

## FMSv9.1

### Creating a Budget Transfer

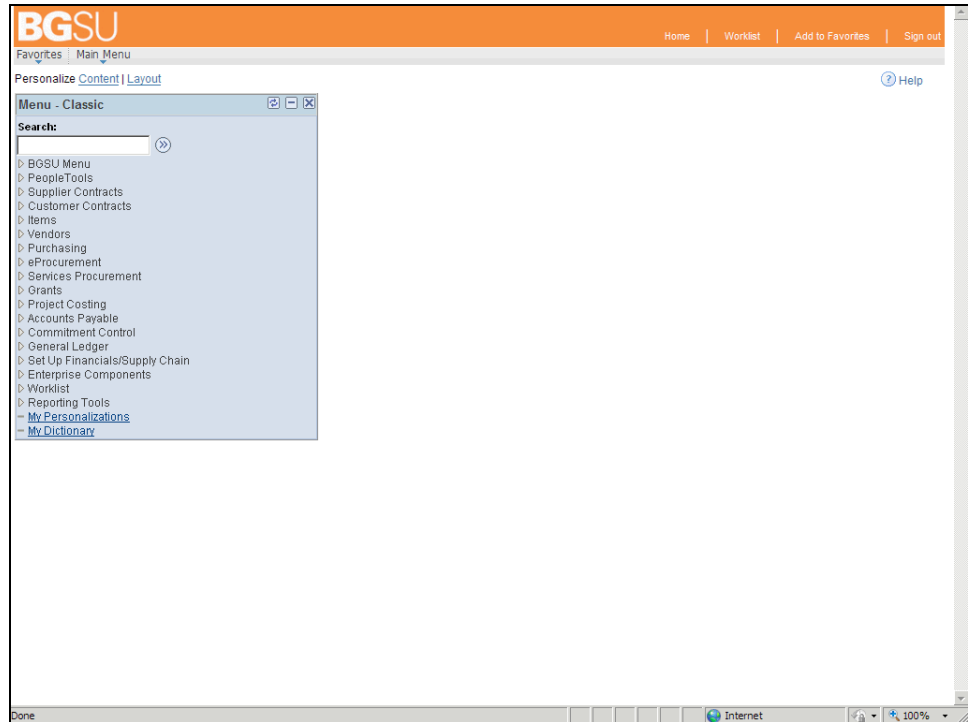
#### Procedure




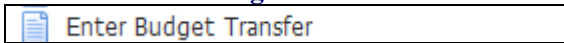
In this tutorial you will learn how to enter a budget transfer. A budget transfer is used to move *budget dollars* from one department to another department. If you want to move *expenses*, you should do a Journal Entry. Either a Requester or a Budget Administrator may enter a budget transfer, but only the Budget Office can post the transfer. The posting process actually transfers the funds and records the transfer in the budget ledgers.

