

Position Budget Adjustment Process in Questica



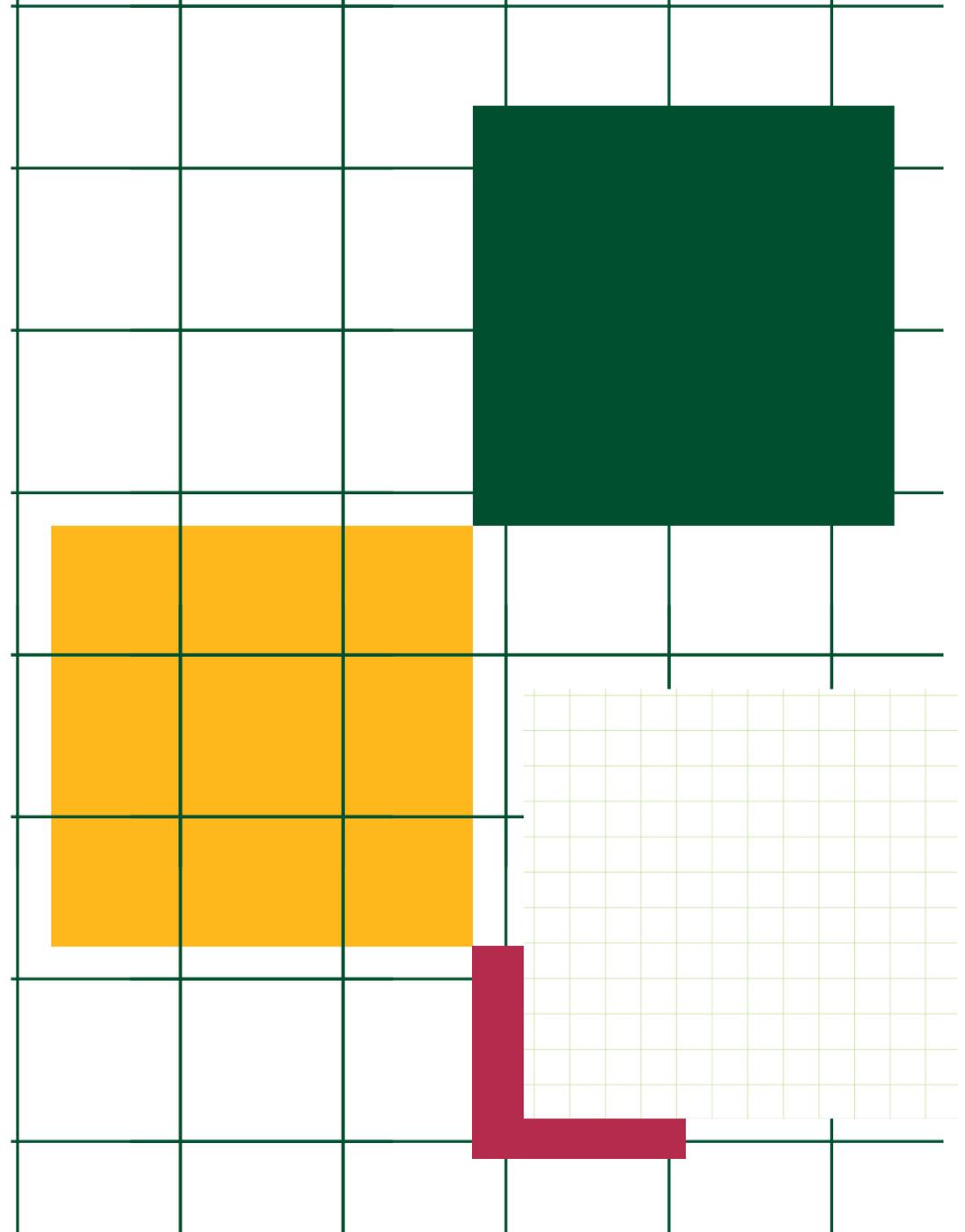
Cal Poly
Pomona

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





CREATE NEW Transfer Record

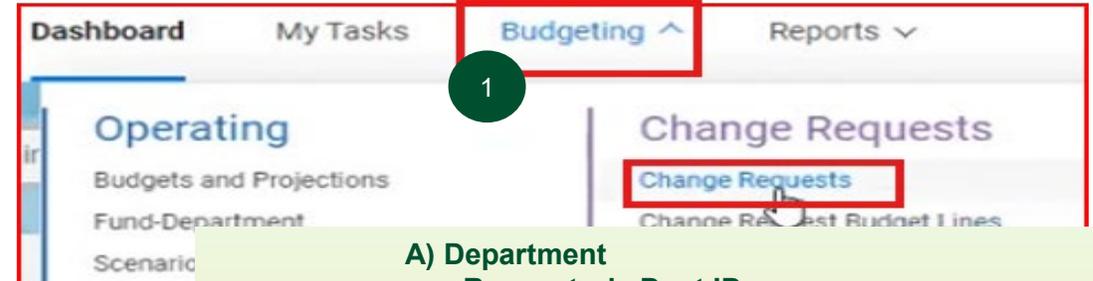


I. Create New Transfer Record in Questica

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)**

New 2025 Change Request ? 3

Create a new Change Request for budgeting.

Department *

Fund

Change Request Type

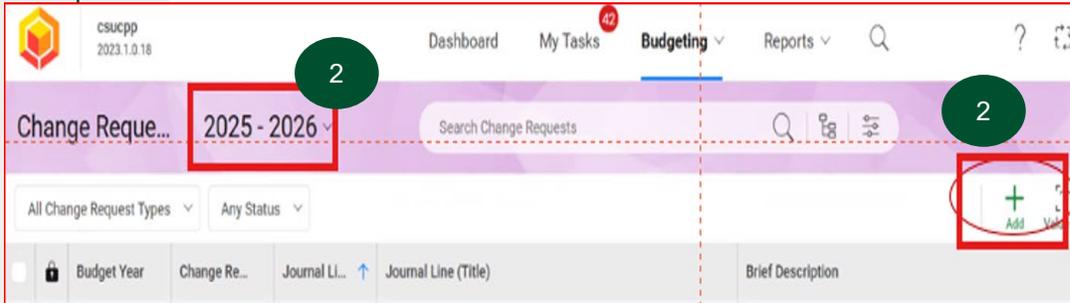
Journal Line Ref (ex: ALB18-001) *

Journal Line (Title) *

Brief Description

Override Auto Journal Line Ref (ex: ALB18-001)

