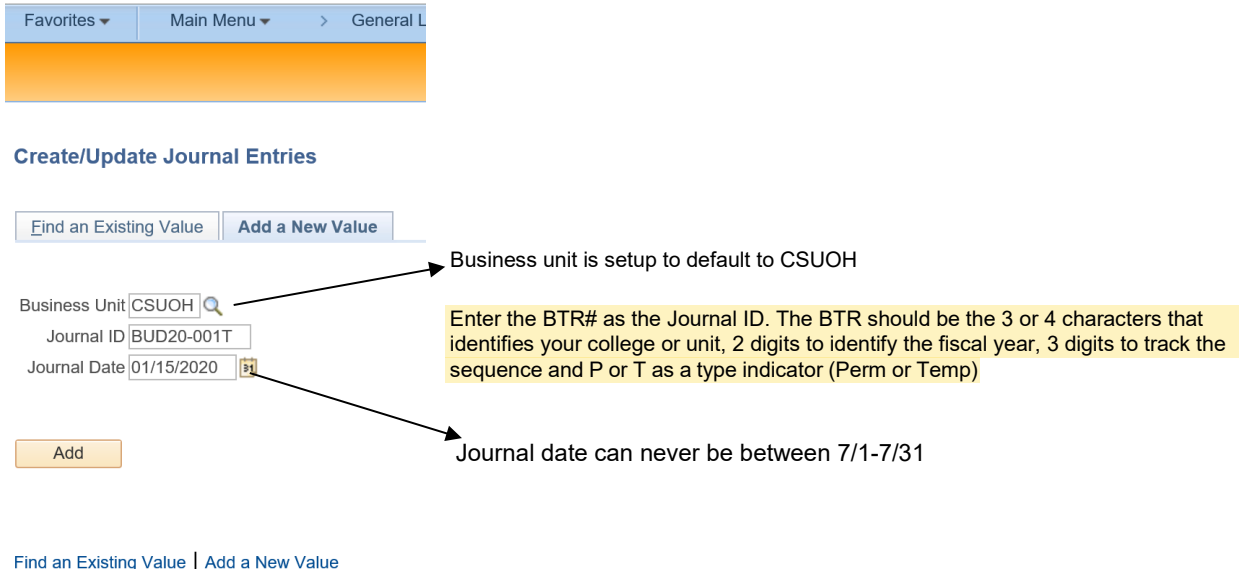
DRAFT COPY

PeopleSoft Budget Transfer Request Manual

To enter a BTR, from the main menu, select:

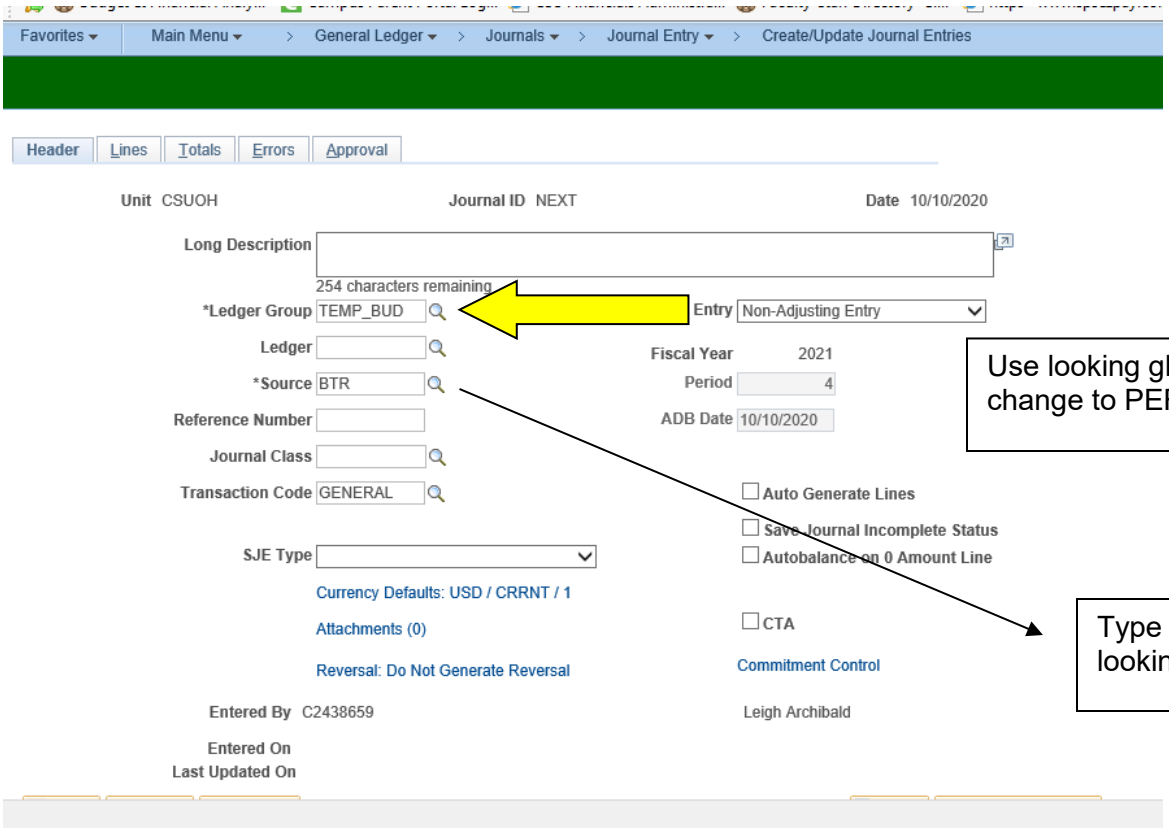
General Ledger\Journals\Journal Entry\Create-Update Journal Entries



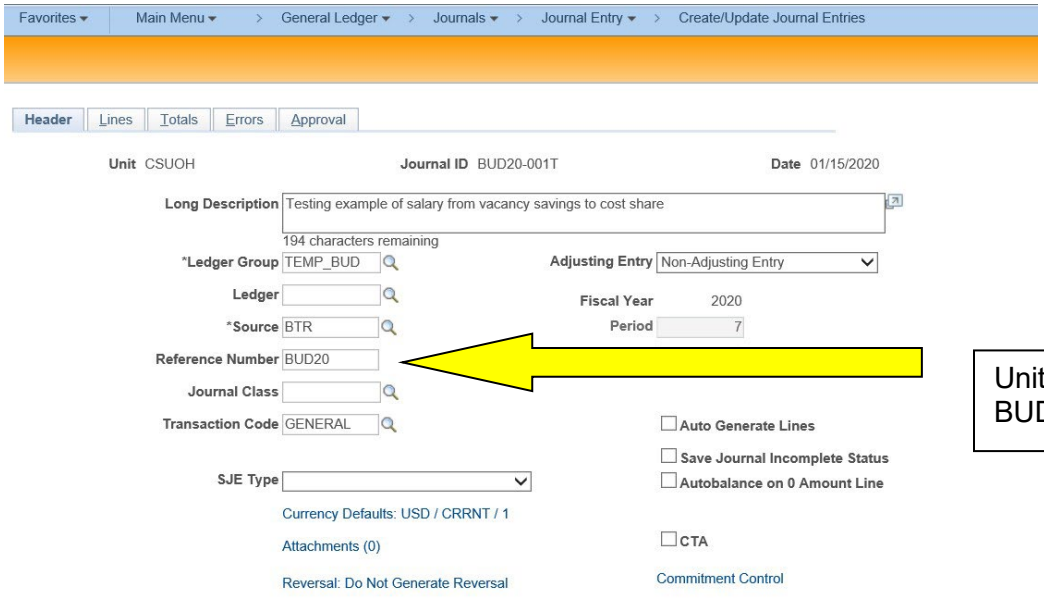
- Journal ID will automatically assign a number if the BTR# is not entered. This can't be change once you press the Add button.
- Be sure to set the Journal Date to the correct date, depending on what month is currently open in the system. If you enter the wrong date, it will error out later when you process it. There are always 2 months open in PeopleSoft finance. The current month and the following month. BTRs can be entered in both months. If it is the beginning of the month but the controller's office has not closed the general ledger for the previous month, the BTR can be backdated for the previous month if it is not past the cutoff date to submit.
- BTRs are never entered or posted in July.

Header Tab

- On the Header tab, you will enter a long description.
- The long description should include all pertinent information regarding the reason for this request. If the BTR contains any full or part-time salary lines, the employee name and effective date need to be included. In this section, also indicate if this is a new hire, TPA, reclassification, termination, etc.
- The Ledger Group automatically defaults to TEMP_BUD. If submitting a Permanent BTR, it is necessary to change the Ledger Group to PERM_BUD. This can be found by pressing on the looking glass and choosing PERM_BUD.



- Verify source defaults to BTR. Type BTR or use the looking glass to select BTR, if it doesn't.
- Enter a reference number. The reference number is the 3 or 4 characters that identify your college or unit and 2 digits to identify the fiscal year. Example: EDU21 would be used by the College of Education or SPR21 for Sponsored Programs &Research.



- **All other fields on the header page should be left blank. Verify all fields are correct before moving to the lines page. The Ledger Group CANNOT be changed once this tab is exited.**

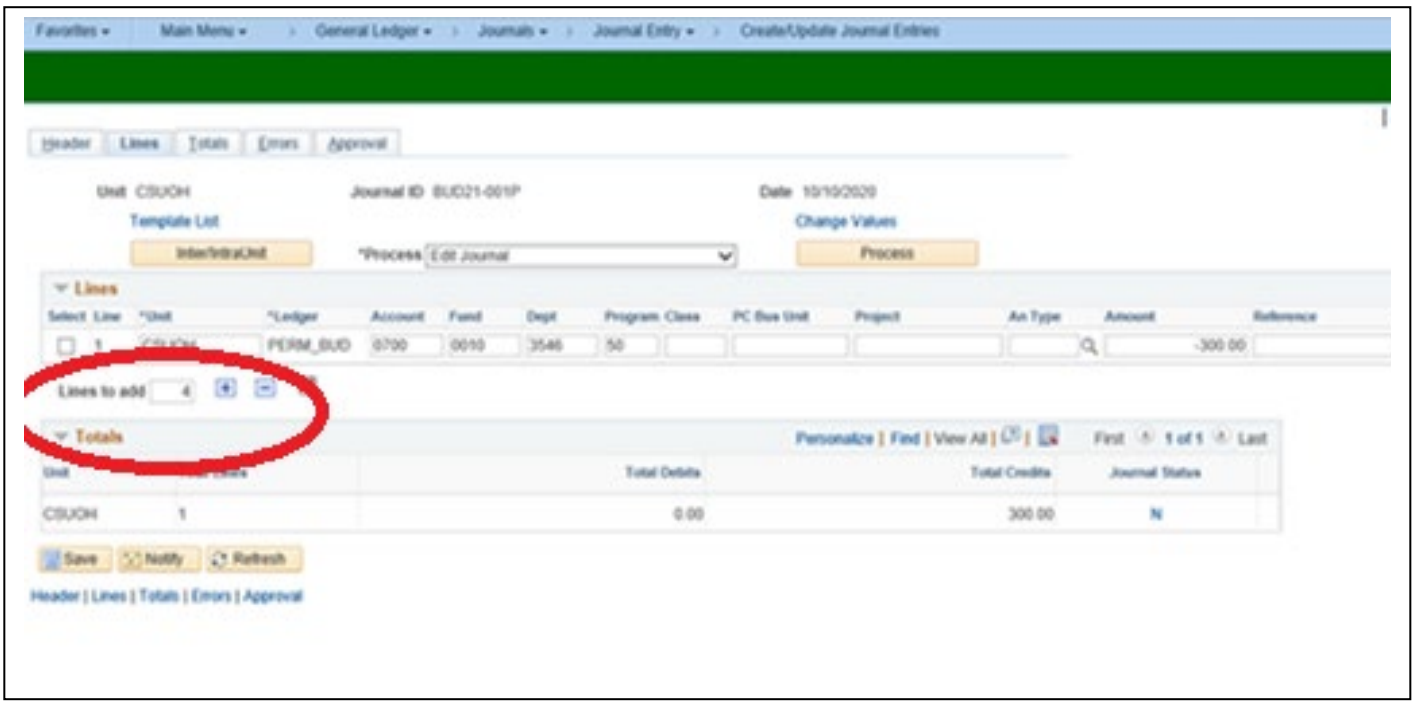
Lines Tab

- The Lines tab template must be customized the first time a BTR is entered (Refer to the Setting up BTR template section of this manual).

