osition Budget Adjustment Process in Questica

Cal Poly Pomona

Quick Reference Guide

Agenda

I. Create New Transfer Record in Questica

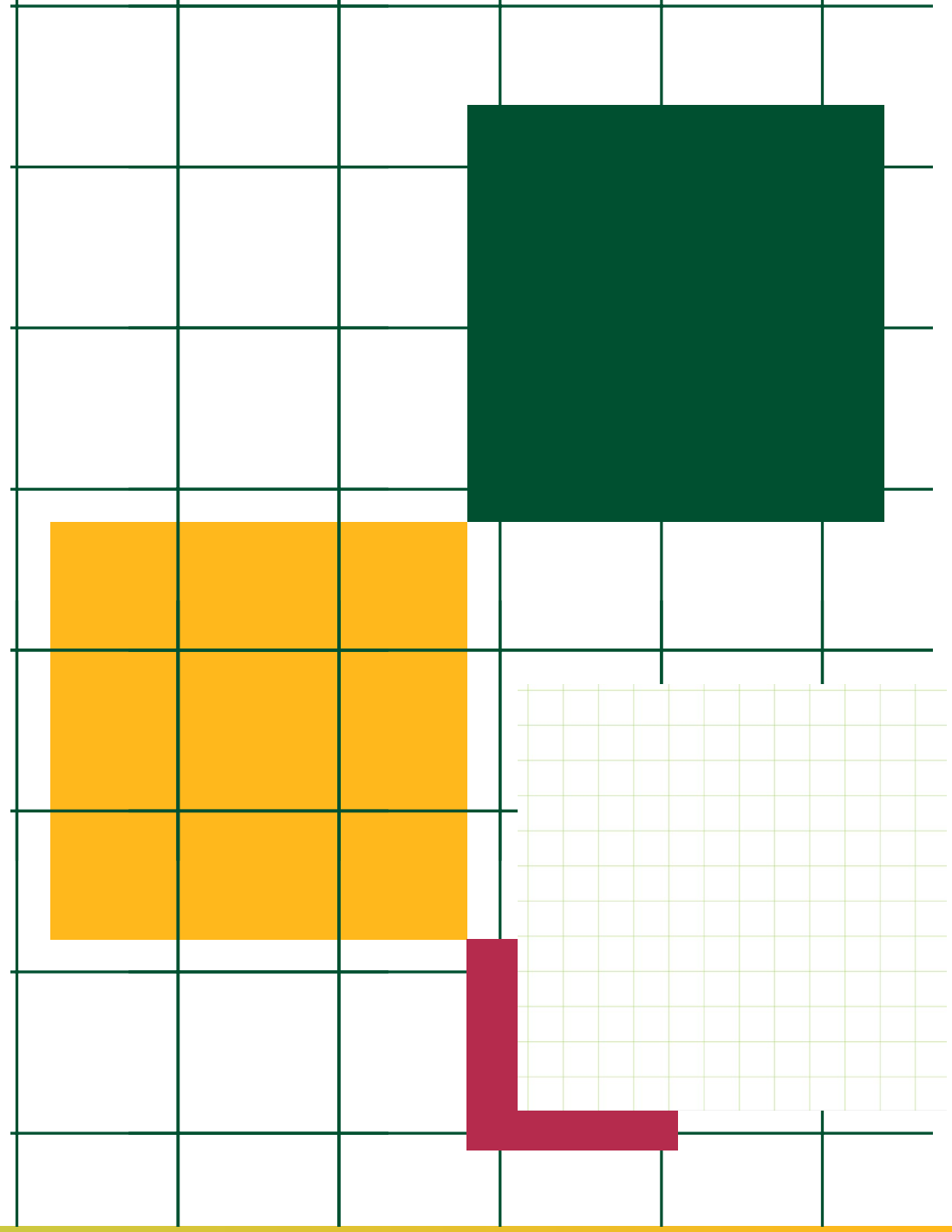
II. Save Transfer Documents in Questica

III. Enter Transfer in Questica
   I. Wage Adjustment
   II. Position Allocation
   III. Operating

IV. Promote Transfer for Review in Questica
   I. Demotion of Transfer

V. Check Questica for Publish Status
   I. Tableau for Transfer Posting

VI. Demo



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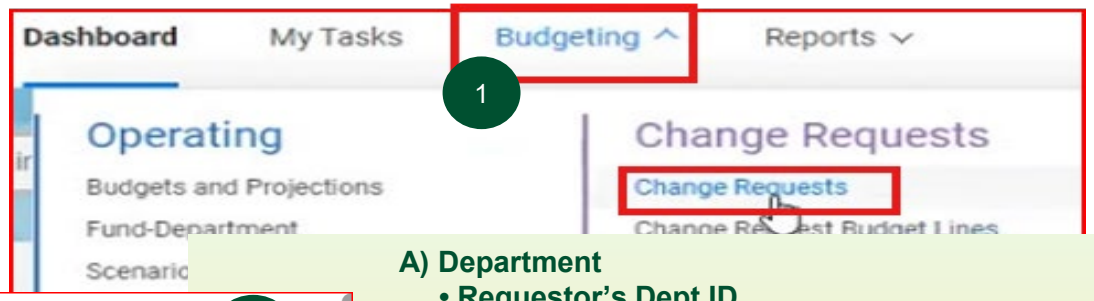
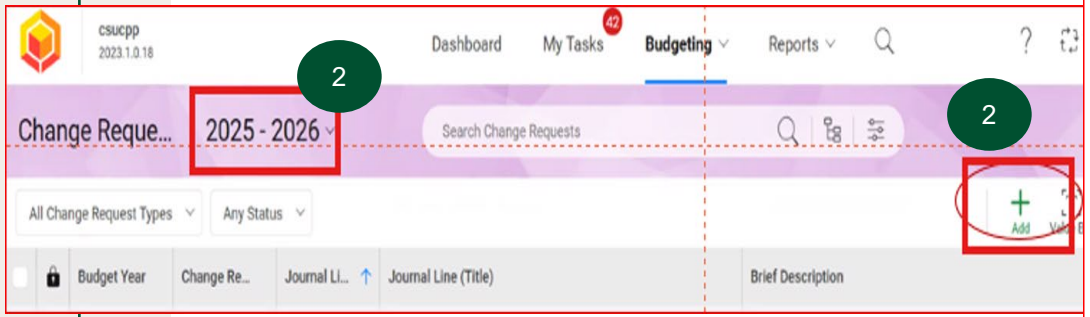
CREATE NEW Transfer Record

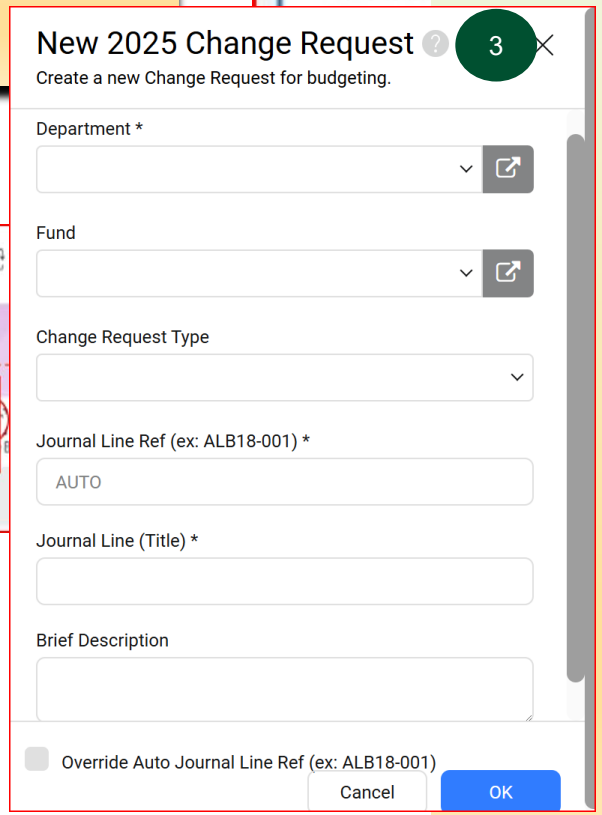
I. Create New Transfer Record in Questica

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
- **Position Budget Adjustment**

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

E) Journal Line (Title)
- **Identifies the Transfer**

****Specific Naming Convention Required - next slide**

F) Brief Description
- **Summarizes Transfer**

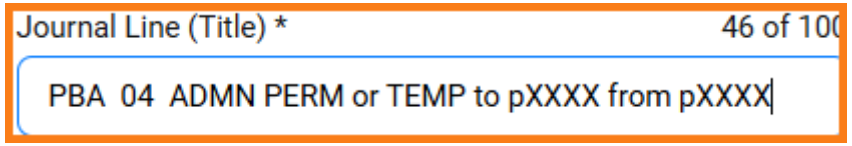
****ex : From PXXXX to PXXXX PERM or TEMP (Entry Date/Name)**
****ex : From PXXXX to O/E PERM or TEMP (Entry Date/Name)**
****ex : Change in Designation/CFS (Entry Date/Name)**

I. Create New Transfer Record in Questica

Journal Line Title (Naming Convention)
PBA – Accounting Period – Division - Description of the Transfer

1. PBA – Identifies that it is PBA
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:
PBA 04 ADMN PERM or TEMP to pXXXX from pXXXX



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

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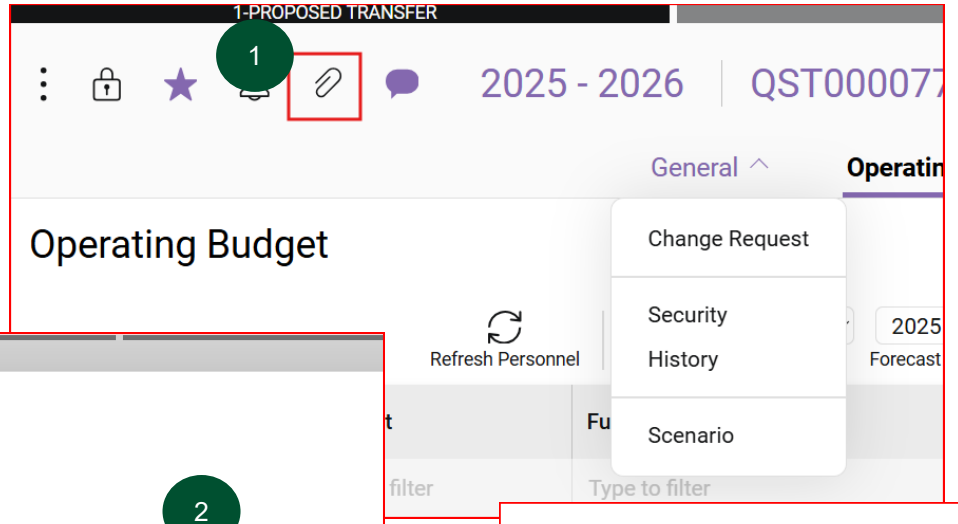
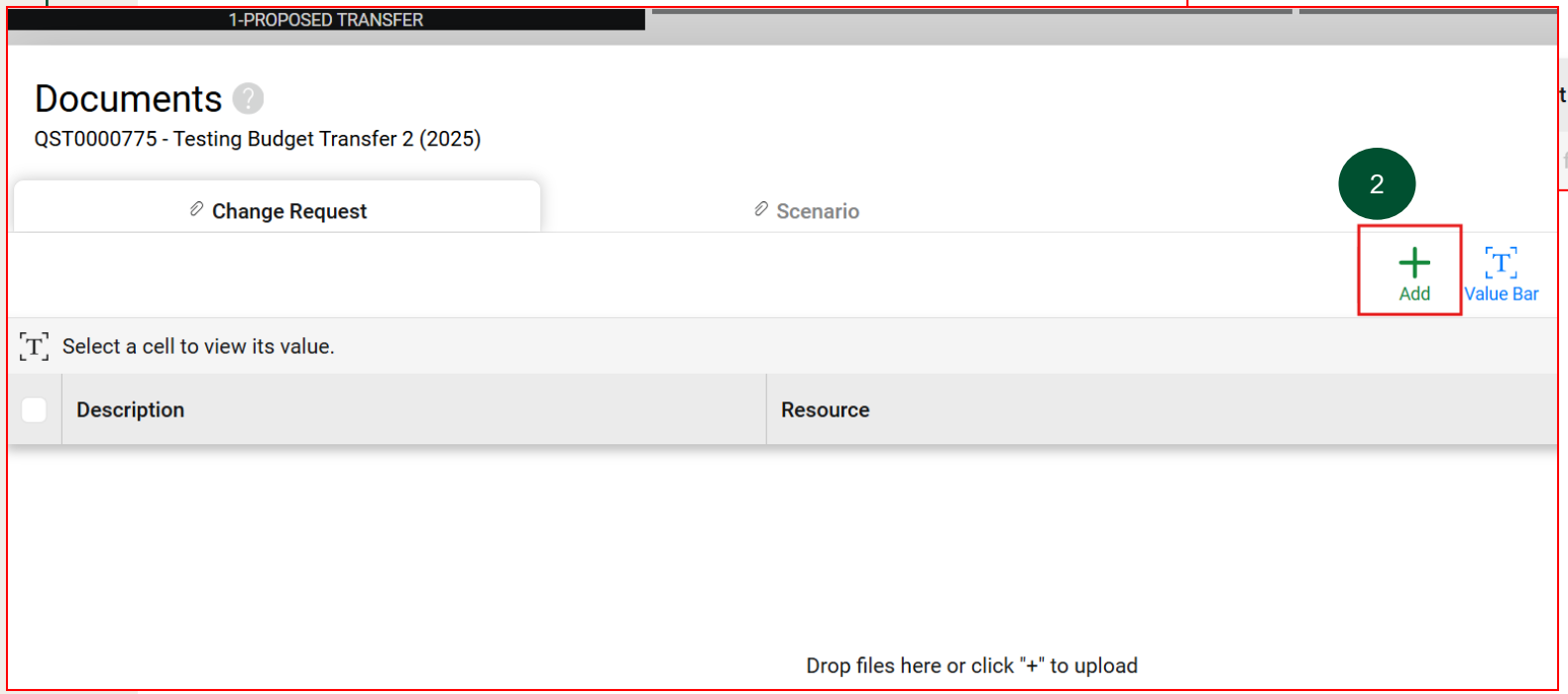
SAVE DOCUMENTS

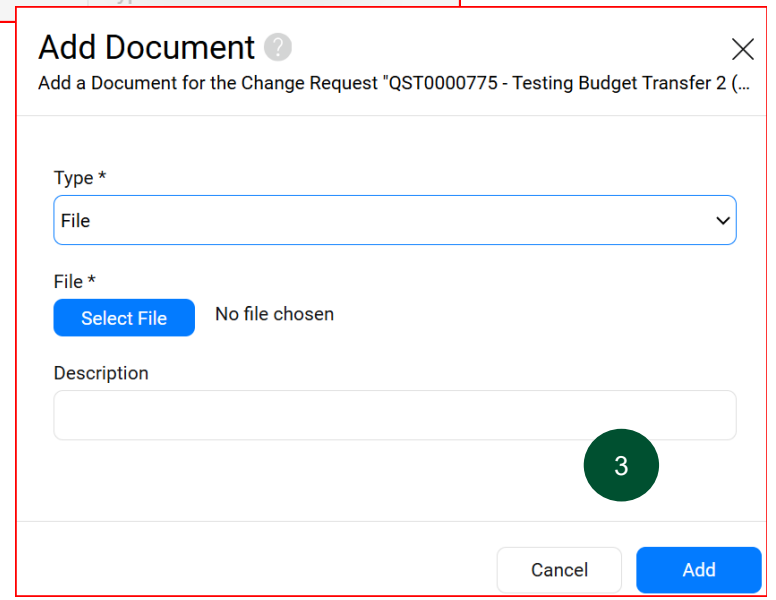
II. Save Transfer Documents in Questica

STEPS

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







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ENTER TRANSFER

III.i. Enter Transfer in Questica-Wage

STEPS

If the PBA form has data under the Wage Adjustment Section, Columns B – E & Column Q
The wage adjustment screen in Questica needs to be entered into

