Position Budget External Transfer

**Overview:** The purpose of the Position Budget External Transfer panel is to allow for the budget transfers between salary and non-salary accounts.

This custom-designed panel is used to input permanent and temporary budget transfers between the departmental Budget Transfer (Xfer) Position and its associated combination code and a non-salary account chart string. For example, to transfer funds from the departmental travel budget to a salary budget and the respective positions, you would use this panel to first move the funds to the Budget Xfer Position. Once the funds have been transferred to the Budget Xfer position, then use the Position Budget Transfer panel to move the funds to the appropriate positions and combination codes, thus clearing the departmental Budget Xfer Position. You would reverse this process to transfer funds from salary budgets and positions to non-salary budget accounts. **Although all positions, including positions funded with grant monies, will exist in the Position Management System, only base budgets and permanent and temporary budget transfers for the following Fund Codes will interface with the general ledger:**

- 00 – Unrestricted
- 03 – Auxiliary
- 12 – Unrestricted MAFES/CE
- 22 – Restricted MAFES/CE
- 23 – Restricted Annual Appropriations (MEIF & other special appropriations)

**Position Management Permanent Budget Adjustments:** Position Management Permanent Budget Adjustments are budget adjustments to correct both PeopleSoft General Ledger Base and Current Budgets.

When a Permanent Budget Adjustment is input in Position Management, the respective combination codes will be translated to the appropriate PeopleSoft General Ledger ChartFields and fed on a nightly basis (contact Hope Eaton to initiate the nightly process) to the PeopleSoft General Ledger Base and Current Budget or, in the case of the start of a new fiscal year, to the PeopleSoft General Ledger Future Budget.

**Position Management Temporary Budget Transfers:** Position Management Temporary Transfers affect the PeopleSoft General Ledger Current Budget only.
A. When a Temporary Budget Transfer is input in Position Management, the respective combination codes will be translated to the appropriate PeopleSoft General Ledger ChartFields and fed on a nightly basis (contact Hope Eaton to initiate the nightly process) to the PeopleSoft General Ledger Current Budget.

B. An offsetting budget entry to debit and credit the appropriate transfer accounts will be automatically generated and fed to the PeopleSoft General Ledger Current Budget when the combination of fund, department, operating unit, program, and/or project are different. If the only chart field that is changing is the account and/or class, no offsetting entry will be generated.

When inputting budget transfers between multiple departments, do not combine these transfers into one transaction. Example: Department A is temporarily transferring funds to another operating unit in Department A and also temporarily transferring funds to Department B. Do not combine these transfers into one transaction – enter the transfer within Department A as one transaction and the transfer from Department A to B as a separate transaction.

**Navigation:** University of Maine System > HRMS > Position Budget External Transfer

**BUDGET TRANSFERS FROM SALARY ACCOUNTS TO NON-SALARY ACCOUNTS**

1. On the Position Budget Transfer panel, select “Add a New Value”.

![Position Budget Transfer Panel](image-url)
2. Input the position number and combination code from which the funds will be transferred. Select “Add”.

**Position Budget Transfer**

- **SetID:** UMSYS
- **Fiscal Year:** 2011
- **Position Number:** 00010517
- **Combination Code:** 8000116046

   ![Add button circled]

   **Find an Existing Value | Add a New Value**

3. Use the Position Budget Transfer Panel to transfer funds from the appropriate position and combination code to the Budget Xfer Position (one per business unit). In determining if the transfer is permanent or temporary, remember that permanent transfers will be combined with the base budget to roll to next fiscal year’s base budget. Temporary transfers will not be included in the fiscal year roll. Both permanent and temporary budget changes to the same position cannot be input during the same input session. When you input the salary budget amount, the associated fringe for this combination code is also calculated (see “Fringe Transfer” Tab). Save the transaction when complete.
4. Use the Position Budget External Transfer panel to search for or input the Budget Xfer Position number which the funds will be transferred from.

Selecting “Search” will allow you to add or view a transaction.
   a. Selecting your campus position number with a Budget Transfer ID equal to “0” will allow you to add a transaction.
   b. Selecting your campus position number that has been assigned a Budget Transfer ID will allow you to view that transaction.

NOTE: Once a transaction has been fed to G/L, it will no longer appear on this panel; therefore, it can no longer be viewed.
5. Position Budget Transfer Detail
   
a. Input the combination code associated with the Budget Xfer Position that will be reduced by the transfer of the permanent or temporary budget amount and hit the “tab” key.

b. Input the amount as a negative (use “-“ sign) of the permanent or temporary budget amount you are transferring from the Budget Xfer Position. When you input the amount, the associated fringe for this combination code is also calculated (see “Fringe Transfer” Tab).

c. NOTE: The information input in steps 5a and 5b should have the effect of reversing the amount and account information input in Step 2 to the Budget Xfer Position and zeroing the Budget Xfer Position.

![Image showing Position Budget Transfer Example]
6. **External Budget Transfer Detail** - Input the account chart string showing the non-salary account(s) that will be receiving these funds. Fund, GL Dept, and Account are required fields. If more than one account chart string will be affected, click the [+] to add additional rows. Click the [-] to delete a row. A Transaction ID will be assigned after the transaction is saved.

