

Performing a Budget Transfer

Angelo State University – Budget Office 942-2517
September 2009

Overview:

A budget transfer can be performed to transfer funds from one fund/org/account/program to a different fund/org/account/program. The following requirements must be met:

- Transfers must be made within the same fund group
- There must be an available budget in the fund/org/account/program you are transferring from
- The ending balance in both the '**from**' fund/org/account/program and the '**to**' fund/org/account/program must be positive
- You must have security access to all fund/org/account/program numbers you enter

Procedure for the Budget Transfer Form:

1. Click on **Employee** from the Pages menu (in RamPort) and then Budget and Finance, to navigate to the Budget Transfer Page.
2. Enter appropriate parameters, or retrieve an existing template by selecting it from the Use Template drop-down menu and clicking the Retrieve button.
 - a. Transaction Date will default to the current date.
 - b. Journal Type is BT2 or BT4 (see definitions)
 - c. Transfer Amount is the amount you want to transfer from one fund/org/account/program to another fund/org/account/program
 - d. Chart is always 'A'
 - e. Index can be left blank
 - f. Fund/Organization/Account/Program - should be completed for both the 'From' and the 'To'. (To find the required program code, refer to the Chart of Accounts. Find the needed Fund/Organization, the Program Code will be in the very right column on the page.)
 - g. **Description must be entered**
 - h. Budget Period will default to the current Budget Period (see definitions) in PROD.
3. Click the **Complete** button to execute your budget transfer.

Budget Transfer - Windows Internet Explorer

https://capacitor.angelo.local:9041/pls/PPRD/bwfktran.P_BudgetTransfer

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template: None (dropdown) Retrieve (button)

Transaction Date: 20 (dropdown) MAY (dropdown) 2009 (dropdown) **2a.**

Journal Type: BT2 (Permanent Budget Transfer - Campus) (dropdown) **2b.**

Transfer Amount: [text input] **2c.**

Document Amount: 0.00

| | Chart | Index | Fund | Organization | Account | Program | Activity | Location | D/C |
|-------------|---------|---------|---------|--------------|---------|---------|----------|----------|-----|
| From | [input] | [input] | [input] | [input] | [input] | [input] | [input] | [input] | - |
| To | [input] | [input] | [input] | [input] | [input] | [input] | [input] | [input] | + |

2d. - f.

Description: [text input] **Budget Period:** 01 (dropdown) **2h.**

Save as Template: [text input]

Shared **3.**

Complete (button) **2g.**

Code Lookup

Chart of Accounts Code: A (dropdown)

Type: account (dropdown)

Code Criteria: [text input]

Title Criteria: [text input]

Maximum rows to return: 10 (dropdown)

Execute Query (button)

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development]

RELEASE: 7.2

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Procedure for the Multiple Line Budget Transfer Form:

1. Click on **Multiple Line Budget Transfer** from the Finance menu to navigate to the Multiple Line Budget Transfer Page.
2. Enter appropriate parameters, or retrieve an existing template by selecting it from the **Use Template** drop-down menu and clicking the Retrieve button.
 - a. Transaction Date will default to the current date.
 - b. Journal Type is BT2 or BT4 (see definitions)
 - c. Document amount is the total of all lines.
 - d. Chart is always 'A'
 - e. Index can be left blank
 - f. Fund/Organization/Account/Program should be completed for all lines
 - g. Amount is the amount to be added to or taken away from that fund/org/account/program
 - h. D/C : Use the + sign to add to the fund/org/account/program, Use the – sign to transfer from the fund/org/account/program. The total of the document should net to zero.
 - i. Description must be entered
 - j. Budget Period will default to the current Budget Period (see definitions)
3. Click the **complete** button to execute your budget transfer.

Multiple Line Transfer - Windows Internet Explorer

https://capacitor.angelo.local:9041/pls/PPRD/bwfktran.P_Multiline_Transfer

Multiple Line Transfer

ASU ANGELO STATE UNIVERSITY
Member, Texas Tech University System

PPRD

Personal Information Student Services Employee Finance

MENU SITE MAP HELP EXIT

Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template:

Transaction Date:

Journal Type:

Document Amount:

| # | Chart | Index | Fund | Organization | Account | Program | Activity | Location | Amount | D/C |
|---|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|----------------------|------------------------|
| 1 | <input type="text"/> | - <input type="text"/> |
| 2 | <input type="text"/> | + <input type="text"/> |
| 3 | <input type="text"/> | + <input type="text"/> |
| 4 | <input type="text"/> | + <input type="text"/> |
| 5 | <input type="text"/> | + <input type="text"/> |

Description: Budget Period:

Save as Template:

Shared

Code Lookup

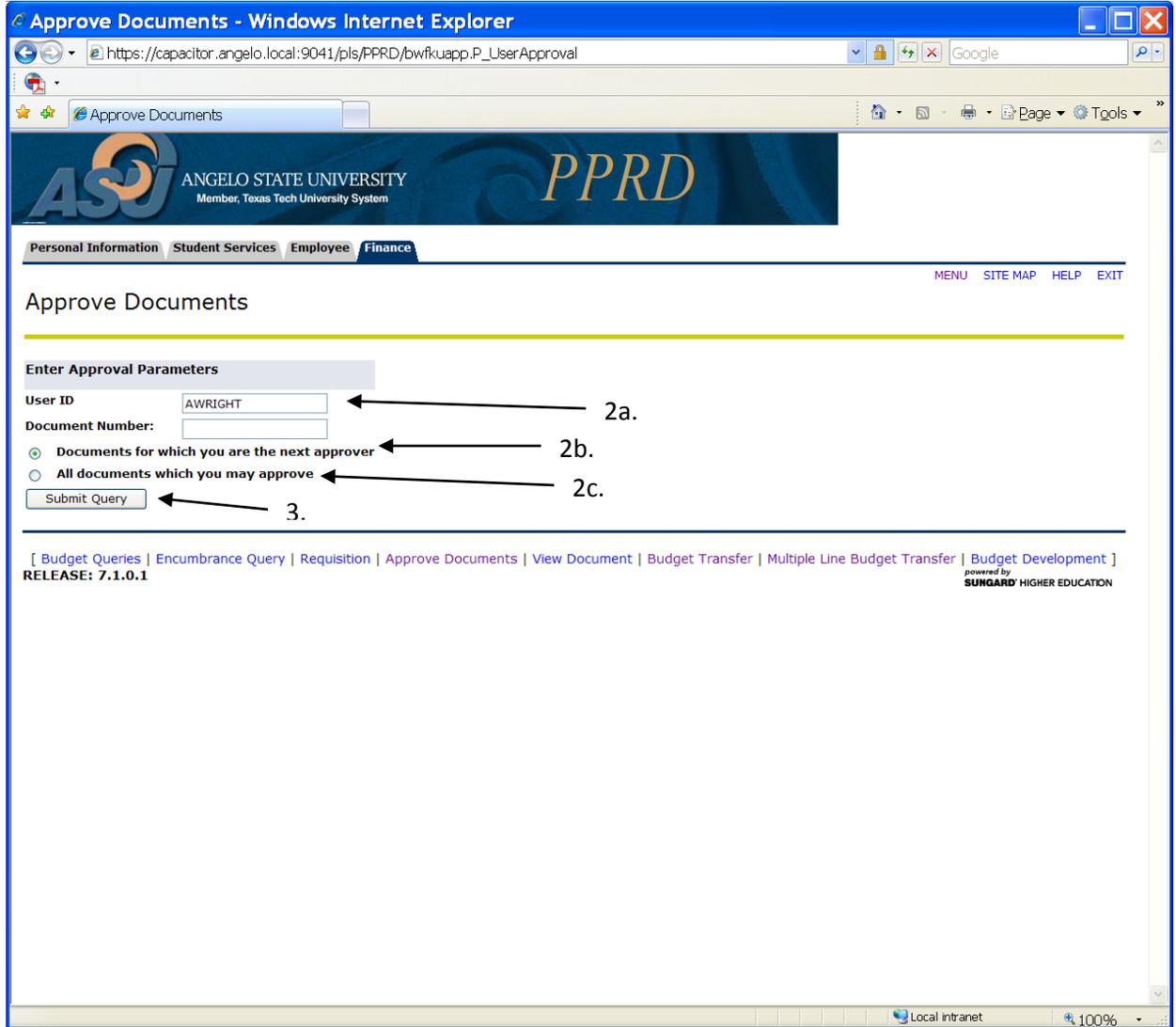
Chart of Accounts Code: Type: Code Criteria:

Annotations: 2a., 2b., 2c., 2d. - h., 2i., 2j., 3.

Done Local intranet 100%

Approving a Document in Self Service:

1. From the Finance Menu, click on Approve Documents to navigate to the Document Page.
2. Enter appropriate parameters.
 - a. User ID will be the same as your computer logon
 - b. Select Documents for which you are the next approver if you are approving a document that you are the next approver.
 - c. Select All Documents which you may approve if you are acting as a proxy for someone else.
3. Click the Submit Query button.



1. Select the document ID to see the details of the document.
2. To check on the status of a document still in process, click on the History link.
3. To approve a document.
 - a. Select the document you would like to approve by clicking the Approve link.
 - b. Click the Approve Document button.
4. To disapprove a document
 - a. Select the document you would like to disapprove by clicking the Disapprove link.
 - b. Click on Disapprove Document.

Approve Documents

Select the Document Number link to display the details of a document. Select the History link to display the approval history of the document. Select the Approve link, if enabled, to approve the document. Select the Disapprove link, if enabled, to disapprove the document.

Queried Parameters

User ID: AWRIGHT,Angle Wright
 Document Number:
 Documents Shown: Next Approver

Approve Documents List

| Next Approver | Type | NSF Change | Seq# | Sub# | Originating User | Amount | Queue Type | Document | History | Approve | Disapprove |
|---------------|------|------------|------|------|------------------|-----------|------------|----------|---------|---------|------------|
| Y | JV | | 0 | | CJOHNSON58 | 500.00 | DOC | J0902708 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 10.92 | DOC | J0902725 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 4,805.98 | DOC | J0902756 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 1,222.62 | DOC | J0902757 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 3,097.29 | DOC | J0902758 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 169.74 | DOC | J0902759 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 729.58 | DOC | J0902760 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 9.48 | DOC | J0902761 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 299.74 | DOC | J0902762 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 1,018.48 | DOC | J0902763 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 2,243.68 | DOC | J0902764 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 67.36 | DOC | J0902765 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 2,689.72 | DOC | J0902766 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 28,299.24 | DOC | J0902767 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 52,680.12 | DOC | J0902768 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 29,790.75 | DOC | J0902769 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 5,598.10 | DOC | J0902770 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 353.04 | DOC | J0902771 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 187.75 | DOC | J0902772 | History | Approve | Disapprove |
| Y | JV | | 0 | | CJOHNSON58 | 4,500.00 | DOC | J0902780 | History | Approve | Disapprove |

Another Query

[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development]
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To View Documents:

1. Click on View Document from the Finance Menu to navigate to the Document Page.
2. To View a Budget Transfer or Multiple Line Budget Transfer, choose **Journal Voucher** from the drop down menu.
3. Enter the document number in the Document Number field.
4. Choose your parameters.
5. Click the View Document button to view that document.

The screenshot shows a web browser window titled "View Document - Windows Internet Explorer". The address bar contains the URL: https://capacitor.angelo.local:9041/pls/PPRD/bwfkvdoc.P_ViewDoc. The page header features the Angelo State University logo and the text "ANGELO STATE UNIVERSITY Member, Texas Tech University System" and "PPRD". A navigation menu includes "Personal Information", "Student Services", "Employee", and "Finance". The main content area is titled "View Document" and contains an information box with instructions: "To display the details of a document enter parameters then select View document. To display approval history for a document enter parameters then select Approval history. If you do not know the document number, select Document Number to access the Code Lookup feature. This enables you to perform a query and obtain a list of document numbers to choose from." Below this are input fields for "Choose type:" (set to "Requisition"), "Document Number", "Submission#", "Change Seq#", and "Reference Number". There are also sections for "Display Accounting Information" (Yes/No radio buttons), "Display Document/Line Item Text" (All, Printable, None radio buttons), and "Display Commodity Text" (All, Printable, None radio buttons). At the bottom of the form are "View document" and "Approval history" buttons. A footer contains navigation links: "[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development]", the text "RELEASE: 7.2", and "powered by SUNGARD HIGHER EDUCATION".

Annotations on the screenshot:

- 2. Points to the "Choose type:" dropdown menu.
- 3. Points to the "Document Number" input field.
- 4. A bracket groups the "Display Accounting Information", "Display Document/Line Item Text", and "Display Commodity Text" sections.
- 5. Points to the "View document" button.

Terminology:

1. Journal Type
 - a. BT2 – will process a **permanent budget transfer**. This type of budget transfer will roll over into the next fiscal year IF the budget development roll has not already been processed.
 - b. BT4 – will process a **temporary budget transfer**. This type of budget transfer will only be effective for the current fiscal year. When the budget is rolled into budget development, the amounts transferred will revert back to the original fund/org/account/program.
2. Budget Period – Refers to the month referenced for the *Fiscal Year*.
 - a. 01 – September
 - b. 02 – October
 - c. 03 – November
 - d. 04 – December
 - e. 05 – January
 - f. 06 – February
 - g. 07 – March
 - h. 08 – April
 - i. 09 – May
 - j. 10 – June
 - k. 11 – July
 - l. 12 – August