Operating Expense (OE) Budget Transfers

By Budget Planning & Analysis

October 2024

Agenda

- **Questica**
- **OE Budget Transfer Requirements**
- **OE Budget Transfer Principles**
- **Budget Transfer User Interface**
  - o **Input into Questica Screen**
  - o **Import Spreadsheet**
- **Budget Transfer Workflow Process**
- **Q & A**

Questica

- **What is Questica?**
  - Position-based budgeting system
- **Why are we using Questica?**
  - Current
    - Process budget transfers
      - Attaching documents to budget transfers
  - Future
    - Precise Budget Planning
    - Personnel Reports
- **Who should use Questica?**
  - Those who prepare budget transfers
- **When do we use Questica?**
  - FY24/25 – Option to submit Budget Transfers directly into Questica starting in November
    - Still have the option to submit the Budget Transfer Form via BP&A's Smartsheet portal.
  - FY25/26 – Budget Transfers to be submitted via Questica

Questica Cont.

- **Roll-Out Plan**

Oct	Nov **Opt-In**	Feb-Mar	March	June	Sept
Training Provide Position Budget Adjustment (PBS) form training. Optional O/E budget transfer (direct input) training for early adopters.	**OE Transfers** Divisions & AVP/Dean levels can opt in to submit O/E transfers directly in Questica. Complete training as a prerequisite.	**Training** Annual Budget Development Training. Divisions will learn how to prepare budget in Questica (distributed model).	**Roll-Out** Divisions will prepare FY25-26 budget directly in Questica (distributed model).	**Aux Enterprise** Parking, UHS, CPGE budget due end of June.	**Budget Due** FY25-26 budget will be due in mid- to late-September. **Training** BP&A will provide O/E and PBA (direct input) training. Divisions can wait to adopt PBA direct input.

Questica Cont.

- **FY Timeline**

Previous Fiscal Year   Current Fiscal Year

| MAR | APR | MAY | JUN | JUL | AUG | SEP | OCT | NOV | DEC | JAN | FEB | MAR | APR | MAY | JUN |

| Annual Budget Development | Budget Maintenance (Off-Cycle Adjustments) |

- Annual Budget Build
  - When Divisional Budget Officers and Divisional Analysts build the annual budget.
- Annual Budget Loads
  - July - Auxiliary Enterprises
  - September – State Operating Funds
- Budget Maintenance
  - July – June
    - Auxiliary Enterprises can process budget transfers once their budget has been loaded.
  - October – June
    - Starting in October, can process budget transfers once State Operating budgets have been loaded.
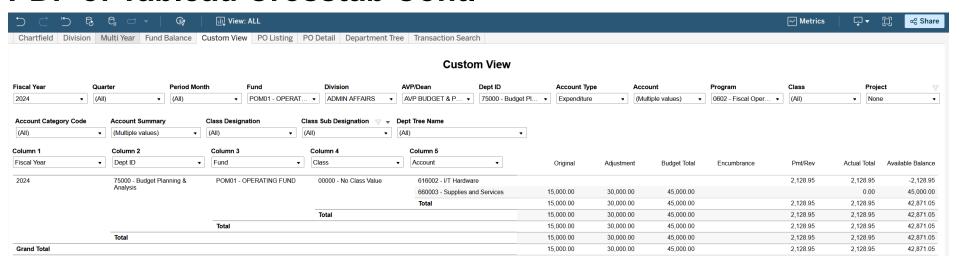
Questica Cont.

- **Terminology**
  - Change Requests – What Questica calls a budget transfer
  - Fund-Department – the cost center
  - Stages – There are three stages in the process.
    - Stage 1 – Currently, in the draft stage; the level prior to promotion.
    - Stage 2 – 1st BP&A Approval
    - Stage 3 – 2nd and final BP&A Approval
  - Promote – Advancing a budget transfer to the next stage.
  - Demote – Returning a budget transfer to the previous stage for corrections.
  - Test Site – Non-production site that allows an individual to practice/test processes.
  - Production Site – Live site that will result in the transaction being processed.
  - Ledger Group – Questica Ledger (STD_BUDGET)

OE Budget Transfers Requirements

- **User Access to Questica**
  - ServiceNow Request
- **PDF of Tableau Crosstab**
  - Backup Documentation
    - Confirm that there is sufficient available budget in the operating account codes to support the transfer.
      - Take into account pending expenses: POs, Travel, Direct Pays, Invoices, etc.
  - Filters
    - Select applicable Dept ID(s) and Fund Code(s)
    - Account Type: Select Expenditure
    - Account Summary: Deselect Benefits
    - Account: Deselect Staff, Faculty, and MPP Salary Account Codes
    - Column Set-Up
      - Fiscal Year - Dept ID – Fund – Class – Account

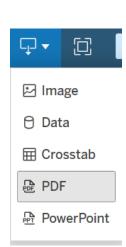# OE Budget Transfers Requirements Cont.

- **PDF of Tableau Crosstab Cont.**

OE Budget Transfers Requirements Cont.

- **PDF of Tableau Crosstab Cont.**
  - Make your selections by Filtering the applicable Fields
  - Select the Download Drop Down
  - Select Crosstab
    - Select Specific Sheets from this Dashboard: "Custom View page"
    - Scaling: 1 Page Wide
    - Orientation: Landscape

OE Budget Transfers Requirements Cont.
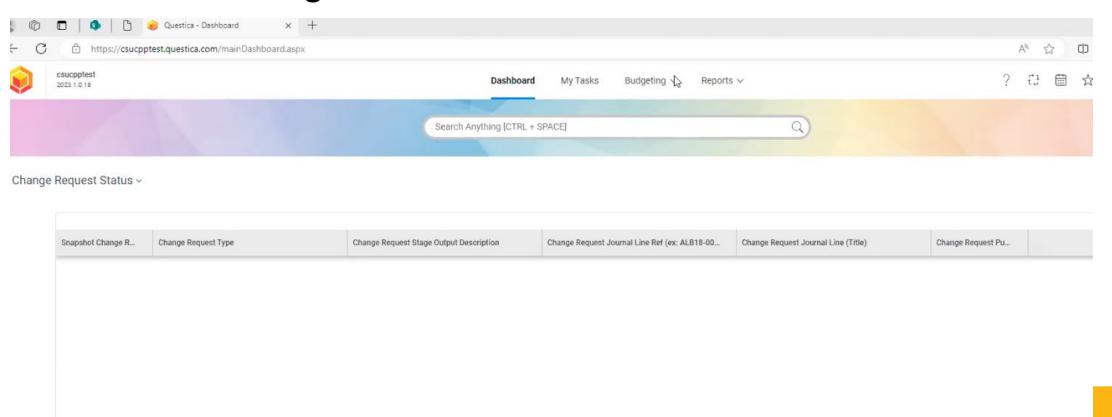
- **Monthly Deadlines**
  - Submissions received by the <u>last business day</u> of the month will be processed in the corresponding month.
  - Submissions that are demoted due to errors, lack of supporting documentation, etc. may not post in the accounting period that it was submitted if the corrections are not resolved in a timely manner.

