



The Budget Transfer Data Entry process allows identified CSUF users to generate their own budget transfer. Once the data entry is completed, it is electronically sent for two levels of approval: (1) department level approval and (2) budget staff approval. Users also have access to an inquiry page that displays all budget transfer journals regardless of status within their security access. The journals are displayed as “read only” therefore no changes to the data entry screen are allowed.

Frequency: ad-hoc (as needed). Transfers will occur throughout the year.

<p>Step 1</p> <p>Navigate to the Budget Transfer Inquiry page:</p> <p>Home > Fullerton Customizations > BD > Budget Transfer Inquiry</p>																																					
<p>Step 2</p> <p>The Budget Transfer Inquiry page displays.</p> <p>Click Refresh Page to load all transactions (no filter).</p> <p><i>Note:</i> Budget Transfers that have been Canceled will not display unless the user checks the box for Journal Status Canceled.</p> <p>If you know the budget transfer you want to view and it is displayed under the Transactions click the Journal ID number.</p> <p>If you want to filter your search results, go to Step 2a.</p>	<table border="1"> <caption>Totals</caption> <thead> <tr> <th></th> <th>Count</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Not Posted</td> <td>2</td> <td>20,000.000</td> </tr> <tr> <td>Posted</td> <td>0</td> <td>0.000</td> </tr> <tr> <td>Total</td> <td>2</td> <td>20,000.000</td> </tr> </tbody> </table> <table border="1"> <caption>Transactions</caption> <thead> <tr> <th>Journal ID</th> <th>Jrnl Date</th> <th>St</th> <th>Scenario</th> <th>Detail Description</th> <th>Journal Amt</th> <th>Posted Amt</th> <th>Post Date</th> </tr> </thead> <tbody> <tr> <td>BTR0004134</td> <td>12/01/08</td> <td>P</td> <td>BTR_1TIME</td> <td>Part-Time faculty salaries</td> <td>5,000.00</td> <td></td> <td></td> </tr> <tr> <td>BTR0004135</td> <td>12/08/08</td> <td>P</td> <td>BTR_1TIME</td> <td>Office supplies</td> <td>15,000.00</td> <td></td> <td></td> </tr> </tbody> </table>		Count	Amount	Not Posted	2	20,000.000	Posted	0	0.000	Total	2	20,000.000	Journal ID	Jrnl Date	St	Scenario	Detail Description	Journal Amt	Posted Amt	Post Date	BTR0004134	12/01/08	P	BTR_1TIME	Part-Time faculty salaries	5,000.00			BTR0004135	12/08/08	P	BTR_1TIME	Office supplies	15,000.00		
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You can filter your search results by entering one or more fields on this page.

Note: You are not required to enter any fields. All fields on this page are optional.

Any field with allows you to view a list of valid search options.

Any field with allows you to select a date.

Step 2a

When you have entered information in one or more of these fields, click . The information you enter narrows down the results. The new information will display under **Transactions**.





If you want to clear any entries you have made, click then click .

Note: When Requester is used, the EXACT name must be entered (case sensitive). A wildcard % can be used in the Requester field.

Display Options		Totals	
Journal Date From	To	Count	Amount
<input type="text"/>	<input type="text"/>	Not Posted	0.000
<input type="text"/>	<input type="text"/>	Posted	0.000
Scenario <input type="text"/>		Total	0.000
Journal Status <input checked="" type="checkbox"/> Open <input checked="" type="checkbox"/> Pending <input checked="" type="checkbox"/> Approved <input checked="" type="checkbox"/> Complete <input type="checkbox"/> Canceled			
Preparer ID <input type="text"/>			
Requester <input type="text"/>			
Approver ID <input type="text"/>			
Dept <input type="text"/>			
<input type="radio"/> All <input type="radio"/> Not Posted <input type="radio"/> Posted <input type="button" value="Refresh Page"/> <input type="button" value="Clear"/>			

Field	What do I need to enter?
Journal Date From/To	Optional entry. Date the budget transfer was created in CMS.
Journal ID From/To	Optional entry. Journal ID number automatically assigned in CMS once the budget transfer has been saved. The journals listed are limited to journals created by the user and the journals that he has approval authority over.
Scenario	Optional entry. Used to keep track different budget versions. Valid values are: BTR_1TIME or BTR_BASE.
Journal Status	Optional entry. Displays the status of the budget transfer: Open, Pending, Approved, Complete or Canceled.
Preparer ID	Optional entry. Individual who prepared the budget transfer.
Requester	Optional entry. Individual who requested the budget transfer (may be different than preparer).
Approver ID	Optional entry. Individual who approved the budget transfer.
Dept	Optional entry. Department ID where budget is being transferred from or to. ALL journals that contain the selected department will be listed. There is no dept security when Dept is used as a criteria.
All/Not Posted/Posted	Optional entry. If All is selected – Posted and Not Posted budget transfer journals will display. If Not Posted is selected - budget transfer journals that are not completed by the budget office will display. Status: O (Open), P (Pending), A (Approved), X (Canceled) If Posted is selected – budget transfer journals that are completed by the budget office and are posted to the budget ledger will display. Status: C (Complete)



