Reclassification

Requests

PEOPLESOFT

THE UNIVERSITY OF TEXAS AT EL PASO

What's changing?

Reclass Type	Current Process	New Process
Cost Center to Cost Center	Helpdesk Ticket	BP Logix Form: Cost Center Expense Transfer Form
• Expense Reports		
• PO / Non-PO Vouchers		
Grant Expenditures / Cost Share	Grant Expense Transfer Request Form	
• 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

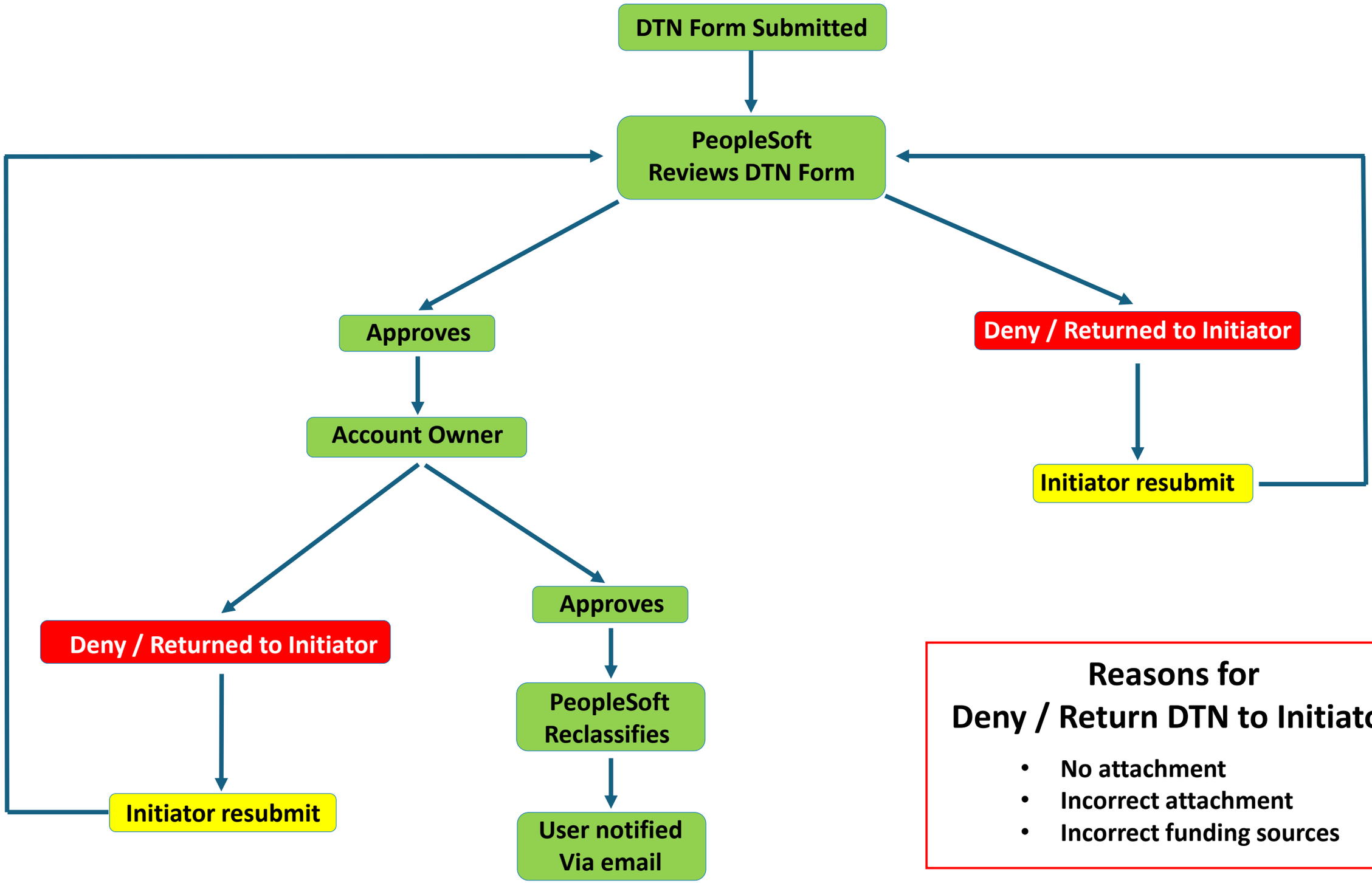
PARKING OFFICE

SC028PT001

PLANT CAPITAL PROJECTS

- Funding Source beginning with "E"; must get approval from Laura Gutierrez

Reclassification workflow



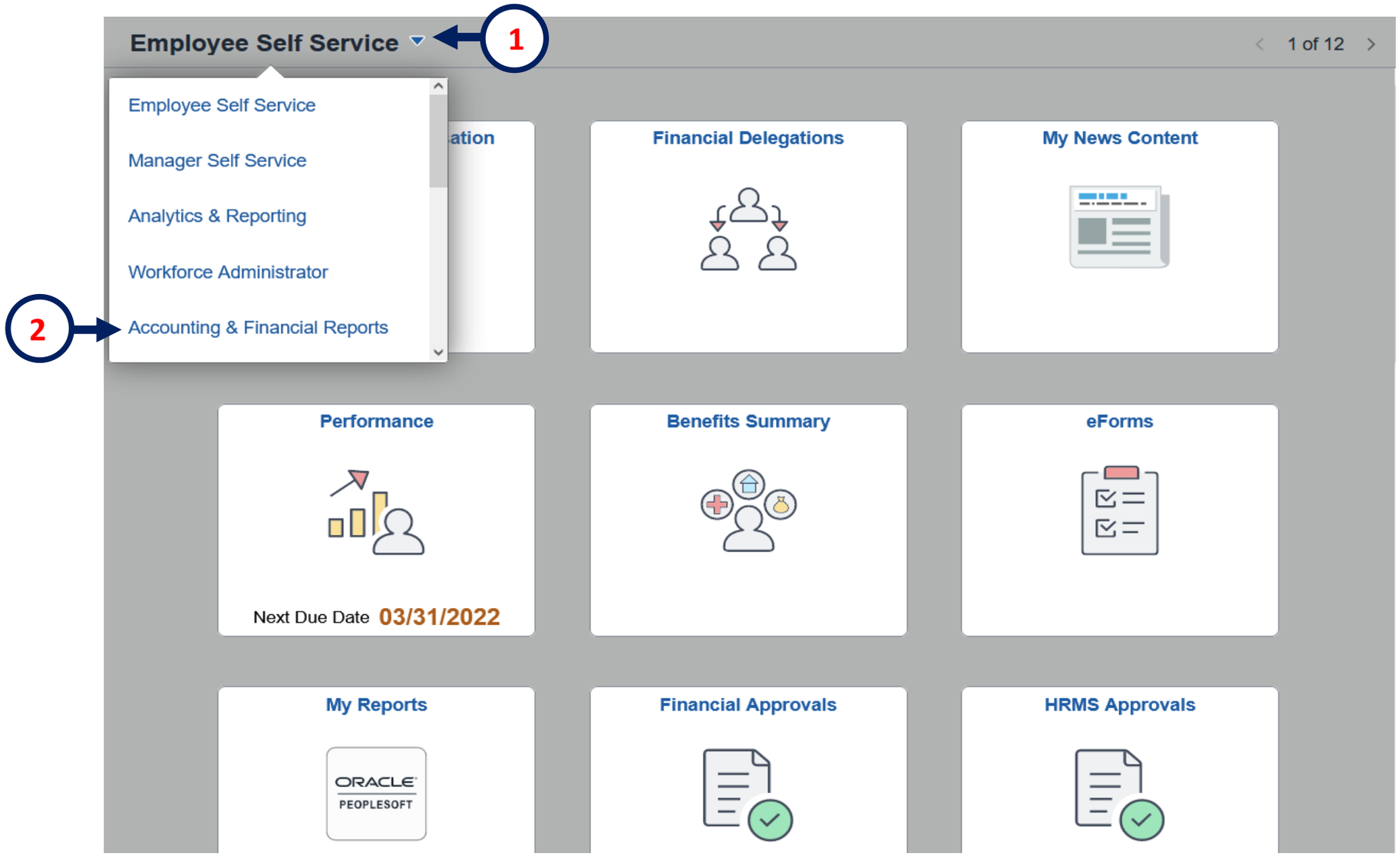
Reasons for
Deny / Return DTN to Initiator

