

INTRODUCTION

Because of a change in unit plans or management priorities, a department or unit (CSD—College, School or Division entity for budget purposes) may find it necessary to reallocate part of its operating budget from one program to another to cover anticipated expenditures. Similarly, a budget transfer may be needed when a department wishes to cover existing or anticipated deficits in an underbudgeted category.

A budget transfer is defined as the reallocation of University funds from one program to another, or in some cases within the same program between budget pools, with no change in the overall University budget. That is, the requested budget increase amount is directly offset by a corresponding budget decrease amount (a balanced entry). A characteristic that distinguishes a BUDGET TRANSFER (BTR) from a BUDGET REVISION (BRR) is the University's "bottom line" budget remains unchanged using the BTR process.

Most budget transfers simply involve the movement of funds between budget pools (categories of salary, fringe benefits, and current expenses) within the same program or between programs within the same CSD. However, some transfers may occur between units in different CSDs. While budget transfers between programs within the same CSD can be done via PeopleSoft On-Line Budget Transfer System, transfers between CSDs are no longer permitted due to limitations in PeopleSoft 8.8. Transfers between CSD's must be done using the Budget Transfer form located on our website at <http://www.louisville.edu/vpf/budget/budadjdocs.html>. This form must be submitted to the budget analyst assigned to your unit.

GUIDELINES

All routine current year budget transfers within a CSD are to be made in the PeopleSoft On-Line Budget Transfer System. The On-Line BTR system increases the unit's responsibility, provides the unit with more control over its budget, and reduces both paperwork and time in effecting budget transfers. PeopleSoft 8.8 allows transfers involving more than two lines and permits the use of multiple programs and departments.

There are restrictions on the transfers allowed in the budget transfer system. First, transfers between programs with appropriation links will not be permitted in the system. The budgets on these programs are determined by the amount of cash in the program.

Second, in addition to rules outlined in the matrix below, transfers must be between programs having the same fund code. Transfers between programs with different fund codes will not be permitted in the on-line system. Transfers must also be between similar program types (e.g. Cxxxx to Cxxxx) if permitted in the matrix below and will not be permitted between programs of different types (e.g. Cxxxx to 3xxxx). The exception to this rule is general fund transfers between 0xxxx and 3xxxx program types.

Third, Transfers are only allowed between account code pools (500000—Current Expense, 511000—Salaries, 512000—Fringe Benefits). The only allowable adjustment to fringe benefits is to increase the fringe benefit budget pool for corresponding salary budget pool increases. **No DECREASE to general fund fringe benefits budgets is allowed.**

**On-Line Budget Transfer Training
Guidelines and Instructions 2004-2005**

Finally, The user cannot adjust departmental credits or revenue account codes.

Below is a matrix of program types and whether on-line transfers are permitted. Transfers “within program” are movement of funds between budget pools within a program while transfers “between similar program” represent transfers between similar program types (Cxxxx) with similar fund codes.

**BUDGET TRANSFER MATRIX
On-Line Budget Transfers**

Program	Description	Linked	Transfers	
			Within Program	Between Similar Program
0XXXX	General Funds	No	Yes	Yes
1XXXX	Program Budget	No	Yes	No
3XXXX	General Funds	No	Yes	Yes
4XXXX	Auxiliaries	No	Yes	No
5XXXX	Research Incentive Grants	Yes	No	No
AXXXX	Athletics (fund 1200)	No	Yes	Yes
AXXXX	Athletics (Other than 1200)	Yes	No	No
CXXXX	Clinics	No	Yes	Yes
DXXXX	Residual Grant Funds	Yes	No	No
EXXXX	Endowments (fund 130X)	No	Yes	No
EXXXX	Endowments (Other than 130X)	No	No	No
FXXXX	Facility Enhancement	No	Yes	No
GXXXX	Gifts	Yes	No	No
HXXXX	Hospital	No	Yes	Yes
JXXXX	Capital Projects	Yes	No	No
LXXXX	Loans	No	No	No
PXXXX	Academic Program Support	No	Yes	Yes
RXXXX	Research Incentive Funds	Yes	No	No
SXXXX	Service Center	No	Yes	No
UXXXX	UL Foundation	No	Yes	No
VXXXX	Cardiovascular Institute	No	Yes	No
X0XXX	General Institutional	No	No	No
X3XXX	University Scholars	Yes	No	No
Y0XXX	Metro College	No	Yes	Yes
Y1XXX	University Agency	Yes	No	No
Y2XXX	Faculty Practice	Yes	No	No
Y2001	Faculty Practice Den Com OH	No	Yes	No
ZXXXX	ULRF, Other	Yes	No	No

