

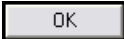
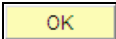
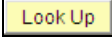



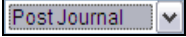
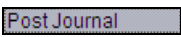
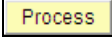
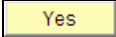



Creating a Budget Transfer

| | |
|-----|---|
| 1. | Click the Vertical scrollbar. |
| 2. | Click the Commitment Control link.  |
| 3. | Click the Budget Journals link.  |
| 4. | Click the Enter Budget Transfer link.  |
| 5. | Click the Add button.  |
| 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.  |
| 10. | Click the Transfer Adjustment list item.  |
| 11. | Enter the desired information into the Long Description field. Enter a valid value e.g. " Budget transfer to clear deficit. Your Name Here. ". 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 |
| 12. | Click the Budget Lines tab.  |
| 13. | Enter the desired information into the Budget Period field. Enter a valid value e.g. " 2010 ". |
| 14. | Click an entry in the Speed Type column.  |
| 15. | Click the Find link.  |
| 16. | Click the Pop-up blocked. To see this pop-up or additional options click button. |
| 17. | Click the Temporarily Allow Scripted Windows menu.  |

| | |
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| 18. | Click the Find link.  |
| 19. | Enter the desired information into the field. Enter a valid value e.g. " 212003999 ". |
| 20. | Click the OK button.  |
| 21. | Click the SpeedType Flag option. <input type="checkbox"/> |
| 22. | Click the OK button.  |
| 23. | Click the Account button.  |
| 24. | Enter the desired information into the Account field. Enter a valid value e.g. " 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 a valid value e.g. " -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.  |
| 32. | Click the Find link.  |
| 33. | Enter the desired information into the field. Enter a valid value e.g. " 212000103 ". |
| 34. | Click the OK button.  |
| 35. | Click the SpeedType Flag option. <input type="checkbox"/> |
| 36. | Click the OK button.  |
| 37. | Click the Account button.  |
| 38. | Enter the desired information into the Account field. Enter a valid value e.g. " e ". |

| | |
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| 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 a valid value e.g. " 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.  |
| 47. | Click the Post Journal list item.  |
| 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. |