How to Add Lines

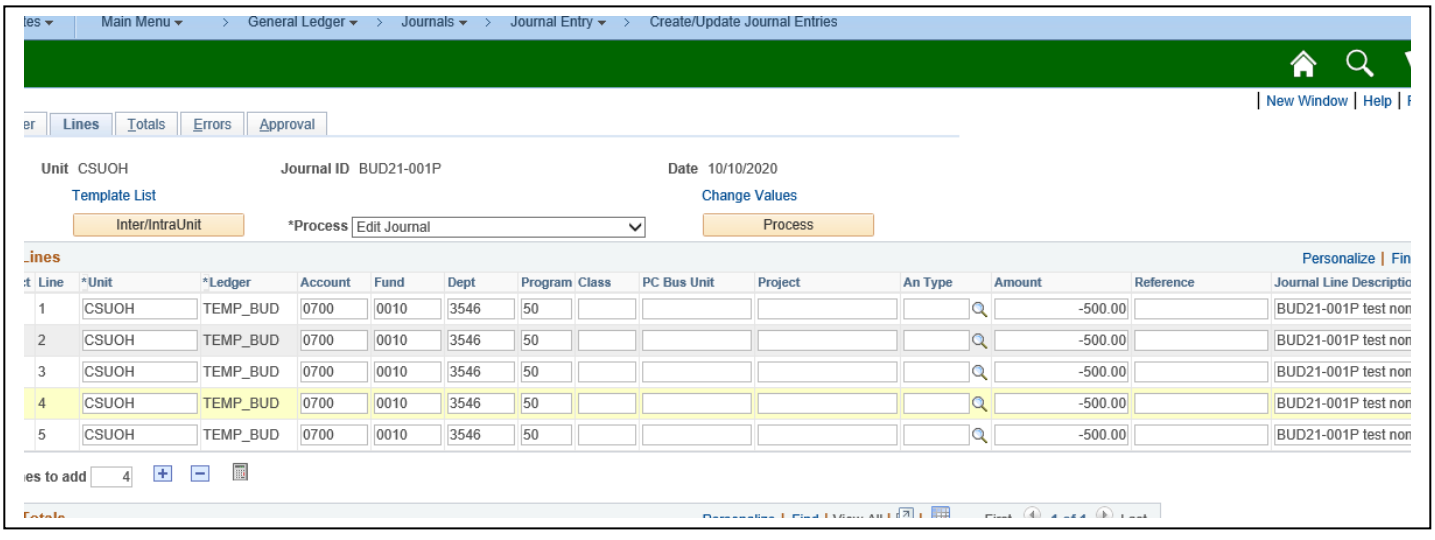
- On the Lines tab, all relevant journal line information (From and To lines) will be entered.

  Additional lines can be added by pressing the + button. To add multiple lines, you can enter the number of lines and depress the + button.



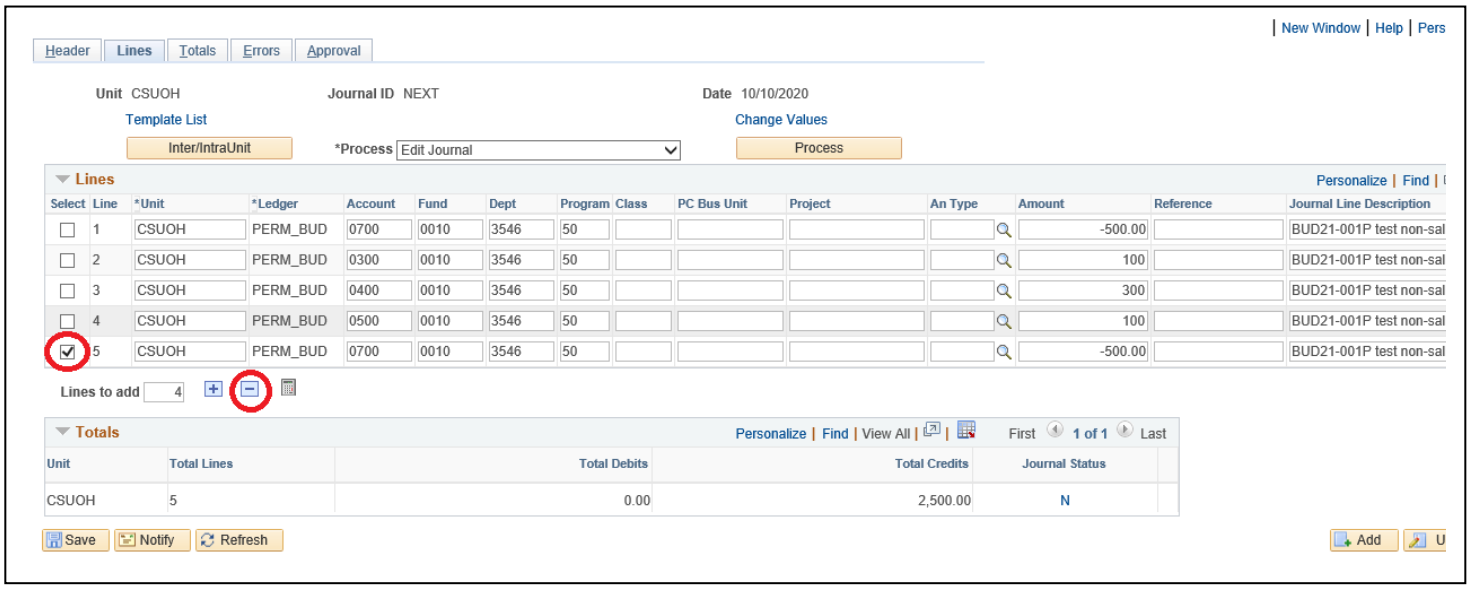
Note that all information from the first line is copied to the next line or lines added.

- Information in fields can be changed by highlighting the data and press delete.



How to Delete Lines

- To delete a line, check the select box and press the – button.

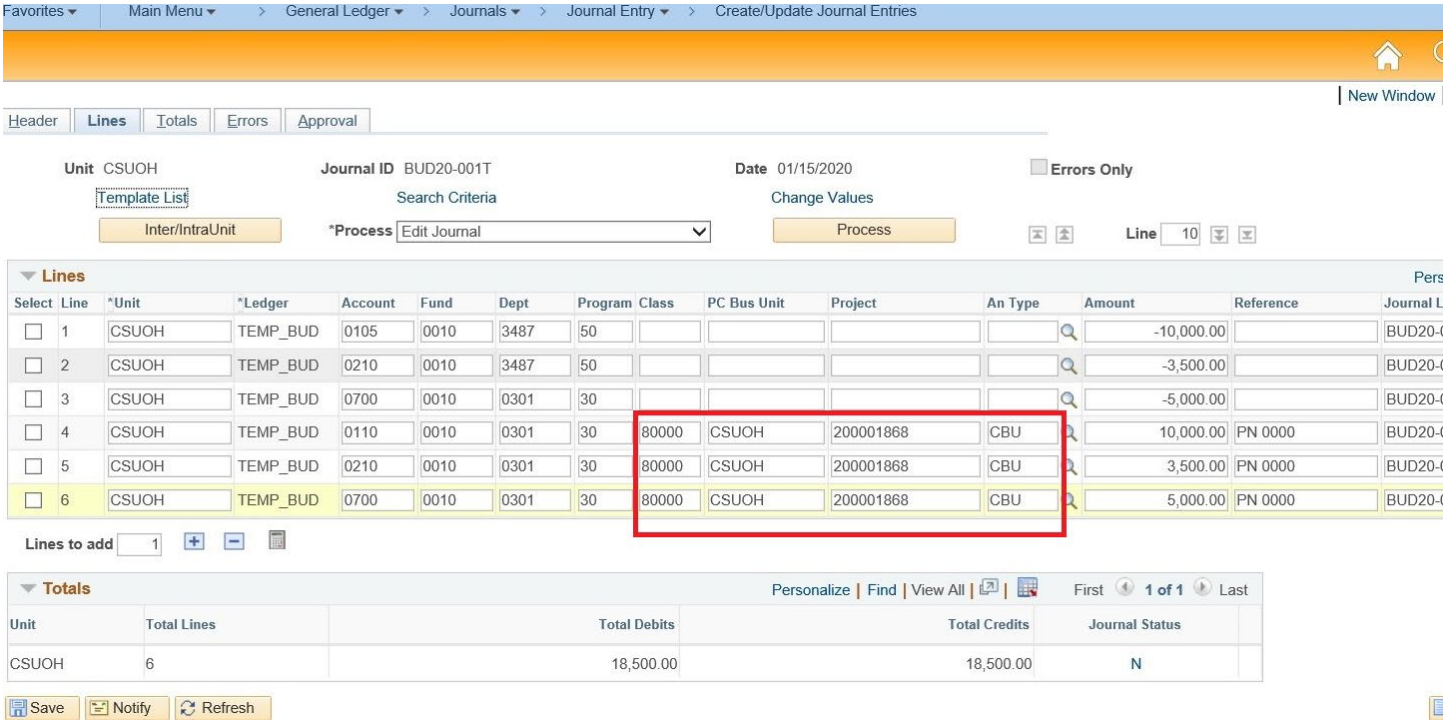


Entering a BTR

- Enter the Combo-code starting with the “From” side first, followed by the “To” side. Total credits and total debits should always be equal unless entering a one-sided BTR (see One-sided BTRs section for instructions on those types of BTRS).
- The Journal Line Description can hold up to 30 characters and is a brief narrative of the long description from the header tab. The system will automatically fill this section in based on the account number being used so it will be necessary to delete the default description. Always start the journal line description with the BTR tracking number. The customization of this field can later help identify the posting when analyzing the transaction register.
- Position numbers are added to the Reference field with PN and the 4-digit number.

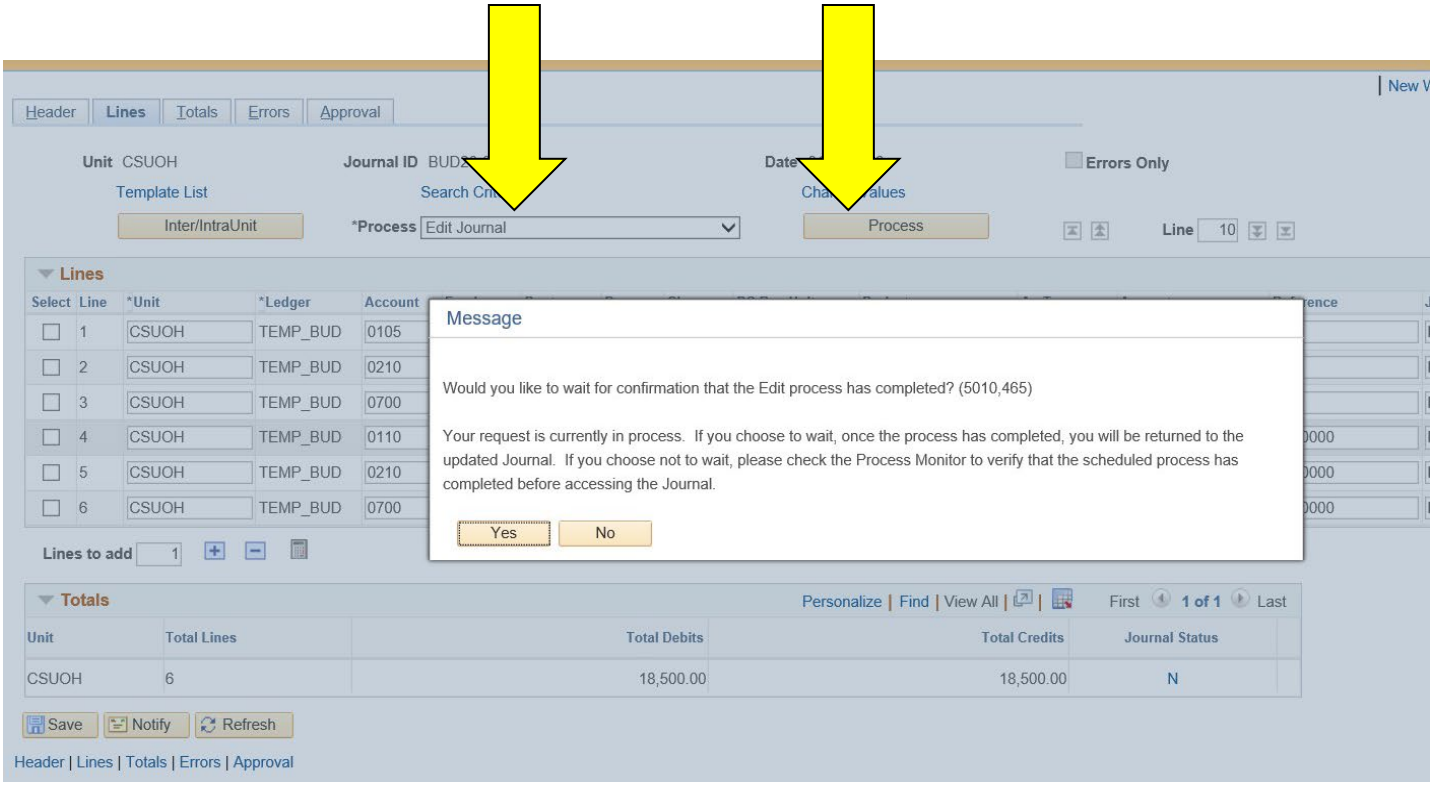
Project Codes and Cost Shares

- **The PC Bus Unit field is used with project IDs and cost shares.** PC Bus Unit is always CSUOH.
- **Cost shares** must also have the **An Type** field completed or an error will be received. An Type has a drop down menu but typically, CBU (Cost Share Budget) or CCC (Cost Share Commitment) will be used. Notice that all fields are entered for the cost share in the below example.