- No attachment
- Incorrect attachment
- Incorrect funding sources

Identify Transactions

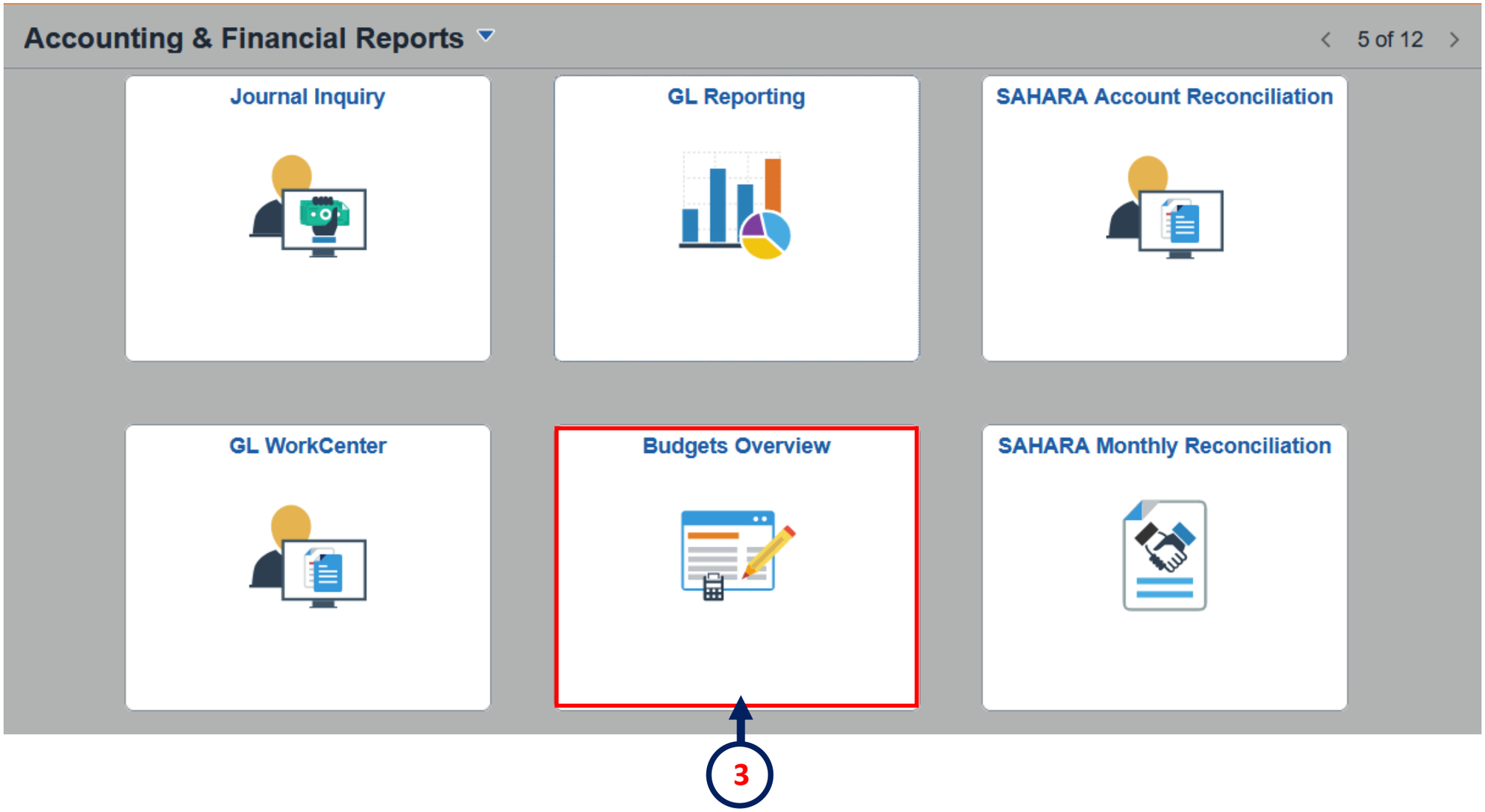
To Identify Transactions, **Run Budget Overview**

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

4

Activity Log

Ledger OPE_EXP

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

5

Identifying Transactions

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

6

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
								465.10				

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).