Cancel OK





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

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



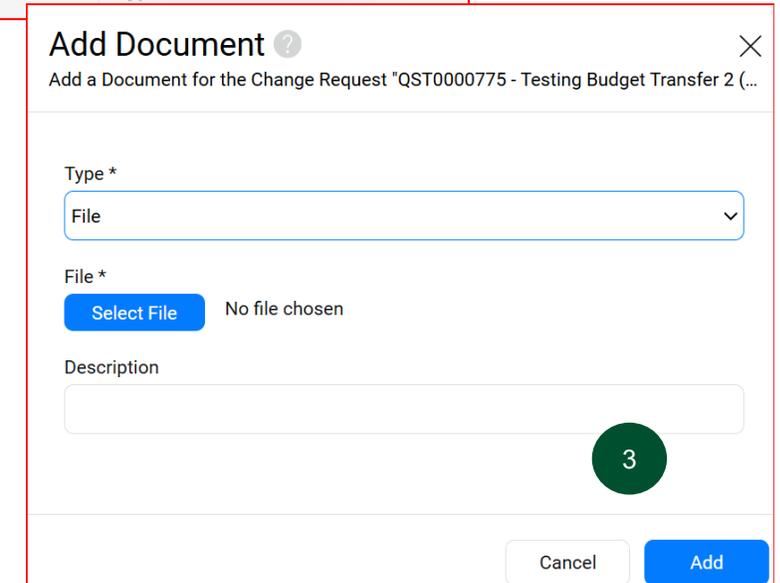
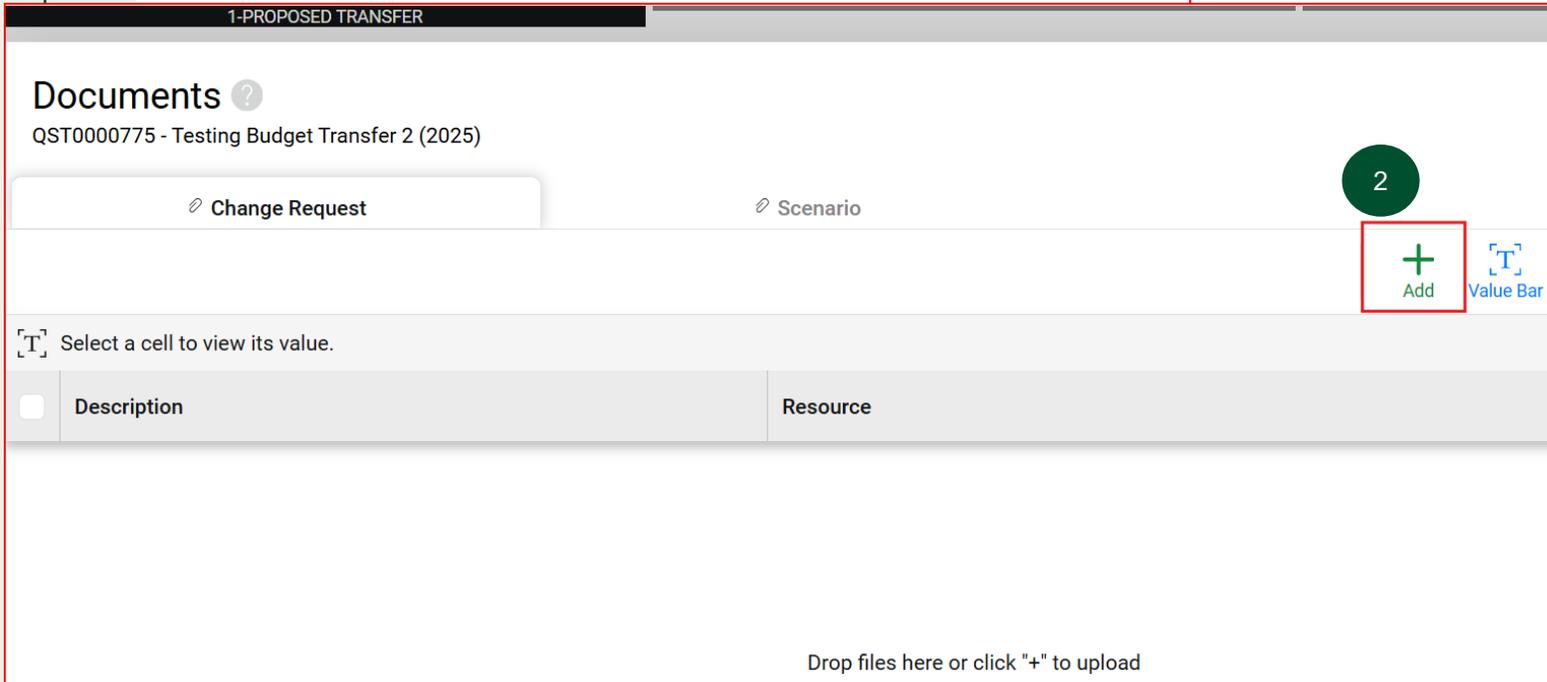
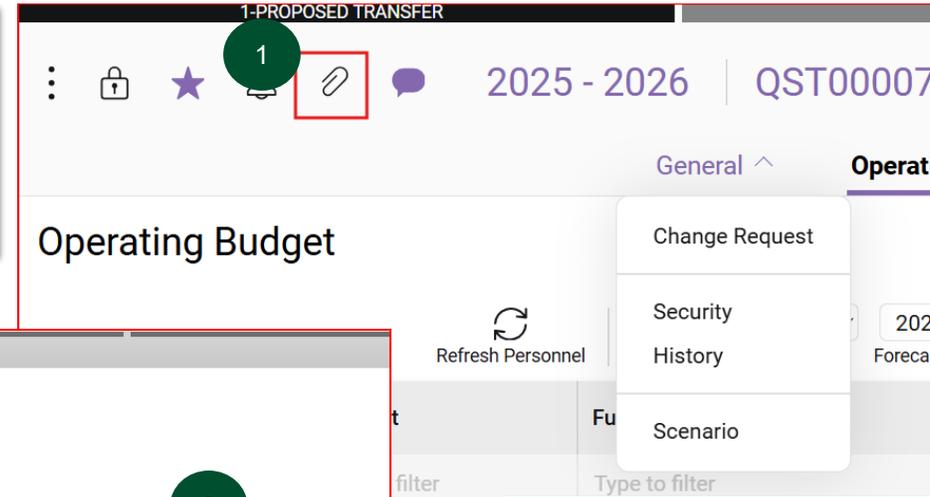
SAVE
DOCUMENTS