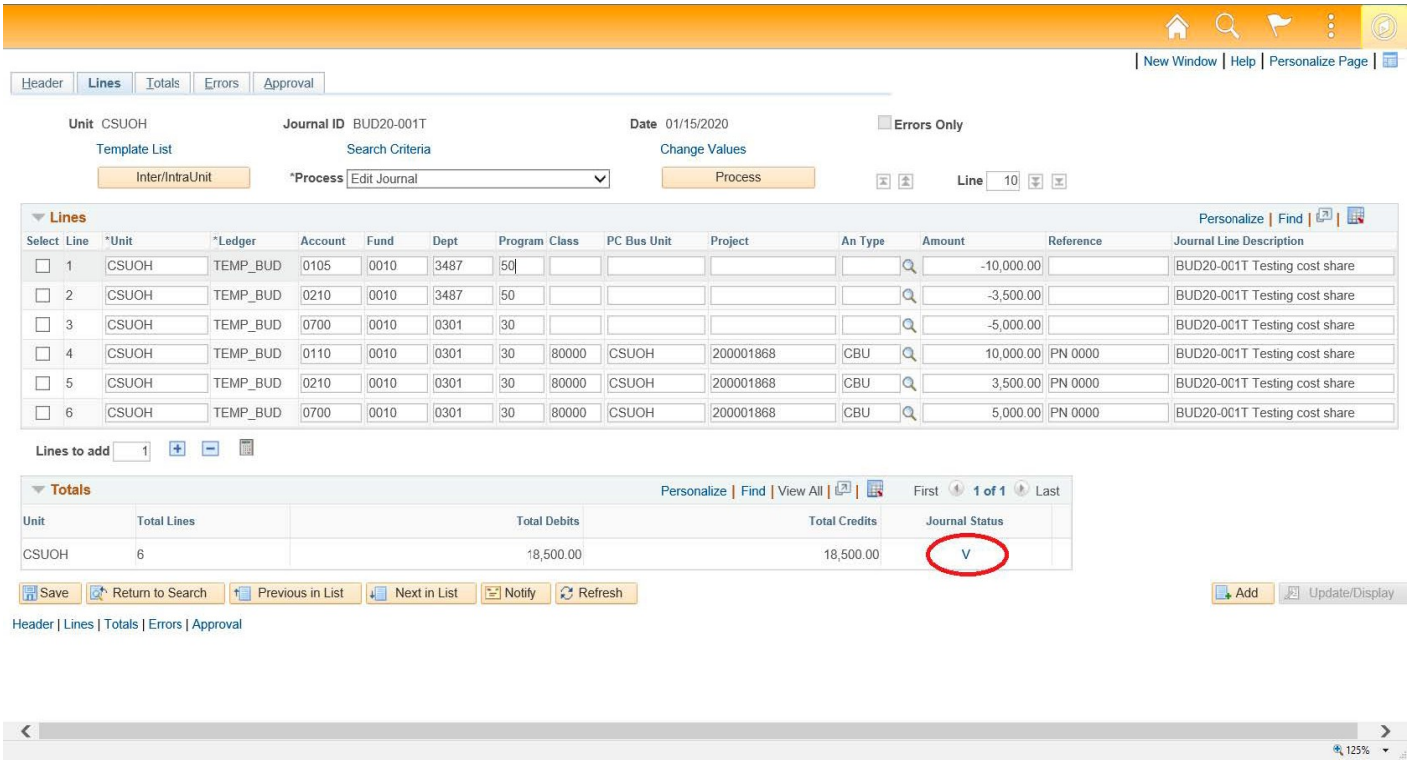
Validating a BTR for submission

- A BTR must be valid and without errors before being submitted for approval.
- To validate, select **Edit Journal** from the process dropdown menu and click the **Process** Pushbutton. A notification that the journal is saved will popup. Click OK.



- Click **Yes** when the confirmation message pops up.
- Confirm **Journals Status** is now **V.**

- Verify the following are correct:
  - ❖ *Ledger group (Perm or Temp)
  - ❖ Account, fund, dept, program, and project (if applicable)
  - ❖ Journal line description contains the BTR tracking number
  - ❖ Reference is filled in with PN if BTR has salaries



Finding an error on a BTR

- If the journal status is an **E,** an error needs corrected.

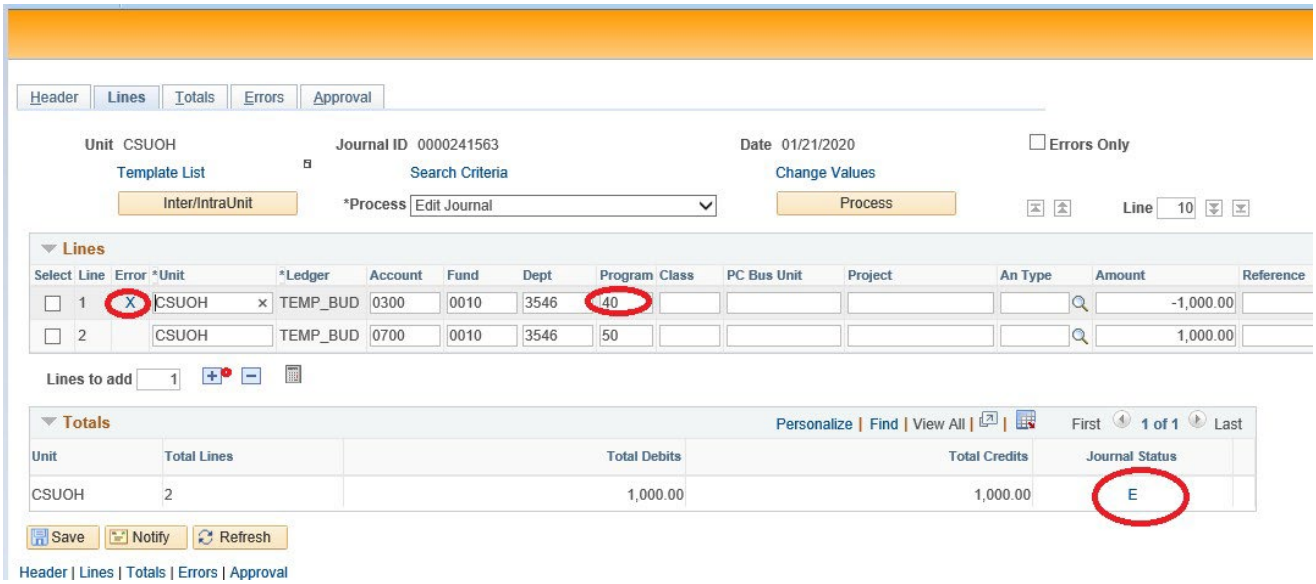
- An **X** will appear next to the line with the erroror the line with the error can be found on the Error tab.

- The most common types of errors are:

  - ❖ Debits and credits do not equal
  - ❖ Incorrect program code
  - ❖ Class field of 80000 is missing for cost share
  - ❖ PC Bus Unit field of CSUOH is missing for cost share

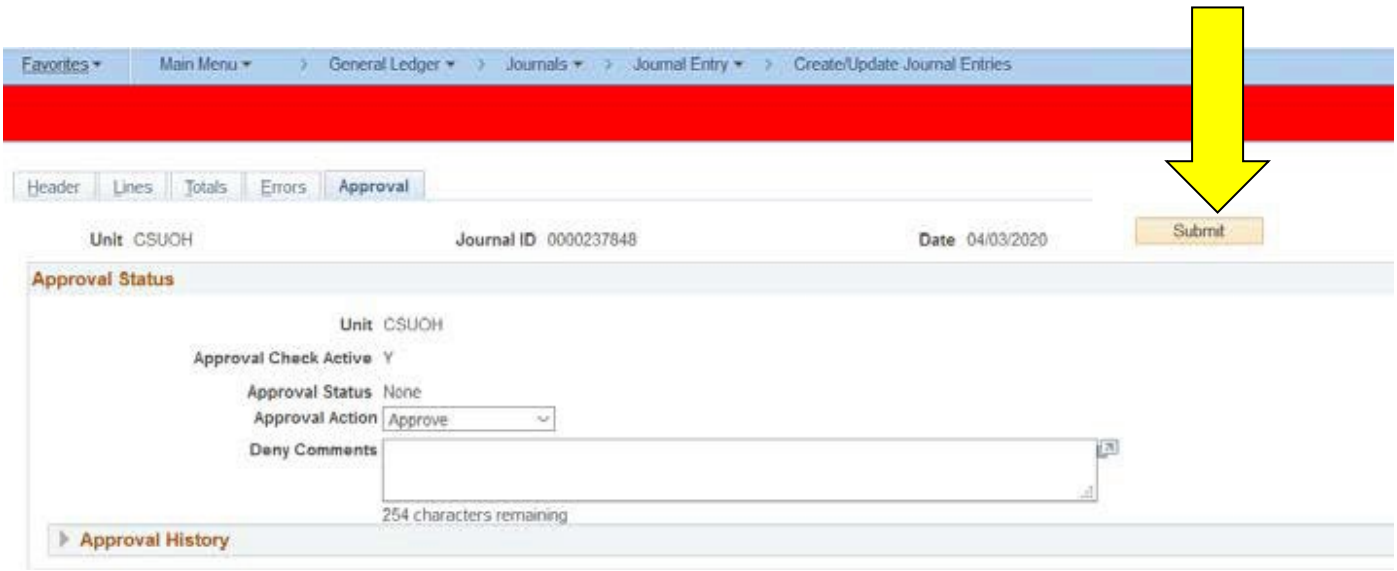
Correct the field that contains the error. Select **Edit Journal** from the process dropdown menu and click the **Process** Pushbutton. The journal status should now be a **V.** If it remains an **E,** there is still an error that needs corrected.