<p>Step 3</p> <p>The Totals box summarizes your search results.</p>	<table border="1" data-bbox="724 279 1292 579"> <thead> <tr> <th colspan="3">Totals</th> </tr> <tr> <th></th> <th>Count</th> <th>Amount</th> </tr> </thead> <tbody> <tr> <td>Not Posted</td> <td>2</td> <td>10,150.000</td> </tr> <tr> <td>Posted</td> <td>0</td> <td>0.000</td> </tr> <tr> <td>Total</td> <td>2</td> <td>10,150.000</td> </tr> </tbody> </table> <table border="1" data-bbox="586 583 1430 911"> <thead> <tr> <th>Field</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>Not Posted</td> <td>Total dollar value of budget transfers not posted to the budget ledger based on the search criteria entered.</td> </tr> <tr> <td>Posted</td> <td>Total dollar value of budget transfers posted to the budget ledger based on the search criteria entered.</td> </tr> <tr> <td>Count</td> <td>Total number of journals based on the search criteria entered.</td> </tr> <tr> <td>Amount</td> <td>Total dollar value of journals based on the search criteria entered.</td> </tr> </tbody> </table>	Totals				Count	Amount	Not Posted	2	10,150.000	Posted	0	0.000	Total	2	10,150.000	Field	Definition	Not Posted	Total dollar value of budget transfers not posted to the budget ledger based on the search criteria entered.	Posted	Total dollar value of budget transfers posted to the budget ledger based on the search criteria entered.	Count	Total number of journals based on the search criteria entered.	Amount	Total dollar value of journals based on the search criteria entered.																											
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<p>Step 4</p> <p>The Transactions section lists all budget transfers based on the criteria selected in the Display Options section within your security access.</p> <p>These transactions are separated into two tabs:</p> <p>Documents (shown here) Reference (see next box)</p> <p>Click  to view all fields.</p>	<table border="1" data-bbox="586 911 1430 1234"> <thead> <tr> <th colspan="5">Transactions</th> </tr> <tr> <th colspan="2">Documents</th> <th colspan="3">Reference </th> </tr> <tr> <th>Journal ID</th> <th>Jrnl Date</th> <th>St</th> <th>Scenario</th> <th>Detail Description</th> </tr> </thead> <tbody> <tr> <td>BTR0004064</td> <td>10/01/08</td> <td>P</td> <td>BTR_1TIME</td> <td>Part-Time Faculty Salaries</td> </tr> <tr> <td>BTR0004065</td> <td>10/01/08</td> <td>P</td> <td>BTR_1TIME</td> <td>Supplies</td> </tr> </tbody> </table> <table border="1" data-bbox="704 1125 1305 1234"> <thead> <tr> <th>Journal Amt</th> <th>Posted Amt</th> <th>Post Date</th> </tr> </thead> <tbody> <tr> <td>10,000.00</td> <td></td> <td></td> </tr> <tr> <td>150.00</td> <td></td> <td></td> </tr> </tbody> </table> <table border="1" data-bbox="586 1234 1430 1728"> <thead> <tr> <th>Field</th> <th>Definition</th> </tr> </thead> <tbody> <tr> <td>Journal ID</td> <td>The Journal ID number automatically assigned in CMS once the budget transfer has been saved.</td> </tr> <tr> <td>Jrnl Date</td> <td>The date the budget transfer was created in CMS.</td> </tr> <tr> <td>St</td> <td>Displays the status of the budget transfer: O (Open), P (Pending), A (Approved), C (Complete), X (Canceled)</td> </tr> <tr> <td>Scenario</td> <td>Used to keep track of different budget versions. Valid values are: BTR_1TIME or BTR_BASE.</td> </tr> <tr> <td>Detail Description</td> <td>The Detail Description field describes the transfer.</td> </tr> <tr> <td>Journal Amt</td> <td>Total sum of budget transfers based on the search criteria entered.</td> </tr> <tr> <td>Posted Amt</td> <td>Total amount of budget transfers posted to the budget ledger based on the search criteria entered.</td> </tr> <tr> <td>Post Date</td> <td>Date the budget transfer was posted in CMS.</td> </tr> </tbody> </table>	Transactions					Documents		Reference 			Journal ID	Jrnl Date	St	Scenario	Detail Description	BTR0004064	10/01/08	P	BTR_1TIME	Part-Time Faculty Salaries	BTR0004065	10/01/08	P	BTR_1TIME	Supplies	Journal Amt	Posted Amt	Post Date	10,000.00			150.00			Field	Definition	Journal ID	The Journal ID number automatically assigned in CMS once the budget transfer has been saved.	Jrnl Date	The date the budget transfer was created in CMS.	St	Displays the status of the budget transfer: O (Open), P (Pending), A (Approved), C (Complete), X (Canceled)	Scenario	Used to keep track of different budget versions. Valid values are: BTR_1TIME or BTR_BASE.	Detail Description	The Detail Description field describes the transfer.	Journal Amt	Total sum of budget transfers based on the search criteria entered.	Posted Amt	Total amount of budget transfers posted to the budget ledger based on the search criteria entered.	Post Date	Date the budget transfer was posted in CMS.
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The following table is a list of CMS field names and their definitions used throughout this guide.

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Scenario	Used to keep track different budget versions. Valid values are: BTR_1TIME or BTR_BASE.
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