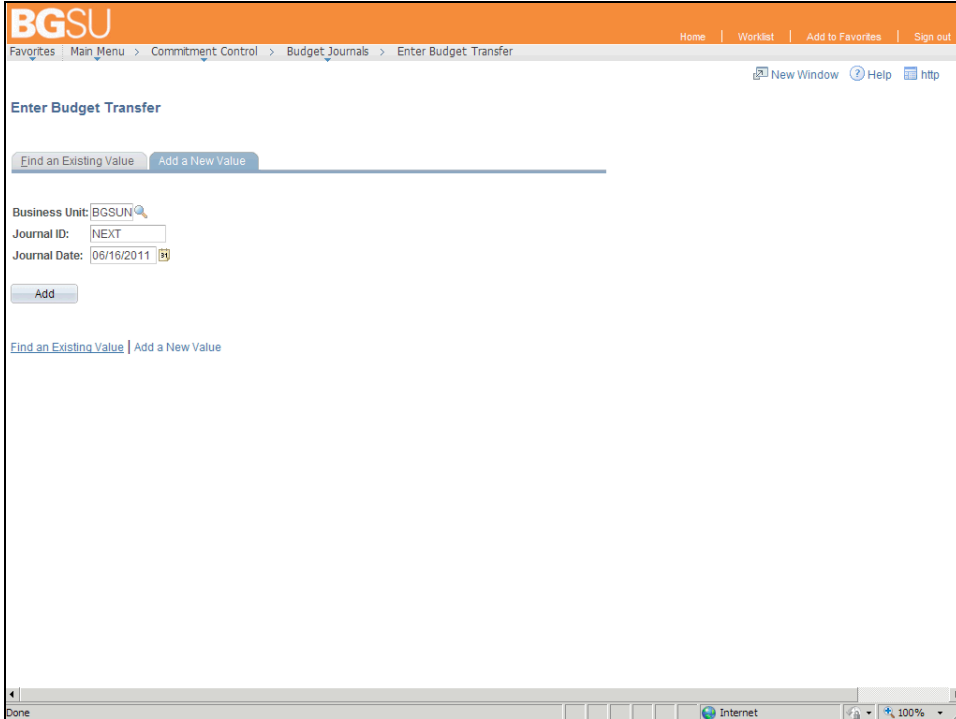
The donor department (the transferor) must initiate the transfer. The recipient department (the transferee) cannot initiate budget transfers. You will use email notification to let the Budget Office know that a budget transfer is ready to post and also to let the transfer recipient know that a transfer has been entered. ONLY the donor department will send an email notification. If you are the recipient of a budget transfer you do not need to send an email notification to the Budget Office.

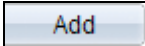


This tutorial shows a budget transfer from the Theatre and Film Department to the Arts Village.


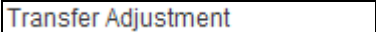
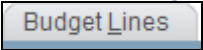

You may be asked to key in entries. You must key them in exactly as instructed with spaces, capitalization, punctuation and so on entered precisely as shown in **red**.





Step	Action
1.	<p>In this tutorial you are going to navigate using the drop-down menus.</p> <p>Click the <b>Main Menu</b> link.</p> 
2.	<p><i>Commitment Control</i> refers to the university being able to control all its financial commitments. Financial commitments are controlled through budgets, therefore, anything budget-related is found under the <b>Commitment Control</b> link.</p> <p>Click the <b>Commitment Control</b> menu.</p> 
3.	<p>The link that takes you to the page where you can begin the process of creating a budget transfer is found under <b>Budget Journals</b>.</p> <p>Click the <b>Budget Journals</b> menu.</p> 
4.	<p>Click the <b>Enter Budget Transfer</b> menu.</p> 









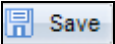
Step	Action
5.	<p>Since you are adding a new budget transfer, you want to click the <b>Add</b> button.</p> <p>Click the <b>Add</b> button.</p> 
6.	<p>The first step in creating a budget transfer is to select the appropriate ledger. The magnifying glass is a look-up icon. Whenever you click a magnifying glass a table listing possible options for that field is displayed.</p> <p>Click the <b>Look up Ledger Group (Alt+5)</b> button.</p> 
7.	<p>You want to select the <b>CC (Commitment Control) Line AP</b> (line appropriation) ledger group. This is the line item budget ledger group which tracks spending by Account codes (e.g. 53000 Supplies).</p> <p>Entering only transfers using the <b>CC_LINE_AP</b>--not the <b>CC_APPROP</b>--ledger group is critical.</p> <p>Click the <b>CC_LINE_AP</b> link.</p> 

