How to Process/Track a Budget Transfer Request using PeopleSoft (Non-Salary Accounts ONLY)

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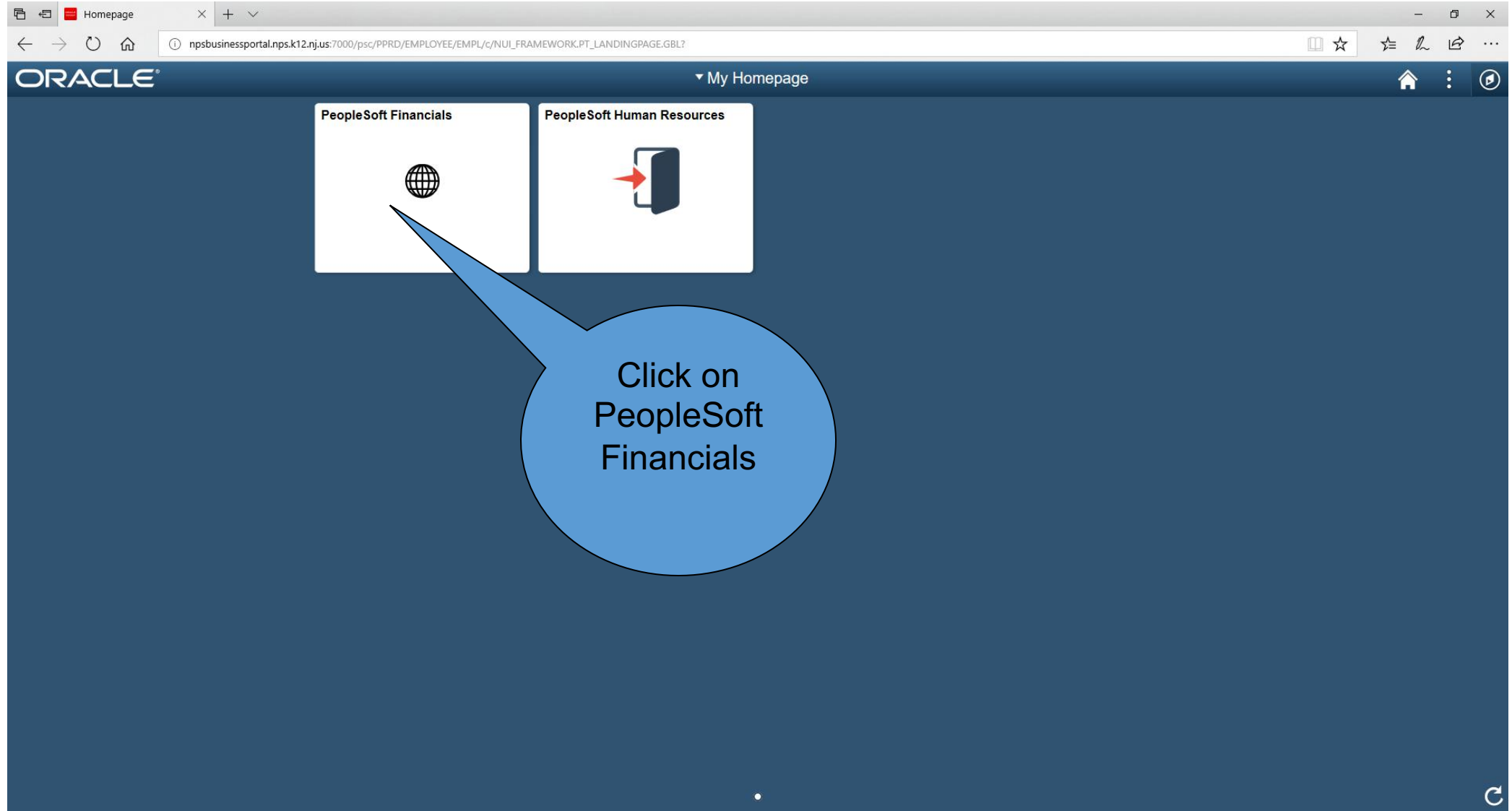
Process Budget Transfer

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(if you were NOT able to access the link in the prior slide, please CLICK CLASSIC HOME and follow these steps)

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The "Transfer From Amount" should be entered as a negative number

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The system will generate a Transfer Request ID# after it is submitted. This ID# will help you track the transfer as it goes through the approval process.

How to Track a Transfer After it Has Been Submitted Through PeopleSoft

Track Budget Transfer

Step 1: Click on NPS Budget Transfer Request

Step 2: Click on Budget Transfer Request

Track Budget Transfer

Enter the Transfer Request ID# and click Search

Track Budget Transfer

1. Shows the original Requestor.
2. Identifies the Next Approver
3. Denotes when the transfer was last updated

Track Budget Transfer