OE Budget Transfer Principles

- **Do not Zero-Out Available Budget Deficits at the Account Code Level.**
- **Cross Fund Transfers are NOT Allowed**
  - The Transfer by Fund Code must Net to Zero
- **POM01 Funding Designation and Sub-Designation Must Match**
  - Examples:
    - Designated>GI2025 funding can only go to GI2025 class codes
    - Fees>Student Success Fee funding can only go to SSF class codes
    - Undesignated Funds can only be transferred into Undesignated class codes
      - Note: All PCR funds are considered undesignated
- **Cannot Transfer between Revenue Account Codes**
- **Salary Account Codes are Prohibited except for the following accounts**
  - Overtime, Stipends, and Student Assistants
  - Please note that Position Budget Adjustments are used to adjust Salary Budgets.
- **Once annual operating budget has been received, transfer into applicable account codes at the beginning of the Fiscal Year.**
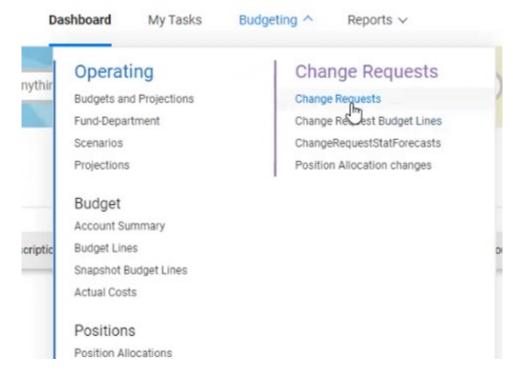
OE Budget Transfer User Interface

Questica Interface

- **Questica Link : https://csucpp.questica.com/mainDashboard.aspx**
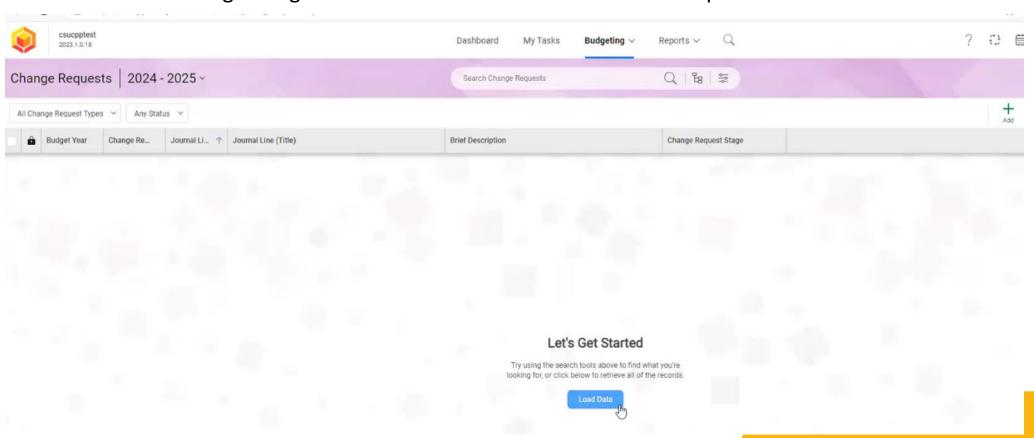- **Questica Home Page**

OE Budget Transfer User Interface

Two Options : Enter In Questica or Import/Export Data into Questica

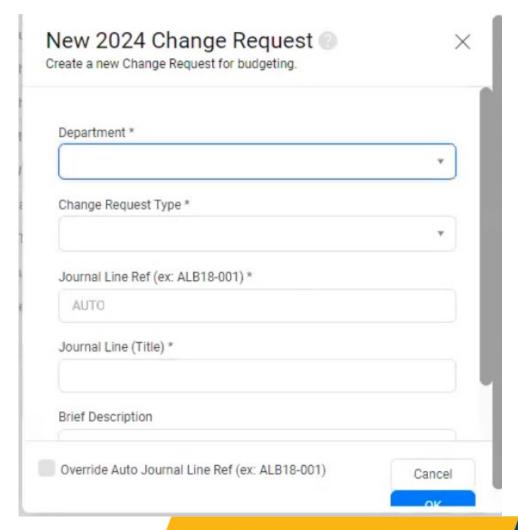Budgeting > Change Requests > Change Requests

OE Budget Transfer User Interface

Change Request Home Screen

Ensure FY is current
Select the Green + sign in right hand corner of screen to add a new request

OE Budget Transfer User Interface

- **Enter Fields listed below**
  - Department
    - Requestor's Dept ID
  - Change Request Type
    - Budget Transfer
  - Journal Line Ref
    - Auto populated field
    - This field will be reflected in Tableau
  - Journal Line (Title)
    - Identifies the Budget Transfer

New 2024 Change Request
Create a new Change Request for budgeting.

Department *

Change Request Type *

Journal Line Ref (ex: ALB18-001) *
AUTO

Journal Line (Title) *

Brief Description

☐ Override Auto Journal Line Ref (ex: ALB18-001)   Cancel
OK

OE Budget Transfer User Interface

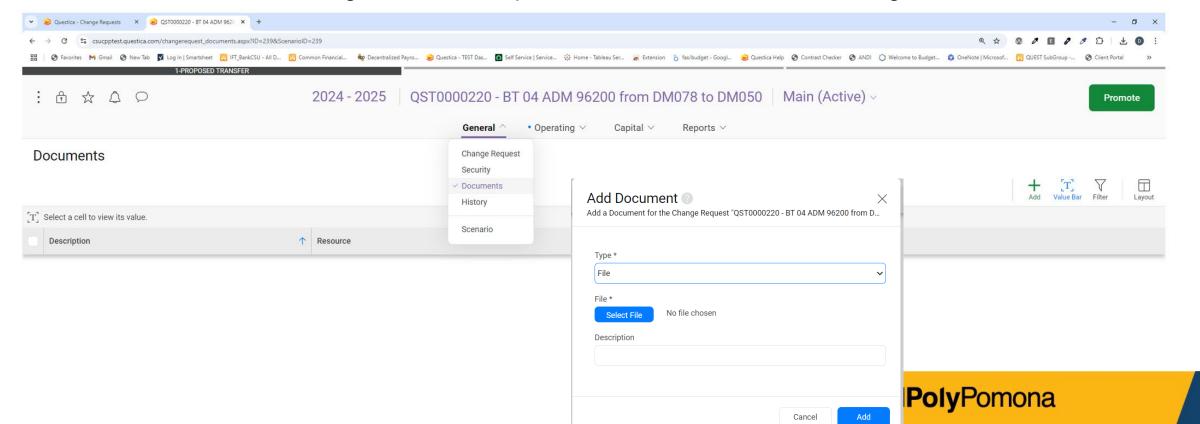- **Journal Line Title (Naming Convention)**
  - BT – Accounting Period – Division - Dept ID – Description of the Budget Transfer
    - BT – Identifies that it is an OE Budget Transfer
    - Accounting Period – Identifies the period the transfer was submitted and ultimately processed.
    - Division – Identifies the requestor's division
    - Dept ID – Identifies the requestor's department
    - Description of the Budget Transfer – Brief description of the transfer
  - Example
    - BT – 04 – ADMN – 75000 – Annual Budget Distribution

OE Budget Transfer User Interface

- **Journal Line Title Cont.**
  - *Division Abbreviations*
    - ACAD - Academic Affairs
    - ADMN – Administrative Affairs
    - ITIP – Info Tech & Inst Planning
    - PRES – Office of the President
    - PCIA – People, Cltr, & Inst Affairs
    - STAF – Student Affairs
    - UADV – University Advancement
    - UNIV – University Level
  - *Accounting Periods*
    - 01 – July
    - 02 – August
    - 03 – September
    - 04 – October
    - 05 – November
    - 06 – December
    - 07 – January
    - 08 – February
    - 09 – March
    - 10 – April
    - 11 – May
    - 12 – June