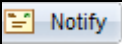
Step	Action
8.	<p>The next step is to make a selection for the <b>Parent Budget Entry Type</b> field.</p> <p>Do not confuse making a selection for the <b>Parent Budget Entry Type</b> with making a selection for <b>Budget Entry Type</b>. You do not want to change the <b>Budget Entry Type</b> field. The <b>Budget Entry Type</b> field must be <b>Transfer Adjustment</b>.</p> <p>Click the drop-down box for the <b>Parent Budget Entry Type</b> drop-down list.</p> 
9.	<p>Click the <b>Transfer Adjustment</b> list item.</p> 
10.	<p>The next step is to enter a long description.</p> <p>Click in the <b>Long Description</b> field.</p>
11.	<p>The Budget Office has a specific format that must be followed for entering the <b>Long Description</b>. Enter your initials and clearly indicate who is transferring funds to whom, as well as the purpose. Include Department codes and descriptions as shown in this step. By entering your initials you will be able to easily see your transfers when you search for them. Your initials will be in the Description column in the Search results table.</p> <p>Enter "<b>LM: transfer from 110800/53000 to 113200/53000 for shared workshop expense</b>" into the <b>Long Description</b> field.</p> <p>Remember you must enter the data exactly as it is shown in <b>red</b>.</p>
12.	<p>You are now ready to enter the line information on the transfer to be made.</p> <p>Click the <b>Budget Lines</b> tab.</p> 
13.	<p>In this first line you are going to enter the department where the money is being transferred to. In this tutorial, the money is being transferred to the Arts Village. This is the information you will enter in the first line.</p> <p>First you need to input the budget period.</p> <p>Click the <b>Look up Budget Period (Alt+5)</b> button.</p> 

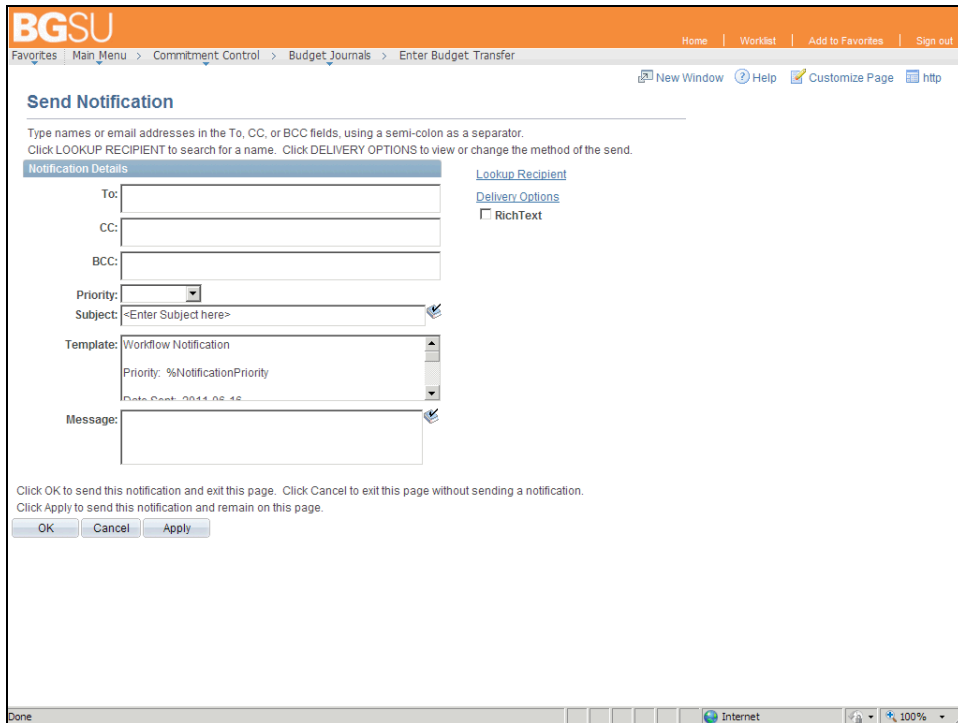
Step	Action
14.	<p>For the purpose of this tutorial, you are going to select the 2011 budget period.</p> <p>Click the <b>FY2011</b> link.</p> <p><a href="#">FY2011</a></p>
15.	<p>Next you need to enter the Fund number.</p> <p>Click the <b>Look up Fund (Alt+5)</b> button.</p> <p></p>
16.	<p>You want Fund code 10000.</p> <p>Click the <b>BGSU - BG Campus</b> link.</p> <p><a href="#">BGSU - BG Campus</a></p>
17.	<p>You also need to enter the Department code.</p> <p>Click in the <b>Dept</b> field.</p> <p><input data-bbox="399 852 492 890" type="text"/></p>
18.	<p>Remember that this line is for the department receiving the funds, which in this example is the Arts Village. Let's say you know that the Arts Village Department code begins with "113", so you can enter that much into the field.</p> <p>Enter the desired information. Enter "<b>113</b>" into the <b>Dept</b> field.</p>
19.	<p>You are going to look for Department codes beginning with "113".</p> <p>Click the <b>Look up Dept (Alt+5)</b> button.</p> <p></p>
20.	<p>All the departments that have codes beginning with "113" are displayed.</p> <p>Click the <b>Arts Village</b> link.</p> <p><a href="#">Arts Village</a></p>
21.	<p>Next you are going to enter the Account code.</p> <p>Click in the <b>Account</b> field.</p> <p><input data-bbox="399 1587 492 1625" type="text"/></p>

Step	Action
22.	<p>The Account code you enter must be at the "pooled" or summary level. To see a list of all the pooled-level Account codes that can be entered into this field, click the link below.</p> <p>Pooled (summary) Level Account Codes</p> <p>In this example you are going to enter the Account code for Supplies.</p> <p>Enter "<b>53000</b>" into the <b>Account</b> field.</p>
23.	<p>Next you need to enter the amount to be transferred.</p> <p>Click in the <b>Amount</b> field.</p> <input data-bbox="591 709 1005 751" type="text"/>
24.	<p>Enter "<b>200.00</b>" into the <b>Amount</b> field.</p>
25.	<p>The next two fields into which you are going to enter data are the <b>Ref</b> field and the <b>Journal Line Description</b> field. In order to readily see these fields, you must make the customizations shown in the <i>Customizing a Budget Transfer Journal Line</i> tutorial which is part of this FMS 210 course.</p> <p>Click in the <b>Ref</b> field.</p> <input data-bbox="591 1050 727 1092" type="text"/>
26.	<p>Notice in the <b>Totals</b> line there is now 200.00 for <b>Total Credits</b>. A total of \$200 will be added to this Department and Account.</p> <p>Your initials should be entered in the <b>REF</b> field as a reference.</p> <p>Enter "<b>LM</b>" into the <b>Ref</b> field.</p>
27.	<p>In order to view the Journal Line Description field, you need to scroll right.</p> <p>Click the <b>scrollbar</b>.</p> <input data-bbox="591 1486 946 1528" type="text"/>
28.	<p>The current entry in the <b>Journal Line Description</b> field came in automatically when you selected the Account. You need to enter the code for the department that is giving the budget dollars, in this case 110800, in front of the description in the <b>Journal Line Description</b> field. This will serve as a cross-reference for the Budget Office.</p> <p>Left-click in the <b>Journal Line Description</b> field in front of "Supplies".</p> <input data-bbox="591 1837 886 1879" type="text"/>

Step	Action
29.	Enter " <b>110800</b> " into the <b>Journal Line Descripton</b> field. Be sure to include a space after the last number.
30.	<p>Next you need to add the line details for the department where the money is coming from. In this case you will take \$200 out of Account 53000, Supplies, in the Theatre and Film Department, Department code 110800. In order to do this, you need to add a new line.</p> <p>Click the <b>Insert Lines</b> button.</p> 
31.	<p>Notice the <b>Total Credits</b> in the <b>Totals</b> line automatically changed to 400.00. You will fix this in a later step.</p> <p>The values in Line 1 were copied to Line 2. You need to change some of these values in Line 2. Double-clicking the field selects the data currently entered.</p> <p>Double-click in the <b>Dept</b> field in Line 2.</p> 
32.	<p>You need to enter the Department code of the budget where the money is coming from, in this case the Theatre and Film Department.</p> <p>Enter "<b>110800</b>" into the <b>Dept</b> field in Line 2.</p>
33.	<p>Since the money is being transferred from Theatre and Film's Supplies Account (53000) into Art Village's Supplies Account (53000) you do not need to change the Account number. But if the money was being transferred from one Account into a different Account, you would have to change the Account number the money was coming from in Line 2.</p>
34.	<p>You need to make the \$200.00 in Line 2 a negative value. This amount will be subtracted from the budget of the department that is giving the money.</p> <p>Click in front of the "2" in the <b>Amount</b> field in Line 2.</p> 
35.	<p>Enter "-" (minus sign) into the <b>Amount</b> field in Line 2.</p>
36.	<p>You need to enter your initials in the <b>Ref</b> field in Line 2.</p> <p>Click in the <b>Ref</b> field.</p> 

Step	Action
37.	<p>Notice in the <b>Totals</b> line that both <b>Total Debits</b> and <b>Total Credits</b> are 200.00. When you placed the minus sign in front of the 200.00 in Line 2, that amount became a credit. Once the amount in one line is entered as a positive value and the amount in the second line is entered as a negative value, you should check to make sure that <b>Total Debits</b> equal <b>Total Credits</b>.</p> <p>Enter your initials in the <b>Ref</b> field on Line 2 as a reference.</p> <p>Enter "<b>LM</b>" into the <b>Ref</b> field.</p>
38.	<p>Finally, you need to enter the Department code for the department that is receiving the budget dollars, in this case 113200, in the <b>Journal Line Description</b> field. You need to scroll to the right to get to that field.</p> <p>Click the <b>scrollbar</b>.</p> 
39.	<p>Notice that the <b>Journal Line Description</b> from Line 1 is entered into Line 2. In this example the Account codes for the two lines are the same, so you do not need to change the "Supplies" description to something else. If the Account code in Line 2 is different from the Account code in Line 1, you will need to change the <b>Journal Line Description</b> in Line 2 to reflect the Account code entered in Line 2.</p> <p>Left-click in the <b>Journal Line Description</b> field in front of "Supplies".</p> 
40.	<p>Enter "<b>113200</b> " into the <b>Journal Line Description</b> field. Make sure to enter a space after the final digit.</p>
41.	<p>Notice that the <b>Journal ID</b> now says "NEXT". Clicking the <b>Save</b> button will save the Budget Transfer and assign the transfer a Journal ID. Clicking the Save button does not post the budget transfer. Only the Budget Office can make the actual transfer.</p> <p>Click the <b>Save</b> button.</p> 

Step	Action
42.	<p>Notice that the transfer now has a Journal ID. In this case the <b>Journal ID</b> is <b>505896</b>. You need to make a note of this number because you will enter it in the subject line of the email notification you now need to send.</p> <p>You must send an email notification to the Budget Administrator for the transfer recipient and to the Budget Office that will post the transfer. In our example here, you would send an email notification to the Budget Administrator for the Arts Village budget and to the Budget Office. Clicking the <b>Notify</b> button activates email notification.</p> <p>Click the <b>Notify</b> button.</p> 



Step	Action
43.	<p>The Send Notification page is displayed.</p> <p>Click the <b>To:</b> field.</p>

**BGSU** Home | Worklist | Add to Favorites | Sign out

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

New Window | Help | Customize Page | http

### Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.  
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

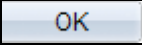
**Notification Details** [Lookup Recipient](#)  
[Delivery Options](#)  
 RichText

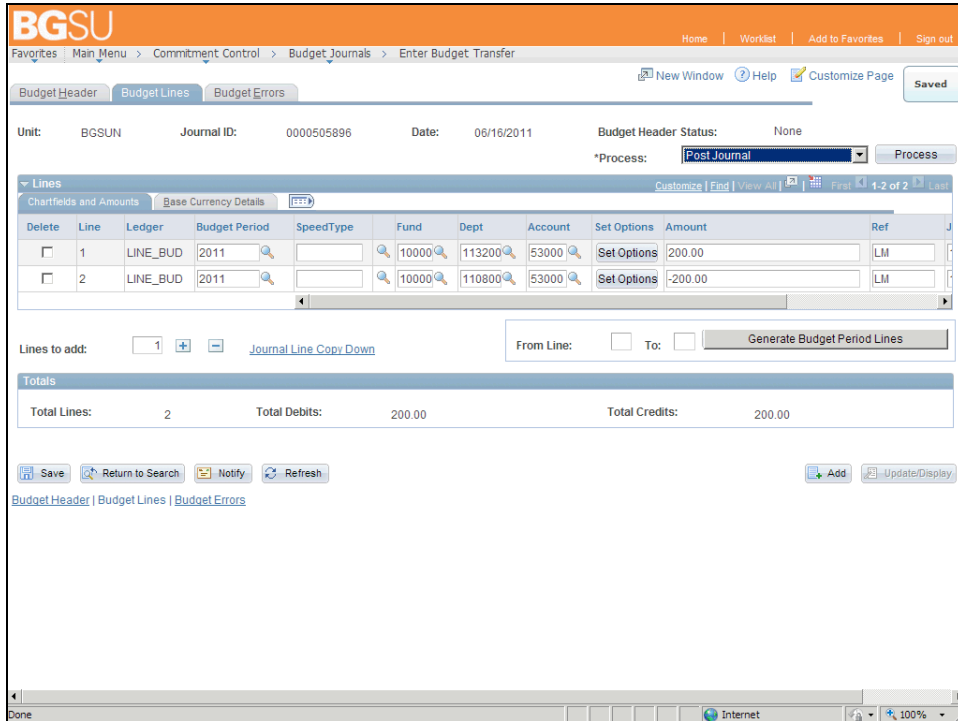
To:   
CC:   
BCC:   
Priority:   
Subject: <Enter Subject here>   
Template: Workflow Notification  
Priority: %NotificationPriority  
Date Sent: 2014.05.15  
Message:


Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.  
Click Apply to send this notification and remain on this page.

Done | Internet | 100%

Step	Action
44.	<p>If the initiator of a budget transfer is <i>not</i> a Budget Administrator, then at this point the initiator would send an email to his or her Budget Administrator asking that the transfer be reviewed. After reviewing the transfer, the Budget Administrator then notifies the Budget Office requesting that the transfer be made.</p> <p>If the initiator <i>is</i> a Budget Administrator, then the email is sent to the Budget Office requesting that the transfer be made. The Budget Administrator may also choose to copy the other Budget Administrator in on this email so that person knows the request has been made.</p> <p>The email address for the Budget Office is <b>budget@bgsu.edu</b>.</p> <p>Enter "<b>budget@bgsu.edu</b>" into the <b>To</b> field.</p>
45.	<p>Next you need to enter the Journal ID number as the Subject line.</p> <p>Triple-click in the <b>Subject</b> field.</p>
46.	<p>Enter "<b>Budget Transfer ID 505896</b>" into the <b>Subject</b> field.</p>
47.	<p>Next you need to enter the message.</p> <p>Click in the <b>Message</b> field.</p>

Step	Action
48.	Enter " <b>Please review budget transfer and post.</b> " into the <b>Message</b> field.
49.	Clicking <b>OK</b> sends the email message.  Click the <b>OK</b> button. 



Step	Action
50.	You have now completed the process for entering a budget transfer. Clicking the <b>Sign out</b> link signs you out of the system.  Click the <b>Sign out</b> link. 
51.	Congratulations!! You now know the process for creating a budget transfer. <b>End of Procedure.</b>