2 → 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: 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

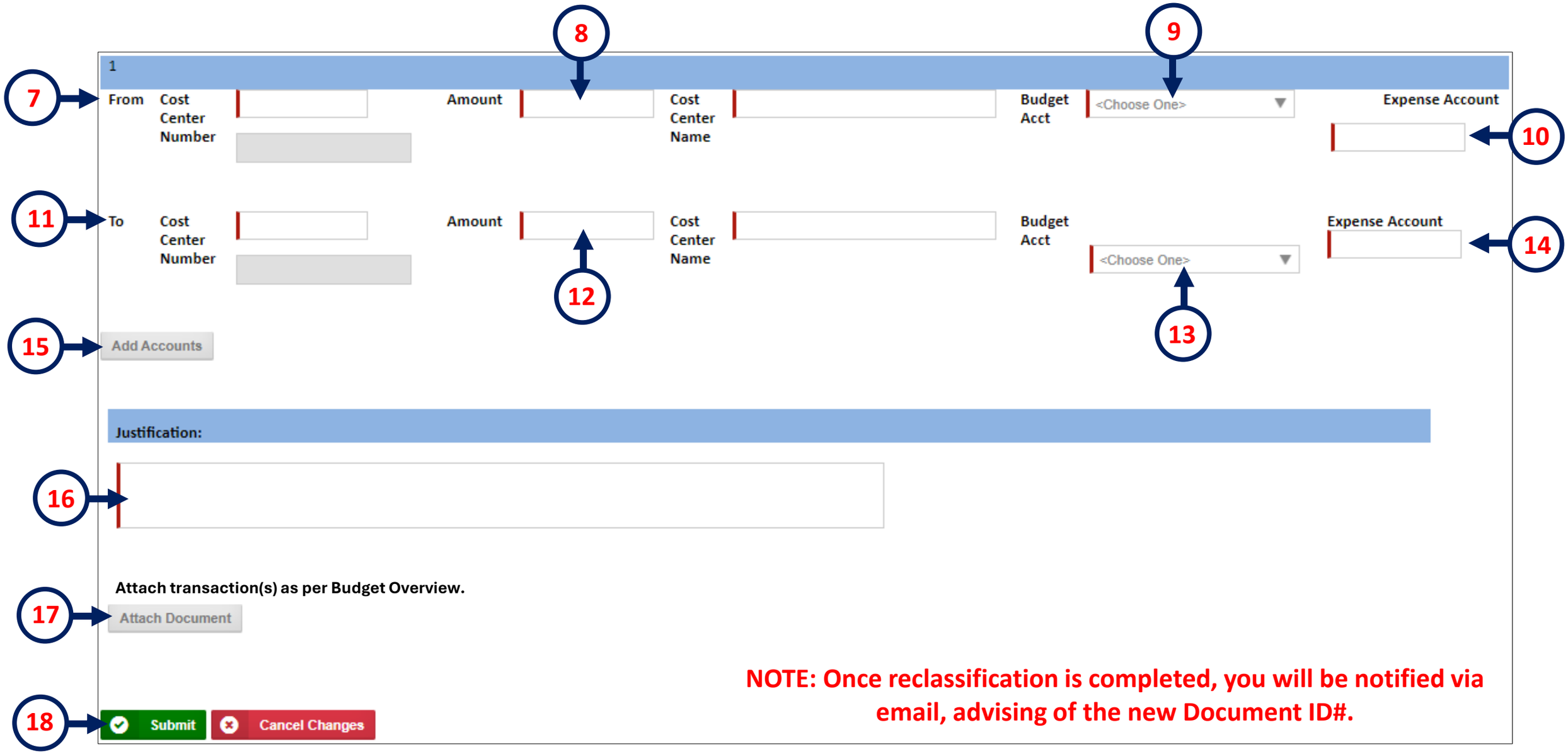
Type of Reclassification: <Choose One> 6

<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?