Solar Financials

# ONLINE BUDGET TRANSFER
# REFERENCE GUIDE

University Hall 360
Phone: (818) 677-6685
Mail Code: 8337

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.

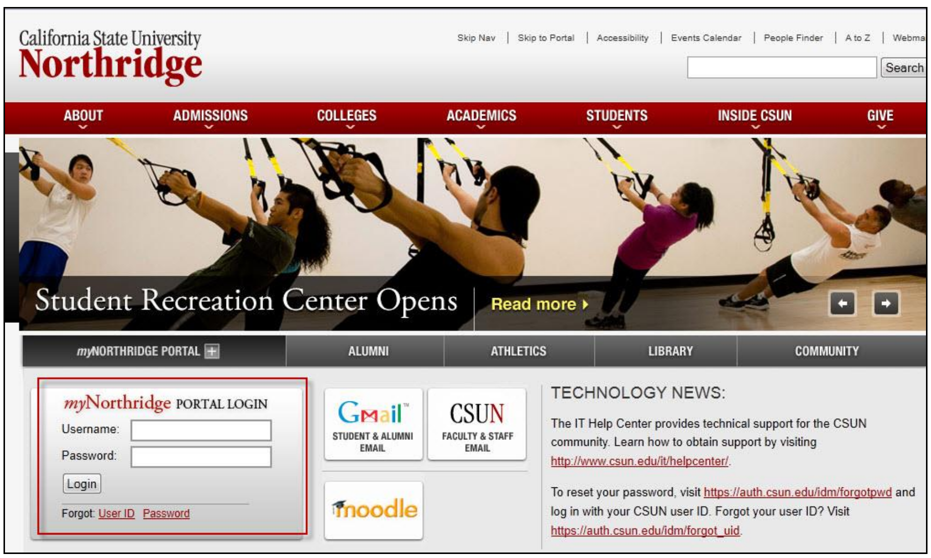
- The Online Budget Transfer module does not monitor budget balances; it is possible to overdraw budgets. Please refer to the campus Fiscal Responsibility Policy for more information.
- Budgets (dollars) cannot be transferred between two different funds. For example: funds from the General Operating 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:

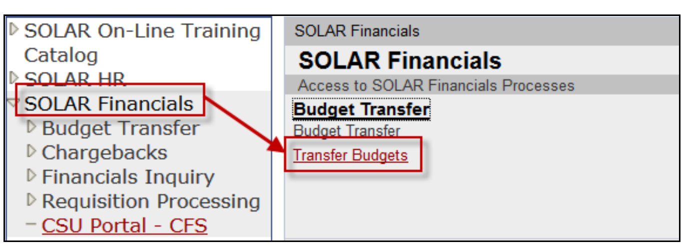
1. From an **Internet Browser**, access the **myNorthridge portal login** located on the CSUN home page.
2. Log in using your **CSUN ID#** and **Password**.
3. Select the **Login** button.



