

Reclassification

Requests



What's changing?

Reclass Type	Current Process	New Process
Cost Center to Cost Center	Helpdesk Ticket	BP Logix Form: Cost Center Expense Transfer Form
<ul style="list-style-type: none"> Expense Reports PO / Non-PO Vouchers 		
Grant Expenditures	Grant Expense Transfer Request Form	
<ul style="list-style-type: none"> Expense Reports PO / Non-PO Vouchers 		
Payroll (HPY)	Position Funding Change eForm	

Continue with existing process

GENERAL ACCOUNTING

UTZ (Banner)

SC028US001

SC028SPUB1

SC028SE001

SC028VPBA

TJL Journals

GL Journals

HUMAN RESOURCES

SC028HR01 - CBC's

INFORMATION TECHNOLOGY

SC028ITTI4 – Long Distance

BUDGET (replaces Auxiliary)

SC028SOD01 - Sodexo

SC028RIPOS – Postage

SC028RIPRI – Ricoh Copying / Printing Services

FACILITIES

SC028FS001

TRAVEL OFFICE

SC028TRAVL – Airfare

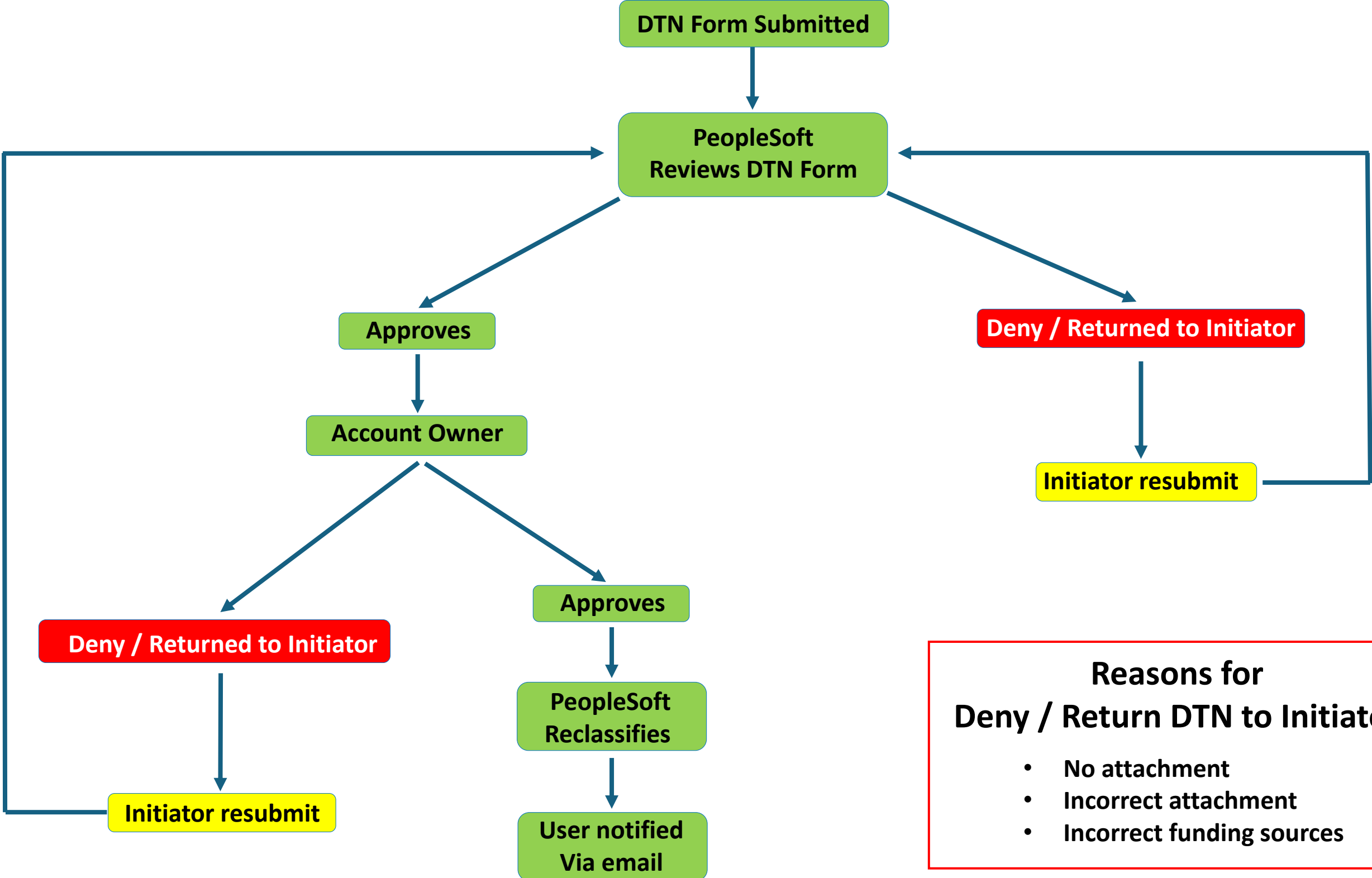
PARKING OFFICE

SC028PT001

PLANT CAPITAL PROJECTS

Funding Source beginning with “E”; must get approval from Laura Gutierrez

Reclassification workflow

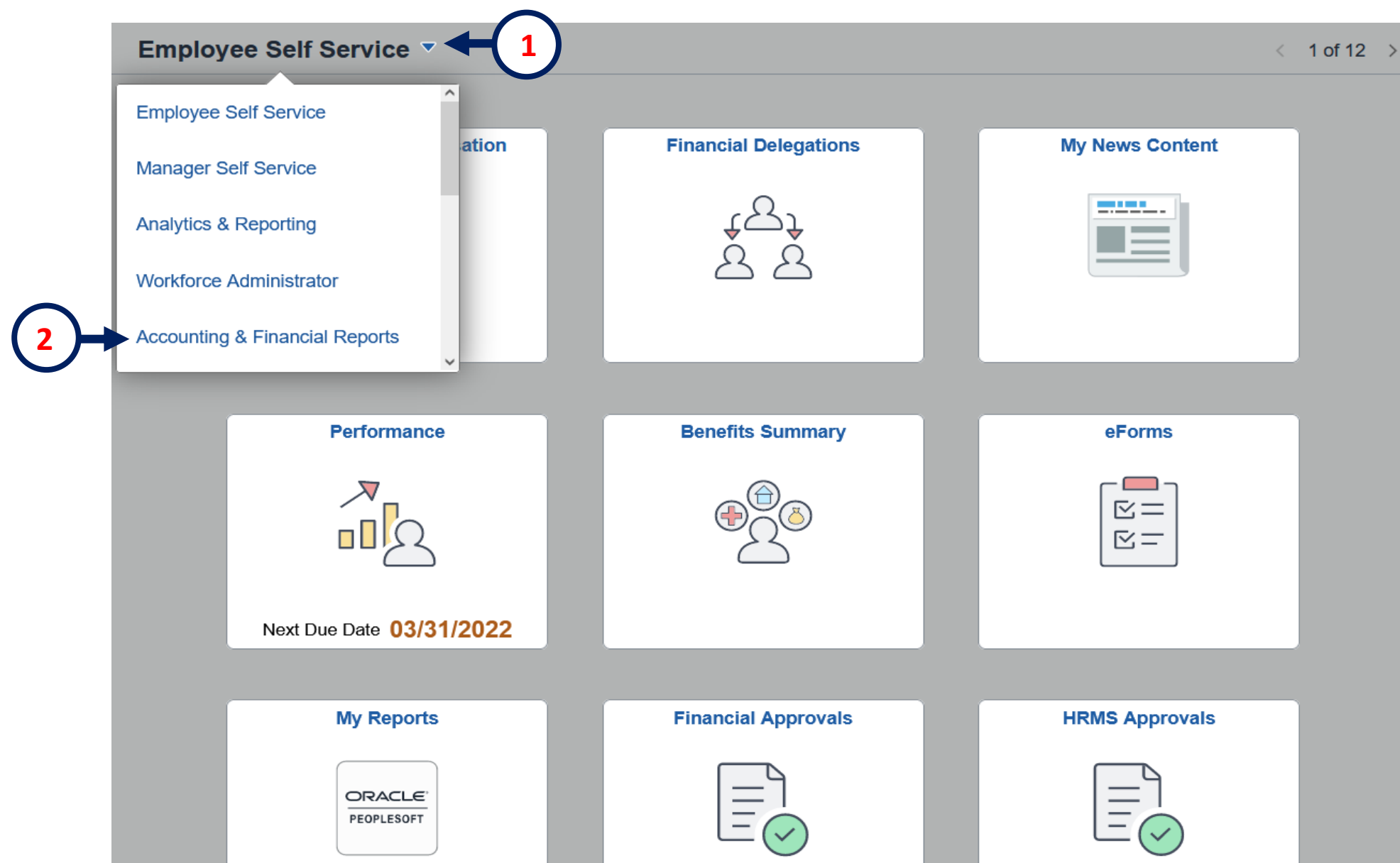


- Reasons for Deny / Return DTN to Initiator**
- No attachment
 - Incorrect attachment
 - Incorrect funding sources

