



Business Process Document

PS FIN General Ledger: Creating a Budget Transfer

Department	
Responsibility/Role	
File Name	Creating a Budget Transfer_BUSPROC.doc
Version	
Document Generation Date	8/12/2009
Date Modified	8/12/2009
Last Changed by	
Status	

Creating a Budget Transfer

Trigger:

Required Field(s)	Comments

Output - Results	Comments

Additional Information

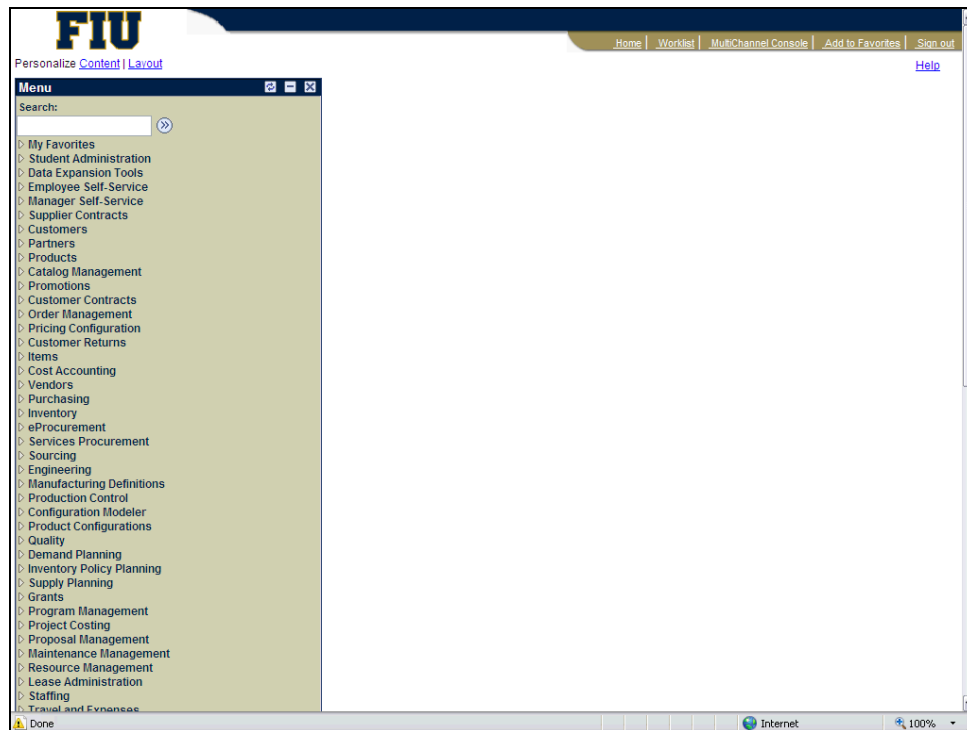
Procedure

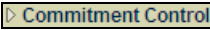
In this topic you will be transferring budget Authority or funds from one department's budget to another.

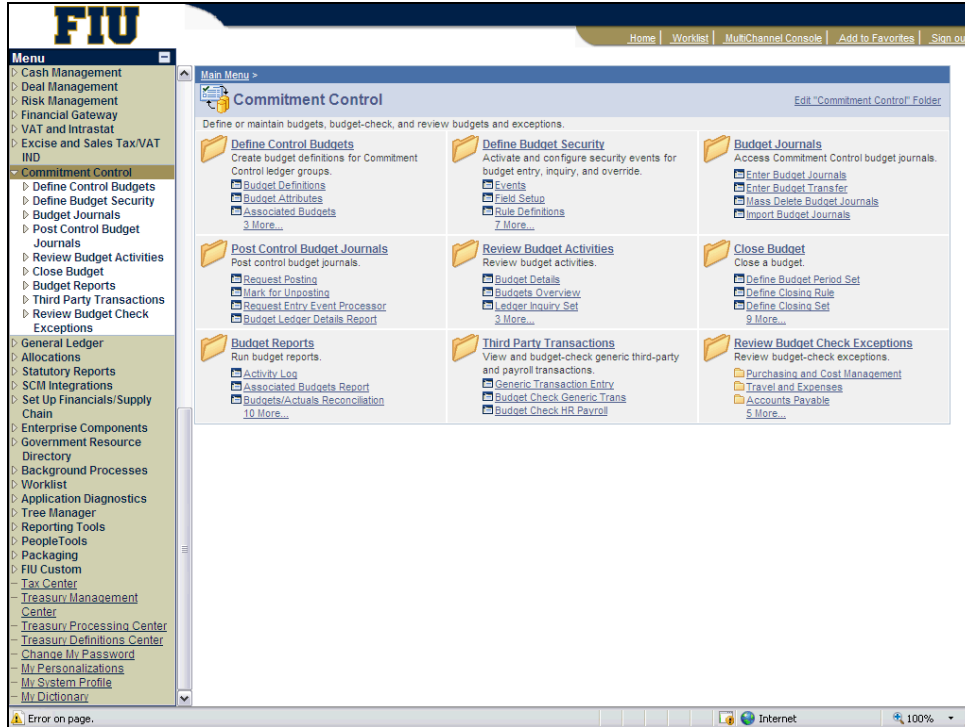
This functionality will no longer be used to transfer budget for Contract & Grants Project IDs. Please refer to the 'Managing Grants in PeopleSoft' course offered by OSRA for more information specific to Contracts & Grants.

Please refer to the fiscal policies listed in the Business Process for more details on the regulations transferring budget.

