Budget Transfer Process in Questica
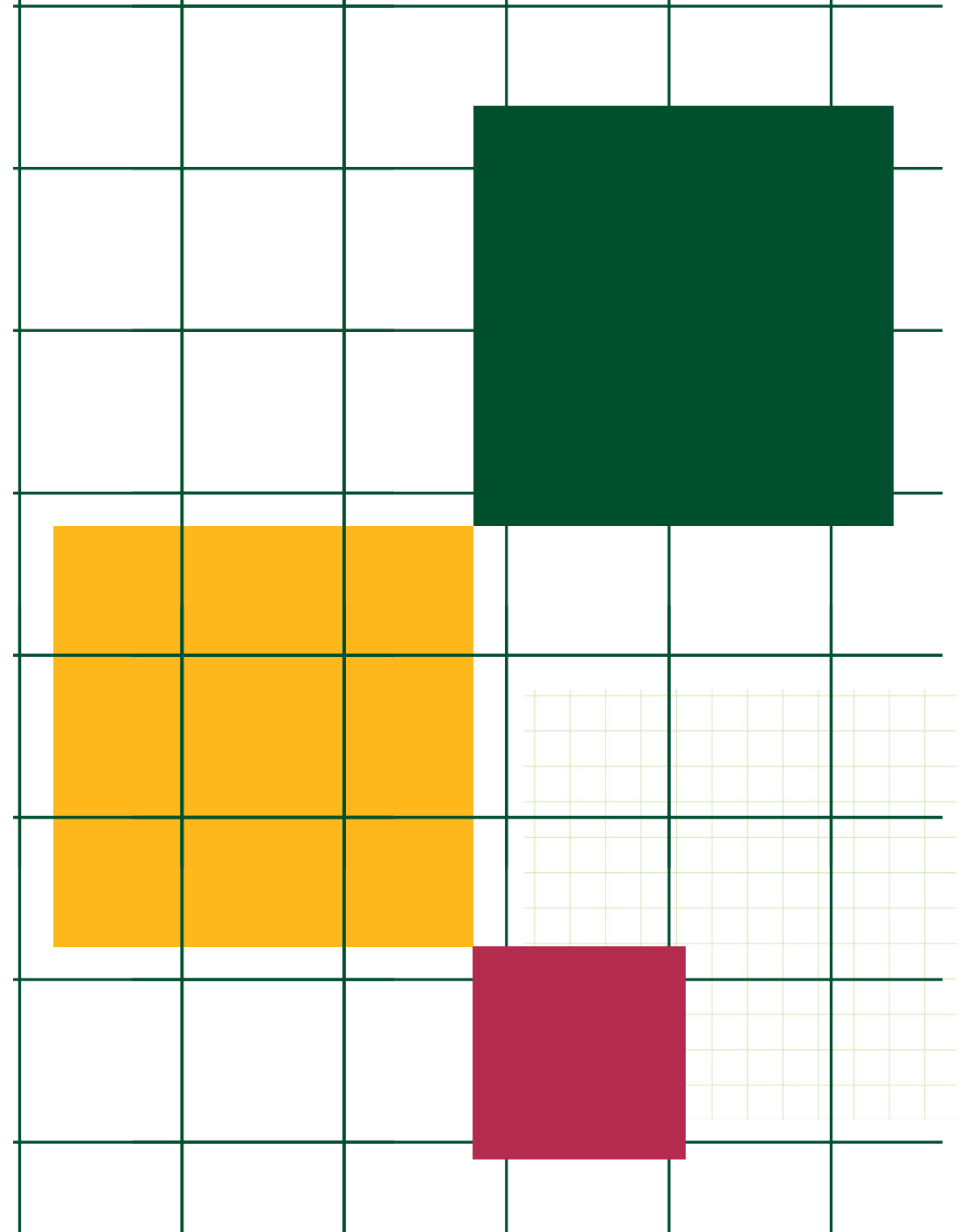
Cal Poly Pomona

Quick Reference Guide

Table of Contents

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

1

custom view

custom view

Custom View
Views • Christina Wade

Home
Favorites
Recents
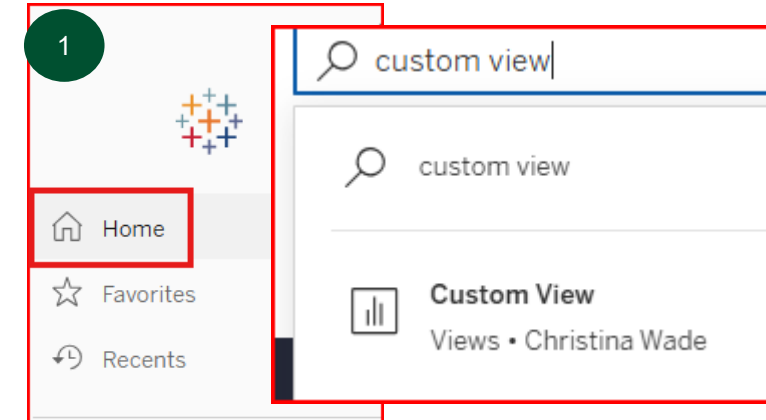
View: Q BT   Save Custom View

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

Custom View

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

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								
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
		Total						0.00			0.00	0.00
	Total							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	Account Type	Account	Program
CIAL S...	67900 - Student Ai...	(All)	0602 - Fiscal Oper.

Position Related Account Codes

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

Cancel   Apply

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-Intern
Position	601804 - Part Time Faculty

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

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

Column 1		Column 3
Dept ID		Fund
67900 - Student Aid Accting & Cashiers		POM01 - OPERATING FU

- [ ] (All)
- [x] Null
- BENEFITS
- [x] CAPITAL_OUTLAY
- [x] CNTRLY_MNGD_COSTS
- [x] EXP_ADJ
- [x] FINANCIAL_AID
- [x] FUND_BAL_RET_EARN
- [x] GFTS_GRNT_&_CONT
- [x] LIBRARY_ACQUISITIONS
- [x] OE_&_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

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

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

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.

| | 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		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
	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

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
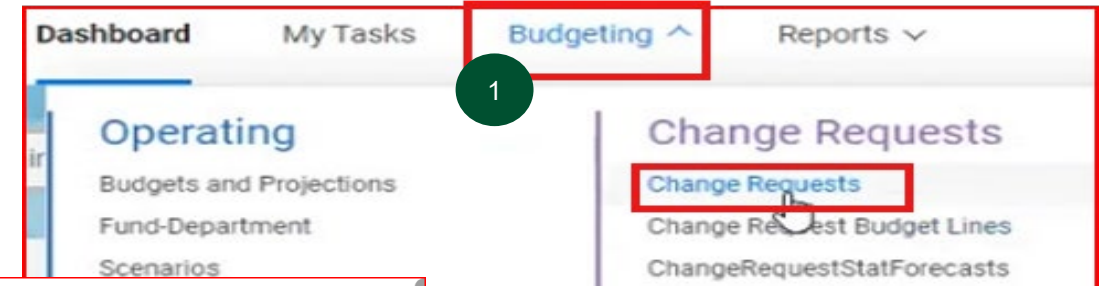
A) Department
 • Requestor's Dept ID

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

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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

1-PROPOSED TRANSFER

⋮ 🔒 ★ 🔔 📎 💬   2025 - 2026 | QST000077

General ⌃   Operatin

Operating Budget

Change Request

Security

History   2025
Forecast
Refresh Personnel

Scenario

filter   Type to filter

1-PROPOSED TRANSFER

Documents ❓
QST0000775 - Testing Budget Transfer 2 (2025)

📎 Change Request	📎 Scenario

+ Add   **T** Value Bar

T Select a cell to view its value.

☐ Description	Resource

Drop files here or click "+" to upload

Add Document ❓
Add a Document for the Change Request "QST0000775 - Testing Budget Transfer 2 (...

Type *
| File | ⌄ |

File *
Select File   No file chosen

Description

Cancel   Add

ENTER TRANSFER

IV. Enter Transfer in Questica

STEPS
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

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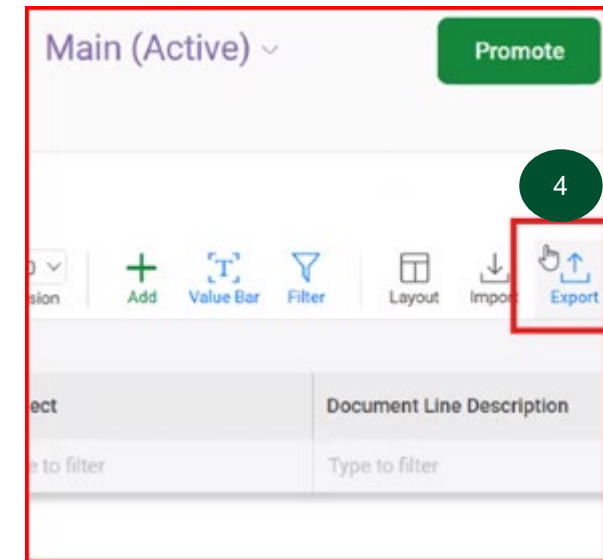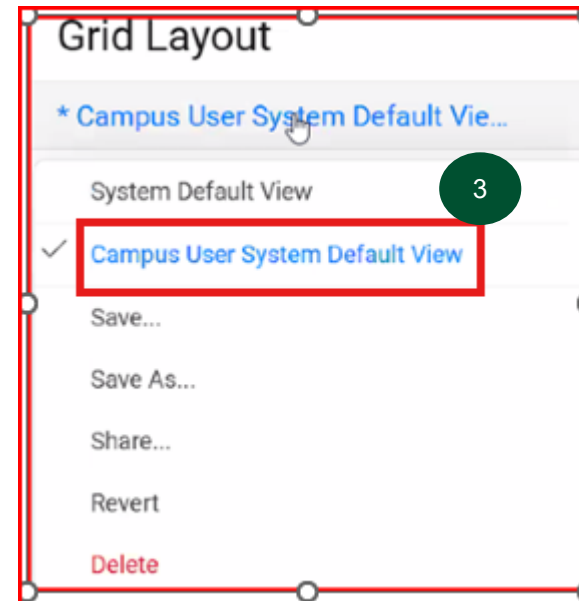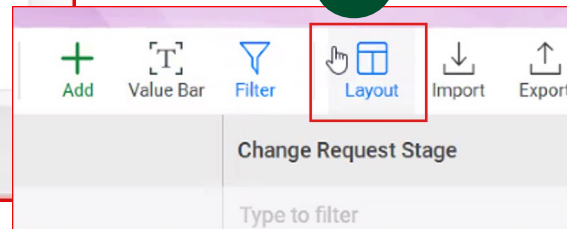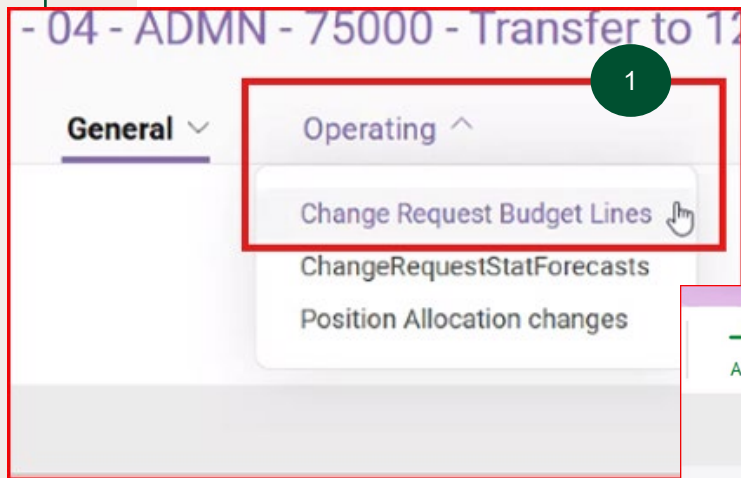
IV. Enter Transfer in Questica

STEPS

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

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
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				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
	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
1										
2	Account *	Fund-Department *	Program	Class	Project	Document Line Descrip	Budget Scenario *	Ledger Group	2025	2026
3	660003	POCMP - PCR01 - 16616	0101	00000		transfer from 660003 to	ADJUSTMENT	STD_BUDGET	(5,000.00)	-
4										
5										
6	Data below this row will not be imported.									
7	15	Cal Poly Pomona | Presentation Title								

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

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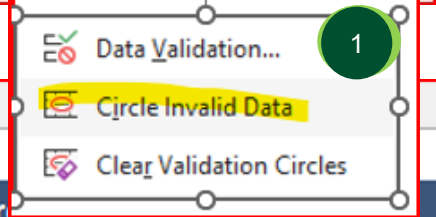
IV. Enter Transfer in Questica

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

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PROMOTE TRANSFER

V. Promote Transfer for Review in Questica

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

(1) - Transfer to 12345 | Main (Active) ⌄ **Promote**

nnual ⌄	1 YR ⌄	2025 ⌄	0.00 ⌄	+ Add	T Value Bar	▽ Filter	Layout	Import	Export
id View	Display	Forecast Year	Precision						

	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) ○ 2-BP&A Review

Final Approval

Cancel   Next >

Notes ⓘ ✕
Flagged notes and notes that were added in the current stage

No Notes

Enter promote comment here

(3)

Cancel   < Previous   Save

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)
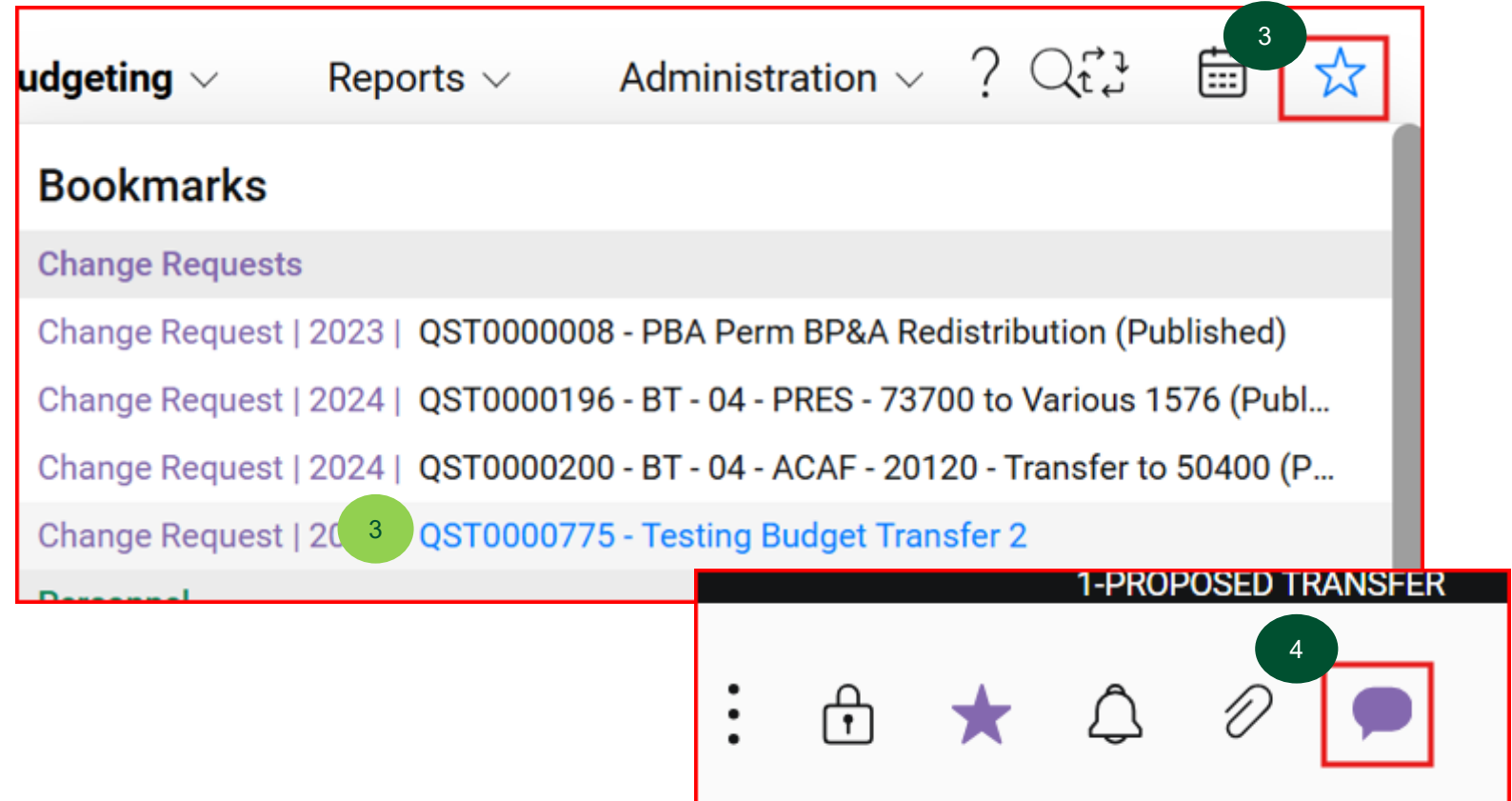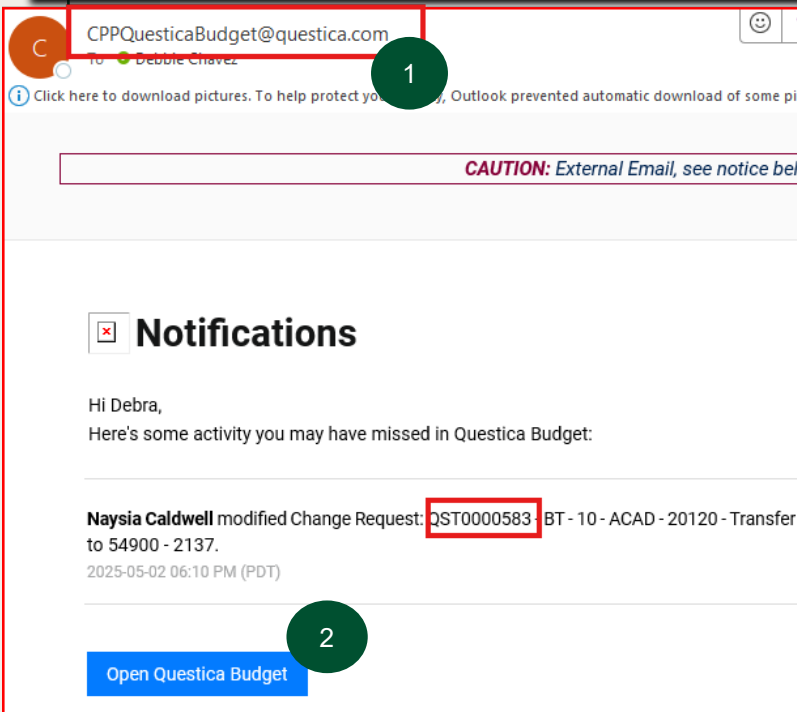
V-I. Demotion Process

