Performing a Budget Transfer

Angelo State University – Budget Office 942-2517
September 2009

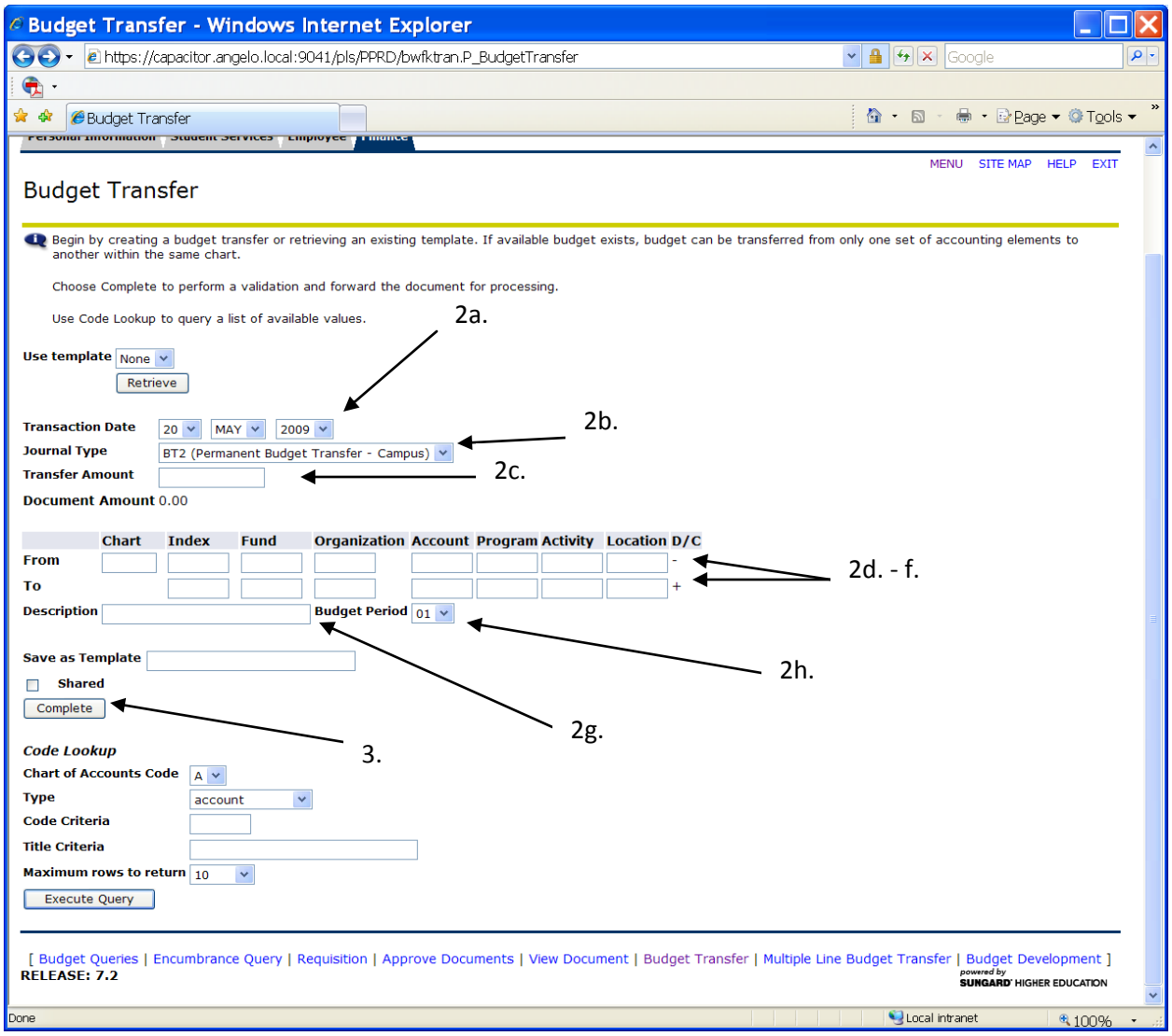
Overview:

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

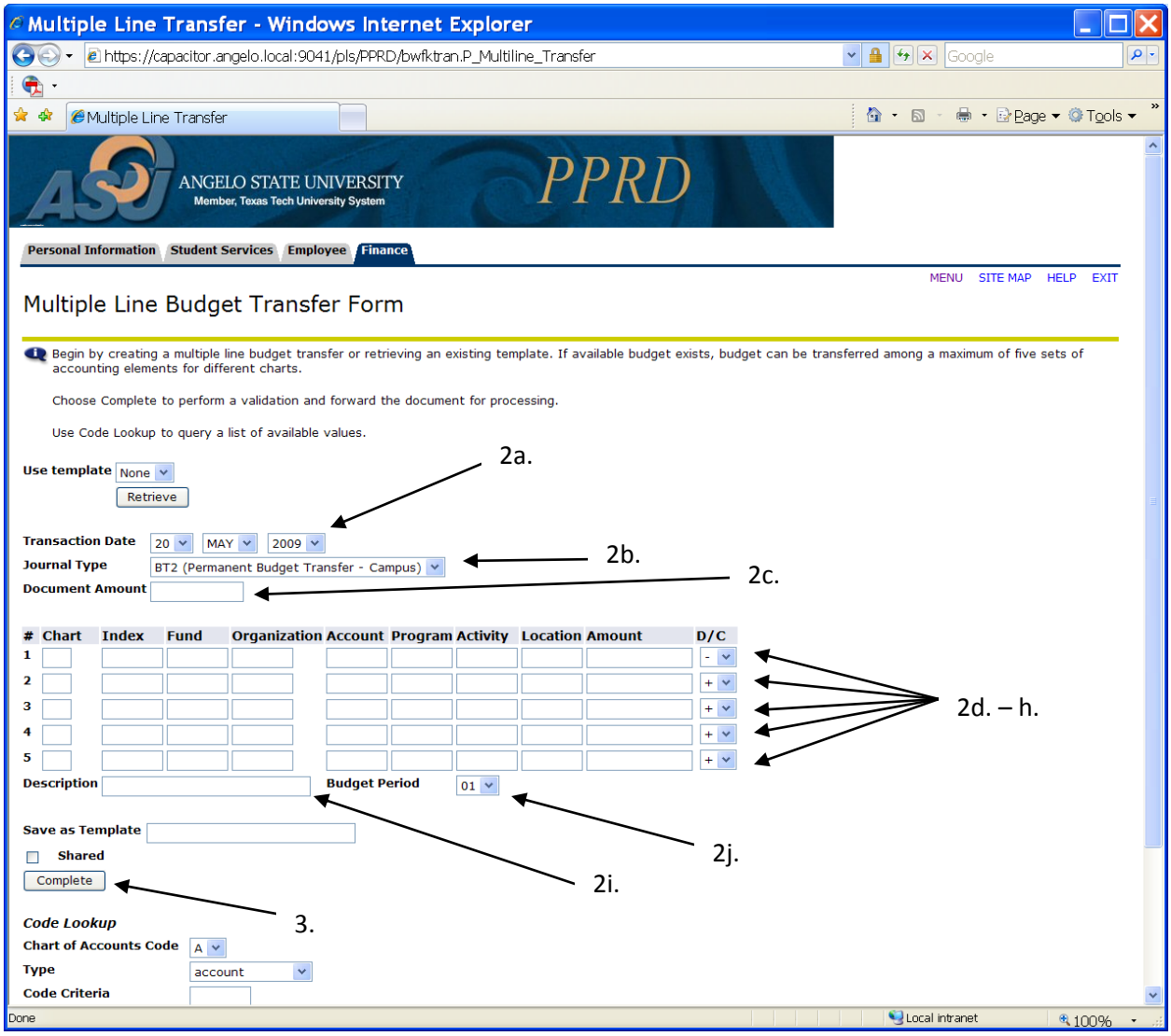
Procedure for the Budget Transfer Form:

1. Click on **Budget Transfer** from the Finance menu (in RamPort, Work Life tab) 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
MENU SITE MAP HELP EXIT
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.
2a.
Use template None
Retrieve
Transaction Date 20 MAY 2009
2b.
Journal Type BT2 (Permanent Budget Transfer - Campus)
Transfer Amount
2c.
Document Amount 0.00
Chart Index Fund Organization Account Program Activity Location D/C
From
To
2d. - f.
Description
Budget Period 01
2h.
Save as Template
Shared
Complete
2g.
3.
Code Lookup
Chart of Accounts Code A
Type account
Code Criteria
Title Criteria
Maximum rows to return 10
Execute Query
[Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development]
RELEASE: 7.2
powered by SUNGARD HIGHER EDUCATION
Done
Local intranet
100%

