

A decorative graphic on the left side of the slide, consisting of a large orange circle and a white line with an arrow pointing right.

Operating Expense (OE)
Transfers in Questica

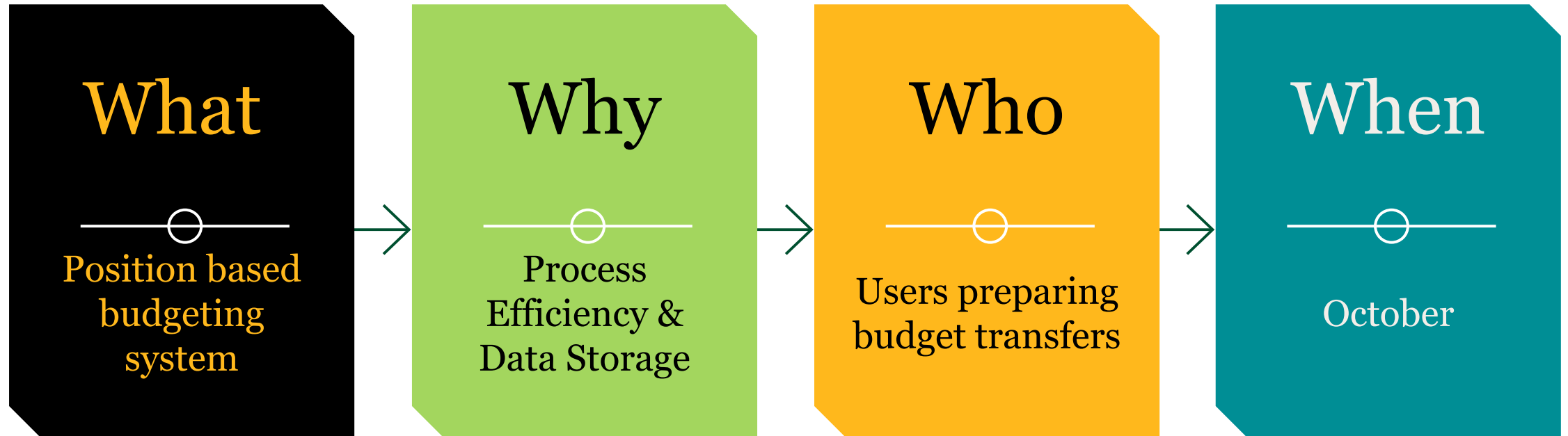


Agenda

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



QUESTICA





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

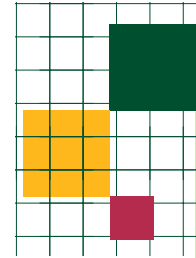
Stage 4 = Export Out & Upload to CFS to Post to GL

.....

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

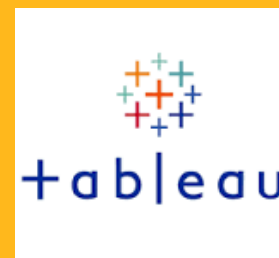


Tableau Access



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

?
Refresh
Calendar
Star
Bell
Debra Chavez

Search Anything [CTRL + SPACE]

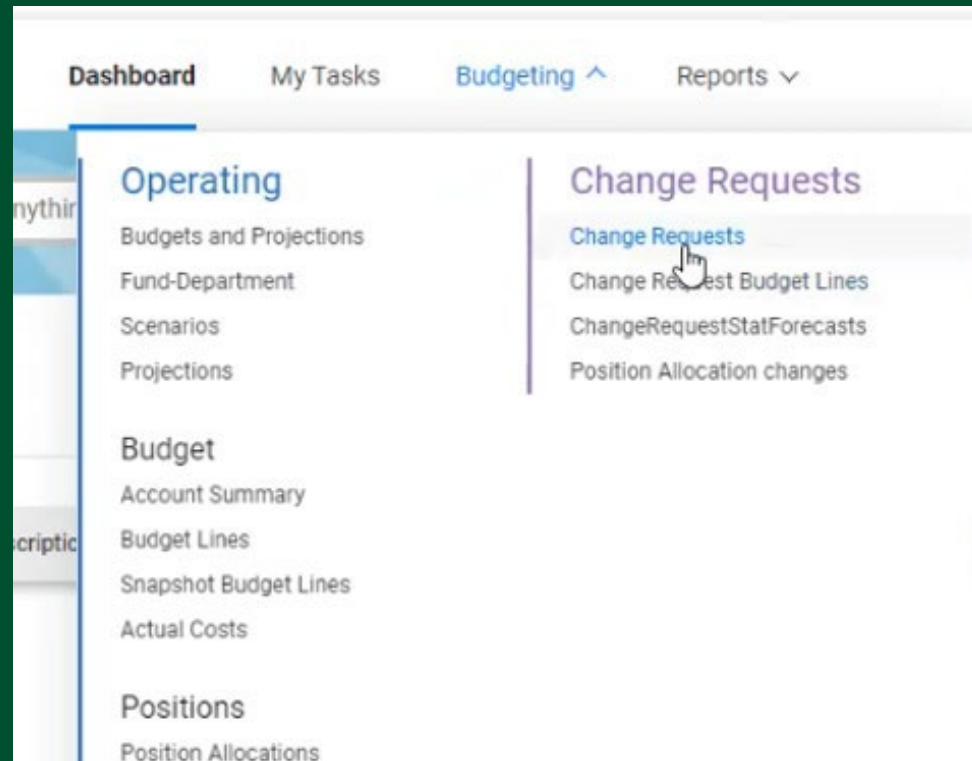
Campus User
Arrange Widgets
Add Widget
Edit Dashboard
New Dashboard