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Position Budget Adjustment ("Wage Adjustment")				*CFS Distribution Change ("Position Allocation")*												*Budget Journal C*
	*input**	*input**	*input**	*auto calc*	*nput**	*input**	*nput*	*nput*	*input**	*input**	*input**	*input**	*input**	*auto calc*	*auto calc*	*auto calc*	*input*
	Position Number	Current Total Pos Budget $	New Total Pos Budget $	Total Pos Budget Change $	Account	Fund	Deptld	Pgm	Class	Budget Scenario	Designation	Current Pos Allocation %	New Pos Allocation %	Position Alloc Change %	Position Allo Change *(number format)*	Total Transfer	Document Line Num (Transfer To LIMITED TO 30 C
	from Operating	20,000.00	-	(20,000.00)	60003	OM0	750	606	0000	ADJUST	UNDESIGN	########	########	0.00000%	0.0000	(20,000.00)	T MP OE TO 4022 & 4
	00004022	54,324.00	64,324.00	10,000.00	01300	OM0	770	602	0000	ORIGINA	UNDESIGN	########	########	-15.54630%	-15.5463	-	T MP OE TO 4022 & 4
	00004022	54,324.00	64,324.00	10,000.00	01300	OM0	770	602	0000	ADJUST	UNDESIGN	0.00000%	########	15.54630%	15.5463	10,000.00	T MP OE TO 4022 & 4
	00004023	109,848.00	119,848.00	10,000.00	01201	OM0	770	602	0000	ORIGINA	UNDESIGN	########	########	-8.34390%	-8.3439	-	T MP OE TO 4022 & 4
	00004023	109,848.00	119,848.00	10,000.00	01201	OM0	770	602	0000	ADJUST	UNDESIGN	0.00000%	8.34390%	8.34390%	8.3439	10,000.00	T MP OE TO 4022 & 4
				-										0.00000%	0.0000	-	

III.ii. Enter Transfer in Questica – Position Allocation

STEPS

If the PBA form has data under the Position Allocation Section, Columns F – P

The Position Allocation screen in Questica needs to be entered into

F	G	H	I	J	K	L	M	N	O	P
						CFS Distribution Change ("Position Allocation")				
*input**	*input**	*input**	*input**	*input**	*input**	*input**	*input**	*input**	*auto calc*	*auto calc*
Account	**Fund**	**DeptId**	**Pgm**	**Class**	**Budget Scenario**	**Designation**	**Current Pos Allocation %**	**New Pos Allocation %**	**Position Alloc Change %**	**Position Alloc Change *(number format)***
660003	POM01	67500	0606	00000	ADJUSTMENT	UNDESIGNATED	100.00000%	0.00000%	-100.00000%	-100.00000
601300	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.00000%	84.45370%	-15.54630%	-15.54630
601300	POM01	67700	0602	00000	ADJUSTMENT	UNDESIGNATED	0.00000%	15.54630%	15.54630%	15.54630
601201	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.00000%	91.65610%	-8.34390%	-8.34390
601201	POM01	67700	0602	00000	ADJUSTMENT	UNDESIGNATED	0.00000%	8.34390%	8.34390%	8.34390
									0.00000%	0.00000

III.iii. Enter Transfer in Questica - Operating

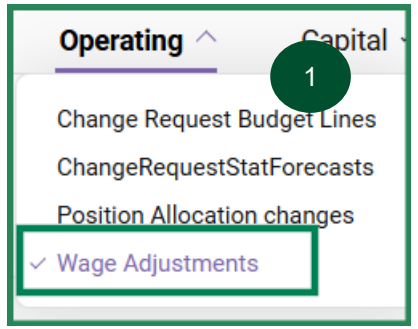
STEPS
If the PBA form has an operating account code under Column F
The Operating screen in Questica needs to be entered into

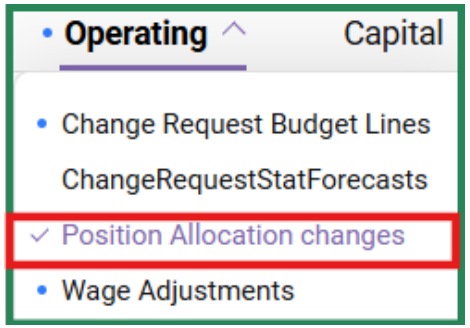
	A	B	C	D	E	F	G	H	I	J	K	
12												
13		Position Budget Adjustment ("Wage Adjustment")									CFS Distributi	
14		input*	input*	input*	auto calc	input*	input*	input*	input*	input*	input*	
15		Position Number	Current Total Pos Budget $	New Total Pos Budget $	Total Pos Budget Change $	Account	Fund	DeptId	Pgm	Class	Budget Scenario	
16		00000000	20,000.00		(20,000.00)	660003	POM01	67500	0606	00000	ADJUSTMENT	UN
17		00004022	54,324.00	64,324.00	10,000.00	601300	POM01	67700	0602	00000	ORIGINAL	UN

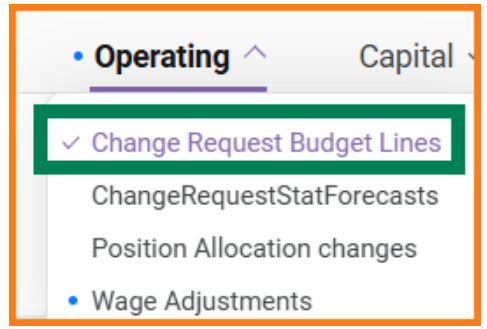
III.i. Enter Transfer in Questica

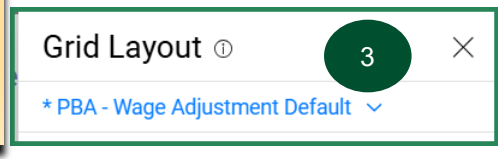
STEPS

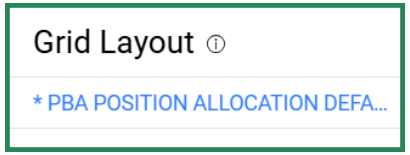
1. Operating > Wage/PA/Operating
2. Select Layout Icon
3. Ensure **Default** View is selected
4. Select the Star Icon to Bookmark
5. Select the Green + to Add a line to enter manually
6. Select Export Icon to export to Excel

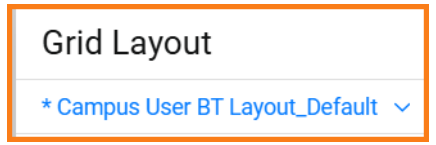


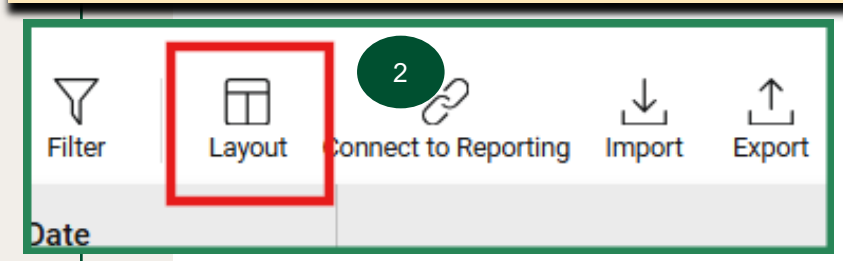


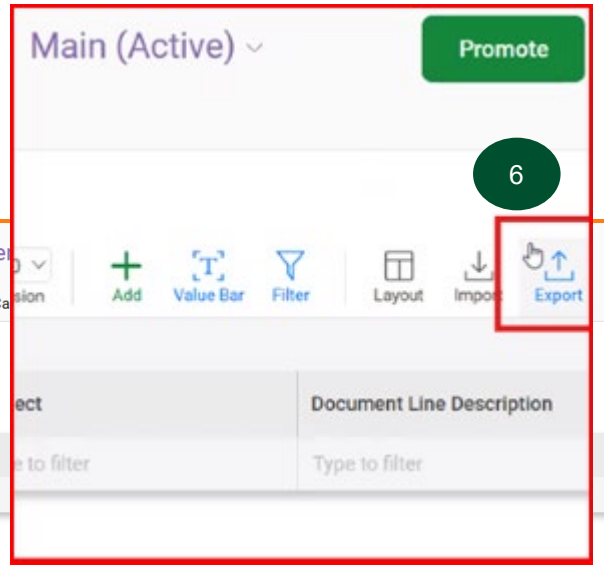


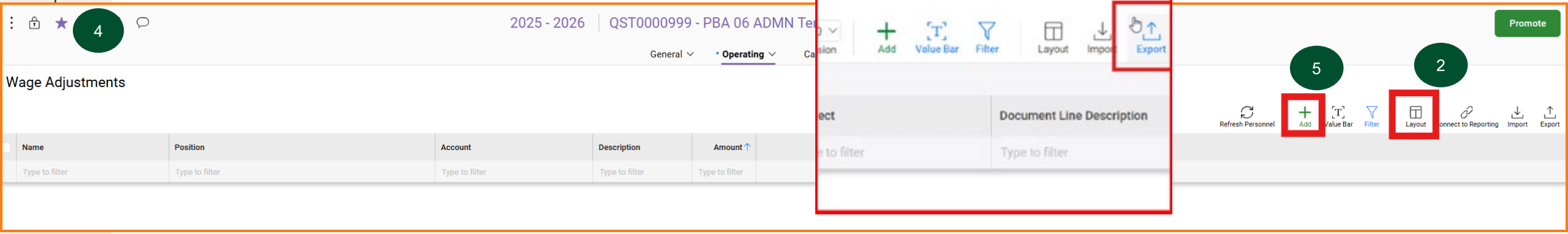








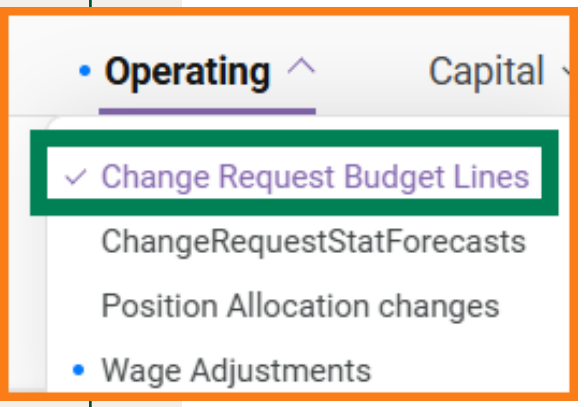


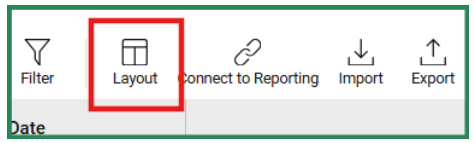


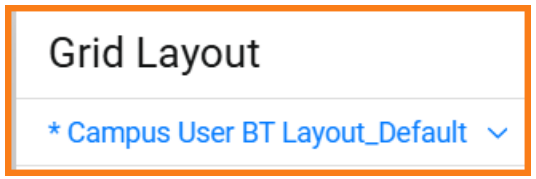
III.iii. Enter Transfer in Questica – Grid Layout : Group By

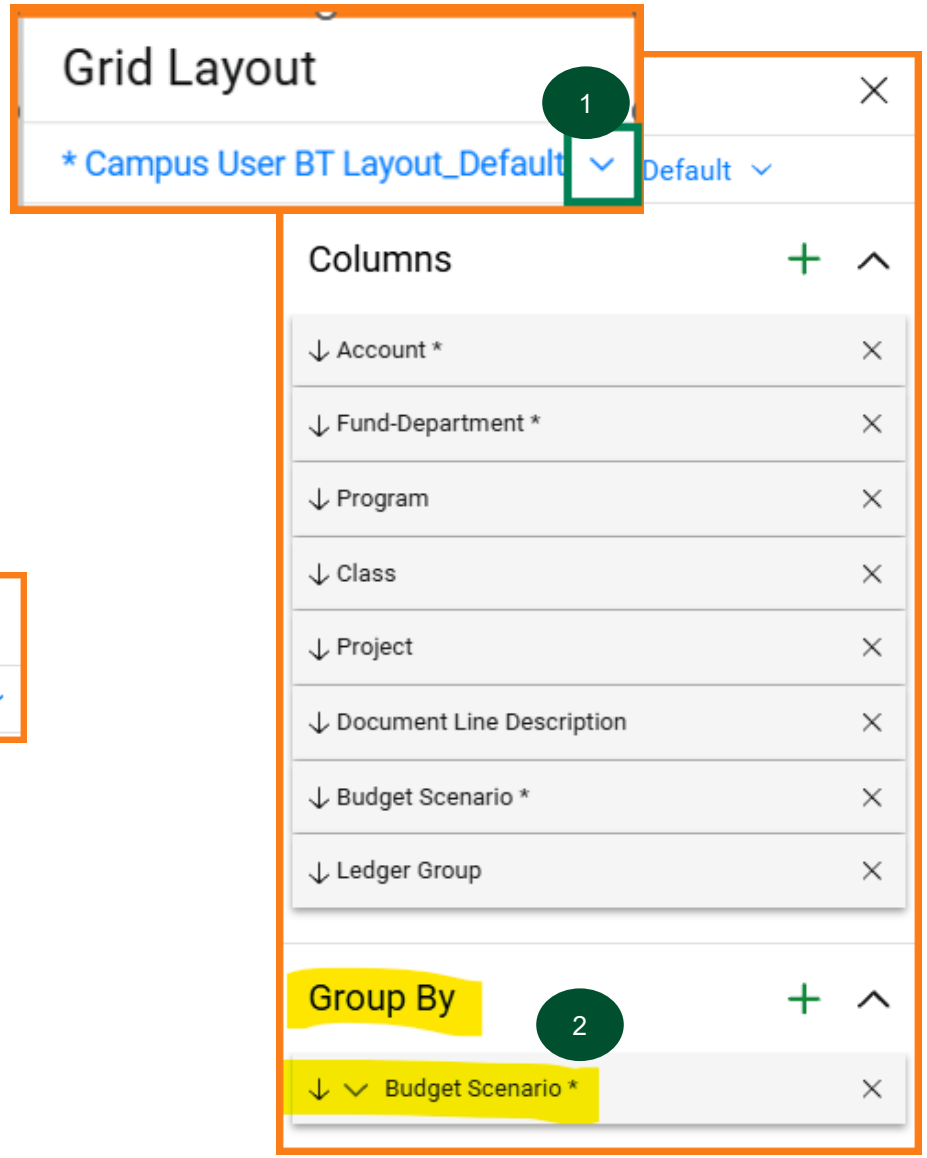
STEPS

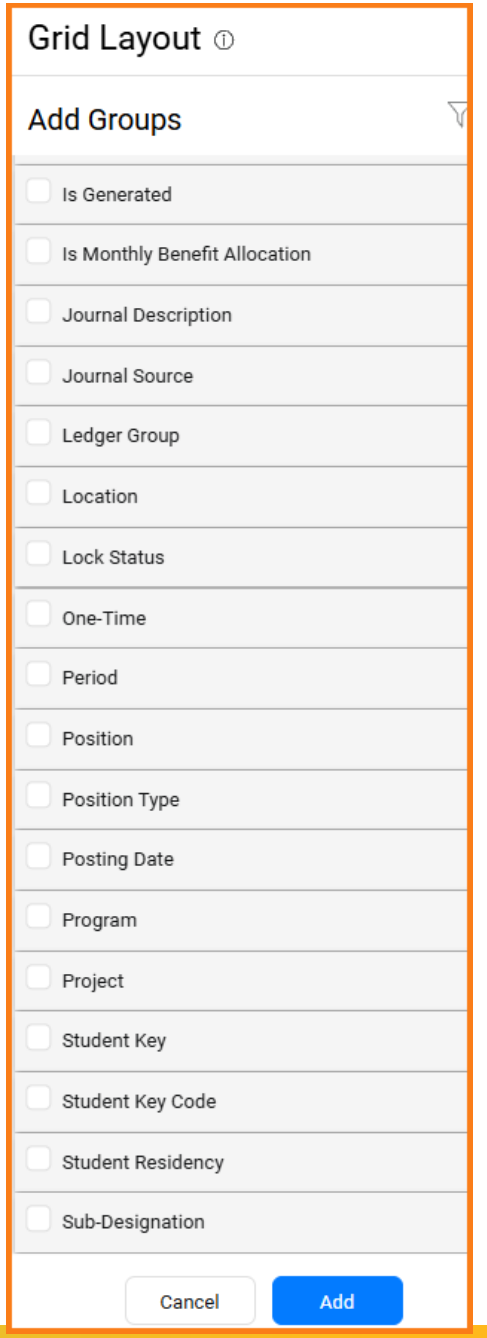
1. Open Layout by selecting the Down Carrot
2. Group By
    1. Select fields to review by selecting the Green + icon







