

Budget Transfer Process in Questica



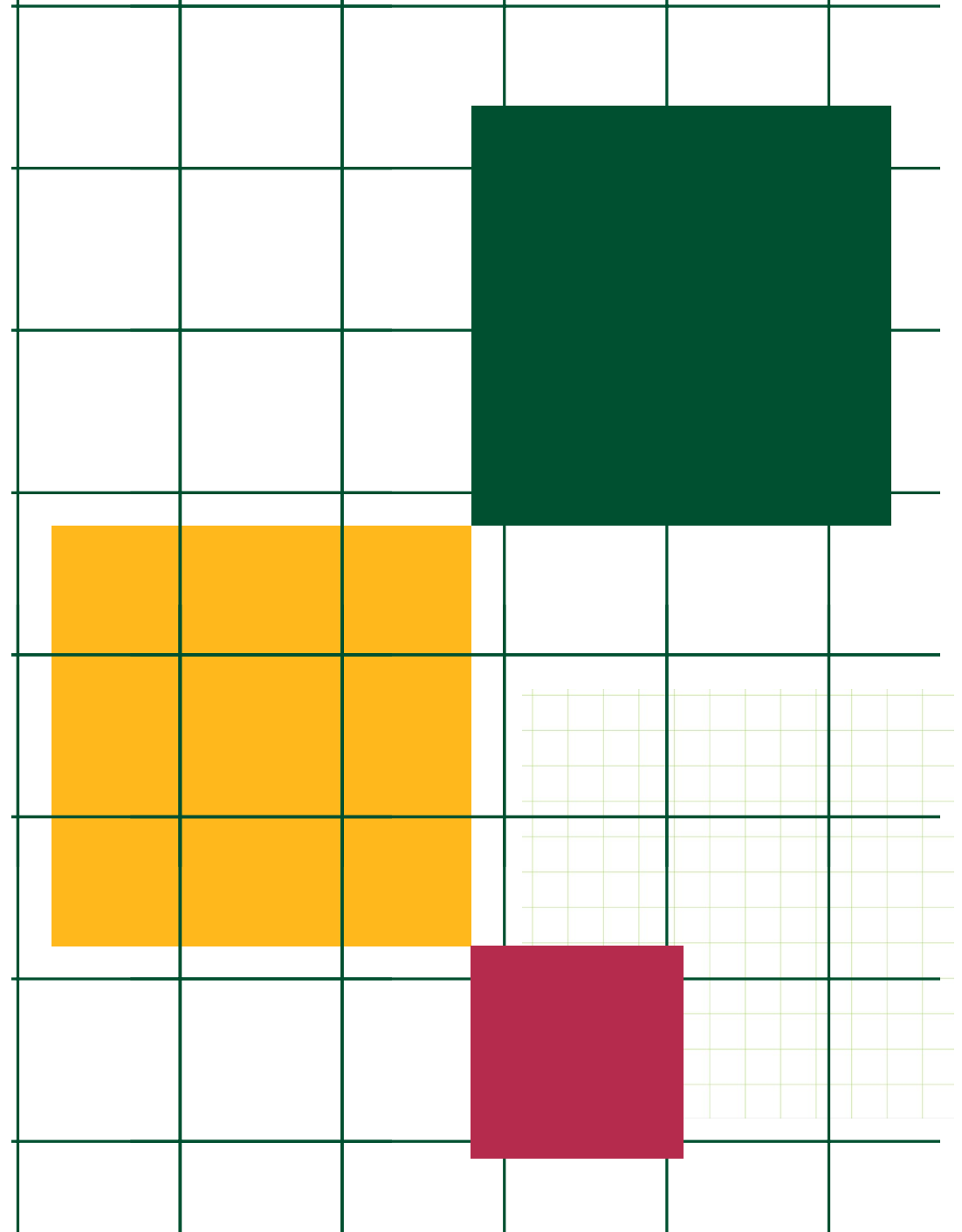
Cal Poly
Pomona

Quick Reference Guide



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 - I. Demotion of Transfer
- VI. Check Questica for Publish Status
 - I. Tableau for Transfer Posting

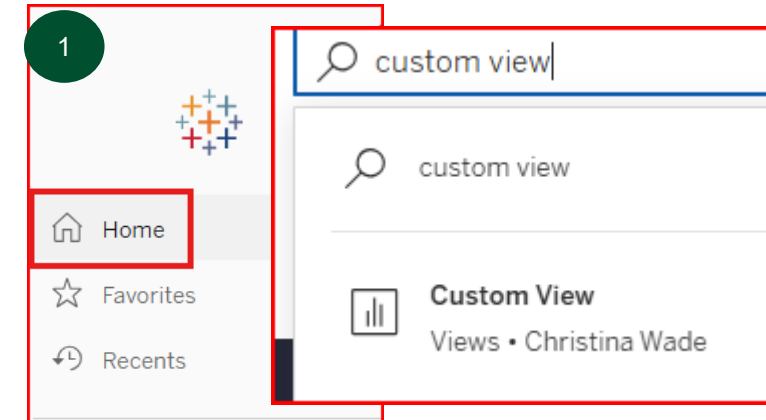




I. Tableau Custom View Settings

STEPS to Set Filters

1. Log into Tableau Custom View to capture available balance
2. Check Fiscal Year (Current)
3. Set Account Type to Expenditure
4. Set-up Column in the order noted below
Fund – Dept ID – Program – Class - Account



View: Q BT Save Custom View

Chartfield Division Multi Year Fund Balance Custom View PO Listing PO Detail Department Tree Transaction Search

Custom View

Fiscal Year 2025 Quarter (All) Period Month (All) Fund (All) Division (All) AVP/Dean (All) Dept ID (All) Account Type Expenditure Account (Multiple values) Program (All) Class (All) Project (All)

Account Category Code (All) Account Summary (Multiple values) Class Designation (All) Class Sub Designation (All) Dept Tree Name (All)

Column 1	Column 2	Column 3	Column 4	Column 5	Original	Adjustment	Budget Total	Encumbrance	Pmt/Rev	Actual Total	Available Balance
Fund	Dept ID	Program	Class	Account							
AAD23 - 2023-2024 General Fund	99910 - University Level Tracking	1304 - FIT Expenditure Transfer	00000 - No Class Value	690003 - GF Payroll Alloc/Expend			0.00			0.00	0.00
				Total			0.00			0.00	0.00
			Total				0.00			0.00	0.00
							0.00			0.00	0.00
							0.00			0.00	0.00



I. Tableau Custom View Settings

STEPS

1. Select Account & Uncheck Position Related Account Codes
**noted in Green Box
2. Uncheck Benefits from the Account Summary Filter
3. Save Custom View & Name it

Custom View

Dept ID: CIAL S... | Account Type: Expenditure | Account: (All) | Program: 0602 - Fiscal Oper

Position Related Account Codes

Position	601030 - President
Position	601100 - Academic Salaries
Position	601101 - Department Chair
Position	601201 - Management and Supervisory
Position	601300 - Support Staff Salaries
Position	601302 - Temporary Help
Position	601801 - Academic Salaries-Inter
Position	601804 - Part Time Faculty

Account Selection:

- ☐ (All)
- ☒ 601201 - Management and Supervisory
- ☒ 601300 - Support Staff Salaries
- ☒ 601816 - Special Stipends
- ☒ 601817 - IDL/Sick Leave Repl
- ☒ 616002 - I/T Hardware
- ☒ 660002 - Printing

