This guide is designed to provide you with the information you need to successfully use the SOLAR Financials Online Budget Transfer module including the following topics:

- Accessing the Campus Web Portal
- Creating a Budget Transfer
- Modifying Budget Transfer Transactions

**WHO DO I CONTACT FOR HELP?**

Create a Service Request to Solar Financials or email solarfin@csun.edu. For immediate assistance contact SOLAR Financials by phone (818) 677-6685.

**ONLINE BUDGET TRANSFER OVERVIEW**

The Online Budget Transfer module allows budgets (dollars) to be transferred in specified funds between departments, accounts, programs, etc. It allows the user to enter “from” and “to” values by fund. Budget transfer transactions can be “held” in the system allowing for later modifications or changes. An optional email function is also available that allows the user to notify others on campus of budget transfer transactions at the time they are approved in SOLAR Financials.

- The Online Budget Transfer module does not monitor budget balances; it is possible to overdraw budgets. Please refer to the campus Fiscal Responsibility Policy for more information.
- Budgets (dollars) cannot be transferred between two different funds. For example: funds from the General Operating Fund (485xx) can be transferred to another department only in the same fund.
- System security is set up to only allow access to transfer budgets by authorized users. It is possible to transfer budgets to any department on campus.
- Daily processes are run to post transactions to the budget ledger. To ensure that budget transfer transactions are available for review the following business day, all online budget transactions must be in an Approved status by 3:00 p.m., Monday through Friday.
- Transactions in a Hold status can be changed or modified at any time, but will not be processed or posted to the budget ledger.
- Transactions in an Approved status can also be changed back to a Hold status as long as the daily process has not run and transaction not posted.
- Transactions in a Posted status can be viewed, not modified.
• Transactions in an Approved status that do not balance cannot be saved and processed. Approved budget transfer transactions must balance. For example if $10,000 is being transferred from the General Fund in one department/account/project, $10,000 must be transferred to a different department/account/project.

• Transactions that do not balance can be saved in a Hold status.

• An approved Project ID must be used for Lottery Fund transfers.

• Chartfield combination edits are in effect for all transactions.

ACCESSING THE CAMPUS WEB PORTAL

SOLAR applications are housed within the Campus web portal. Follow the instructions below to access the Campus web portal:

1. From an Internet Browser, access the myNorthridge portal login located on the CSUN home page.

2. Log in using your CSUN ID# and Password.

3. Select the Login button.

CREATING A NEW BUDGET TRANSFER

1. From myNorthridge Menu pagelet, select the following menu path:

   SOLAR Financial>Budget Transfers>Transfer Budgets
2. Select the **Add a New Value** tab, followed by the **Add** button.

![Add a New Value](image1)

3. The **Budget Transfer** page displays. All fields noted with an asterisk (*) are required fields.

![Budget Transfer](image2)

4. Enter the following information in the **Header** section as indicated below:

![Header Section](image3)
• *Fund* - Enter the five-digit fund number from the drop-down list. Funds that are budget transfer eligible are available from the drop-down list.

• **GL Status** - Select the status from the drop-down list:
  - **Hold** – Indicates the transfer transaction will not be completed at this time, but can be saved, changed or modified at a later date. It is recommended that all new budget transfer transactions initially be entered and saved in a **Hold** status. The status can be changed to Approved after the transaction has been saved.
  - **Approved** – Indicates that the transfer transaction is completed and ready to be processed.
  - **Posted** – Displays when a transaction has been approved, saved and processed in the system.

• **Reference** – Enter a description up to 30 characters to help identify the transaction for searches. This description does not display in the budget ledger or financial reports.

5. Enter the following information in the **Transaction Detail** section as indicated below:

![Transaction Detail](image)

• **From/To** - Select either **From** or **To** from the drop-down list, depending on whether the transfer is to or from the department/account/program designated in this line.

• **DeptID** - Enter the five-digit Department ID.
  - If unknown, select the **Magnifying Glass** to access the lookup DeptID search page.
    - If **From** is selected, only authorized users for the departments will display in the search results.
    - If **To** is selected, all campus departments will display in the search results.
  - Select the applicable Department ID.

• **Account** - Enter the six-digit **Account Number**.
  - If unknown, select the **Magnifying Glass** to access the lookup account search page.
  - Select the applicable **Account Number**.