For additional information, please visit this website at: panthersoft.fiu.edu/financials



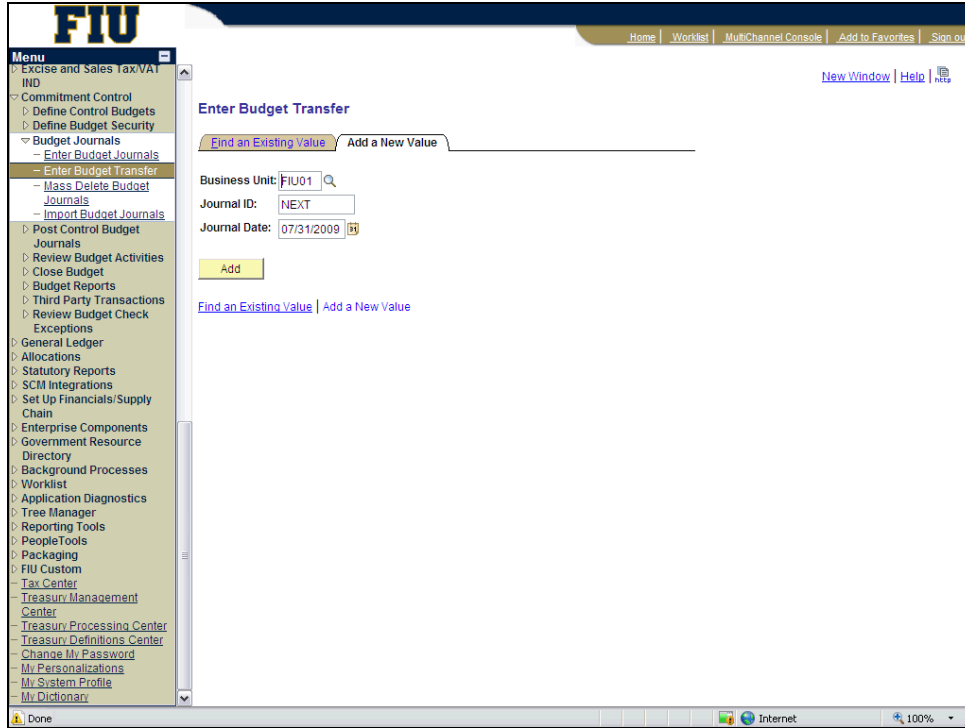
Step	Action
1.	Click the Vertical scrollbar.
2.	Click the Commitment Control link. 

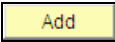


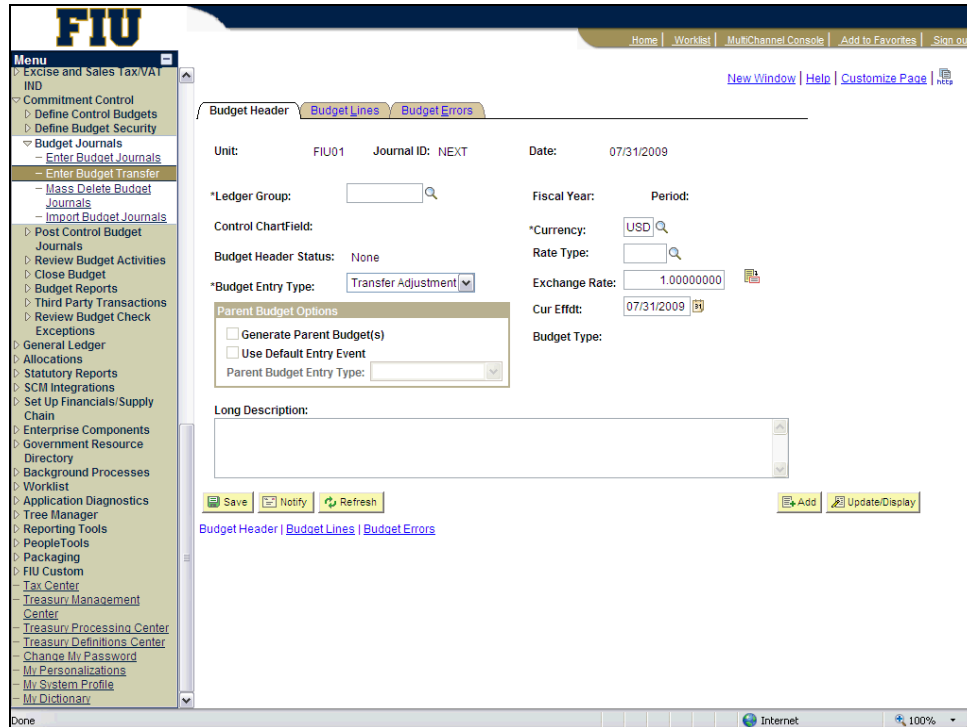
Step	Action
3.	Click the Budget Journals link. ▶ Budget Journals
4.	Click the Enter Budget Transfer link. Enter Budget Transfer



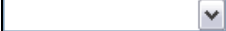
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Step	Action
5.	Click the Add button. 



Step	Action
6.	Click the Look up Ledger Group (Alt+5) button. 
7.	Click an entry in the Ledger Group column. 
8.	Transfer Adjustment: they are temporary and are only valid for the current Fiscal Year (FY). Transfer Original: they are recurring and will be taken under consideration in the subsequent years.
9.	Click the Parent Budget Entry Type list. 