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
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

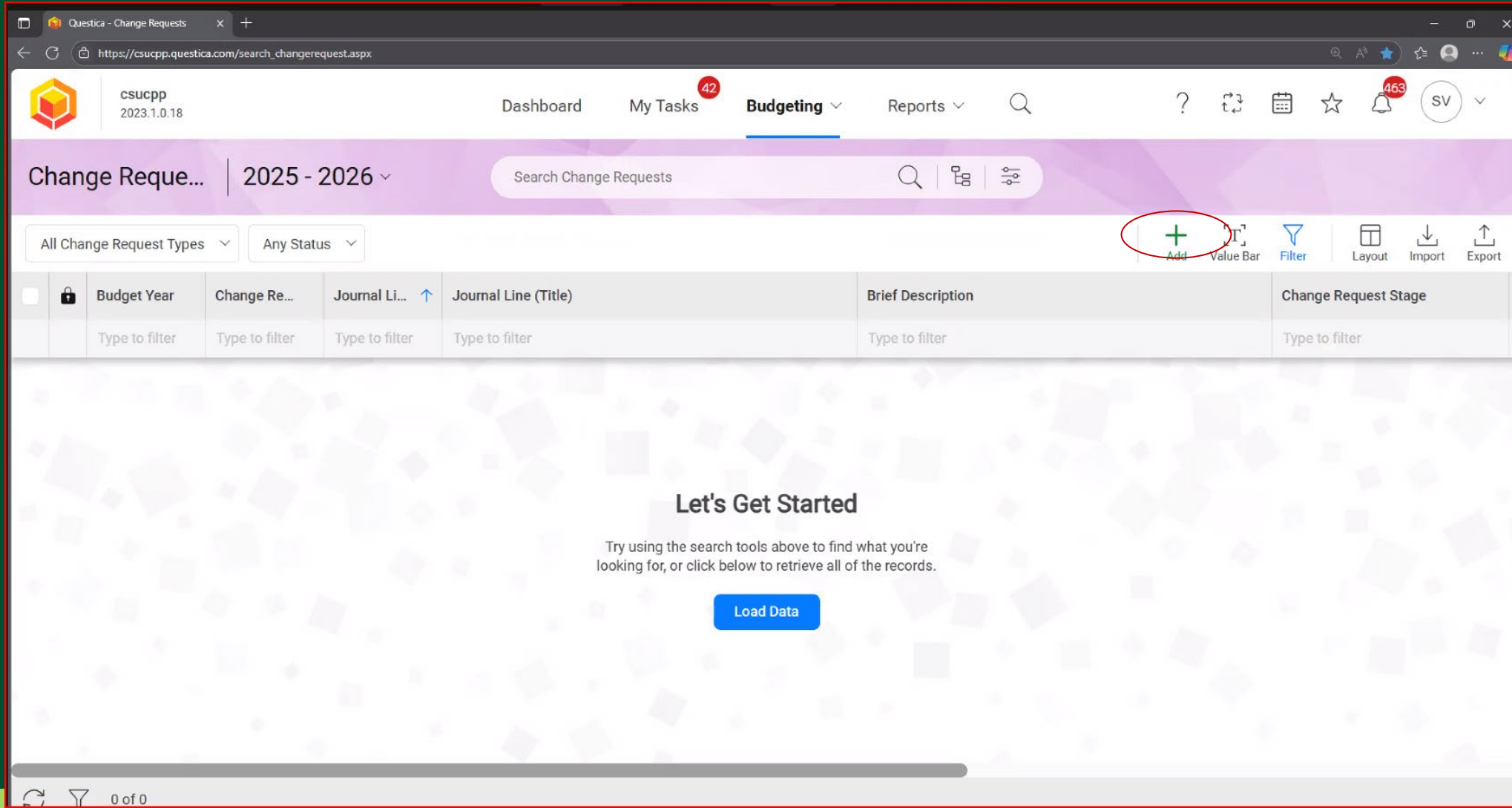
Budget Transfer User Interface

Budgeting > Change Requests > Change Requests



Budget Transfer Home Screen

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



Questica - Change Requests

csucpp 2023.1.0.18

Dashboard My Tasks ⁴² **Budgeting** Reports

Change Reque... | 2025 - 2026

Search Change Requests

All Change Request Types Any Status

+ Add Value Bar Filter Layout Import Export

	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

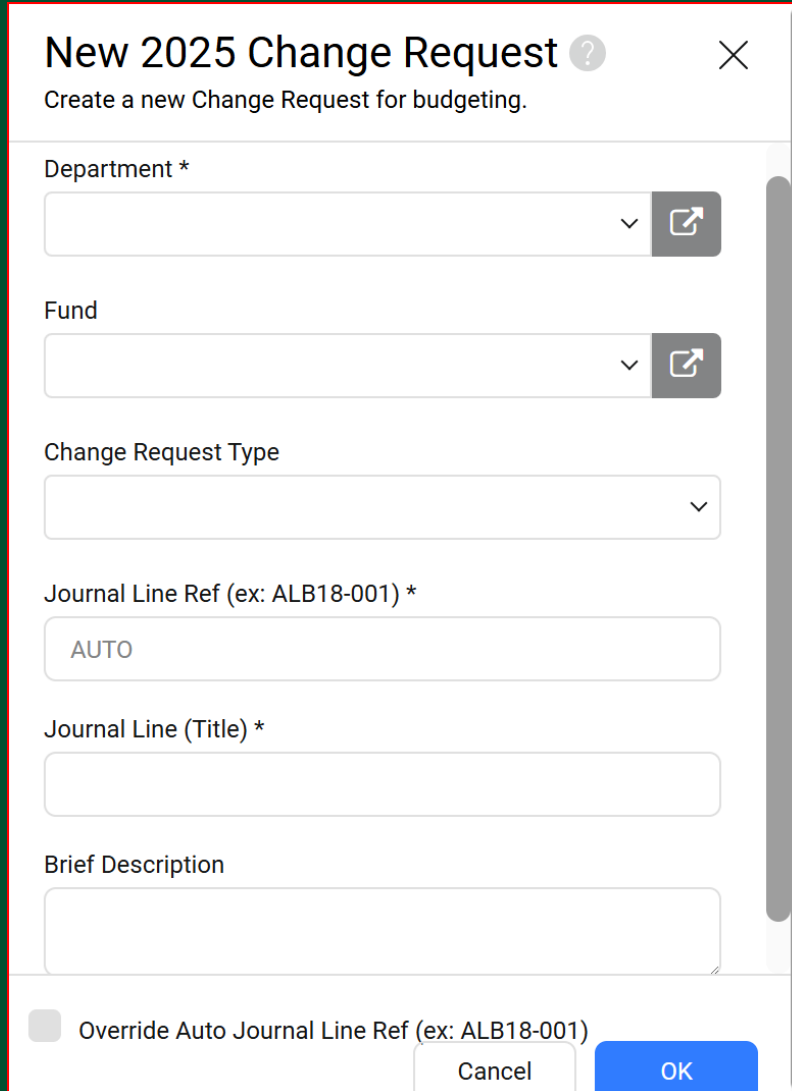
Let's Get Started

Try using the search tools above to find what you're looking for, or click below to retrieve all of the records.



Load Data



Budget Transfer New Record


Note Fields listed below



New 2025 Change Request ? X
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

- 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

2025 - 2026 | QST0000784 - BT -02-ACAD-20500-RSCA | Main (Active)

Promote

General

Operating

Capital

Reports

Documents

Change Request

Security

Documents

History

Scenario

+

Add

T

Value Bar

Filter

Layout

[T] Select a cell to view its value.

