



ADDY NOTES



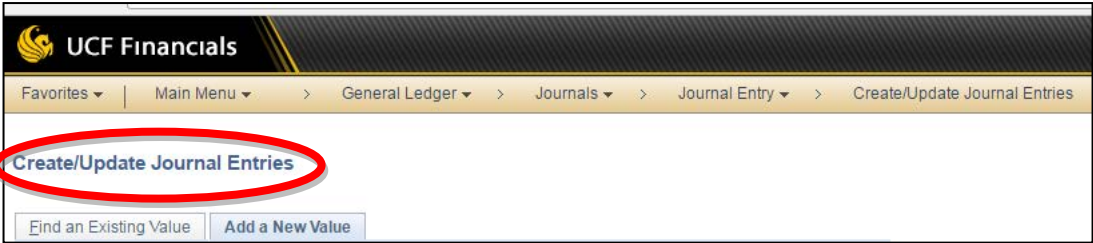
Using the SBL to Create an Online Budget Transfer

This Addy Note explains how to use the Standard Budget Ledger to create an Online Budget Transfer.

Please note: Effective July 1, 2015, this process **replaced** the previous Budget Transfer Request Form.

Note: Before you begin, be sure you have the following data:

- The department numbers you are transferring budget to and from.
- Your assigned Journal Source ID.
- The **Account** numbers associated with the budget categories from which and into which you will be transferring.

Step	Action
1.	<p>Navigate to Main Menu > General Ledger > Journals > Journal Entry > Create/Update Journal Entry in UCF Financials.</p> 



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Step	Action
2.	<p>Enter UCF01 in the Business Unit field. Your Journal ID should read NEXT. Click Add.</p> <div data-bbox="331 600 781 968" style="border: 1px solid black; padding: 5px;"> <p>Create/Update Journal Entries</p> <p>Find an Existing Value Add a New Value</p> <p>Business Unit <input type="text" value="UCF01"/> <input type="button" value="Q"/></p> <p>Journal ID <input type="text" value="NEXT"/></p> <p>Journal Date <input type="text" value="10/27/2016"/> <input type="button" value="B"/></p> <p><input type="button" value="Add"/></p> </div>
3.	<p>On the Header tab enter a description explaining and justifying the transfer. Do not state “budget reallocation” or “adjustment,” but rather give the business-related reason (for example, “Transfer to President-Community Relations department for Bill Nye event in November 2016”).</p> <p>Please note: There is a 254-character limit, and no special characters are accepted (for example, \$% @ _).</p> <div data-bbox="306 1306 1382 1759" style="border: 1px solid black; padding: 5px;"> <p>Header Lines Totals Errors Approval</p> <p>Unit UCF01 Journal ID NEXT Date 10/27/2016</p> <p>Long Description <input type="text" value=""/> <input type="button" value="Q"/></p> <p><small>254 characters remaining</small></p> <p>*Ledger Group <input type="text"/> <input type="button" value="Q"/></p> <p>Ledger <input type="text"/> <input type="button" value="Q"/></p> <p>*Source <input type="text"/> <input type="button" value="Q"/></p> <p>Reference Number <input type="text"/></p> <p>Journal Class <input type="text"/> <input type="button" value="Q"/></p> <p>Transaction Code <input type="text" value="GENERAL"/> <input type="button" value="Q"/></p> <p>SJE Type <input type="text"/></p> <p>Adjusting Entry <input type="text" value="Non-Adjusting Entry"/> <input type="button" value="v"/></p> <p>Fiscal Year <input type="text"/></p> <p>Period <input type="text"/></p> <p>ADB Date <input type="text" value="10/27/2016"/> <input type="button" value="B"/></p> <p><input type="checkbox"/> Auto Generate Lines</p> <p><input type="checkbox"/> Save Journal Incomplete Status</p> <p><input type="checkbox"/> Autobalance on 0 Amount Line</p> </div>



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Step	Action
4.	Enter BUDGET_FIN in the Ledger Group field. <div data-bbox="329 575 875 919" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>186 characters remaining</p> <p>*Ledger Group <input type="text" value="BUDGET_FIN"/> 🔍</p> <p>Ledger <input type="text"/> 🔍</p> <p>*Source <input type="text" value="RGC"/> 🔍</p> <p>Reference Number <input type="text"/></p> <p>Journal Class <input type="text"/> 🔍</p> <p>Transaction Code <input type="text" value="GENERAL"/> 🔍</p> </div>
5.	Enter your assigned Journal ID source in the Source field. <div data-bbox="347 1016 893 1360" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p>186 characters remaining</p> <p>*Ledger Group <input type="text" value="BUDGET_FIN"/> 🔍</p> <p>Ledger <input type="text"/> 🔍</p> <p>*Source <input type="text" value="RGC"/> 🔍</p> <p>Reference Number <input type="text"/></p> <p>Journal Class <input type="text"/> 🔍</p> <p>Transaction Code <input type="text" value="GENERAL"/> 🔍</p> </div>