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FIU

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Budget Header | Budget Lines | Budget Errors

Unit: FIU01 | Journal ID: NEXT | Date: 07/31/2009

*Ledger Group: CC_DEP | Fiscal Year: 2010 | Period: 1

Control ChartField: Department | *Currency: USD | Rate Type: CRRNT | Exchange Rate: 1.00000000 | Cur Effdt: 07/31/2009 | Budget Type: Expense

Budget Header Status: None

*Budget Entry Type: Transfer Adjustment

Parent Budget Options

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

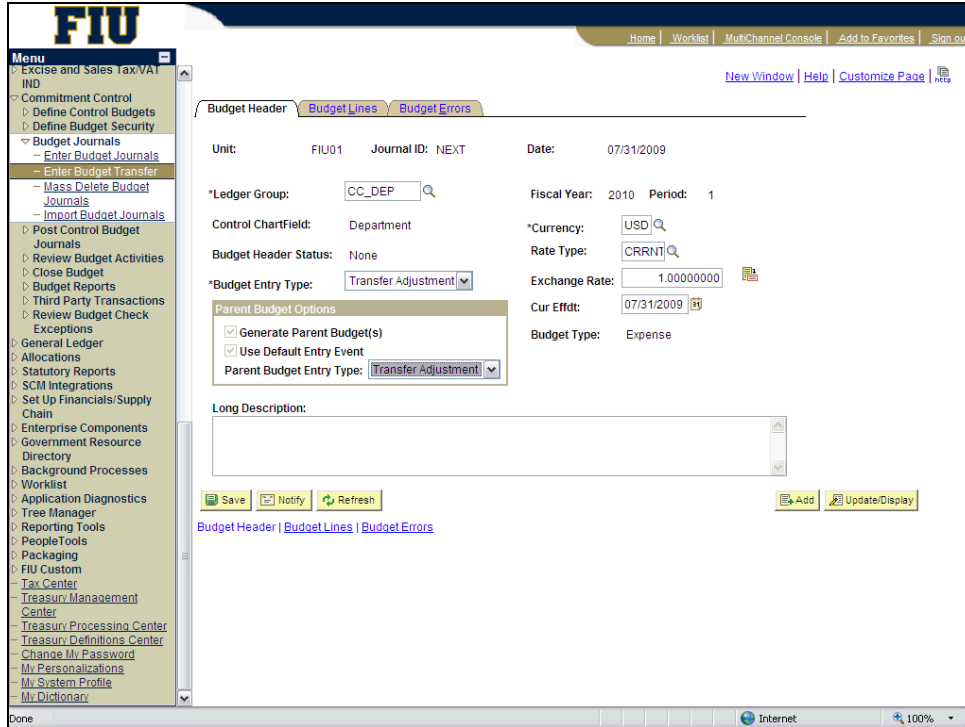
Parent Budget Entry Type:
 Transfer Adjustment
 Transfer Original

Long Description:

Save | Notify | Refresh | Add | Update/Display

Budget Header | Budget Lines | Budget Errors

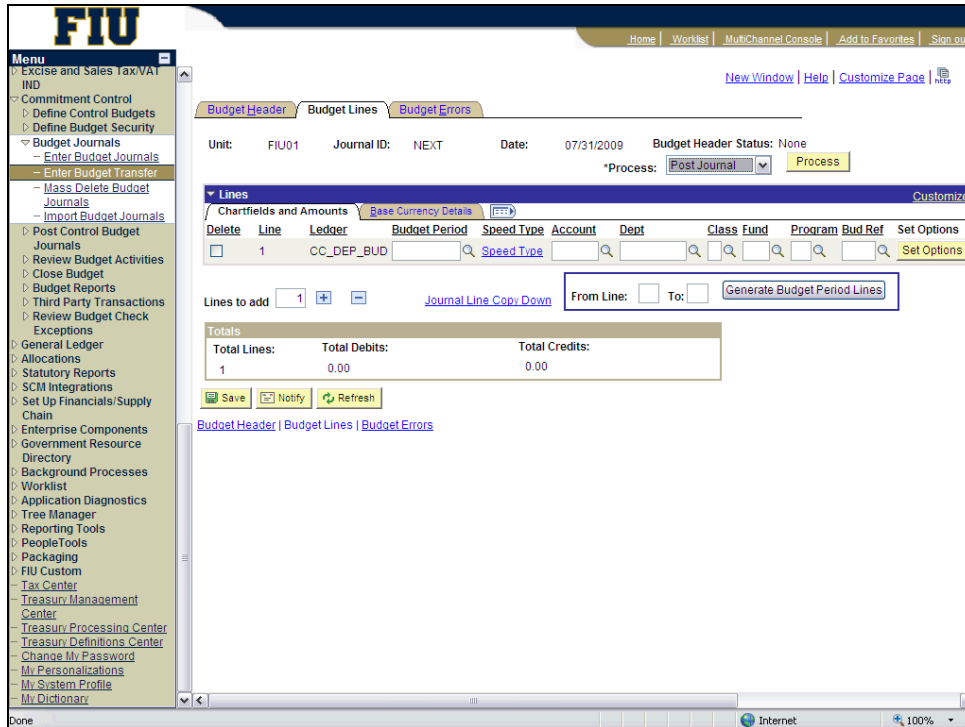
Step	Action
10.	Click the Transfer Adjustment list item. <div style="border: 1px solid black; padding: 2px; display: inline-block;">Transfer Adjustment</div>