Example of an Error

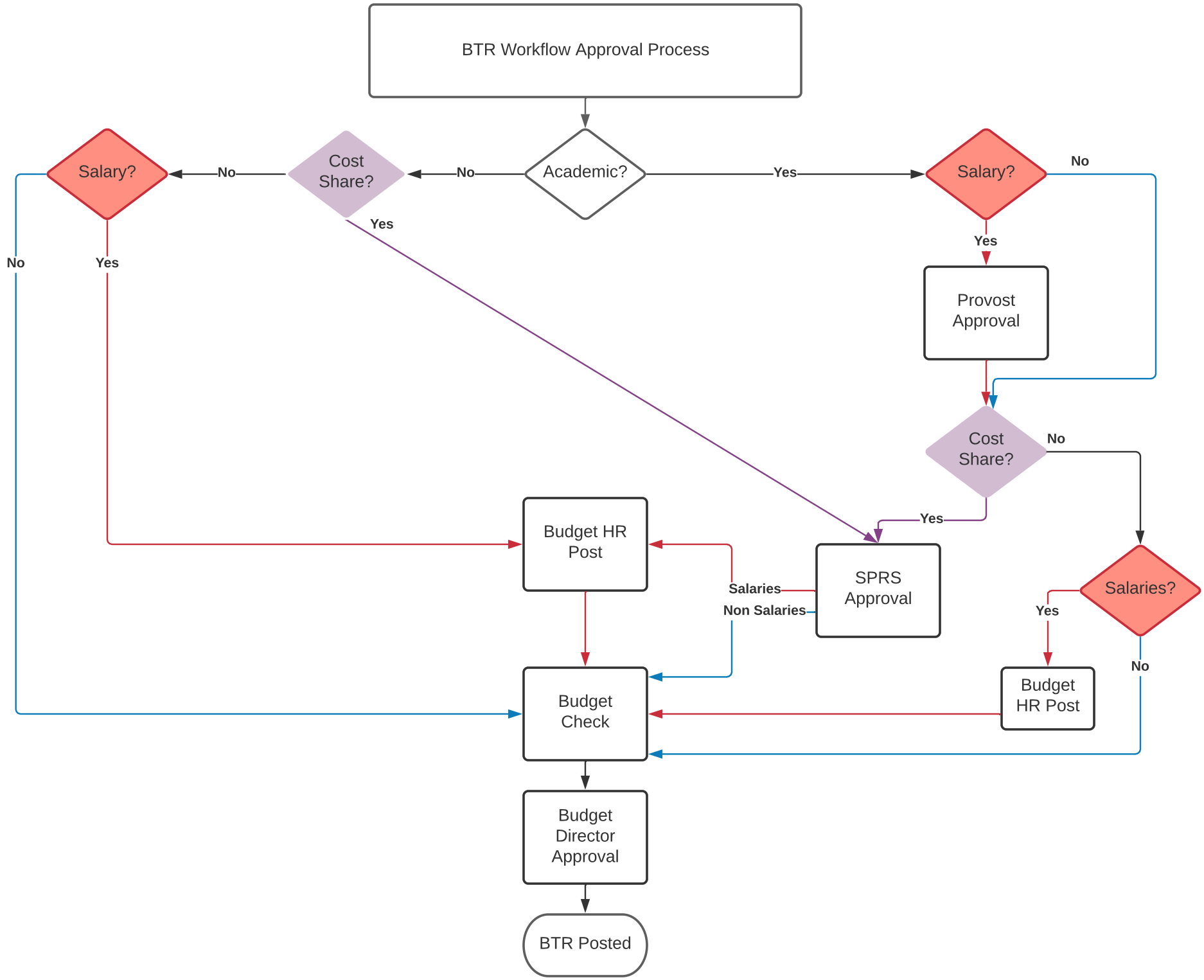


Processing the BTR for Approval

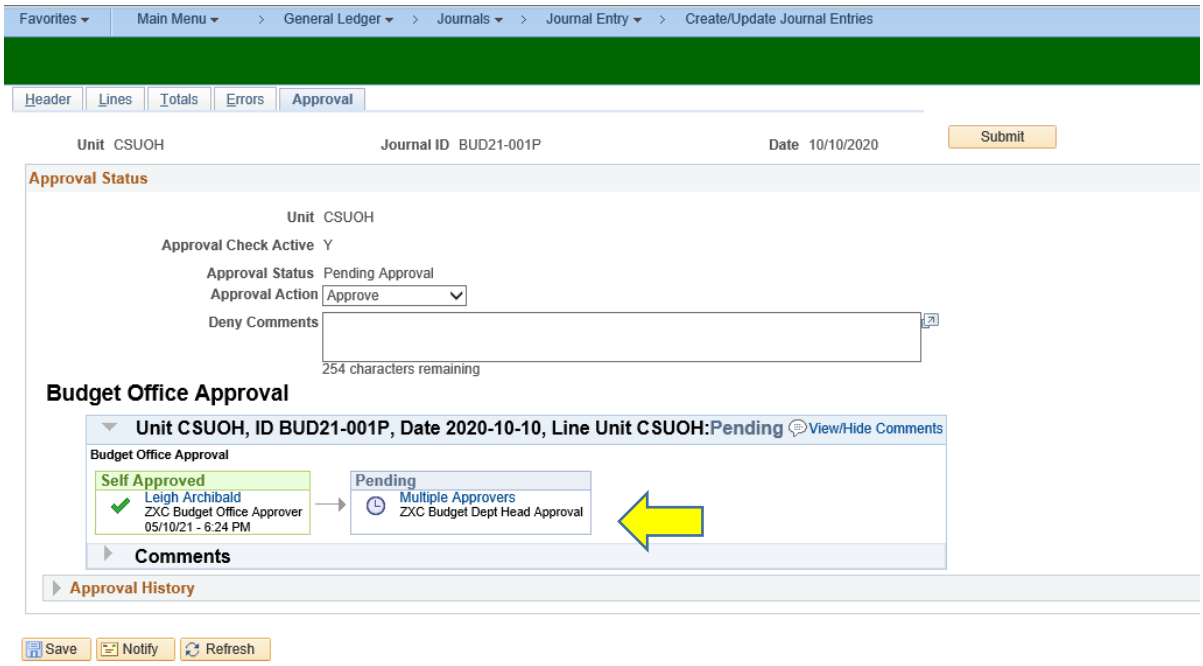
- Once the BTR is valid, go to the **Approval** tab and select an Approval Action of **Approve.** Click the **Submit** pushbutton.



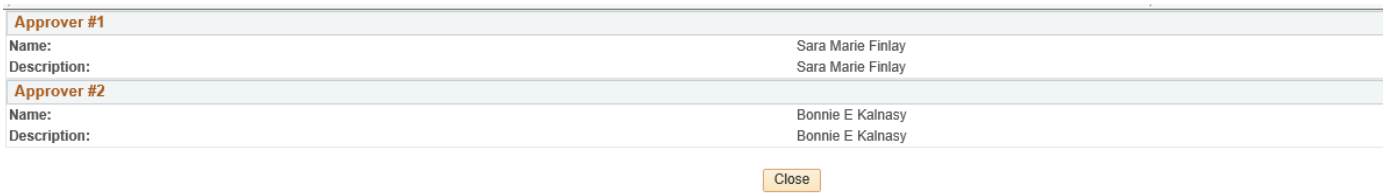
- At this point, it will go through the appropriate approval stage.
- Refer to the Approval Workflow Chart for a visual understanding of the approval process.


BTR Workflow Approval Process
Academic?
Yes
Salary?
No
Provost Approval
Cost Share?
No
Yes
Salary?
No
Yes
No
Cost Share?
No
Yes
Budget HR Post
SPRS Approval
Salaries
Non Salaries
Salaries?
Yes
No
Budget HR Post
Budget Check
Budget Director Approval
BTR Posted

- The next approver can be displayed by pressing Multiple Approvers under pending.



- Pending Approvers- If more than one person is listed; it only needs to be approved by one or the other, not both.



- Approver(s) will receive an email that a BTR has been entered, indicating they need to take action.

PG

PeopleSoft General Ledger Email Approval System <j.a.mcclellan@csuohio.edu> 1 Tue 2/18

Journal ID "0000237831" Business Unit "CSUOH" has been sent for your Approval

If there are problems with how this message is displayed, click here to view it in a web browser.

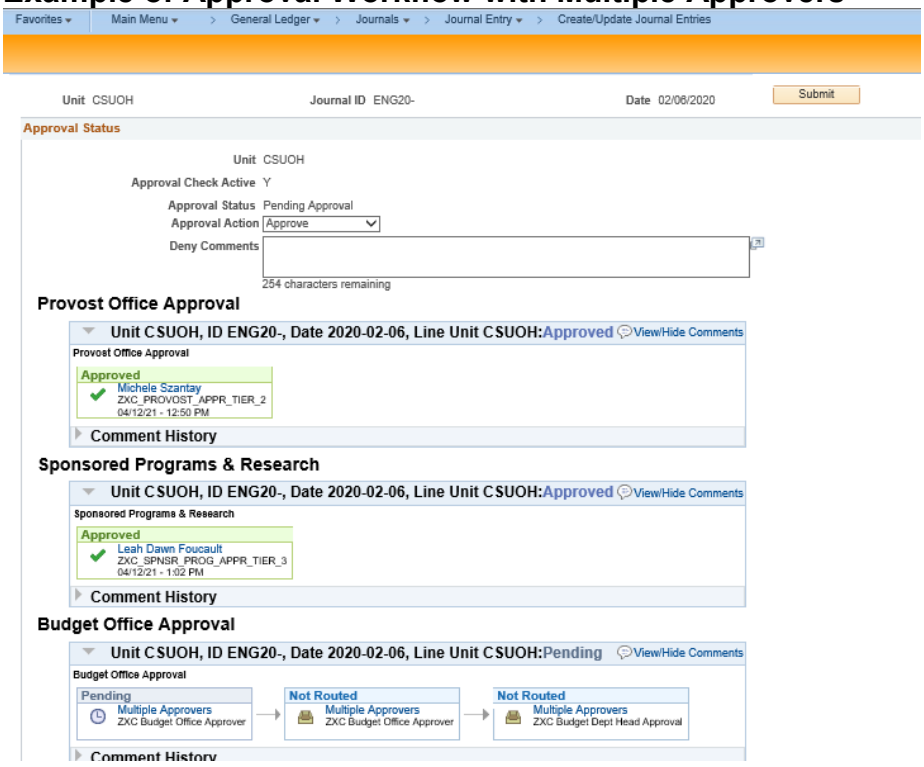
GL Journal Approval

Business Unit:	CSUOH
Journal ID:	0000237831
Journal Date:	2020-02-18
Line Business Unit:	CSUOH
Requestor:	Template for WF User
Journal Description:	Sizzle boom shackalack, dang!
Ledger Group:	TEMP_BUD
Total Debits:	1500
Total Credits:	1500
Adjusting Entry:	N
Fiscal Year:	2020
Accounting Period:	8
Action:	[Approve \/]
Enter Denial Comments:	

[Submit]

To approve or deny the journal, choose the appropriate action and select 'Submit' if the Action field is available; if the Action field is not available, navigate directly to the approval page by selecting the link.
https://planetfinfix.csuadmin.csuohio.edu/psp/finfix/EMPLOYEE/ERP/c/PROCESS_JOURNALS.JOURNAL_ENTRY_IE.GBL?Action=U&BUSINESS_UNIT=CSUOH&JOURNAL_ID=0000237831&JOURNAL_DATE=2020-02-18&BUSINESS_UNIT_LN=CSUOH

Example of Approval Workflow with Multiple Approvers



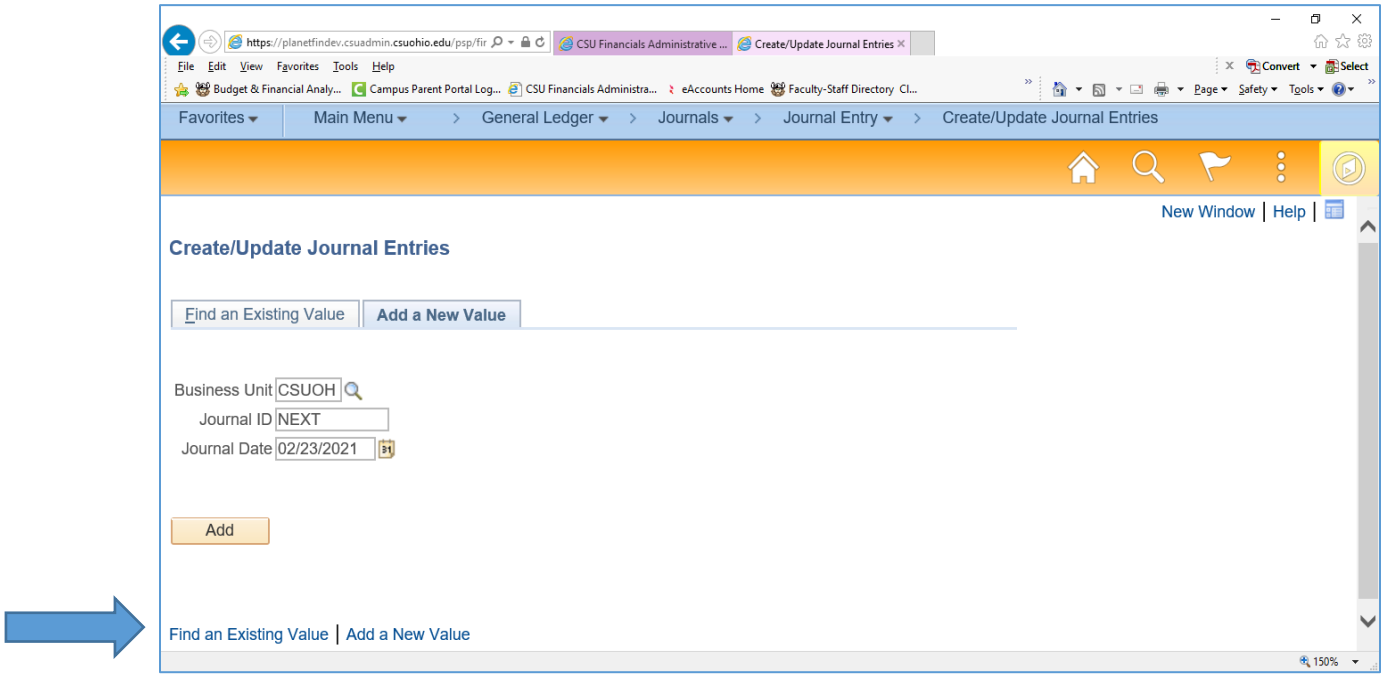
Denied BTRs

- When a BTR is denied, the submitter will get an email notification that it was denied.
- At that point, the approval process has been terminated. The submitter will need either to edit the BTR and resubmit or delete it.
- In order to edit or delete the BTR, it must first be located.