Buttons: Cancel, Apply

Fiscal Year: 2024 | Quarter: (All) | Period Month: (All) | Fund: POM01 - OPE

Account Category Code: (All) | Account Summary: (All) | Class Designation: (All)

Column 1: Dept ID | Column 3: Fund

67900 - Student Aid Accting & Cashiers

Account Summary Filter:

- ☒ (All)
- ☒ Null
- ☒ BENEFITS
- ☒ CAPITAL_OUTLAY
- ☒ CNTRLY_MNGD_COSTS
- ☒ EXP_ADJ
- ☒ FINANCIAL_AID
- ☒ FUND_BAL_RET_EARN
- ☒ GFTS_GRNT &_amp;_CONT
- ☒ LIBRARY_ACQUISITIONS
- ☒ OE &_amp;_E
- ☒ OP_TER_OUT

Explore / FINANCE / Finance / Custom View

View: All Selection Custo... | Save Custom View

Chartfield | Division | Multi Year | Fund Balance | Custom View | PO Listing | PO Detail | Department Tree | Transaction

Fiscal Year: 2024 | Quarter: (All) | Period Month: (All) | Fund: (All) | Division: (All) | AVP/Dean: (All)

Save Custom View

Save your own custom view with all filters applied, to eliminate the need to filter every time you open the dashboard. [Learn more](#)

Name this view: Q BT

☐ Make it my default

Save



I. Tableau Backup Documentation

STEPS

1. Filter by Fund & Dept ID (Transfer From)
2. Highlight the Dept ID, Account and available balance. Take a screen shot of the results and save file.

View: Q BT PCR01

Save Custom View

Chartfield

Division

Multi Year

Fund Balance

Custom View

PO Listing

PO Detail

Department Tree

Transaction Search

Custom View

Fiscal Year

Quarter

Period Month

Fund

Division

AVP/Dean

Dept ID

Account Type

Account

Program

Class

Project

2024

(All)

(All)

PCR01 - COST R...

ACADEMIC AFFAI...

PROF AND GLOB...

16616 - PaCE-Coll...

Expenditure

660003 - Supplies ...

0101 - General Ac...

(All)

None

Account Category Code

Account Summary

Class Designation

Class Sub Designation

Dept Tree Name

(All)

(Multiple values)

(All)

(All)

(All)

Column 1

Column 2

Column 3

Column 4

Column 5

Fund

Dept ID

Program

Class

Account

Original

Adjustment

Budget Total

Encumbrance

Pmt/Rev

Actual Total

Available Balance

PCR01 - COST RECOVERY-INTERNAL SOURCES

16616 - PaCE-College of Business

0101 - General Academic Instruction

00000 - No Class Value

660003 - Supplies and Services

Total

Total

Total

Total

Grand Total

10,710.00

10,710.00

0.00

10,710.00

10,710.00

10,710.00

0.00

10,710.00

10,710.00

10,710.00

0.00

10,710.00

10,710.00

10,710.00

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10,710.00

10,710.00

10,710.00

0.00

10,710.00





CREATE NEW Transfer Record

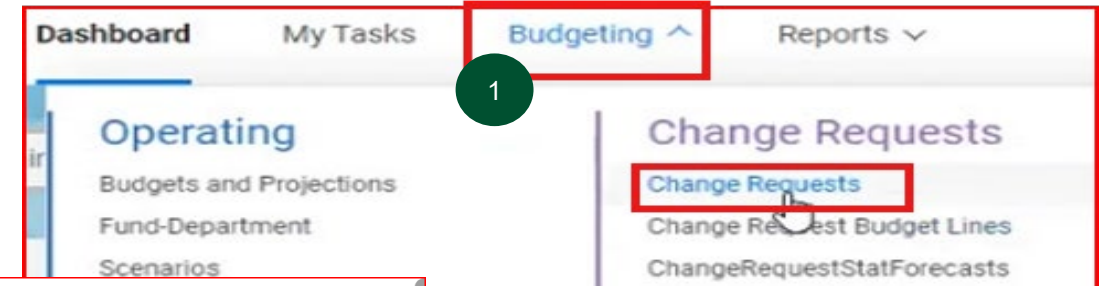


II. Create New Transfer Record in Questica

STEPS

1. Budgeting > Change Requests > Change Requests
2. Check FY & Select + Button to Add New Record
3. Enter New Record Fields

****Brief Description format noted**



New 2025 Change Request ?
Create a new Change Request for budgeting.

Department *

Fund

Change Request Type

Journal Line Ref (ex: ALB18-001) *

Journal Line (Title) *

Brief Description

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

Cancel OK

A) Department
• Requestor's Dept ID

B) Fund
• Fund used in Transfer

C) Change Request Type
• Budget Transfer

D) Journal Line Ref – **No Entry Required**
• Auto populated field
This field will be reflected in Tableau

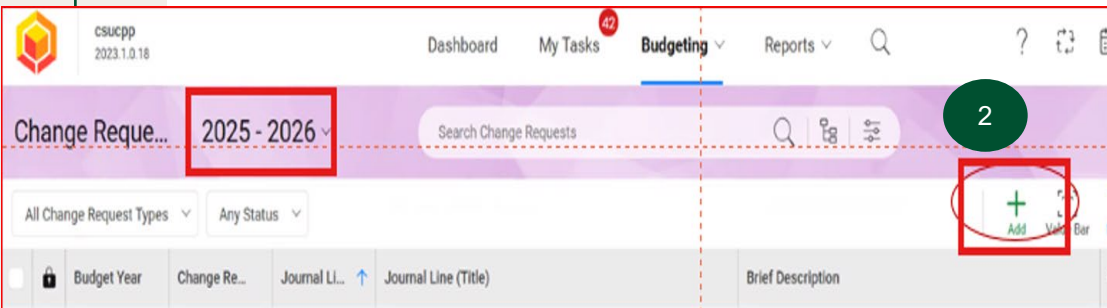
E) Journal Line (Title)
• Identifies the Budget Transfer

****Specific Naming Convention Required - next page**

F) Brief Description
• Summarizes Transfer

****ex : Transfer from 660003 to 660009 (Entry Date/Name)**

****ex : Transfer from AI to Sci C3078 (Entry Date/Name)**





II. Create New Transfer Record in Questica

Journal Line Title (Naming Convention)

BT – Accounting Period – Division - Dept ID – Description of the Transfer

1. BT – Identifies that it is an OE Budget Transfer
2. Accounting Period – Identifies the period you would like the transfer to post
3. Division – Identifies the requestor's division
4. Description of the Transfer – Brief description of the transfer

Example:

BT – 04 – ADMN– Transfer to XXXXX

Journal Line (Title) *

34 of 100

BT - 04 - ADMN - Transfer to 75000

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 fro



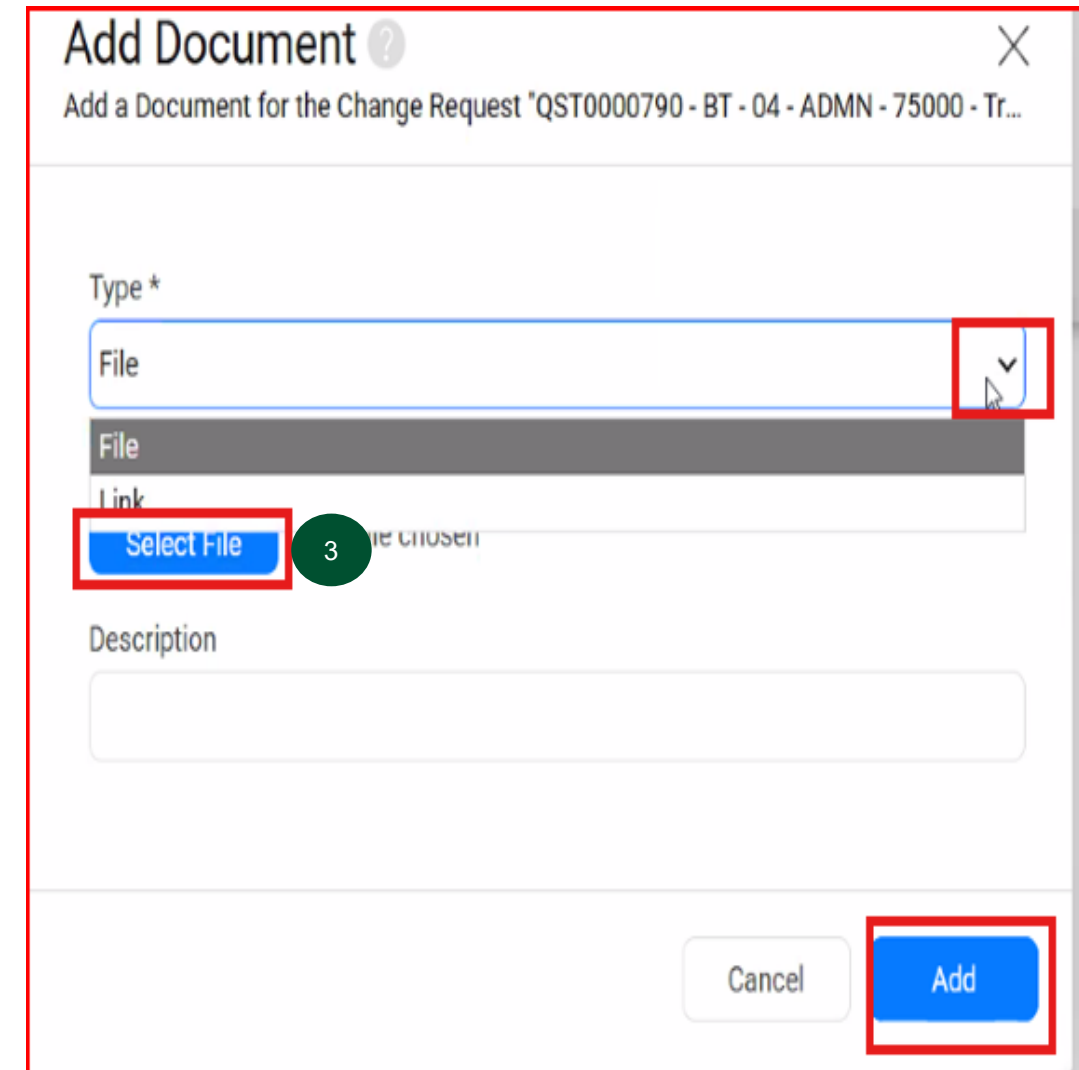
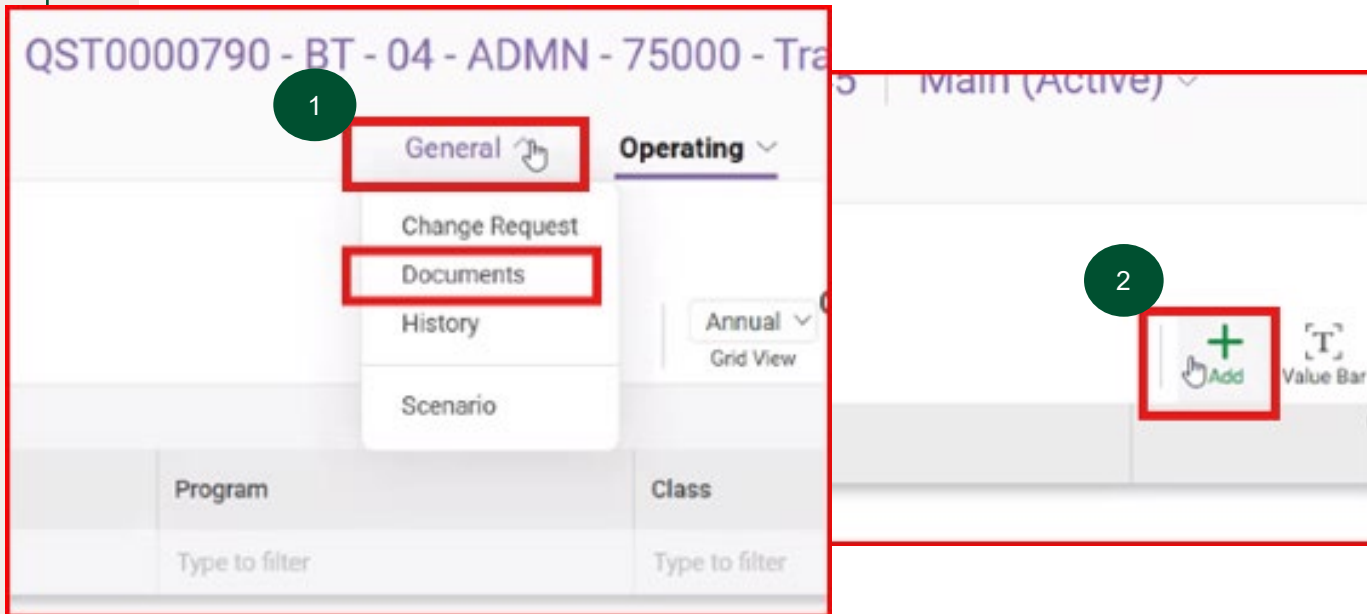
SAVE
DOCUMENTS