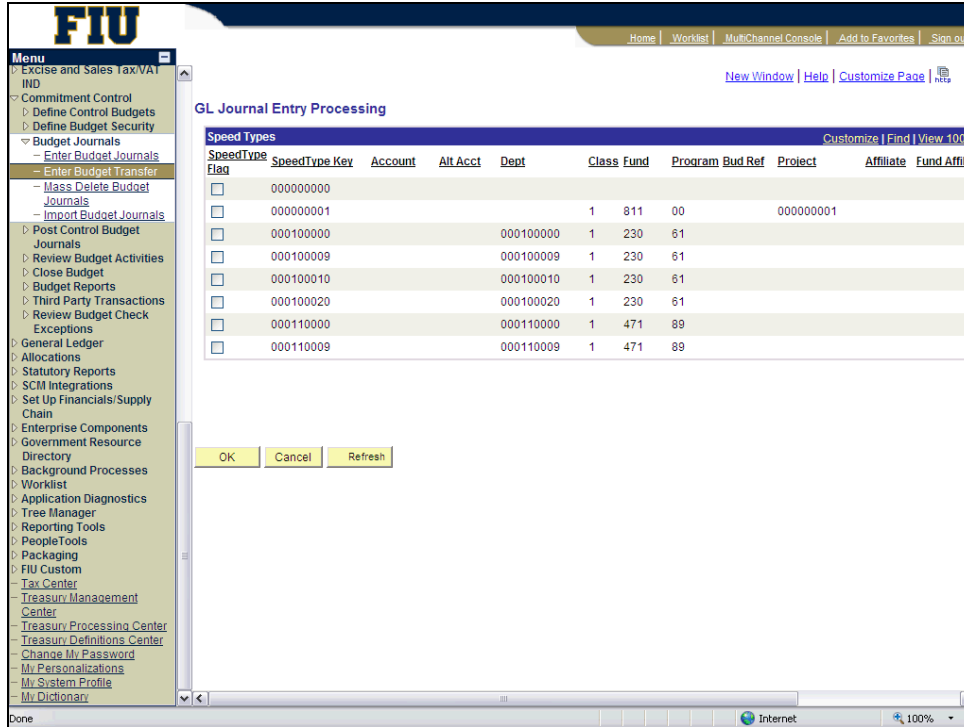
Step	Action
11.	<p>Enter the desired information into the Long Description field. Enter "Budget transfer to clear deficit. Your Name Here.".</p> <p>Always make sure that you type in your name along with the description in this field. This will help identify the initiator of the budget transfer. e</p>
12.	<p>Click the Budget Lines tab.</p> <p>Budget Lines</p>

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Step	Action
13.	Enter the desired information into the Budget Period field. Enter " 2010 ".
14.	Click an entry in the Speed Type column. Speed Type




GL Journal Entry Processing

Speed Types

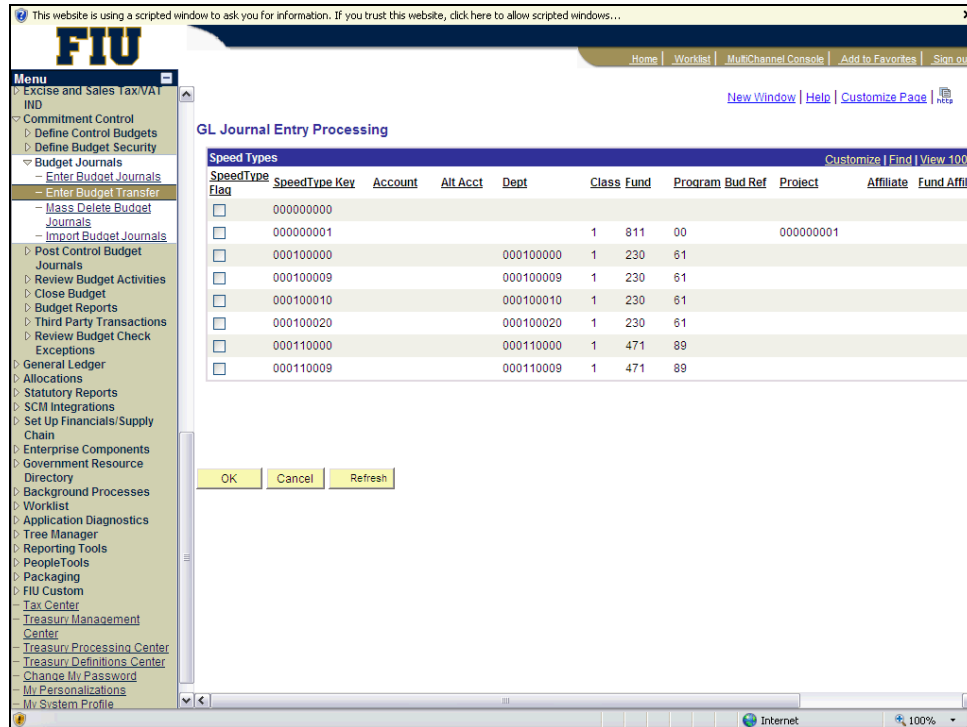
SpeedType	SpeedType Key	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	Project	Affiliate	Fund Affil
<input type="checkbox"/>	000000000										
<input type="checkbox"/>	000000001				1	811	00		000000001		
<input type="checkbox"/>	000100000			000100000	1	230	61				
<input type="checkbox"/>	000100009			000100009	1	230	61				
<input type="checkbox"/>	000100010			000100010	1	230	61				
<input type="checkbox"/>	000100020			000100020	1	230	61				
<input type="checkbox"/>	000110000			000110000	1	471	89				
<input type="checkbox"/>	000110009			000110009	1	471	89				