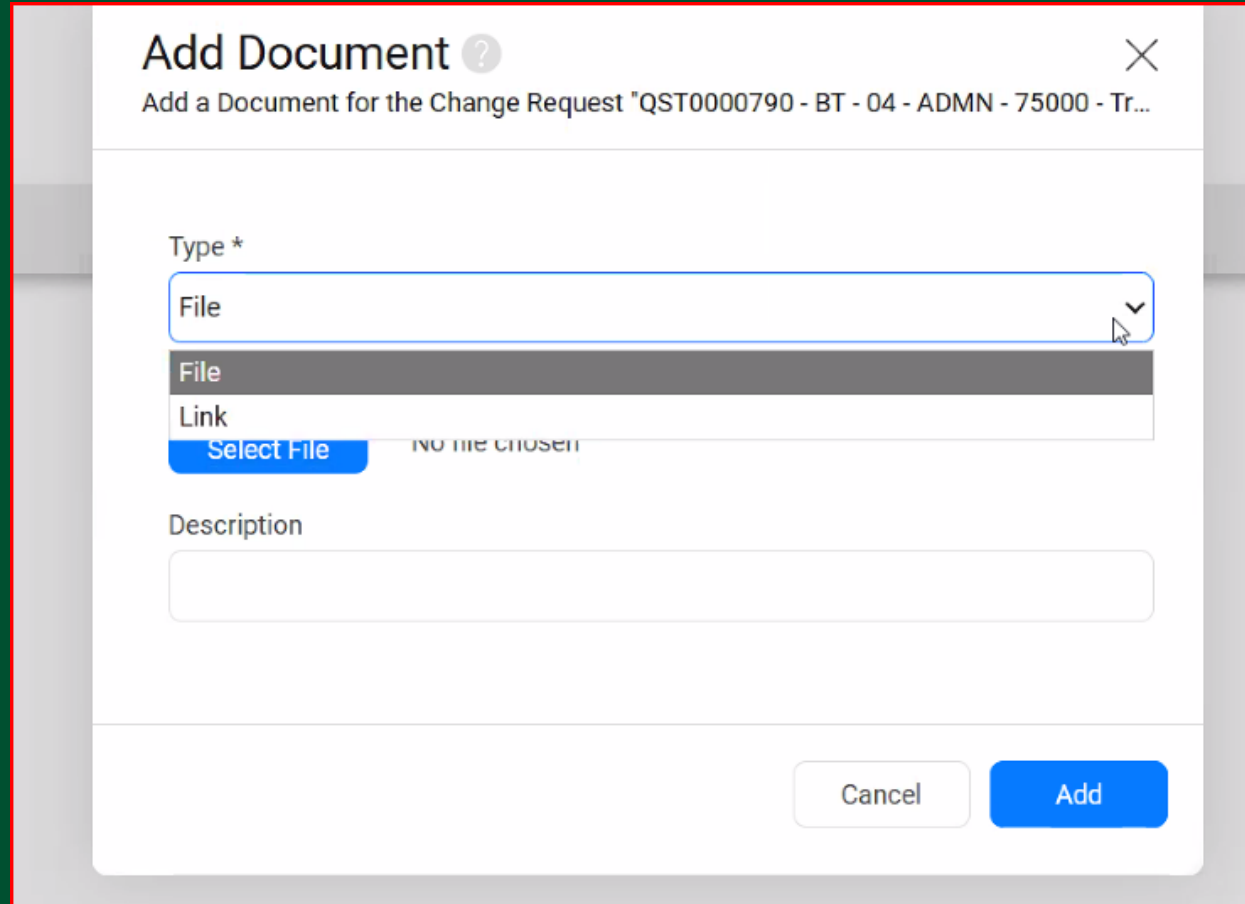
Description

Drop files here or click "+" to upload

Budget Transfer Documents

Documents Screen

Select File Button to add file



The screenshot shows a modal dialog titled "Add Document" with a close button (X) in the top right corner. Below the title is a subtitle: "Add a Document for the Change Request 'QST0000790 - BT - 04 - ADMN - 75000 - Tr...". The main content area contains a "Type *" dropdown menu with "File" selected. Below the dropdown is a "Select File" button and a "Link" button. A "Description" text input field is located below the buttons. At the bottom right of the dialog are "Cancel" and "Add" buttons.

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

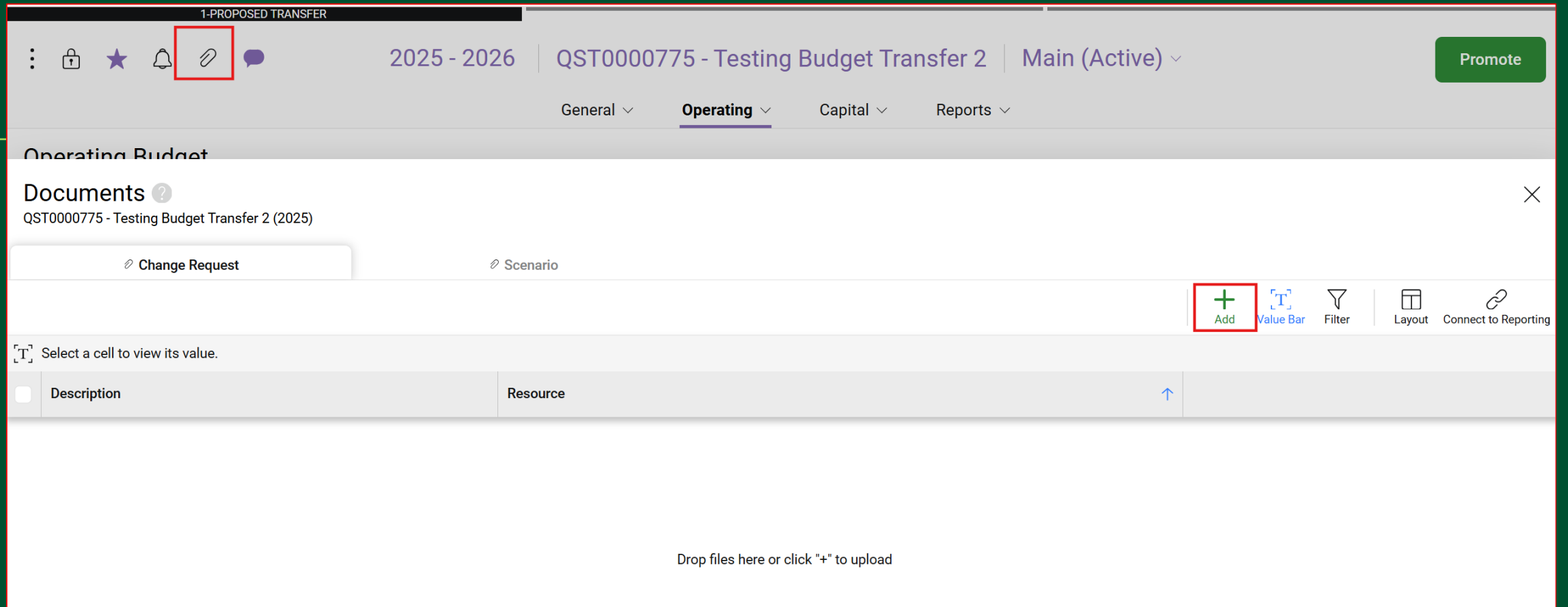
Add button to add to Questica

Budget Transfer Documents

New version : V24.1 Adding a Document

Paperclip Icon

Green + icon to add



1-PROPOSED TRANSFER

2025 - 2026 | QST0000775 - Testing Budget Transfer 2 | Main (Active) Promote

General Operating Capital Reports

Operating Budget

Documents ? ×

QST0000775 - Testing Budget Transfer 2 (2025)

Change Request Scenario

+ Value Bar Filter Layout Connect to Reporting

[T] Select a cell to view its value.