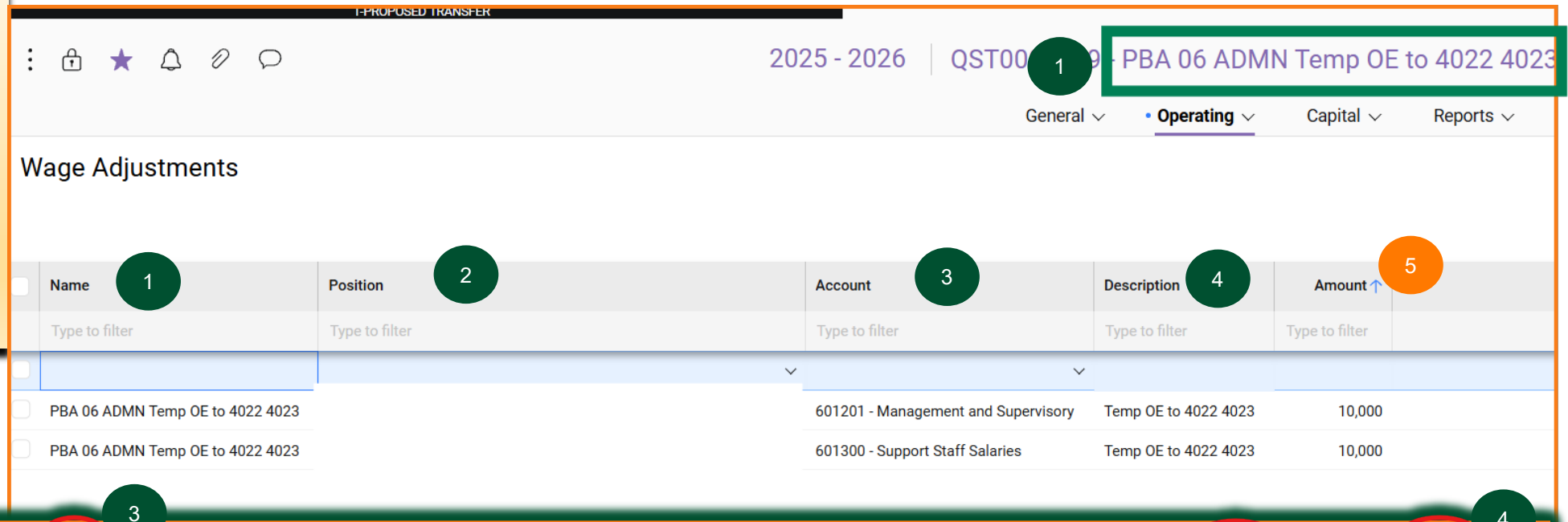




III.i. Enter Transfer in Questica-Wage

STEPS

1. Copy Journal Title into the Name Column
2. Enter Position Number- Column B on PBA
3. Enter Account Code – Column F on PBA
4. Enter Description – Column R on PBA
5. Enter Amount of Transfer – Column E on PBA

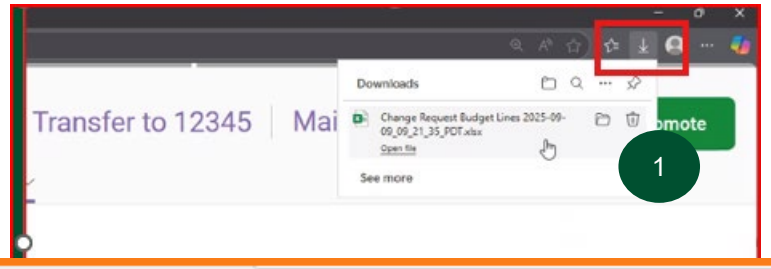


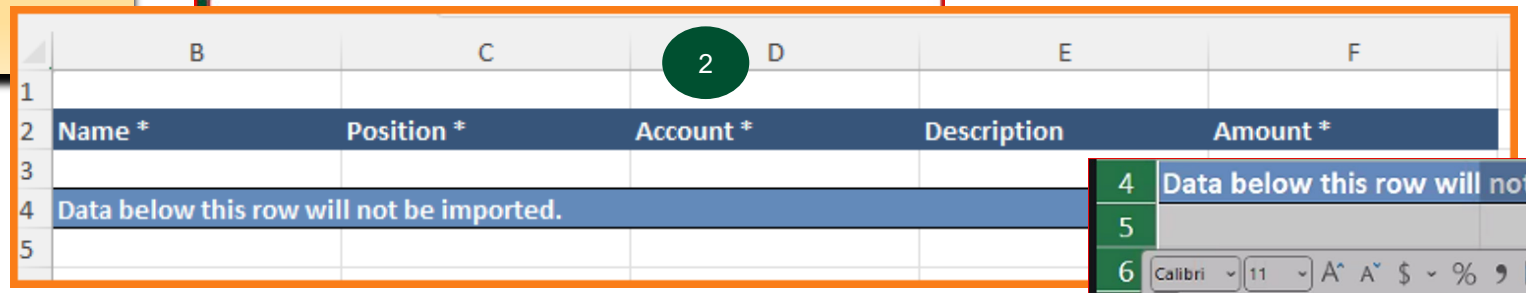
	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Position Budget Adjustment ("Wage Adjustment")				CFS Distribution Change ("Position Allocation")												Budget Journal Output ("Cha
	input*	input*	input*	auto calc	input*	input*	input*	input*	input*	input*	input*	input*	input*	auto calc	auto calc	auto calc	input*
	Position Number	Current Total Pos Budget $	New Total Pos Budget $	Total Pos Budget Change $	Account	Fund	Deptid	Pgm	Class	Budget Scenario	Designation	Current Pos Allocation %	New Pos Allocation %	Position Alloc Change %	Position Alloc Change (number format)	Total Transfer	Document Line Number Descriptio (Transfer To / From) LIMITED TO 30 CHARACTERS
	from Operating	20,000.00	-	(20,000.00)	660003	POM01	67500	0606	00000	ADJUSTMENT	UNDESIGNATED	100.00000%	100.00000%	0.00000%	0.00000	(20,000.00)	TEMP OE TO 4022 & 4023
	00004022	54,324.00	64,324.00	10,000.00	601300	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.00000%	84.45370%	-15.54630%	-15.54630	-	TEMP OE TO 4022 & 4023
	00004022	54,324.00	64,324.00	10,000.00	601300	POM01	67700	0602	00000	ADJUSTMENT	UNDESIGNATED	0.00000%	15.54630%	15.54630%	15.54630	10,000.00	TEMP OE TO 4022 & 4023
	00004023	109,848.00	119,848.00	10,000.00	601201	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.00000%	91.65610%	-8.34390%	-8.34390	-	TEMP OE TO 4022 & 4023
	00004023	109,848.00	119,848.00	10,000.00	601201	POM01	67700	0602	00000	ADJUSTMENT	UNDESIGNATED	0.00000%	8.34390%	8.34390%	8.34390	10,000.00	TEMP OE TO 4022 & 4023

III.i. Export/Import Transfer in Questica-Wage

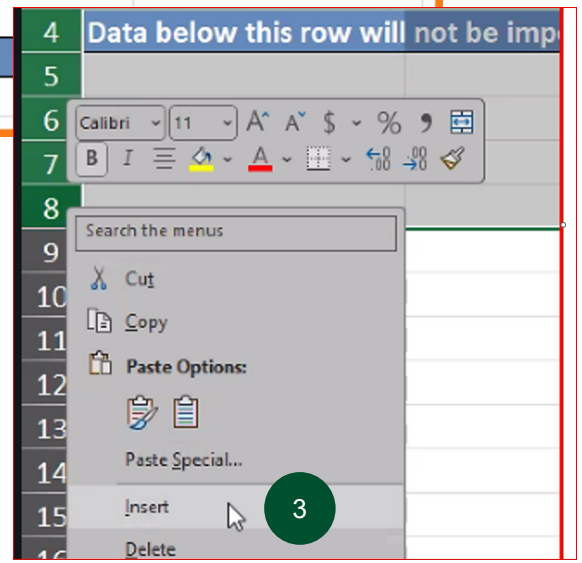
STEPS Q

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





	B	C	D	E	F
1					
2	Name *	Position *	Account *	Description	Amount *
3	PBA 06 ADMN Temp OE	00004023	601201	Temp OE to 4022 4023	10,000.00
4	PBA 06 ADMN Temp OE	00004022	601300	Temp OE to 4022 4023	10,000.00
5	Data below this row will not be imported.				



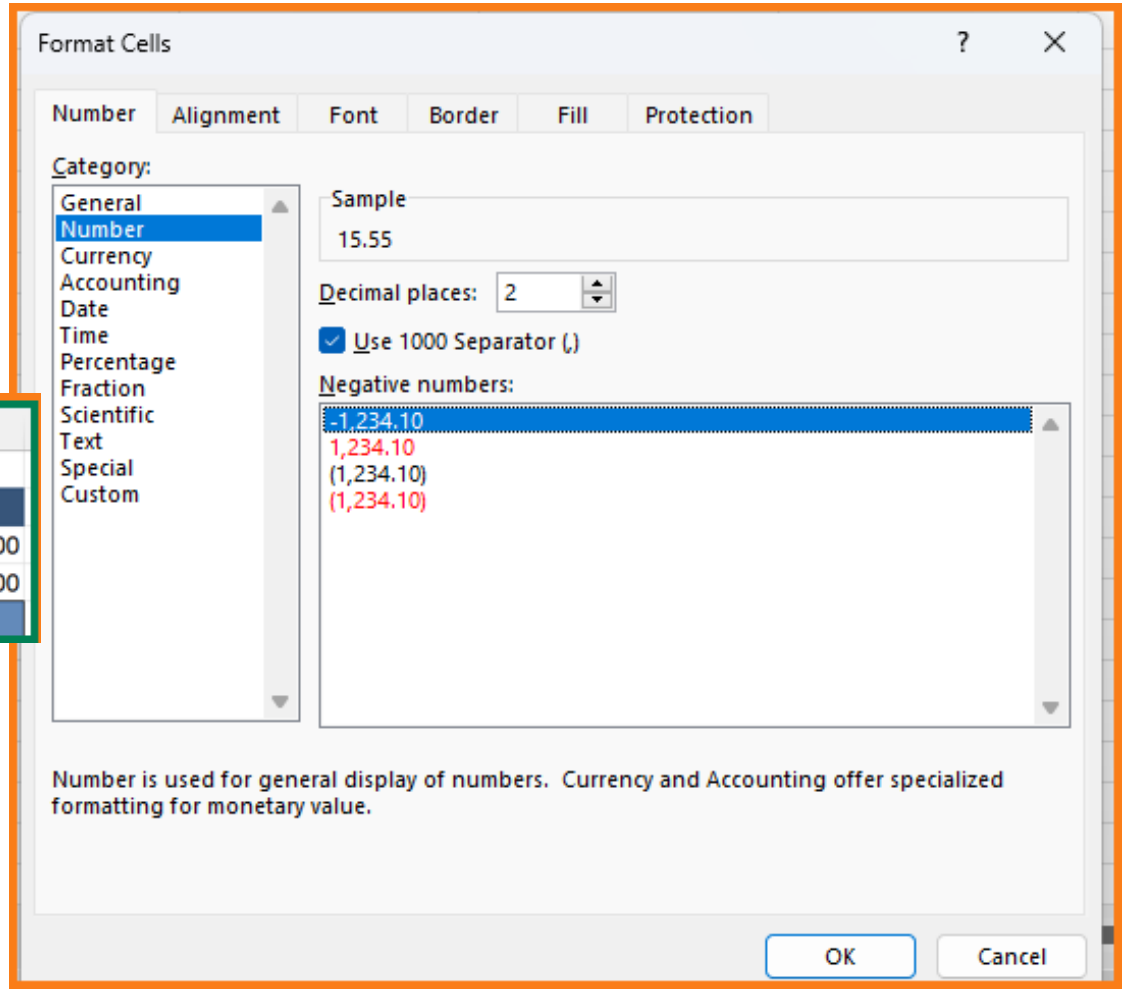
III.ii. Enter Transfer in Questica – Wage Adjustment

IF there are NEGATIVE Amounts

- Select cells in Column F
- Right Click & select the Number Option
- Ensure Use 1000 Separator is checked
- Select First Option to format

Wage Adjustment Export from Questica

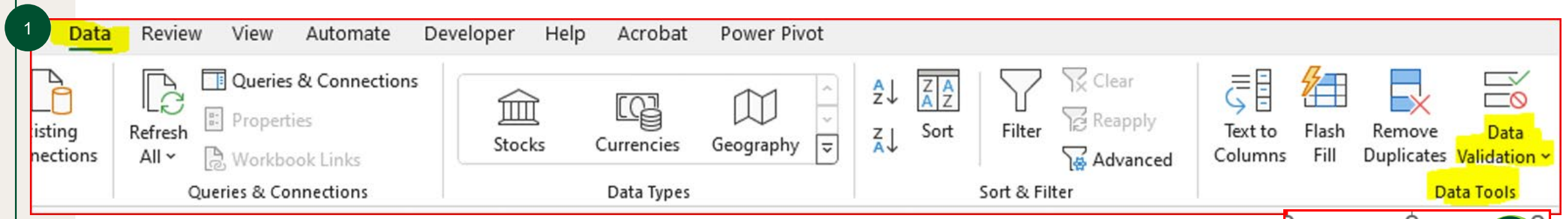
	B	C	D	E	F
1					
2	Name *	Position *	Account *	Description	Amount *
3	PBA 06 ADMN Temp OE	00004023	601201	Temp OE to 4022 4023	10,000.00
4	PBA 06 ADMN Temp OE	00004022	601300	Temp OE to 4022 4023	10,000.00
5	Data below this row will not be imported.				