OK Cancel Refresh

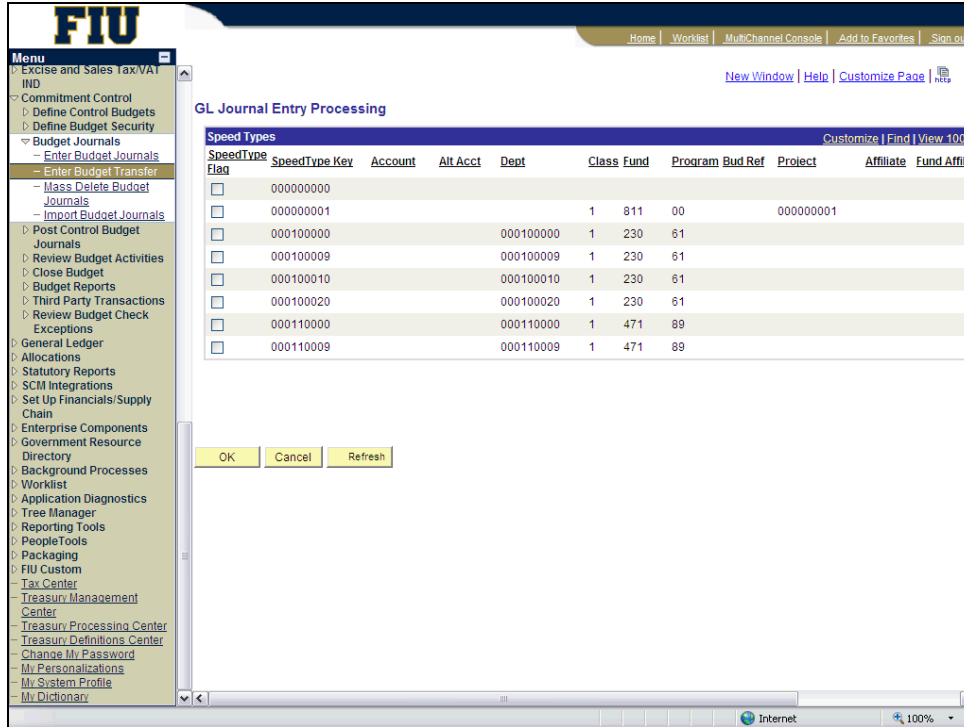
Step	Action
15.	Click the Find link. 

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Step	Action
16.	Click the Pop-up blocked . To see this pop-up or additional options click button.
17.	Click the Temporarily Allow Scripted Windows menu. <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 5px 0;">Temporarily Allow Scripted Windows</div> <p>or</p> Press [T] .




GL Journal Entry Processing

Speed Types

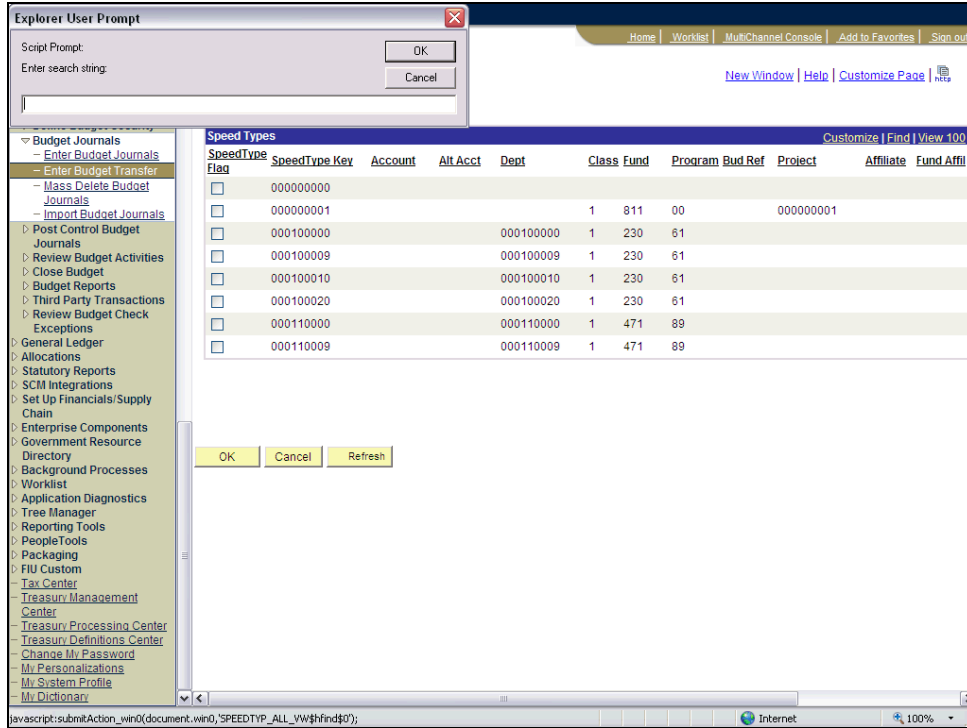
SpeedType Flag	SpeedType Key	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	Project	Affiliate	Fund Affil
<input type="checkbox"/>	000000000										
<input type="checkbox"/>	000000001				1	811	00		000000001		
<input type="checkbox"/>	000100000			000100000	1	230	61				
<input type="checkbox"/>	000100009			000100009	1	230	61				
<input type="checkbox"/>	000100010			000100010	1	230	61				
<input type="checkbox"/>	000100020			000100020	1	230	61				
<input type="checkbox"/>	000110000			000110000	1	471	89				
<input type="checkbox"/>	000110009			000110009	1	471	89				


