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.

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| • Enter | FM Area – <i>SSHE</i> 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.

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Note: Your screen may look slightly different until after you select *Transfer* as your process.

Complete the Budgeting Workbench *Header Data* information.

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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.

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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:

| | Lines | | | | | | | |
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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**.

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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.

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| User | 60GLAPORTER | |
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You may get an error message depending on how far you are in your entry. Just click the green v 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 Prepost. The document will move from your held folder into the "Preposted" folder.

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□ 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*

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□ Select *Print Preview*

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Note: The printer name that appears when you choose local will be your own network printer.

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□ Set the Print properties as follows:

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