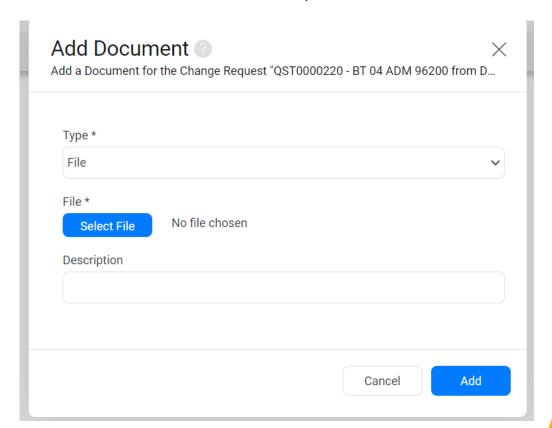# OE Budget Transfer User Interface

- **Budget Transfer Documents Screen**
  - Select the General menu option
  - Select Documents
  - Select the Green + sign to add backup documentation related to the Budget Transfer
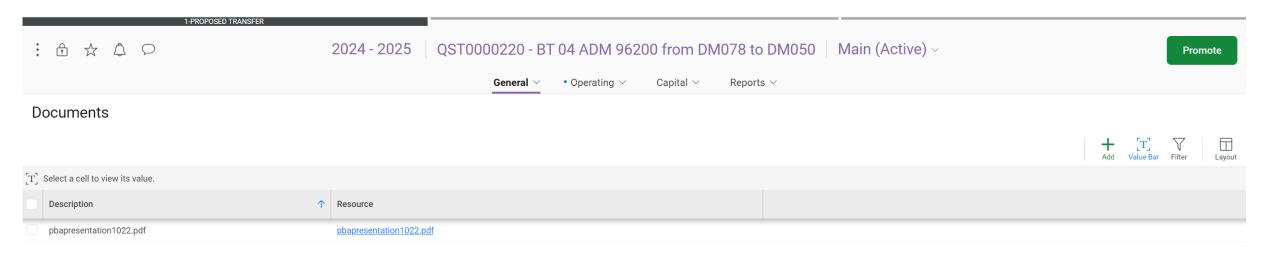
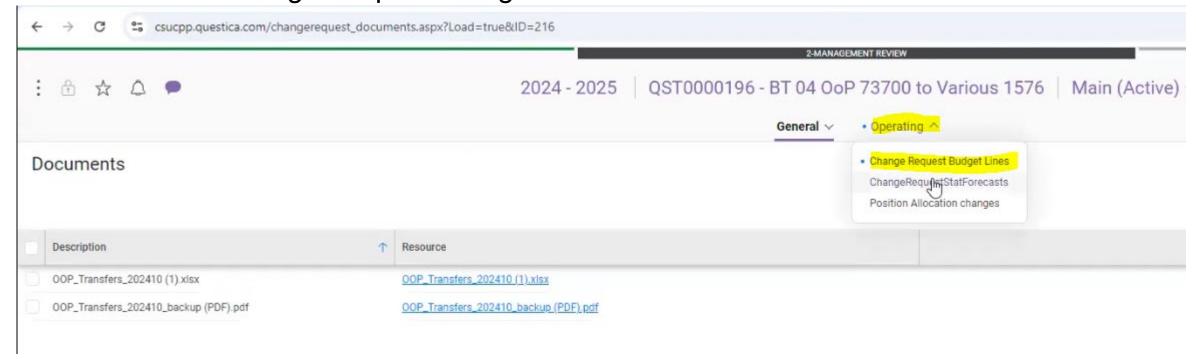# OE Budget Transfer User Interface

- **General > Documents**
    - A pop-up screen will appear.
    - Select the Blue Select File button to add documents.
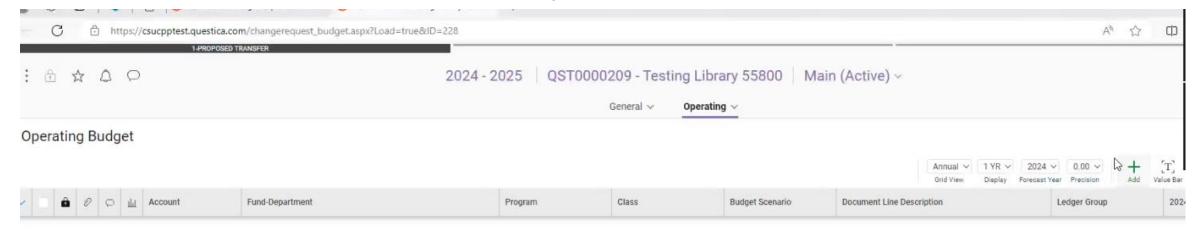   - Select the Blue Add button to add them to Questica.

Add Document ?   ×

Add a Document for the Change Request "QST0000220 - BT 04 ADM 96200 from D...

Type *

| File | ⌄ |

File *

[Select File]   No file chosen

Description

[   ]

[Cancel]   [Add]

OE Budget Transfer User Interface

- **General > Documents**
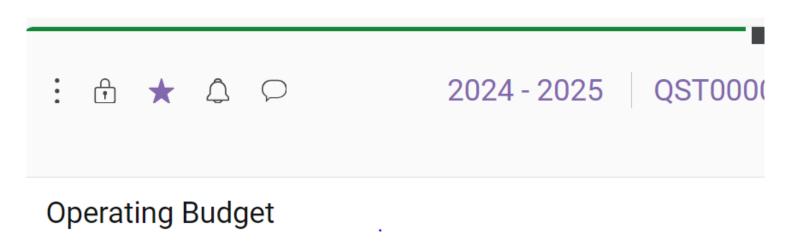   - Successful document upload.

OE Budget Transfer User Interface

- **Budget Transfer Operating Budget Screen**
  - Select the Operating menu option
  - Select Change Request Budget Lines

OE Budget Transfer User Interface

- **Budget Transfer Operating Budget Screen**
  - Select the Green + sign to begin entering the transfer
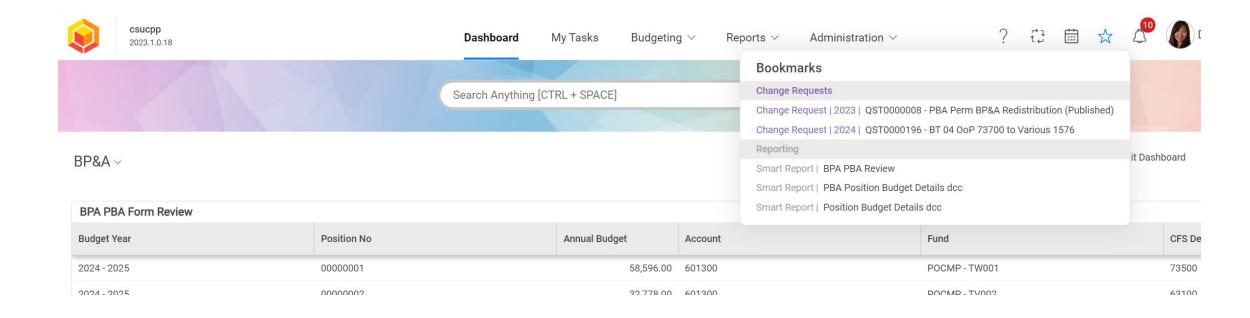 - Select the Star Icon to add this to your Favorites

OE Budget Transfer User Interface

- **Budget Transfer Operating Budget Screen**
  - Select the Star to add to your Favorites/Bookmark