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





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*	input*	auto calc	auto calc	auto calc	input
Position Number	Current Total Pos Budget \$	New Total Pos Budget \$	Total Pos Budget Change \$	Account	Fund	Dept	Pgm	Class	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 CI	
from Operating	20,000.00	-	(20,000.00)	650003	OM0	7500606	0000	(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	OM0	7700602	0000	(ORIGINAL)	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	OM0	7700602	0000	(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	OM0	7700602	0000	(ORIGINAL)	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	OM0	7700602	0000	(ADJUST)	UNDESIGN	0.00000%	8.34390%	8.34390%	8.34390%	8.34390%	8.34390%	10,000.00	TEMP OE TO 4022 & 40
			-											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
CFS Distribution Change ("Position Allocation")										
<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>
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	<i>Position Budget Adjustment ("Wage Adjustment")</i>					<i>CFS Distribution</i>					
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>	
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
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

Name	Position	Account	Description	Amount ↑
Type to filter				



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 v

✓ Change Request Budget Lines

ChangeRequestStatForecasts

Position Allocation changes

• Wage Adjustments

Filter Layout Connect to Reporting Import Export

Grid Layout

* Campus User BT Layout_Default v

Grid Layout

* Campus User BT Layout_Default v Default v

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

QUESTICA - PROPOSED TRANSFER

2025 - 2026 | QST000009 - PBA 06 ADMN Temp OE to 4022 4023

General | Operating | Capital | Reports

Wage Adjustments

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

Position Budget Adjustment ("Wage Adjustment")				CFS Distribution Change ("Position Allocation")											Budget Journal Output ("Change")		
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 Description (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	

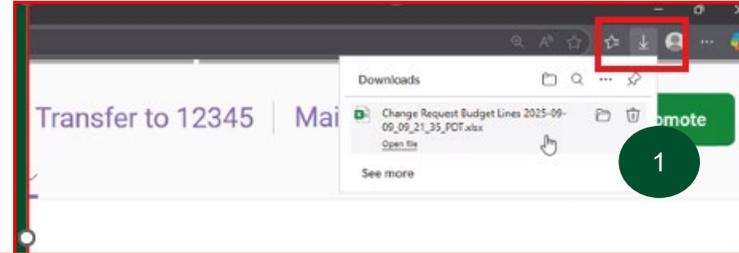


III.i. Export/Import Transfer in Questica-Wage

STEPS

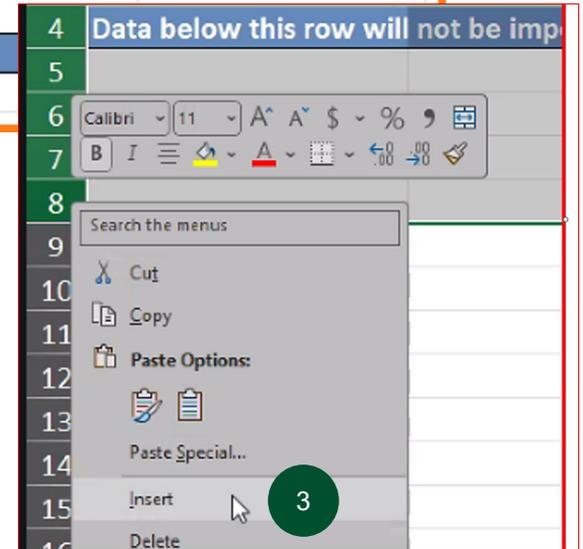


1. Retrieve File
2. Highlight Row 4 & Drag Cursor down, highlighting rows needed for transfer
3. Right Click to select Insert Rows



	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.

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: 15.55

Decimal places: 2

Use 1000 Separator (,)

Negative numbers:

- 1,234.10
- 1,234.10
- (1,234.10)
- (1,234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel



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 Data Review View Automate Developer Help Acrobat Power Pivot

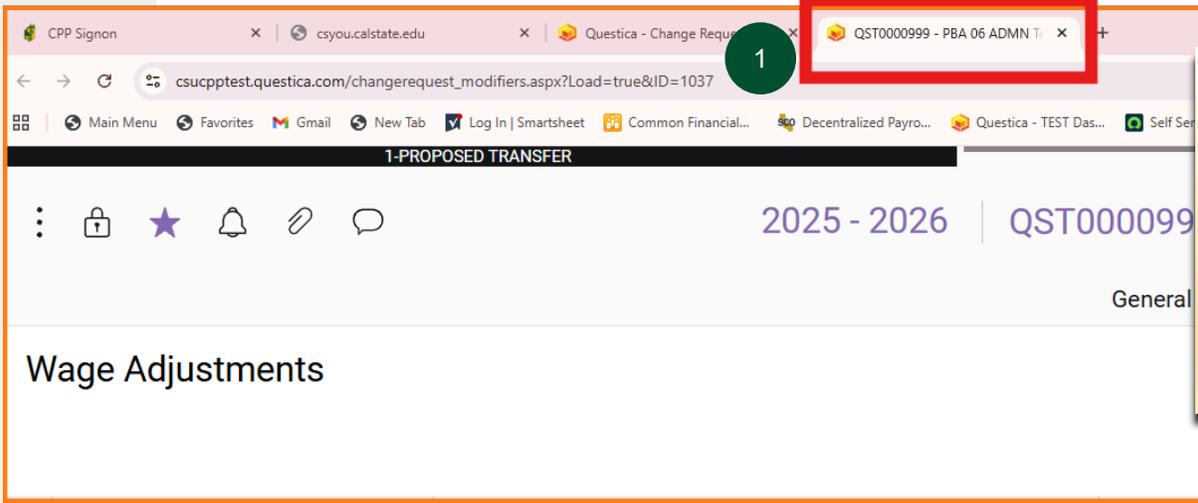
The image shows the Excel ribbon with the 'Data' tab selected. The 'Data Tools' group is highlighted in yellow, and the 'Data Validation' option is also highlighted in yellow. Other options in the group include Refresh, Sort, Filter, Text to Columns, Flash Fill, and Remove Duplicates.

The image shows the dropdown menu for 'Data Validation'. The 'Circle Invalid Data' option is highlighted in yellow. Other options include 'Data Validation...', 'Clear Validation Circles', and 'Clear Validation Circles'.