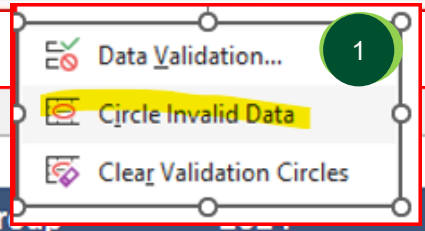


III.i. Export/Import Transfer in Questica-Wage

STEPS

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

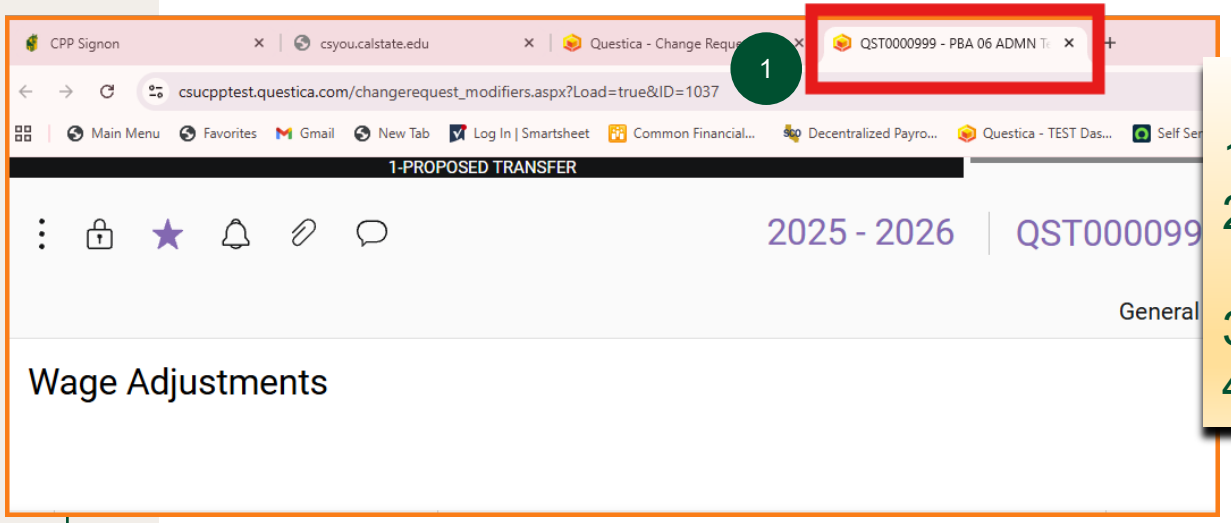




	B	C	D	E	F	G	H		
1									
2	Account *	Fund-Department *	Program	Class	Project	Document Line Descript	Budget Scenario *	Ledger Gr	
3	607002	POCMP - EDE17 - 96000	0706	C2204	DM078	transfer to DM050	ADJUSTMENT	STD_BUDGET	-50000.00
4	607022	POCMP - EDE17 - 96200	0760	C2204	DM050	transfer from DM078	ADJUSTMENT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

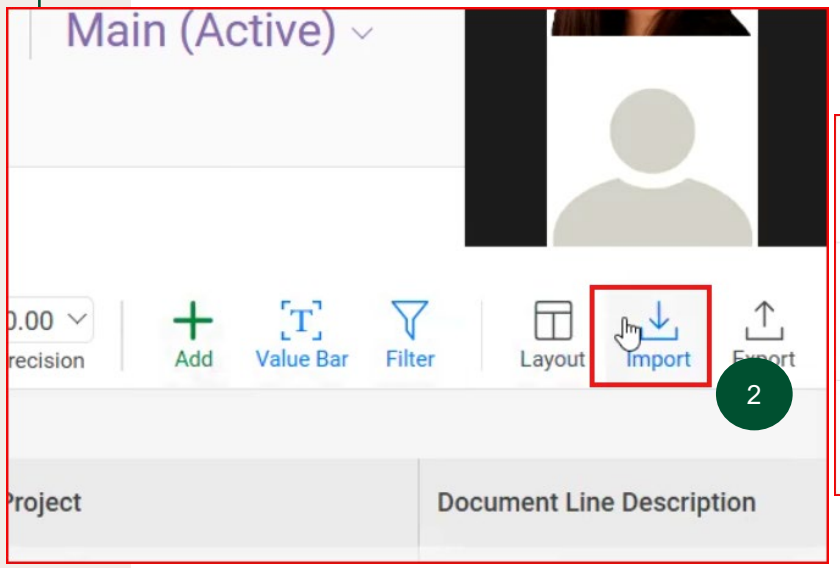
2

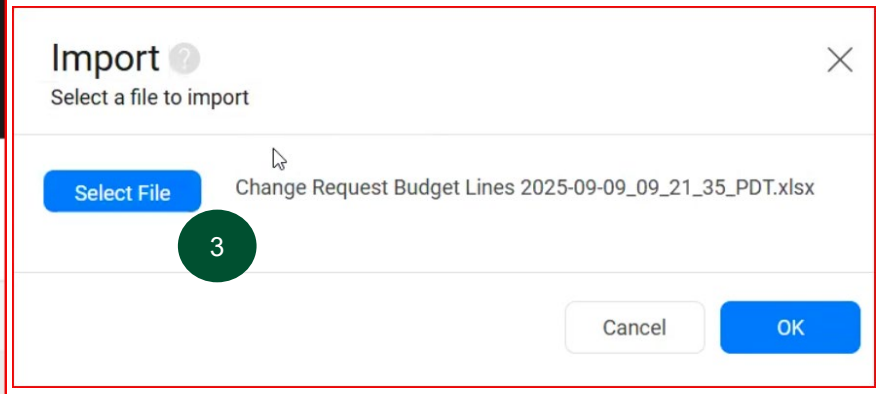
III.i. Export/Import Transfer in Questica-Wage

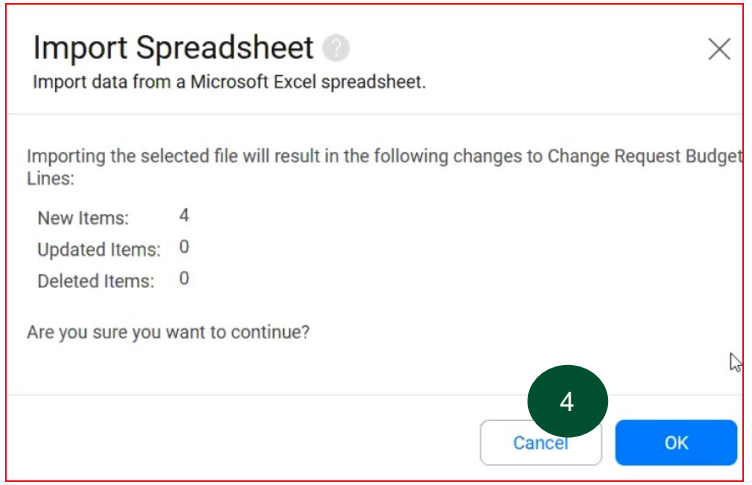


STEPS

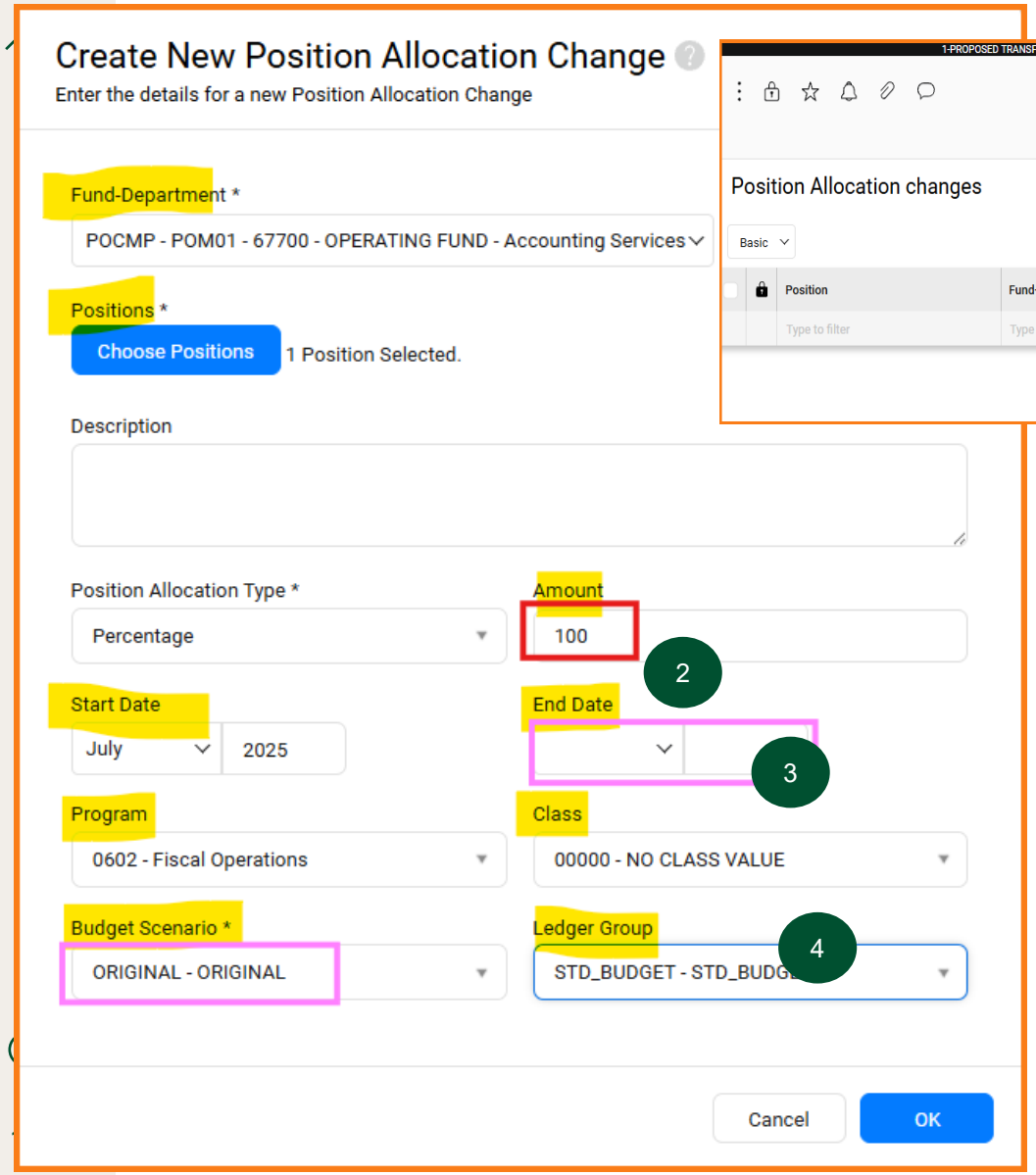
1. Return to Change Request Tab in Questica to Import File
2. Select Import Icon to Import File (Upper Right Corner of Screen)
3. Select File & Press OK
4. Review Import Spreadsheet Screen & Press OK

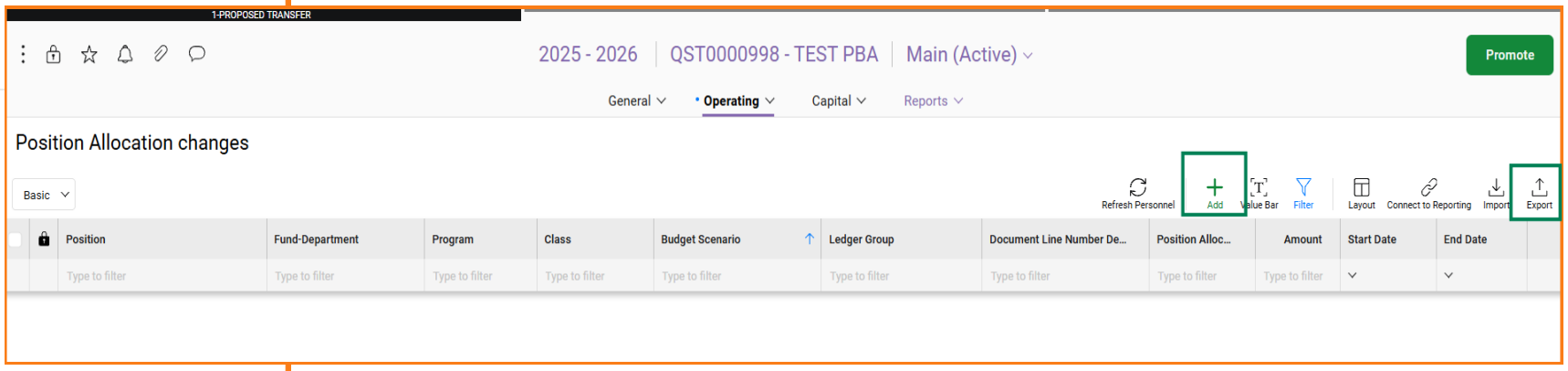






III.ii. Enter Transfer in Questica – Position Allocation





STEPS

1. Fill out all Highlighted Areas
2. Amount = Column P on PBA Form (enter number format)
3. End Date
    1. Permanent Action
        1. End Date = Null
    2. Temporary Action
        1. End Date = End of FY
4. Ledger Group = STD_BUDGET
5. Select OK

III.ii. Enter Transfer in Questica – Position Allocation

1. Document Line Number Description- Column R on PBA Form

PBA Form

Position Budget Adjustment ("Wage Adjustment")				CFS Distribution Change ("Position Allocation")												Budget Journal Output
input*	input*	input*	auto calc	input*	input*	input*	input*	input*	input*	input*	input*	input*	auto calc	auto calc	auto calc	input*
Position Number	Current Total Pos Budget $	New Total Pos Budget $	Total Pos Budget Change $	Account	Fund	Deptid	Pgm	Class	Budget Scenario	Designation	Current Pos Allocation %	New Pos Allocation %	Position Alloc Change %	Position Alloc Change (number format)	Total Transfer	Document Line Number De (Transfer To / From LIMITED TO 30 CHARAC
00001288	54,384.00	64,384.00	10,000.00	601300	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.00000%	100.00000%	0.00000%	0.00000	10,000.00	PERM #1292 to #1288
00001292	84,144.00	74,144.00	(10,000.00)	601300	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.00000%	100.00000%	0.00000%	0.00000	(10,000.00)	PERM #1292 to #1288

1

2025 - 2026 | QST0001000 - test 1288 1292 | Main (Active)

Promote

General | Operating | Capital | Reports

Position Allocation changes

Position Allocation Grid in Questica

1

Basic

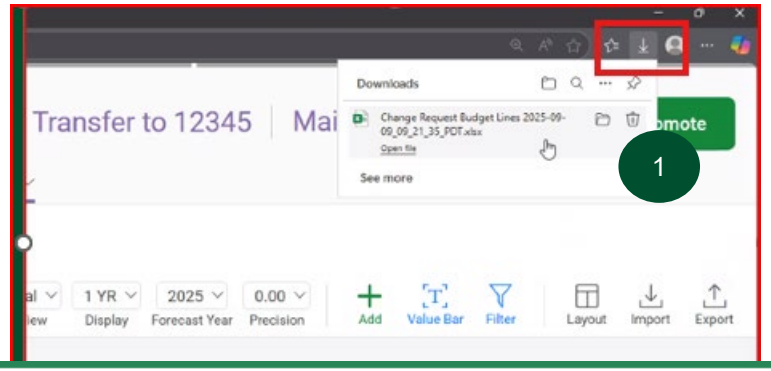
Refresh Personnel | Add | Value Bar | Filter | Layout | Connect to Reporting | Import

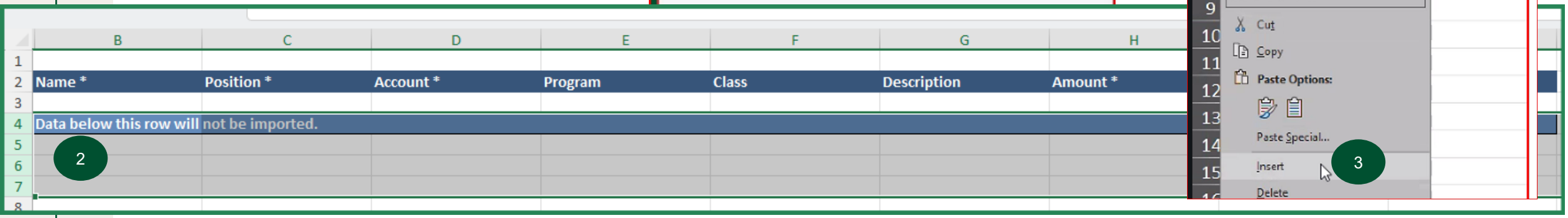
Position	Fund-Department	Program	Class	Budget Scenario	Ledger Group	Document Line Number De...	Position Alloc...	Amount	Start Date	End Date
Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter		
Accounting Technician II (00001288)	POCMP - POM01 - 67700 - O...	0602 - Fiscal Oper...	00000 - NO CLASS ...	ORIGINAL - ORIGINAL	STD_BUDGET - STD_BUDGET		Percentage	100	Jul 2025	

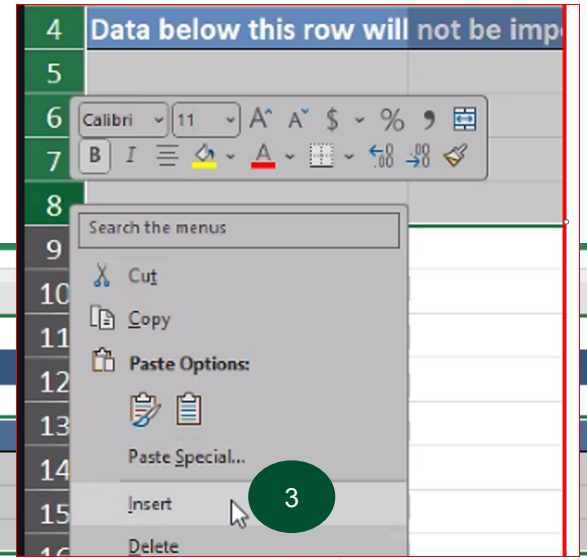
III.i. Export/Import Transfer in Questica-Position Allocation

STEPS

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







	B	C	D	E	F	G	H	I	J	K	L
2	Position *	Fund-Department *	Program	Class	Budget Scenario *	Ledger Group	Document Line Number	Position Allocation Type	Amount	Start Date	End Date
3	00004022	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(15.55)	7/1/2025	
4	00004022	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	15.55	7/1/2025	6/30/2026
5	00004023	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(8.34)	7/1/2025	
6	00004023	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	8.34	7/1/2025	6/30/2026
7	Data below this row will not be imported.										