OE Budget Transfer User Interface

- **Questica Home Screen**
  - Select the Star to access Bookmarks

OE Budget Transfer User Interface

- **Budget Transfer Operating Budget Screen**
  - Input all fields shown on Grid
  - Column heading 2024 is the Dollar Amount field
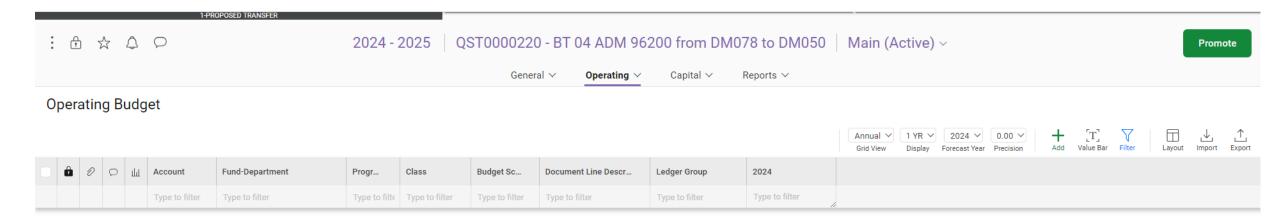 - Document Line Description is limited to 30 characters.

OE Budget Transfer User Interface

- **Export and Import Spreadsheet Option**
  - **Export Grid Lines from Questica to Update in Excel using the Export Feature** ⬆ Export
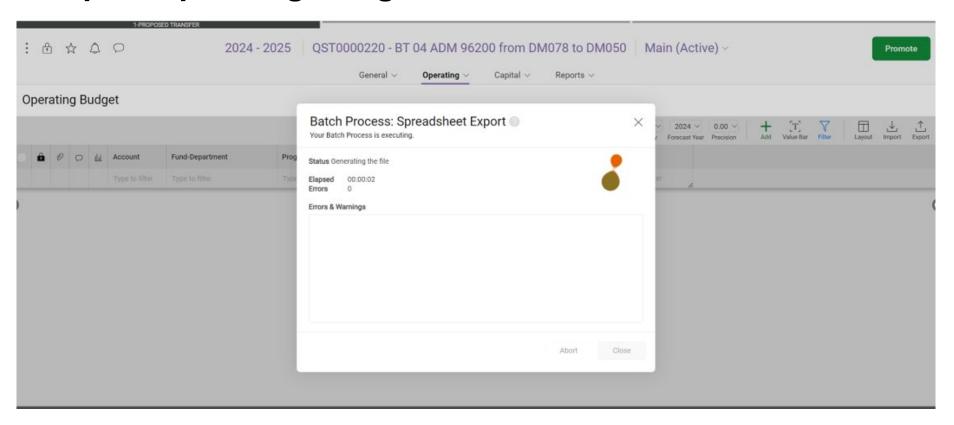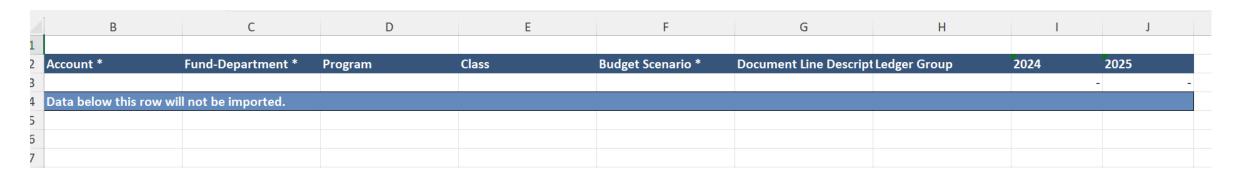 - **Import Updated Excel file into Questica** ⬇ Import

OE Budget Transfer User Interface

- **Export Operating Budget Grid**

OE Budget Transfer User Interface

questica_import_export_excel_spreadsheets_tips.pdf

- **Retrieve the exported file from your Download Folder**

	B	C	D	E	F	G	H	I	J
1									
2	Account *	Fund-Department *	Program	Class	Budget Scenario *	Document Line Descript	Ledger Group	2024	2025
3								-	-
4	Data below this row will not be imported.								
5									
6									
7									

OE Budget Transfer User Interface

- **Insert rows by selecting Row 4 and dragging mouse down to desired quantity**
- **Right click to insert rows**
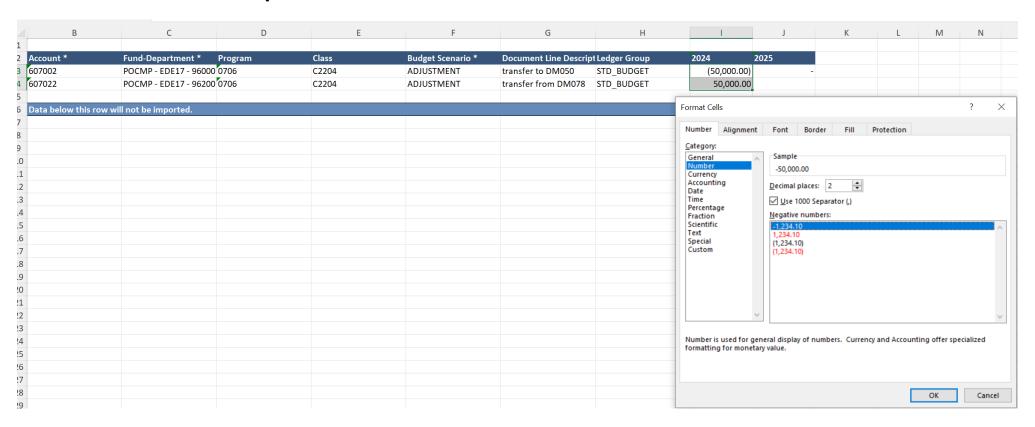
OE Budget Transfer User Interface

- **Except for Columns G & I from the exported file, all other columns will have drop down boxes.**

- **Fill in all Columns except for column 2025**
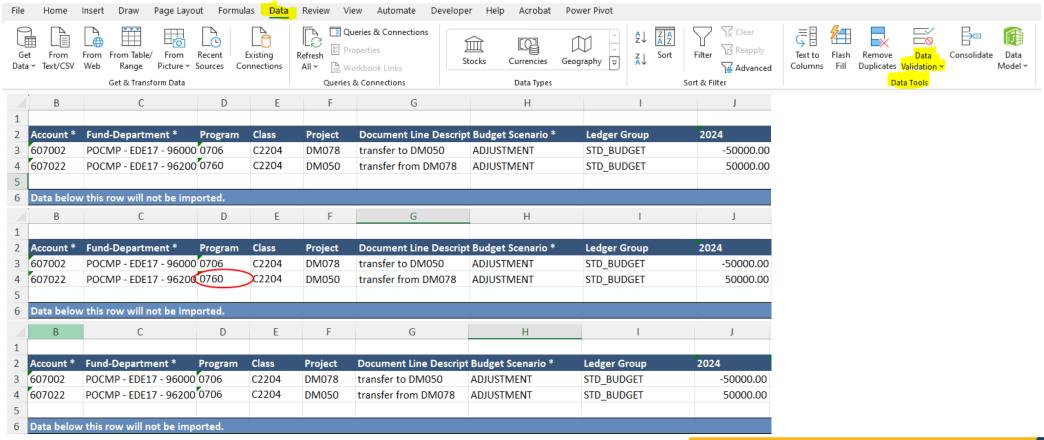
- **Columns 2024 & 2025 are dollar amount fields**