Description	Resource
-------------	----------

Drop files here or click "+" to upload



BUDGET TRANSFER
INPUT

Budget Transfer Input

Operating Budget Screen

1-PROPOSED TRANSFER

2025 - 2026

QST0000784 - BT -02-ACAD-20500-RSCA

Main (Active) ▼

Promote

General ▼

• Operating ^

Capital ▼

Reports ▼

Operating Budget

▼ Change Request Budget Lines

ChangeRequestStatForecasts

Position Allocation changes

Wage Adjustments

al ▼

1 YR ▼

2025 ▼

0.00 ▼

Add

Value Bar

Filter

Layout

Import

Export

	Account	Fund-Department	Program	Class	Pro...	Docu...
	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter

Grid Layout

* Campus User System Default Vie...

System Default View

✓ Campus User System Default View

Save...

Save As...

Share...

Revert

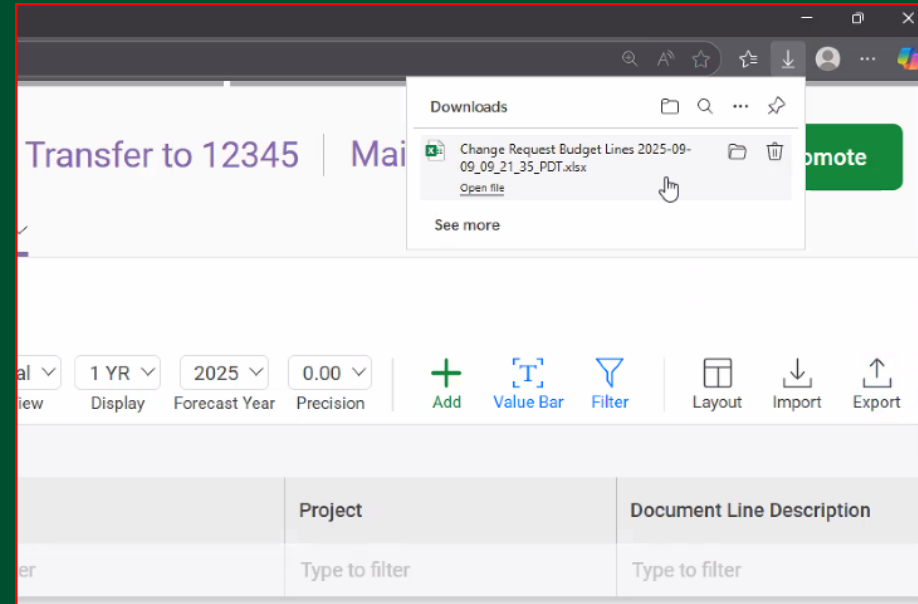
Delete

Operating > Change Request Budget Lines
Layout Icon
Export Icon

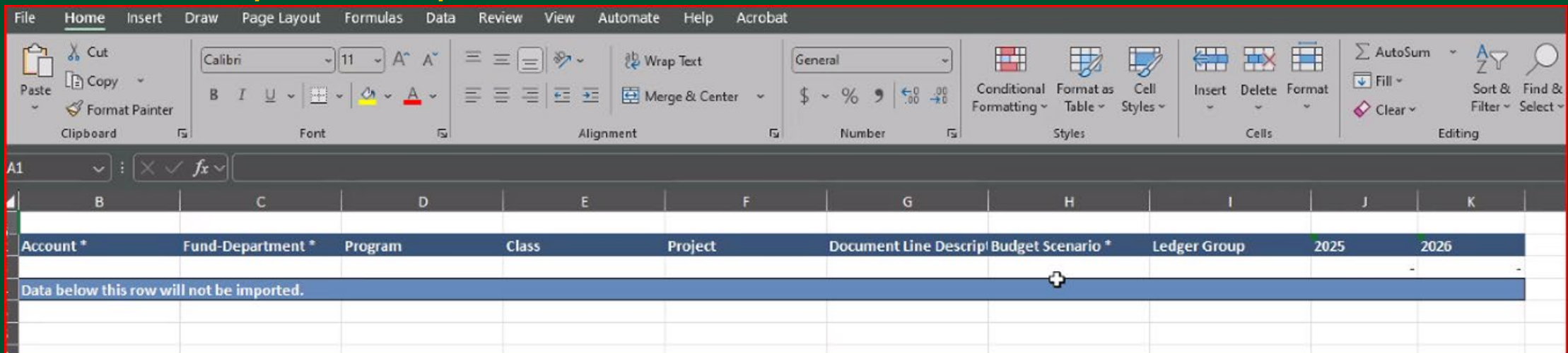
19

Budget Transfer Input

File Exports to User's Downloads folder



Excel File Export Sample



The screenshot shows an Excel spreadsheet with the following structure:

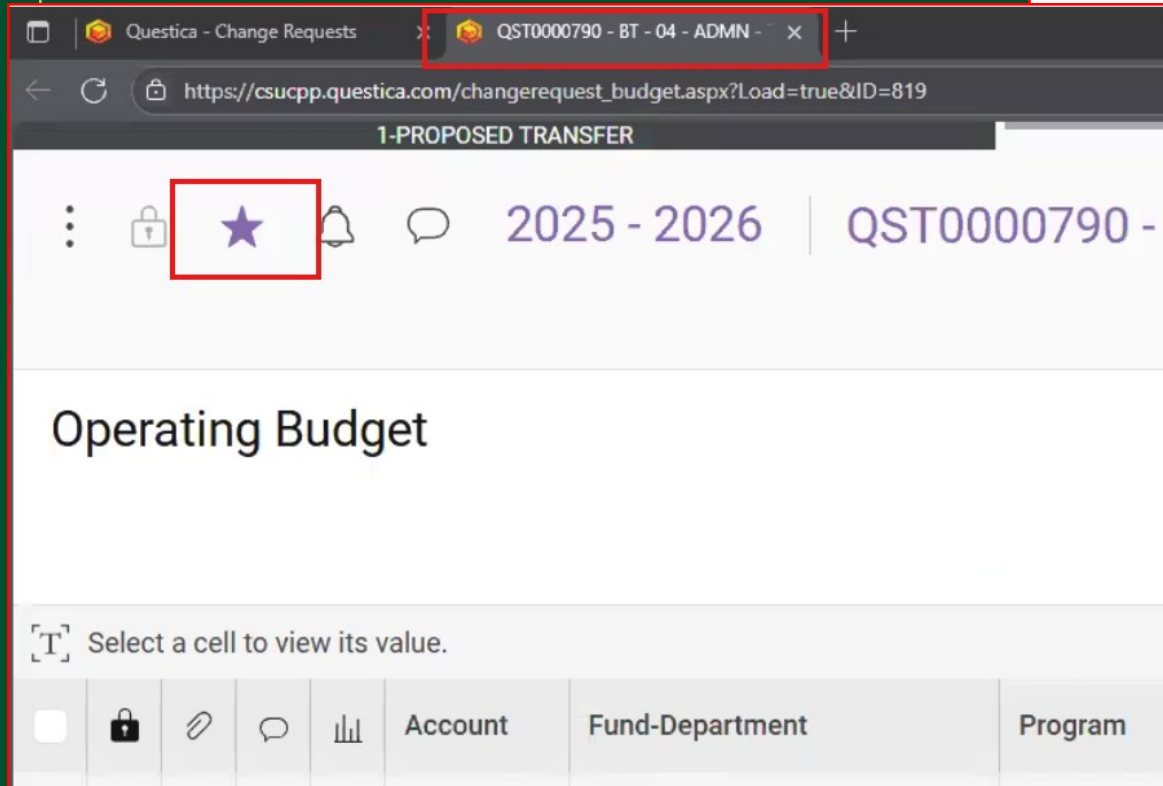
Account *	Fund-Department *	Program	Class	Project	Document Line Description	Budget Scenario *	Ledger Group	2025	2026
Data below this row will not be imported.									

The spreadsheet includes a ribbon with tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Automate, Help, and Acrobat. The Home tab is active, showing options for Clipboard, Font, Alignment, Number, Styles, Cells, and Editing.

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



QST0000790 - BT - 04 - ADMIN

https://csucpp.questica.com/changerequest_budget.aspx?Load=true&ID=819

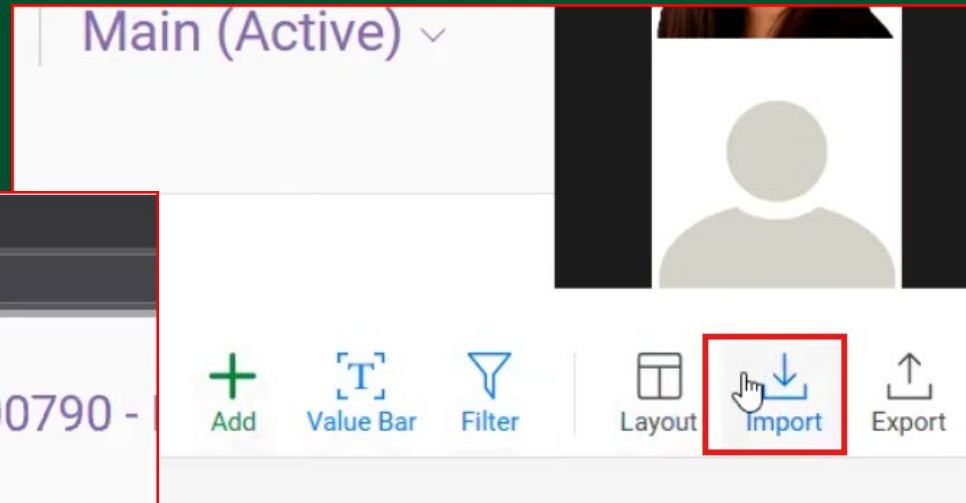
1-PROPOSED TRANSFER

2025 - 2026 | QST0000790 -

Operating Budget

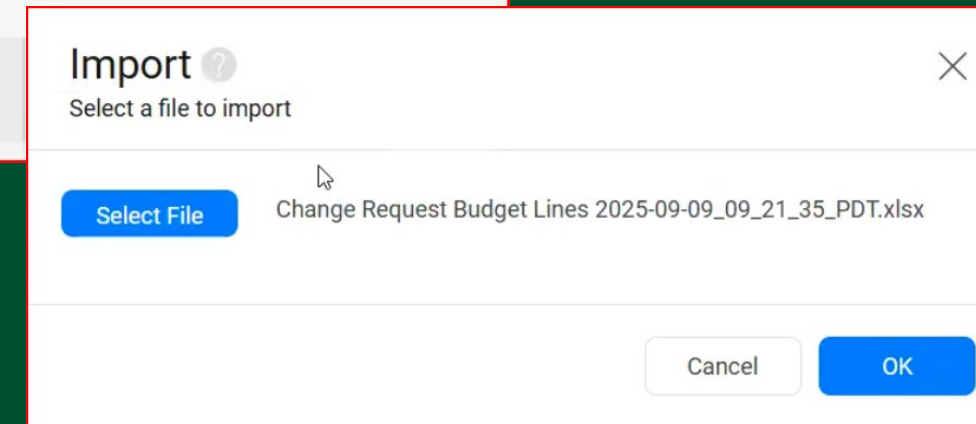
Select a cell to view its value.