Comment is a required field. 254 character field for comments.

**NOTE:** Only the first 30 characters will be transferred to General Ledger.

CAUTION: Information should be entered carefully. There is currently NO edit process on this portion of the panel.
7. **Fringe Transfer**
   After the combination code and permanent or temporary amount has been input on the “Transfer Data” tab, the corresponding fringe benefits transfer amount will be calculated and visible on the “Fringe Transfer” Tab. The rate is calculated based on the corresponding combination codes, project number (if applicable), and percentages that are maintained on the Fringe Benefit Rate Table.
8. **Chart Fields**

Displays the account chart string.

<table>
<thead>
<tr>
<th>Account</th>
<th>Project</th>
<th>Class Field</th>
<th>Program Code</th>
<th>Operating Unit</th>
<th>Fund Code</th>
<th>Budgeted Position</th>
</tr>
</thead>
<tbody>
<tr>
<td>610000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**External Budget Transfer Detail**

<table>
<thead>
<tr>
<th>GL Dept</th>
<th>Fund</th>
<th>Program</th>
<th>Project</th>
<th>Op Unit</th>
<th>Account</th>
<th>Chart</th>
</tr>
</thead>
<tbody>
<tr>
<td>8400100</td>
<td>00</td>
<td></td>
<td></td>
<td></td>
<td>610000</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Perm Amt</th>
<th>Temp Amt</th>
<th>Action Date</th>
<th>Action Date Sequence</th>
<th>User ID</th>
<th>Trans ID</th>
</tr>
</thead>
<tbody>
<tr>
<td>0.000</td>
<td>0.000</td>
<td>01/12/2011</td>
<td>01/12/2011</td>
<td>0017281</td>
<td>15413</td>
</tr>
</tbody>
</table>

9. **Fringe Chart Fields**

Displays the fringe account chart string.

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<th>Operating Unit</th>
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<td>01/12/2011</td>
<td>0017281</td>
<td>15413</td>
</tr>
</tbody>
</table>
10. **Date/User/GL**
Displays the input date, date sequence, transaction id (this will be blank until input is saved), and ID of user inputting transfer. Also indicates if this transaction has been sent to the General Ledger.

When all required fields are complete, select “Save”. If a required field is blank (such as the comment field), you will see the following error.
BUDGET TRANSFERS FROM NON-SALARY ACCOUNTS TO SALARY ACCOUNTS

1. On the Position Budget External Transfer panel, search for or input the position number of the Budget Xfer Position which the funds will be transferred to. There is one Budget Xfer Position per business unit. Select “Search”.

   Position Budget External Trans
   Enter any information you have and click Search. Leave fields blank for a list of all values.

<table>
<thead>
<tr>
<th>SetID:</th>
<th>Fiscal Year:</th>
<th>Position Number:</th>
<th>Business Unit:</th>
</tr>
</thead>
<tbody>
<tr>
<td>UMSYS</td>
<td>2011</td>
<td>00018570</td>
<td>UMS08</td>
</tr>
</tbody>
</table>

2. Position Budget Transfer Detail
   a. Input the combination code that will be receiving the transfer of the permanent or temporary budget amount and hit the “tab” key.
   b. Input amount of the permanent or temporary budget amount you are transferring to the Budget Xfer Position. In determining if the transfer is permanent or temporary, remember that permanent transfers will be combined with the base budget to roll to next fiscal year’s base budget. Temporary transfers will not be included in the fiscal year roll. Both permanent and temporary budget changes to the same position cannot be input during the same input session. When you input the amount, the associated fringe for this combination code is also calculated (see “Fringe Transfer” Tab).
3. **External Budget Transfer Detail** - Input the non-salary account chart string(s) showing where the funds are being transferred from. Fund, GL Dept, and Account are required fields. If funds are being transferred from more than one account chart string, click the + to add additional rows. Click the - to delete a row. A Transaction ID will be assigned after the transaction is saved.

The comment field is required (254 character field for comments).

**NOTE:** Only the first 30 characters will be transferred to General Ledger.

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**CAUTION:**
Information should be entered carefully. There is currently NO edit process on this portion of the panel.
4. **Fringe Transfer** After the combination code and permanent or temporary amount has been input on the “Transfer Data” tab, the corresponding fringe benefits transfer amount will be calculated and visible on the “Fringe Transfer” Tab. The rate is calculated based on the corresponding combination codes, project number (if applicable), and percentages that are maintained on the Fringe Benefit Rate Table.

5. **Chart Fields**
   Displays the account chart string.
6. **Fringe Chart Fields**
   Displays the fringe account chart string.

7. **Data/User/GL** Displays the input date, date sequence, transaction id (this will be blank until input is saved), and ID of user inputting transfer. Also indicates if this transaction has been sent to the General Ledger.
When all required fields are complete, select “Save”. If a required field is blank (such as the comment field), you will see the following error.

8. Clearing the Account Budget Xfer Position
Once the funds have been transferred into the Budget Xfer Position, then use the Position Budget Transfer panel to transfer the funds from the Budget Xfer Position (resulting in zero budget for the Xfer position) to the appropriate position(s) and combination code(s).