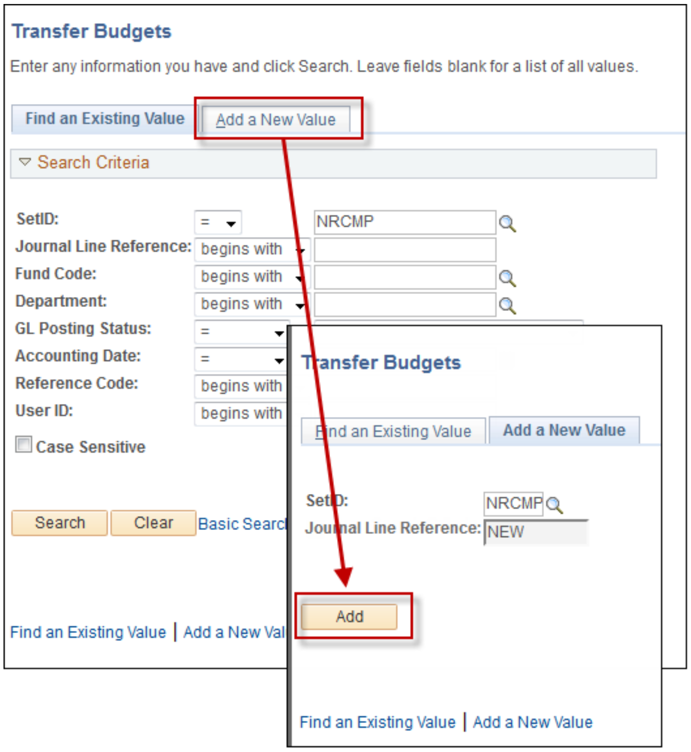

## CREATING A NEW BUDGET TRANSFER

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

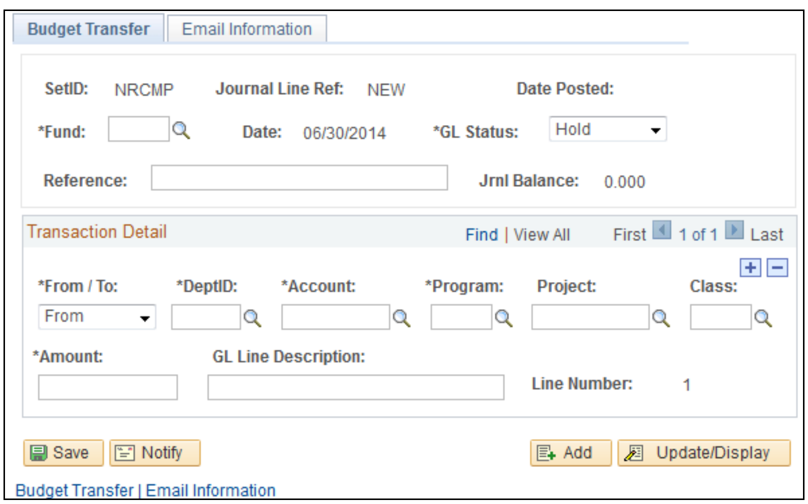
   **SOLAR Financial>Budget Transfers>Transfer Budgets**



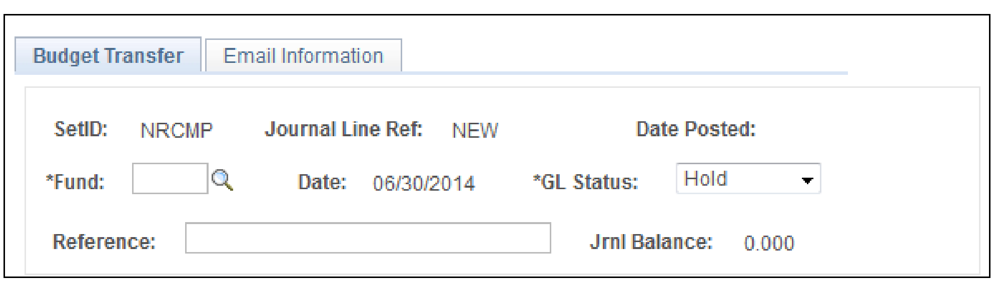
2. Select the **Add a New Value** tab, followed by the **Add** button.




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

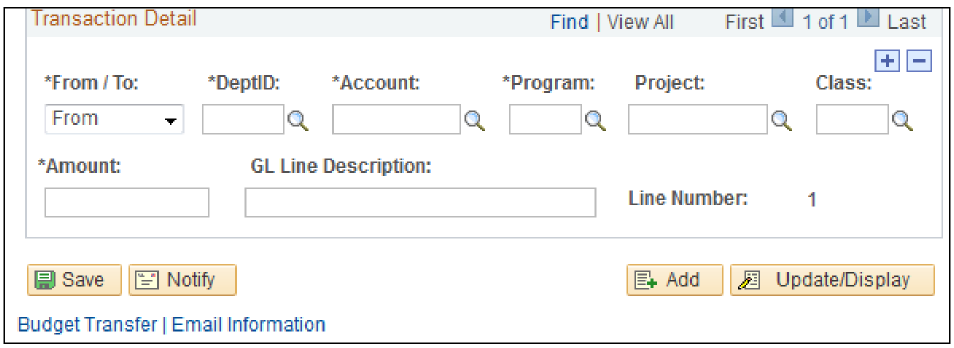



4. Enter the following information in the **Header** section as indicated below:



- ***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:

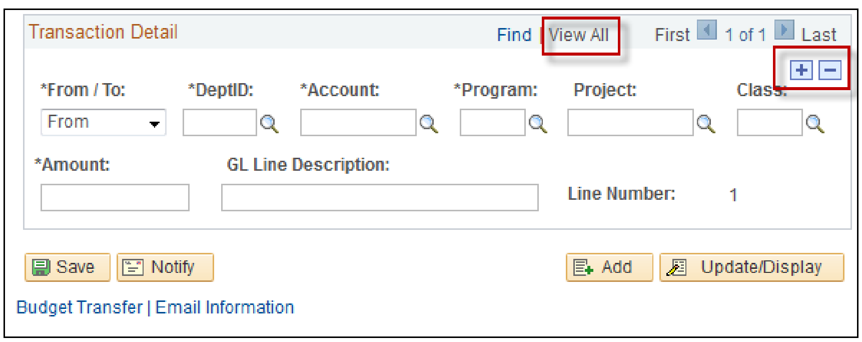



- ***From/To** - Select either **From** or **To** from the drop-down list, depending on whether the transfer is to or from the department/account/program designated in this line.
- ***DeptID** - Enter the five-digit Department ID.
    - If unknown, select the **Magnifying Glass** to access the lookup 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.

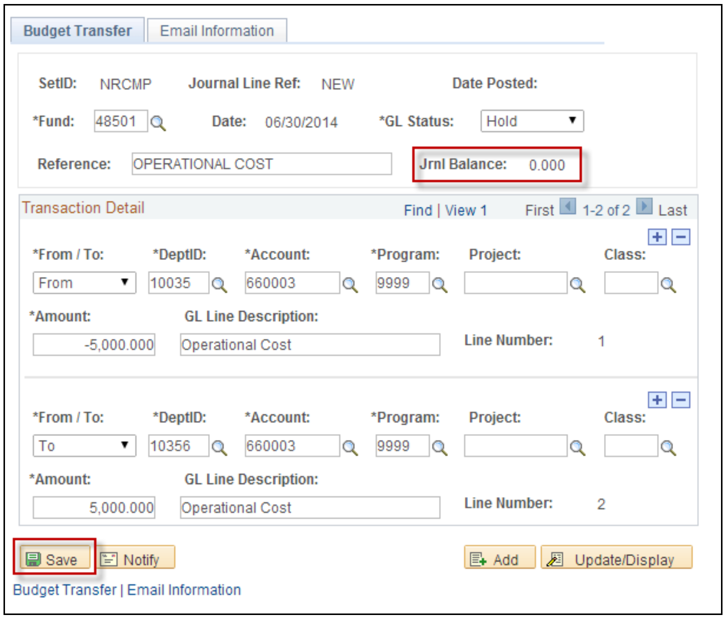
6. To add or delete line items, select the **(+)** or **(-)** sign.