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

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

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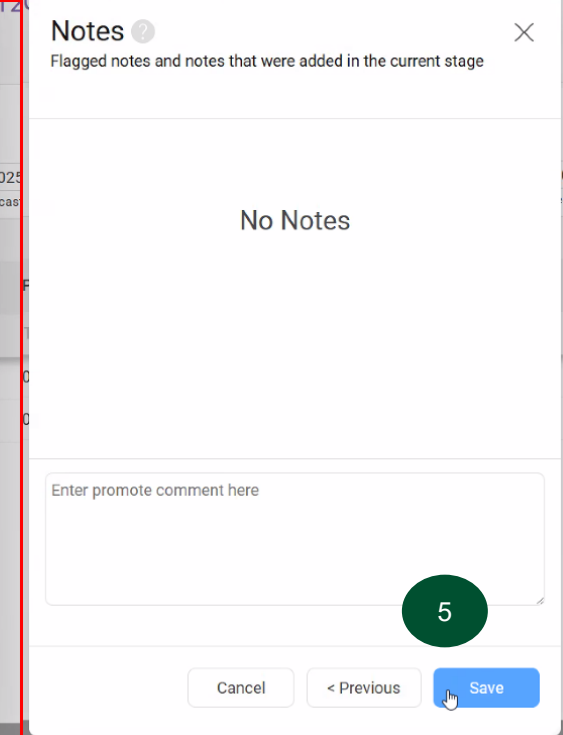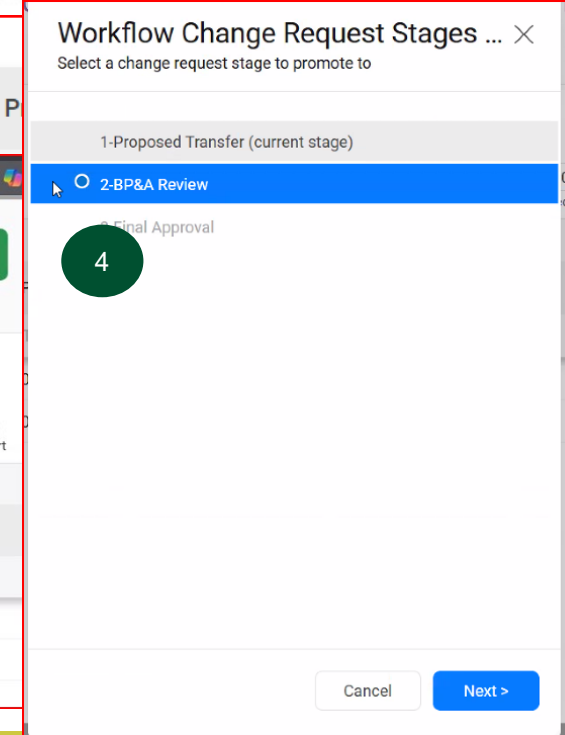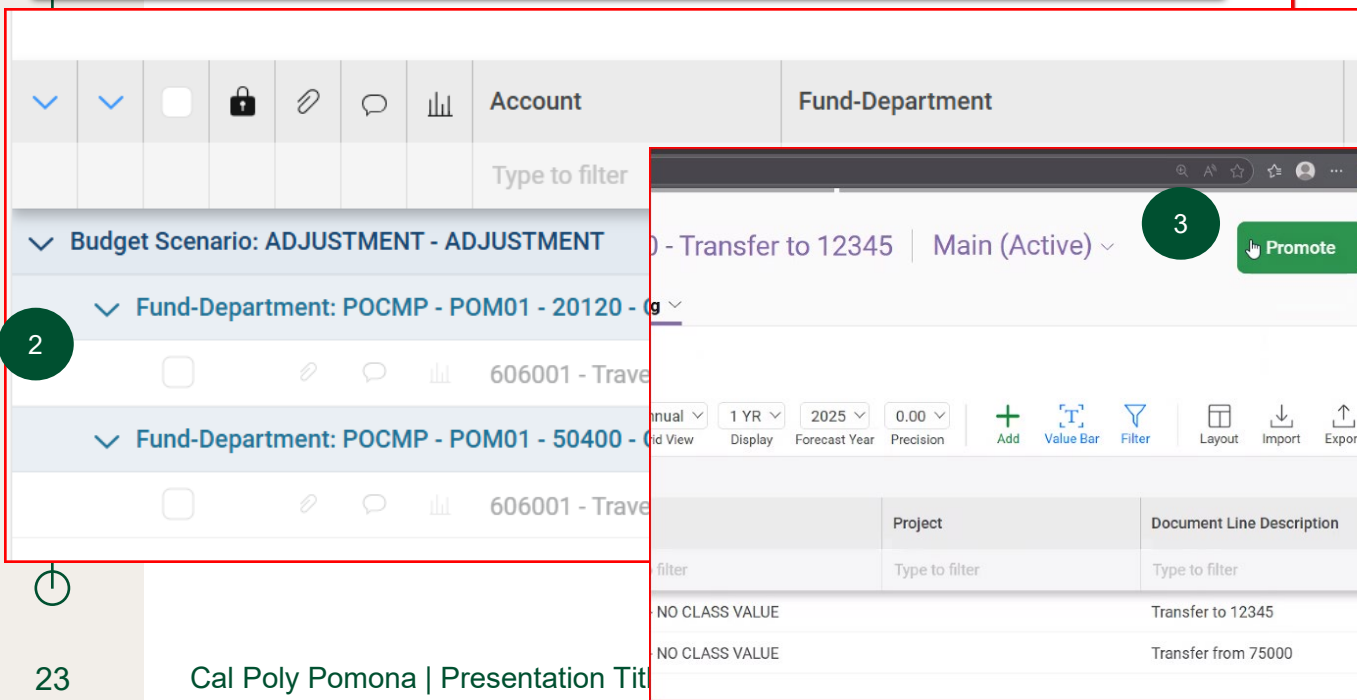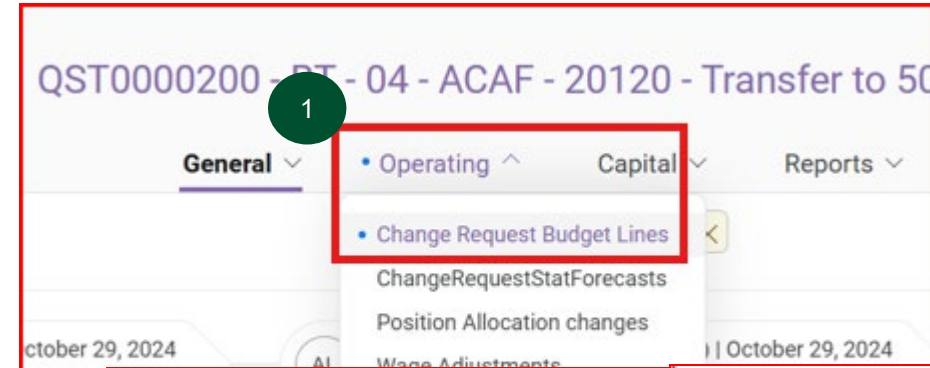
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TABLEAU POSTING

VI. Tableau Posting

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

VI. Tableau Posting

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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

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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