Reclassification Requests
## What’s changing?

<table>
<thead>
<tr>
<th>Reclass Type</th>
<th>Current Process</th>
<th>New Process</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost Center to Cost Center</strong></td>
<td>Helpdesk Ticket</td>
<td>BP Logix Form: Cost Center Expense Cost Transfer Form</td>
</tr>
<tr>
<td>• Expense Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PO / Non-PO Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Grant Expenditures / Cost Share</strong></td>
<td>Grant Expense Transfer Request Form</td>
<td></td>
</tr>
<tr>
<td>• Expense Reports</td>
<td></td>
<td></td>
</tr>
<tr>
<td>• PO / Non-PO Vouchers</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Payroll (HPY)</strong></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
      - DTN Form Submitted
    - Deny / Returned to Initiator
      - Deny / Returned to Initiator
      - Initiator resubmit
  - Approves
    - PeopleSoft Reclassifies
    - User notified Via email
    - Initiator resubmit
  - Deny / Returned to Initiator
    - 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.
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>
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</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>325.00</td>
<td>19876543</td>
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<td>20.08</td>
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<td>100</td>
<td>2024</td>
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<tr>
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<td>770200</td>
<td>60.05</td>
<td>19876543</td>
<td>100</td>
<td>2024</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.
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**.

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

- **DTN**: 21787
- **Submit Date**: 02/27/2024
- **Amount**: 
  - (It is possible to reclassify a partial amount)
- **Document ID # to reclassify**: 
  - Only check if the transfer is from cost center to cost center
- **Type of Reclassification**: 
  - <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

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