How to Find an Entered BTR:

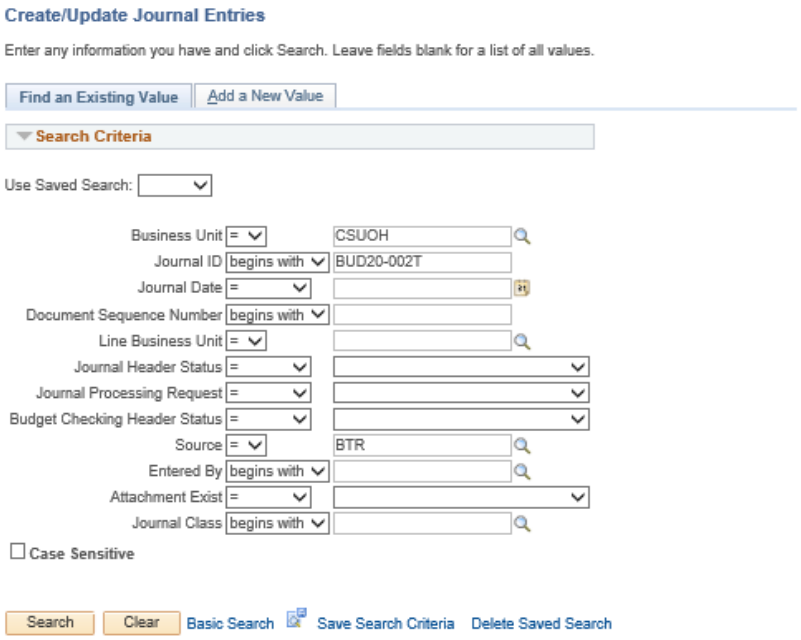
General Ledger\Journals\Journal Entry\Create-Update Journal Entries

- Select Find an Existing Value
- A denied BTR can be found by either the BTR# or by the denied status.



Search by BTR#

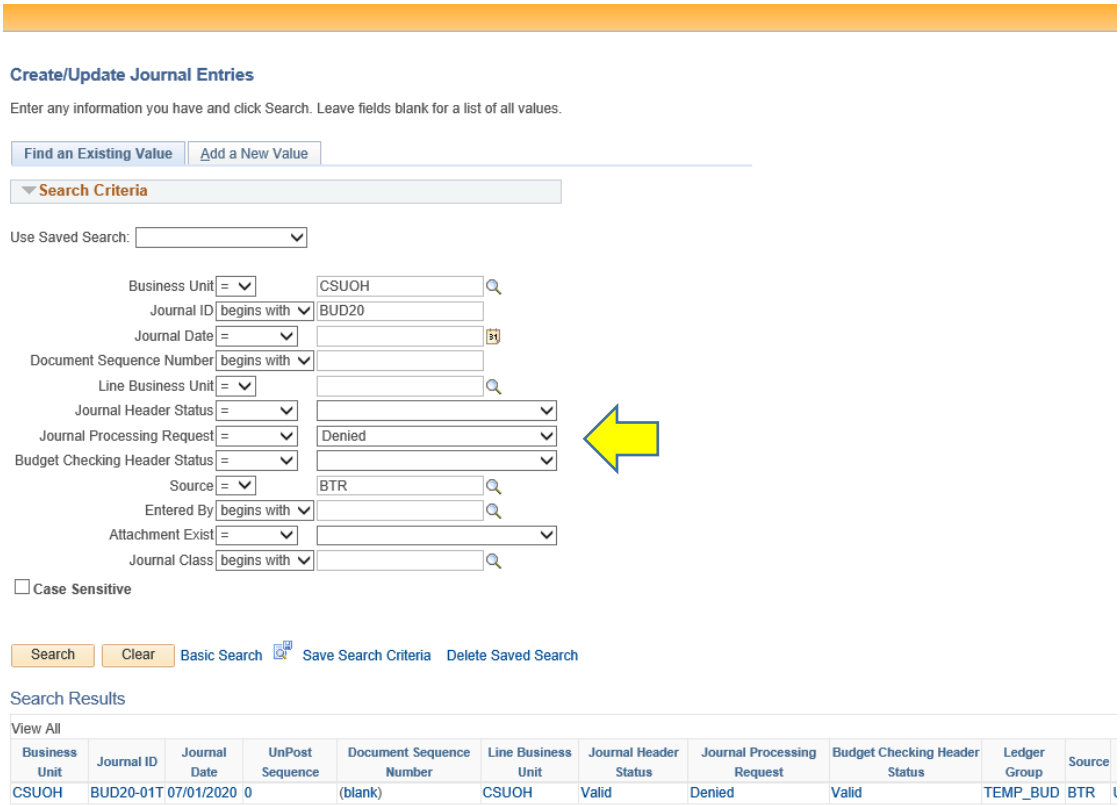
- Enter the BTR# in the Journal ID field.
- Verify the Source is = to BTR
- Press search



Search for Denied BTR's

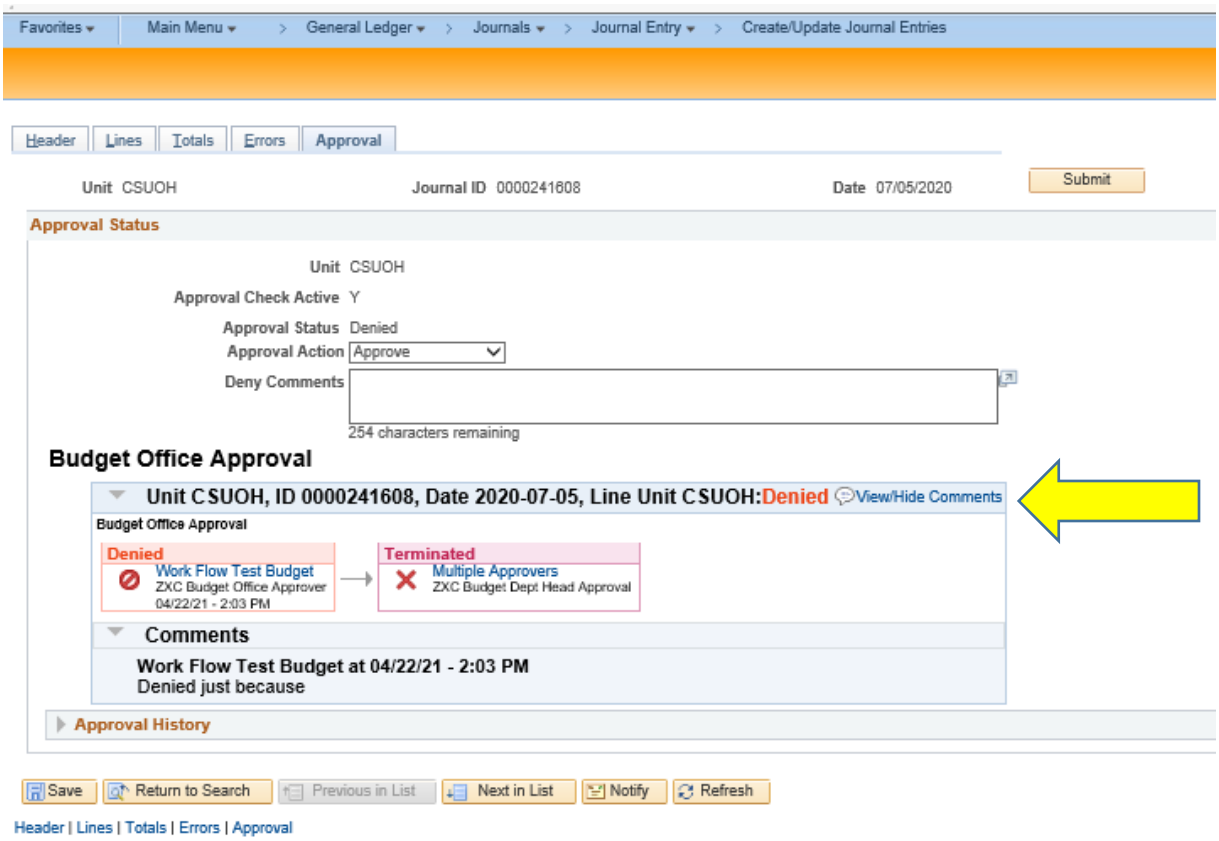
General Ledger\Journals\Journal Entry\Create-Update Journal Entries

- Select Find an Existing Value
- In the Journal ID field, enter the 3 or 4 character reference number and year (i.e. BUD20).
- Select Denied from the Journal Processing Request drop down menu.
- Select search



- Click on the Journal ID to open the BTR
- Go to the Approval tab. The approver denying the BTR must insert a reason why the BTR is denied in the Deny Comments field.

- To view the comment, click on View/Hide Comments



- BTRs that are denied by the Budget Office but contain an approval by the Provost Office or SPRS, will be returned to the first level of approval, not the submitter. For example if a college submits a BTR for a cost share containing salaries, it will initially go to the Provost office for the salary approval. It then goes on to SPRS for approval of the cost share. If it is denied by the Budget Office, it is returned to the Provost.

Editing a BTR

- After opening the BTR, go to the Lines Tab and make the required change(s).

- Save the change, which will change the Journal status from **V (valid)** back to **N (No status).**

- Press the Process push button to re-validate the BTR.

- Go to the Approval tab and select Submit to send the BTR back through the approval process.

  When a BTR is edited, the approval process will start over from the beginning.

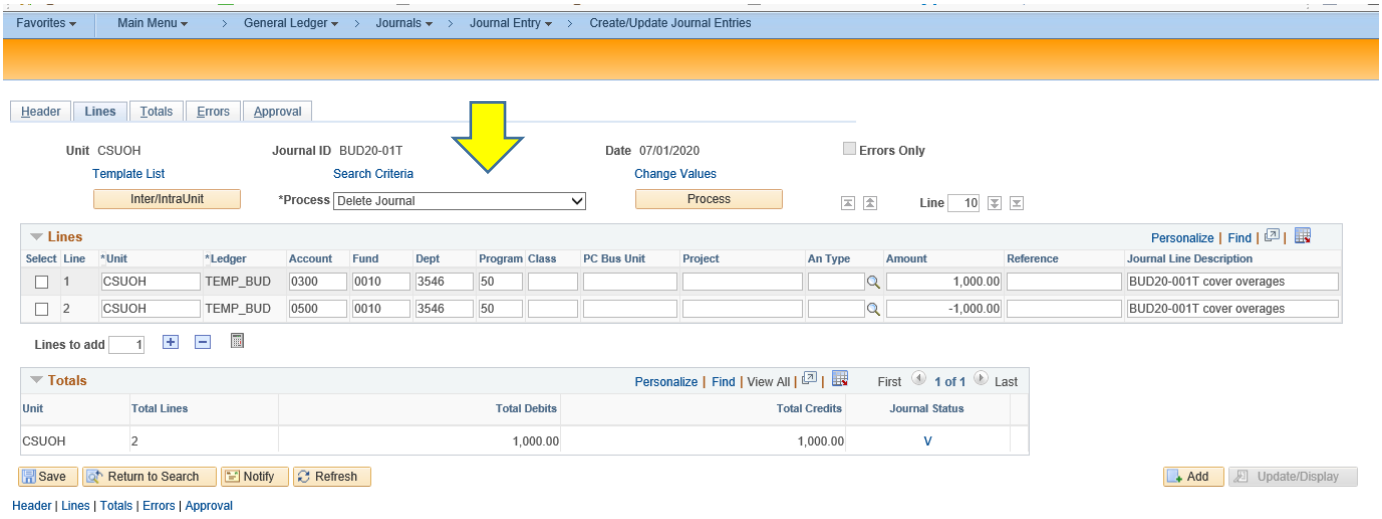
Deleting a BTR

It may be necessary to delete a BTR, for example, if it was entered twice or denied: However, before deleting any BTR, go to the Approval tab and verify if the budget office has approved it.

If the budget office has already received the BTR and approved any level, the BTR should not be deleted. An email should be sent to the budget office at budgetoffice_btr@csuohio indicating the BTR should be deleted. The budget office will either delete the BTR or deny the BTR so the submitter may delete.

Once a BTR is deleted, it cannot be retrieved.

- After opening the BTR, go to the Lines Tab.
- From the Process dropdown menu, select Delete Journal and press the Process pushbutton.