III.i. Export/Import Transfer in Questica-Position Allocation

	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	Position Budget Adjustment ("Wage Adjustment")				CFS Distribution Change ("Position Allocation")											Journal Output ("Change Request Budg		
	input*	input*	input*	auto calc	input*	input*	input*	input*	input*	input*	input*	input*	input*	auto calc	auto calc	auto calc	input*	input
	Position Number	Current Total Pos Budget $	New Total Pos Budget $	Total Pos Budget Change $	Account	Fund	DeptId	Pgm	Class	Budget Scenario	Designation	Curre Alloc %	PBA Form sition Alloc Change %		Position Alloc Change (number format)	Total Transfer	Document Line Number Description (Transfer To / From)	Reason Journal Description (purpose for the
	from Operati	20,000.00	-	(20,000.00)	660003	POM01	67500	0606	00000	ADJUSTMENT	UNDESIGNAT	100.00000%	100.00000%	0.00000%	0.00000	(20,000.00)	TEMP OE TO 4022 & 4023	
	00004022	54,324.00	64,324.00	10,000.00	601300	POM01	67700	0602	00000	ORIGINAL	UNDESIGNAT	100.00000%	84.45370%	-15.54630%	-15.54630	-	TEMP OE TO 4022 & 4023	
	00004022	54,324.00	64,324.00	10,000.00	601300	POM01	67700	0602	00000	ADJUSTMENT	UNDESIGNAT	0.00000%	15.54630%	15.54630%	15.54630	10,000.00	TEMP OE TO 4022 & 4023	
	00004023	109,848.00	119,848.00	10,000.00	601201	POM01	67700	0602	00000	ORIGINAL	UNDESIGNAT	100.00000%	91.65610%	-8.34390%	-8.34390	-	TEMP OE TO 4022 & 4023	
	00004023	109,848.00	119,848.00	10,000.00	601201	POM01	67700	0602	00000	ADJUSTMENT	UNDESIGNAT	0.00000%	8.34390%	8.34390%	8.34390	10,000.00	TEMP OE TO 4022 & 4023	

1

	B	C	D	E	F	G	H	I	J	K	L
2	Position *	Fund-Department *	Program	Class	Budget Scenario *	Ledger Group	Document Line Number	Position Allocation Type	Amount	Start Date	End Date
3	00004022	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(15.55)	7/1/2025	
4	00004022	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	15.55	7/1/2025	6/30/2026
5	00004023	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(8.34)	7/1/2025	
6	00004023	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	8.34	7/1/2025	6/30/2026
7	Data below this row will not be imported.										

1

STEPS

1. Column P from PBA Form is entered in Column J in Excel Template

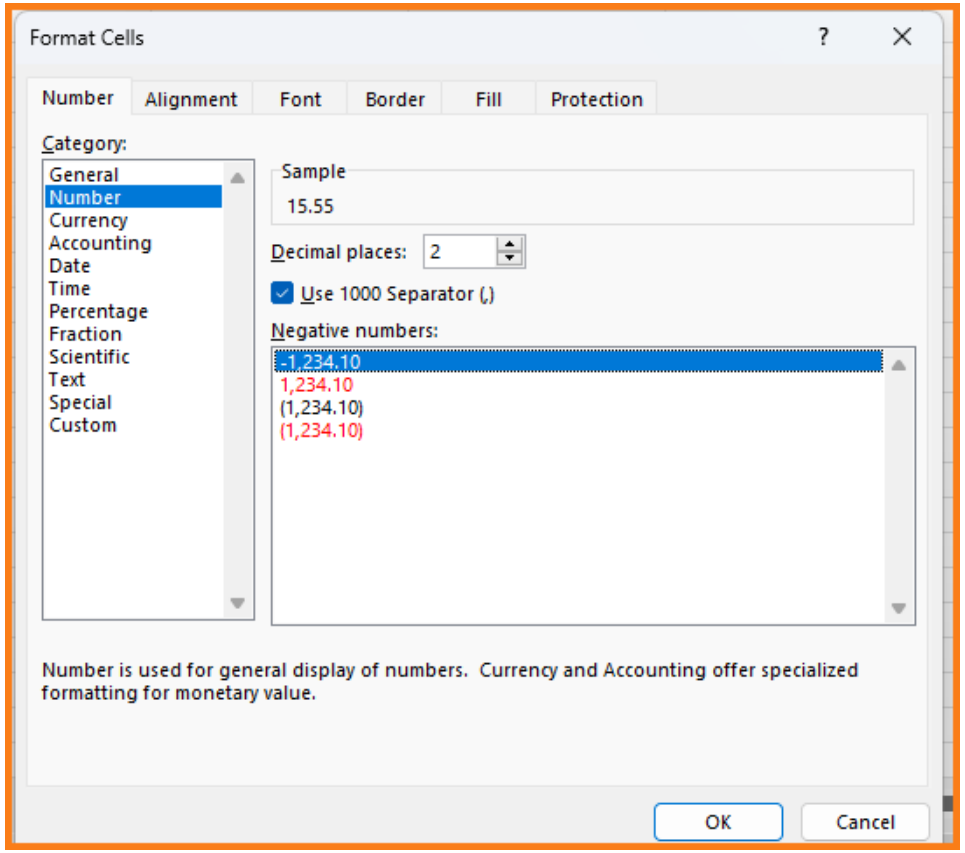
III.ii. Enter Transfer in Questica – Position Allocation

Position Allocation Export from Questica

	B	C	D	E	F	G	H	I	J	K	L
1											
2	P				Budget Scenario *	Ledger Group	Document Line Numbe	Position Allocation Typ	Amount	Start Date	End Date
3	0				ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	15.55	2025-07-01	2026-06-01
4	00004023	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	8.34	2025-07-01	2026-06-01
5	00004022	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(15.55)	2025-07-01	
6	00004023	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(8.34)	2025-07-01	
7	Data below this row will not be imported.										

IF there are NEGATIVE Amounts

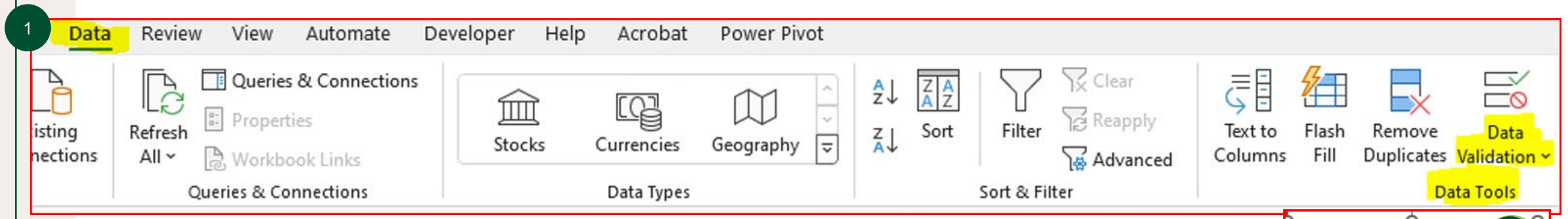
- Select cells in Column J
- Right Click & select the Number Option
- Ensure Use 1000 Separator is checked
- Select First Option to format

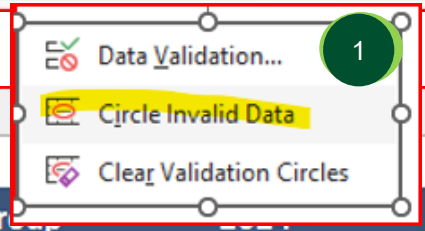


III.ii. Enter Transfer in Questica – Position Allocation

STEPS

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

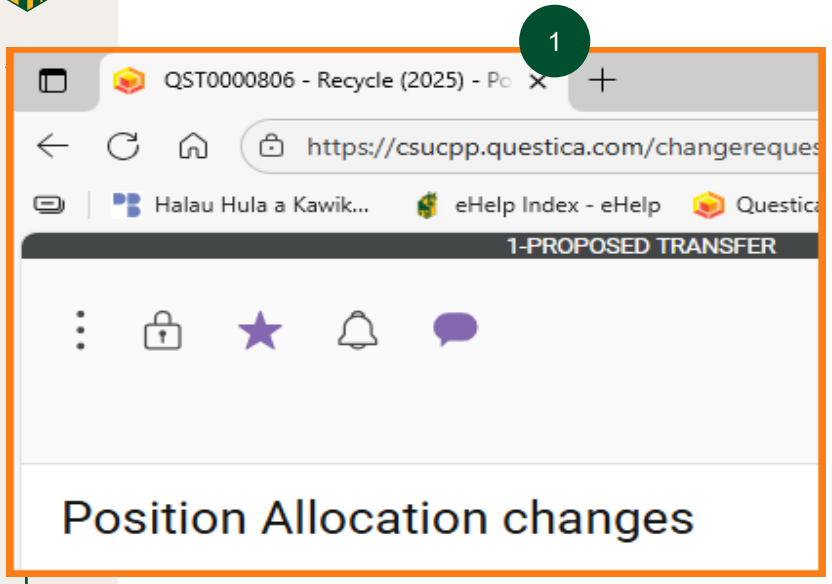




	B	C	D	E	F	G	H		
1									
2	Account *	Fund-Department *	Program	Class	Project	Document Line Descript	Budget Scenario *	Ledger Gr	
3	607002	POCMP - EDE17 - 96000	0706	C2204	DM078	transfer to DM050	ADJUSTMENT	STD_BUDGET	-50000.00
4	607022	POCMP - EDE17 - 96200	0760	C2204	DM050	transfer from DM078	ADJUSTMENT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

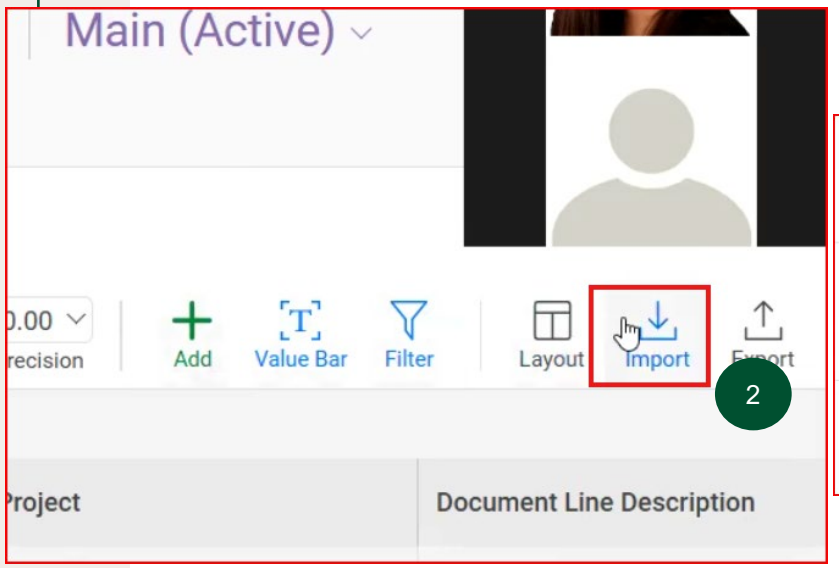
2

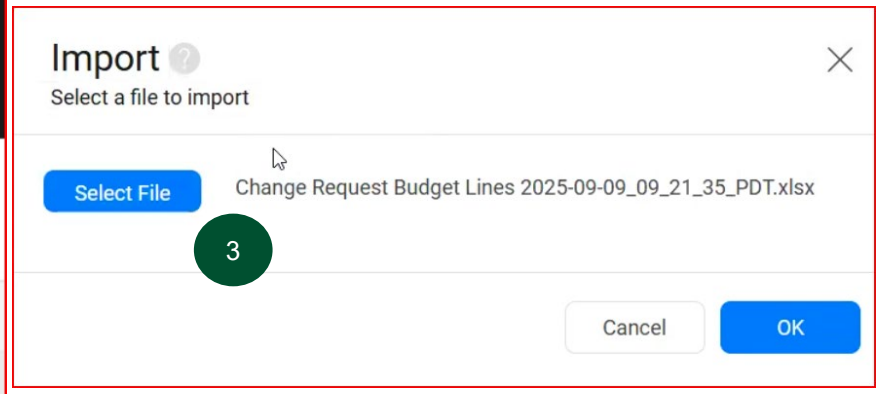
III.ii. Enter Transfer in Questica – Position Allocation

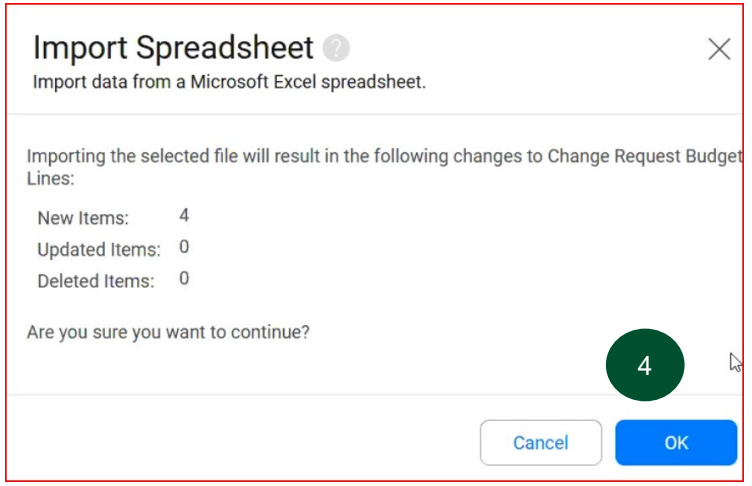


STEPS

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







III.ii. Enter Transfer in Questica – Position Allocation

Position Allocation Export – Questica File

Position *	Fund-Department *	Program	Class	Budget Scenario *	Ledger Group	Document Line Numbe	Position Allocation Typ	Amount	Start Date	End Date
00004022	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	15.55	2025-07-01	
00004023	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	8.34	2025-07-01	
00004022	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	-15.55	2025-07-01	
00004023	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	-8.34	2025-07-01	
Data below this row will not be imported.										

