KK.020.017 - TRANSFERRING REVENUE ESTIMATE BUDGETS

Purpose	• To enter a Revenue Estimate Budget transfer. • To identify required information on the Budget Header page. • To identify required ChartField information on the Budget Lines page. • To identify Revenue Estimate budgetary accounts. • To post an Revenue Estimate budget transfer
Description	The REVEST Ledger Group is established as a "Track Without Budget" Ledger Group and interfaces from the Budget Prep module before the beginning of the fiscal year. This Ledger Group is used mainly to track revenues recognized and cash collected for reporting and inquiry purposes. 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. Budget Transfer Journals keyed to this Ledger Group must include the following ChartFields: Account (the Summary level of the BDXLATE_ACCT tree), Class, Department, Fund Code, Program and Budget Reference. 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.
Security Role	BOR_KK_BUDGET_ENTRY

Dependencies/ Constraints	• Funds are available to transfer between projects.
	
	• Revenue Estimate Budgets are created only for budgetary accounts at the organization level.
	
	• System validation is performed as users create transactions. The system confirms the following:
	
	    ○ 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

Additional Information	The differences between the Budget Header page in the Enter Budget Journals and Enter Budget Transfer components are as follows: • The Enter Budget Transfer page contains different budget entry type options that include Transfer Original, Transfer Adjustment and Transfer Permanent 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 Enter Budget Transfers component of Commitment Control in order to transfer Revenue Estimate 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.** *Note: Users can modify Journal ID and Journal Date fields, if needed.*
7.	Click the **Add** 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 **Ledger Group** field.
9.	Click in the **Budget Entry Type** list. The system defaults to Transfer Adjustment.
10.	Users can choose from three Budget Entry Types: • **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. *Note: Only Transfer Original and Transfer Permanent Adjustment budget journals are included in the next appropriation year's budget within the Budget Prep module.*
11.	Enter a Description in the **Long Description** field.

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Step	Action
12.	Click the **Budget Lines** tab. The system navigates to the Budget Lines page to enter specific ChartField combinations.
13.	Enter an Account in the **Account** field.
14.	Enter a Fund in the **Fund** field.
15.	Enter a Dept in the **Dept** field.
16.	Enter a Program in the **Program** field.
17.	Enter a Class in the **Class** field.
18.	Enter a Budget Reference in the **Budget Reference** field.
19.	Click the horizontal scrollbar to view the **Amount** field.
20.	Enter a value into the **Amount** field: To increase the budget, enter a positive amount; to decrease the budget, enter a negative amount. 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.
21.	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.
22.	Enter transfer amount into the **Amount** field. *Note: When transferring funds between Negative Appropriations, the amount to be transferred must be entered as a negative amount.*
23.	Click the **Save** button.
24.	Click the **Process** button.
25.	Click the **Yes** button to post the budget journal to the Commitment Control ledgers.
26.	Verify the **Budget Journal Header Status** is *Posted*. If errors exist, click the Budget Errors tab, and determine actions required to correct the journal.