OE Budget Transfer User Interface

- **Reformat column I to Number with the negative sign "–" instead of ()**
- **Ensure the Use 1000 Separator is checked**
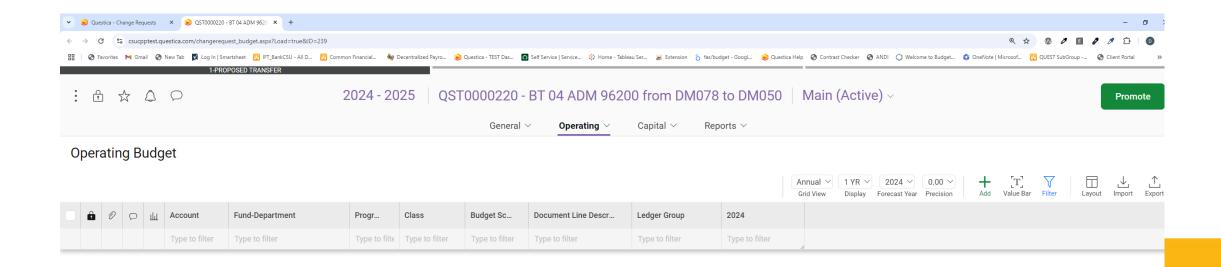
OE Budget Transfer User Interface

- **Run Data Validation in the Export File (Excel) once the Export File has been Completed.**
  - Go to the "Data" Ribbon in Excel > Data Tools Section > Data Validation
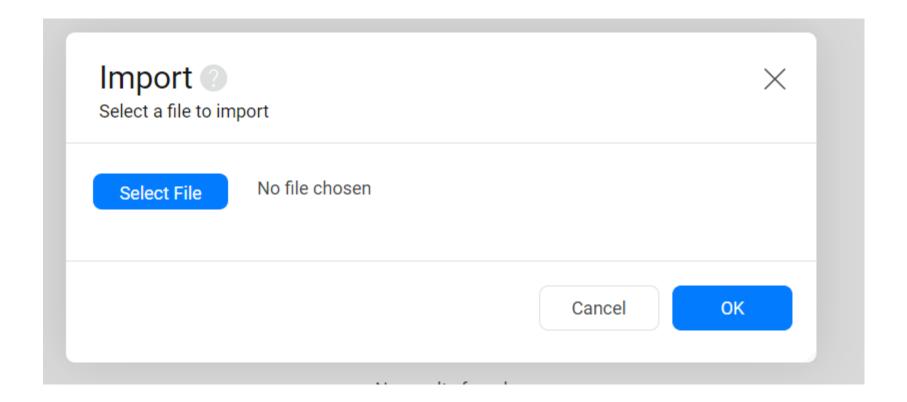   - Select Circle Invalid Data

- **Make Corrections and Save Completed File in your Documents.**
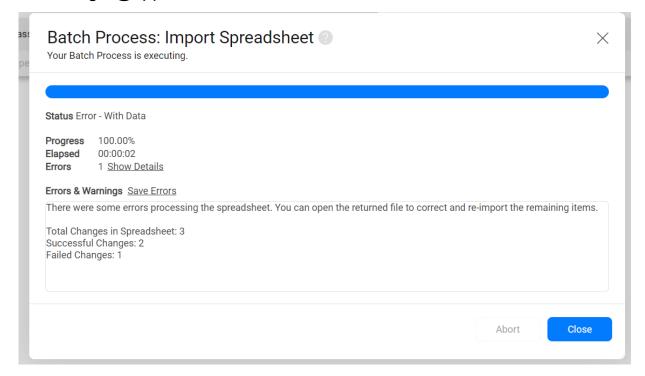
OE Budget Transfer User Interface

- **Close the File prior to importing back into Questica.**

- **Go back into the same screen you exported from Questica and Select the Import Feature**

OE Budget Transfer User Interface

- **A pop-up screen will appear**
- **Select the File to import and select OK**

OE Budget Transfer User Interface

- **A pop-up screen will appear once the import is complete.**

- **The screen is stating 2 records updated while one failed.**

- **Select the Show Details screen to see what failed.**

- **Select the Save Errors link to download the errors to forward to the BP&A team for research if needed.**
  - eMail to budget@cpp.edu
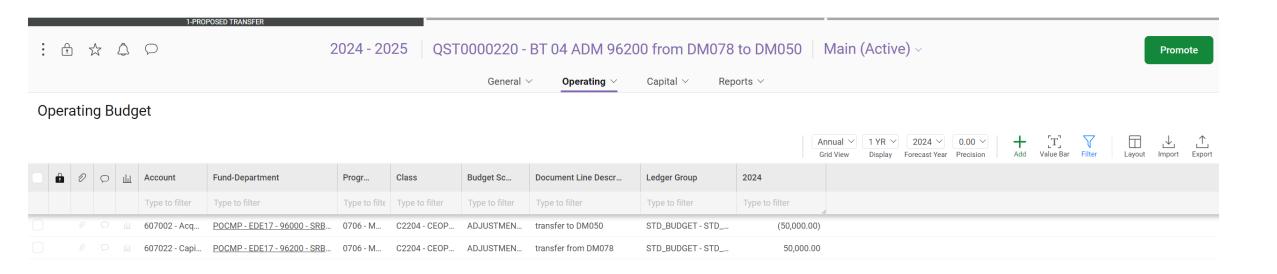
OE Budget Transfer User Interface

- **The error is stating it is in row 5 of the spreadsheet.**

- **Row 5 was a blank row. This does not affect the change request; it is recommended to delete any blank rows before saving and importing the file into Questica.**

Batch Process Results ⊘
The following results occurred during execution of the batch process

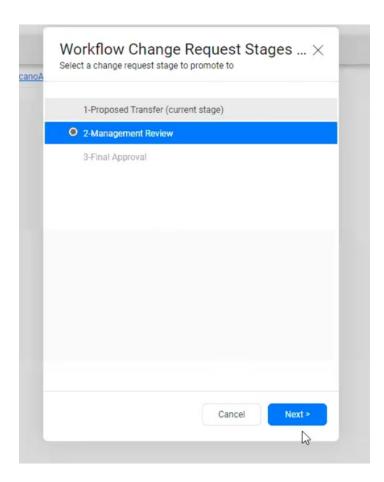|			
Process	Import Spreadsheet	Start Time	Oct 23, 2024 1:25:14 PM (PDT)
Status	Error - With Data	Finish Time	Oct 23, 2024 1:25:17 PM (PDT)
Operations	3	Elapsed Time	00:00:02

Failures: 1   Successes: 2   Unprocessed: 0

- Failure: Error on Row 5: Object reference not set to an instance of an object. (Details)

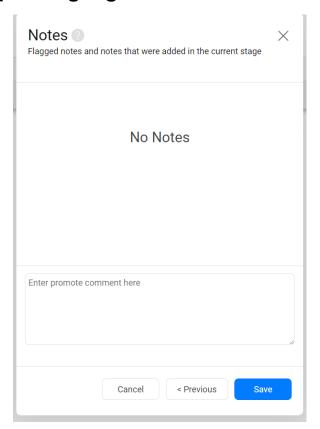|	B	C	D	E	F	G	H	I	
1									
2	Account *	Fund-Department *	Program	Class	Budget Scenario *	Document Line Descrip	Ledger Group	2024	202
3	607002	POCMP - EDE17 - 9600 0706		C2204	ADJUSTMENT	transfer to DM050	STD_BUDGET	-50,000.00	
4	607022	POCMP - EDE17 - 9620 0706		C2204	ADJUSTMENT	transfer from DM078	STD_BUDGET	50,000.00	
5									
6	Data below this row will not be imported.								
7									