III. Save Transfer Documents in Questica

STEPS

1. General > Documents
2. Select + Button to Add Files
3. Select Drop Down Arrow :FILE>Select File>ADD

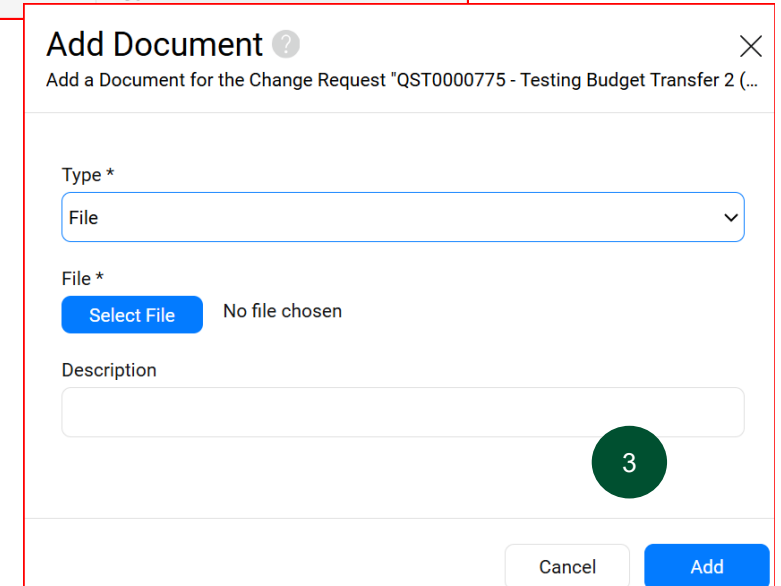
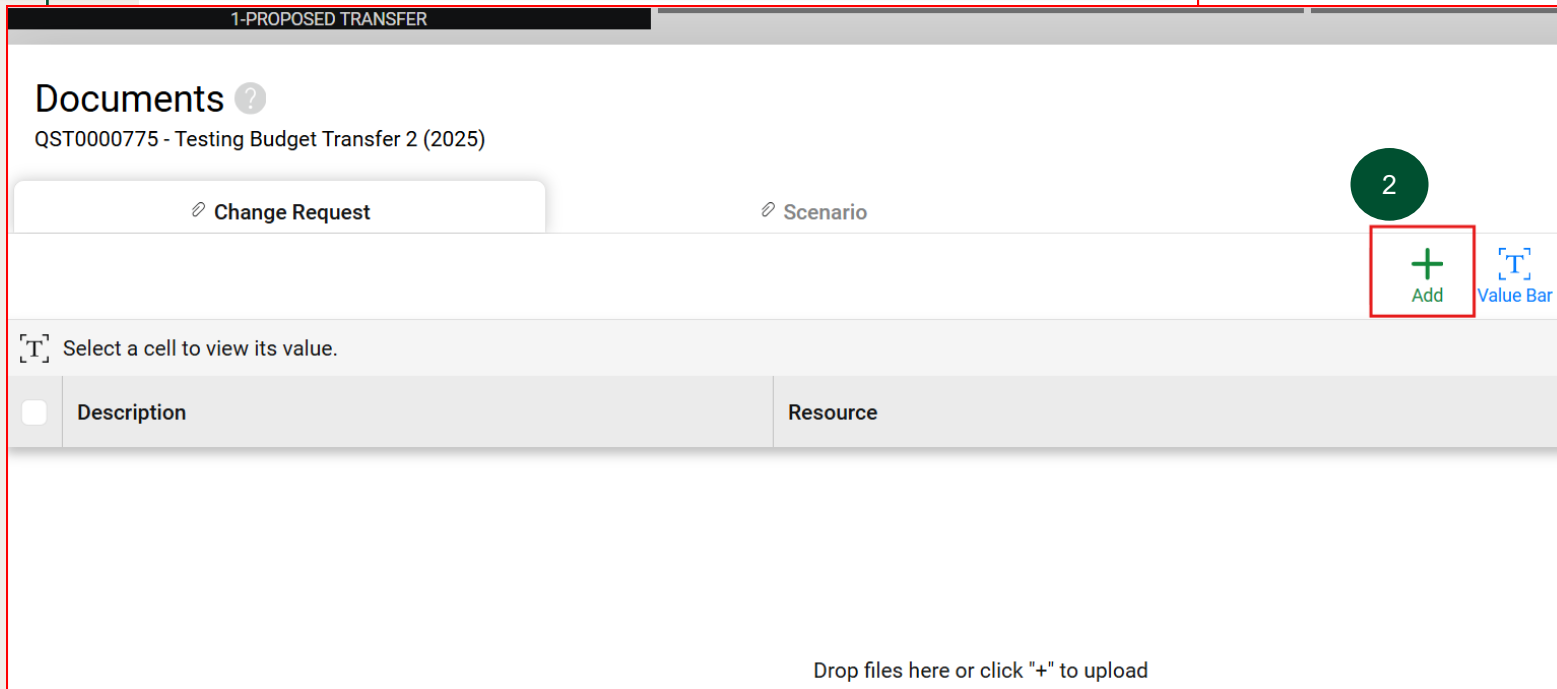
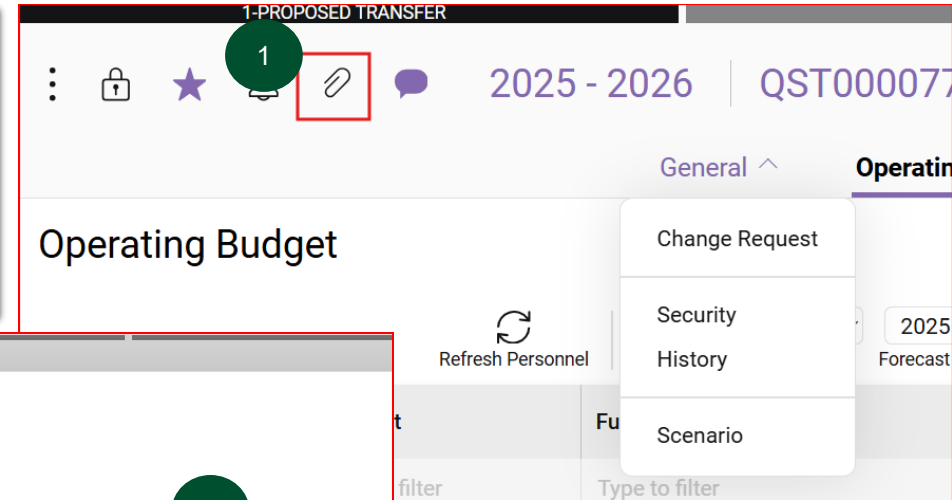




