

Position 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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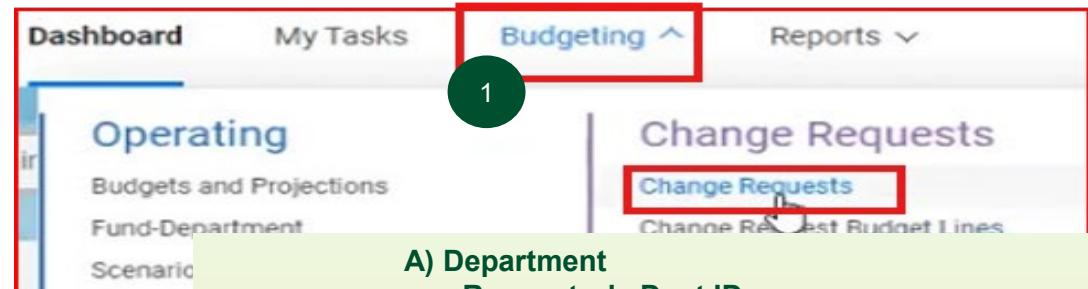
CREATE NEW  
Transfer Record



# 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



1

### 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)**

4



# 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

Journal Line (Title) *	46 of 100
PBA 04 ADMN PERM or TEMP to pXXXX from pXXXX	

## 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

## 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



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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

The screenshot illustrates the process of saving transfer documents in the Questica system. It is divided into three main sections:

- Top Section:** Shows the main interface for a "1-PROPOSED TRANSFER" document. The title "Operating Budget" is visible. A green circle with the number "1" highlights the paperclip icon in the toolbar, which is highlighted with a red box. The document ID "QST0000775" and the year "2025 - 2026" are also shown.
- Middle Section:** Shows the "Documents" list for the "1-PROPOSED TRANSFER" document. It lists "QST0000775 - Testing Budget Transfer 2 (2025)". A green circle with the number "2" highlights the "+" button in the "Add Document" dialog, which is highlighted with a red box. The dialog also shows "Value Bar" and "T" icons.
- Bottom Section:** Shows the "Add Document" dialog. It has fields for "Type \*" (set to "File"), "File \*" (with a "Select File" button and "No file chosen" message), and "Description". A green circle with the number "3" is at the bottom right of the dialog.

Additional UI elements include a sidebar with "General" and "Operating" tabs, a "Refresh Personnel" button, and a "Change Request" section. A "Value Bar" is also visible in the middle section.



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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

Position Budget Adjustment ("Wage Adjustment")				CFS Distribution Change ("Position Allocation")												Budget Journal C	
input*	input*	input*	auto calc	input*	input*	input*	input*	input*	input*	input*	input*	input*	auto calc	auto calc	auto calc	auto calc	input
Position Number	Current Total Pos Budget \$	New Total Pos Budget \$	Total Pos Budget Change \$	Account	Fun d	De ptd	Pg m	Clas s	Budget Scenario	Designation	Current Pos Allocation %	New Pos Allocation %	Position Alloc Change %	Position Alloc Change (number format)	Total Transfer	Document Line Num (Transfer To LIMITED TO 30 CH)	
from Operating	20,000.00	-	(20,000.00)	650003	OM075006060000	ADJUST	UNDESIGN	#####	#####	#####	0.00000%	0.00000%	0.00000%	0.00000%	(20,000.00)	TEMP OE TO 4022 & 40	
00004022	54,324.00	64,324.00	10,000.00	601300	OM077006020000	ORIGIN	UNDESIGN	#####	#####	#####	-15.54630%	-15.54630%	-15.54630%	-15.54630%	-	TEMP OE TO 4022 & 40	
00004022	54,324.00	64,324.00	10,000.00	601300	OM077006020000	ADJUST	UNDESIGN	0.00000%	#####	#####	15.54630%	15.54630%	15.54630%	15.54630%	10,000.00	TEMP OE TO 4022 & 40	
00004023	109,848.00	119,848.00	10,000.00	601201	OM077006020000	ORIGIN	UNDESIGN	#####	#####	#####	-8.34390%	-8.34390%	-8.34390%	-8.34390%	-	TEMP OE TO 4022 & 40	
00004023	109,848.00	119,848.00	10,000.00	601201	OM077006020000	ADJUST	UNDESIGN	0.00000%	8.34390%	8.34390%	8.34390%	8.34390%	8.34390%	8.34390%	10,000.00	TEMP OE TO 4022 & 40	
			-								0.00000%	0.00000%	0.00000%	0.00000%	-		



## 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
<i>CFS Distribution Change ("Position Allocation")</i>										
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	100.000000%	0.00000%	-100.000000%	-100.00000
601300	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.000000%	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	100.000000%	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

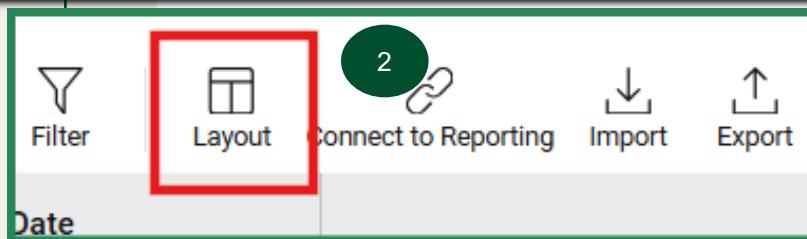
A	B	C	D	E	F	G	H	I	J	K
12										
13	<b>Position Budget Adjustment ("Wage Adjustment")</b>									
14	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>auto calc</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>
	Position Number	Current Total Pos Budget \$	New Total Pos Budget \$	Total Pos Budget Change \$	Account	Fund	DeptId	Pgm	Class	Budget Scenario
15										
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
18	00004022	54,324.00	64,324.00	10,000.00	601300	POM01	67700	0602	00000	ADJUSTMENT 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

Operating

Capital

Change Request Budget Lines

ChangeRequestStatForecasts

Position Allocation changes

Wage Adjustments

Layout

Grid Layout

\*Campus User BT Layout\_Default

Grid Layout

\*Campus User BT Layout\_Default Default

Columns

Account \*

Fund-Department \*

Program

Class

Project

Document Line Description

Budget Scenario \*

Ledger Group

Group By

Budget Scenario \*

Grid Layout

Add Groups

- Is Generated
- Is Monthly Benefit Allocation
- Journal Description
- Journal Source
- Ledger Group
- Location
- Lock Status
- One-Time
- Period
- Position
- Position Type
- Posting Date
- Program
- Project
- Student Key
- Student Key Code
- Student Residency
- Sub-Designation