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




8. Every transaction must have a **From** and **To** line item.

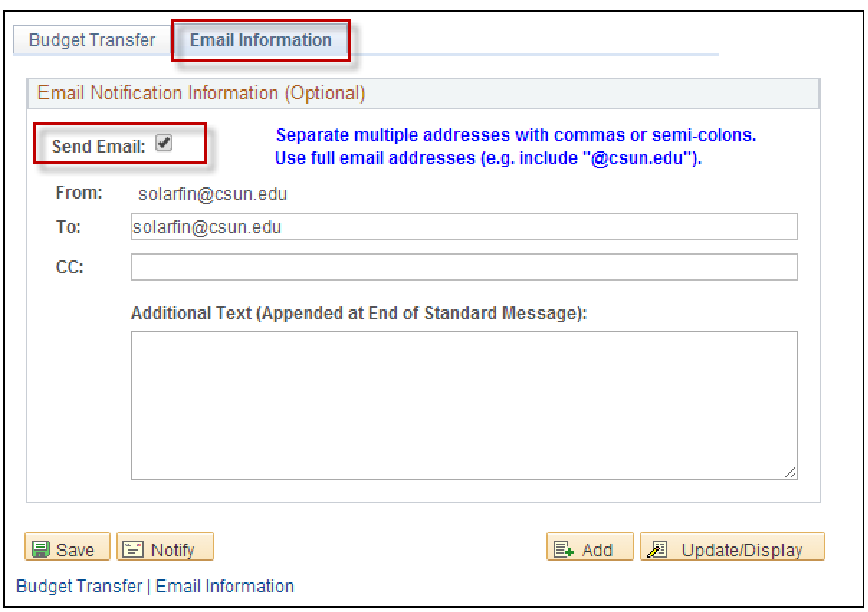
9. When completed, verify the **Jrnl Balance** field displays <u>$0.00</u>.




10. To keep the transaction is in <u>Hold status</u>, select the **Save** button to save the budget transfer.

- To complete the transfer, change the <u>G/L status</u> to **Approved**, followed by the **Save** button.

11. If the transaction is in <u>Approved status</u>, 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.



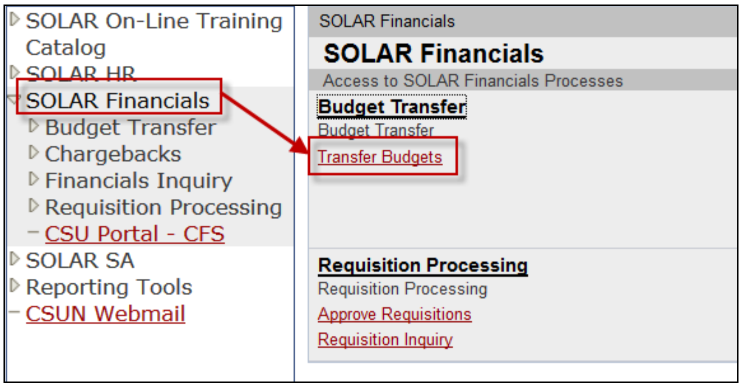

12. If you <u>do not want</u> an email to be sent, uncheck the **Send Email** button, followed by the **Save** button.

## 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.

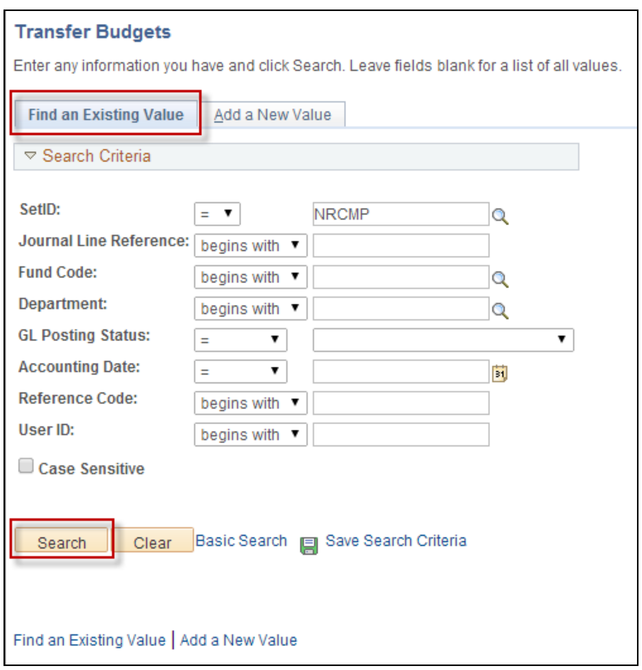
1. From **myNorthridge Menu** pagelet, select the following:

   **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.




- **Journal Line Reference** –Journal line reference number.
- **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.

Search Results

Only the first 300 results can be displayed.