On-Line Budget Transfer Training Guidelines and Instructions 2004-2005

To gain access to the on-line BTR System, the user should contact their Unit Budget Coordinator. A list of UBCs is shown below. Upon approval of the user's access, the UBC then should send an e-mail to the unit's budget analyst in Budget and Financial Planning. After confirming the accuracy and completeness of the request, the budget analyst will forward it to the VPF Applications System Analyst for granting of the system access to the On-line BTR function.

The e-mail needs to include:

1. User name
2. User ID
3. User Employee ID number
4. Listing of all Department IDs to which access should be granted

The following is a list of unit budget coordinators for the University.

Academic Units	
College of Arts and Sciences	Ms. Jeanie McCabe
College of Business and Public Administration	Mr. Sean McNamera
School of Dentistry	Mr. Louis Bauer
College of Education and Human Development	Mr. Don Carson
Delphi Center	Ms. Catherine Keibler
Graduate School	Ms. Carol Davis
Kent School of Social Work	Ms. Elana Nance
School of Law	Mr. Don Olson
University Libraries	Mr. Numeriano Rodenas
School of Medicine	Mr. Terry Gossom
Metropolitan College	Ms. Lynda Richardson
School of Music	Mr. Paul Detwiler
School of Nursing	Ms. Emylene Rodenas
School of Public Health	Ms. Peggy Beachy
Speed Scientific School	Ms. Connie Braden
Undergraduate Studies	Ms. Liz Herbert
Support Units	
President	Mr. Aria Razavi
Provost	Ms. Bridget Burke
Vice President for Business Affairs	Mr. Bill Guy
Vice President for Information Technology	Ms. Ann Hobdy
Vice President for University Advancement	Ms. Caroline Smallwood
Vice President for External Affairs	Ms. Susan Rhodes
Vice President for Finance	Ms. Cecilie Ashanta
Vice President for Research	Mr. Craig Schroeder
Vice President for Student Affairs	Ms. Cheryl Utz
Executive Vice President for Health Affairs	Mr. Terry Gossom
Vice President for Athletics	Ms. Alicia Clark

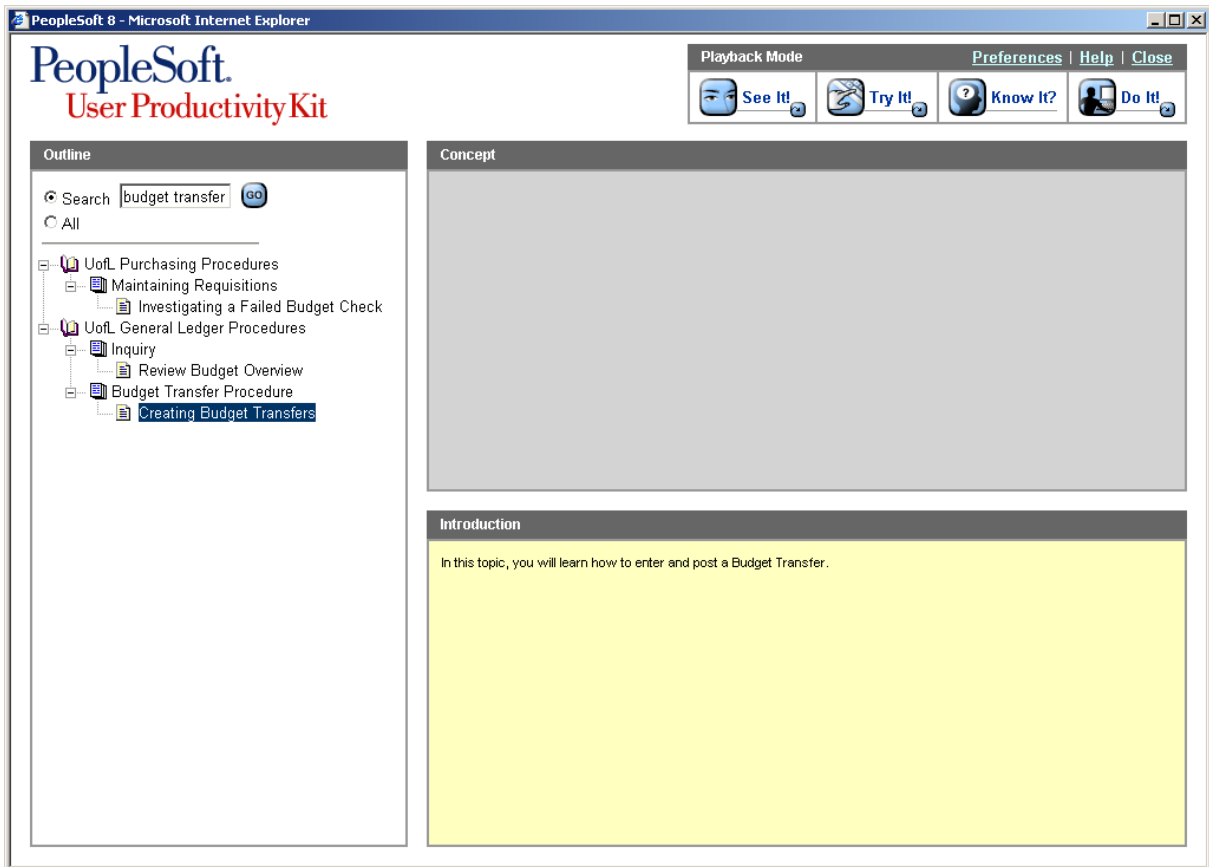
On-Line Budget Transfer Training Guidelines and Instructions 2004-2005