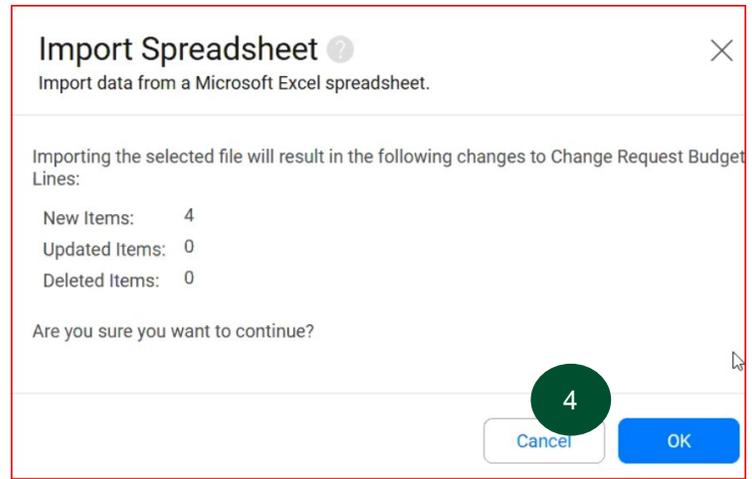
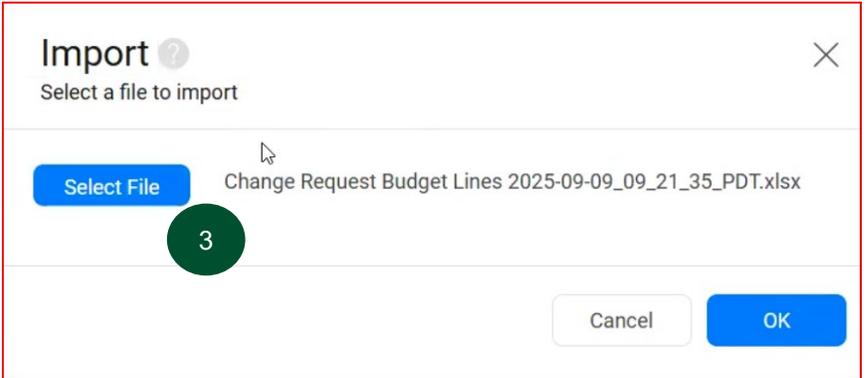
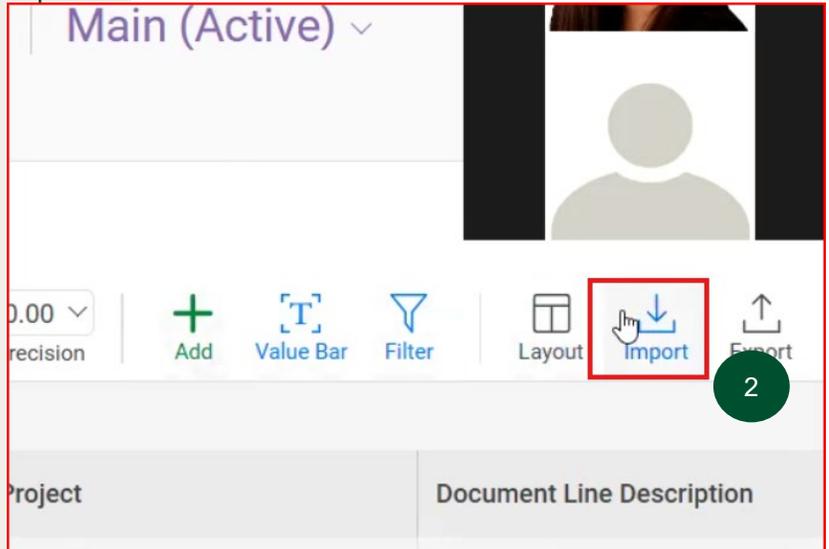
	B	C	D	E	F	G	H	
1								
2	Account *	Fund-Department *	Program	Class	Project	Document Line Descript	Budget Scenario *	Ledger Group
3	607002	POCMP - EDE17 - 96000	0706	C2204	DM078	transfer to DM050	ADJUSTMENT	STD_BUDGET
4	607022	POCMP - EDE17 - 96200	0760	C2204	DM050	transfer from DM078	ADJUSTMENT	STD_BUDGET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



III.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

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

Amount

100

2

Start Date

July 2025

End Date

3

Program

0602 - Fiscal Operations

Class

00000 - NO CLASS VALUE

Budget Scenario *

ORIGINAL - ORIGINAL

Ledger Group

STD_BUDGET - STD_BUDG

4

Cancel

OK

1-PROPOSED TRANSFER

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

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

Position Allocation changes

Basic ▾

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

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	▼	▼

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	100.000000%	100.000000%	0.000000%	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	100.000000%	100.000000%	0.000000%	0.00000	(10,000.00)	PERM #1292 to #1288	

1

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

General v | **Operating** v | Capital v | Reports v

Position Allocation changes

Basic v

Position Allocation Grid in Questica

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
Accounting Technician II (00001288)	POCMP - POM01 - 67700 - Q...	0602 - Fiscal Oper...	00000 - NO CLASS ...	ORIGINAL - ORIGINAL	STD_BUDGET - STD_BUDGET		Percentage	100	Jul 2025	

1

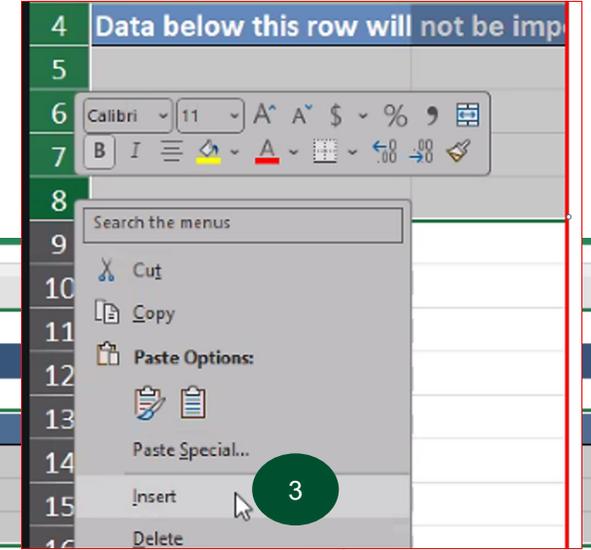
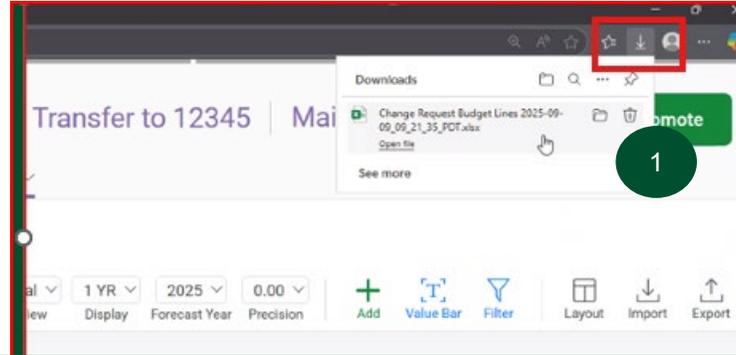


