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.

☐ Enter FM Area – SSHE and click the green .

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. **Document type**: will always be BGT – when entered, screen will change as above
4. **Version**: will always be 0
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 Budget Type**: will always be NREC (Non-Recurring)
8. **Sender Period**: change to 001. *The default is ALL.* (split between 12 periods)
9. **Receiver Fiscal Year**: will default from the Sender fiscal year.
10. **Receiver Budget Type**: will always be NREC (Non-Recurring)
11. **Receiver Period**: change to 001. *The default is ALL.* (split between 12 periods)
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:

### 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 the 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 you have verified that you have no errors, click \(\text{Prepost}\). 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.

Click the Print icon
Set the Print properties as follows:

- Output Device: [Device Name]
- Windows printer: HP LaserJet 4250tn PS
- Number of copies: 1

Number of pages:
- Print all
- Print from page: 0
- To: 0

Click the green check mark to print.