A program must have a budget established to process a budget transfer. Normally a zero budget is established when a new program is created. If you identify a need to establish a zero budget, contact Martyna Warren in Budget and Financial Planning at 852-6166.

An on-line tutorial of the budget transfer process can be found on the PeopleSoft User Productivity Kit internet site located at:

<http://upk.louisville.edu/>

On the main screen on the User Productivity Kit site, type “budget transfer” in the search box. Then select “Creating Budget Transfer”, and select “See It”. This will run the budget transfer tutorial.



To initiate a budget transfer between programs, first navigate to **Commitment Control>>> Budget Journals >>> Enter Budget Transfer**.

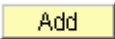


This should take you to the following screen:

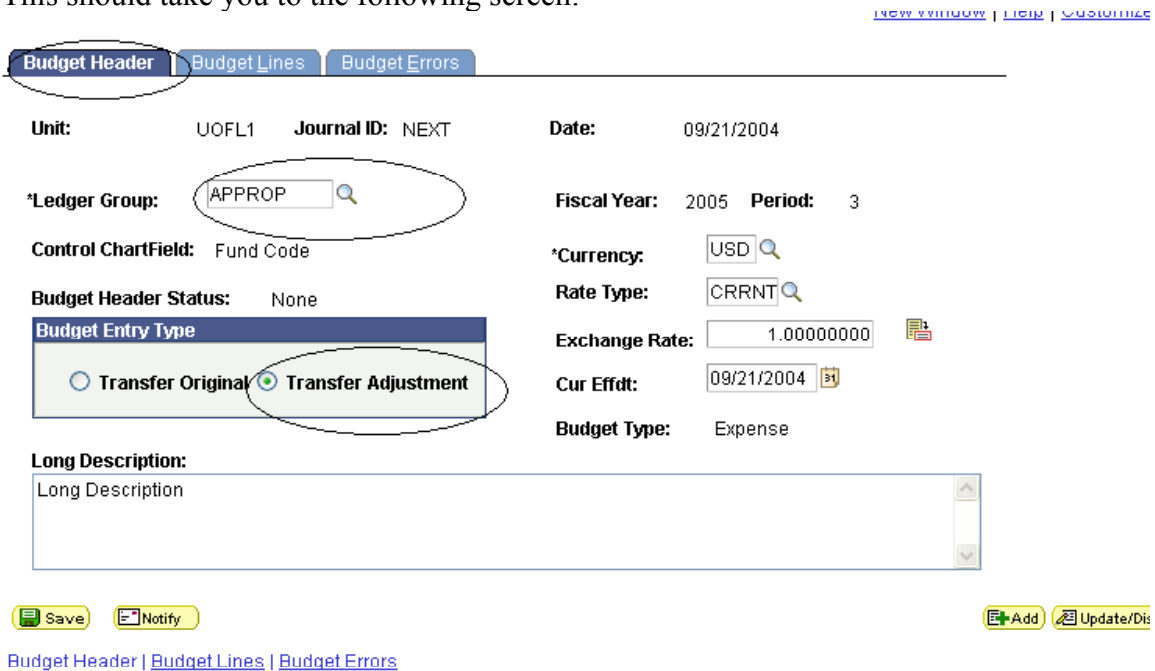


Select the “Add a New Value” tab  and choose the following:

Business Unit = UOFL1
Journal ID = Next
Journal Date = Journal Entry Date

Select 

This should take you to the following screen:



[NEW WINDOW](#) | [HELP](#) | [CUSTOMIZE](#)

Budget Header | Budget Lines | Budget Errors

Unit: UOFL1 Journal ID: NEXT Date: 09/21/2004

*Ledger Group: APPROP Fiscal Year: 2005 Period: 3

Control ChartField: Fund Code *Currency: USD

Budget Header Status: None Rate Type: CRRNT

Budget Entry Type




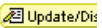
Transfer Original Transfer Adjustment

Exchange Rate: 1.00000000

Cur Effdt: 09/21/2004

Budget Type: Expense


Long Description:
Long Description

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

On this screen, choose the following:

Ledger Group = APPROP
Budget Entry Type = Transfer Adjustment
Long Description = Description of Transfer. Begin with using unique identifier ex. BTRJS001

Select the “Budget Lines” tab 

On-Line Budget Transfer Training Guidelines and Instructions 2004-2005

This will take you to the following screen:

The screenshot shows the PeopleSoft interface. On the left, a 'Menu' sidebar is visible with a minimize button (a small square with a horizontal line) circled in red and an arrow pointing to it. The main content area displays the 'Budget Lines' screen. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below the tabs, the following information is shown: Unit: UOFL1, Journal ID: NEXT, Date: 11/05/2004, Budget Header Status: None, Process: Post Journal (dropdown), and a 'Process' button. A 'Lines' section contains a table with columns: Delete, Line, Ledger, Budget Period, SpeedType Key, Account, Fund, Dept, Program, and Set Options. A single line is listed with Line number 1, Ledger APPROP_BD, and a 'Set Options' button. Below the table are controls for 'Lines to add' (input 1, plus, minus, refresh, and 'Journal Line Copy Down' link), 'From Line' and 'To' fields, and a 'Generate Budget Period Lines' button. A 'Totals' box shows: Total Lines: 1, Total Debits: 0.00, Total Credits: 0.00. At the bottom are 'Save' and 'Notify' buttons, and a breadcrumb trail: Budget Header | Budget Lines | Budget Errors.

Minimize the menu on the left by clicking the minimize button, this will allow you to see the full transfer screen below

The screenshot shows the PeopleSoft interface with the menu minimized. The main content area displays the 'Budget Lines' screen. At the top, there are tabs for 'Budget Lines' and 'Budget Errors'. Below the tabs, the following information is shown: IFL1, Journal ID: NEXT, Date: 09/21/2004, Budget Header Status: None, Process: Post Journal (dropdown), and a 'Process' button. A 'Lines' section contains a table with columns: Ledger, Budget Period, SpeedType Key, Account, Fund, Dept, Program, Projects, Set Options, Currency, and Amount. A single line is listed with Ledger APPROP_BD, Budget Period 2005, SpeedType Key 01001, Account 500000, Program Pn, Set Options, Currency USD, and Amount 1000. Below the table are controls for 'Lines to add' (input 1, plus, minus, refresh, and 'Journal Line Copy Down' link), 'From Line' and 'To' fields, and a 'Generate Budget Period Lines' button. A 'Totals' box shows: Total Debits: 0.00, Total Credits: 0.00. At the bottom are 'Save' and 'Notify' buttons, and a breadcrumb trail: Budget Header | Budget Lines | Budget Errors.