III.i. Export/Import Transfer in Questica-Position Allocation

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
1							
2	Name *	Position *	Account *	Program	Class	Description	Amount *
3							
4	Data below this row will not be imported.						
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

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	Current Allocation %	Position Allocation %	Position Allocation Change %	Position Allocation 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	

PBA Form

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	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(15.55)	7/1/2025	
00004022	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	15.55	7/1/2025	6/30/2026
00004023	POCMP - POM01 - 67700	0602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(8.34)	7/1/2025	
00004023	POCMP - POM01 - 67700	0602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	8.34	7/1/2025	6/30/2026

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			Budget Scenario *	Ledger Group	Document Line Number	Position Allocation Type	Amount	Start Date	End Date
			ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	15.55	2025-07-01	2026-06-01
00004023	POCMP - POM01 - 67700602	00000	ADJUSTMENT	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	8.34	2025-07-01	2026-06-01
00004022	POCMP - POM01 - 67700602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(15.55)	2025-07-01	
00004023	POCMP - POM01 - 67700602	00000	ORIGINAL	STD_BUDGET	TEMP OE TO 4022 4023	Percentage	(8.34)	2025-07-01	

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

Format Cells

Number Alignment Font Border Fill Protection

Category:

- General
- Number**
- Currency
- Accounting
- Date
- Time
- Percentage
- Fraction
- Scientific
- Text
- Special
- Custom

Sample: 15.55

Decimal places: 2

Use 1000 Separator (,)

Negative numbers:

- 1,234.10**
- 1,234.10
- (1,234.10)
- (1,234.10)

Number is used for general display of numbers. Currency and Accounting offer specialized formatting for monetary value.

OK Cancel



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

Data Review View Automate Developer Help Acrobat Power Pivot

Existing Connections Refresh All Queries & Connections Properties Workbook Links

Stocks Currencies Geography

Sort Filter Clear Reapply Advanced

Text to Columns Flash Fill Remove Duplicates **Data Validation**

Data Tools

1

2

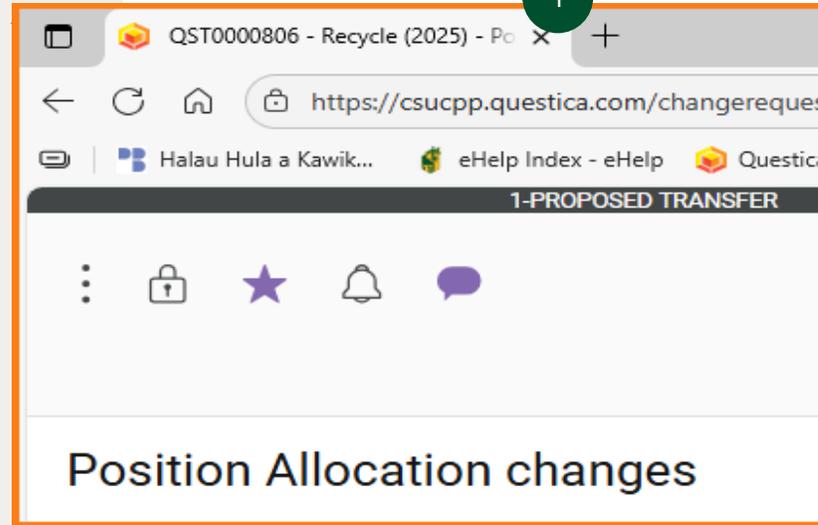
	B	C	D	E	F	G	H	
1								
2	Account *	Fund-Department *	Program	Class	Project	Document Line Descript	Budget Scenario *	Ledger Group
3	607002	POCMP - EDE17 - 96000	0706	C2204	DM078	transfer to DM050	ADJUSTMENT	STD_BUDGET -50000.00
4	607022	POCMP - EDE17 - 96200	0760	C2204	DM050	transfer from DM078	ADJUSTMENT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