OK Cancel Refresh

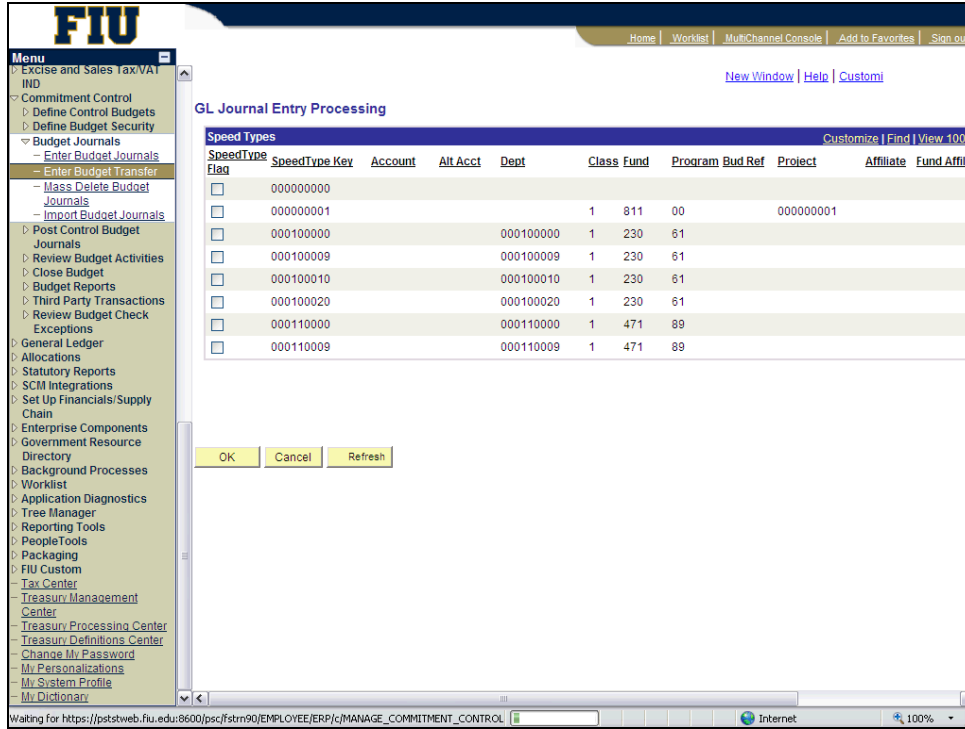
Step	Action
18.	Click the Find link. 

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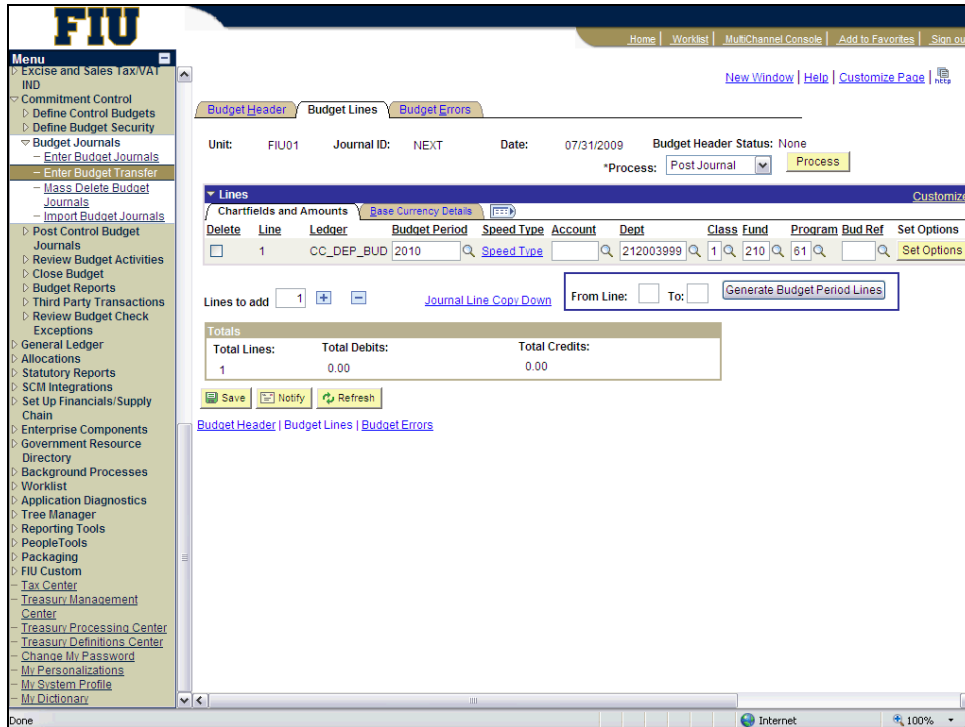
Step	Action
19.	Enter the desired information into the field. Enter "212003999" .
20.	Click the OK button. 