OE Budget Transfer User Interface

- **Select the Green Promote button on the upper right-hand side of the screen.**
- **This action will send the Budget Transfer over to the respective Budget Analyst for review.**
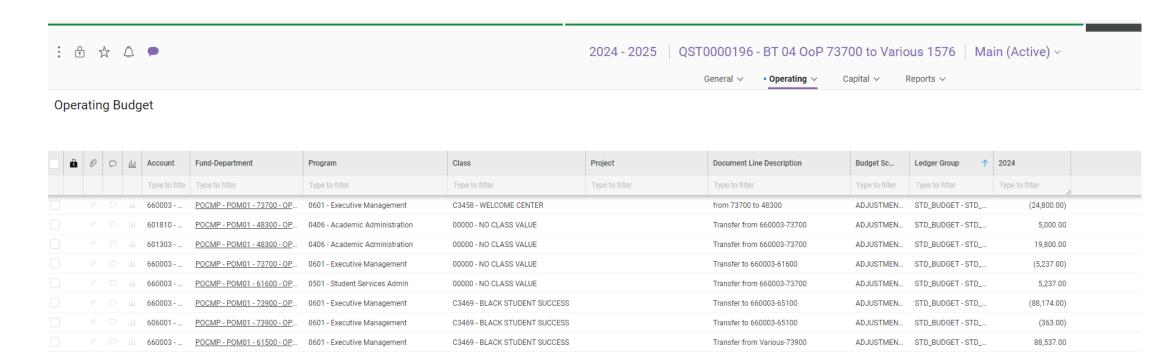
OE Budget Transfer User Interface

- **When Promote is selected a pop-up screen will appear.**

- **Select option 2-Management Review and select the Next button.**

- **Selecting option 2 forwards the request to BP&A for review & approval.**

Workflow Change Request Stages ... ✕
Select a change request stage to promote to

canoA

1-Proposed Transfer (current stage)

○ 2-Management Review

3-Final Approval

Cancel   Next >
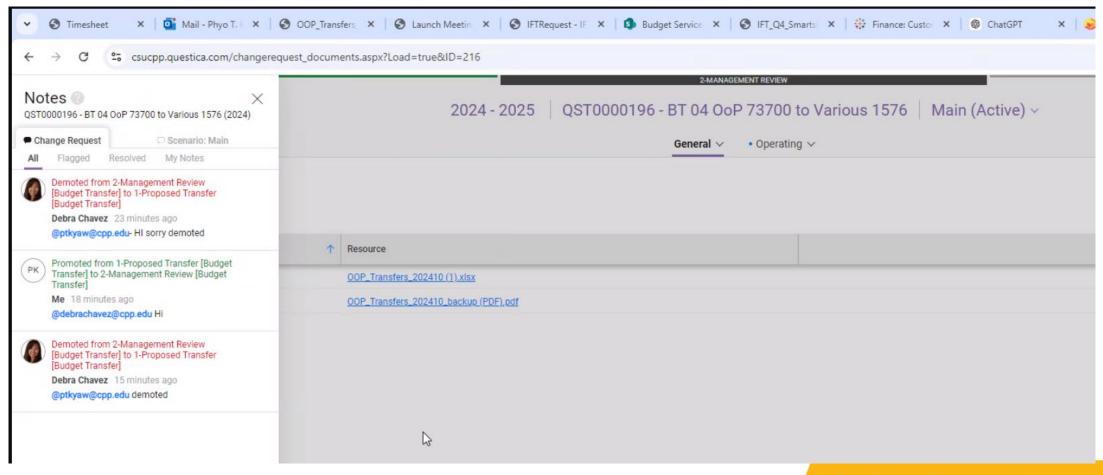
OE Budget Transfer User Interface

- **A second pop-up box will appear to allow for input of comments (Current Date Required).**

- **Enter date of promotion & comments into the pink highlighted section.**
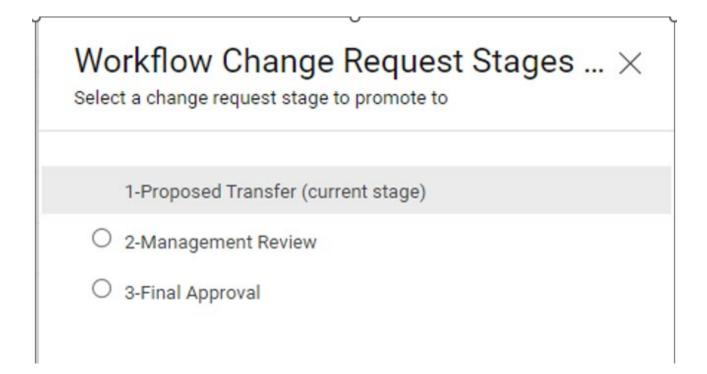
- **Press the Save button to Finalize.**

Notes ?
Flagged notes and notes that were added in the current stage

No Notes

Enter promote comment here

Cancel   < Previous   Save

OE Budget Transfer User Interface

- **Comments entered in the Notes section will appear in the Purple Comments Bubble**

OE Budget Transfer User Interface

- **Select the Purple Comments Bubble to view the Comments.**

OE Budget Transfer Workflow Process

- Change Request Stages
  - 1- Proposed Transfer (input stage)
  - 2- BP&A 1st Review
  - 3- Final Approval: Pending Publishing

Workflow Change Request Stages ... ✕

Select a change request stage to promote to

1-Proposed Transfer (current stage)

○ 2-Management Review

○ 3-Final Approval

OE Budget Transfer Workflow Process

[Questica Campus User Budget Transfer Process Map.pdf](#)

- ## BP&A Receives, Reviews and Promotes or Demotes the BT.

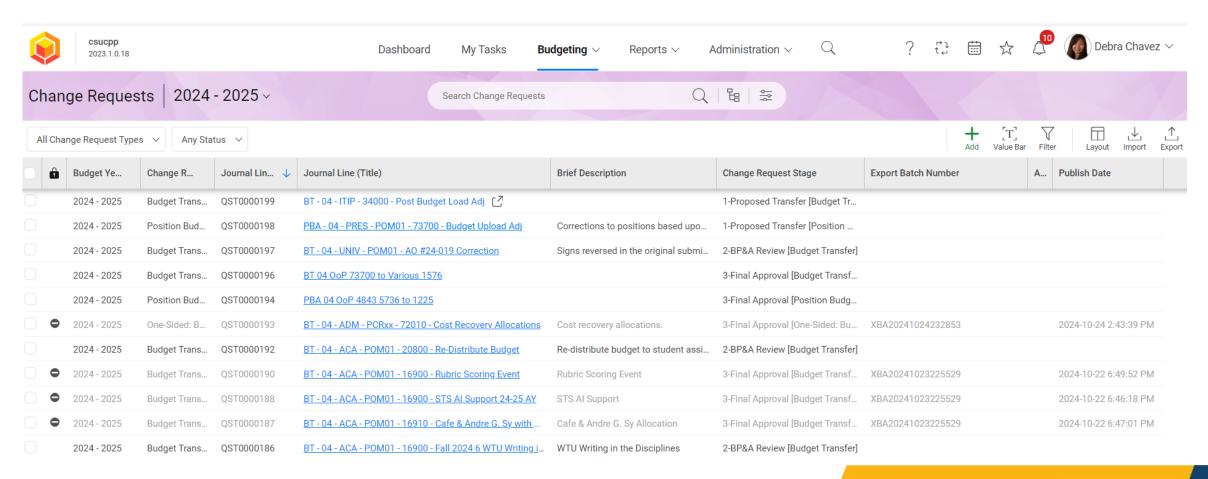 - ## Promotion moves to Publishing
    - Requestor will receive an **email** from Questica that a ***modification*** has been made to the Budget Transfer submission.
    - Log into Questica for updates
    - Bookmarks- Star Icon
      - Change Request Home Screen
      - Purple Comments Bubble
      - Change Request Menu option : General > History

  - Once published in Questica, the request will post in CFS before or on the 3rd business day from the date the request was promoted by the requestor.

