HOW TO PRE-POST A BUDGET TRANSFER

BUSINESS SCENARIO

Scenario

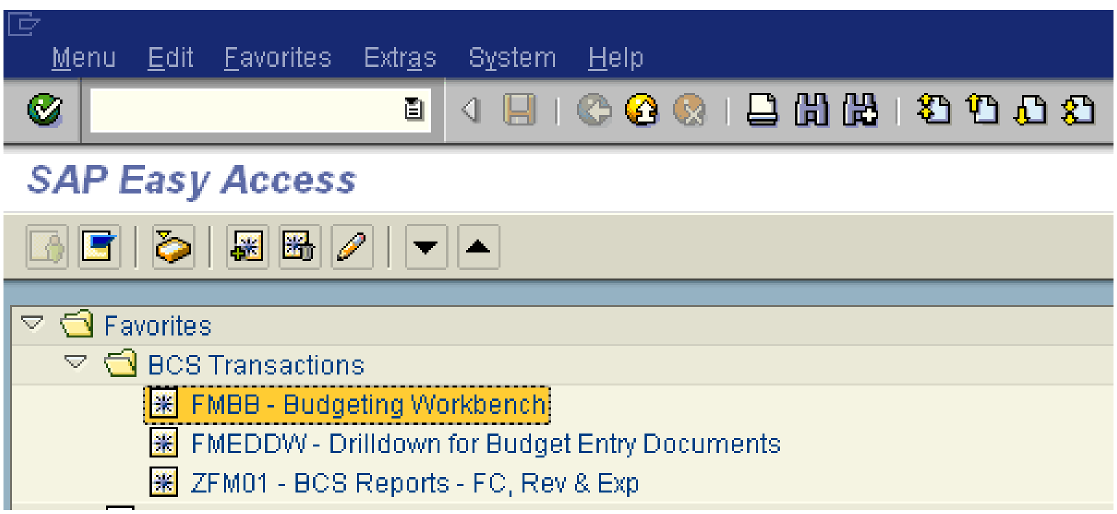
It becomes apparent that one funds center is running short of funds. An administrative manager wishes to transfer budget from a different funds center and make it available to the other. The administrative manager needs to pre-post the budget transfer for approval from the Budget Office.