• **Program** - Enter the four-digit **Program Number**.
  - If unknown, select the **Magnifying Glass** to access the lookup program search page.
  - Select the applicable **Program Number**.
• **Project** - If applicable, enter the Project/Grant Number. If transferring Lottery Funds, a project ID is required.
  - If unknown, select the Magnifying Glass to access the lookup project search page.
  - Select the applicable **Project ID**.

• **Class** - If applicable, enter the appropriate Class Number.
  - If unknown, select the Magnifying Glass to access the lookup Class search page.
  - Select the applicable **Class Number**.

• **Amount** - Enter the **Dollar Amount** of the transfer **without dollar signs or commas**.
  - When entering the **From** dollar amount, a negative sign (-) **must** be entered **prior** to entering the dollar amount (example: -5000).

• **G/L Line Description** - Enter a **Description** up to 30 characters. The description entered in this field will display in the journal line description field in the journal detail and various SOLAR Financial queries. If a description is not entered, the journal line description will default to the standard description of the account number used.

6. To add or delete line items, select the (+) or (-) sign.

7. **Select View All** to view all line items, if applicable.

8. Every transaction **must** have a **From** and **To** line item.
9. When completed, verify the Jrn1 Balance field displays $0.00.

![Image of journal balance field showing $0.00]

10. To keep the transaction in Hold status, select the Save button to save the budget transfer.
   
   - To complete the transfer, change the G/L status to Approved, followed by the Save button.

11. If the transaction is in Approved status, an email notification will be sent. To notify others on campus about the budget transfer, select the Email Information tab and enter the email information or additional text, if applicable.

![Image of email information tab]

12. If you do not want an email to be sent, uncheck the Send Email button, followed by the Save button.
ACCESSING AND MODIFYING AN EXISTING BUDGET TRANSFER TRANSACTION

Budget Transfer transactions in a Hold status can be changed to Approved status and transactions in Approved status can also be changed to a Hold status if desired. Transactions in Posted status, cannot be modified.

1. From myNorthridge Menu pagelet, select the following:

SOLAR Financial>Budget Transfers>Transfer Budgets

2. In the Find an Existing Value page, enter partial or complete data in one or more of the fields listed below followed by Search button.

3. To narrow the search results, enter as much information as possible.

- **Fund Code** – Fund used.
- **Department** – Five-digit Department ID (DeptID) entered in the From field.
• **G/L Posting Status** – Using the dropdown menu, select **Approved to Post** for all approved transactions, **Hold for Posting**, for all pending transactions and **Posted to GL** for all processed transactions.

• **Accounting Date** – Enter the **Date the transaction** was entered regardless of posting status. Use the following format: **MMDDYY** or click on the **Calendar** icon.

• **Reference Code** – The **Description** entered in the reference field.

• **User ID** – The **User’s ID** that entered the transaction.

4. Select the **Journal Line Reference** in the search results list to view the transaction.

<table>
<thead>
<tr>
<th></th>
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<td>Posted</td>
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</table>

5. The transaction can be modified if the status is in **Hold** or **Approved** status, but **not** in **Posted** status.

6. If modified, select the best option in the **GL Status** dropdown list, followed by the **Save** button.

**VIEWING BUDGET TRANSFER TRANSACTIONS IN THE GENERAL LEDGER**

The **G/L Summary Data** inquiry is available to confirm that budget transfer transactions have been approved and posted to the general ledger.

1. From **myNorthridge Menu** pagelet, select the following:
   
   SOLAR Finance > Financial Inquiry > GL Inquiry > GL Summary

2. The **GL Summary Data** page displays.

   • The **Dept ID** and **Fiscal Year** fields **must** be entered.
   
   • Enter the online budget transfer transaction **chartfield string** in the following fields:

     o **Fund**
     o **Dept/Node**
     o **Acct/Node**
3. When all applicable data is entered, select the **Refresh Data** button to display results.

4. The **Ledger Detail** link opens a new window, displaying the complete chartfield string, including the Year, Period, Budgeted, Pre Encum, Encumbered and Rev/Exp information.

5. The **Journal Detail** page displays the Tran ID, Ledger, Journal Line Ref, Fund, Dept, Program, Class, Project, Account, Year, Period, Amount of the line description.
   
   - Select the **Journal Detail** button to display the further details for a particular line item.
6. Select the **Cancel** button to return to the previous pages.