View All | First 1-100 of 300 Last

| Journal Line Reference | Fund Code | Department | GL Posting Status | Accounting Date | Amount | Reference Code |
|---|---|---|---|---|---|---|
| BDX0018476 | 22405 | 99991 | Posted | 04/08/2014 | -4199.84 | REALLOCATE BTWN PROJECTS |
| BDX0018459 | 48501 | 10035 | Posted | 04/04/2014 | -2000 | TRF FUND FRM CO TO 10042 |
| BDX0018403 | 48523 | 99985 | Posted | 03/24/2014 | -595000 | 2013_14 CQF OPERATING ALLOC |
| BDX0018401 | 48580 | 99991 | Posted | 03/24/2014 | -23605.26 | EMAIL 3/20/14 KEN R. |
| BDX0018400 | 48580 | 99991 | Posted | 03/24/2014 | -50000 | 03-20-14 KEN EMAIL |
| BDX0018370 | 48501 | 10010 | Posted | 03/14/2014 | -4800 | STUDENT CAD/GIS WORK |

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.

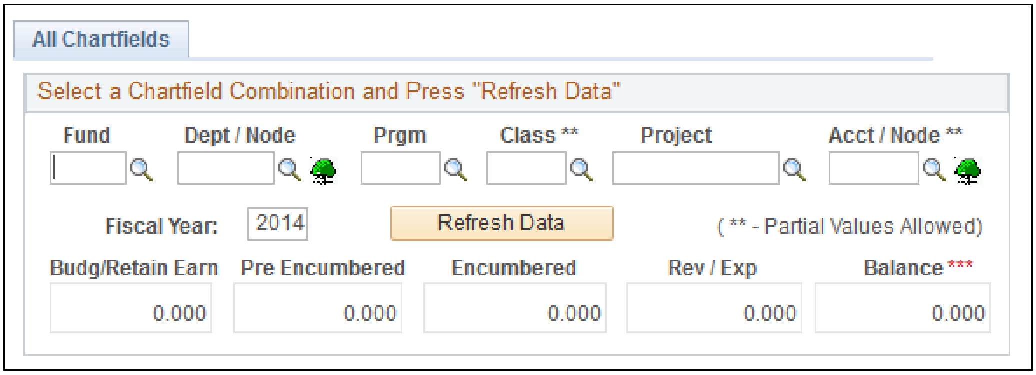
## VIEWING BUDGET TRANSFER TRANSACTIONS IN THE GENERAL LEDGER

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

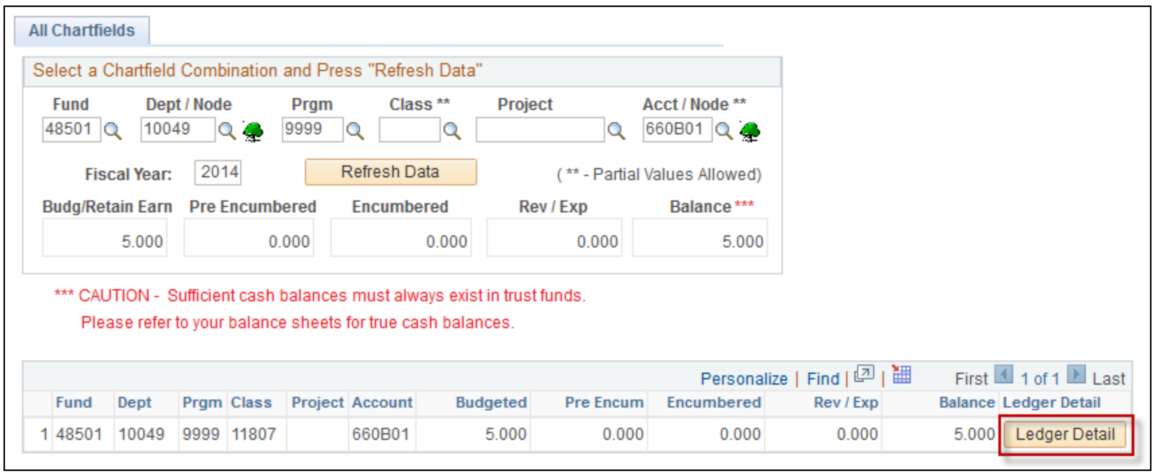
1. From **myNorthridge Menu** pagelet, select the following:

   **SOLAR Finance > Financial Inquiry > GL Inquiry > GL Summary**

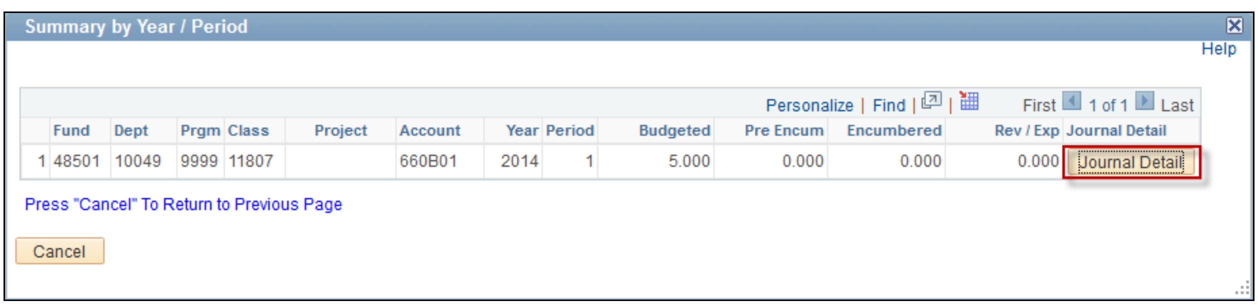
2. The **GL Summary Data** page displays.
   - The **Dept ID** and **Fiscal Year** fields must be entered.
   - Enter the online budget transfer transaction chartfield string in the following fields:
     - **Fund**
     - **Dept/Node**
     - **Acct/Node**




3. When all applicable data is entered, select the **Refresh Data** button to display results.

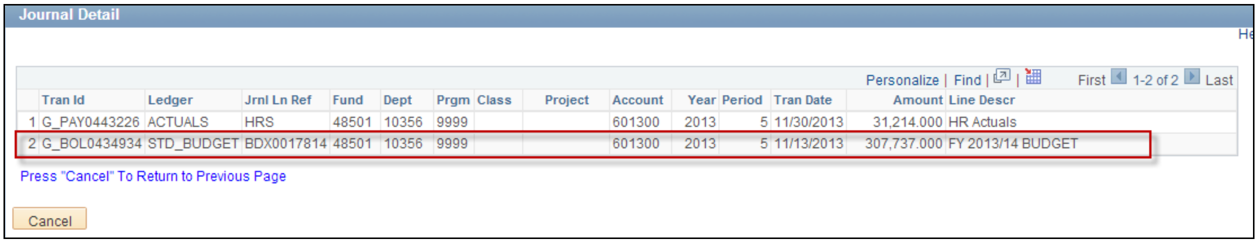



4. The **Ledger Detail** link opens a new window, displaying the complete chartfield string, including the Year, Period, Budgeted, Pre Encum, Encumbered and Rev/Exp information.




5. The **Journal Detail** page displays the <u>Tran ID, Ledger, Journal Line Ref, Fund, Dept, Program, Class, Project, Account, Year, Period, Amount</u> of the line description.

- Select the **Journal Detail** button to display the further details for a particular line item.



Journal Detail

Personalize | Find | First 1-2 of 2 Last

| | Tran Id | Ledger | Jrnl Ln Ref | Fund | Dept | Prgm | Class | Project | Account | Year | Period | Tran Date | Amount | Line Descr |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 1 | G_PAY0443226 | ACTUALS | HRS | 48501 | 10356 | 9999 | | | 601300 | 2013 | 5 | 11/30/2013 | 31,214.000 | HR Actuals |
| 2 | G_BOL0434934 | STD_BUDGET | BDX0017814 | 48501 | 10356 | 9999 | | | 601300 | 2013 | 5 | 11/13/2013 | 307,737.000 | FY 2013/14 BUDGET |

Press "Cancel" To Return to Previous Page

Cancel

6. Select the **Cancel** button to return to the previous pages.