Identify Transactions

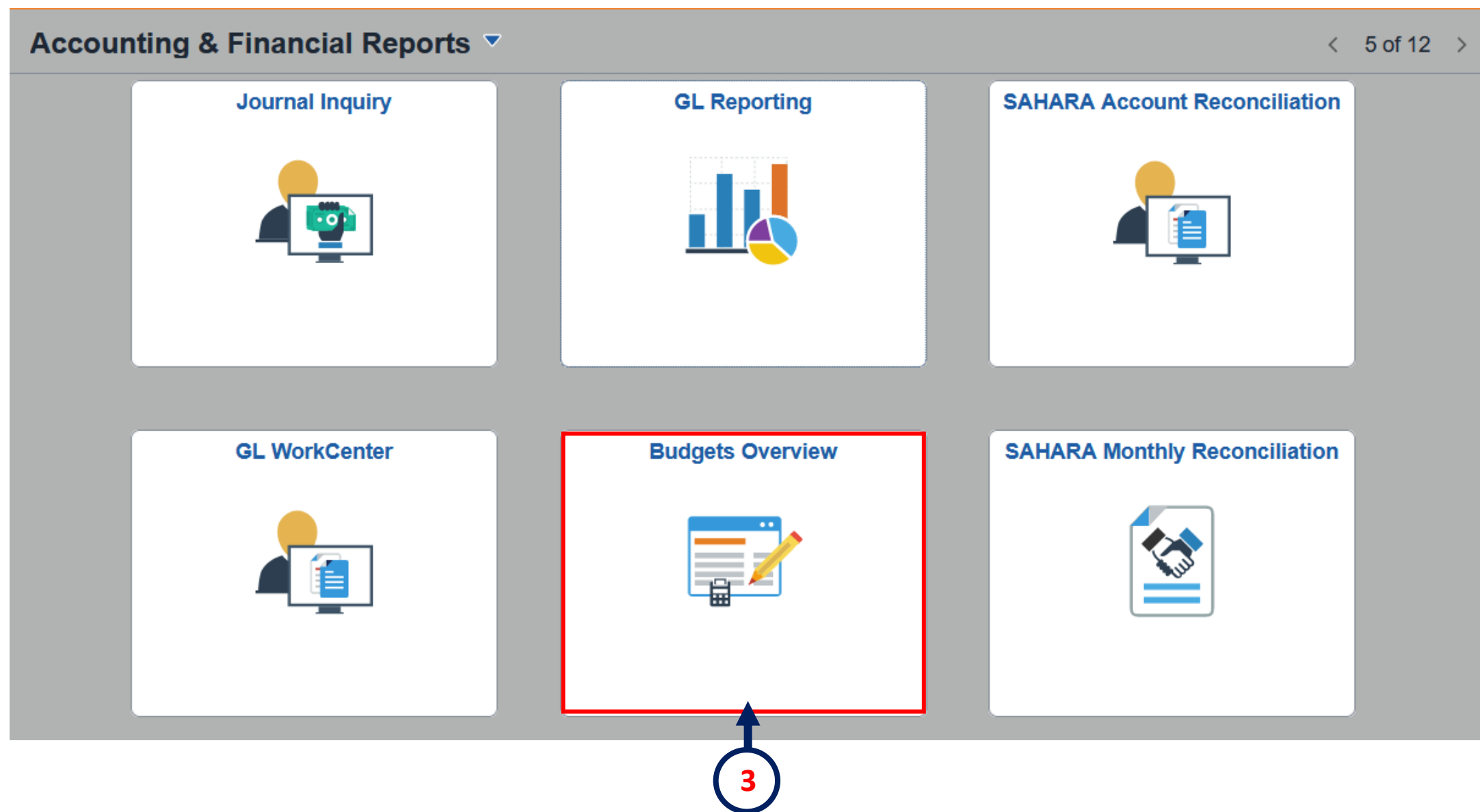
To Identify Transactions, **Run Budget Overview**

1. On the **Employee Self-Service** home page, click on the drop-down menu
2. Then click **Accounting & Financial Reports** to open the home page.



