer Original and Transfer Adjustment. ○ Users can transfer amounts only between budgets within a single Commitment Control Ledger Group and Business Unit combination.

Procedure

Below are step by step instructions on how to use the Enter Budget Transfers component of Commitment Control in order to transfer Appropriation budgets.

Step	Action
1.	Click the NavBar icon.
2.	Click the Navigator icon.
3.	Click the Commitment Control link.
4.	Click the Budget Journals link.
5.	Click the Enter Budget Transfer link.
6.	Verify the system defaults the Business Unit based on the user preferences. The Journal Date defaults to the current date and should be within the current fiscal year. In most instances, users let the system assign the next available Journal ID . <i>Note: Users can modify Journal ID and Journal Date fields, if needed.</i>
7.	Click the Add button. The system navigates to the Enter Budget Transfer page and defaults to the Budget Header tab. The Budget Header tab is used to enter budget header information, such as the Business Unit, Journal ID, Journal Date, Commitment Control Ledger Group, Budget Entry type and currency.
8.	Enter a Ledger Group in the Ledger Group field.
9.	Click the Budget Entry Type drop-down menu. The system defaults to Transfer Adjustment.
10.	Users can choose from three Budget Entry Types: <ul style="list-style-type: none"> • Transfer Original - Select Transfer Original if this is a transfer of an original budget amount. • Transfer Adjustment - Select Transfer Adjustment if this is if this is a subsequent transfer of an adjustment to an original budget amount. • Transfer Permanent Adjustment - Select Transfer Permanent Adjustment if this is a subsequent transfer of an adjustment to an original budget amount and needs to be carried forward. <i>Note: Only Transfer Original and Transfer Permanent Adjustment budget journals are included in the next appropriation year's budget within the Budget Prep module.</i>
11.	Enter a Description in the Long Description field.

Step	Action
12.	Click the Budget Lines tab. The system navigates to the Enter Budget Journals page to enter the specific ChartField combinations.
13.	<p>Enter the transaction lines which make up the journal. This includes monetary and statistical amounts and ChartField values for each transaction. Once users enter the header and lines, they can request journal processing on this page.</p> <p><i>Note: Although this page is the same whether accessed through the Enter Budget Journals or Enter Budget Transfer components, the security access is different. If users need access to either page, contact the institution's local Security Administrator.</i></p>
14.	The Appropriation Budgets are created only for budgetary accounts at the appropriation level. (500000, 600000, 700000 and 800000) and detail departments. Enter an Account in the Account field.
15.	Enter a Fund in the Fund field.
16.	Enter a Dept in the Dept field.
17.	Enter a Program in the Program field.
18.	Enter a Class in the Class field.
19.	Enter a Bud Ref in the Bud Ref field.
20.	Click the horizontal scrollbar to view the Amount field.
21.	<p>Enter an Amount in the Amount field. To increase the budget, enter a positive amount; to decrease the budget, enter a negative amount.</p> <p>The system stores budget amounts in the budget ledger in the opposite sign of an amount in an actuals ledger for that entry type. For example, the normal balance for an expense account is a debit. Budget amounts are stored as credits. If users budget 1000 for an expense then they enter it as a positive amount, but the system stores the budget amount as a credit (negative amount in Commitment Control). If at a later date users wish to reduce the budgeted amount to 900, then they create a journal line with -100 in the amount field. This is true for both revenue and expenditure type budgets.</p>
22.	Insert additional budget journal lines by selecting the plus (+) sign button. When lines are inserted, values copy from the previous line based on the Journal Line Copy Down options.
23.	Enter a Dept in the Dept field.
24.	Click the horizontal scrollbar to view the Amount field.

Step	Action
25.	Enter transfer amount into the Amount field. <i>Note: When transferring funds between Negative Appropriations, the amount to be transferred must be entered as a negative amount.</i>
26.	Click the Save button.
27.	Click the Process button.
28.	Click the Yes button to post the budget journal to the Commitment Control ledgers.
29.	Verify the Budget Journal Header Status is <i>Posted</i> . If errors exist, click the Budget Errors tab, and determine actions required to correct the journal.