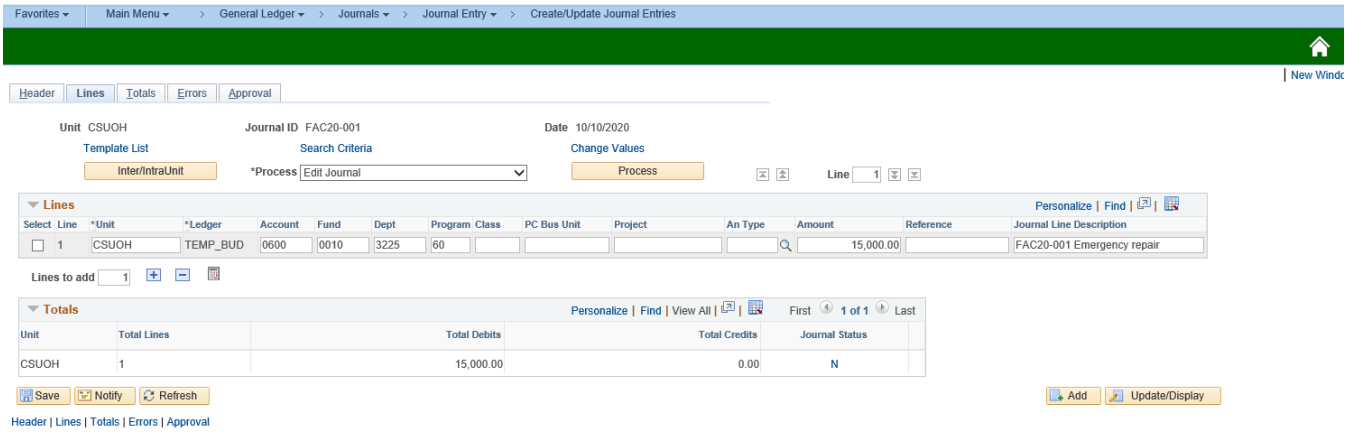


One-sided BTRs

- One-sided BTRs are entered when funds are being requested or given to another departmental area and the other combo code is unknown. Examples of one-sided BTRs are University or Provost funding request and cost shares.

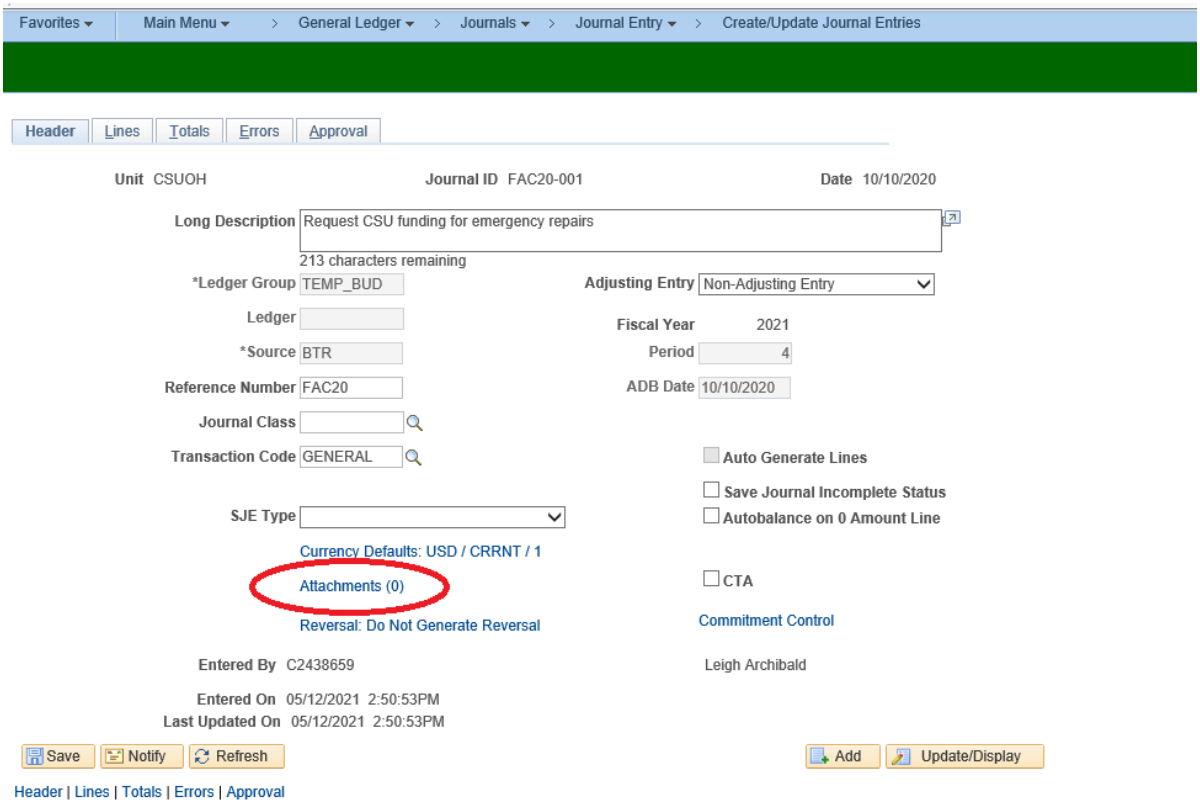
General Ledger\Journals\Journal Entry\Create-Update Journal Entries

- Enter the side of the BTR that is known and hit save.
- Since the journal status remains N, the BTR cannot go through the approval process.
- Email the BTR# to the other budget manager and they will enter the other side of the BTR and submit for approval.



Attachments to BTRs

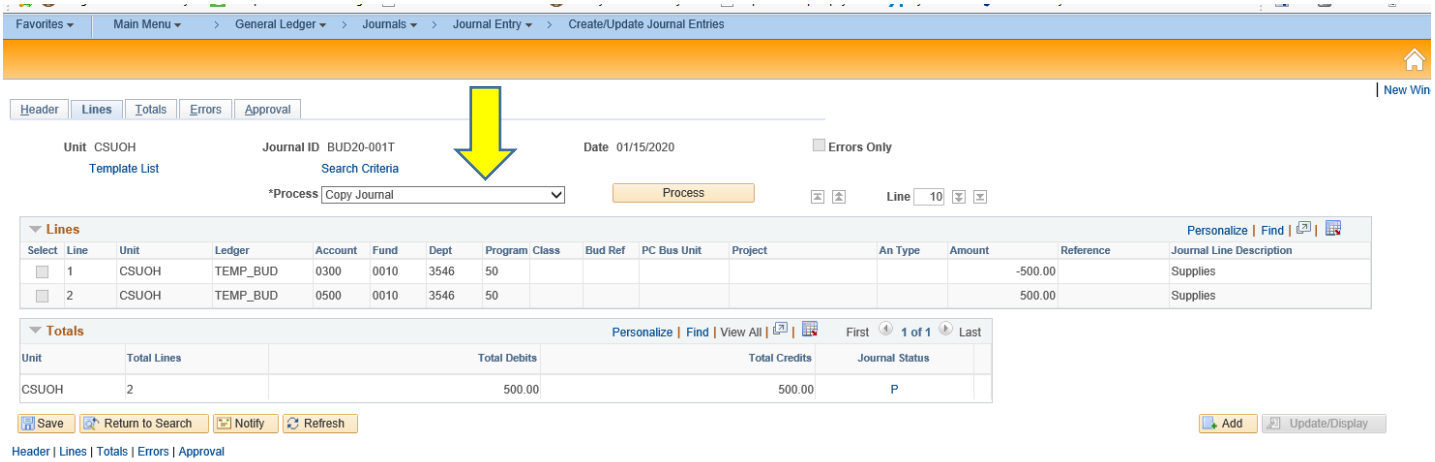
- Files can be attached to a BTR on the Header tab. Currently, the only files that should be attached are supporting documents for university funding requests.



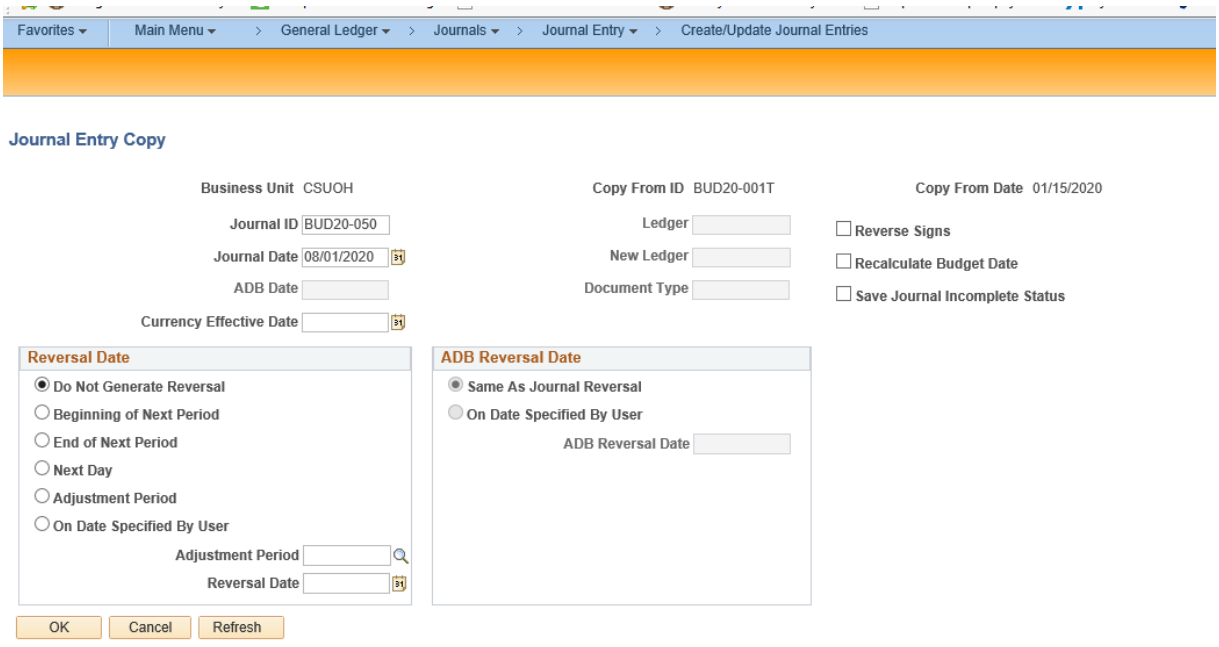
Copying a BTR

- Budget managers can copy previously submitted BTRs for reoccurring funding transfers or if a BTR is unable to be posted before the month end general ledger close.

- To copy a previous posted or currently pending BTR, locate the BTR to be copied.
- Using the Process drop down menu, select Copy Journal and press the process button.



- Enter the BTR tracking# and the date
- Press OK



- On the Header tab, enter the long description and reference number.
- Submit the BTR for approval if no changes are necessary.

Additional Ways to Locate a BTR

There are many different ways to search the status of an entered BTR under

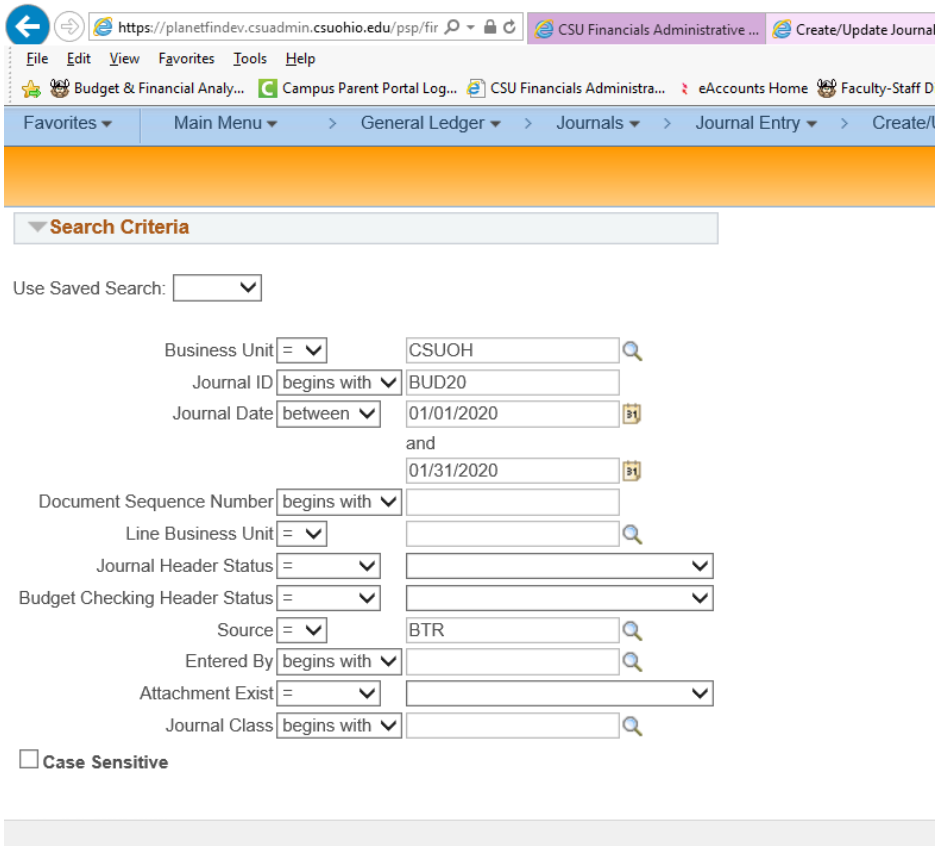
General Ledger\Journals\Journal Entry\Create-Update Journal Entries