III. Save Transfer Documents in Questica

STEPS- for v24.1

1. Select the PaperClip Icon
2. Select + Button to Add Files
3. Select Type* FILE>Select File>ADD





ENTER
TRANSFER

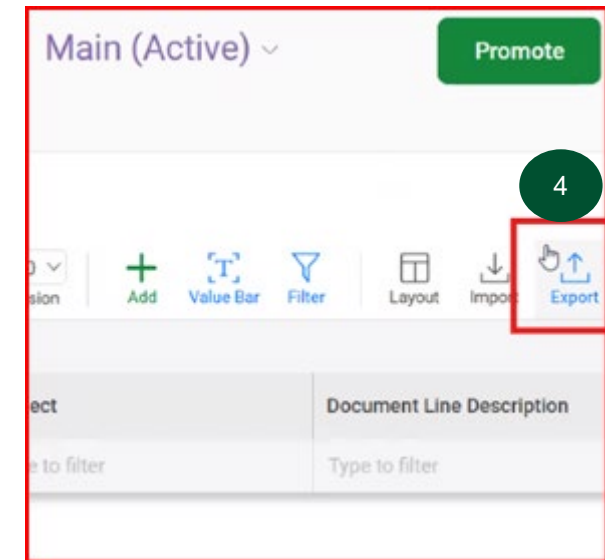
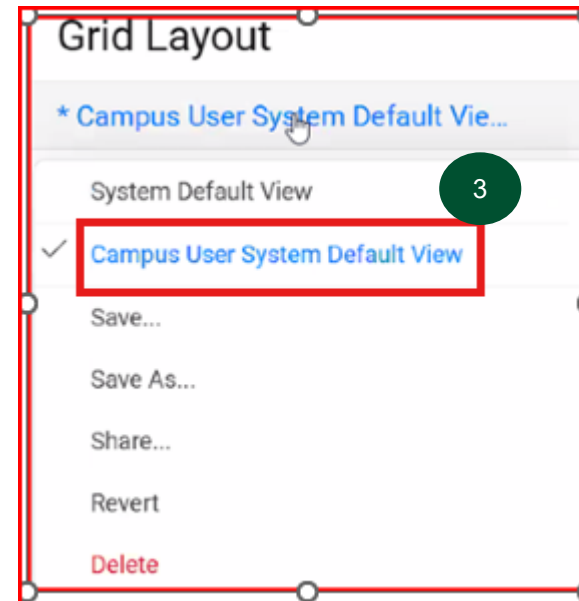
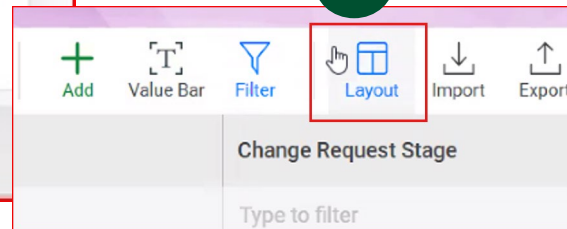
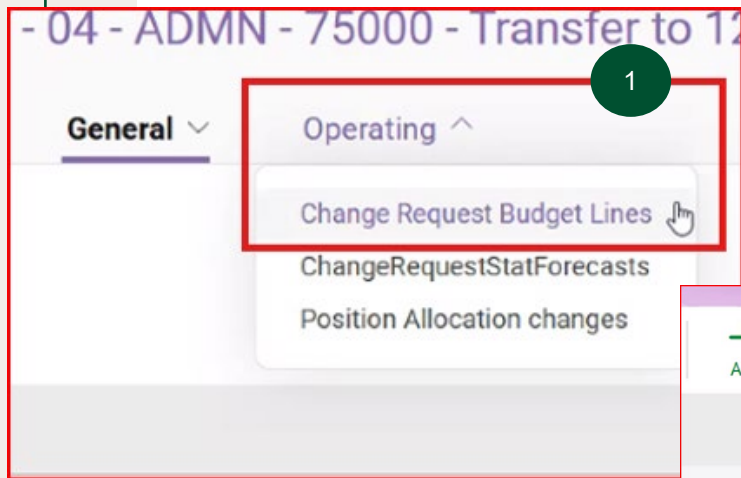


IV. Enter Transfer in Questica

STEPS

Q

1. Operating > Change Request Budget Lines
2. Select Layout Icon
3. Ensure the Campus User System Default View is selected
4. Select the Export Icon





IV. Enter Transfer in Questica

STEPS

1. Retrieve File
2. Highlight Row 4 & Drag Cursor down, highlighting rows needed for transfer
3. Right Click to select Insert Rows

The screenshot shows the Questica interface. At the top, there is a search bar and a 'Downloads' dropdown menu. The 'Downloads' menu is open, showing a file named 'Change Request Budget Lines 2025-09-09_09_21_35_POT.xlsx'. A green circle with the number '1' is placed over the 'Downloads' button. Below the menu, there is a table with columns: 'Project', 'Document Line Description', 'Budget Scenario', 'Ledger Group', and '2025'. The table is currently empty. A green circle with the number '2' is placed over the 'Project' column header. A green circle with the number '3' is placed over the '2025' column header.

The screenshot shows a Microsoft Excel spreadsheet. Row 4 is highlighted in blue. A right-click context menu is open over row 4. The menu options are: Cut, Copy, Paste Options, Paste Special..., Insert, and Delete. A green circle with the number '3' is placed over the 'Insert' option. The spreadsheet has columns labeled B, C, D, E, F, G, H, I, J. The row numbers are 1 through 16. The text 'Data below this row will not be imported' is visible in row 4.



IV. Enter Transfer in Questica

STEPS

1. Enter Data from document imported into Questica
2. Enter Description of Transfer- Column G
3. Enter Dollar amount of Transfer- Column J
4. Column K should be Null



Fiscal Year	Quarter	Period Month	Fund	Division	AVP/Dean	Dept ID	Account Type	Account	Program	Class	Project
2024	(All)	(All)	PCR01 - COST R...	ACADEMIC AFFAI...	PROF AND GLOB...	16616 - PaCE-Coll...	Expenditure	660003 - Supplies ...	0101 - General Ac...	(All)	None
Account Category Code	Account Summary	Class Designation	Class Sub Designation	Dept Tree Name							
(All)	(Multiple values)	(All)	(All)	(All)							
Column 1	Column 2	Column 3	Column 4	Column 5	Original	Adjustment	Budget Total	Encumbrance	Pmt/Rev	Actual Total	Available Balance
Fund	Dept ID	Program	Class	Account							
PCR01 - COST RECOVERY-INTERNAL SOURCES	16616 - PaCE-College of Business	0101 - General Academic Instruction	00000 - No Class Value	660003 - Supplies and Services		10,710.00	10,710.00			0.00	10,710.00
				Total		10,710.00	10,710.00			0.00	10,710.00
			Total			10,710.00	10,710.00			0.00	10,710.00
	Total					10,710.00	10,710.00			0.00	10,710.00
Grand Total						10,710.00	10,710.00			0.00	10,710.00

B	C	D	E	F	G	H	I	J	K
Account *	Fund-Department *	Program	Class	Project	Document Line Descrip	Budget Scenario *	Ledger Group	2025	2026
660003	POCMP - PCR01 - 16616	0101	00000		transfer from 660003 to	ADJUSTMENT	STD_BUDGET	(5,000.00)	-
Data below this row will not be imported.									



IV. Enter Transfer in Questica

STEPS

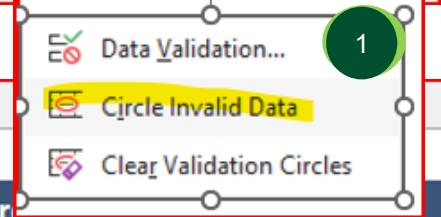


1. From File Menu : Data > Data Tools Option : Data Validation > Data Tools > Circle Invalid Data
2. Revise data in Circled Cells – Save & Close File

1 Data Review View Automate Developer Help Acrobat Power Pivot



	B	C	D	E	F	G	H	
1								
2	Account *	Fund-Department *	Program	Class	Project	Document Line Descript	Budget Scenario *	Ledger Group
3	607002	POCMP - EDE17 - 96000	0706	C2204	DM078	transfer to DM050	ADJUSTMENT	STD_BUDGET -50000.00
4	607022	POCMP - EDE17 - 96200	0760	C2204	DM050	transfer from DM078	ADJUSTMENT	STD_BUDGET 50000.00
5								
6	Data below this row will not be imported.							