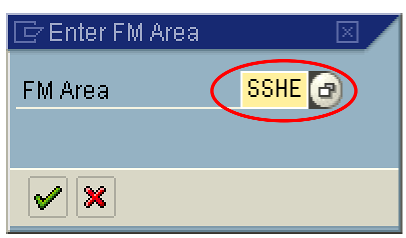
TRANSACTION CODE

FMBB – Budgeting Workbench

PROCEDURE

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

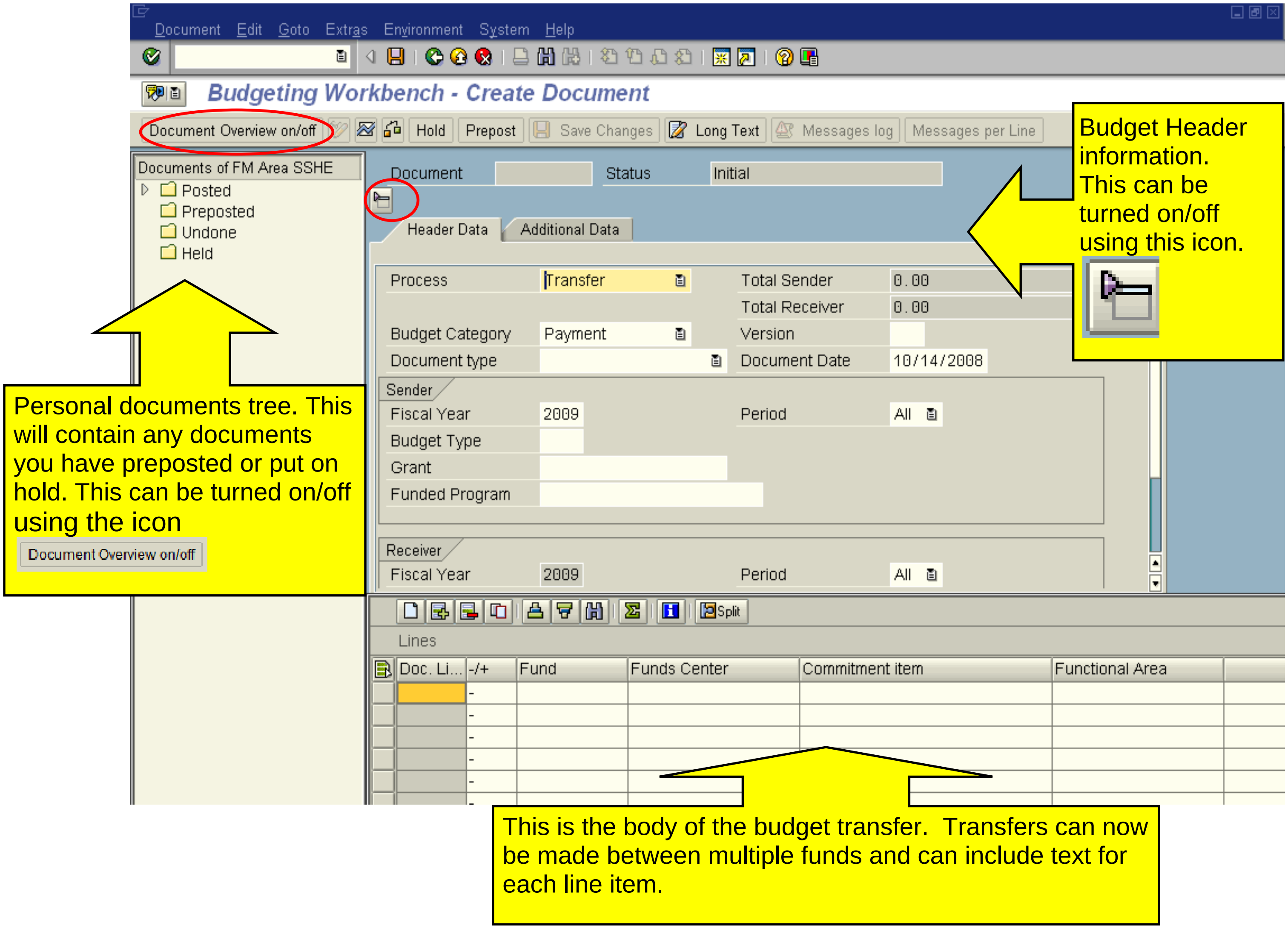


- Enter FM Area – *SSHE* 

and click the green .