- Press Find Existing Value

  The most helpful fields are searching by:
  - ❖ Journal ID
  - ❖ Journal Date
  - ❖ Journal Processing Request
  - ❖ Entered By

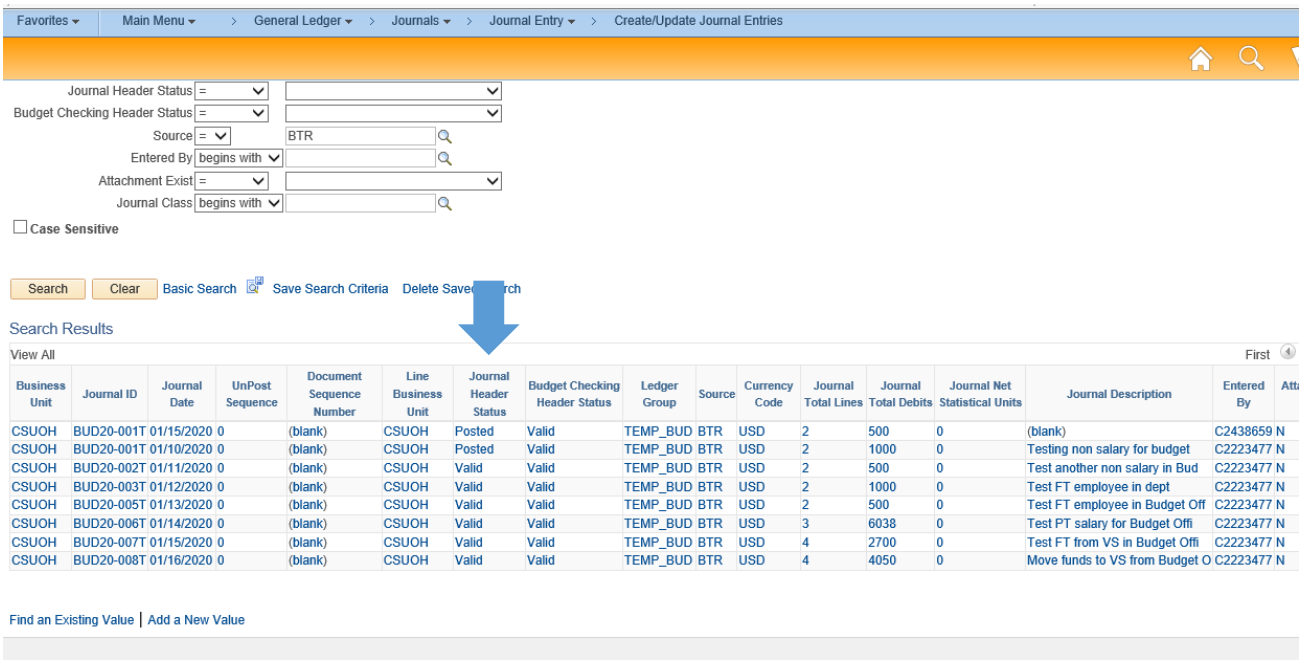
General Search for a Specific Timeframe:

- In the Journal ID field, enter the 3 or 4 character reference number and year (i.e. BUD20).
- Change the Journal Date field using the drop down to “between” and enter the date range for the month the BTR was entered. You can also put in “>” and the first day of the current month to locate.
- If the status of the BTR is unknown, change the Journal Header Status to a blank field.
- Source = BTR
- The Entered by field will automatically default to the users CSU ID. If searching for another submitter or an unknown submitter, this field should be left blank.
- Press Search



- This search will return all BTR’s entered during the time frame entered as shown in the example below. Note that not putting in a date will populate all BTRs ever entered containing the character reference number.

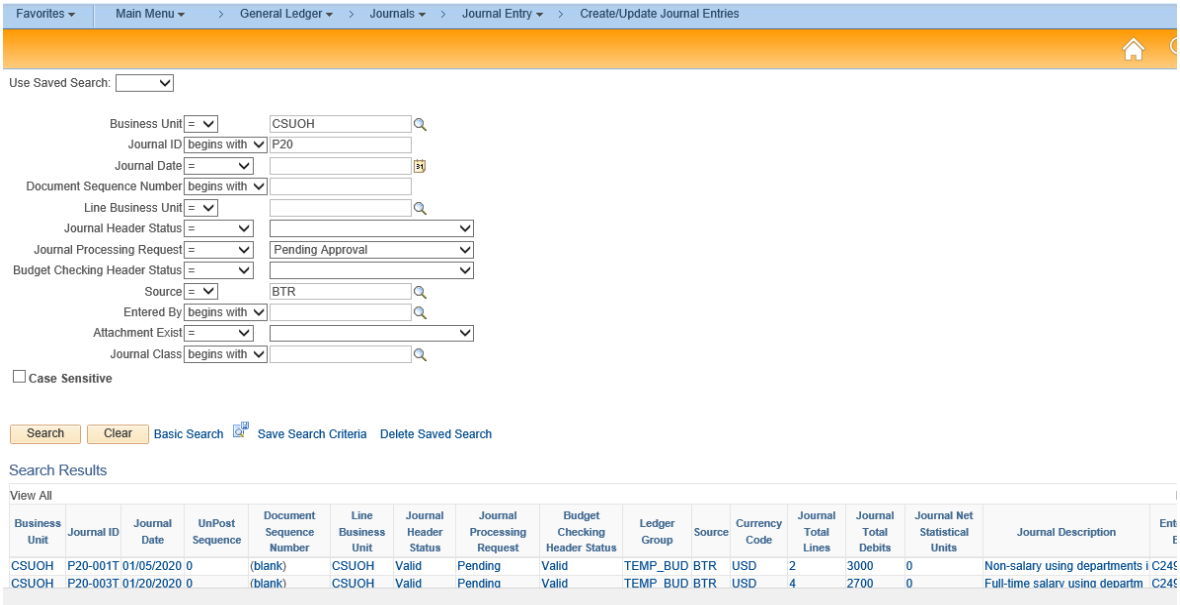
The Journal header status identifies if the BTR has been posted. BTRs that have been posted cannot be edited or unposted.



Search Pending BTRs

General Ledger\Journals\Journal Entry\Create-Update Journal Entries

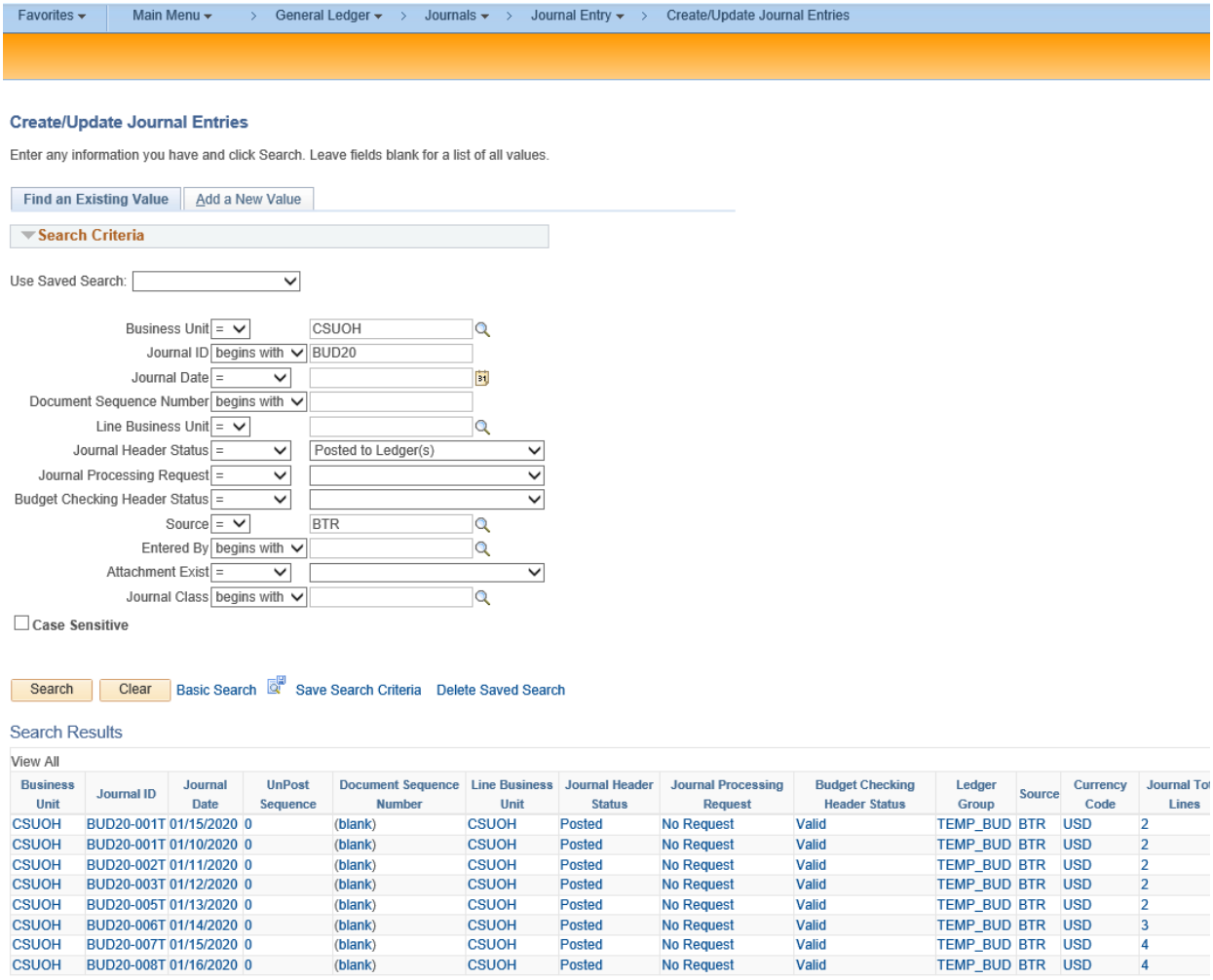
- Select Find an Existing Value
- In the Journal ID field, enter the 3 or 4 character reference number and year (i.e. P20).
- Select Pending Approval from the Journal Processing Request drop down menu.
- Pending BTRs are still being processed through the approval system.



Search Posted BTRs

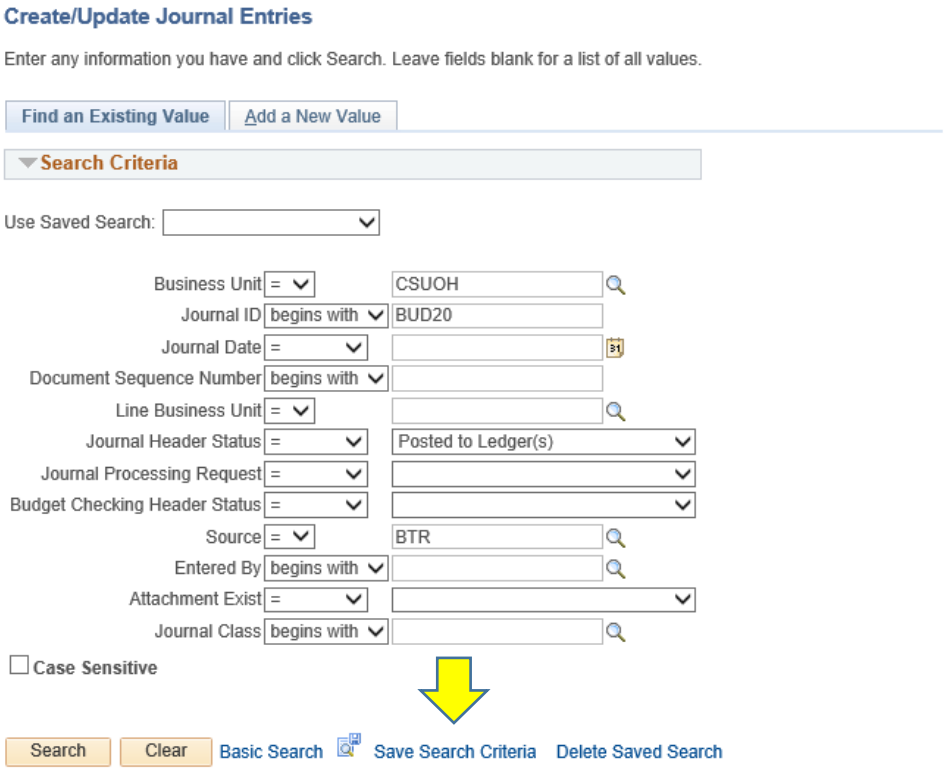
General Ledger\Journals\Journal Entry\Create-Update Journal Entries