2025 - 2026 | QST0000818 - PBA 04 ADMN TRANSFER FROM OE TO P4022 4023 | Main Budget | Mai

General | Operating | Capital | Reports

Position Allocation changes

Position Allocation Grid – Questica

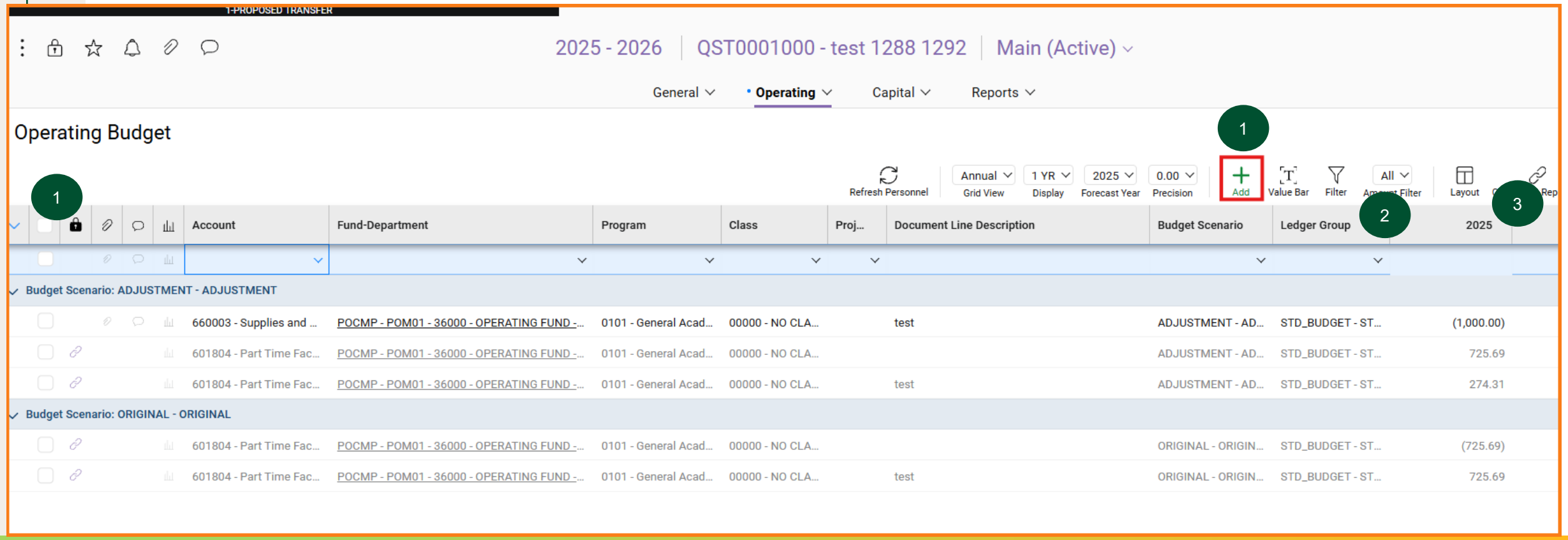
Basic

Position	Fund-Department	Program	Class	Budget Scenario	Ledger Group	Document Line Nu...	Positio...	Amount	Start Date	End Date
Type to filter	Type to filter	Type to filter	Type to filt	Type to filter	Type to filter	Type to filter	Type to filte	Type to filter		
(00004022):...	POCMP - POM01 - 67700 - O...	0602 - Fiscal Op...	00000 - ...	ORIGINAL - ORIGI...	STD_BUDGET - STD_BUDGET	transfer from OE pa	Percentage	-15.5463	Jul 2025	
004023): An...	POCMP - POM01 - 67700 - O...	0602 - Fiscal Op...	00000 - ...	ORIGINAL - ORIGI...	STD_BUDGET - STD_BUDGET	transfer from OE pa	Percentage	-8.3439	Jul 2025	
004023): An...	POCMP - POM01 - 67700 - O...	0602 - Fiscal Op...	00000 - ...	ADJUSTMENT - A...	STD_BUDGET - STD_BUDGET	transfer from OE pa	Percentage	8.3439	Jul 2025	Jun 2026
(00004022):...	POCMP - POM01 - 67700 - O...	0602 - Fiscal Op...	00000 - ...	ADJUSTMENT - A...	STD_BUDGET - STD_BUDGET	transfer from OE pa	Percentage	15.5463	Jul 2025	Jun 2026

III.iii. Enter Transfer in Questica - Operating

STEPS

1. Select the Add button to add lines- Blue line will appear for input - Enter ALL fields
2. Ledger Group = STD_BUDGET
3. 2025 = Dollar Amount of Transfer



III.iii. Export Transfer in Questica - Operating

STEPS - Enter Data from PBA form

1. Enter Columns B,C or D & Columns F-K from PBA Form into Columns B-J in Questica File
2. Leave Column K in Questica File blank
3. Reformat Column J to proper negative number format

Operating Export – Questica File

Account *	Fund-Department *	Program	Class	Project	Document Line Descrip	Budget Scenario *	Ledger Group	2025	2026
660003	POCMP - POM01 - 67500		00000		test	ADJUSTMENT	STD_BUDGET	(20,000.00)	-
Data below this row will not be imported									

PBA Form

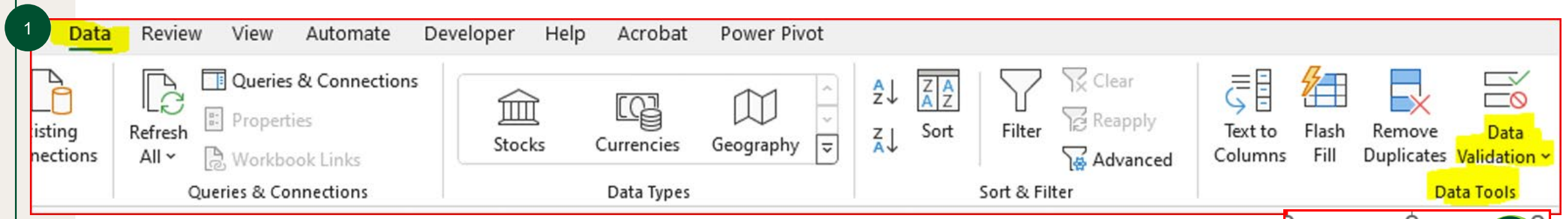
Position Budget Adjustment ("Wage Adjustment")

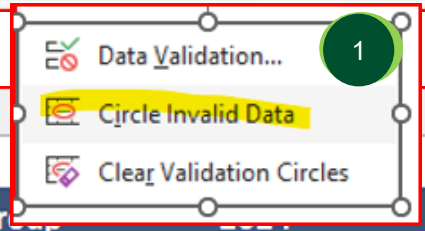
*input**	*input**	*input**	*auto calc*	*input**	*input**	*input**	*input**	*input**	*input**
Position Number	Current Total Pos Budget $	New Total Pos Budget $	Total Pos Budget Change $	Account	Fund	DeptId	Pgm	Class	Budget Scenario
from Operating	20,000.00		(20,000.00)	660003	POM01	67500	0606	00000	ADJUSTMENT
00004022	54,324.00	64,324.00	10,000.00	601300	POM01	67700	0602	00000	ORIGINAL

III.ii. Enter Transfer in Questica – Position Allocation

STEPS

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

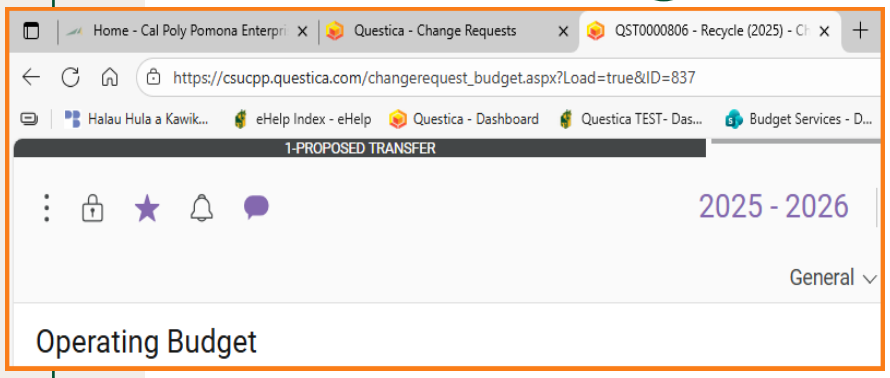




	B	C	D	E	F	G	H		
1									
2	Account *	Fund-Department *	Program	Class	Project	Document Line Descript	Budget Scenario *	Ledger Gr	
3	607002	POCMP - EDE17 - 96000	0706	C2204	DM078	transfer to DM050	ADJUSTMENT	STD_BUDGET	-50000.00
4	607022	POCMP - EDE17 - 96200	0760	C2204	DM050	transfer from DM078	ADJUSTMENT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

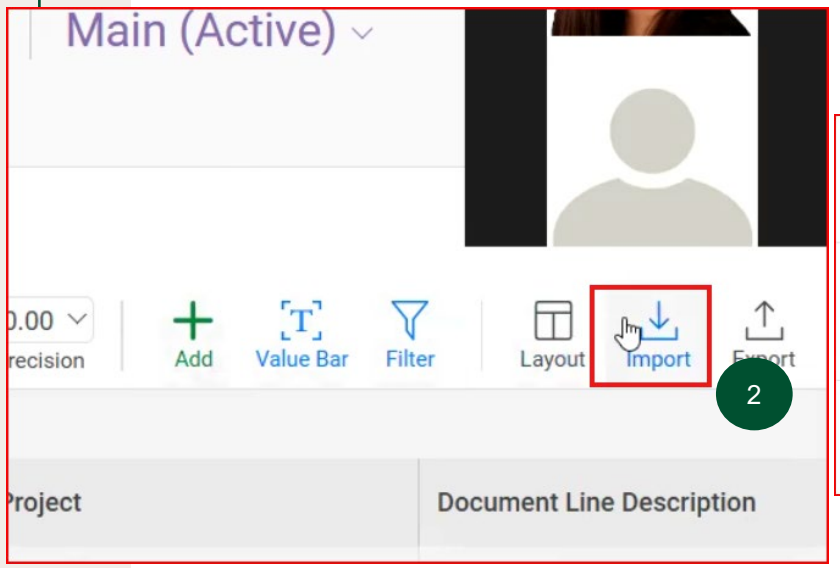
2

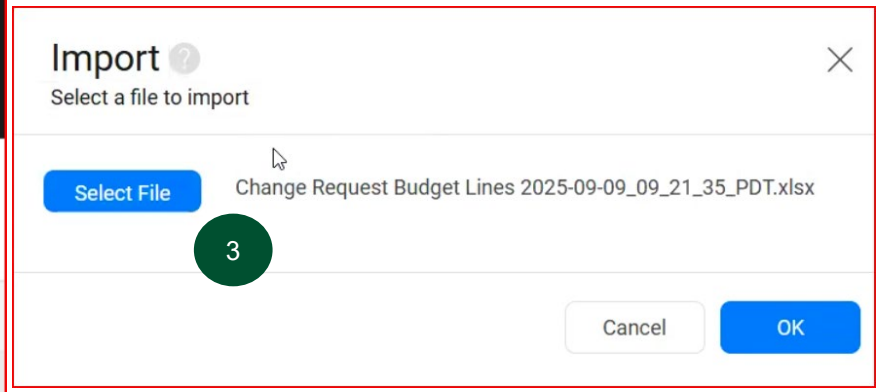
IV. Enter Transfer in Questica - Operating

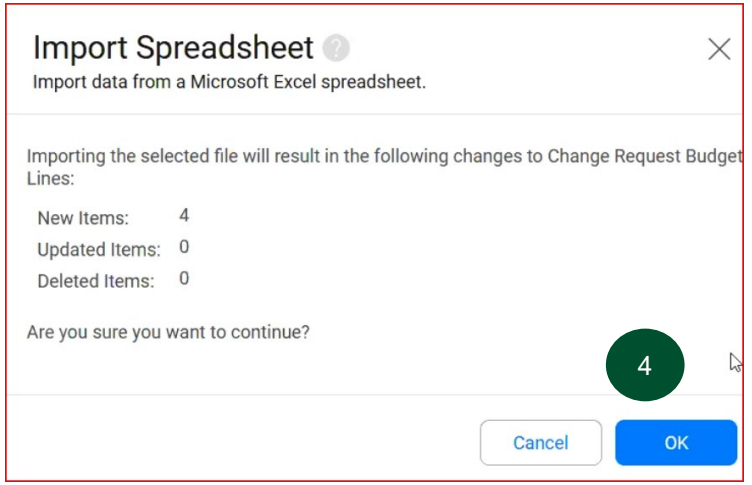


STEPS

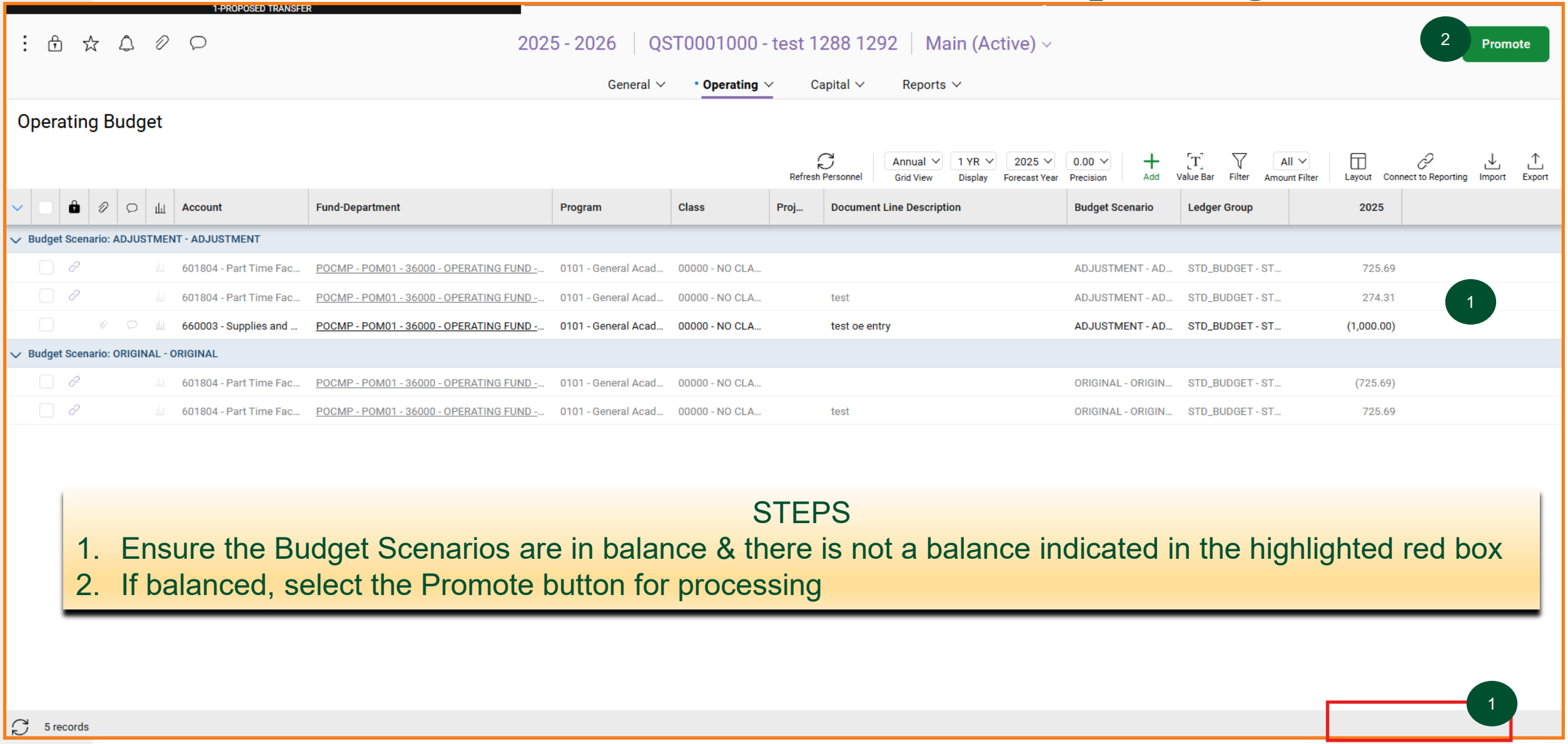
1. Return to Change Request Tab in Questica to Import File
2. Select Import Icon to Import File (Upper Right Corner of Screen)
3. Select File & Press OK
4. Review Import Spreadsheet Screen & Press OK







III.iii. Enter Transfer in Questica - Operating



STEPS

1. Ensure the Budget Scenarios are in balance & there is not a balance indicated in the highlighted red box
2. If balanced, select the Promote button for processing