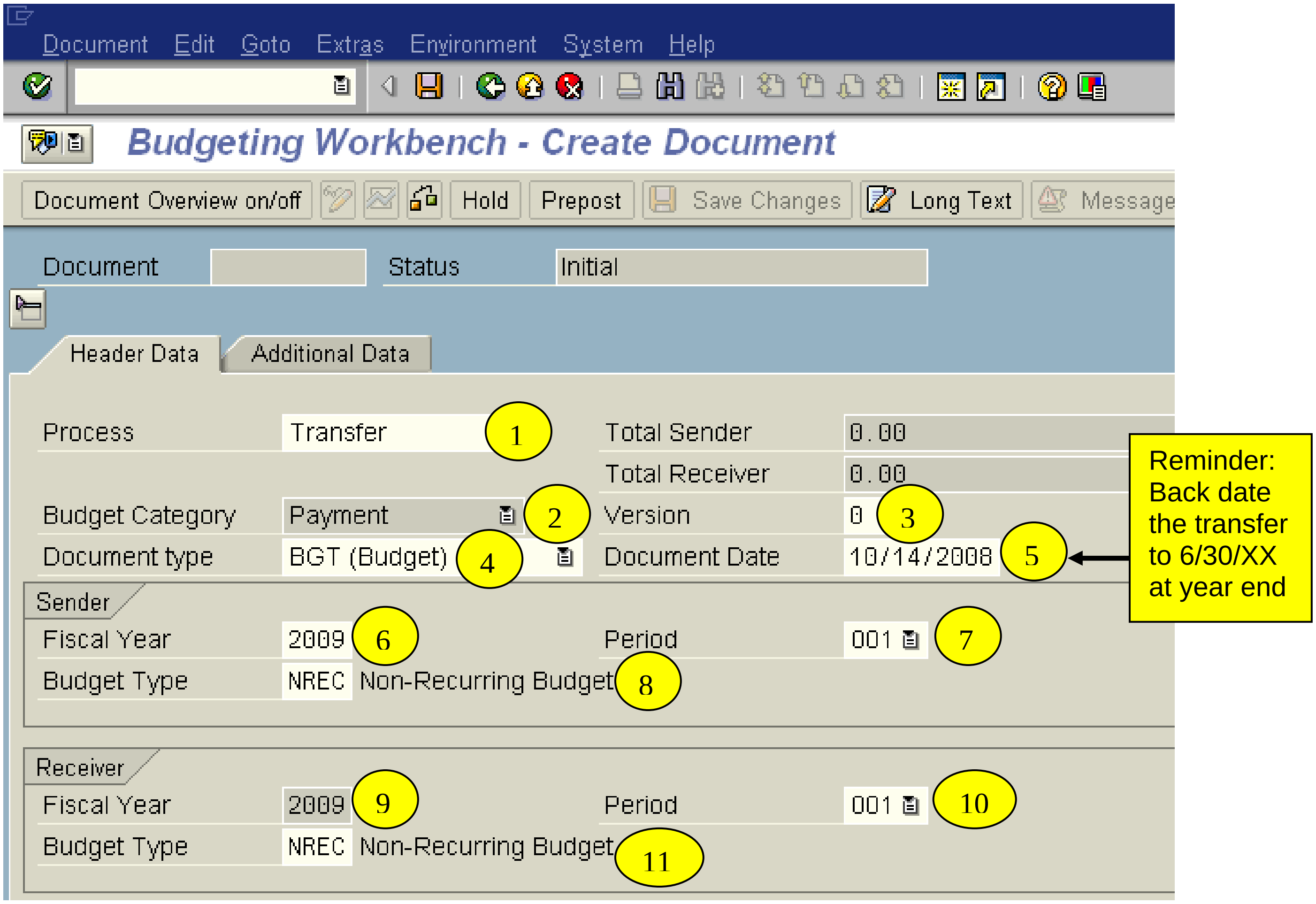
Note: If you get a pop-up box to enter a layout, enter layout variant - *SSHE*

- 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.



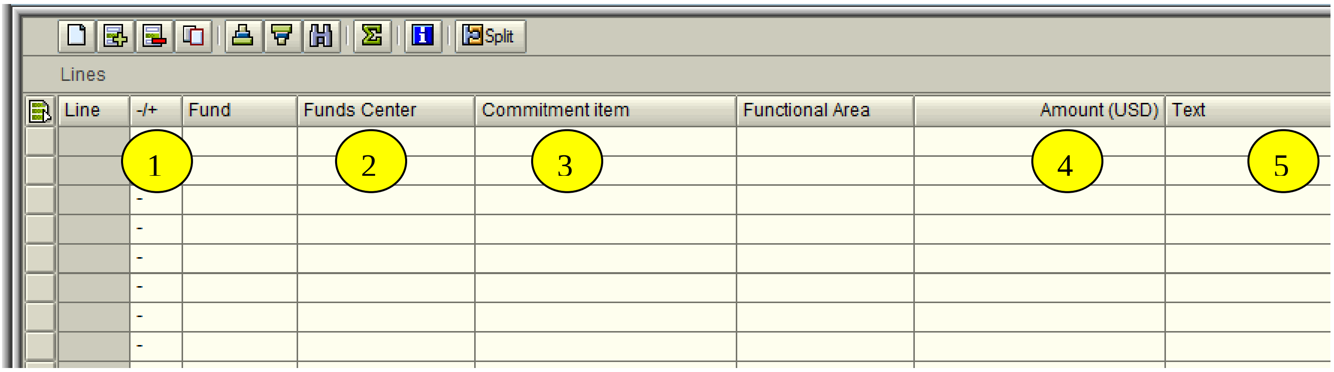
Note: Your screen may look slightly different until after you select *Transfer* as your process.