IV. Enter Transfer in Questica

STEPS

1. Return to Change Request Tab in Questica to Import File
2. Select Star Icon to file as Favorite (Upper Left Corner of Screen)
3. Select Import Icon to Import File (Upper Right Corner of Screen)
4. Select File & Press OK
5. Review Import Spreadsheet Screen & Press OK



PROMOTE
TRANSFER



V. Promote Transfer for Review in Questica

STEPS

1. Select the Promote Button
2. Select Option 2 & Next
3. Select Save

0 - Transfer to 12345 | Main (Active) ▾

1 Promote

Annual ▾ 1 YR ▾ 2025 ▾ 0.00 ▾

id View Display Forecast Year Precision

+ Add [Text Icon] Value Bar [Filter Icon] Filter [Layout Icon] Layout [Import Icon] Import [Export Icon] Export

	Project	Document Line Description
filter	Type to filter	Type to filter
NO CLASS VALUE		Transfer to 12345
NO CLASS VALUE		Transfer from 75000

Workflow Change Request Stages ... ✕

Select a change request stage to promote to

1-Proposed Transfer (current stage)

2-BP&A Review

2 Final Approval

Cancel Next >

Notes ? ✕

Flagged notes and notes that were added in the current stage

No Notes

Enter promote comment here

3 Save

Cancel < Previous



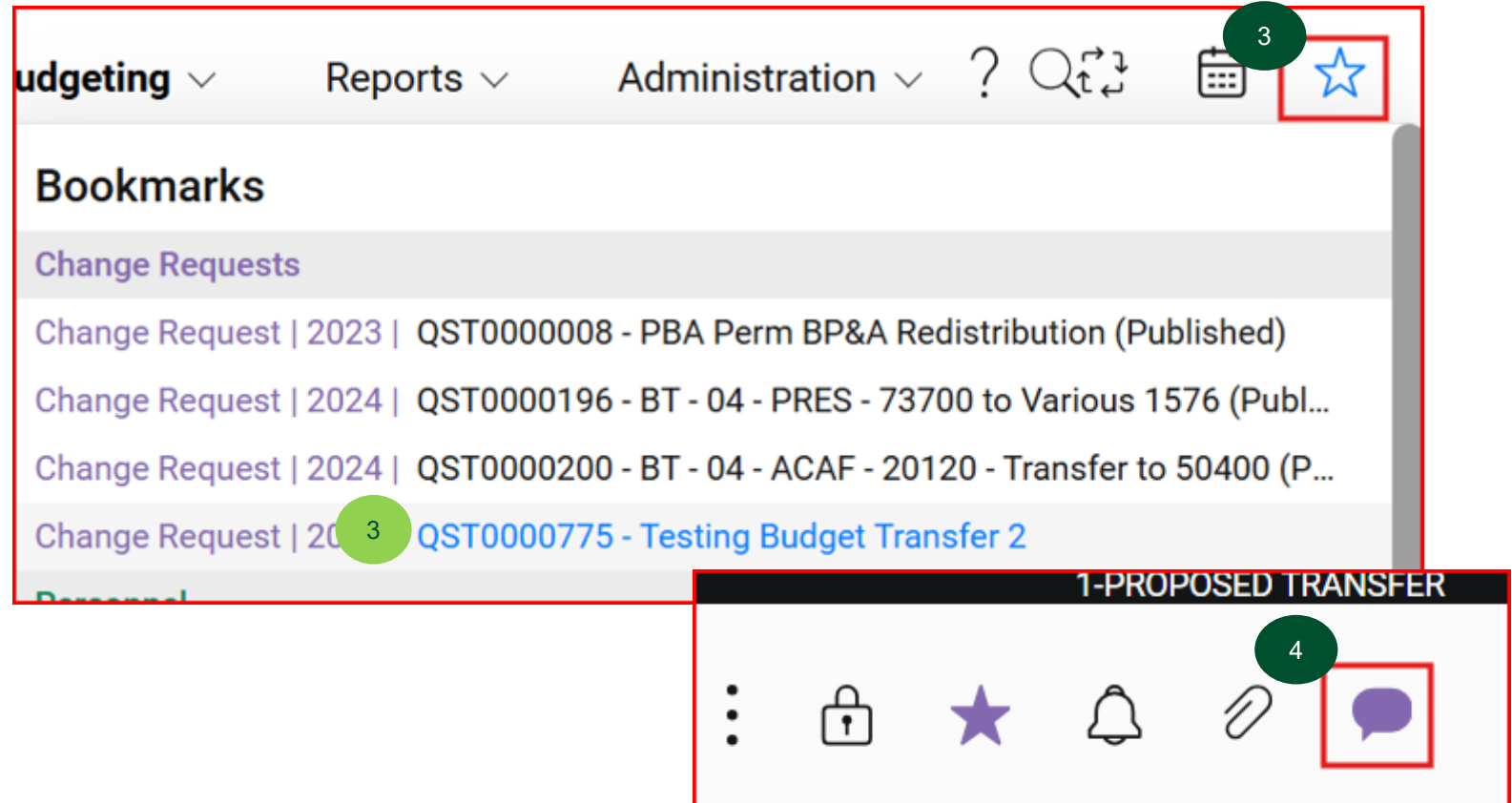
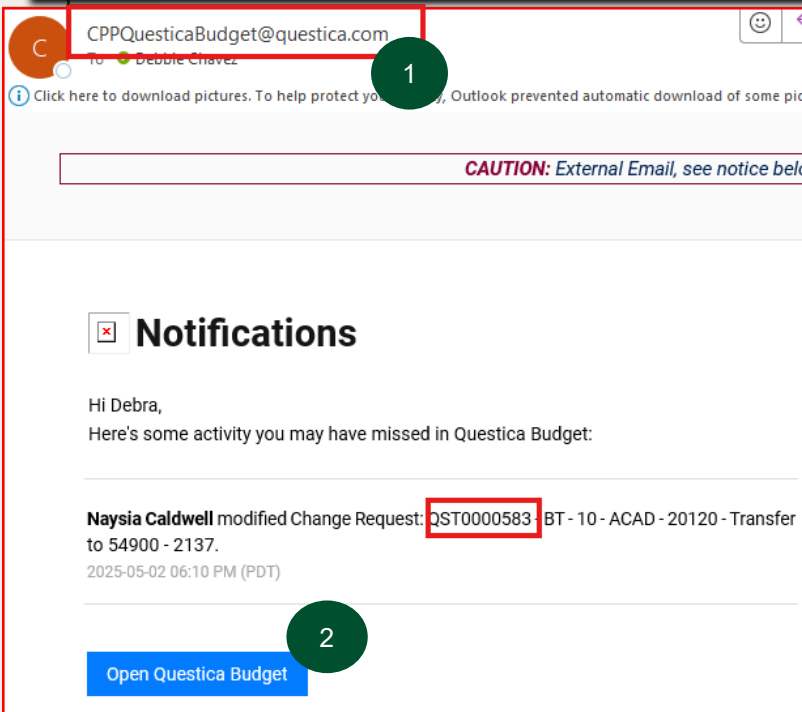
DEMOTION PROCESS



V-I. Demotion Process

STEPS

1. Email Notification from CPPQuesticaBudget issued when Transfer is Demoted
2. Select Blue 'Open Questica Budget' button to log into Questica
3. Select the Star Icon to retrieve the Demoted Change Request
4. Select the Note Icon to view Reason for Demotion (Upper Left Corner of Screen)

