

## KK.020.011 - TRANSFERRING OVERALL PROJECT REVENUE ESTIMATE BUDGETS

<b>Purpose</b>	<ul style="list-style-type: none"> <li>To enter an Overall Project Revenue Estimate Budget transfer.</li> <li>To identify required information on the Budget Header page.</li> <li>To identify required ChartField information on the Budget Lines page.</li> <li>To post an Overall Project Revenue Estimate budget transfer.</li> </ul>
<b>Description</b>	<p>Projects are defined as internal initiatives funded out of regular operating budgets. These projects have overall budgets established when the project is set up and may span over one or multiple years. Yearly budgets are maintained in the PROJ_GRT Ledger group and overall/cumulative budgets are stored in the PRMST_EXP Ledger Group. Cumulative budgets for grants do not update or interface from the Budget Prep module.</p> <p>Budget Transfer Journals must be entered into the PRMST_REV Ledger Group which is established as a “Track Without Budget” Ledger Group. These journals must include the Project ChartField and an overall revenue Amount. The PRMST_REV Ledger Group is used mainly to track revenues recognized and cash collected for reporting and inquiry purposes.</p> <p>Transfers for one or many project budgets may occur in one transfer budget journal. Transfer Budget journals must be balanced. Transfers for one or many project budgets may occur in one transfer budget journal.</p> <p>For the project to be valid for budgeting, the Project Sync process must run. Please refer to <a href="#">GL.010.007 - Running the Project Sync</a> business process for further details.</p>
<b>Security Role</b>	BOR_KK_BUDGET_ENTRY

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

## Procedure

Below are step by step instructions on how to use the Enter Budget Transfers component of Commitment Control to transfer Overall Project Revenue Estimate budgets.

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

Step	Action
12.	Click the <b>Budget Lines</b> tab. The system navigates to the Transfer Budget Journals page to enter the specific ChartField combinations.
13.	Enter a Project in the <b>Project</b> field.
14.	Click the horizontal scrollbar to view the <b>Amount</b> field.
15.	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.
16.	Enter a Project in the <b>Project</b> field.
17.	Enter transfer amount into the <b>Amount</b> field.  <i><b>Note:</b> When transferring funds between Negative Appropriations, the amount to be transferred must be entered as a negative amount.</i>
18.	Click the <b>Save</b> button.
19.	Click the <b>Process</b> button.
20.	Click the <b>Yes</b> button to post the budget journal to the Commitment Control ledgers.
21.	Verify the <b>Budget Journal Header Status</b> is <i>Posted</i> . If errors exist, click the Budget Errors tab, and determine actions required to correct the journal.