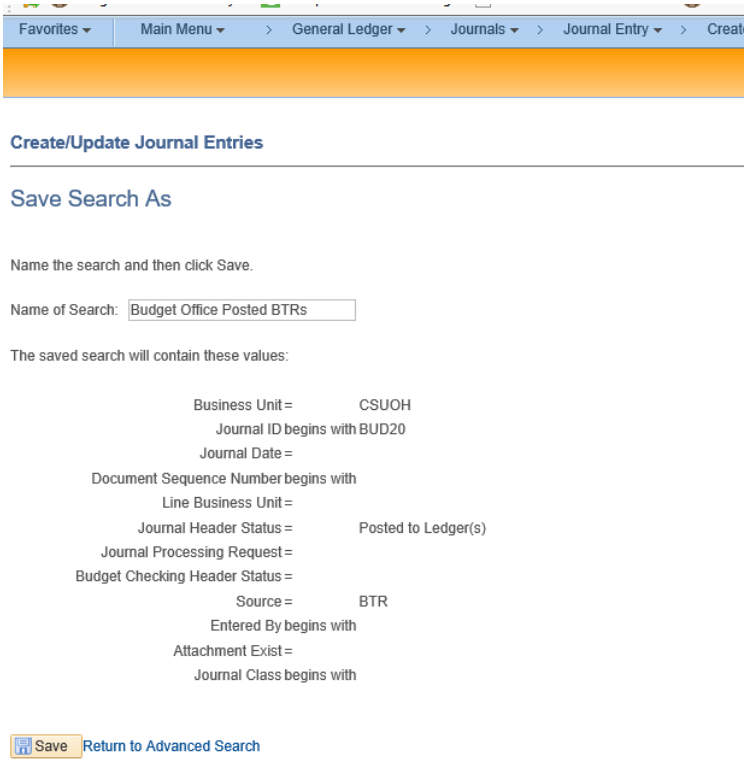
- Select Find an Existing Value
- In the Journal ID field, enter the 3 or 4 character reference number and year (i.e. BUD20).
- Select Posted to Ledger(s) in the Journal Header Status drop down menu.



Saving Searches:

Searches can be saved by clicking on the Save Search Criteria, naming the search and clicking save.

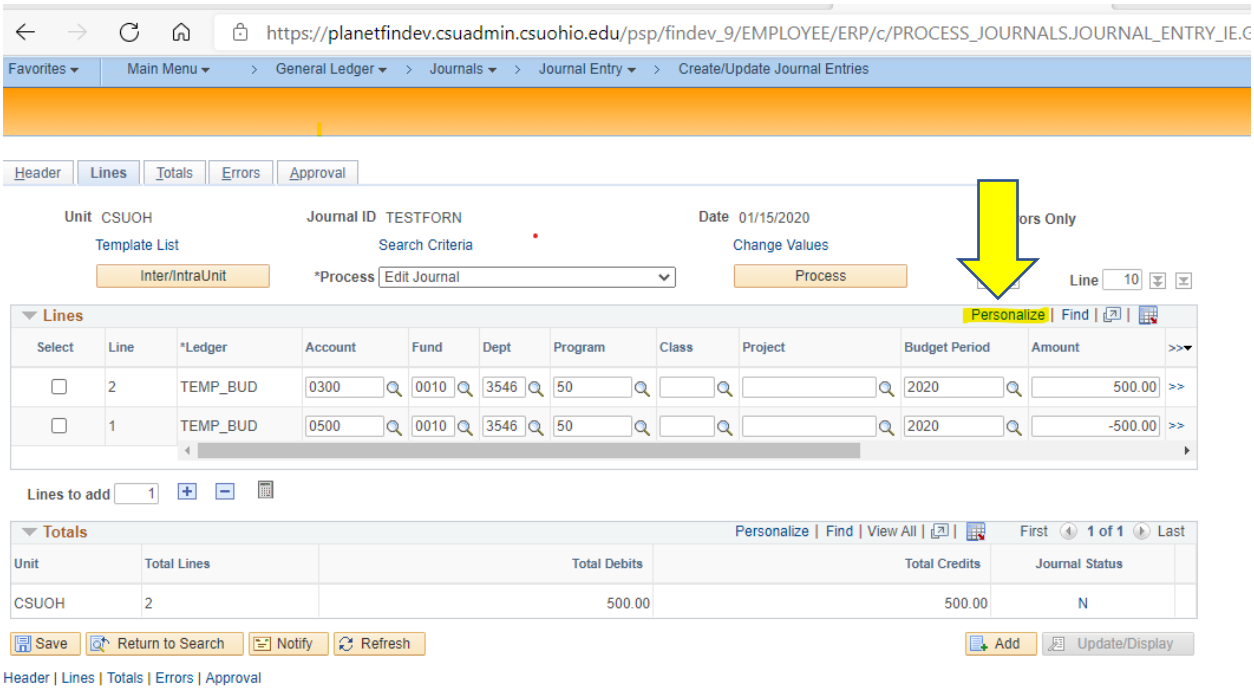




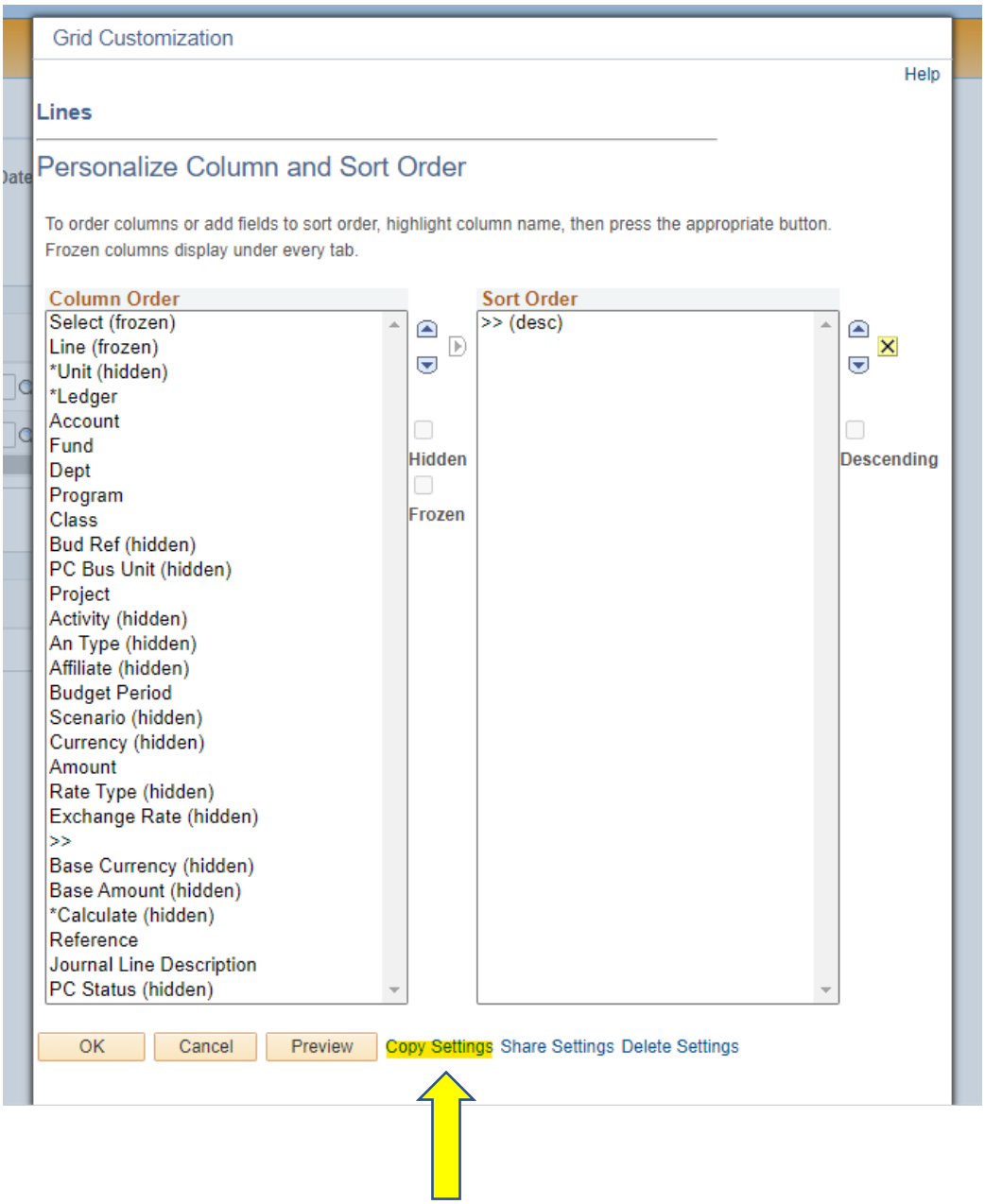
Setting up BTR template

The default template for BTRs contains columns that are not needed so it is recommended to customize the BTR lines page to expedite entering data. A customize template with the necessary columns has already been set up and can be easily copied for new users. To use the already saved Grid Customization that is suggested by the Budget office take the following steps:

1. Begin entering a journal
2. Select the lines tab
3. Select Personalize:



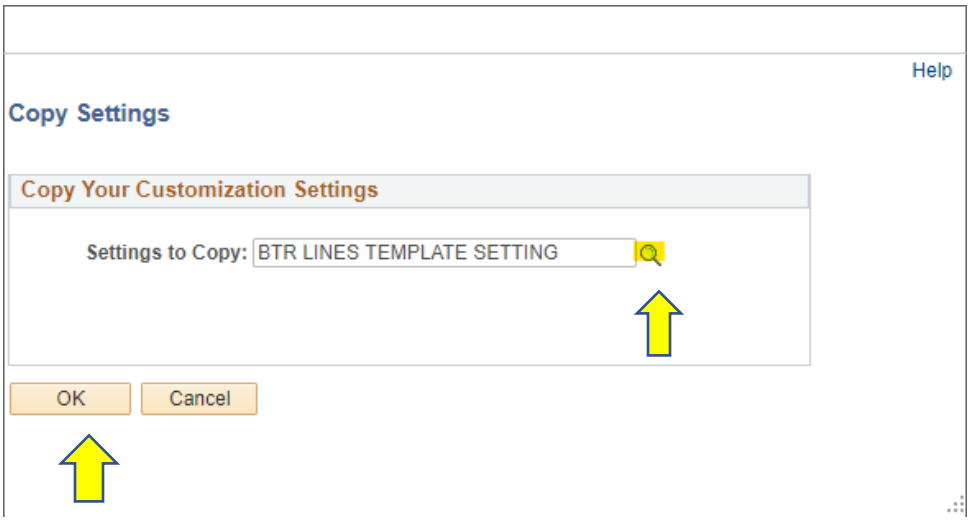
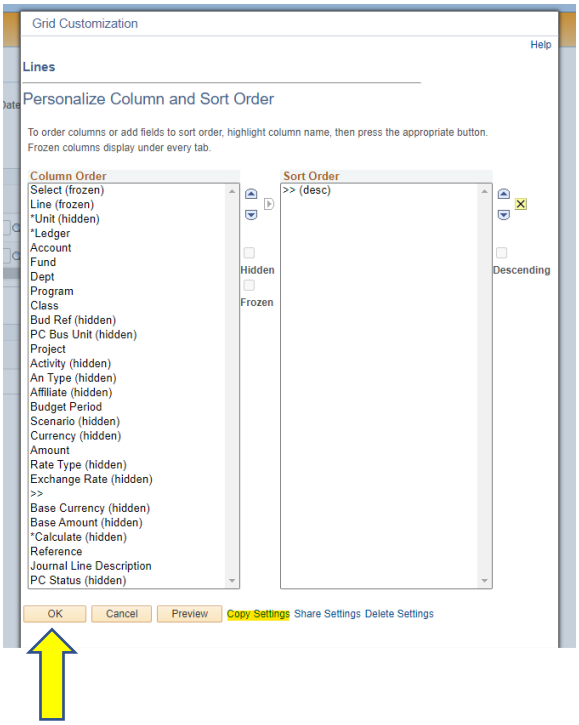
4. Select Copy Settings



5. Select **BTR LINES TEMPLATE SETTING**

You may use the looking glass to search for this setting

Then Select “Ok”



6. Select **“OK”** again and BTR will automatically return to the “Lines” tab.