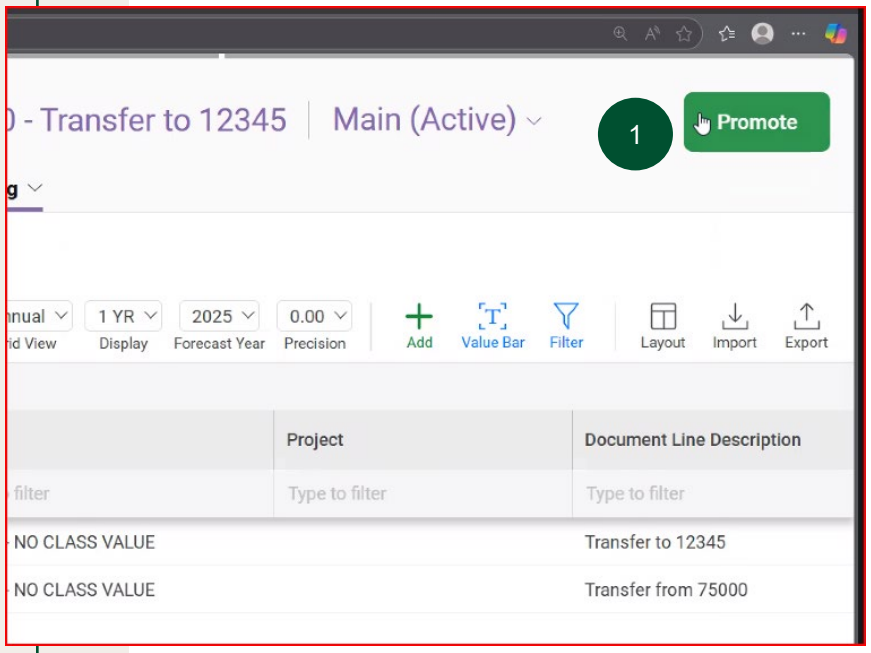
Cal Poly Pomona

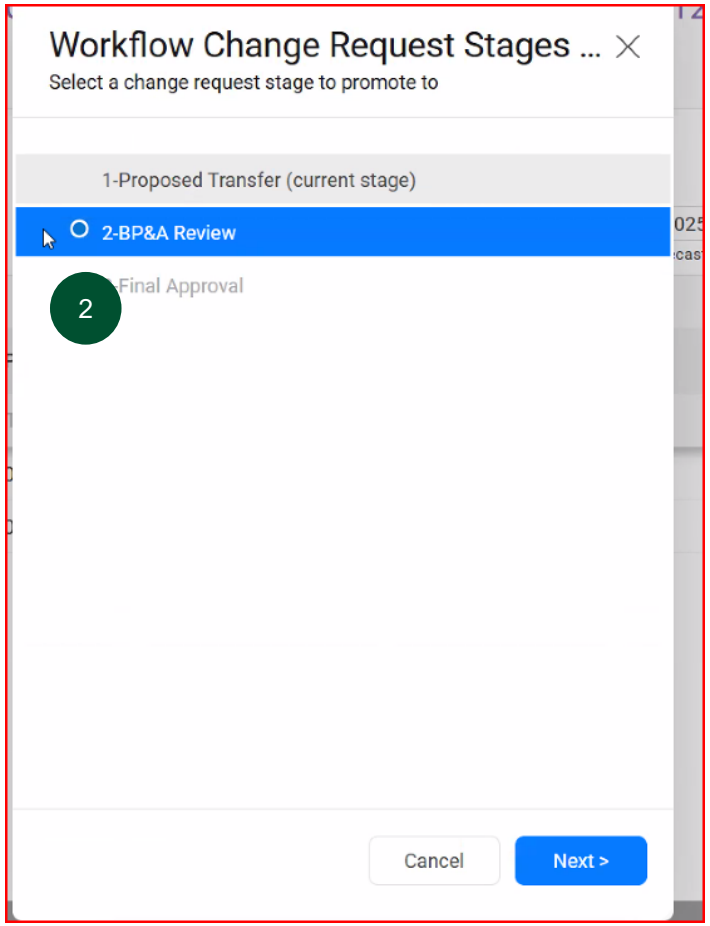
PROMOTE TRANSFER

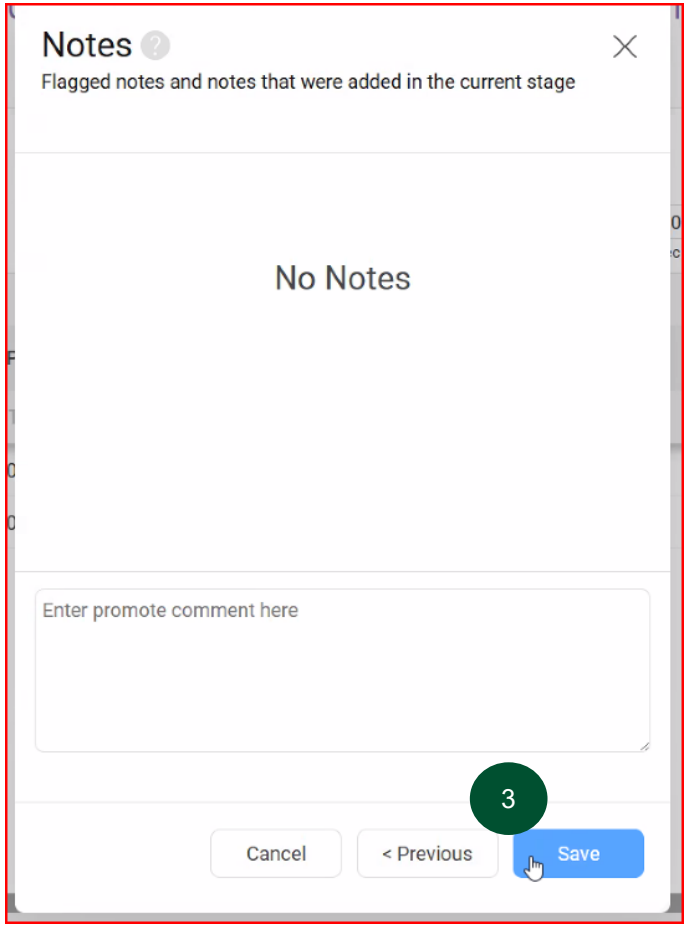
V. Promote Transfer for Review in Questica

STEPS

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







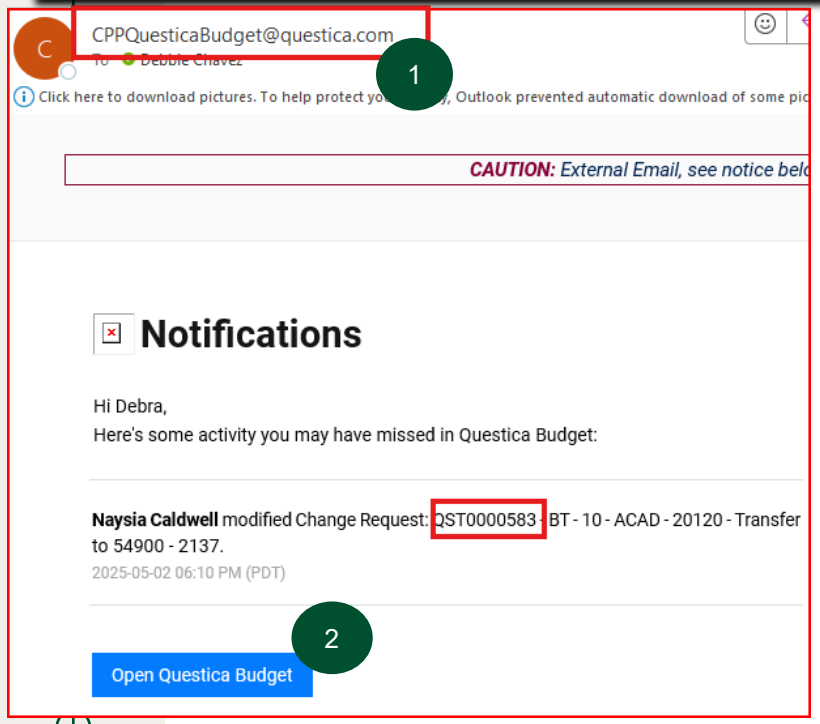
Cal Poly Pomona

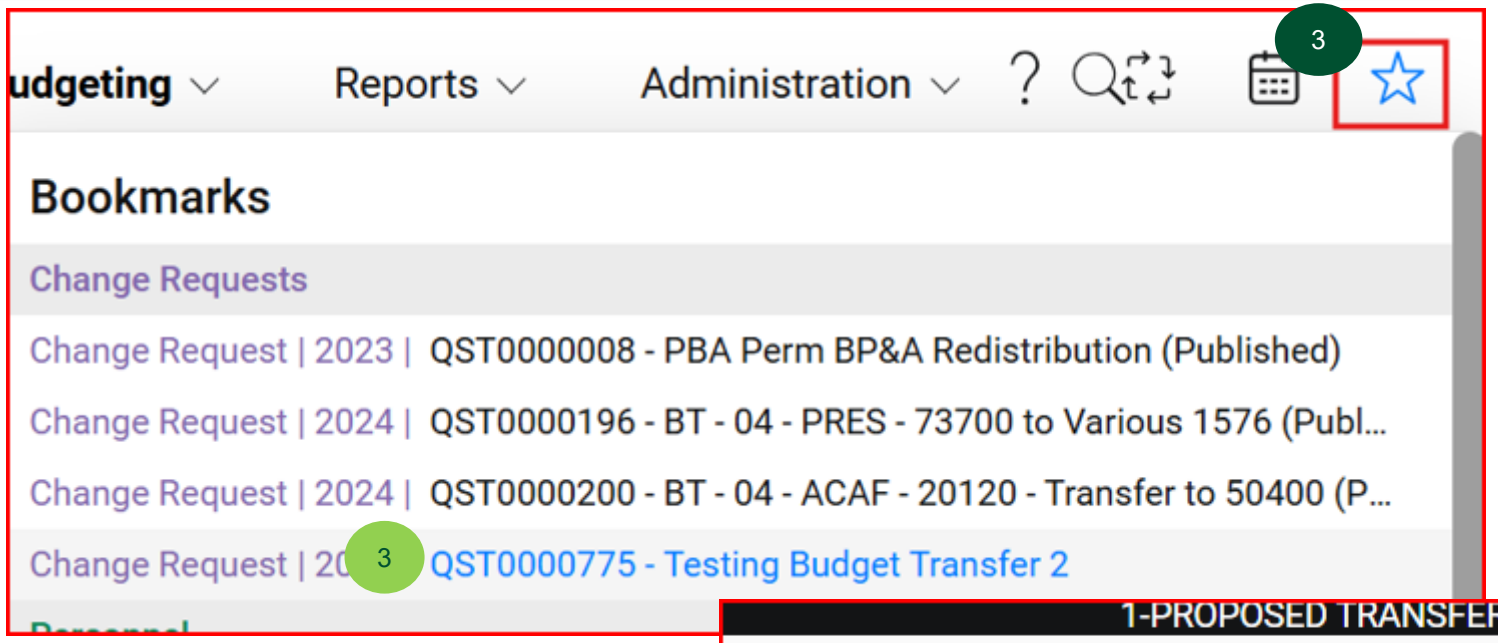
DEMOTION PROCESS

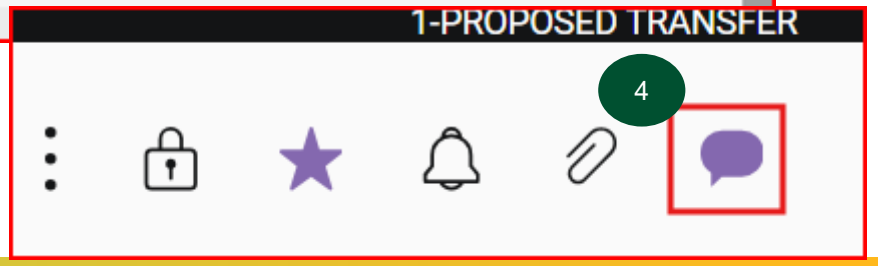
V-I. Demotion Process

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)



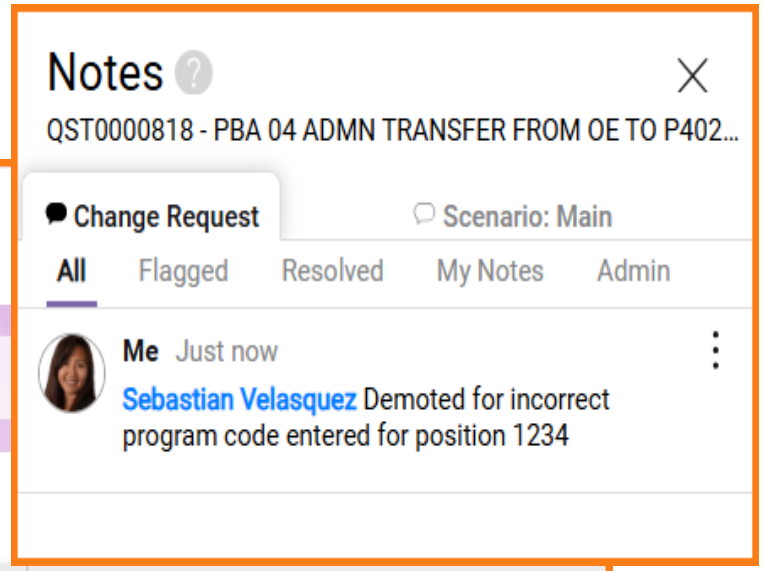


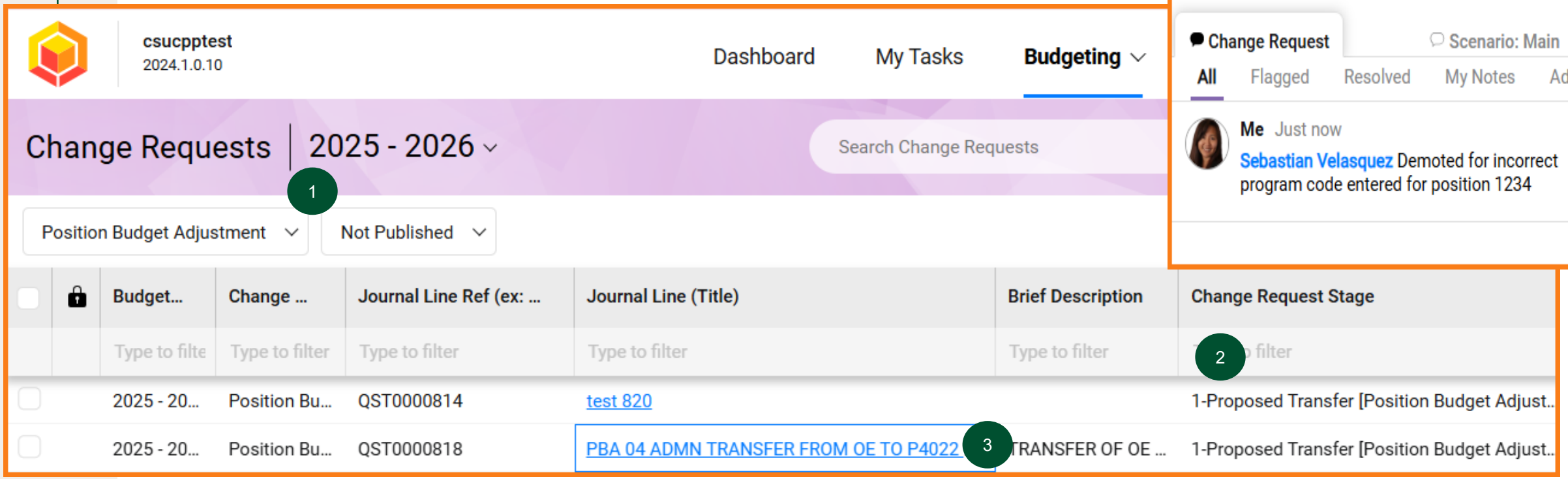


V-I. Demotion Process

STEPS - If Request is NOT Bookmarked

1. Select Position Budget Adjustment/Not Published option
2. If Change Request Stage has '1-Proposed Transfer', it has been Demoted
3. Select the link in the Journal Line (Title) to open the Transfer
4. Select Notes Bubble to view Demote Comments