Account	Fund-Department	Program
---------	-----------------	---------



Main (Active) v

Import



Import ?

Select a file to import

Select File

Change Request Budget Lines 2025-09-09_09_21_35_PDT.xlsx

Cancel OK

Budget Transfer Promote

Promote Transfer

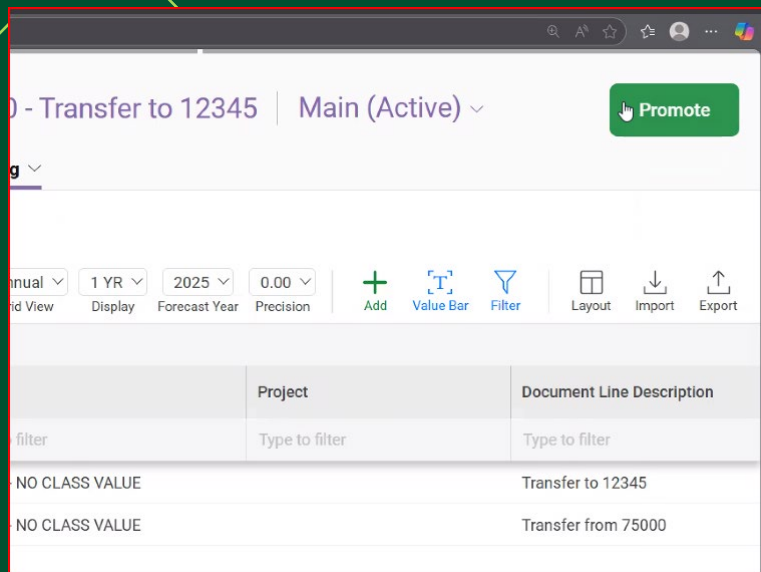
Promote

Option 2

Select Next

Enter Comments (not Required)