  - **Publish Date** in Questica is noted on **Change Request Home Screen**

OE Budget Transfer Workflow Process

[Questica Campus User Budget Transfer Process Map.pdf](#)

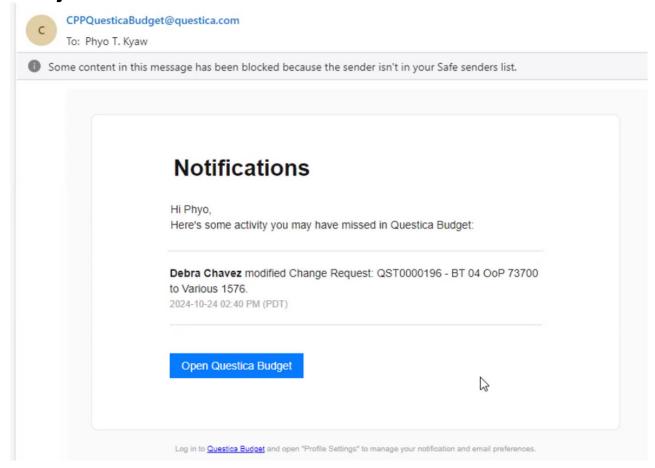- ## BP&A Receives, Reviews and Promotes or Demotes the BT.

  - ### Demotion moves the request back to Stage 1-Proposed Transfer (initial input)
    - Requestor will receive an **email** from Questica that a **_modification_** has been made to the Budget Transfer submission.
    - Log into Questica for updates
    - Bookmarks- Star Icon
      - Change Request Home Screen
      - Purple Comments Bubble
      - Change Request Menu option : General > History

  - If demoted, the requestor can make edits to the original budget transfer directly in the Change Request Screen or revise the information using the Import/Export feature and re-submit by selecting the Promote button again.

  - Once published in Questica, the request will post in CFS before or on the 3rd business day from the date the request was **re-promoted** by the requestor.

  - **Publish Date** in Questica is noted on **Change Request Home Screen**

OE Budget Transfer Workflow Process

Change Request Home Screen
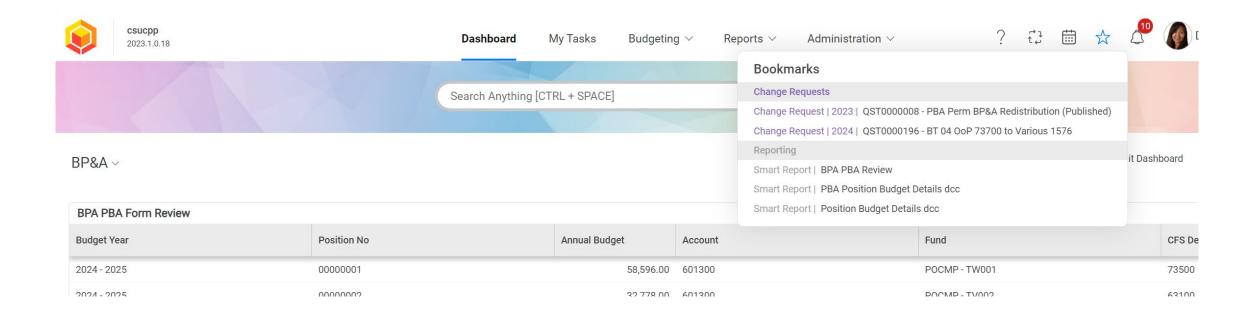### Publish Date Field

CalPolyPomona
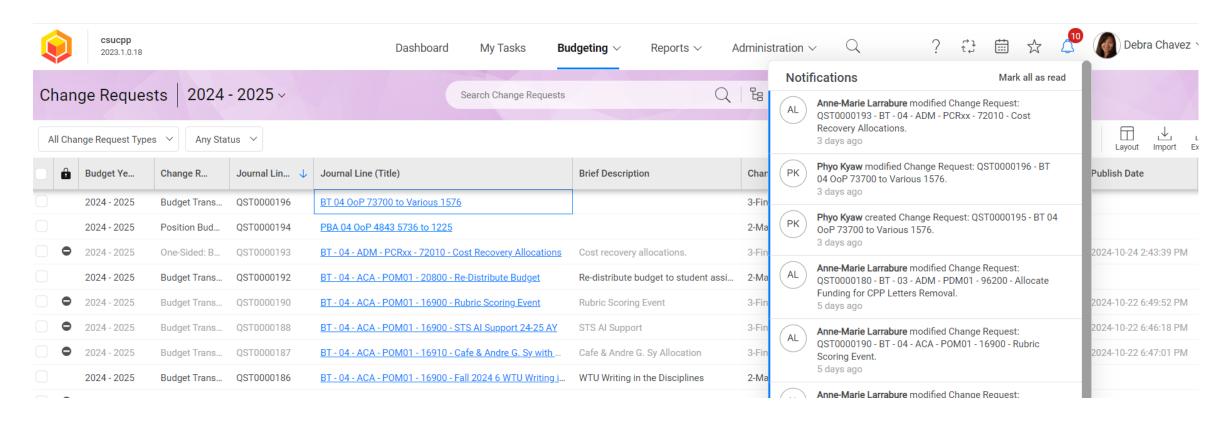
OE Budget Transfer Email Notification

- **Email Notification from Questica**

- **Sender of Email : CPPQuesticaBudget@questica.com**

- **Subject Line of Email : Questica Notifications**

OE Budget Transfer Workflow Notifications

- **Location of Questica Workflow Notifications**
  - Star Icon on Questica Home Page –
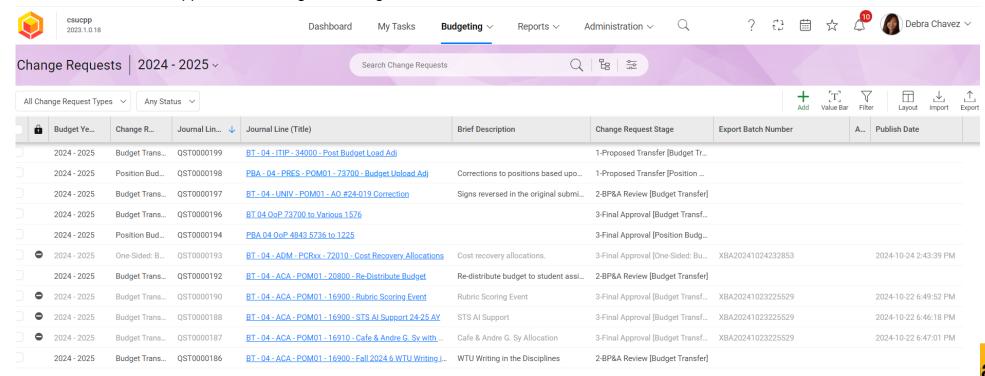   - Select the appropriate Change Request to view the Change Request screen with Comments