2

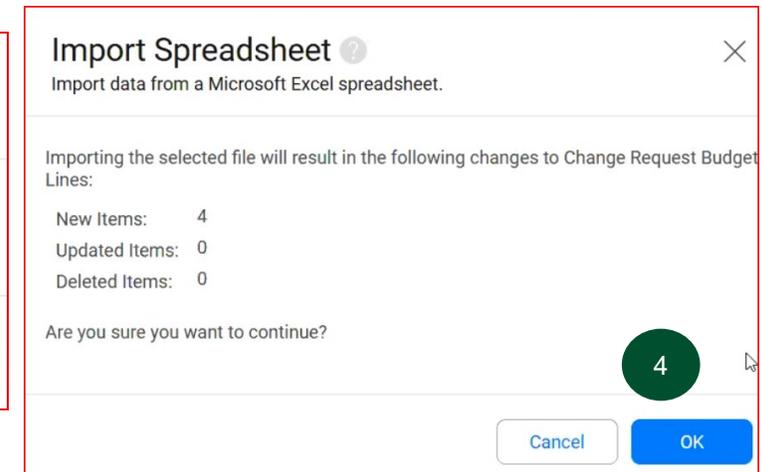
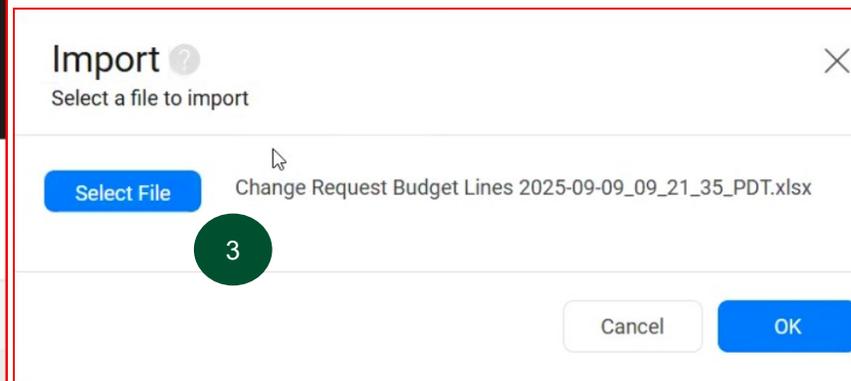
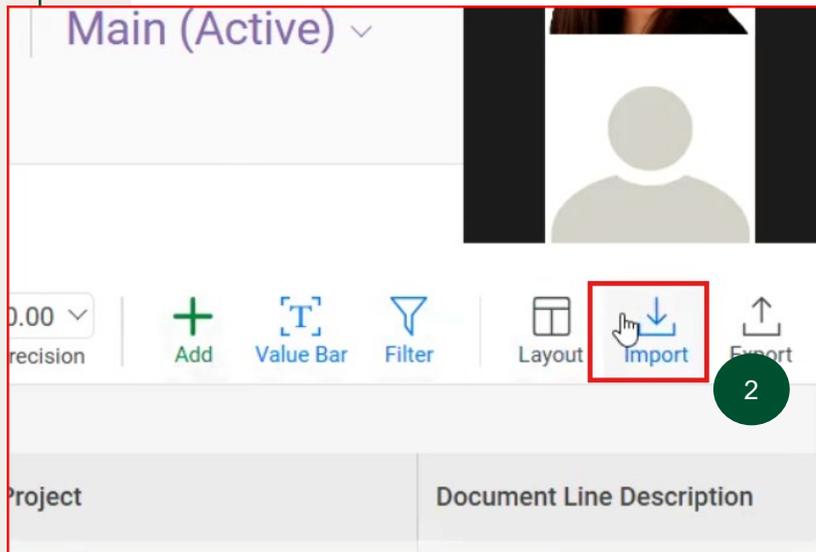
- Data Validation...
- Circle Invalid Data**
- Clear Validation Circles



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 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

Basic ▾

Position Allocation Grid – Questica

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 filter	Type to filter	Type to filter	Type to filter	Type to filter	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

1-PROPOSED TRANSFER

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

General v • Operating v Capital v Reports v

Operating Budget

1

Refresh Personnel | Annual v | 1 YR v | 2025 v | 0.00 v | **+** Add | Value Bar | Filter | Amount Filter | All v | Layout | Rep

2

3

Account	Fund-Department	Program	Class	Proj...	Document Line Description	Budget Scenario	Ledger Group	2025
Budget Scenario: ADJUSTMENT - ADJUSTMENT								
660003 - Supplies and ...	POCMP - POM01 - 36000 - OPERATING FUND_...	0101 - General Acad...	00000 - NO CLA...		test	ADJUSTMENT - AD...	STD_BUDGET - ST...	(1,000.00)
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
Budget Scenario: ORIGINAL - ORIGINAL								
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



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				G	H	I	J	K	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)			3	

Data below this row will not be imported.

A	B	C	PBA Form	E	F	G	H	I	J	K
Position Budget Adjustment ("Wage Adjustment")					CFS Distrib					
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	
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

Data Review View Automate Developer Help Acrobat Power Pivot

Existing Connections Refresh All Queries & Connections Properties Workbook Links

Stocks Currencies Geography

Sort Filter Clear Reapply Advanced

Text to Columns Flash Fill Remove Duplicates **Data Validation**

Data Tools

1

	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.							