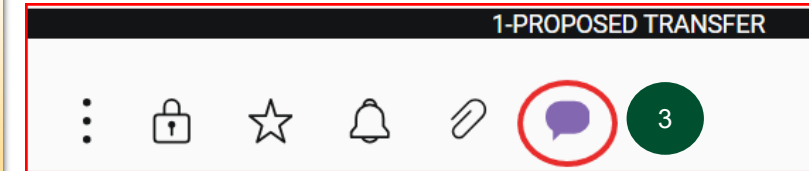




V-I. Demotion Process

STEPS - If Request is NOT Bookmarked

1. If Change Request Stage has '1-Proposed Transfer', it has been Demoted
2. Select the link in the Journal Line (Title) to open the Transfer
3. Select Notes Bubble to view Demote Comments





csucptest
2024.1.0.7

DashboardMy TasksBudgeting

Change Requests | 2025 - 2026

All Change Request TypesAny Status

	Budget Y...	Change Re...	Journal Line Ref (ex: AL...	Journal Line (Title)	Brief ...	Change Request Stage	Export Bat...	Publi
	Type to filter	Type to filter	Type to filter	Type to filter	Type to filt	Type to filter	Type to filter	Type
☐	2025 - 2026	Position Bud...	QST0000773	test	test	3-Final Approval [Position Budge...		2025
☐	2025 - 2026	Budget Trans...	QST0000774	Testing Budget Transfer		3-Final Approval [Budget Transfer]		
☐	2025 - 2026	Budget Trans...	QST0000775	Testing Budget Transfer 2		1-Proposed Transfer [Budget Tra...		
☐	2025 - 2026	Budget Trans...	QST0000776	Test	Testing	3-Final Approval [Budget Transfer]		2025

Notes ?

QST0000267 - BT - 06 - ACAD - 29800 - Transfer Va

Change RequestScenario: Main

AllFlaggedResolvedMy NotesA

SV Sebastian Velasquez 2024-12-06
[@000027092](#) Ready for review.

AC Demoted from 2-BP&A Review [Budget Transfer] to 1-Proposed Transfer [Budget Transfer]
Amy Cher 2024-12-11
Please provide appropriate supporting doc

SV Sebastian Velasquez 2024-12-11
[@000027092](#) I provided the supporting documents. It is now ready for review.



V-I. Demotion Process

STEPS

1. Select Operating > Change Request Budget Lines
2. Revise Transfer in Questica or Export / Import File
3. Select Promote
4. Select Option 2
5. Select Save

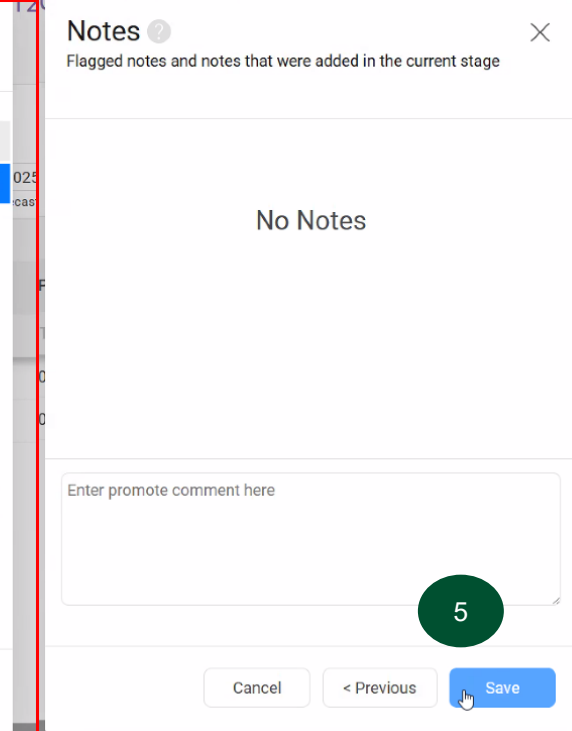
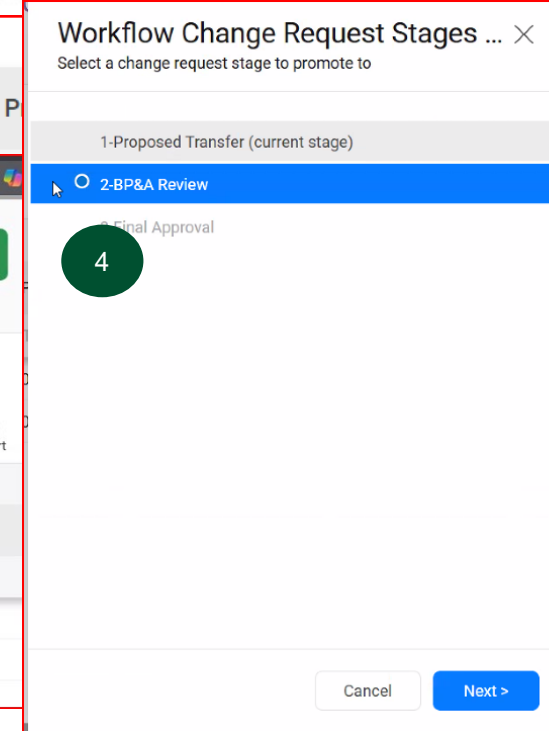
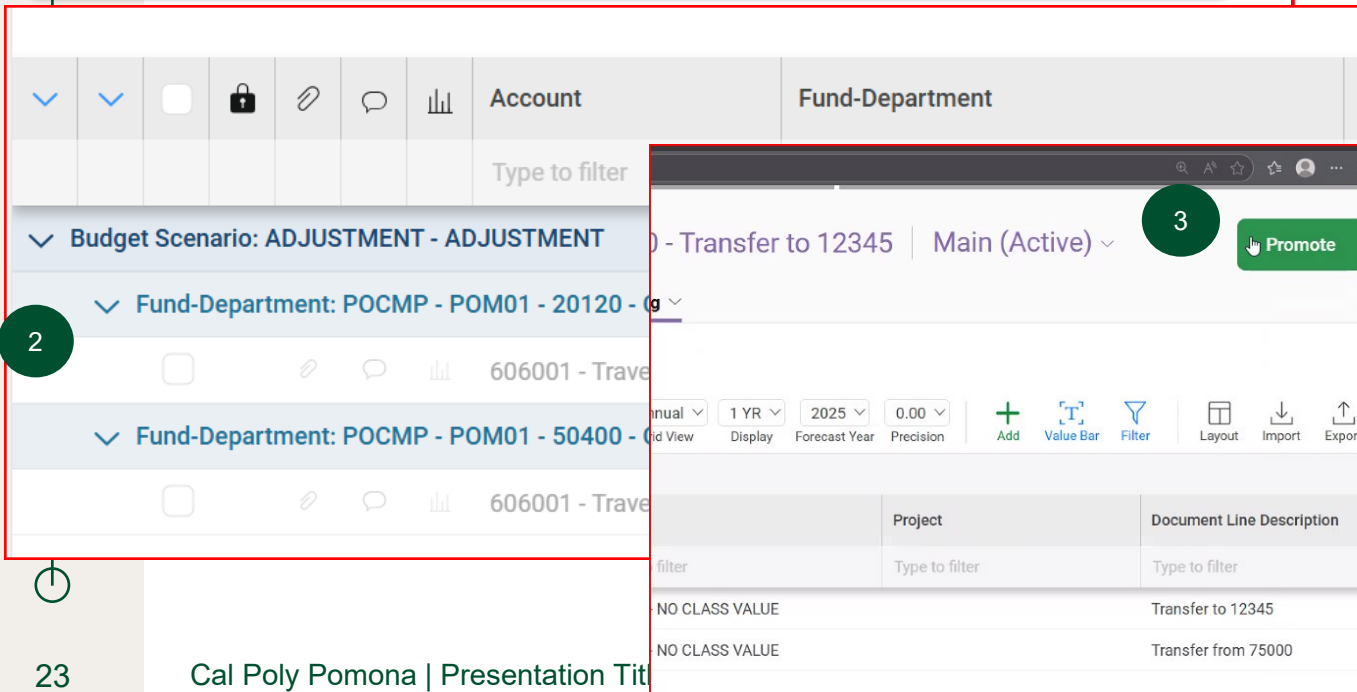
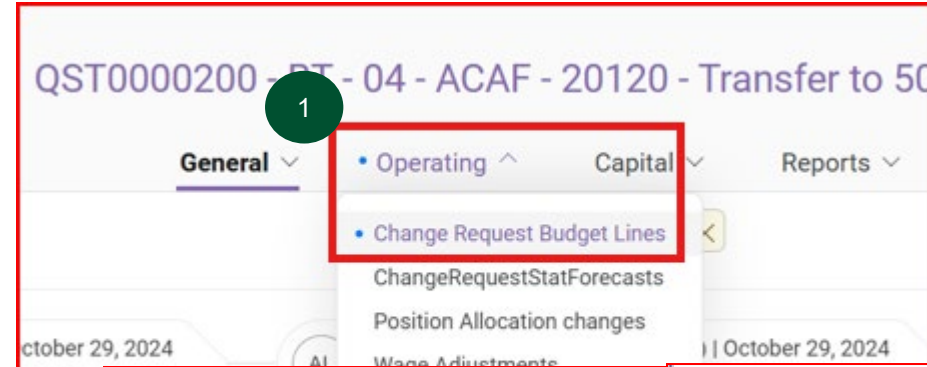