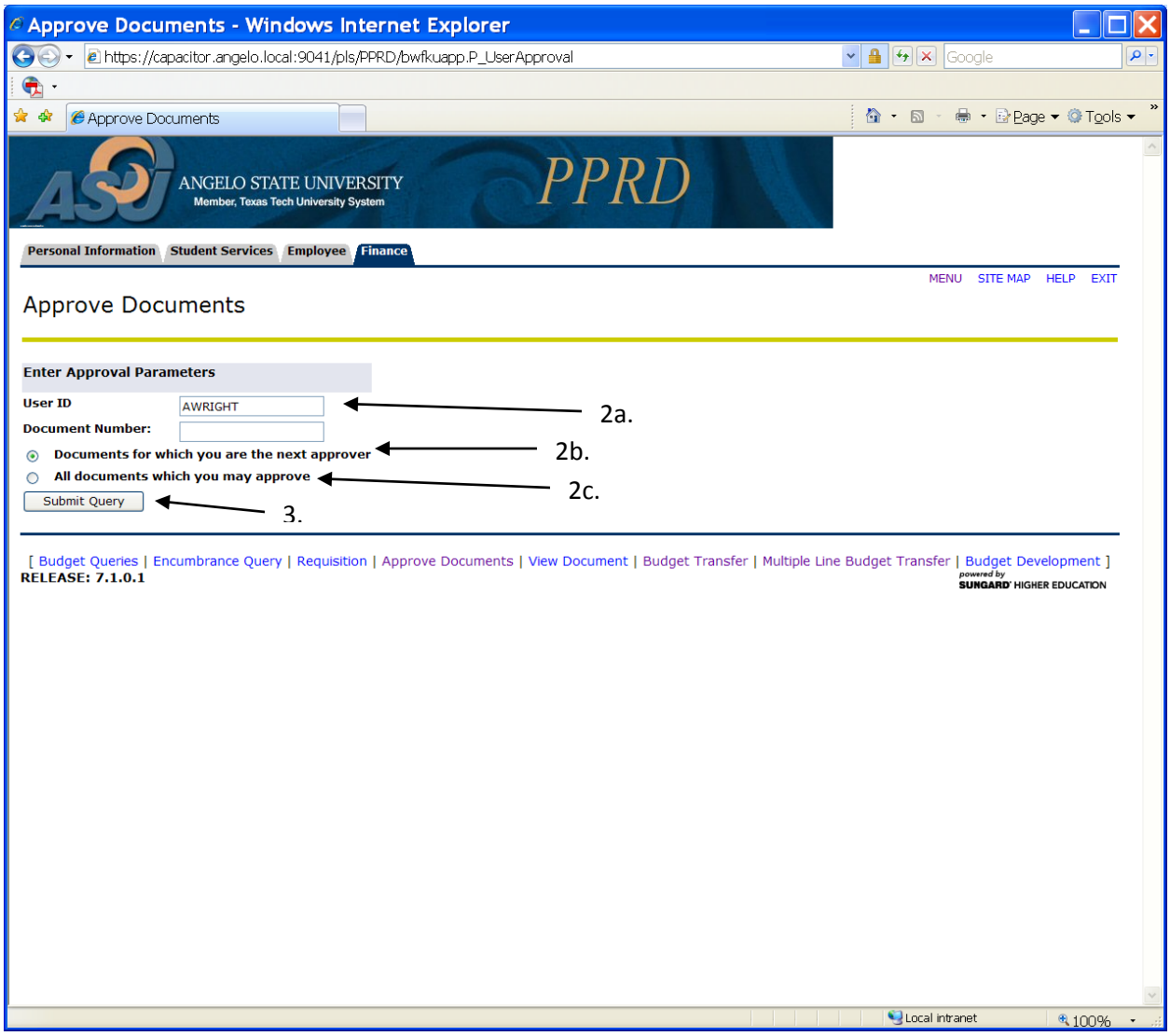
Procedure for the Multiple Line Budget Transfer Form:

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.

