HOW TO PRE-POST A BUDGET TRANSFER

BUSINESS SCENARIO

Scenario

It becomes apparent that one funds center is running short of funds. An administrative manager wishes to transfer budget from a different funds center and make it available to the other. The administrative manager needs to pre-post the budget transfer for approval from the Budget Office.

TRANSACTION CODE

FMBB – Budgeting Workbench

PROCEDURE

- Logon to the SAP system.
- Open your Favorites – BCS Transactions folder and click on the FMBB transaction.

Note: If you get a pop-up box to enter a layout, enter layout variant - SSHE
This will bring up the *Budgeting Workbench – Create Document*. Your screen will appear as follows including a breakdown of each area of the entry form.

**Personal documents tree.** This will contain any documents you have preposted or put on hold. This can be turned on/off using the icon.

**Budget Header information.** This can be turned on/off using this icon.

**This is the body of the budget transfer.** Transfers can now be made between multiple funds and can include text for each line item.

**Note:** Your screen may look slightly different until after you select *Transfer* as your process.
Complete the Budgeting Workbench *Header Data* information.

1. **Process**: will always be Transfer – when Transfer is selected, screen will change appearance
2. **Budget Category**: will always be Payment
3. **Version**: will always be 0
4. **Document type**: will always be BGT – when entered, screen will change as above
5. **Document Date**: enter today’s date (If transfer is taking place at year end, back date the transfer to 6/30/XX)
6. **Sender Fiscal Year**: will be the current fiscal year. The fiscal year MUST be the same as what is entered in #9. Current fiscal year will always be the last two numbers of the fiscal year, e.g. 2008-09 = 2009; 2009-10 = 2010
7. **Sender Period**: change to 001. *The default is ALL*. (split between 12 periods)
8. **Sender Budget Type**: will always be NREC (Non-Recurring)
9. **Receiver Fiscal Year**: will default from the Sender fiscal year.
10. **Receiver Period**: change to 001. *The default is ALL*. (split between 12 periods)
11. **Receiver Budget Type**: will always be NREC (Non-Recurring)
Complete the Budgeting Workbench Body line items.

1. +/-: enter “-” to indicate the funds center the funds are being transferred FROM. Enter “+” to indicate the funds center the funds are being transferred TO.

2. Funds Center: enter the funds center number for each line item.

3. Commitment Item: enter the appropriate commitment item for each line item.
   - Non-Personnel - Transfer to/from the pool
   - 901 – Transfer to/from personnel expense reserve
   - 902 – Transfer to/from operating expense reserve
   - 903 – Transfer to/from capital expense reserve
   - 510580 – Transfer to/from student wages (NOTE: Student wage budgets can only be transferred TO other student wage budgets.)

4. Amount: enter dollar amount you want to transfer. Enter only as positive amounts.

5. Text: enter a description for each line item. See below for example:

<table>
<thead>
<tr>
<th>Lines</th>
<th>Document Line</th>
<th>+/-</th>
<th>Fund</th>
<th>Funds Center</th>
<th>Commitment Item</th>
<th>Functional Area</th>
<th>Amount (USD)</th>
<th>Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>000001</td>
<td>-</td>
<td></td>
<td>6011000000</td>
<td>60111411000</td>
<td>NON-PERSONNEL</td>
<td>BOGT</td>
<td>500.00</td>
<td>To Bgt Reserve for Bookshelf</td>
</tr>
<tr>
<td>000002</td>
<td>+</td>
<td></td>
<td>6011000000</td>
<td>60111411000</td>
<td>902</td>
<td>BOGT</td>
<td>500.00</td>
<td>From Operating for Bookshelf</td>
</tr>
</tbody>
</table>

SPECIAL NOTES:
- You no longer need to enter the fund or functional area on the budget transfer entry. These fields will default based on the funds center entered.
- You may process transfers between different funds on the same budget transfer entry.
- You may enter a different description on each line item of the budget transfer entry.

ICONS:
- Insert row(s)
- Delete row(s)
- Duplicate a row
- Sort rows in ascending order depending on column selected
- Sort rows in descending order depending on column selected
- Adds a total for the amount column
Once you have verified that you have no errors, click **Prepost**.
**Budgeting Workbench Personal Documents Tree**

- To turn the Personal Documents tree on or off, click **Document Overview on/off**.
- This area allows you to see any documents you have pending.
  - You can verify the status of a pre-posted document. If the document is no longer in your **Preposted** folder, it has been reviewed and posted by the Budget Office.
  - The document will appear in your **Posted** folder as soon as Budget approves.
  - You can hold documents to finalize at a later time. These will appear in your **Held** folder.

The Budget Office will then post document. It will move into your “Posted” Folder at that time.
HOLDING DOCUMENTS

- If you have not completed a transaction but need to exit the transaction to return later, BCS offers the user the ability to hold a document. Click Hold.

- Enter a name for the document and click HOLD. You can name the document anything you want as you will be the only user able to see this document.

- You may get an error message depending on how far you are in your entry. Just click the green checkmark to accept.

- The held document will appear in your personal documents tree in your Held folder.
To open the document, find it in your held documents folder and double click on the document. Revise/complete the document.

Once the budgeting workbench header and body have been completed, click to check the document.

Once you have verified that you have no errors, click . The document will move from your held folder into the “Preposted” folder.

The Budget Office will then post document. It will move into your “Posted” Folder at that time.
TO PRINT THE POSTED DOCUMENT FOR BACK UP

- Select Document – Display < - > Change

- Select Print Preview

Note: The printer name that appears when you choose local will be your own network printer.
Set the Print properties as follows:

Click the green check mark to print
## HELPFUL TIPS WHILE IN FMBB

<table>
<thead>
<tr>
<th>Tip</th>
<th>Description</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Tip:</strong> You can turn off/on the Budget Header information by using</td>
<td></td>
<td>Page 6</td>
</tr>
<tr>
<td><strong>Tip:</strong> To easily enter or delete an extra row use the following icons:</td>
<td><img src="image" alt="Highlight row by clicking the grey square to left of row. Click to insert row and to delete row." /></td>
<td>Page 8</td>
</tr>
<tr>
<td><strong>Tip:</strong> You no longer need to enter a Fund or Functional Area on the budget documents; these will both default from the Funds Center you enter. You must enter Funds Center, Commitment Item, Amount, and Text (if desired).</td>
<td></td>
<td>Page 8</td>
</tr>
<tr>
<td><strong>Tip:</strong> Line item text is now available:</td>
<td><img src="image" alt="Line item text" /></td>
<td>Page 8</td>
</tr>
<tr>
<td><strong>Tip:</strong> To Prepost (Park) the document</td>
<td><img src="image" alt="Prepost" /></td>
<td>Page 9</td>
</tr>
<tr>
<td><strong>Tip:</strong> To turn Document Overview on or off to display or not display your personal documents tree (Posted, Preposted, Undone, and Held folders)</td>
<td><img src="image" alt="Document Overview on/off" /></td>
<td>Page 10</td>
</tr>
<tr>
<td><strong>Tip:</strong> Hit green arrow back to enter a new transaction – no longer need to exit to main menu.</td>
<td><img src="image" alt="Green arrow" /></td>
<td>Page 10</td>
</tr>
<tr>
<td><strong>Tip:</strong> To Hold the document</td>
<td><img src="image" alt="Hold" /></td>
<td>Page 11</td>
</tr>
</tbody>
</table>
**TIP:** When doing a Budget transfer, you can choose split screen feature as shown:

The following screen will appear on which you can separately enter your Sender amounts on the top and the Receiver amounts on the bottom. Click Merge to return to normal screen.