- 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:

Lines

Document Line	-/+	Fund	Funds Center	Commitment item	Functional Area	Amount (USD)	Text
000001	-	6011000000	6011411000	NON-PERSONNEL	BDGT	500.00	To Bdgt Reserve for Bookshelf
000002	+	6011000000	6011411000	902	BDGT	500.00	From Operating for Bookshelf
	-						

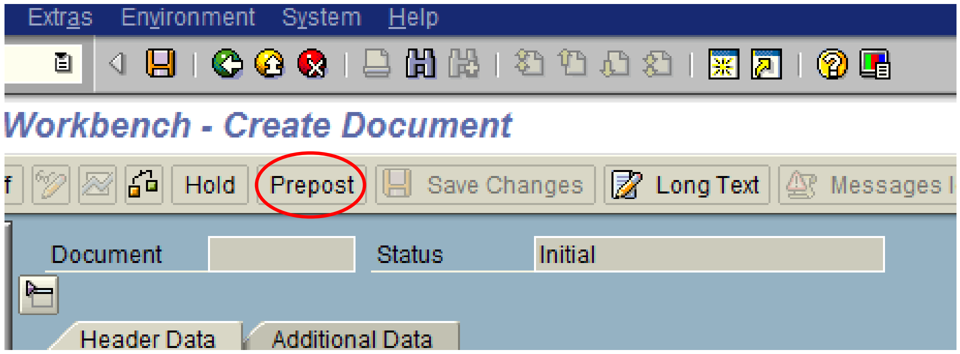
SPECIAL NOTES:

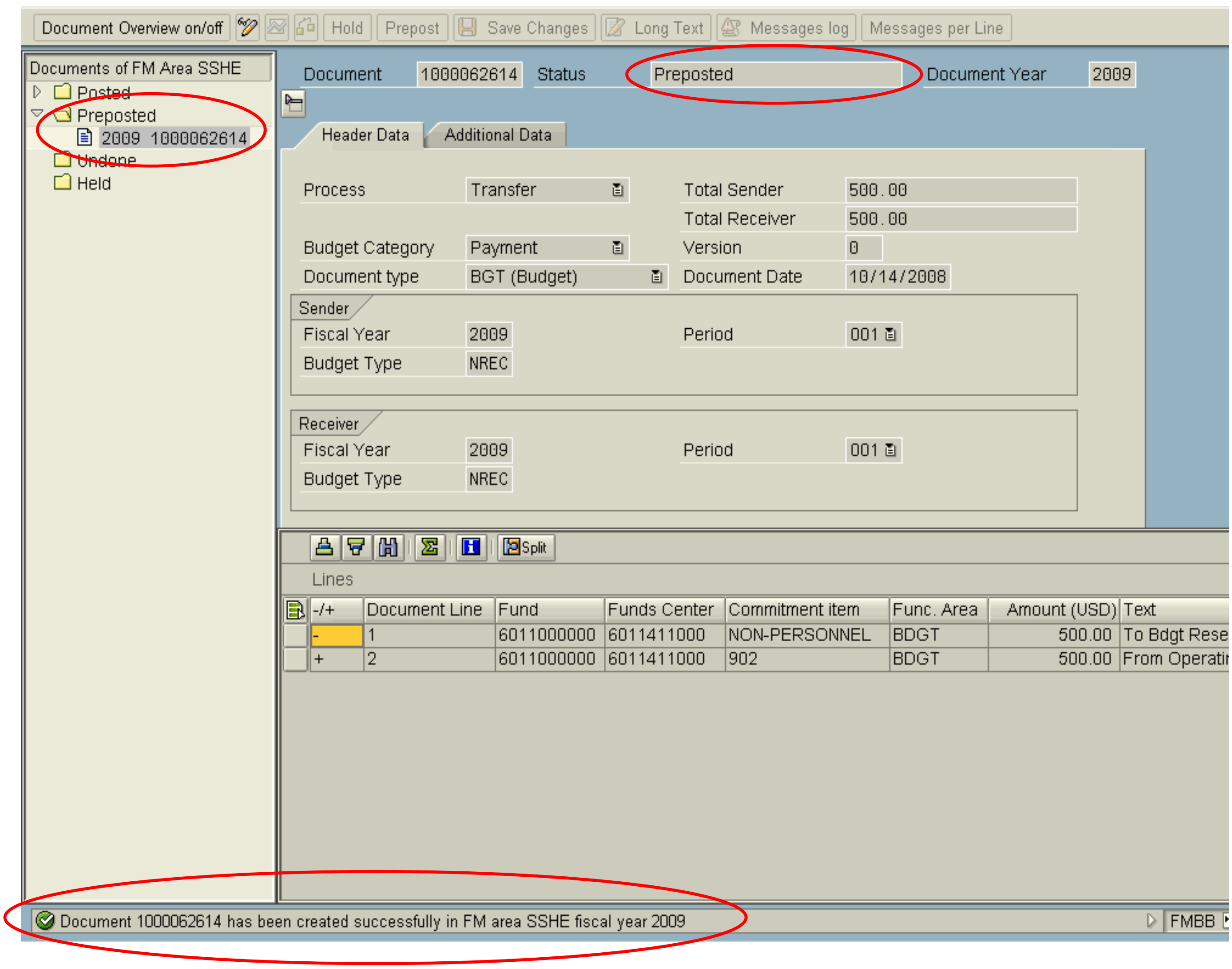
- You no longer need to enter the fund or functional area on the budget transfer entry. These fields will default based on the funds center entered.
- You may process transfers between different funds on the same budget transfer entry.
- You may enter a different description on each line item of the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

ICONS:

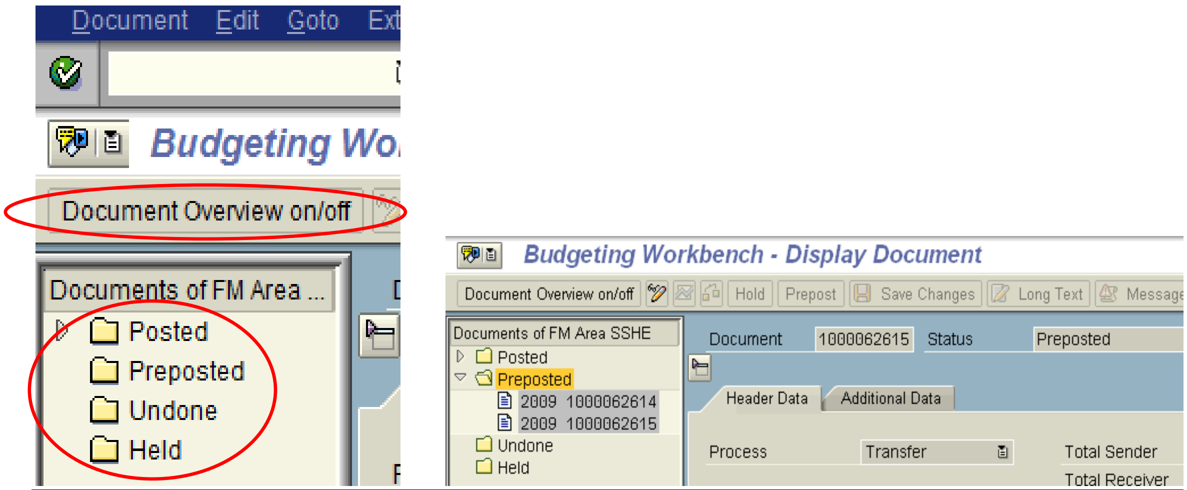
- **- Insert row(s)**
- **- Delete row(s)**
- **- Duplicate a row**
- **- Sort rows in ascending order depending on column selected**
- **- Sort rows in descending order depending on column selected**
- **- Adds a total for the amount column**