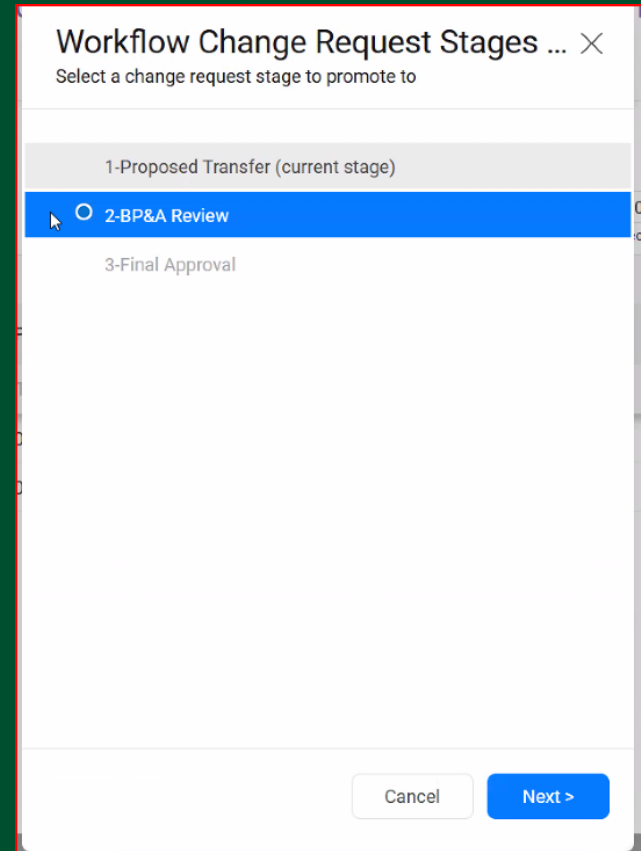
Save



0 - Transfer to 12345 | Main (Active) Promote

Annual 2025 0.00 + Value Bar Filter Layout Import Export

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

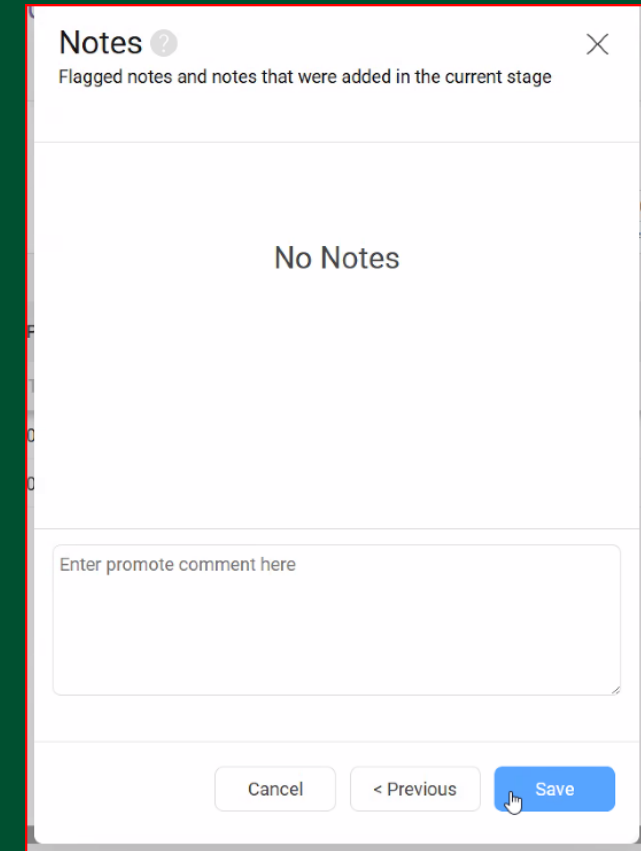


Workflow Change Request Stages ... ×

Select a change request stage to promote to