2

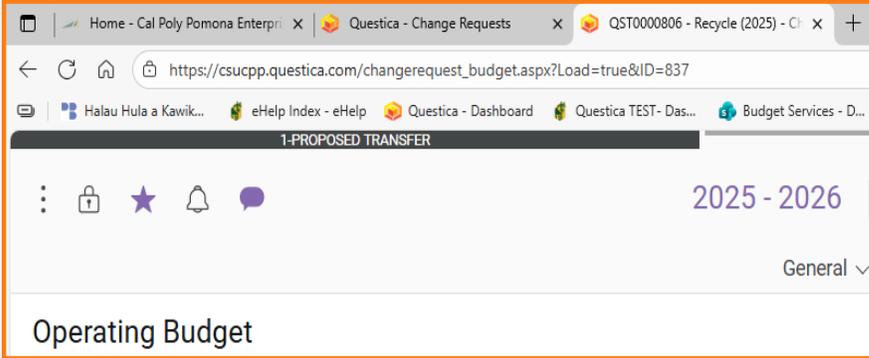
1

- Data Validation...
- Circle Invalid Data**
- Clear Validation Circles



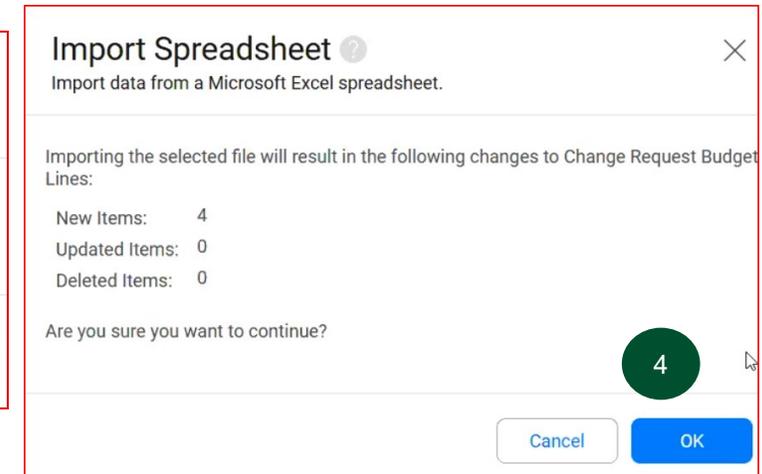
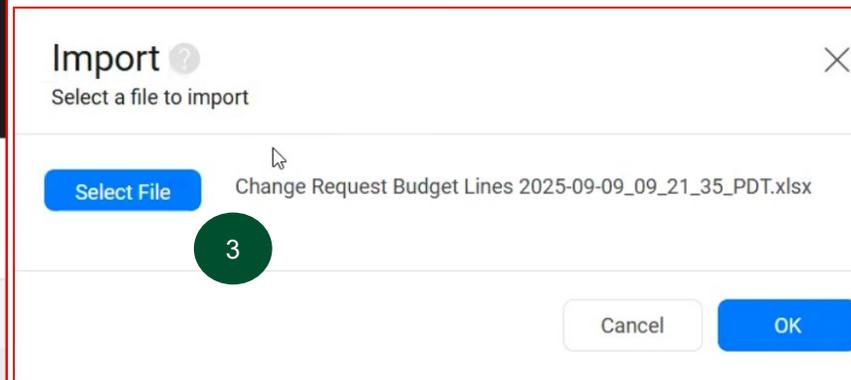
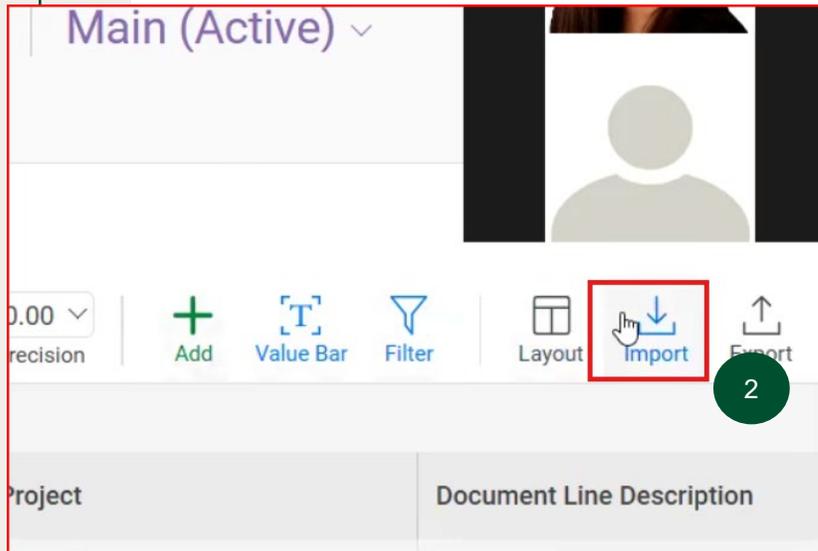
IV. Enter Transfer in Qwestica - Operating

1



STEPS

1. Return to Change Request Tab in Qwestica 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

1-PROPOSED TRANSFER

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

General v • **Operating** v Capital v Reports v

Operating Budget

Refresh Personnel | Annual v | 1 YR v | 2025 v | 0.00 v | + Add | Value Bar | Filter | All v | Layout | Connect to Reporting | Import | Export

Account	Fund-Department	Program	Class	Proj...	Document Line Description	Budget Scenario	Ledger Group	2025
Budget Scenario: ADJUSTMENT - ADJUSTMENT								
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)
Budget Scenario: ORIGINAL - ORIGINAL								
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

2 Promote

1

1



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

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

filter	Project	Document Line Description
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

2 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



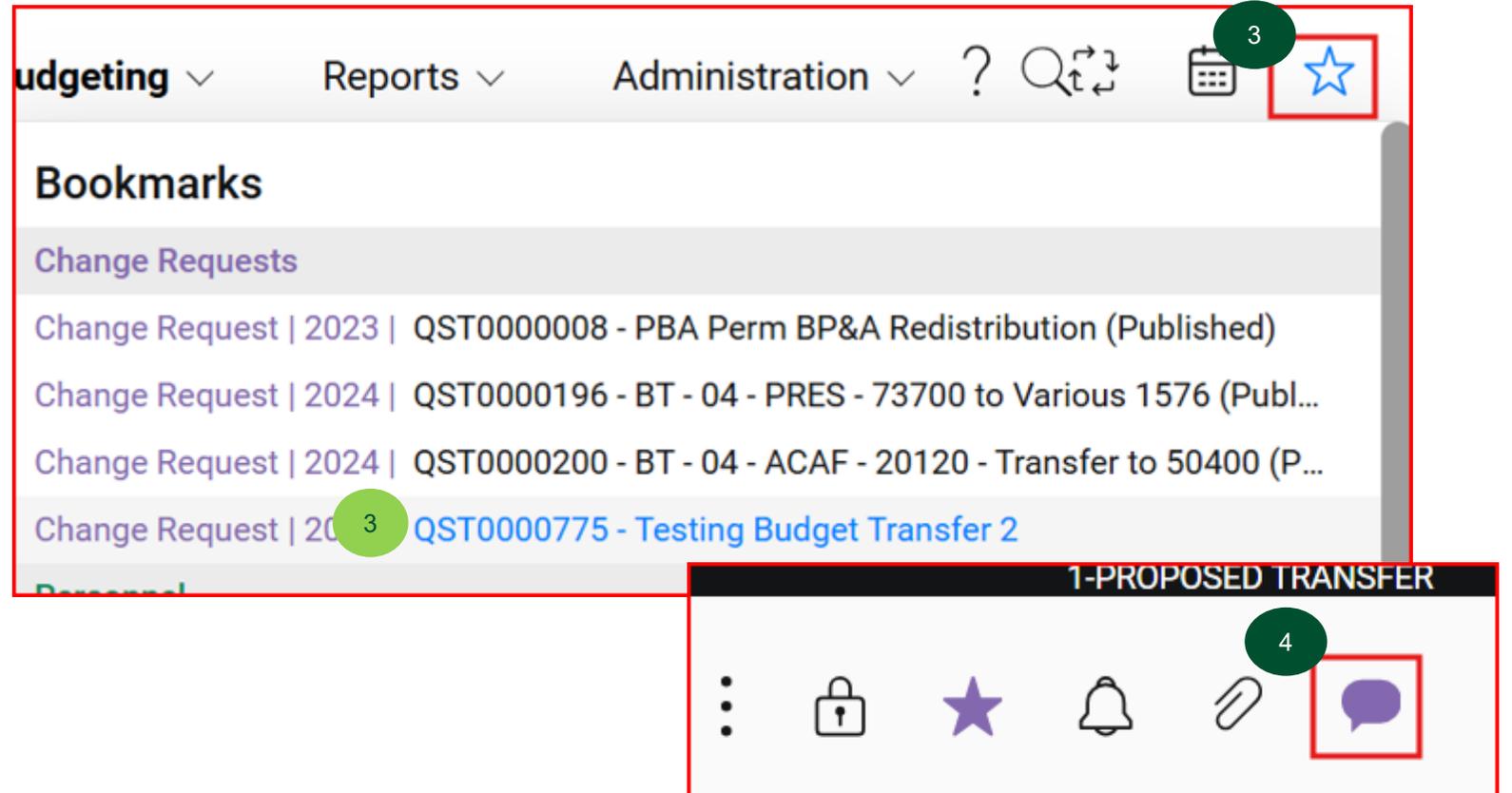
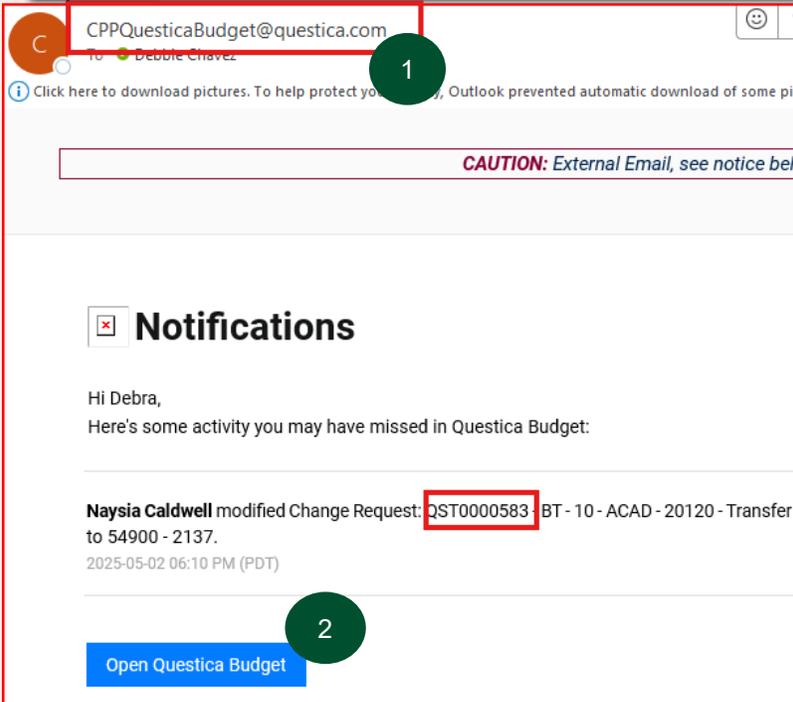
DEMOTION PROCESS