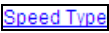


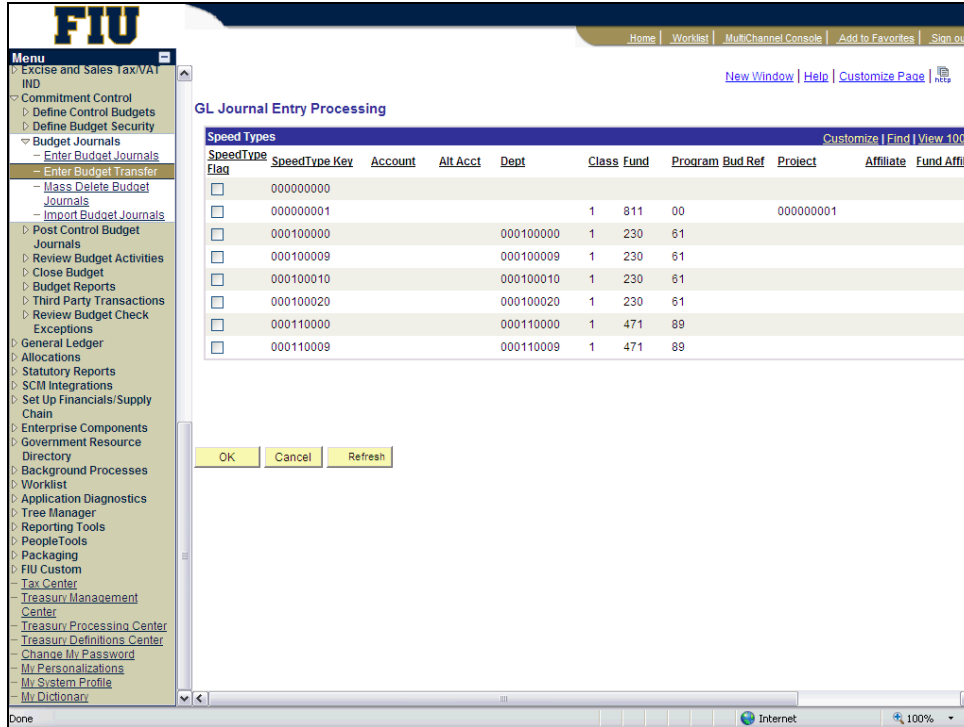
Step	Action
21.	Click the SpeedType Flag option. <input type="checkbox"/>
22.	Click the OK button. <input type="button" value="OK"/>

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
Step	Action
23.	Click the Account button. 
24.	Enter the desired information into the Account field. Enter "e".
25.	Click the Look Up button. 
26.	Click an entry in the Description column. 
27.	Click the Horizontal scrollbar.
28.	Enter the desired information into the Amount field. Enter "-5000". This field should contain the budget amount that will be transferred out of the given department.
29.	Click the Horizontal scrollbar.
30.	Click the Insert Lines button. This button will add the entered number of new budget lines. 
31.	Click an entry in the Speed Type column. 



GL Journal Entry Processing

SpeedType	SpeedType Key	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	Project	Affiliate	Fund Affil
<input type="checkbox"/>	000000000										
<input type="checkbox"/>	000000001				1	811	00		000000001		
<input type="checkbox"/>	000100000			000100000	1	230	61				
<input type="checkbox"/>	000100009			000100009	1	230	61				
<input type="checkbox"/>	000100010			000100010	1	230	61				
<input type="checkbox"/>	000100020			000100020	1	230	61				
<input type="checkbox"/>	000110000			000110000	1	471	89				
<input type="checkbox"/>	000110009			000110009	1	471	89				

Buttons: OK, Cancel, Refresh

Step	Action
32.	Click the Find link. 

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Explorer User Prompt

Script Prompt:

Enter search string:

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

[New Window](#) | [Help](#) | [Customize Page](#) |

Budget Journals Customize | Find | View 100

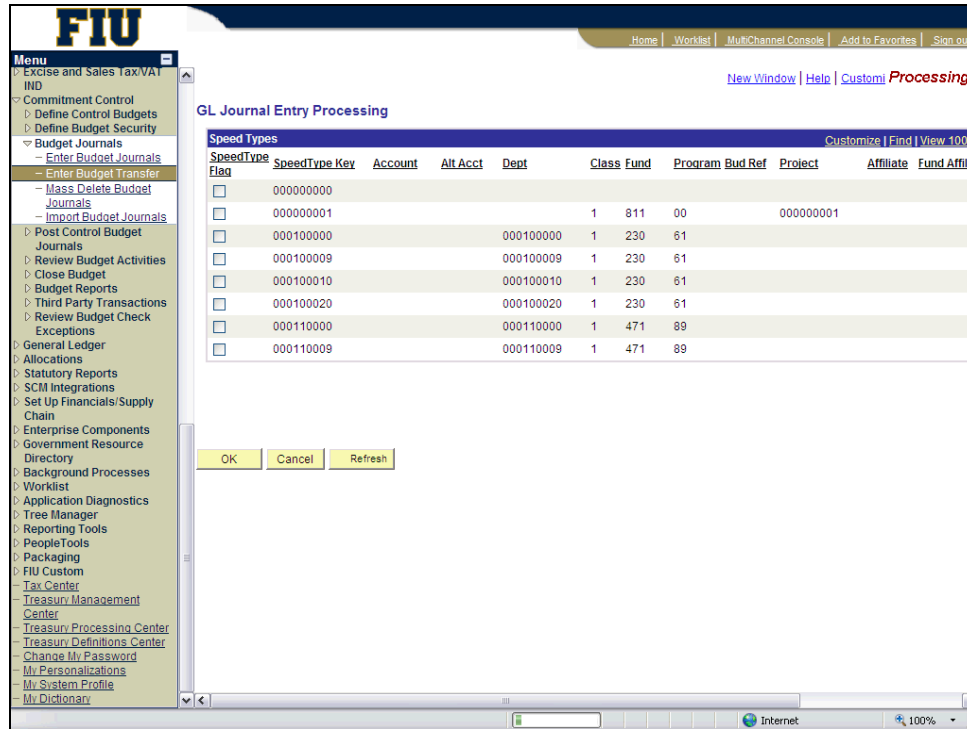
- Enter Budget Journals
 - Enter Budget Transfer
 - Mass Delete Budget Journals
 - Import Budget Journals
- ▷ Post Control Budget Journals
- ▷ Review Budget Activities
- ▷ Close Budget
- ▷ Budget Reports
- ▷ Third Party Transactions
- ▷ Review Budget Check Exceptions
- ▷ General Ledger
 - ▷ Allocations
 - ▷ Statutory Reports
 - ▷ SCM Integrations
 - ▷ Set Up Financials/Supply Chain
 - ▷ Enterprise Components
 - ▷ Government Resource Directory
 - ▷ Background Processes
 - ▷ Worklist
 - ▷ Application Diagnostics
 - ▷ Tree Manager
 - ▷ Reporting Tools
 - ▷ PeopleTools
 - ▷ Packaging
 - ▷ FIU Custom
 - Tax Center
 - Treasury Management Center
 - Treasury Processing Center
 - Treasury Definitions Center
 - Change My Password
 - My Personalizations
 - My System Profile
 - My Dictionary