- Once you have verified that you have no errors, click Prepost.



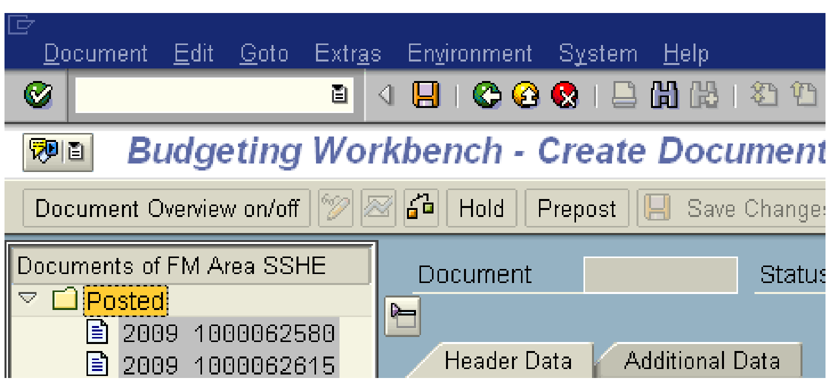


<u>Budgeting Workbench Personal Documents Tree</u>



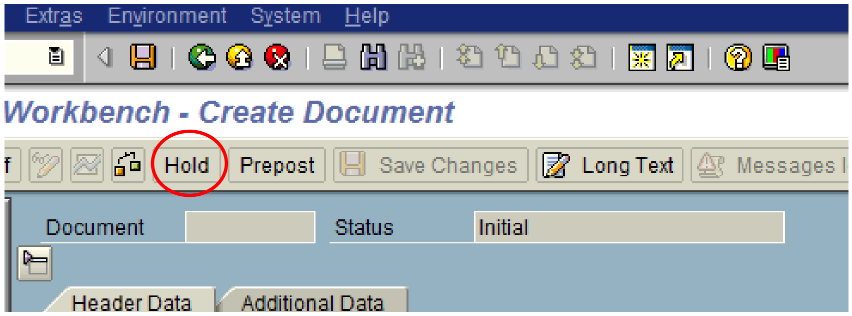
- To turn the Personal Documents tree on or off, click Document Overview on/off.
- This area allows you to see any documents you have pending.
  - You can verify the status of a pre-posted document. If the document is no longer in your *Preposted* folder, it has been reviewed and posted by the Budget 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.

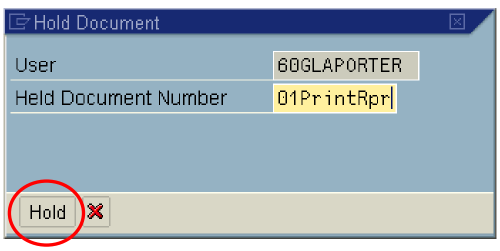


HOLDING DOCUMENTS

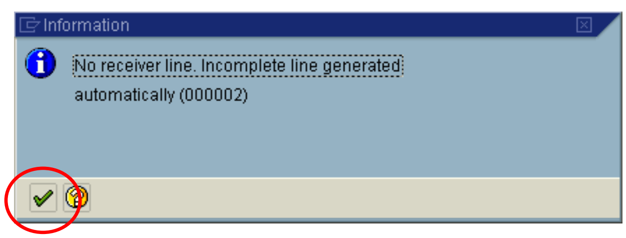
- If you have not completed a transaction but need to exit the transaction to return later, BCS offers the user the ability to hold a document. Click Hold.



