

How to Enter and Submit a Budget Transfer

Navigation in FMS:

The screenshot displays the BGSU FMS interface. At the top, there is a 'Navigator' search bar and 'Advanced Search' and 'Last Search' buttons. Below the search bar, the 'Main Menu' is expanded, showing a 'Search Menu' and a list of 'FMS Links'. The 'Commitment Control' link is circled in red. A sub-menu is open for 'Commitment Control', with 'Budget Journals' circled in red. A further sub-menu is open for 'Budget Journals', with 'Enter Budget Transfer' circled in red. Other visible links include 'External Systems', 'Web Reporting Library', 'CashNet', 'CSS', 'Falcon's Purch', and 'Falcon's Purch Shopper Documentation'. The 'Journal Workflow' section on the right shows 'Journal'.

BGSU Navigator Search Advanced Search Last Search

Favorites Main Menu

Search Menu:

FMS Links

- BGSU Menu
- PeopleTools
- Manager Self-Service
- Supplier Contracts
- Customer Contracts
- Items
- Suppliers
- Procurement Contracts
- Purchasing
- eProcurement
- Services Procurement
- Grants
- Project Costing
- Maintenance Management
- Resource Management
- Staffing
- Travel and Expenses
- Billing
- Accounts Receivable
- Accounts Payable
- Asset Management
- Banking
- Cash Management
- Financial Gateway
- Commitment Control**
- General Ledger
- Real Time Bottom Line
- Set Up Financials/Supply
- Enterprise Components
- Worklist
- Tree Manager
- Reporting Tools
- My Preferences
- My Dictionary

External Systems

Web Reporting Library

CashNet

CSS

Falcon's Purch

Falcon's Purch Shopper Documentation

Journal Workflow

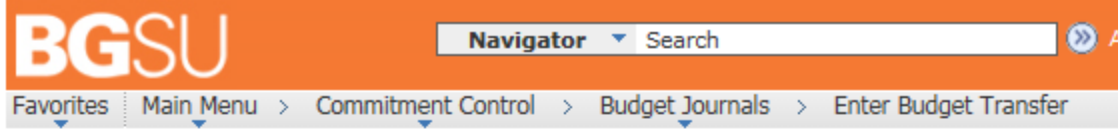
Journal

- Define Control Budgets
- Define Budget Security
- Budget Journals**
- Post Control Budget Journ
- Review Budget Activities
- Close Budget
- Budget Reports
- Third Party Transactions
- Review Budget Check Exceptions

- Enter Budget Journals
- Enter Budget Transfer**
- Mass Delete Budget Journals
- Import Budget Journals

Creating a new budget transfer:

- “BGSUN” should pre-populate as your Business Unit each time you create a new transfer.
- The current date will default as the Journal Date.
- Finally, click Add to start entering the new budget transfer.



Enter Budget Transfer



Business Unit

Journal ID

Journal Date



[Find an Existing Value](#) | [Add a New Value](#)

Budget Header Tab:

- Select "CC_LINE_AP" for your ledger group. You can type this in or select from a list using the magnifying glass to the right of the dropdown box.
- Every transfer must include a description in the *Long Description* box. The *Alternate Description* box is also available for additional notes.
- As with Journal Entries, you have the ability to attach any documentation to the Budget Transfer that you think would be beneficial to the Approvers or as supporting documentation for the transaction.

BGSU Navigator Search Advanced Search Last Search Results

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

Budget Header Budget Lines Budget Errors

Unit BGSUN Journal ID NEXT Date 07/05/2017

*Ledger Group CC_LINE_AP x

Fiscal Year 2018 Period 1

Control ChartField Fund Code *Currency USD

Rate Type CRRNT

Budget Header Status None Exchange Rate 1.00000000

*Budget Entry Type Transfer Adjustment Cur Effdt 07/05/2017

Budget Type Expense

Attachments (0)

Parent Budget Options

- Generate Parent Budget(s)
- Use Default Entry Event

Parent Budget Entry Type Transfer Adjustment

Long Description

254 characters remaining

Alternate Description

150 characters remaining

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors

Entering Budget Lines:

- The following fields are required for every Budget Transfer:
 - Budget Period – Current Fiscal Year
 - Fund - Speedtypes are not used for Budget Transfers so you will need to enter the Fund
 - Department
 - Account
 - Amount
- Budget Transfers used only Pooled accounts for Operating Expenses
 - 53000 - Supplies
 - 54000 - Travel & Entertainment
 - 55000 - Communication
 - 56000 - Maintenance & Repair
 - 58000 - Equip-Library-Misc
 - 58988 - Operating Carry Forward
- Budget Transfers must be within the same Fund number. (The **only** exception is Carry Forward)
- Carry Forward dollars **cannot** be transferred to other accounts. Therefore, when moving carry forward, all lines must have an account number of 58988 (Operating) or 51989 (Personnel).
- When entering the amount for each line, a positive number represents an increase in budget and a negative number represents a decrease in budget.
 - In the example below, Dept 300000 would experience a decrease in budget of \$1,000 while Dept 301000 receives an increase.
- All budget transfers must net to zero before they can be submitted. (Total Debits = Total Credits)

BGSU Navigator Search Advanced Search Last Search Results

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

Budget Header Budget Lines Budget Errors

Unit BGSUN Journal ID NEXT Date 07/05/2017 Errors Only Budget Header Status None Approval Header Status Not Submitted

*Process Post Journal Submit For Approval Process

Lines Personalize Find View All First 1-2 of 2 Last

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Fund	Dept	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	Not Submitted	LINE_BUD	2018		10000	300000	53000	Set Options	USD	-1,000.00
<input type="checkbox"/>	2	Not Submitted	LINE_BUD	2018		10000	301000	53000	Set Options	USD	1,000.00

Lines to add: 1 Journal Line Copy Down

From Line To

Totals
Total Lines 2
Total Debits 1,000.00
Total Credits 1,000.00

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Submitting a Budget Transfer for Approval:

- When you are ready to submit a transfer for review/approval, select “Submit Journal” in the *Process* drop down box which should then check the “Submit For Approval” box.
- Hit the *Process* button to submit the transfer.

The screenshot shows the BGSU Budget Transfer interface. The 'Process' dropdown menu is open, with 'Submit Journal' selected. The 'Submit For Approval' checkbox is checked. The 'Approval Header Status' is 'Not Submitted'. The 'Process' button is visible.

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Fund	Dept	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	Not Submitted	LINE_BUD	2018		10000	300000	53000	Set Options	USD	-1,000.00
<input type="checkbox"/>	2	Not Submitted	LINE_BUD	2018		10000	301000	53000	Set Options	USD	1,000.00

- Once the transfer has been submitted, the *Approval Header Status* will change to “Pending” until final approval from the Budget Office has been given.
- To review the workflow for a budget transfer, click on the “Pending” Status and you can view the workflow path as well as the status at each approval level.
- An email notification will be sent to the creator of the transfer once it received final approval to post.

The screenshot shows the BGSU Budget Transfer interface after submission. The 'Approval Header Status' is now 'Pending'. The 'Process' dropdown menu is set to 'Post Journal'. The 'Process' button is visible.

Delete	Line	Approval Line Status	Ledger	Budget Period	SpeedType	Fund	Dept	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	Not Required	LINE_BUD	2017		10000	114500	58988	Set Options	USD	-1,200.00
<input type="checkbox"/>	2	Not Required	LINE_BUD	2017		10000	114300	58988	Set Options	USD	1,200.00

The screenshot shows the 'Approval Flow' section. The 'Budget Office Approval' status is 'Pending'. The 'Comments' section is visible, and the 'Return' button is at the bottom.

Approval Flow

Budget Office Approval

Unit BGSUN, ID 0000611183, Date 2017-06-30: Pending [View/Hide Comments](#)

Budget Office Approval

Pending

Geoffrey Tracy
Budget Office Approval

Comments

Return