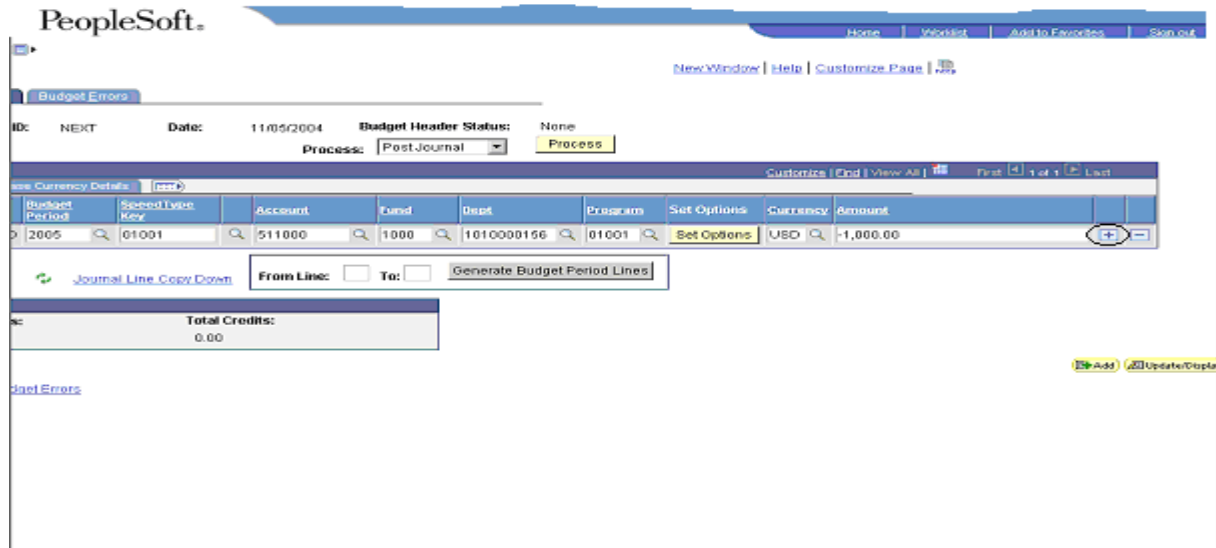
On this screen, choose the following:

- Budget Period = Current fiscal year**
- Speedtype = Speedtype of program**
- Account = Account Pool (500000, 511000, or 512000)**
- Amount = Amount of transfer**

Once you tab out of the “Amount” field, the remaining chartfields of the speedtype will populate



To enter the offsetting entry, you need to “add a line” by clicking

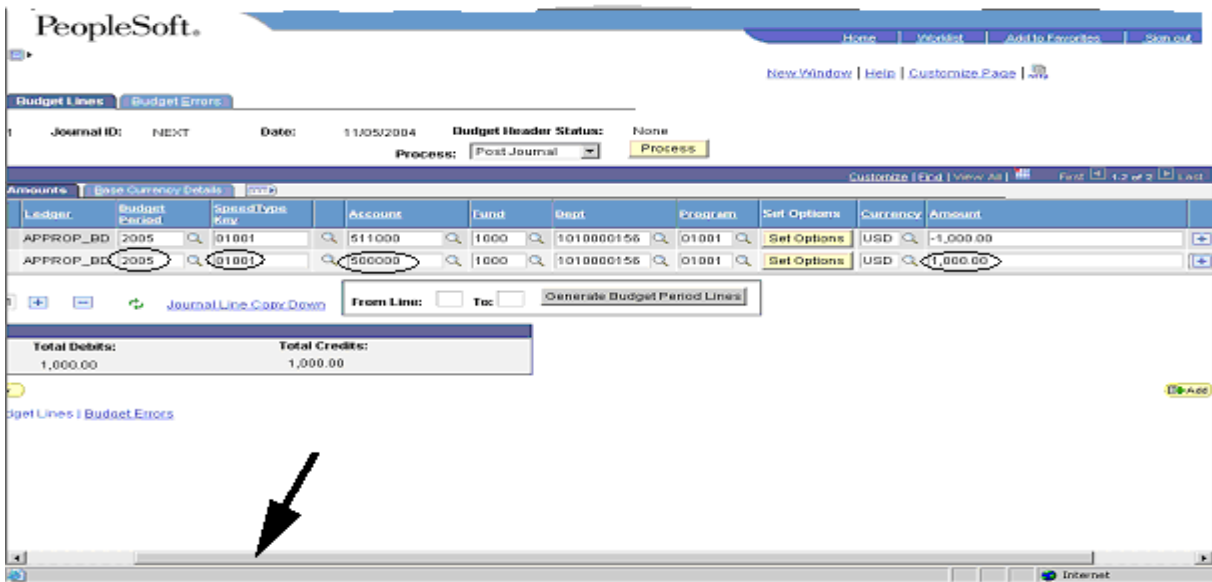


Once the second line is added, choose the following:

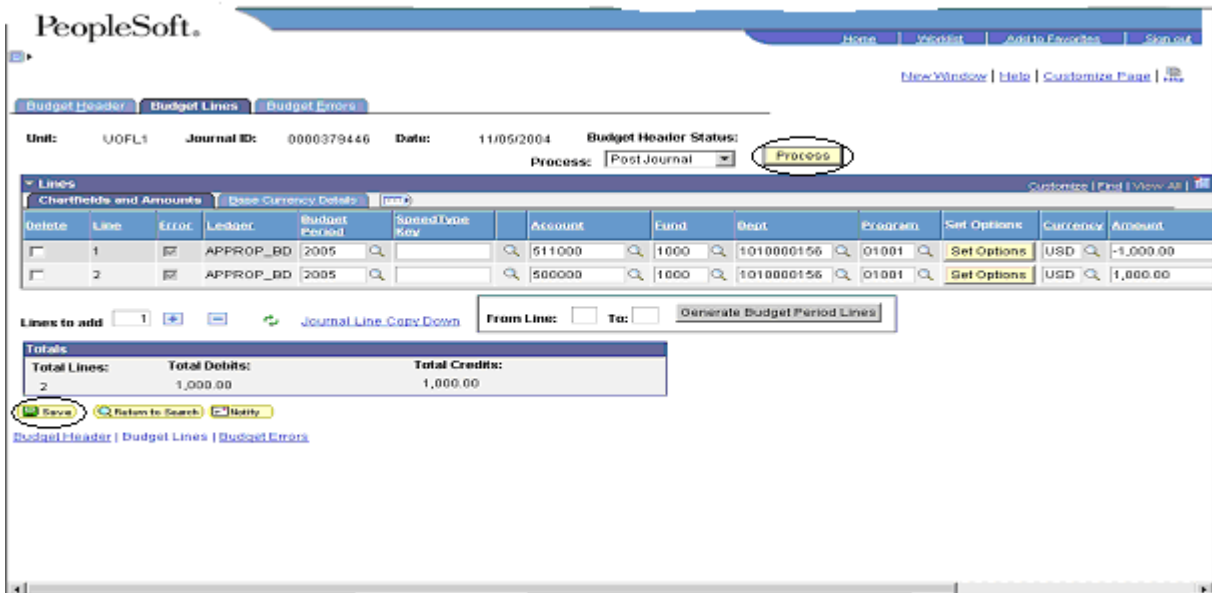
- Budget Period = Current fiscal year**
- Speedtype = Speedtype of program**
- Account = Account Pool (500000, 511000, or 512000)**
- Amount = Amount of transfer**

After entering the amount, click on the scroll bar at the bottom to scroll left.

On-Line Budget Transfer Training Guidelines and Instructions 2004-2005

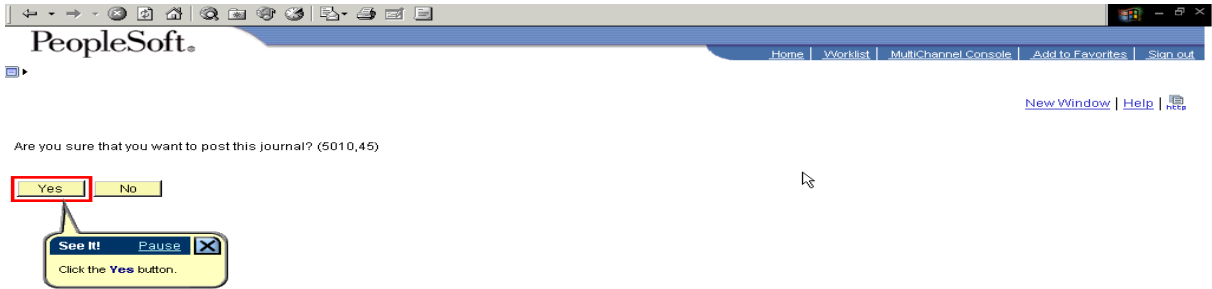


Select "Save" then "Process"



Once you select "Process", you will see the following screen:

On-Line Budget Transfer Training Guidelines and Instructions 2004-2005



Select “Yes” to post the transfer. The “Budget Header Status” will change to “Posted” once the transaction is complete.