OE Budget Transfer Workflow Notifications

- **Location of Questica Workflow Notifications**
  - Bell Icon on Questica Home Page –
    - Lists Modified Change Requests

OE Budget Transfer Workflow Notifications
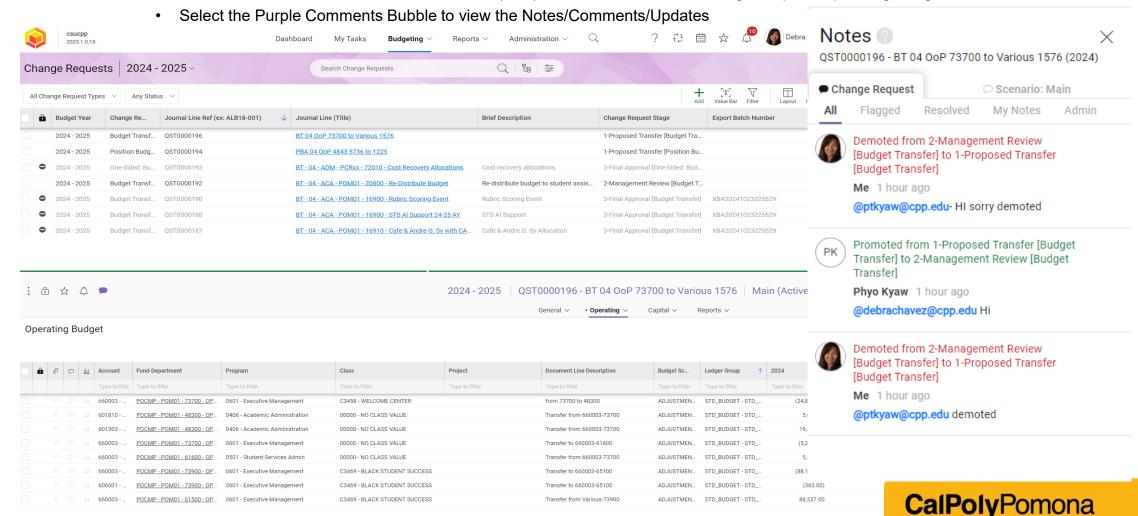
- **Location of Questica Workflow Notifications**
  - Change Request Home Screen –
    - Budgeting > Change Requests > Change Requests
  - Change Request Stage
    - 1- Proposed Transfer (input stage)
    - 2- Budget Dept Review
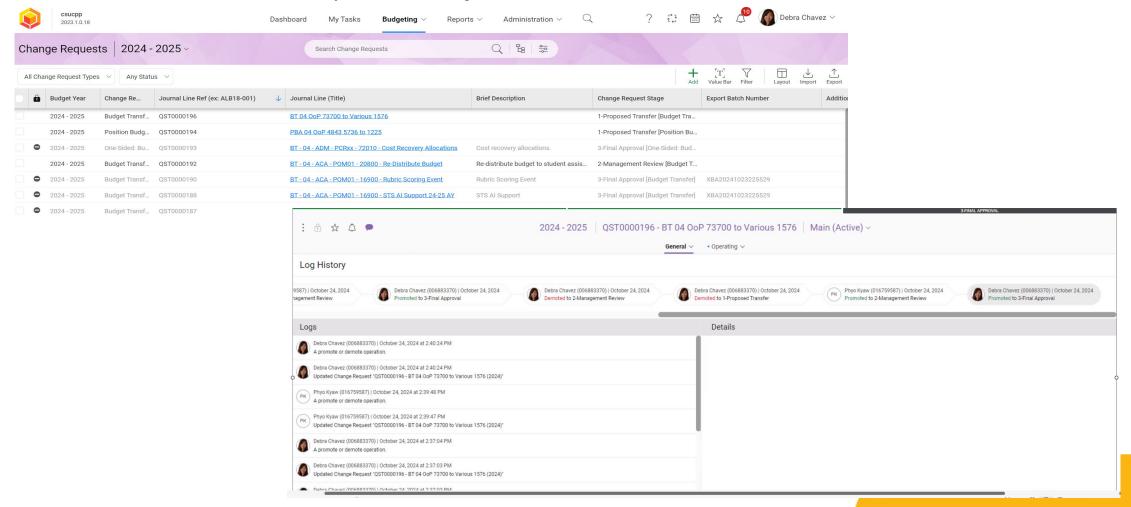   - 3- Final Approval : Pending Publishing
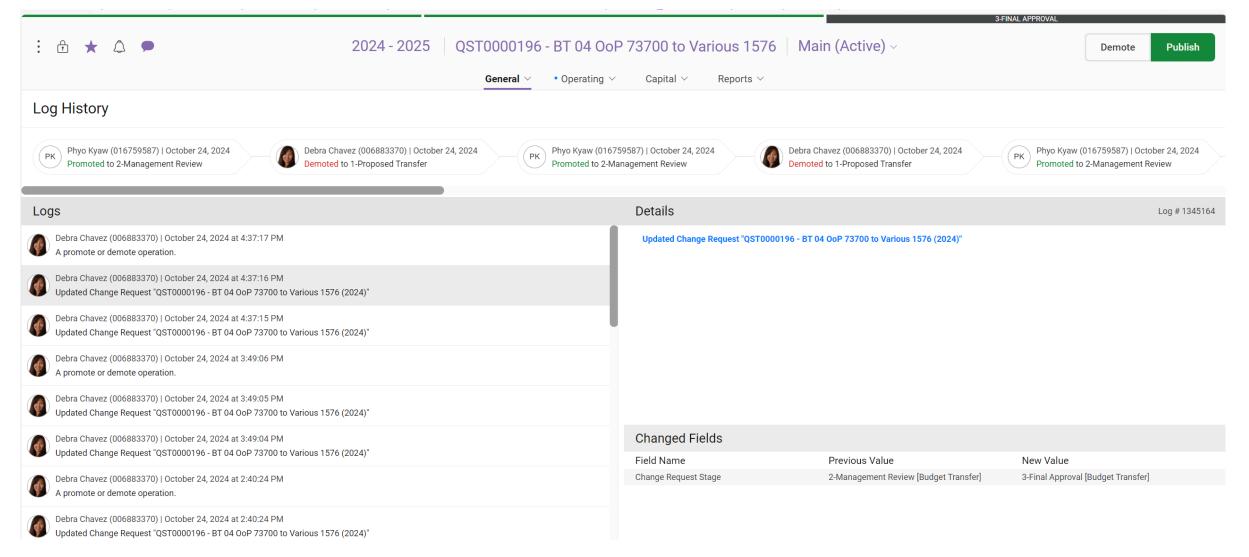
OE Budget Transfer Workflow Notifications

- **Location of Questica Workflow Notifications**
  - Change Request Home Page –
    - Select the link in blue under the Journal Line (Title) column to access the Change Request Operating Budget screen shown below
    - Select the Purple Comments Bubble to view the Notes/Comments/Updates

OE Budget Transfer Workflow Notifications

- **Location of Questica Workflow Notifications**
  - Change Request Screen – General > History
    - Select the link in blue under the Journal Line (Title) column to access the Change Request
    - Select General > History to access the Log

OE Budget Transfer Log History

Questions?

Please email us at budget@cpp.edu