Speed Type Flag	SpeedType Key	Account	Alt Acct	Dept	Class	Fund	Program	Bud Ref	Project	Affiliate	Fund Affil
<input type="checkbox"/>	000000000										
<input type="checkbox"/>	000000001				1	811	00		000000001		
<input type="checkbox"/>	000100000			000100000	1	230	61				
<input type="checkbox"/>	000100009			000100009	1	230	61				
<input type="checkbox"/>	000100010			000100010	1	230	61				
<input type="checkbox"/>	000100020			000100020	1	230	61				
<input type="checkbox"/>	000110000			000110000	1	471	89				
<input type="checkbox"/>	000110009			000110009	1	471	89				

javascript:submitAction_win0(document.win0,'SPEEDTYP_ALL_WW'+'\$find\$0?);

Internet 100%

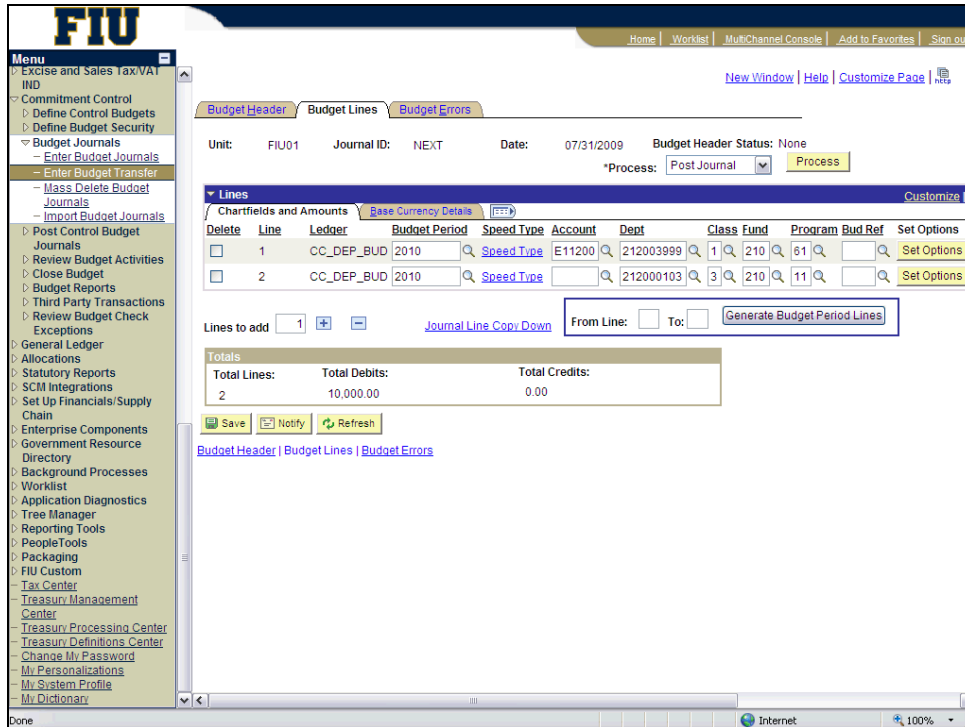
Step	Action
33.	Enter the desired information into the field. Enter " 212000103 ".
34.	Click the OK button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">OK</div>


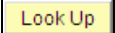



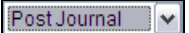


Step	Action
35.	Click the SpeedType Flag option. <input type="checkbox"/>
36.	Click the OK button. <input type="button" value="OK"/>

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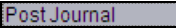


Step	Action
37.	Click the Account button. 
38.	Enter the desired information into the Account field. Enter "e".
39.	Click the Look Up button. 
40.	Click an entry in the Description column. 
41.	Click the Horizontal scrollbar.
42.	Enter the desired information into the Amount field. Enter "5000". Enter the amount that will be transferred to this department.
43.	Click the Horizontal scrollbar.
44.	
45.	Click the Save button. 
46.	Click the Process list. 



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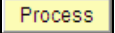
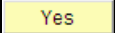

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Step	Action
47.	Click the Post Journal list item. 

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Step	Action
48.	Click the Process button. 
49.	Click the Yes button. 
50.	Click the Home link. 
51.	Congratulations. You have successfully Created a Budget Transfer. End of Procedure.