Reclassification

Requests
<table>
<thead>
<tr>
<th>Reclass Type</th>
<th>Current Process</th>
<th>New Process</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cost Center to Cost Center</td>
<td>Helpdesk Ticket</td>
<td>BP Logix Form: Cost Center Expense Transfer Form</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• Expense Reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PO / Non-PO Vouchers</td>
</tr>
<tr>
<td>Grant Expenditures</td>
<td>Grant Expense Transfer Request Form</td>
<td>• Expense Reports</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• PO / Non-PO Vouchers</td>
</tr>
<tr>
<td>Payroll (HPY)</td>
<td>Position Funding Change eForm</td>
<td></td>
</tr>
</tbody>
</table>
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

DTN Form Submitted

PeopleSoft Reviews DTN Form

Approves

Account Owner

Approves

User notified Via email

PeopleSoft Reclassifies

Deny / Returned to Initiator

Deny / Returned to Initiator

Initiator resubmit

Initiator resubmit

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.
Identifying Transactions

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

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

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**: 21797
- **Submit Date**: 2/27/2024

To process a reclassification, the following information is needed:

- **Amount**: [ ] (It is possible to reclassify a partial amount)
- **Document ID # to reclassify**: [ ]
- **Type of Reclassification**: [Choose One]
- **Related PO number (if any)**: [ ]

- [ ] Only check if the transfer is from cost center to cost center
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

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