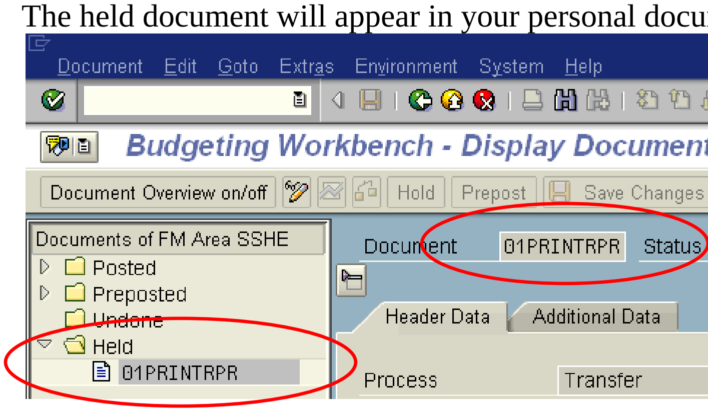
- Enter a name for the document and click *HOLD*. You can name the document anything you want as you will be the only user able to see this document.



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

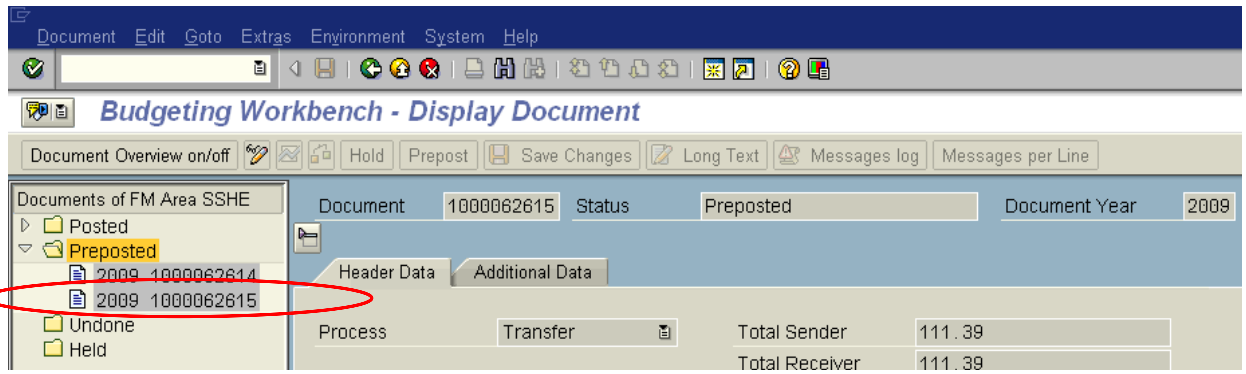


- The held document will appear in your personal documents tree in your Held folder.



