

Financial
System
Upgrade
Changes

WHAT'S NEW

BUDGET TRANSFERS

Last Updated – 6/30/2008



Budget Transfers

Changes to Look for

- Navigation
- Budget Entry Type = Transfer Adjustment
- To and From entries all on one page

Conversion Notes

- Active SpeedCharts are converted using the 7.5 SpeedChart value
- Travel Budget Account changed from 12500 to 13000

General Upgrade Changes

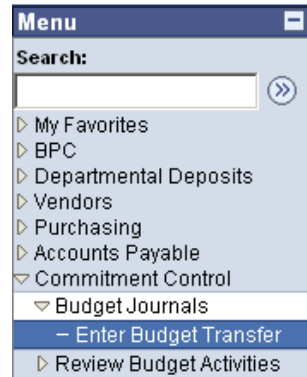
- Shared data tables for the followings:
 - Chartfields – Account, Fund, Deptid/Cost Center

Budget Transfers

➤ Menu Navigation:

Budget Journals are found under Commitment

Commitment Control – Budget Journals –
Enter Budget Transfer



➤ Add a Budget Transfer:

Enter a new transfer using today's date

Enter Budget Transfer

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

Business Unit:

Journal ID:

Journal Date:

Add

➤ Start with the Budget Header:

- Ledger Group = ORG
- Budget Entry Type = Transfer Adjustment

Budget Header | Budget Lines | Budget Errors

Unit: UKANS Journal ID: NEXT Date: 06/27/2008

'Ledger Group:

Control ChartField: Fund Code Fiscal Year: 2008 Period: 12

Budget Header Status: None 'Currency:

'Budget Entry Type:

Rate Type:

Exchange Rate:

Long Description:
this field is DESCR on KK_BUDGET_HDR for reporting purposes

- Move to the Budget Lines page to complete the transfer:

Budget Header
Budget Lines
Budget Errors

Unit: UKANS **Journal ID:** NEXT **Date:** 06/27/2008 **Budget Header Status:** None

Lines										
Chartfields and Amounts										
Delete	Line	Error Ledger	Ref	Account	Fund	Dept	Bud Ref	Amount	Journal Line Description	
<input type="checkbox"/>	1	ORG_BD	C0001	12000	700	1510000	2008	-2,500.00	Travel xfer for JH	
<input type="checkbox"/>	2	ORG_BD	C0001	13000	700	1510000	2008	2,500.00	Travel xfer for JH	

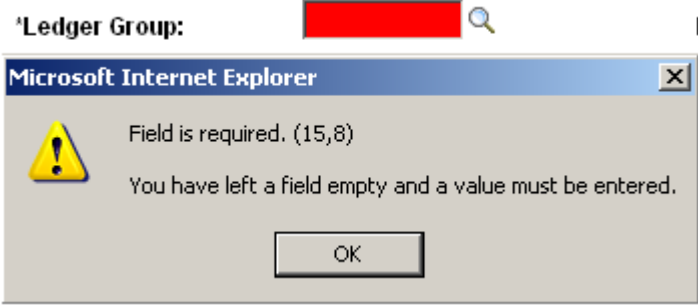

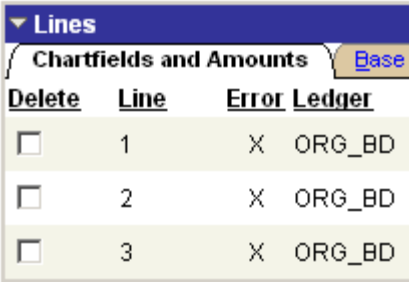
- Additional Lines can be added as needed: Lines to add

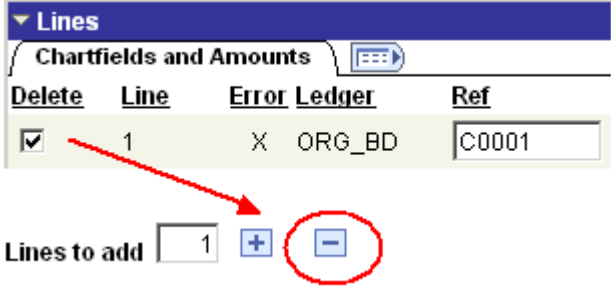
- All budget transfers must balance (Total Debits = Total Credits) to save the transaction:

Totals		
Total Lines:	Total Debits:	Total Credits:
2	2,500.00	2,500.00

- Save the pending Budget Transfer:

Notes to Budget Transfers

<p>Ledger Group required to move to the Budget Lines page.</p> <p>Ledger Group = ORG</p>																	
<p>Journals must be balanced to post the transfer.</p>																	
<p>Budget Header Status change based on current status of the transfer:</p> <p>Budget not yet saved or saved successfully</p> <p>Debits don't equal Credits when saved</p> <p>Chartfield String is not acceptable</p> <p>Transfer posted successfully</p>	<p>Budget Header Status: None</p> <p>Budget Header Status: Not Balanced</p> <p>Budget Header Status: Error</p> <p>Budget Header Status: Posted</p>																
<p>Journals with errors will be noted on the individual line. Those lines need to be reviewed and corrected, or deleted.</p>	 <table border="1"> <thead> <tr> <th>Delete</th> <th>Line</th> <th>Error</th> <th>Ledger</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>1</td> <td>X</td> <td>ORG_BD</td> </tr> <tr> <td><input type="checkbox"/></td> <td>2</td> <td>X</td> <td>ORG_BD</td> </tr> <tr> <td><input type="checkbox"/></td> <td>3</td> <td>X</td> <td>ORG_BD</td> </tr> </tbody> </table>	Delete	Line	Error	Ledger	<input type="checkbox"/>	1	X	ORG_BD	<input type="checkbox"/>	2	X	ORG_BD	<input type="checkbox"/>	3	X	ORG_BD
Delete	Line	Error	Ledger														
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<input type="checkbox"/>	2	X	ORG_BD														
<input type="checkbox"/>	3	X	ORG_BD														

<p>To remove a specific journal line, check the delete box on the line and click the remove line icon.</p>	
<p>Saved journals, containing no line errors will be posted several times during the day, automatically.</p> <p>Users can post a journal on the journal, but the process may take several minutes, during which other financial system activities can not be performed</p>	<p>'Process: Post Journal Process</p> <p>Are you sure that you want to post this journal? (5010,45)</p> <p>Yes No</p> <p><i>Processing</i></p>