Identifying Transactions

3. Click on the **Budget Overview** tile.



Identifying Transactions

4. Under **Expense A4000**, click on the \$\$\$ amount link.
5. Click on Download to Excel.

Account	Account Description	Budget	Expense	Encumbrance	Pre-Encumbrance	Available Budget*
A1200	Wages	11,543.00	18,005.81	0.00	0.00	-6,462.81
A3000	Payroll Related Costs	0.00	510.86	0.00	0.00	-510.86
A4000	Operating Expenses	65,291.94	51,859.05	0.00	0.00	13,432.89

Activity Log	
Ledger OPE_EXP	
Activity Log	Personalize Find View 100  First 1-100 of 197 Last



Identifying Transactions

6. Identify the **Document ID** to be reclassified.



Tran Line	Document Label	Document ID	Ref Bdgt?	Account	Fund	Dept	Period	Monetary Amount	Cost Center	Function	Budget Period	Year
2	Voucher ID:	00654321	N	A4000	3105	770200	2	325.00	19876543	100	2024	2024
3	Voucher ID:	00654321	N	A4000	3105	770200	2	59.97	19876543	100	2024	2024
4	Voucher ID:	00654321	N	A4000	3105	770200	2	20.08	19876543	100	2024	2024
5	Voucher ID:	00654321	N	A4000	3105	770200	2	60.05	19876543	100	2024	2024
								<u>465.10</u>				

NOTE: Attach Budget Overview transactions to DTN.

Submitting DTN Request

1. From the PeopleSoft website, click on **Forms**.
2. Click on the link

Forms

Finance IAP Forms

Student Payee Reimbursement Form

- This form is required to set up a vendor record for non-employee students for the purpose of creating a travel authorization, or processing a payment. Submit a hard copy of this form to Accounts Payable.
- Note: After the student has been entered into the system, submit an Employee Reimbursement, Vendor Payment, or Travel Authorization document.

[Download the Student Reimbursement Information Form](#)

Budget Transfer Request

- Request to transfer funds between projects or cost centers.

[Access the Budget Transfer Request Form](#)

Grant Expense Transfer Request Form

- Request an expense (non-salary) transfer for grant projects including grant cost share.

[Grant Expense Transfer Request Form](#)

Cost Center Expense Transfer Request Form

- Request a reclassification of PO / Non-PO Vouchers & Expense Reports (Cost Center to Cost Center).

[Cost Center Expense Transfer Request Form](#)



Submitting DTN Request

3. Enter the total **Amount** \$ of the Document to be reclassified.
4. Identify the **Document ID# to be reclassified**.
5. Check the box for **cost center to cost center** transfer.
6. Select the **Type of Reclassification**.



The University of Texas at El Paso Cost Center Expense Transfer Form

DTN Submit Date

To process a reclassification, the following information is needed.

Amount: ← **3**
(It is possible to reclassify a partial amount)

Document ID # to reclassify: ← **4**

Only check if the transfer is from cost center to cost center
↑ **5**

Type of Reclassification:

← **6**

<Choose One>
<Choose One>
Voucher
Expense Report

Related PO number (if any):

Submitting DTN Request

7. Enter the **From Cost Center Number**.
8. Enter the **Amount** to be reclassified.
9. Enter the **From Budget Acct**.
10. Enter the **From GL Expense Account**.
11. Enter the **To Cost Center Number**.
12. Enter the **Amount** to be reclassified.
13. Enter the **To Budget Acct**.
14. Enter the **To GL Expense Account**
15. **Add Accounts** if reclass is to multiple cost centers.
16. Enter the reason for the reclassification in **Justification**.
17. Attach transaction(s) as per Budget overview (required).
18. **Submit**

The screenshot shows a web form for submitting a DTN Request. It features two main sections: 'From' and 'To', each with fields for Cost Center Number, Amount, Cost Center Name, Budget Acct, and Expense Account. A 'Justification' text area is located below these sections. At the bottom, there is an 'Attach Document' button and a 'Submit' button. Numbered callouts (7-18) are placed around the form to indicate the sequence of steps for completing the request.

7. From Cost Center Number

8. Amount

9. From Budget Acct

10. From Expense Account

11. To Cost Center Number

12. Amount

13. To Budget Acct

14. To Expense Account

15. Add Accounts

16. Justification

17. Attach Document

18. Submit

NOTE: Once reclassification is completed, you will be notified via email, advising of the new Document ID#.

Demo

Questions?