Cancel Add



### 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

I-PROPOSED TRANSFER																	
:		2025 - 2026		QST00		1		PBA 06 ADMN Temp OE to 4022 4023		General		Operating		Capital		Reports	
Wage Adjustments																	
1	2	3	4	5													
Name	Position	Account	Description	Amount ↑													
Type to filter	Type to filter	Type to filter	Type to filter	Type to filter													
PBA 06 ADMN Temp OE to 4022 4023		601201 - Management and Supervisory	Temp OE to 4022 4023	10,000													
PBA 06 ADMN Temp OE to 4022 4023		601300 - Support Staff Salaries	Temp OE to 4022 4023	10,000													
F	G	H	I	J	K	L	M	N	O	P	Q	R	Budget Journal Output ("Change")				
CFS Distribution Change ("Position Allocation")																	
c	input*	input*	input*	input*	input*	input*	input*	input*	input*	auto calc	auto calc	auto calc	input*	Document Line Number Description (Transfer To / From) LIMITED TO 30 CHARACTERS			
os 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					
0.00	660003	POM01	67500	0606	00000	ADJUSTMENT	UNDESIGNATED	100.00000%	100.00000%	0.00000%	0.00000	(20,000.00)	TEMP OE TO 4022 & 4023				
0.00	601300	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.00000%	84.45370%	-15.54630%	-15.54630	-	TEMP OE TO 4022 & 4023				
0.00	601300	POM01	67700	0602	00000	ADJUSTMENT	UNDESIGNATED	0.00000%	15.54630%	15.54630%	15.54630	10,000.00	TEMP OE TO 4022 & 4023				
0.00	601201	POM01	67700	0602	00000	ORIGINAL	UNDESIGNATED	100.00000%	91.65610%	-8.34390%	-8.34390	-	TEMP OE TO 4022 & 4023				
0.00	601201	POM01	67700	0602	00000	ADJUSTMENT	UNDESIGNATED	0.00000%	8.34390%	8.34390%	8.34390	10,000.00	TEMP OE TO 4022 & 4023				



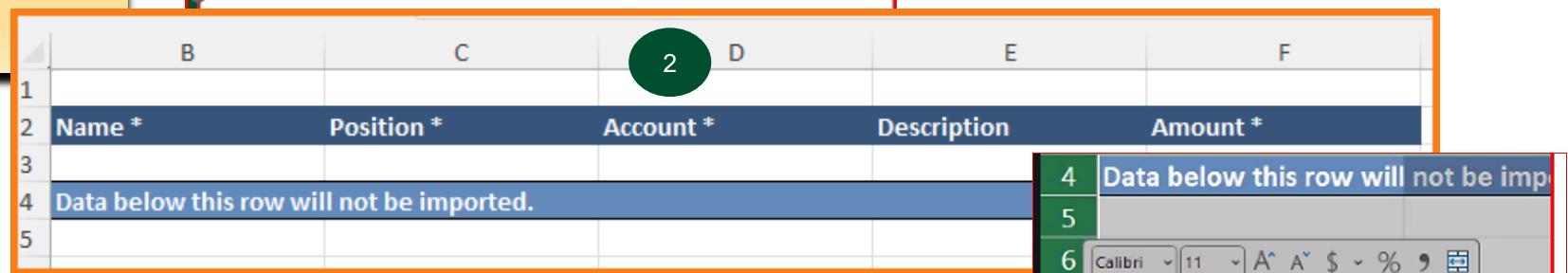
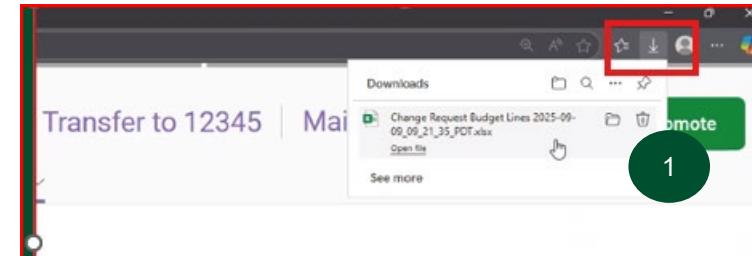
## III.i. Export/Import Transfer in Questica-Wage

### STEPS

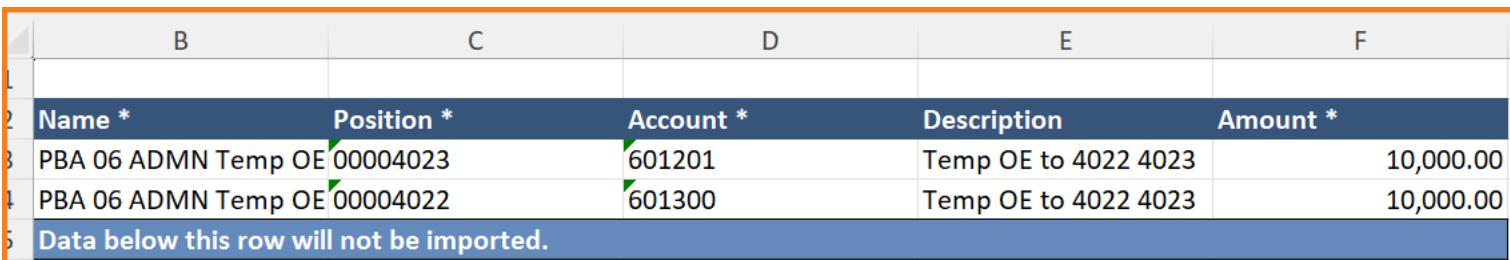
Q



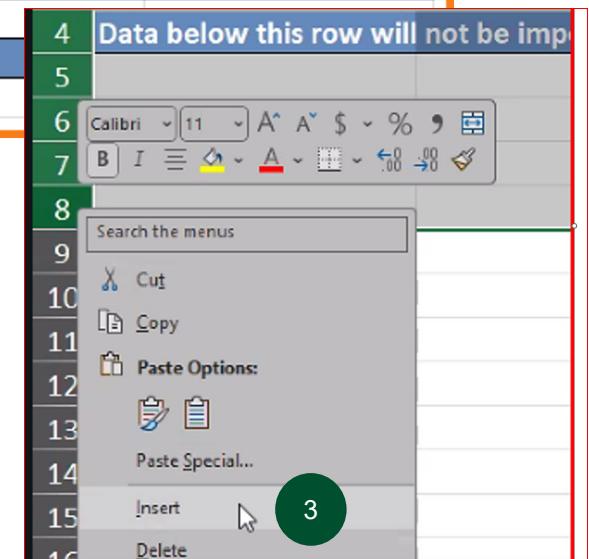
1. Retrieve File
2. Highlight Row 4 & Drag Cursor down, highlighting rows needed for transfer
3. Right Click to select Insert Rows



	B	C	D	E	F
1					
2	Name *	Position *	Account *	Description	Amount *
3					
4	Data below this row will not be imported.				
5					



	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.				



