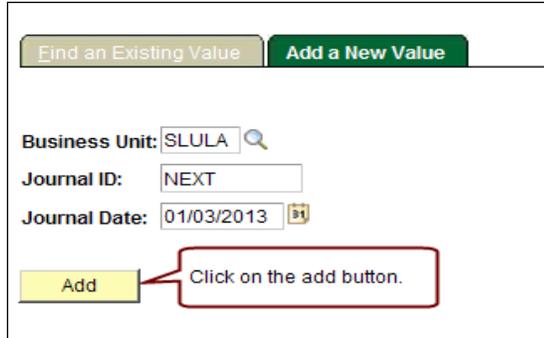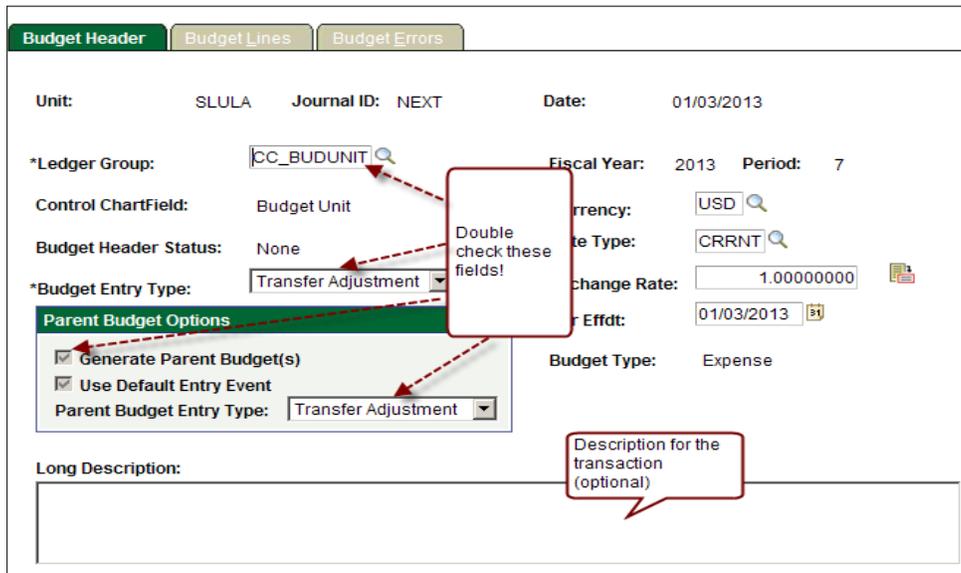1. After logging in to PeopleSoft Financials, navigate to Enter Budget Transfer:
   Commitment Control > Budget Journals > Enter Budget Transfer

2. The *Add a New Value* tab will appear with the Business Unit, Journal ID, and Journal Date already completed.

   Click on the *Add* button.

3. The *Budget Header* screen will appear.

   Confirm that the "Ledger Group" is set to "CC_BUDUNIT", the "Budget Entry Type" is set to "Transfer Adjustment", the "Generate Parent Budget(s)" is checked and the "Parent Budget Type" is set to "Transfer Adjustment".   If you would like, you can also enter a description for the transfer. Next click on the *Budget Lines* tab.

4. Begin by completing the budget line that will be reduced (i.e. the "transfer from" budget line) under the "Charatfield and Amounts" tab using the directions below.

First, set the "Budget Period" field by clicking on the magnifying glass & choosing from the dropdown list. Next, enter the account and budget unit. Then enter the negative amount that represents the reduction for the budget. (NOTE: Please enter only whole dollar amounts in budget transfers.)

To enter a "to" budget line that will receive transferred budget dollars, click on the "+" sign next to the "Lines to add" prompt.

5. A line exactly like the one just entered will appear on the screen.

Change the account to the one receiving budget dollars, and change the amount to the amount to be moved to the specified account. If more lines are needed, press the "+" sign and edit the line accounts and amounts. Then click the *Save* button.

If the total debits do not equal the total credits, when you press the *Save* button, you will get the message

Message ☒

You cannot post this journal until it is balanced. (18021,934)

OK
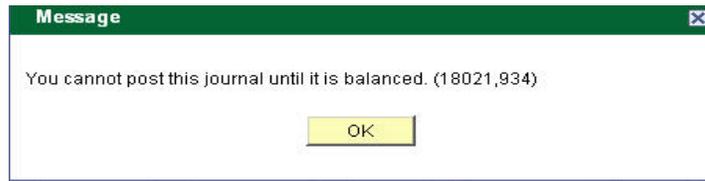
If this message appears, click on *OK* and correct the entries.

6. To post the budget transfer, first confirm that the "Process" field is set to "Post Journal".

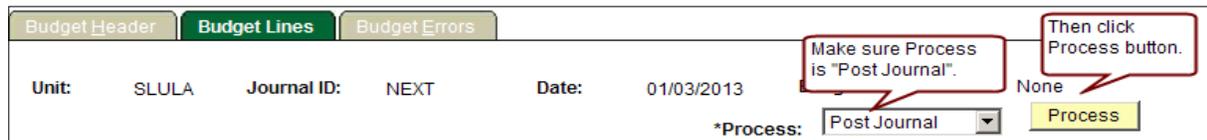| Budget Header	**Budget Lines**	Budget Errors				
Unit: SLULA	**Journal ID:** NEXT		**Date:** 01/03/2013		None	
				*Process: Post Journal ▼		Process

Make sure Process is "Post Journal".

Then click Process button.

Then click the *Process* button.

A prompt will then appear to confirm that you want to post the journal.

Message ☒

Are you sure that you want to post this journal? (5010,45)

Click "Yes" to post

Yes   No

Click the *Yes* button to post the transaction and update the budgets.

After posting, the "Budget Header Status" field will be "Posted", meaning that the budget money has been transferred.

Budget Header	**Budget Lines**	Budget Errors			
Unit: SLULA	**Journal ID:** 0000040613	**Date:** 01/03/2013	**Budget Header Status:**	Posted
▼ Lines					

Budget Status is "Posted"
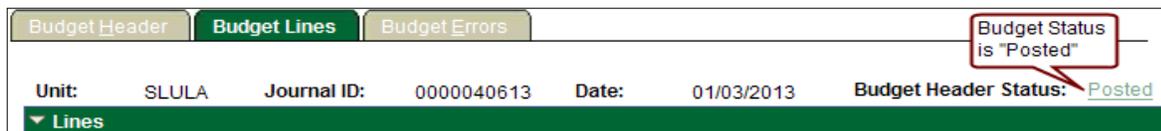
IMPORTANT FAQs:

For the budget transfer to be successful, it must meet the following requirements:
    * There must be sufficient funds in the "from" budget to cover the transfer.
    * The budget can be adjusted by the designated Budget Unit Head or authorized personnel.
    * All accounts in the transaction must be included in the list below.

Valid accounts for budget transfer:

range:	521202-521299
range:	522001-522999
range:	531200-531999
account	532101
account	533100
account	533110
account	534380
range:	535410-535455
account	535900
range:	536500-536520
range:	539001-539999
range:	540001-549999
range:	550001-559999
range:	560001-560499
range:	560501-560508
range:	560520-566568
range:	566576-569999
range:	571001-571358
range:	571360-571364
range:	571365-574999
range:	575001-579999