TABLEAU POSTING



VI. Tableau Posting

STEPS

1. Log into Questica & Select the Star Icon
2. Check for (Published)

The screenshot shows a web browser window with the Cascade CMS interface. The browser's address bar shows the URL 'Cal Poly Pomona - ...' and the page title 'Cascade CMS'. The user is logged in as 'De'. The interface includes a navigation menu with 'Administration' and a search bar. A red box highlights the 'Bookmarks' icon (a blue star) in the top right corner. A dropdown menu is open, showing a list of bookmarks under the heading 'Bookmarks'. The list includes three items: 'Change Request | 2023 | QST0000008 - PBA Perm BP&A Redistribution (Published)', 'Change Request | 2024 | QST0000196 - BT - 04 - PRES - 73700 to Various 1576 (Publ...', and 'Change Request | 2024 | QST0000200 - BT - 04 - ACAF - 20120 - Transfer to 50400 (P...'. The 'Personnel' link is also visible at the bottom of the dropdown menu.

Administration ▾

Bookmarks

- Change Requests
- Change Request | 2023 | QST0000008 - PBA Perm BP&A Redistribution (Published)
- Change Request | 2024 | QST0000196 - BT - 04 - PRES - 73700 to Various 1576 (Publ...
- Change Request | 2024 | QST0000200 - BT - 04 - ACAF - 20120 - Transfer to 50400 (P...
- Personnel

it Dashboard



VI. Tableau Posting



csucpp
2023.1.0.18

Dashboard

My Tasks

Budgeting

Reports

Administration

?

↺

📅

★

🔔

Debra Chavez

Change Requests

2025 - 2026

Search Change Requests

All Change Request Types

Any Status

Any Status

Published

Not Published

+

Value Bar

Filter

Layout

Import

Export

	Budge...	Change ...	f (ex:...	Journal Line (Title)	Brief Description	Change Request Stage	Export Batch Numb...	Publish Date	↓	Add
	Type to filter	Type to filter		Type to filter	Type to filter	Type to filter	Type to filter	Type to filter		Type
☐	2025 - 20...	Budget Tra...	QST0000773	BT - 01 - UNIV - AO 25-002 2025-26 Initial GF Ba...	AO 25-002 2025-26 Initial GF Base Budget Allocation	3-Final Approval [Budget Tra...				N
☐	2025 - 20...	Budget Tra...	QST0000774	BT - 01 - ADMN - 71900 - CAP PROJ AP#25-02	CAP PROJ AP#25-02	3-Final Approval [Budget Tra...				C
☐	2025 - 20...	Budget Tra...	QST0000775	BT - 01 - ADMN - 71900 - CAP PROJ XFER FR AP...	XFER FR AP24-09 TO AP24-15	3-Final Approval [Budget Tra...				C
☐	2025 - 20...	Budget Tra...	QST0000776	BT - 02 - UNIV - AO 25-009 2025-26 Final GF Bas...	AO 25-009 2025-26 Final GF Allocation Budget Alloc...	3-Final Approval [Budget Tra...				N
☐	2025 - 20...	Budget Tra...	QST0000777	BT - 01 - ACAD - IFT #1055 (Research Scholarly...	IFT #1055 Research Scholarly and Creative Activity f...	3-Final Approval [Budget Tra...				N
☐	2025 - 20...	Budget Tra...	QST0000778	BT - 01 - STAF - IFT #1016 (June MPP Special A...	IFT #1016 June MPP Special Advisor Stipend Paym...	3-Final Approval [Budget Tra...				N
☐	2025 - 20...	Budget Tra...	QST0000779	BT - 02 - ADMN - IFT #1080 (US Bank One Card...	IFT #1080 US Bank One Card Rebate February 2025 ...	3-Final Approval [Budget Tra...				N
☐	2025 - 20...	Budget Tra...	QST0000780	BT - 02 ADMN - IFT #1081 (US Bank Travel Card...	IFT #1081 US Bank Travel Card Rebate Feb-Apr 2025	3-Final Approval [Budget Tra...				N
☐	2025 - 20...	Budget Tra...	QST0000781	BT - 02 - ACAD - IFT #1096 (Asian American Nat...	IFT #1096 .Asian American Native Hawaiian and Pa...	3-Final Approval [Budget Tra...				N
☐	2025 - 20...	Budget Tra...	QST0000782	BT - 02 - ADMN - 71900 - CAP PROJ AP24-02 Cl...	AP24-02 REVERSE QST753	3-Final Approval [Budget Tra...				C
☐	2025 - 20...	Budget Tra...	QST0000783	BT - 02 - ACAD - IFT #1040 (CTEPP Equity Leade...	IFT #1040 CTEPP Equity Leaders Fellowship 2025	3-Final Approval [Budget Tra...				N
☐	2025 - 20...	Budget Tra...	QST0000784	BT - 02-ACAD-20500-RSCA	testing	2-BP&A Review [Budget Tran...				



VI. Tableau Posting

STEPS

1. Log into Tableau Custom View
2. Filter by Fund(s) & Dept ID(s) for Transfer To & Transfer From
 - *****Verify transfer posted correctly**
 - *****Notify Budget Analyst if transfer did not post correctly**



Budget Analysts : Divisions & Colleges

- Amy Cher

- Student Affairs
- IT&IP
- President's Office & PCIA
- Academic Affairs
 - Academic Programs
 - Student Success
 - Academic Innovation
 - AVP Research
 - Enrollment Services
 - Colleges
 - CoB, AG, CEIS, ENV, ENGR & CLASS

- Naysia Caldwell

- Administrative Affairs
- University Advancement
- Academic Affairs
 - Provost's Office
 - Academic Resources
 - Academic Planning
 - Faculty Affairs
 - Colleges
 - SCI, CPGE, Collins & Library