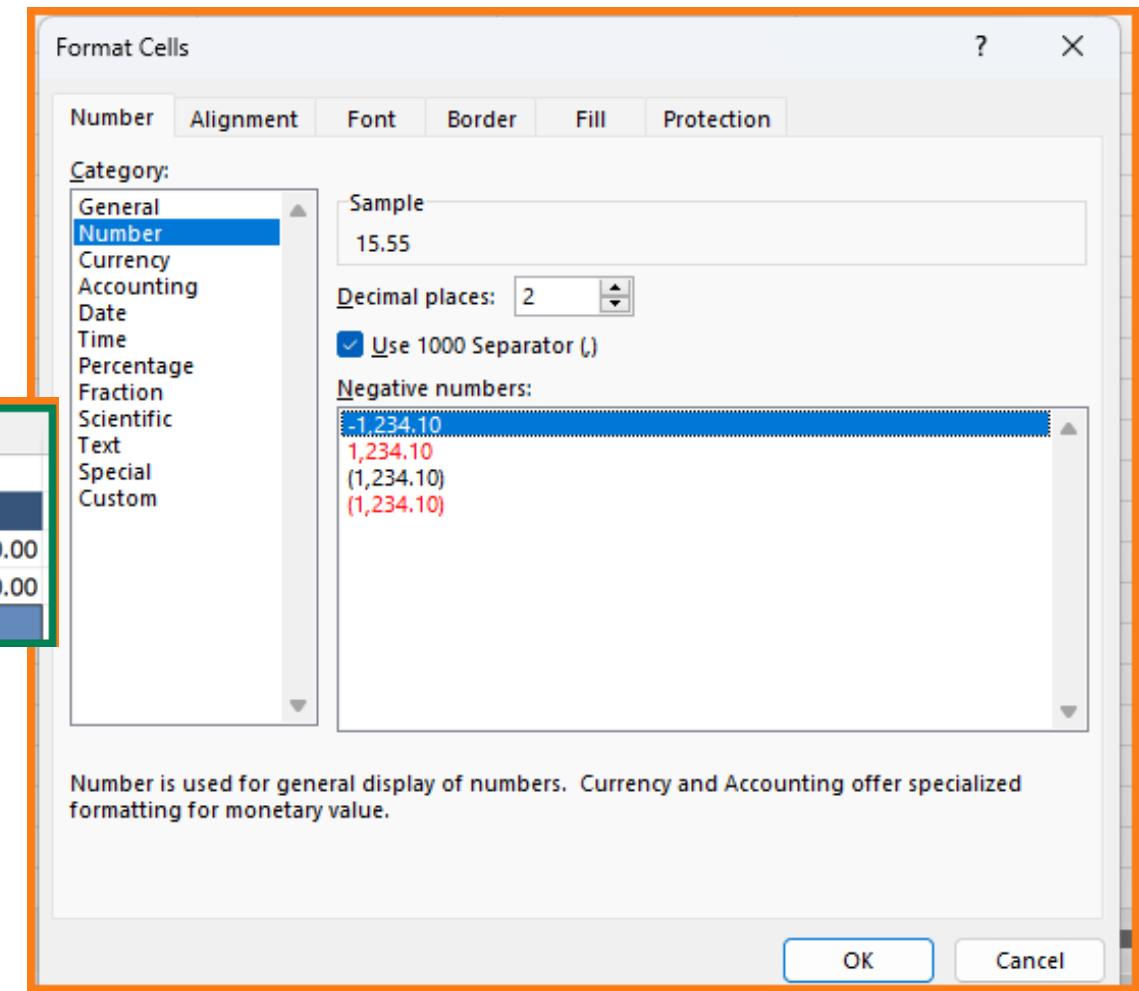


## III.ii. Enter Transfer in Questica – Wage Adjustment

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				
Name *	Position *	Account *	Description	Amount *
PBA 06 ADMN Temp OE	00004023	601201	Temp OE to 4022 4023	10,000.00
PBA 06 ADMN Temp OE	00004022	601300	Temp OE to 4022 4023	10,000.00
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

1

2

1

2

Data

Review View Automate Developer Help Acrobat Power Pivot

Existing Connections Refresh All Workbook Links Queries & Connections Properties

Stocks Currencies Geography

Sort & Filter

Text to Columns Flash Fill Remove Duplicates Data Validation

Data Tools

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.



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

1

1-PROPOSED TRANSFER

2025 - 2026 | QST000099

General

Wage Adjustments

Main (Active) ▼

Import ?

Select a file to import

Select File

Change Request Budget Lines 2025-09-09\_09\_21\_35\_PDT.xlsx

Cancel OK

0.00 ▼

precision

Add Value Bar Filter

Layout Import Export

2

3

Project Document Line Description

**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

Import Spreadsheet ?

Import data from a Microsoft Excel spreadsheet.

Importing the selected file will result in the following changes to Change Request Budget Lines:

New Items: 4  
Updated Items: 0  
Deleted Items: 0

Are you sure you want to continue?