- 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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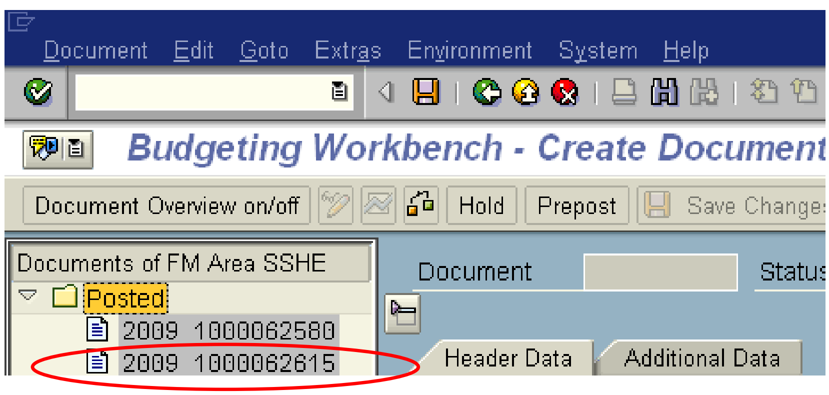
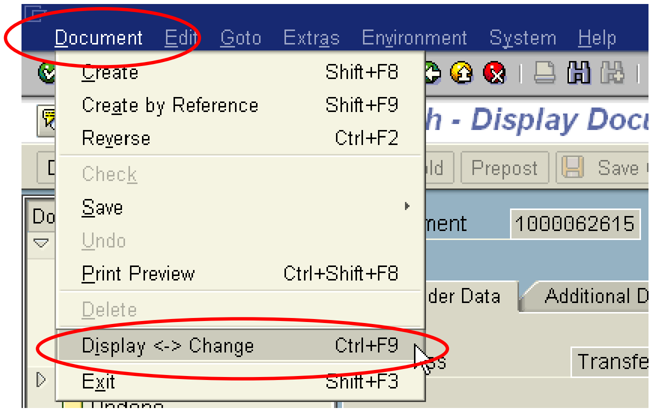
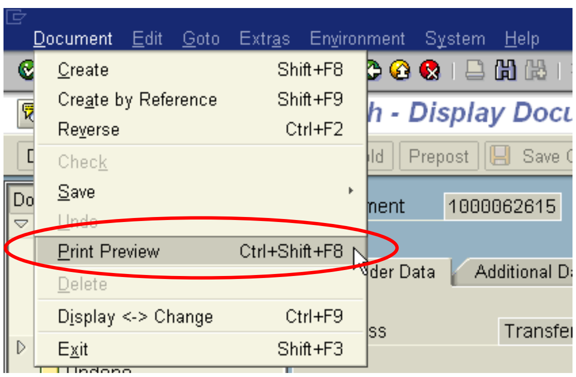


TO PRINT THE POSTED DOCUMENT FOR BACK UP

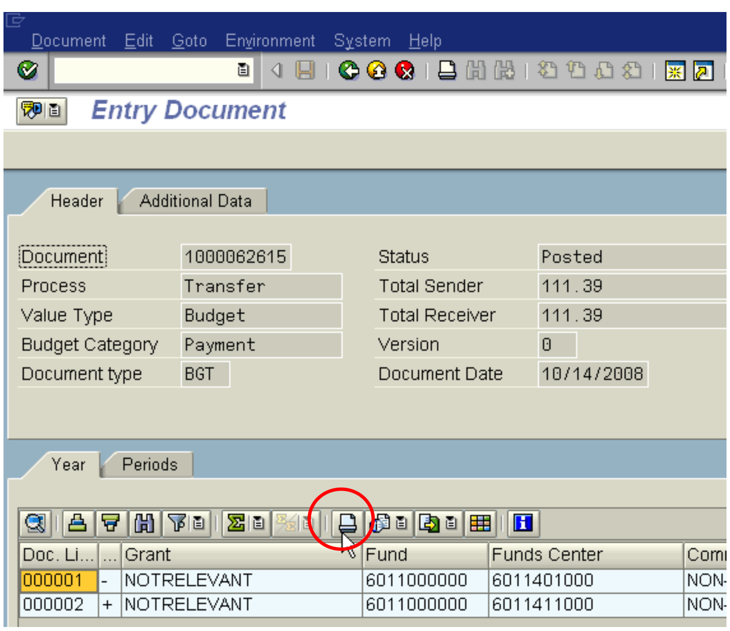
- Select *Document – Display < - > Change*



- 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: