



Operating Expense (OE)
Transfers in Questica



Agenda

- **Questica**
 - What, Why, Who & When
- **Transfer Requirements & Guidelines**
 - Access, Documentation & Deadlines
- **User Interface**
- **Transfer Workflow Process**
- **Demo**
- **Q & A**



QUESTICA



What

—○—
Position based
budgeting
system



Why

—○—
Process
Efficiency &
Data Storage



Who

—○—
Users preparing
budget transfers



When

—○—
October





Questica Terminology

Change Requests = Budget Transfers

Fund Department = Cost Center

STD_LEDGER = Ledger Group for Questica

Workflow Stages = Transfer Process

Stage 1 = Input/Entry Stage : Promote

Stage 2 = BP&A Analyst Review : Promote/Demote

Stage 3 = BP&A Director Review : Publish/Demote

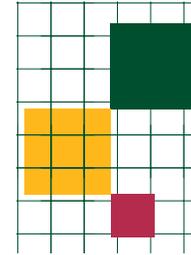
Stage 4 = Export Out & Upload to CFS to Post to GL

.....

Promote = Advancement to Next Stage

Demote = Return to Previous Stage

Publish = Export Out & Upload to CFS/Post to GL



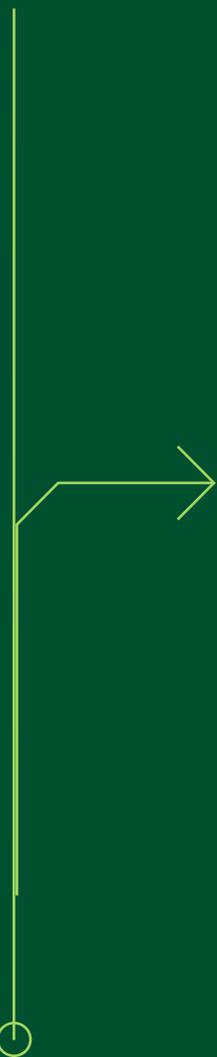
QUESTICA TERMS



Sandbox = Test Site

Production = Live Site





OE BUDGET TRANSFER
REQUIREMENTS & GUIDELINES



OE Transfer Requirements

- Questica & Tableau User Access
- Backup Documentation
Reason for Transfer
- Submit Transfers before the last business day of the month for same month posting



Questica Access



Tableau Access





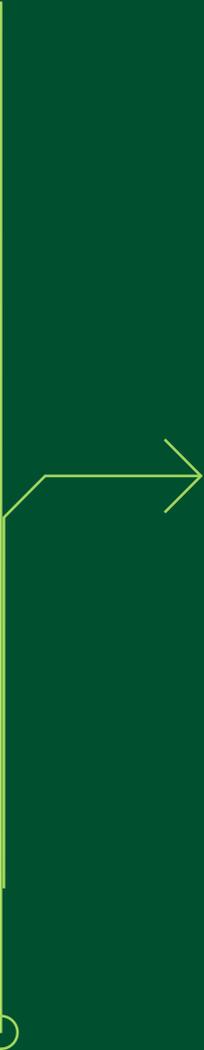
OE Transfer Guidelines

- Do not Zero-Out Budget Deficits at the Account Code Level
- Cross Fund & Scenario Transfers are NOT Allowed
- Transfers must be entered in Whole Dollars & Net to Zero
- Cannot Transfer between Revenue Account Codes
- [Salary Account Codes are Prohibited](#)
- [List of Inactive Dept Ids & Account Codes](#)
- Transfers will be reviewed and processed after the Annual Budget has been Approved & September has closed

POMO1 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



BUDGET TRANSFER
USER INTERFACE

Questica Landing Page



csucpp
2023.1.0.18

Dashboard
My Tasks
Budgeting ▾
Reports ▾
Administration ▾

?
↻
📅
☆
🔔


Debra Chavez ▾

Campus User ▾

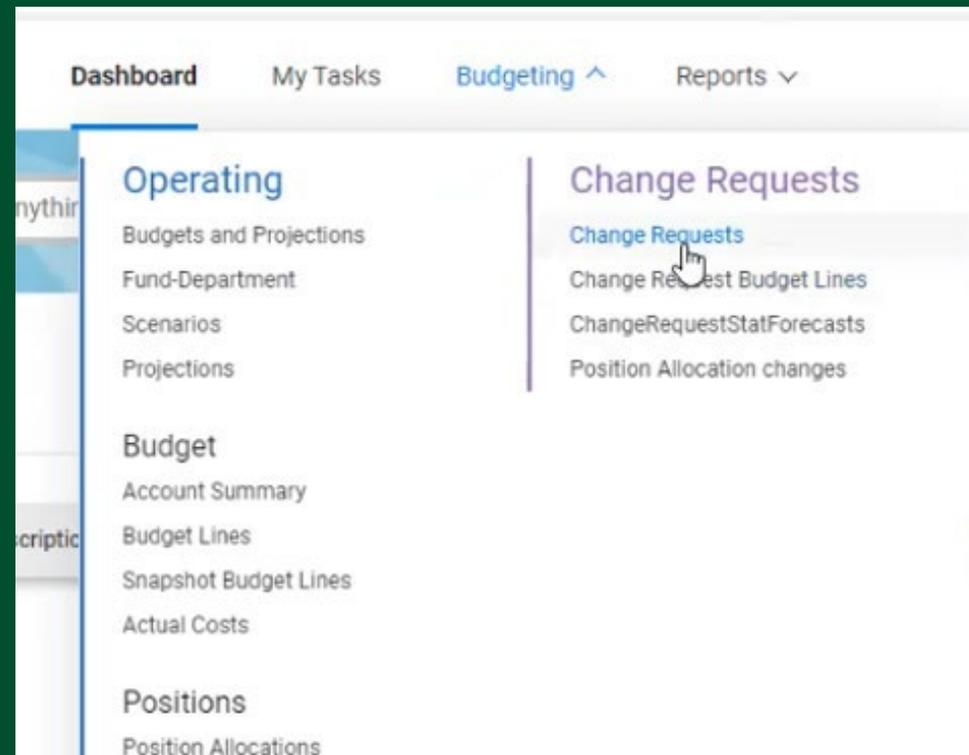
↔ Arrange Widgets
+ Add Widget
✎ Edit Dashboard
+ New Dashboard

Campus User Change Request Status Report

Change Request Type	Change Request Journal Line Ref (ex: ALB18-001) ▾	Change Request Journal Line (Title)	Change Request Publish Date	Change Request Stage Sta
Budget Transfer	QST0000792	BT - 03 - ACAD - IFT #1196 Quality Learning & Teacher Summer		3-Final Approval
Budget Transfer	QST0000792	BT - 03 - ACAD - IFT #1196 Quality Learning & Teacher Summer		3-Final Approval
Budget Transfer	QST0000791	BT - 03 - ADMN - IFT #1205 (US Bank Travel Card Rebate May-July 2025)		3-Final Approval
Budget Transfer	QST0000791	BT - 03 - ADMN - IFT #1205 (US Bank Travel Card Rebate May-July 2025)		3-Final Approval
Budget Transfer	QST0000790	BT - 03 - ADMN - IFT #1204 (U.S. Bank One Card Rebate May-July 2025)		3-Final Approval
Budget Transfer	QST0000790	BT - 03 - ADMN - IFT #1204 (U.S. Bank One Card Rebate May-July 2025)		3-Final Approval
Budget Transfer	QST0000789	BT - 03 - ACAD - IFT #1192 (25-26 CSU Student Success Dashboard Project)		3-Final Approval
Budget Transfer	QST0000789	BT - 03 - ACAD - IFT #1192 (25-26 CSU Student Success Dashboard Project)		3-Final Approval
Budget Transfer	QST0000788	BT - 02 - PRES - IFT #1103 (FY25/26 Strategic Enrollment Management Supplemental Funding)		3-Final Approval
Budget Transfer	QST0000788	BT - 02 - PRES - IFT #1103 (FY25/26 Strategic Enrollment Management Supplemental Funding)		3-Final Approval
Budget Transfer	QST0000787	BT - 02 - ACAD - IFT #1160 (CSUBIOTECH (CSUPERB) Support Reallocation)		3-Final Approval
Budget Transfer	QST0000787	BT - 02 - ACAD - IFT #1160 (CSUBIOTECH (CSUPERB) Support Reallocation)		3-Final Approval
Budget Transfer	QST0000786	BT - 02 - ACAD - IFT #1175 (Return of 2024-25 RELUI Program Improvement Grant)		3-Final Approval
Budget Transfer	QST0000786	BT - 02 - ACAD - IFT #1175 (Return of 2024-25 RELUI Program Improvement Grant)		3-Final Approval
Budget Transfer	QST0000785	BT - 02 - STAF - 64200 - IFT #1170 (Rapid Rehousing)		3-Final Approval

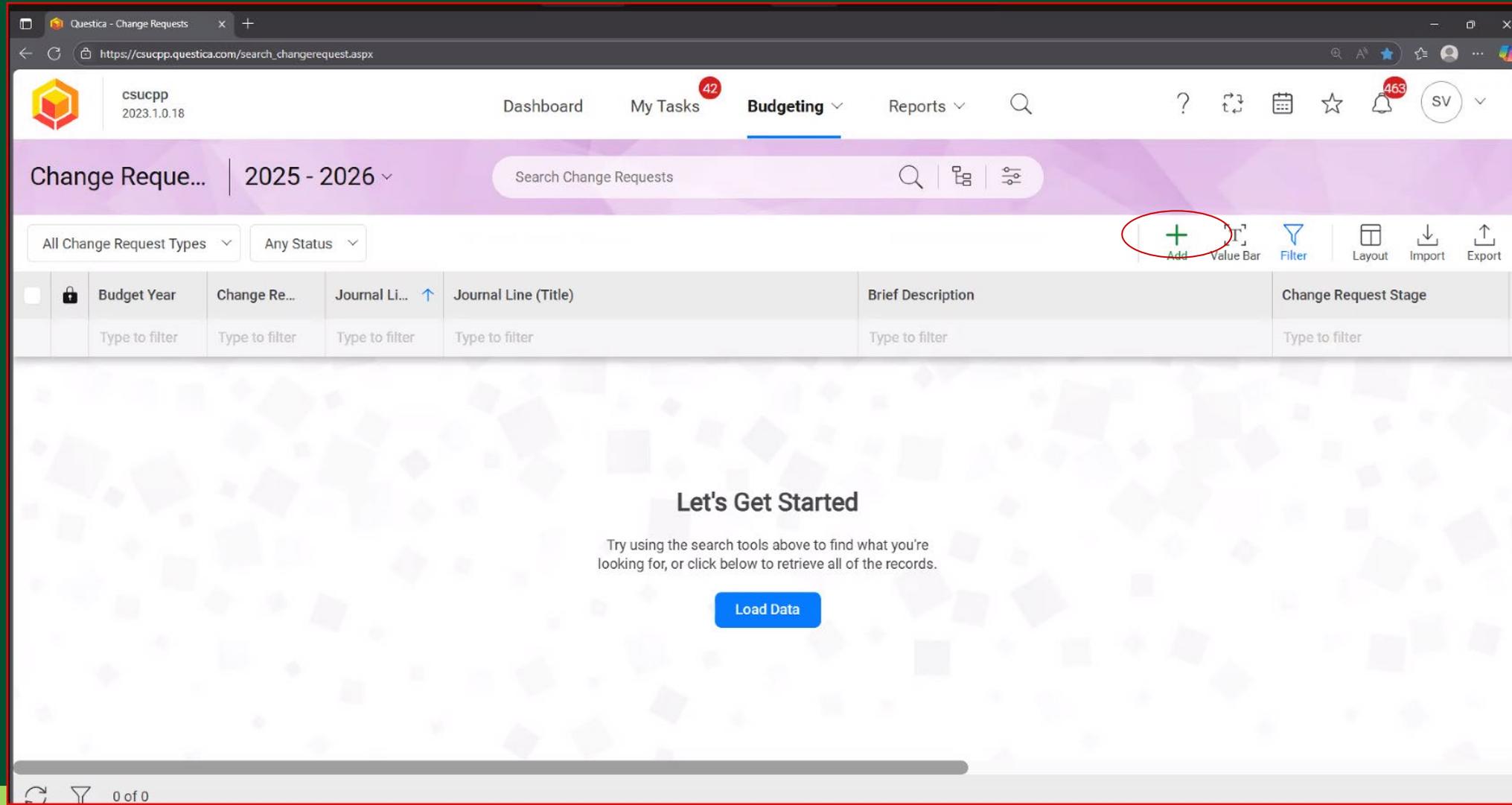
Budget Transfer User Interface

Budgeting > Change Requests > Change Requests



Budget Transfer Home Screen

- Ensure FY is current
- Select the Green + sign to add a new request

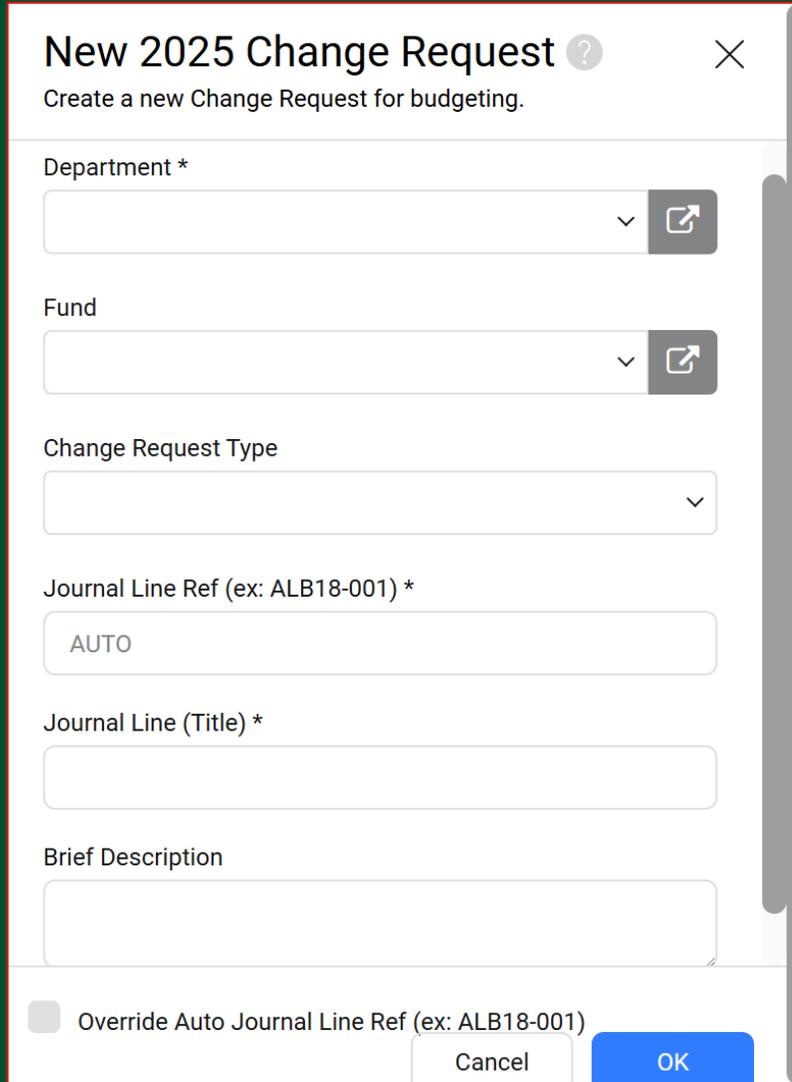


The screenshot shows the Questica web application interface for budget transfers. The browser address bar displays the URL `https://csucpp.questica.com/search_changerequest.aspx`. The application header includes the Questica logo, version information (csucpp 2023.1.0.18), and navigation menus for Dashboard, My Tasks (with a 42 notification badge), Budgeting (selected), and Reports. A search bar is present with the text "Search Change Requests". Below the header, there are filter dropdowns for "Change Reque..." and "2025 - 2026". A table with columns for Budget Year, Change Re..., Journal Li..., Journal Line (Title), Brief Description, and Change Request Stage is visible. A green plus sign icon in the top right corner of the table area is circled in red, indicating the "Add" button. Below the table, a "Let's Get Started" section contains a "Load Data" button.

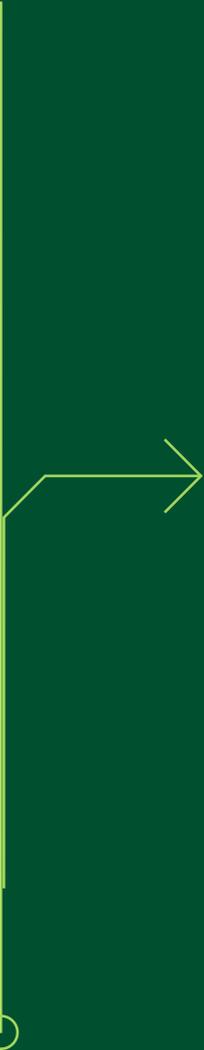
Budget Year	Change Re...	Journal Li...	Journal Line (Title)	Brief Description	Change Request Stage
Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter

Budget Transfer New Record

Note Fields listed below



- Department
 - Requestor's Dept ID
- Fund
 - Fund in Transfer
- 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
- Brief Description
 - Summarizes Transfer
 - **ex : Transfer from 660003 to 660009 (**Entry Date & Your Name**)
 - **ex : Transfer from AI to Sci C3078 (**Entry Date & Your Name**)



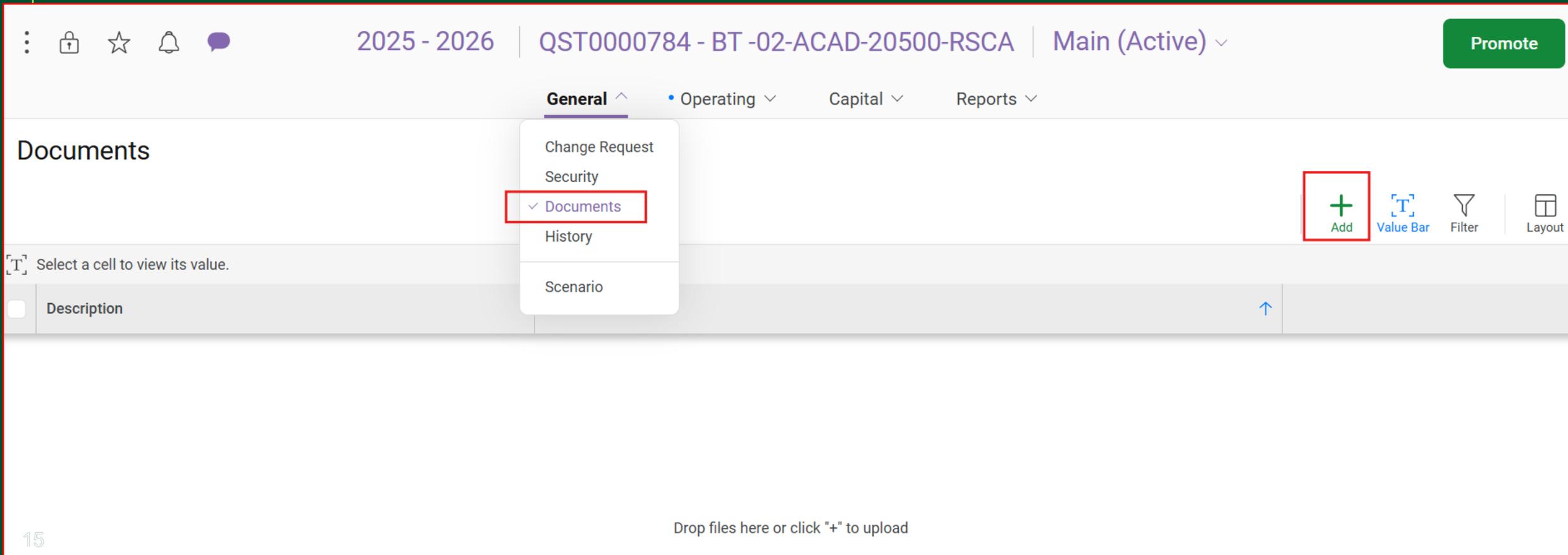
**BUDGET TRANSFER
DOCUMENTS**

Budget Transfer Documents

Documents Screen

General > Documents

Green + icon to add

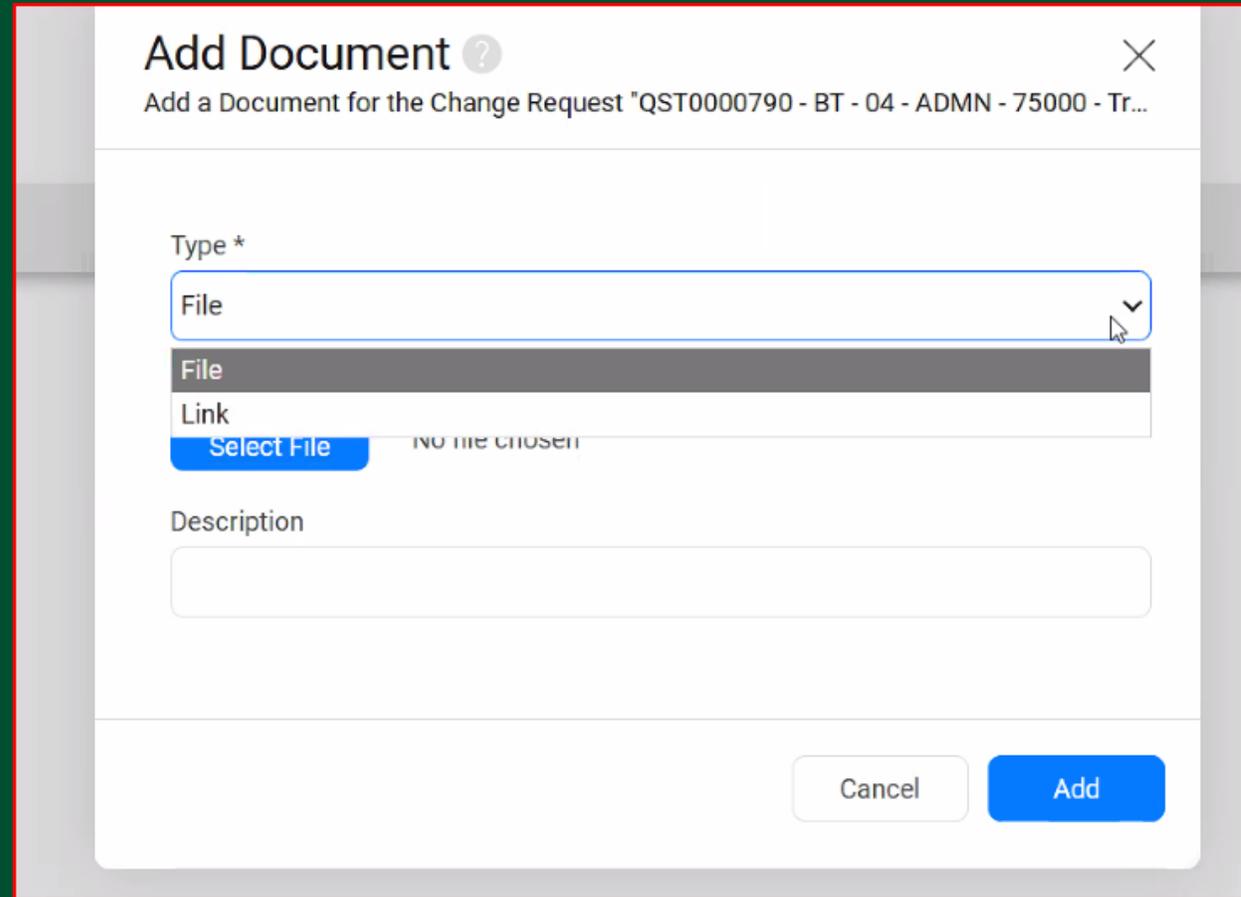


The screenshot shows the 'Documents' screen in a budgeting application. At the top, there is a navigation bar with icons for home, lock, star, notifications, and chat. The current fiscal year is '2025 - 2026' and the document ID is 'QST0000784 - BT -02-ACAD-20500-RSCA'. The active tab is 'Main (Active)'. A 'Promote' button is visible in the top right corner. Below the navigation bar, there are tabs for 'General', 'Operating', 'Capital', and 'Reports'. The 'General' tab is selected, and a dropdown menu is open, showing options: 'Change Request', 'Security', 'Documents' (highlighted with a red box), 'History', and 'Scenario'. On the right side of the screen, there is a toolbar with icons for 'Add' (a green plus sign, highlighted with a red box), 'Value Bar', 'Filter', and 'Layout'. Below the toolbar, there is a table with a header row containing a checkbox and the text 'Description'. A tooltip above the table says 'Select a cell to view its value.' At the bottom of the screen, there is a large white area with the text 'Drop files here or click "+" to upload'.

Budget Transfer Documents

Documents Screen

Select File Button to add file



Add Document ?

Add a Document for the Change Request "QST0000790 - BT - 04 - ADMN - 75000 - Tr...

Type *

File

File

Link

Select File NO file chosen

Description

Cancel Add

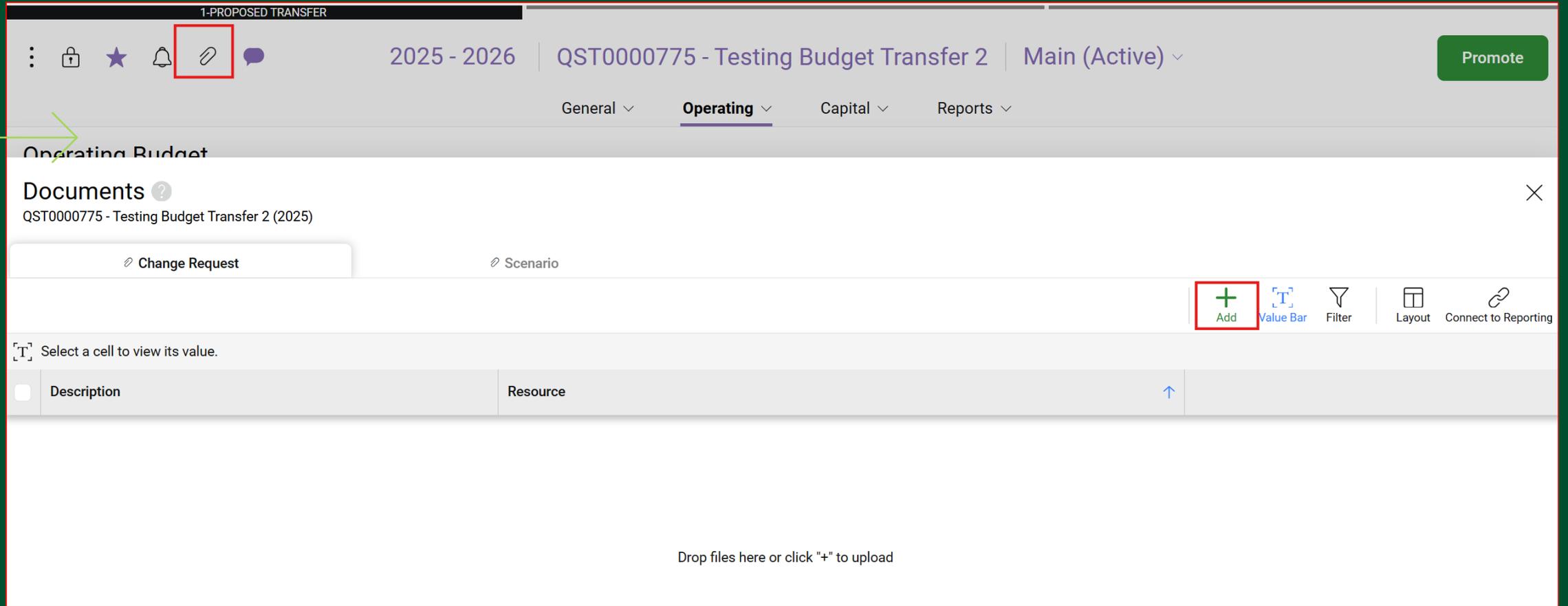
Add button to add to Qestica

Budget Transfer Documents

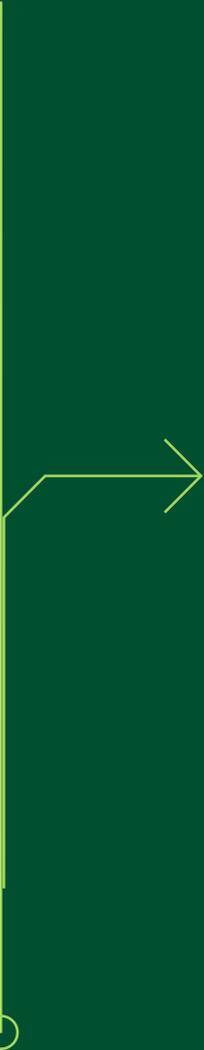
New version : V24.1 Adding a Document

Paperclip Icon

Green + icon to add



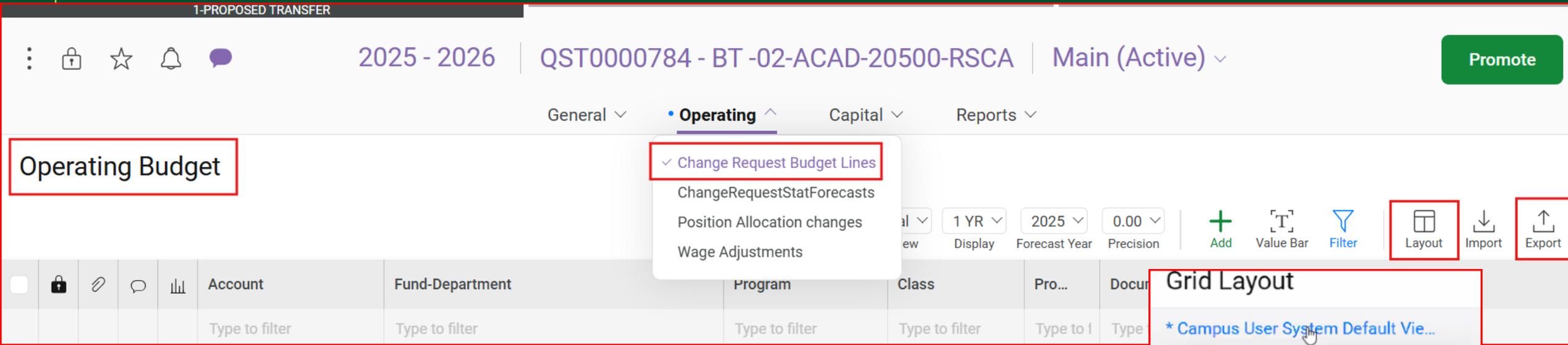
The screenshot displays the '1-PROPOSED TRANSFER' interface for '2025 - 2026' and 'QST0000775 - Testing Budget Transfer 2'. The 'Operating' budget category is selected. A 'Documents' section is visible, listing 'QST0000775 - Testing Budget Transfer 2 (2025)'. A toolbar at the bottom right includes an 'Add' button (green plus icon), 'Value Bar', 'Filter', 'Layout', and 'Connect to Reporting' options. A paperclip icon is highlighted in the top navigation bar, and a green arrow points to the 'Add' button in the toolbar. A text prompt at the bottom reads 'Drop files here or click "+" to upload'.



BUDGET TRANSFER
INPUT

Budget Transfer Input

Operating Budget Screen

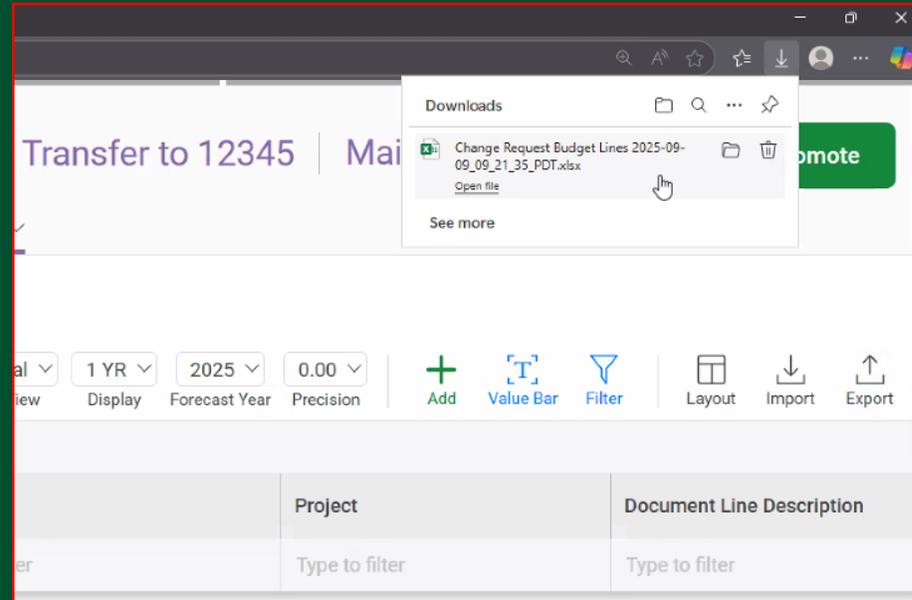


The screenshot shows the 'Operating Budget' screen in a web application. At the top, there is a header with '1-PROPOSED TRANSFER' on the left, navigation icons (lock, star, bell, chat), and the fiscal year '2025 - 2026'. The main title is 'QST0000784 - BT -02-ACAD-20500-RSCA | Main (Active)'. A green 'Promote' button is on the right. Below the header, there are tabs for 'General', 'Operating' (selected), 'Capital', and 'Reports'. A dropdown menu is open under 'Operating', listing options: 'Change Request Budget Lines' (highlighted with a red box), 'ChangeRequestStatForecasts', 'Position Allocation changes', and 'Wage Adjustments'. To the right of the menu are filters for '1 YR', '2025', and '0.00', along with icons for 'Add', 'Value Bar', 'Filter', 'Layout' (highlighted with a red box), 'Import', and 'Export' (highlighted with a red box). Below the menu is a table with columns: Account, Fund-Department, Program, Class, Pro..., and Docu... Each column has a 'Type to filter' input field.

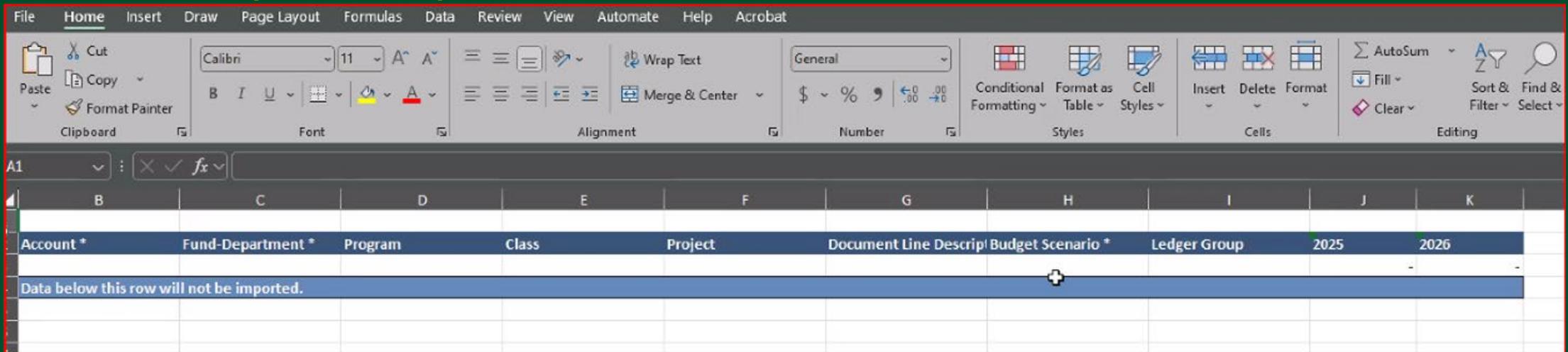
Operating > Change Request Budget Lines
Layout Icon
Export Icon

Budget Transfer Input

File Exports to User's Downloads folder



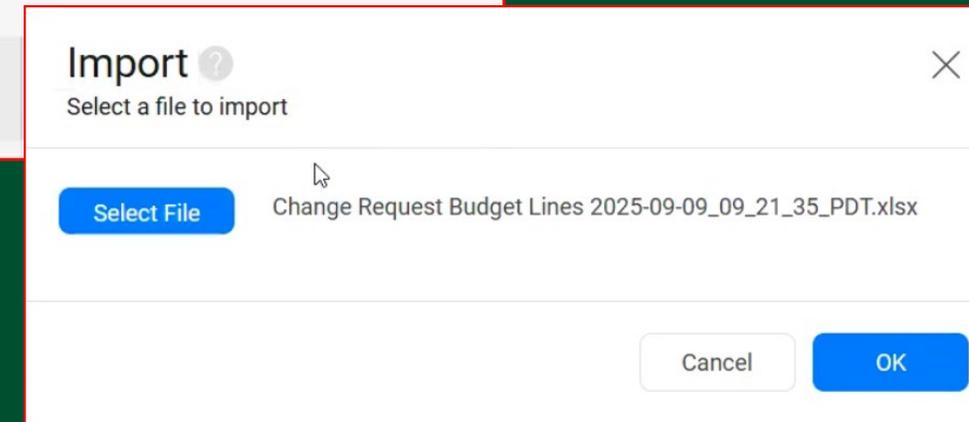
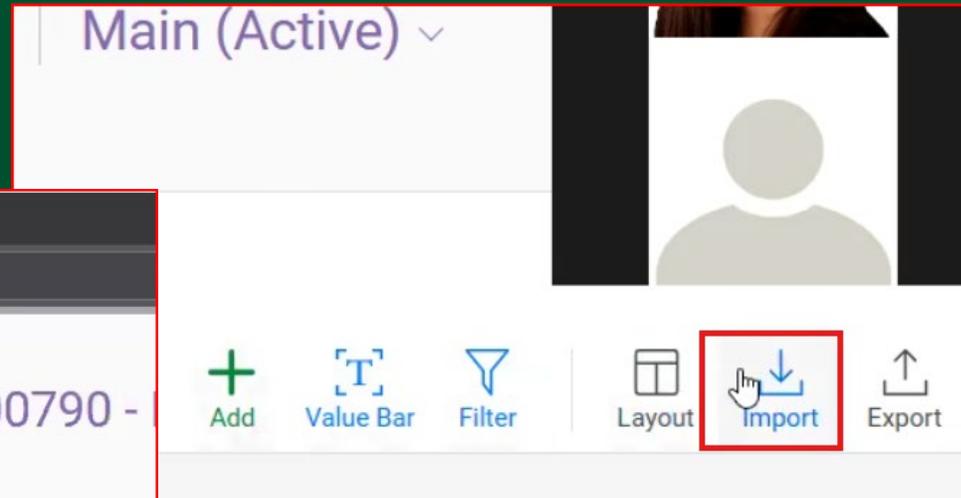
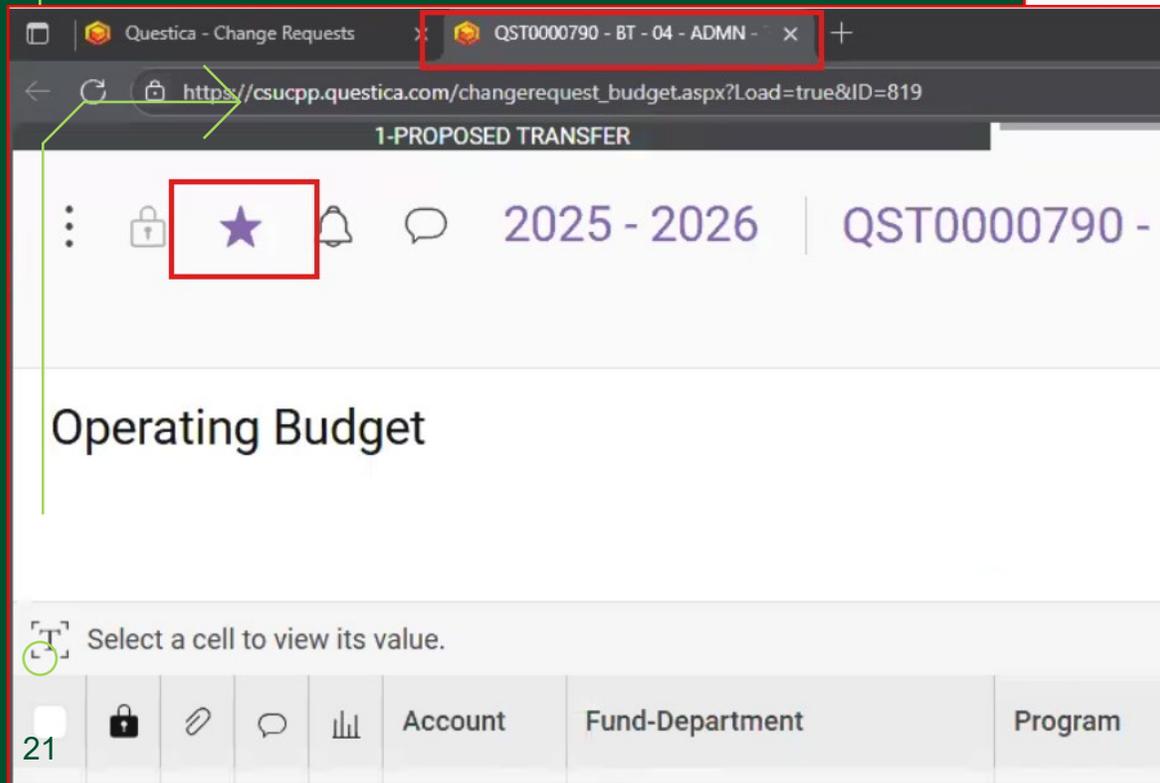
Excel File Export Sample



