CSU Xpress Budget Quick Steps

After loggings into Cougar Connect, click on the CSU Xpress Menu and log in. Choose Finance Folder and then the Budget Query Menu item.

Create a Budget Query

1. CLICK ‘Budget Query’
2. SELECT ‘Budget Status by Organizational Hierarchy’ from the drop down box. If you are querying a Grant Query SELECT ‘Budget Status by Account’
3. CLICK ‘Create Query’
4. CHECK all query boxes except “Temporary Budget” and “Reservations”
5. CLICK ‘Continue’
6. SELECT the current Fiscal Year and Fiscal Period from the drop down box. The Comparison Fiscal Year and Fiscal Period should be marked as none.
7. ENTER Chart of accounts = 1
8. Enter the Fund Code. If querying a grant for the current fiscal year, use the Grant Fund and Organization Code.
9. ENTER the Organization Code
10. ENTER the Grant Number beginning with GR to see inception to date information
11. ENTER the Account type “70” for non-salary accounts, “61” for personal services, or leave blank to see all.
12. CHECK or UNCHECK “Include Revenue Accounts” as applicable.
13. CLICK ‘Submit Query’
14. CLICK on the any blue highlighted areas to see drill down for further information.
15. CLICK on Pending Documents, if any pending documents exit to check the type of document and status.
16. Columns on the table represent the following:
    - Adopted Budget – Original Budget Load through the current Quarter
    - Budget Adjustments – Any Budget transfers you have submitted since the original budget load.
    - Adjusted Budget – Sum of A & B
    - Accounted Budget – Annual Budget
    - Year-to-Date – Payments to employees or employee related expenses or payments made to various vendors by Financial Affairs per the department’s submission of documentation.
    - Encumbrances – Purchase Orders, Salary Encumbrances for future payments to employees or Travel Encumbrances
    - Available Balances – Amount remaining to be used by the Department

Create a Budget Transfer

1. CLICK 'Budget Transfer' on the Finance Menu
2. SELECT the Journal Type from the drop down box:

   BT4 – Temporary Budget Adjustments (will change current year budget only)

   BT2 – Permanent Budget Adjustments (will change current and future year budgets)

   BTG – Grant Fund Permanent Budget Transfers (all grant budget transfers must be created by the Principal Investigator only)
3. ENTER the amount you wish to transfer
4. ENTER the appropriate parameters; Chart, Fund, Org, Account, and Program Codes in both the "From" and "To" lines, WEBT in Description field and any additional description for the transfer, and Budget Period

   Note: The Description field is 34 characters in length. We recommend starting the description with 'WEBT'. This will enable the Budget Department and or Grant Accounting to identify all budget transfer transactions immediately for timelier processing.
5. CLICK 'Complete' button to execute your budget transfer. If insufficient funds are available to process the transfer, the following message will appear: "Insufficient budget for sequence 1, suspending transaction".
6. MAKE A NOTE of the journal voucher number for future reference
7. CLICK 'Approve Documents' to look up Journal Voucher(s) pending approval
8. CLICK 'Submit Query'
9. CLICK 'History' link next to the Journal Voucher number to see the next approver in this queue

   NOTE: If someone in your office other than the Fiscal Officer creates a budget transfer transaction they are called the Originator. Therefore, the Fiscal Officer would be the Level 1 approver in the queue. If the Fiscal Officer creates a budget transfer transaction it is automatically approved and the transaction moves to the next level.
10. The next person in the approval queue will receive an automatic message from workflow-team@csu.edu notifying them they are next in line to approve or disapprove the document.

Approve/Disapprove a Document

Example of an Approval Queue Hierarchy:

Fiscal Officer	Level 1
Dean	Level 2
Vice President	Level 3
Budget Department	Level 4

1. CLICK ‘Approve Documents’ on the Finance Menu
2. CLICK ‘Submit Query’
3. CLICK ‘Document Number’
4. REVIEW the document for approval or disapproval
5. CLICK the BACK ARROW to return to the prior screen to approve or disapprove the document
6. CLICK ‘Approve’ or ‘Disapprove’ through both screens
7. CLICK ‘Continue’ button to see additional documents for which you are the next approver. REMEMBER, there must be a “Y” in the Next Approval Column
8. The next person in the approval queue will receive an automatic message from workflow-team@csu.edu notifying them they are next in line to approve or disapprove the document.