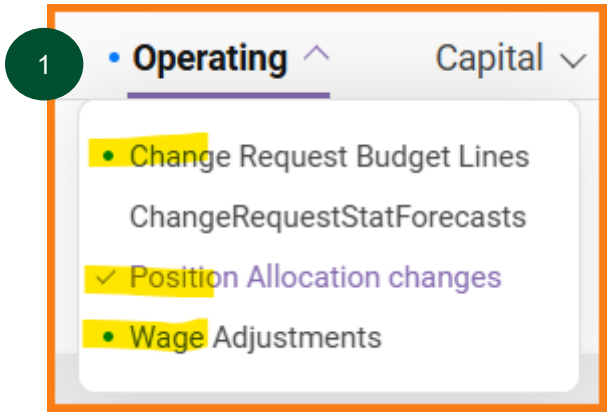


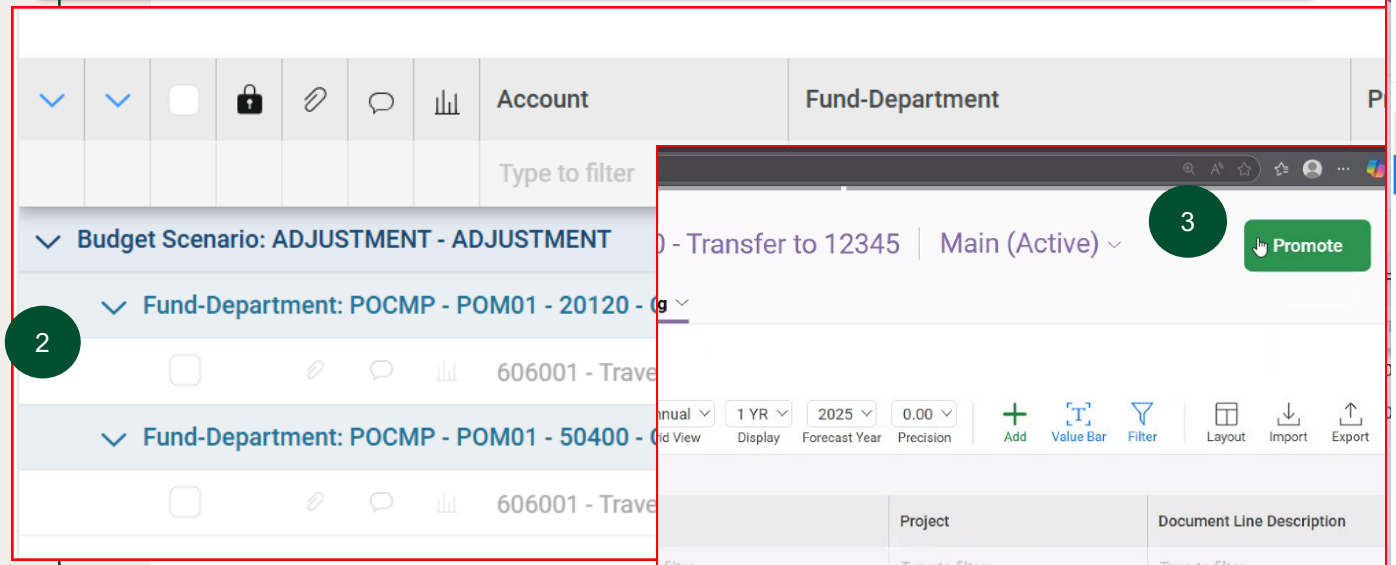


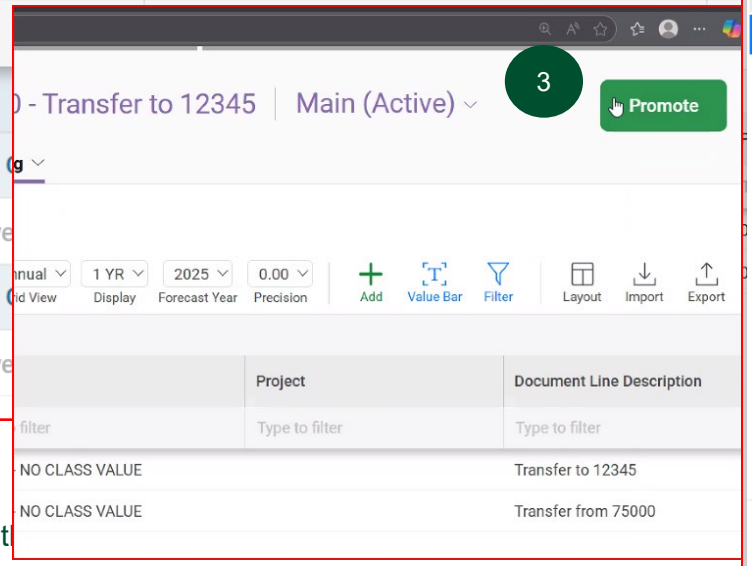
V-I. Demotion Process

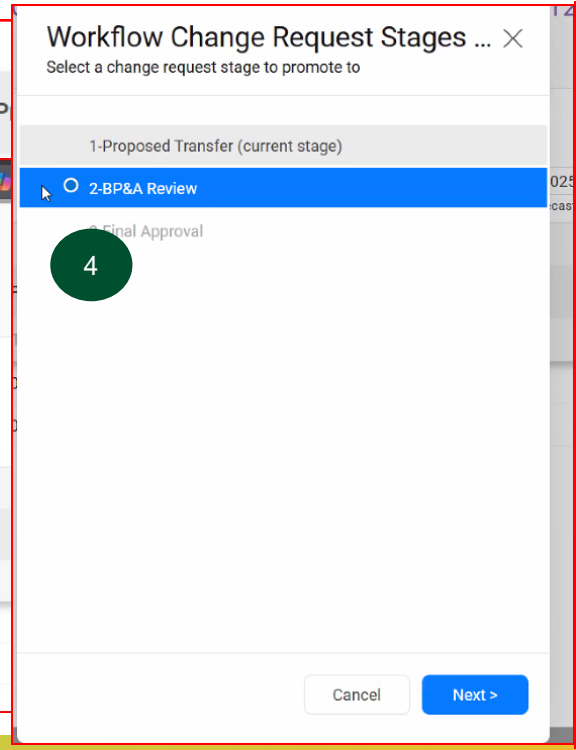
STEPS

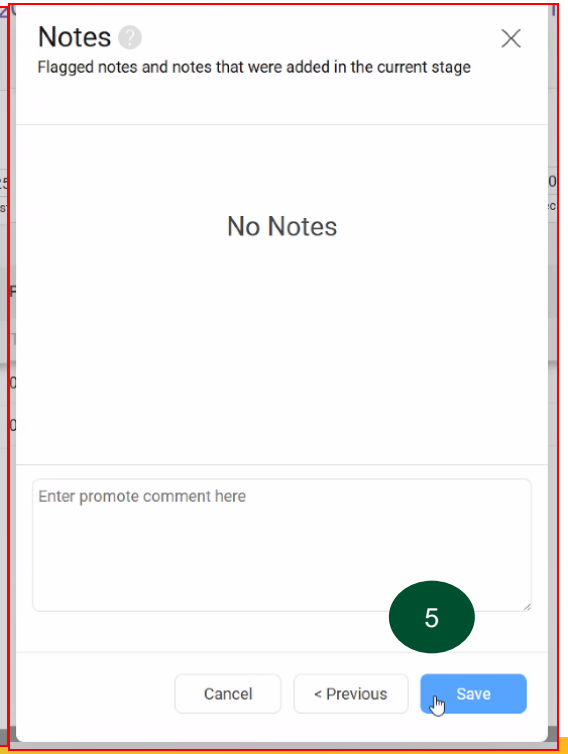
1. Select Operating > Select the Screen to Revise
2. Revise Transfer in Questica or Export / Import File
3. Select Promote
4. Select Option 2
5. Select Save











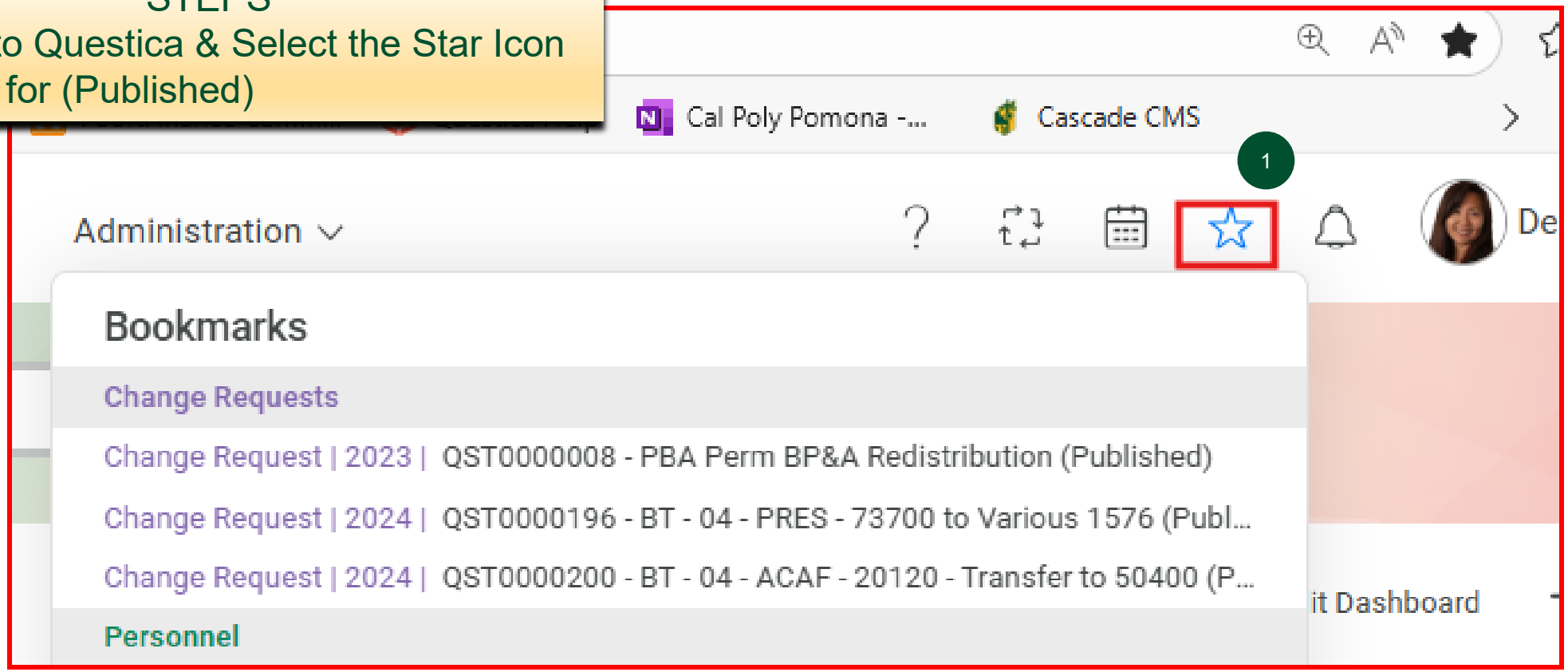
Cal Poly Pomona

TABLEAU POSTING

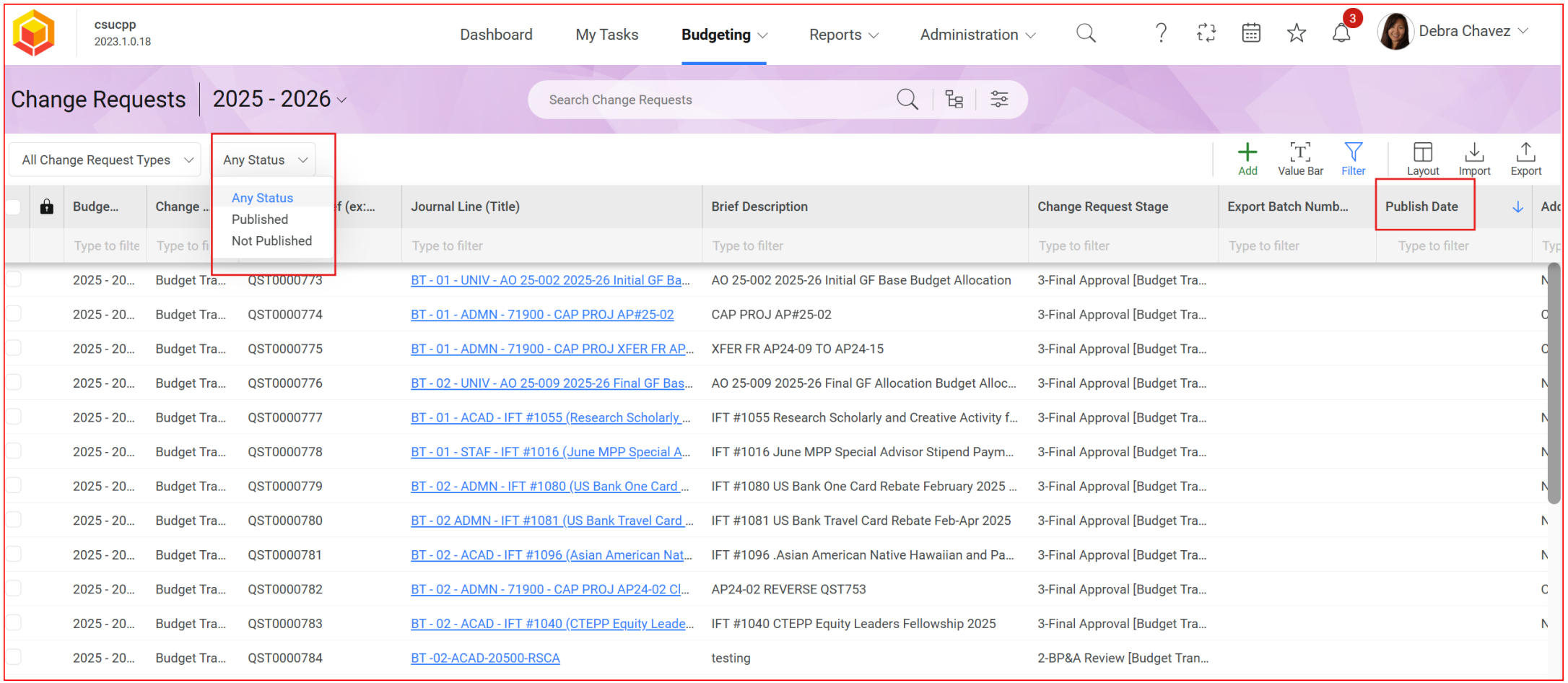
VI. Tableau Posting

STEPS

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



VI. Tableau Posting



Budge...	Change ...		Journal Line (Title)	Brief Description	Change Request Stage	Export Batch Numb...	Publish Date	Adc
Type to filte	Type to fi		Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Typ
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...			

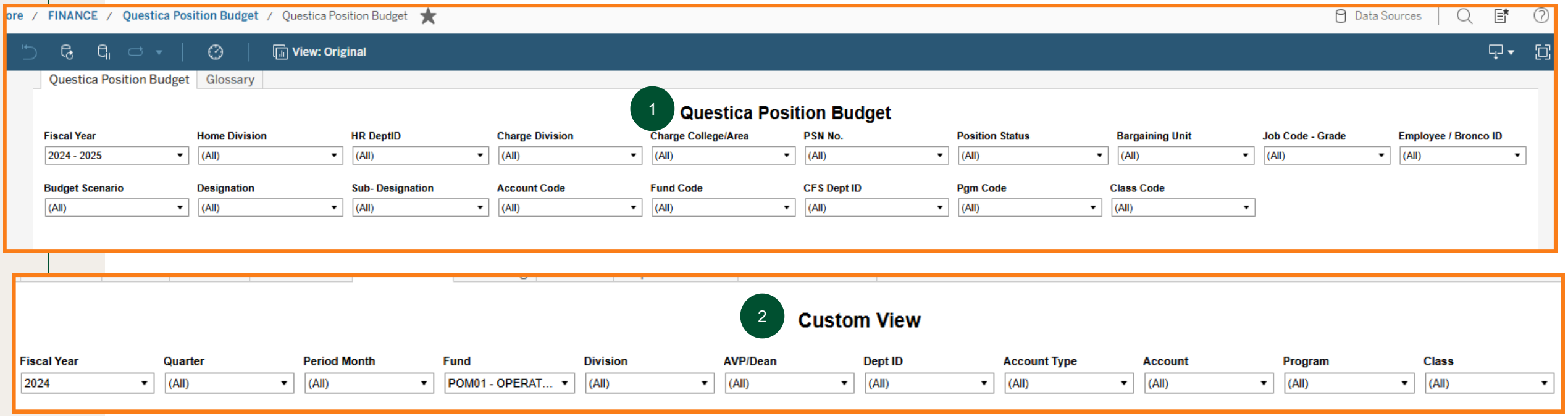
VI. Tableau Posting

STEPS

1. Log into Tableau Questica Position Budget & Filter by Position #s to check for posting in Detail section of Report
2. If Operating was part of the request, check Tableau Custom View & Filter by Fund(s) & Dept ID(s) for Transfer To or 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

DEMO