Budget Transfer Import

Excel File Import

Return to the Change Request Tab to Import
Star to file as Favorite
Import Icon to Import
Select File & Press OK



Budget Transfer Promote

Promote Transfer

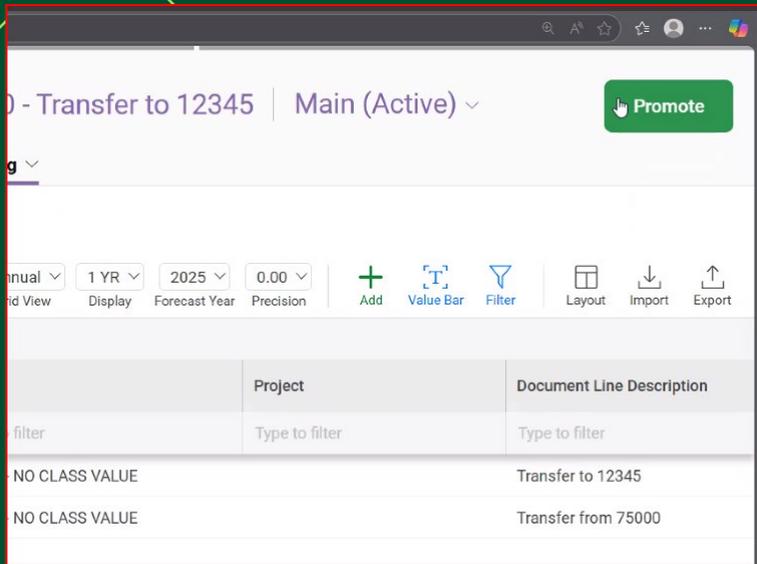
Promote

Option 2

Select Next

Enter Comments (not Required)

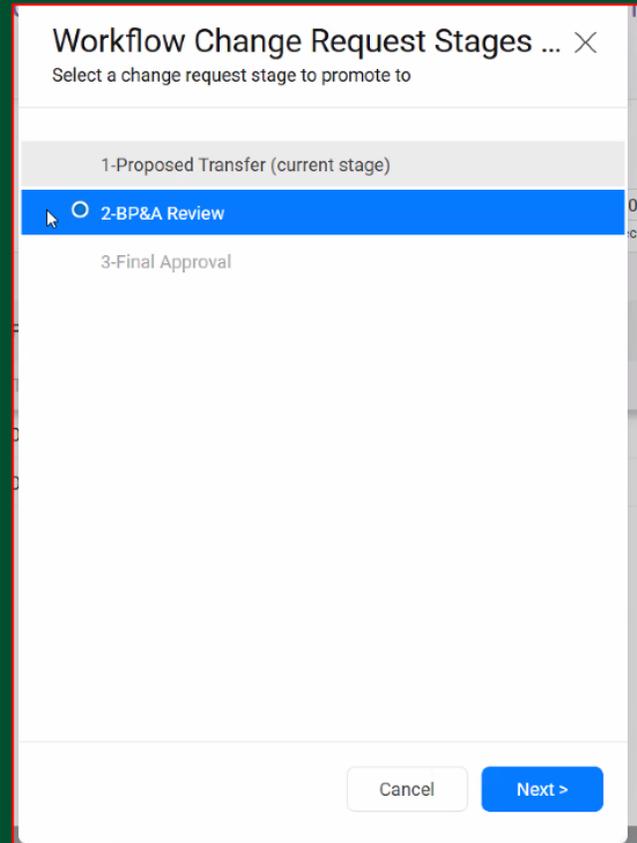
Save



0 - Transfer to 12345 | Main (Active) Promote

Annual | 1 YR | 2025 | 0.00 | Add | Value Bar | Filter | Layout | Import | Export

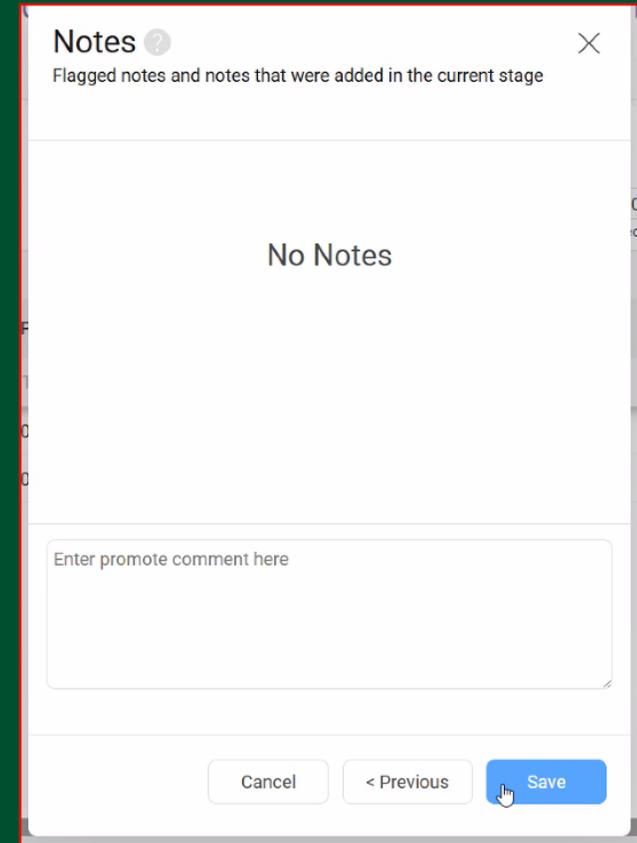
filter	Project	Document Line Description
	Type to filter	Type to filter
NO CLASS VALUE		Transfer to 12345
NO CLASS VALUE		Transfer from 75000



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

- 1-Proposed Transfer (current stage)
- 2-BP&A Review
- 3-Final Approval

Cancel Next >

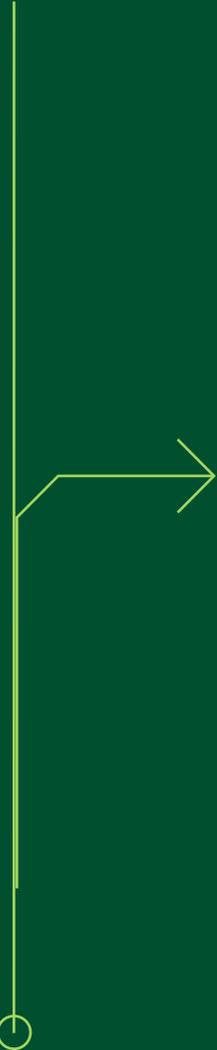


Notes ? X
Flagged notes and notes that were added in the current stage

No Notes

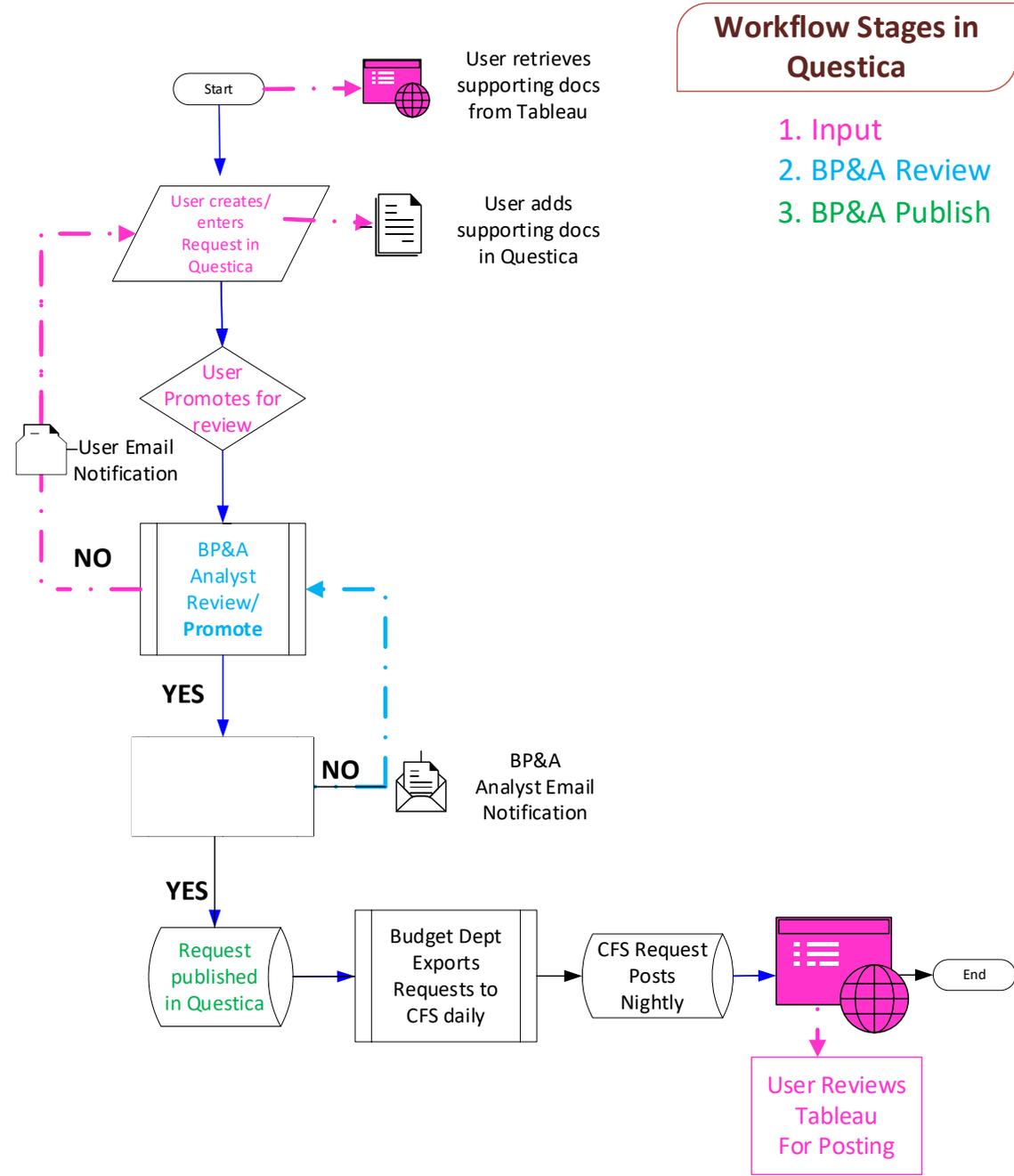
Enter promote comment here

Cancel < Previous Save



BUDGET TRANSFER
WORKFLOW

Questica Budget Transfer Request Process



Workflow Stages in Questica

1. Input
2. BP&A Review
3. BP&A Publish



DEMO

Questions