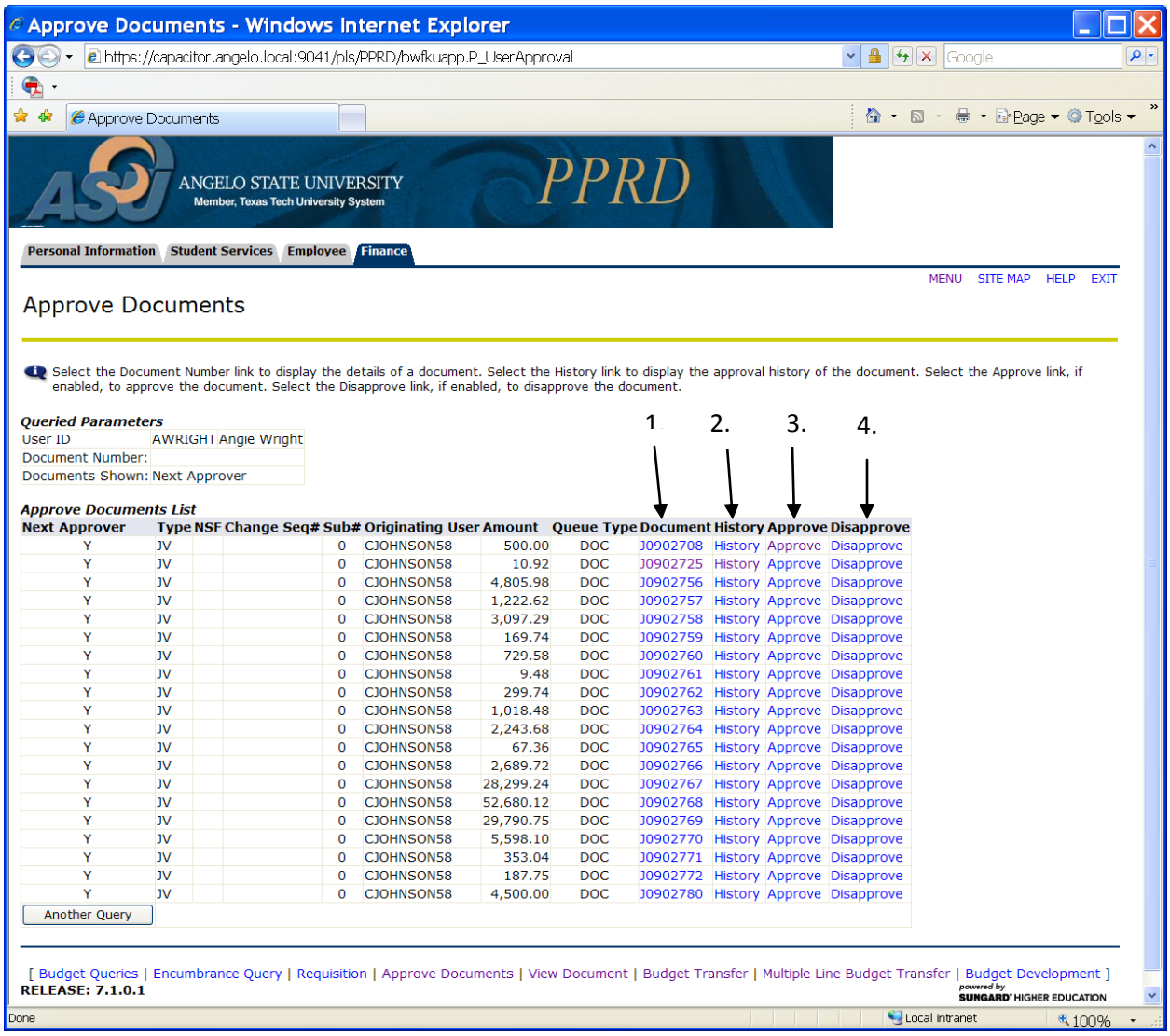

Multiple Line Transfer - Windows Internet Explorer
https://capacitor.angelo.local:9041/pls/PPRD/bwfktran.P_Multiline_Transfer
Multiple Line Transfer
ANGELO STATE UNIVERSITY
Member, Texas Tech University System
PPRD
Personal Information
Student Services
Employee
Finance
MENU
SITE MAP
HELP
EXIT
Multiple 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
None
Retrieve
2a.
Transaction Date
20
MAY
2009
Journal Type
BT2 (Permanent Budget Transfer - Campus)
2b.
Document Amount
2c.
Chart Index Fund Organization Account Program Activity Location Amount D/C
1
2
3
4
5
2d. – h.
Description
Budget Period
01
Save as Template
Shared
Complete
2i.
2j.
3.
Code Lookup
Chart of Accounts Code
A
Type
account
Code Criteria
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.

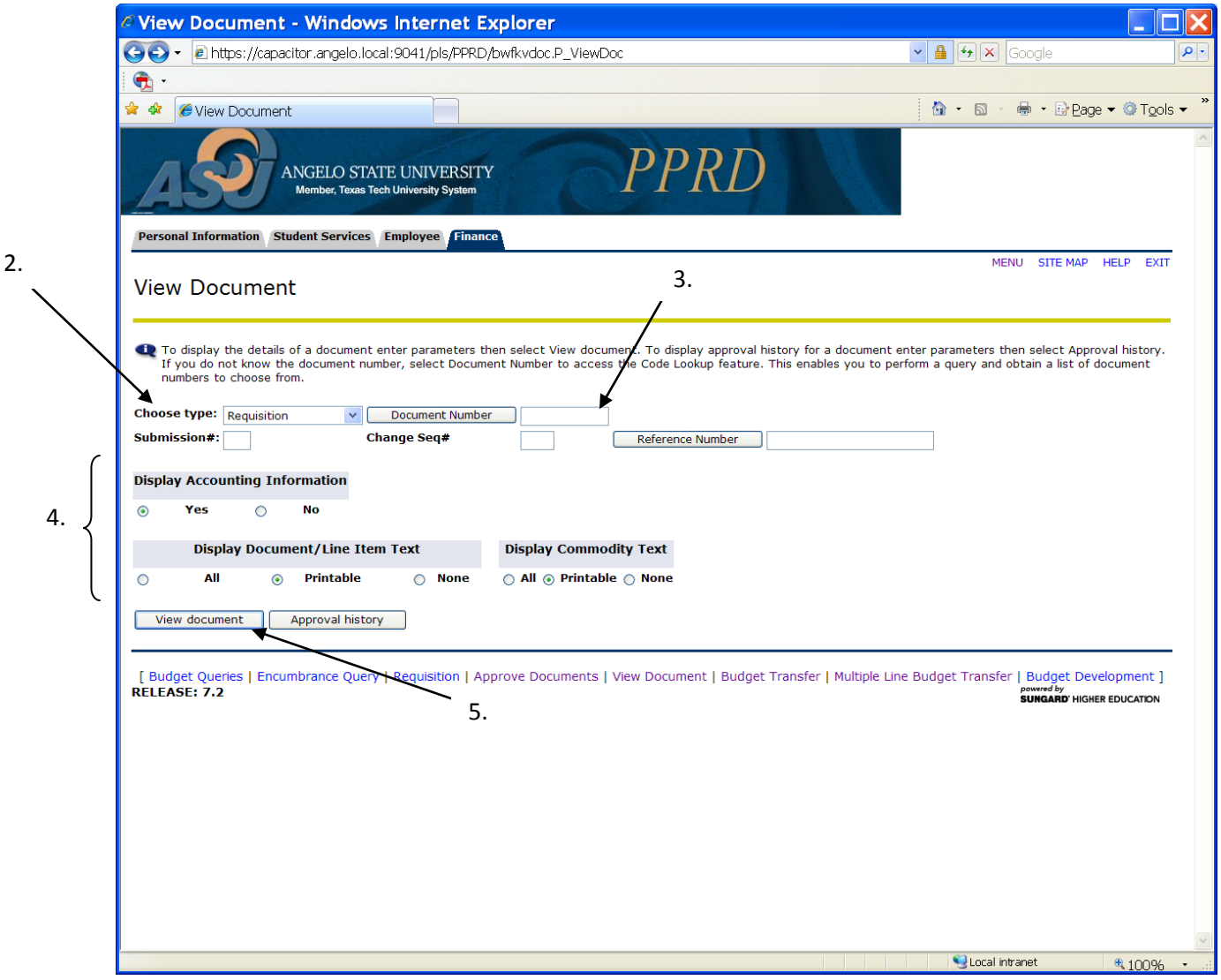


1. Select the document ID to see the details of the document.
2. To check on the status of a document still in process, click on the History link.
3. To approve a document.
    a. Select the document you would like to approve by clicking the Approve link.
    b. Click the Approve Document button.
4.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



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.



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