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

1-PROPOSED TRANSFER

⋮ 🔒 ☆ 🔔 📎 **💬** 4

Notes ? X

QST0000818 - PBA 04 ADMN TRANSFER FROM OE TO P402...

Change Request Scenario: Main

All Flagged Resolved My Notes Admin

Me Just now

Sebastian Velasquez Demoted for incorrect program code entered for position 1234

csucpptest 2024.1.0.10 Dashboard My Tasks **Budgeting** ▾

Change Requests | 2025 - 2026 ▾ Search Change Requests

1

Position Budget Adjustment ▾ Not Published ▾

<input type="checkbox"/>		Budget...	Change ...	Journal Line Ref (ex: ...)	Journal Line (Title)	Brief Description	Change Request Stage
		Type to filte	Type to filter	Type to filter	Type to filter	Type to filter	2
<input type="checkbox"/>		2025 - 20...	Position Bu...	QST0000814	test 820		1-Proposed Transfer [Position Budget Adjust..
<input type="checkbox"/>		2025 - 20...	Position Bu...	QST0000818	PBA 04 ADMN TRANSFER FROM OE TO P4022 3	TRANSFER OF OE ...	1-Proposed Transfer [Position Budget Adjust..



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

1

Operating ^ Capital v

- Change Request Budget Lines
- ChangeRequestStatForecasts
- ✓ Position Allocation changes
- Wage Adjustments

2

Account Fund-Department

Type to filter

Budget Scenario: ADJUSTMENT - ADJUSTMENT

Fund-Department: POCMP - POM01 - 20120 - 9

606001 - Travel

606001 - Travel

1 YR 2025 0.00

Project Document Line Description

filter Type to filter Type to filter

NO CLASS VALUE Transfer to 12345

NO CLASS VALUE Transfer from 75000

3 Promote

Workflow Change Request Stages ... x

Select a change request stage to promote to

1-Proposed Transfer (current stage)

2-BP&A Review

Final Approval

4

Cancel Next >

Notes ? x

Flagged notes and notes that were added in the current stage

No Notes

Enter promote comment here

5

Cancel < Previous Save



TABLEAU POSTING



VI. Tableau Posting

STEPS

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

The screenshot shows a web application interface. At the top, there are browser tabs for "Cal Poly Pomona" and "Cascade CMS". Below the browser tabs, there is a navigation bar with several icons: a question mark, a refresh icon, a calendar icon, a star icon (highlighted with a red box and a green circle with the number 1), a bell icon, and a user profile picture. A dropdown menu is open below the star icon, showing a list of "Bookmarks". The first item is "Change Requests", which is expanded to show three entries: "Change Request | 2023 | QST0000008 - PBA Perm BP&A Redistribution (Published)", "Change Request | 2024 | QST0000196 - BT - 04 - PRES - 73700 to Various 1576 (Publ...", and "Change Request | 2024 | QST0000200 - BT - 04 - ACAF - 20120 - Transfer to 50400 (P...". Below the bookmarks, there is a "Personnel" link. On the right side of the interface, there is a "De" profile picture and a "it Dashboard" link.



VI. Tableau Posting

The screenshot shows the Tableau interface for 'Change Requests' in the '2025 - 2026' period. The 'Any Status' dropdown menu is open, showing options for 'Any Status', 'Published', and 'Not Published'. The 'Publish Date' column header is also highlighted.

	Budge...	Change ...	f (ex...	Journal Line (Title)	Brief Description	Change Request Stage	Export Batch Numb...	Publish Date	↓	Adc
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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	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
<input type="checkbox"/>	2025 - 20...	Budget Tra...	QST0000782	BT - 02 - ADMN - 71900 - CAP PROJ AP24-02 CI...	AP24-02 REVERSE QST753	3-Final Approval [Budget Tra...				C
<input type="checkbox"/>	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
<input type="checkbox"/>	2025 - 20...	Budget Tra...	QST0000784	BT - 02-ACAD-20500-RSCA	testing	2-BP&A Review [Budget Tran...				



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