Cancel OK

4



## III.ii. Enter Transfer in Questica – Position Allocation

**Create New Position Allocation Change**

Enter the details for a new Position Allocation Change

**Fund-Department \***  
POCMP - POM01 - 67700 - OPERATING FUND - Accounting Services

**Positions \***  
Choose Positions 1 Position Selected.

**Description**

**Position Allocation Type \***  
Percentage

**Start Date**  
July 2025

**Program**  
0602 - Fiscal Operations

**Budget Scenario \***  
ORIGINAL - ORIGINAL

**Amount**  
100

**End Date**

**Class**  
00000 - NO CLASS VALUE

**Ledger Group**  
STD\_BUDGET - STD\_BUDGET

**Cancel** **OK**

1-PROPOSED TRANSFER

2025 - 2026 | QST0000998 - TEST PBA | Main (Active) **Promote**

General **Operating** Capital Reports

Position Allocation changes

Basic

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	Type to filter	Type to filter

Refresh Personnel **Add** **Value Bar** **Filter** **Layout** **Connect to Reporting** **Import** **Export**

### 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

Position Budget Adjustment ("Wage Adjustment")										CFS Distribution Change ("Position Allocation")					PBA Form			Budget Journal Output		
input*	input*	input*	auto calc	input*	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				

...2025 - 2026QST0001000 - test 1288 1292Main (Active) ▾Promote

General ▾Operating ▾Capital ▾Reports ▾

Position Allocation changes

### Position Allocation Grid in Questica

Basic ▾1 Refresh Personnel Add Value Bar Filter Layout Connect to Reporting Import

PositionFund-DepartmentProgramClassBudget ScenarioLedger GroupDocument Line Number De...Position Alloc...AmountStart DateEnd Date

Type to filterType to filter

Accounting Technician II (00001288)POCMP - POM01 - 67700 - O...0602 - Fiscal Oper...00000 - NO CLASS ...ORIGINAL - ORIGINALSTD\_BUDGET - STD\_BUDGETPercentage100Jul 2025



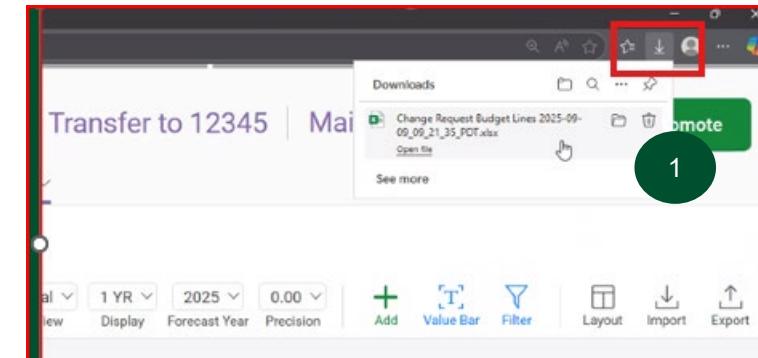
### III.i. Export/Import Transfer in Questica-Position Allocation



#### 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	G	H
1	Name *	Position *	Account *	Program	Class	Description	Amount *
2							
3	Data below this row will not be imported.						
4							
5							
6							
7							
8							

	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

↑

1

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
	<b>Position Budget Adjustment ("Wage Adjustment")</b>			<b>CFS Distribution Change ("Position Allocation")</b>													<b>Journal Output ("Change Request Budget")</b>	
	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>auto calc</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>input*</i>	<i>auto calc</i>	<i>auto calc</i>	<i>auto calc</i>	<i>input*</i>	<i>input</i>
	Position Number	Current Total Pos Budget \$	New Total Pos Budget \$	Total Pos Budget Change \$	Account	Fund	DeptId	Pgm	Class	Budget Scenario	Designation	Current Alloc %	Position Alloc Change %	Position Alloc Change (number format)	Total Transfer	Document Line Number	Line 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.										

### STEPS

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

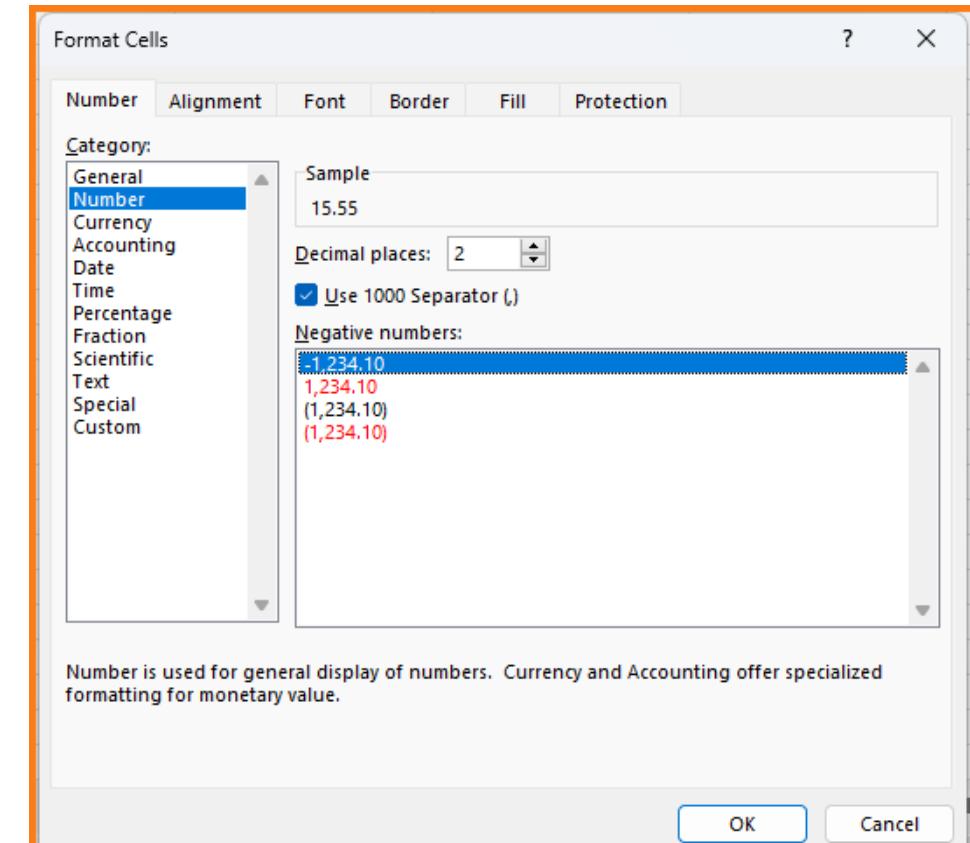


## III.ii. Enter Transfer in Questica – Position Allocation

B	C	D	E	F	G	H	I	J	K	L
P	Position Allocation Export from Questica			Budget Scenario *	Ledger Group	Document Line Number	Position Allocation Type	Amount	Start Date	End Date
0	POCMP - POM01 - 677000602	00000		ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	15.55	2025-07-01	2026-06-01
1	POCMP - POM01 - 677000602	00000		ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	8.34	2025-07-01	2026-06-01
5	POCMP - POM01 - 677000602	00000		ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(15.55)	2025-07-01	
5	POCMP - POM01 - 677000602	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

1

2

	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
4	607022	POCMP - EDE17 - 96200	0760	C2204	DM050	transfer from DM078	ADJUSTMENT	STD_BUDGET
5								
6	Data below this row will not be imported.							



## III.ii. Enter Transfer in Questica – Position Allocation

QST0000806 - Recycle (2025) - Po x +

https://csucpp.questica.com/changereques

Halau Hula a Kawik... eHelp Index - eHelp Questica

1-PROPOSED TRANSFER

Position Allocation changes

Main (Active) ▾

0.00 ▾

Add Value Bar Filter

Layout Import Export

Project Document Line Description

### 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

Import

Select a file to import

Select File

Change Request Budget Lines 2025-09-09\_09\_21\_35\_PDT.xlsx

Cancel OK

Import Spreadsheet

Import data from a Microsoft Excel spreadsheet.

Importing the selected file will result in the following changes to Change Request Budget Lines:

New Items: 4

Updated Items: 0

Deleted Items: 0

Are you sure you want to continue?

Cancel 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 Number	Position Allocation Type	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 | Main

General ▾ • **Operating** ▾ Capital ▾ Reports ▾

Position Allocation changes

Position Allocation Grid – Questica

Basic ▾

<input checked="" type="checkbox"/> 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 fil	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

1	B	C	Operating Export – Questica File								K	3	2
	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													

A	B	C	PBA Form	E	F	G	H	I	J	K			
<i>Position Budget Adjustment ("Wage Adjustment")</i>													
1	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			
28	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

1

2

	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
4	607022	POCMP - EDE17 - 96200	0760	C2204	DM050	transfer from DM078	ADJUSTMENT	STD_BUDGET
5								
6	Data below this row will not be imported.							



## IV. Enter Transfer in Questica - Operating

1

Home - Cal Poly Pomona Enterprise Questica - Change Requests QST0000806 - Recycle (2025) - C...  
https://csucpp.questica.com/changerequest\_budget.aspx?Load=true&ID=837  
Halau Hula a Kawik... eHelp Index - eHelp Questica - Dashboard Questica TEST- Das... Budget Services - D...  
1-PROPOSED TRANSFER  
2025 - 2026 General  
Operating Budget

Main (Active) ▾

0.00 ▾  
recision Add Value Bar Filter Layout Import Export  
Project Document Line Description

### 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

Import ?  
Select a file to import  
Select File Change Request Budget Lines 2025-09-09\_09\_21\_35\_PDT.xlsx  
Cancel OK

Import Spreadsheet ?  
Import data from a Microsoft Excel spreadsheet.  
Importing the selected file will result in the following changes to Change Request Budget Lines:  
New Items: 4  
Updated Items: 0  
Deleted Items: 0  
Are you sure you want to continue?  
Cancel OK



### III.iii. Enter Transfer in Questica - Operating

1-PROPOSED TRANSFER

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

General ▾ • **Operating** ▾ Capital ▾ Reports ▾

Operating Budget

Refresh Personnel Annual 1 YR 2025 0.00 Add Value Bar Filter Amount Filter Layout Connect to Reporting Import Export

Account	Fund-Department	Program	Class	Proj...	Document Line Description	Budget Scenario	Ledger Group	2025
601804 - Part Time Fac...	POCMP - POM01 - 36000 - OPERATING FUND -...	0101 - General Acad...	00000 - NO CLA...			ADJUSTMENT - AD...	STD_BUDGET - ST...	725.69
601804 - Part Time Fac...	POCMP - POM01 - 36000 - OPERATING FUND -...	0101 - General Acad...	00000 - NO CLA...		test	ADJUSTMENT - AD...	STD_BUDGET - ST...	274.31
660003 - Supplies and ...	POCMP - POM01 - 36000 - OPERATING FUND -...	0101 - General Acad...	00000 - NO CLA...		test oe entry	ADJUSTMENT - AD...	STD_BUDGET - ST...	(1,000.00)
601804 - Part Time Fac...	POCMP - POM01 - 36000 - OPERATING FUND -...	0101 - General Acad...	00000 - NO CLA...			ORIGINAL - ORIGIN...	STD_BUDGET - ST...	(725.69)
601804 - Part Time Fac...	POCMP - POM01 - 36000 - OPERATING FUND -...	0101 - General Acad...	00000 - NO CLA...		test	ORIGINAL - ORIGIN...	STD_BUDGET - ST...	725.69

**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

5 records

1

2



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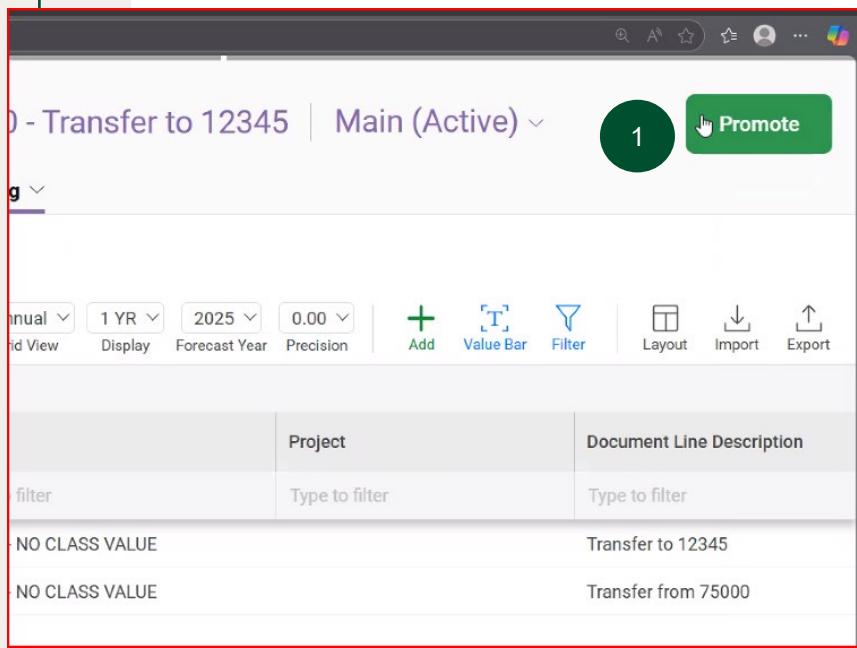
PROMOTE  
TRANSFER



## V. Promote Transfer for Review in Questica

### STEPS

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



0 - Transfer to 12345 | Main (Active) ▾

1

Promote

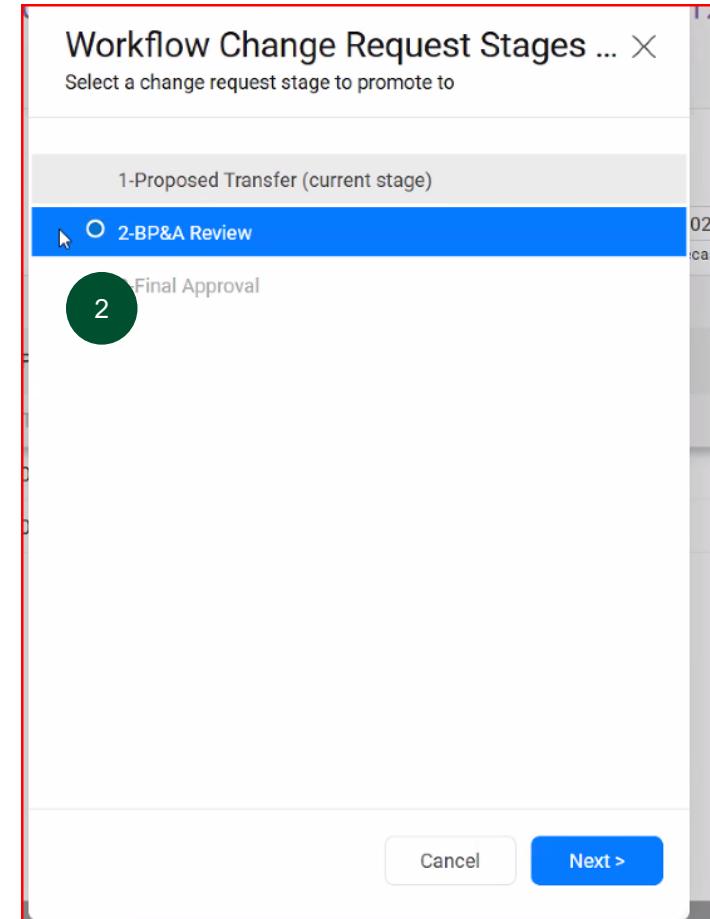
1 YR ▾ 2025 ▾ 0.00 ▾

Manual ▾ Display Forecast Year Precision

Add 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

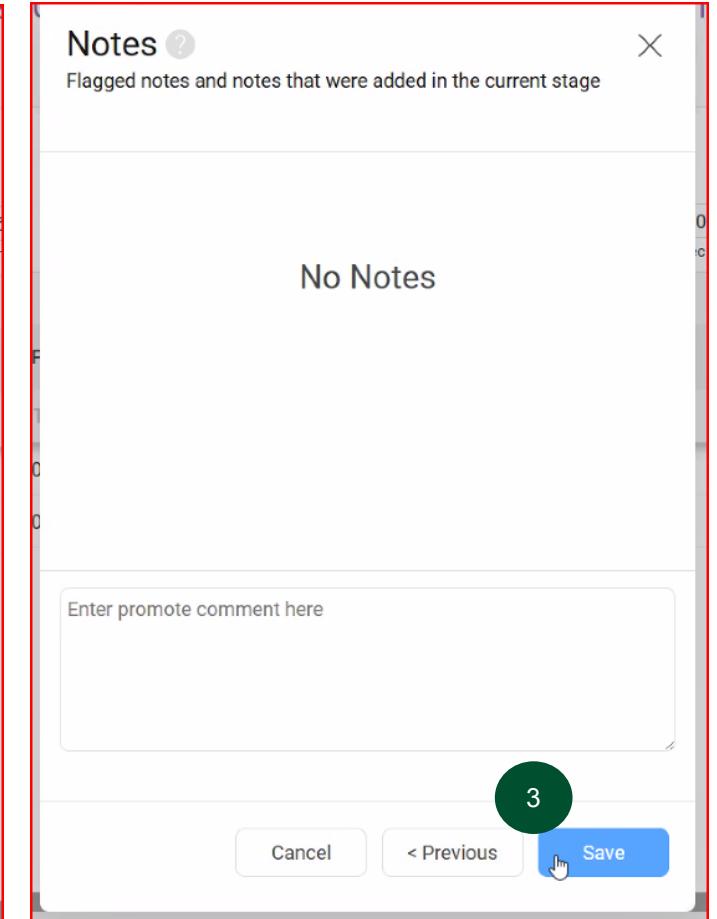
1-Proposed Transfer (current stage)

2-BP&A Review

Final Approval

2

Cancel Next >



Notes ?

Flagged notes and notes that were added in the current stage

No Notes

Enter promote comment here

3

Cancel < Previous Save



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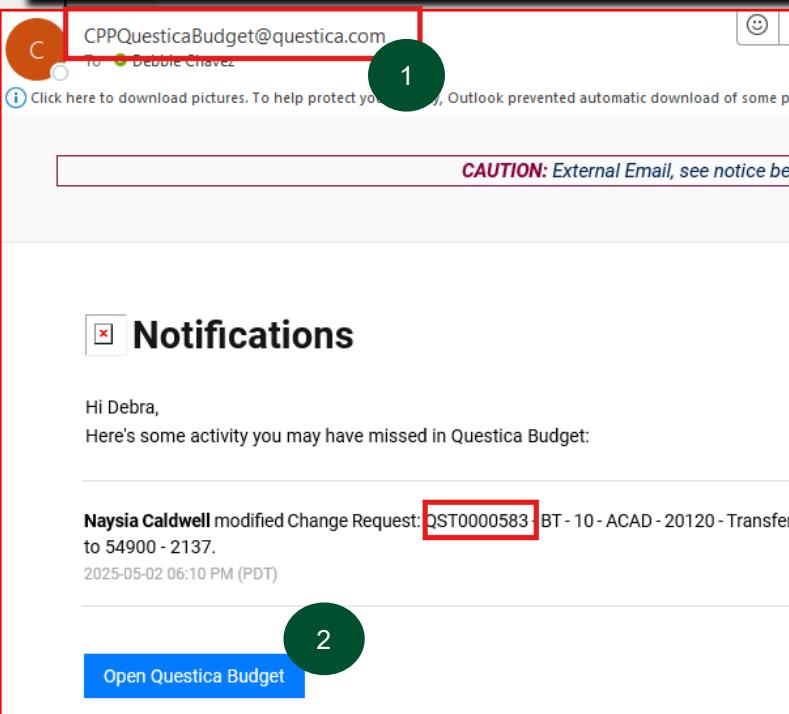
# DEMOTION PROCESS



# 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)



udgetting Reports Administration ? Q

**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...)

Change Request | 2024 | [QST0000775](#) - Testing Budget Transfer 2

1-PROPOSED TRANSFER

...

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# 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

The screenshot shows the Oracle Change Requests application interface. The top navigation bar includes a logo, user name 'csucppptest', and date '2024.1.0.10'. The top right features a toolbar with icons for lock, star, bell, and a speech bubble (highlighted with a red box and labeled '4'). The main menu has tabs: Dashboard, My Tasks, and Budgeting (selected). A sub-menu for 'Change Request' is open, showing 'All' (highlighted with an orange box and labeled '1'), Flagged, Resolved, My Notes, and Admin. The 'All' tab shows a list of change requests. The first item in the list is '2025 - 2026' (highlighted with a green circle and labeled '2'). The 'Journal Line (Title)' column for this item contains the link 'PBA 04 ADMN TRANSFER FROM OE TO P4022'. A green circle with '3' is placed over this link. To the right, a 'Notes' box is open for 'QST0000818 - PBA 04 ADMN TRANSFER FROM OE TO P4022...', showing a message from 'Me' (Sebastian Velasquez) stating: 'Just now Sebastian Velasquez Demoted for incorrect program code entered for position 1234'.

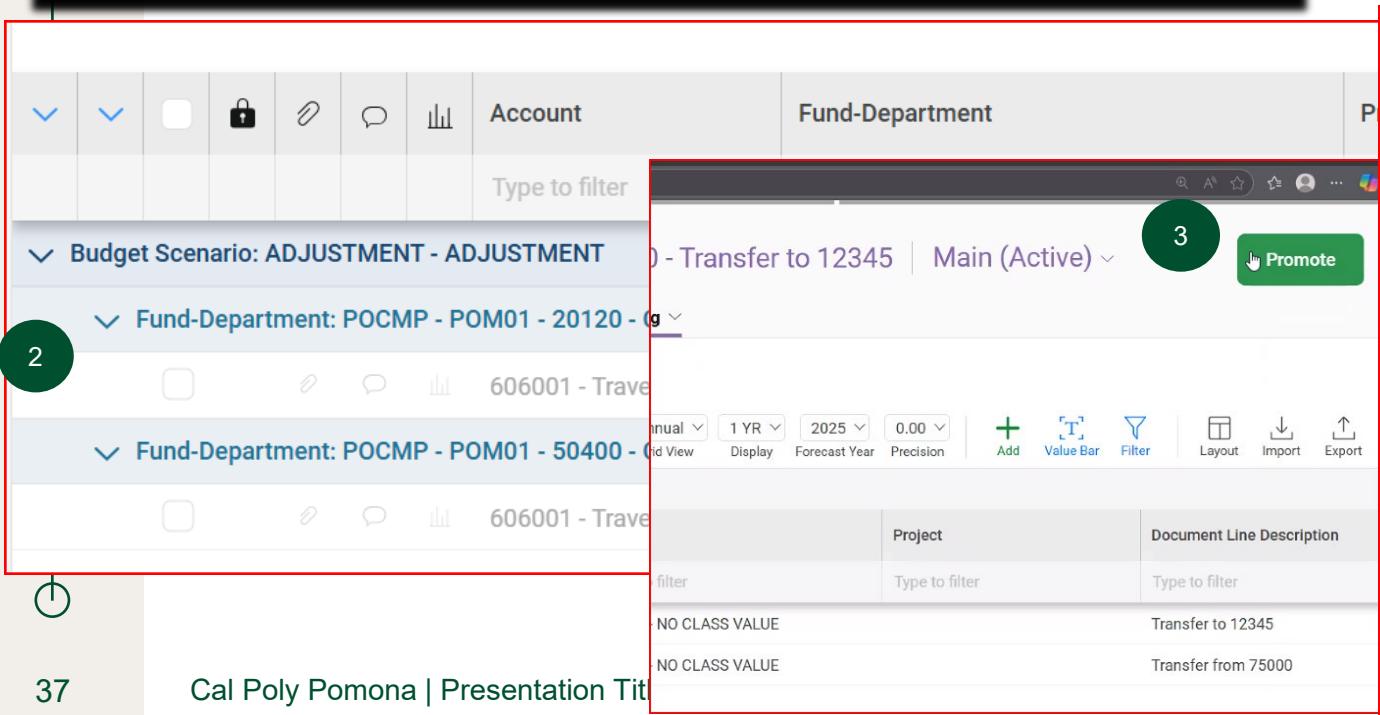


# V-I. Demotion Process

## 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

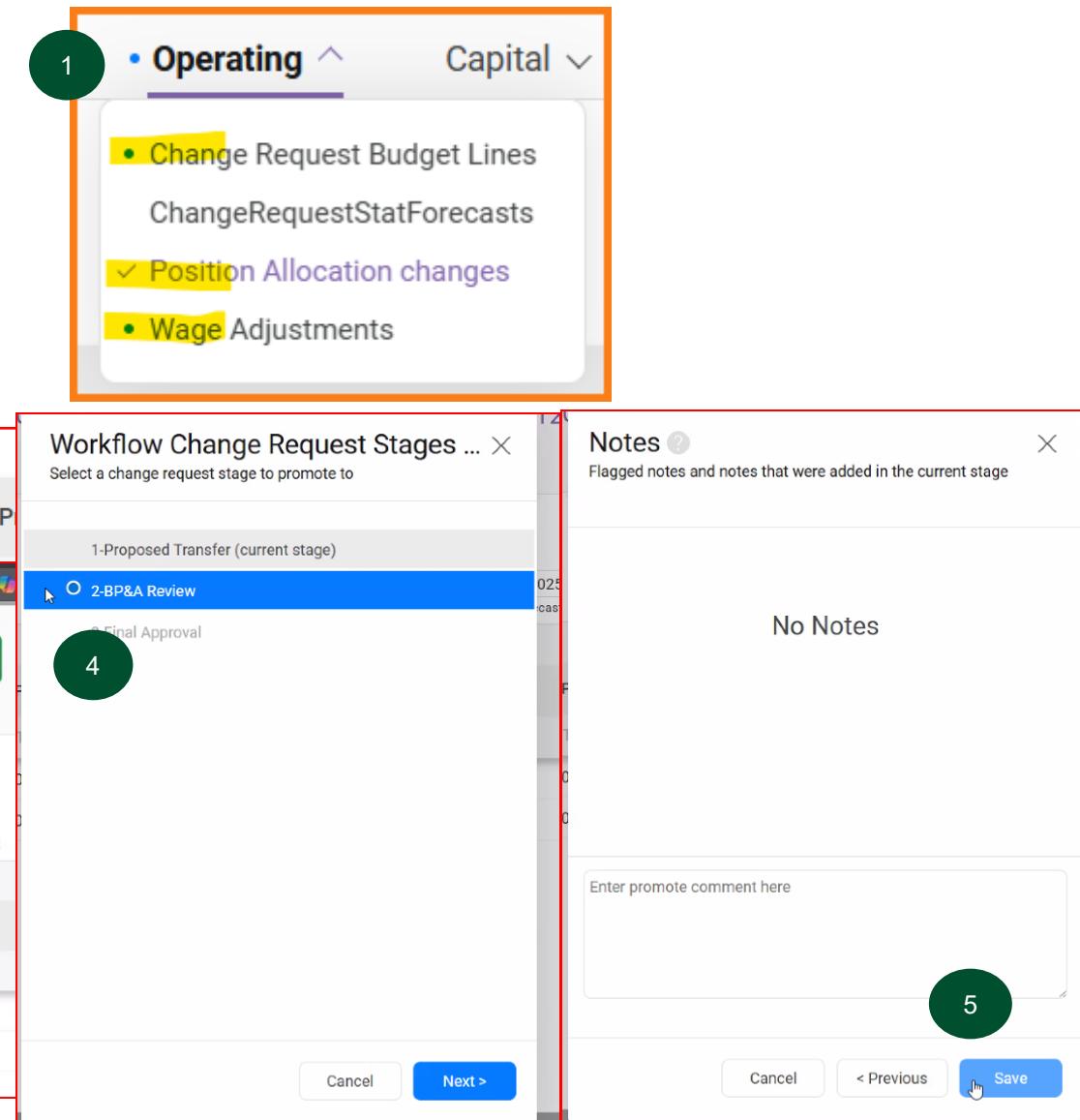
2



3

Cal Poly Pomona | Presentation Title

1



4

5

Cancel Next > Cancel < Previous Save



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Pomona

# TABLEAU POSTING



## VI. Tableau Posting

### STEPS

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

The screenshot shows the Questica interface. At the top, there is a yellow box containing the 'STEPS' and '1. Log into Questica & Select the Star Icon' text. Below this, the Questica header includes the Cal Poly Pomona logo, the text 'Cal Poly Pomona ...', the 'Cascade CMS' logo, and a search bar. The main content area has a red border and contains the following elements:

- Administration** dropdown menu.
- Header buttons: ?, t, calendar, a star icon (which is highlighted with a red box), a bell icon, and a user profile icon.
- Bookmarks** section.
- Change Requests** section.
- List of 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** section.
- Bottom right corner: 'it Dashboard'.



## VI. Tableau Posting

Change Requests | 2025 - 2026

Search Change Requests

	All Change Request Types	Any Status									
	Budget...	Change...	Any Status	Published	Journal Line (Title)	Brief Description	Change Request Stage	Export Batch Num...	Publish Date		
	Type to filter	Type to filter	Not Published	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter	Type to filter
	2025 - 20...	Budget Tra...	QST0000773	<a href="#">BT - 01 - UNIV - AO 25-002 2025-26 Initial GF Ba...</a>	AO 25-002 2025-26 Initial GF Base Budget Allocation	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000774	<a href="#">BT - 01 - ADMN - 71900 - CAP PROJ AP#25-02</a>	CAP PROJ AP#25-02	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000775	<a href="#">BT - 01 - ADMN - 71900 - CAP PROJ XFER FR AP...</a>	XFER FR AP24-09 TO AP24-15	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000776	<a href="#">BT - 02 - UNIV - AO 25-009 2025-26 Final GF Bas...</a>	AO 25-009 2025-26 Final GF Allocation Budget Alloc...	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000777	<a href="#">BT - 01 - ACAD - IFT #1055 (Research Scholarly...</a>	IFT #1055 Research Scholarly and Creative Activity f...	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000778	<a href="#">BT - 01 - STAF - IFT #1016 (June MPP Special A...</a>	IFT #1016 June MPP Special Advisor Stipend Paym...	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000779	<a href="#">BT - 02 - ADMN - IFT #1080 (US Bank One Card ...</a>	IFT #1080 US Bank One Card Rebate February 2025 ...	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000780	<a href="#">BT - 02 ADMN - IFT #1081 (US Bank Travel Card ...</a>	IFT #1081 US Bank Travel Card Rebate Feb-Apr 2025	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000781	<a href="#">BT - 02 - ACAD - IFT #1096 (Asian American Nat...</a>	IFT #1096 Asian American Native Hawaiian and Pa...	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000782	<a href="#">BT - 02 - ADMN - 71900 - CAP PROJ AP24-02 Cl...</a>	AP24-02 REVERSE QST753	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000783	<a href="#">BT - 02 - ACAD - IFT #1040 (CTEPP Equity Leade...</a>	IFT #1040 CTEPP Equity Leaders Fellowship 2025	3-Final Approval [Budget Tra...					
	2025 - 20...	Budget Tra...	QST0000784	<a href="#">BT - 02-ACAD-20500-RSCA</a>	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**

## 2 Custom View



# 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



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