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

Cancel Next >



Notes ? ×

Flagged notes and notes that were added in the current stage

No Notes

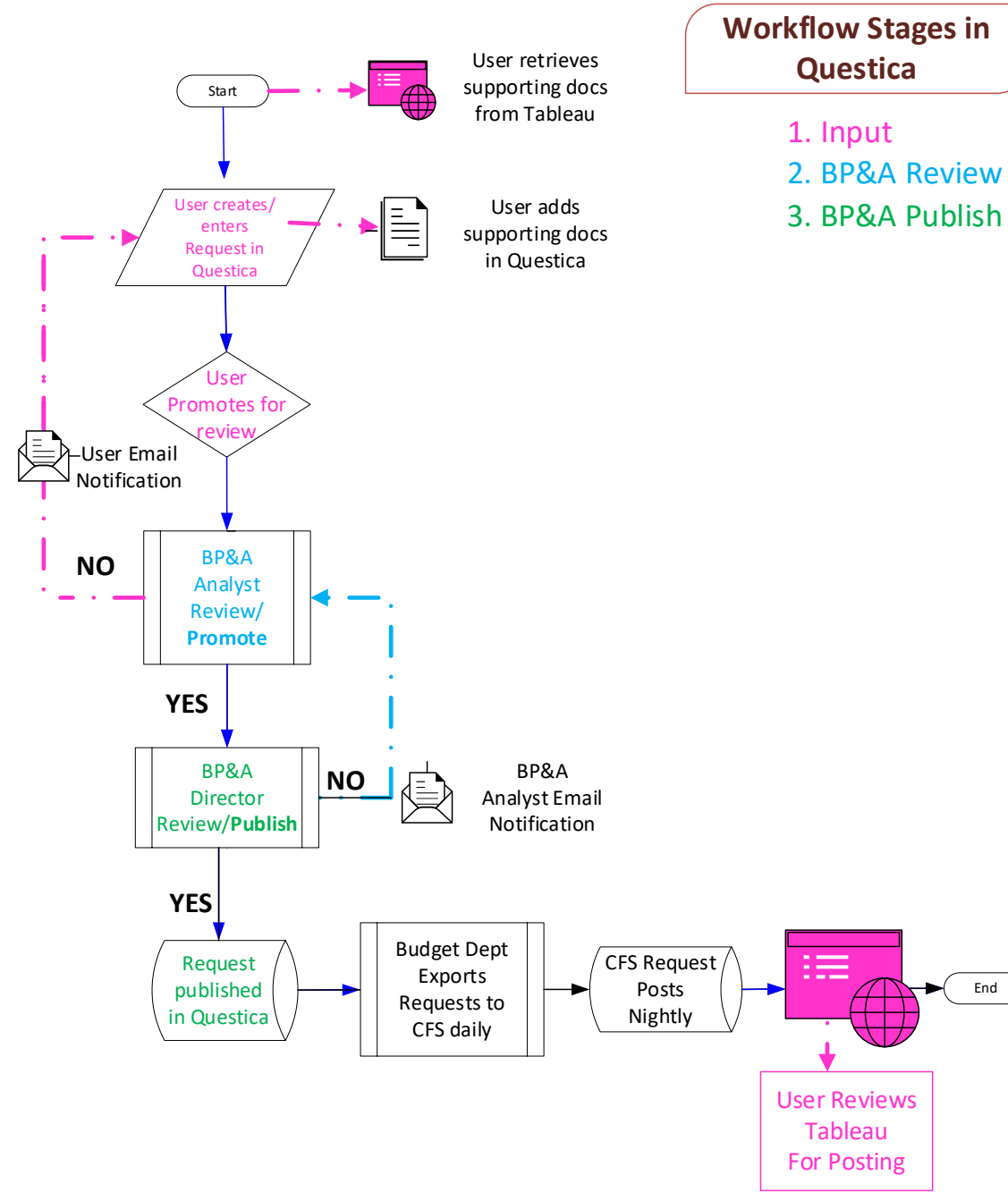
Enter promote comment here

Cancel < Previous Save



BUDGET TRANSFER WORKFLOW

Questica Budget Transfer Request Process





Cal Poly
Pomona

DEMO

Questions



Cal Poly
Pomona