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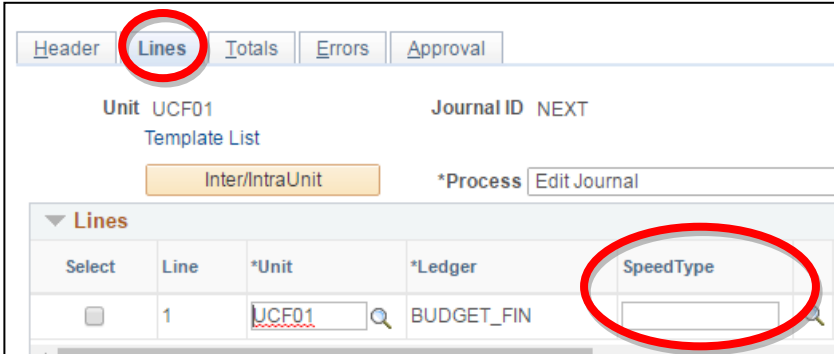
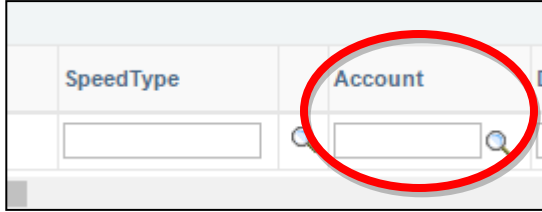


Step	Action								
6.	<p>Click the Attachment link to browse your computer for supporting documentation required to assist in journal approval.</p> <div data-bbox="318 627 1260 905" style="border: 1px solid black; padding: 5px;"> <p>SJE Type <input type="text" value=""/></p> <p>Currency Defaults: USD / CRRNT / 1</p> <p>Attachments (0)</p> <p>Reversal: Do Not Generate Reversal</p> <p>Entered By addyapprv Addy Approver</p> <p><input type="checkbox"/> Save Journal Incomplete</p> <p><input type="checkbox"/> Autobalance on 0 Amount</p> <p><input type="checkbox"/> CTA</p> <p>Commitment Control</p> </div> <div data-bbox="318 970 1227 1507" style="border: 1px solid black; padding: 5px;"> <p>Journal Entry Attachments</p> <p>Unit UCF01 Journal ID NEXT Date 10/27/2016</p> <p>Details</p> <table border="1" data-bbox="337 1079 1224 1226"> <thead> <tr> <th>File Name</th> <th>Show to Approver?</th> <th>Description</th> <th>User</th> </tr> </thead> <tbody> <tr> <td>View</td> <td><input checked="" type="checkbox"/></td> <td></td> <td></td> </tr> </tbody> </table> <p>Adding large attachments can take some time to upload, therefore, it is advisable to save the transaction before adding large attachments.</p> <p>Add Attachment OK</p> </div>	File Name	Show to Approver?	Description	User	View	<input checked="" type="checkbox"/>		
File Name	Show to Approver?	Description	User						
View	<input checked="" type="checkbox"/>								



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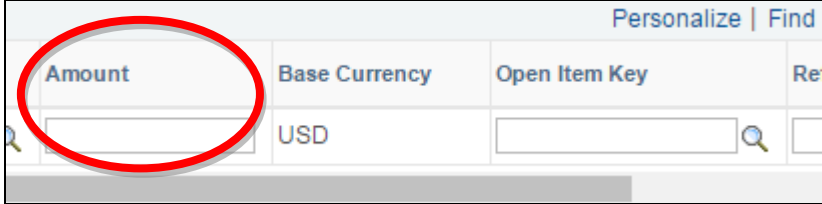


Step	Action
7.	<p>Enter the department number you are transferring budget to into the SpeedType field, located on the Lines tab.</p> 
8.	<p>Tab over to the Account field, and enter the six-digit account value associated with the budget category into which you are transferring budget.</p> 



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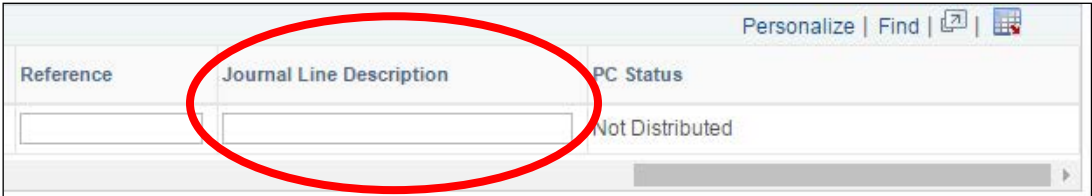
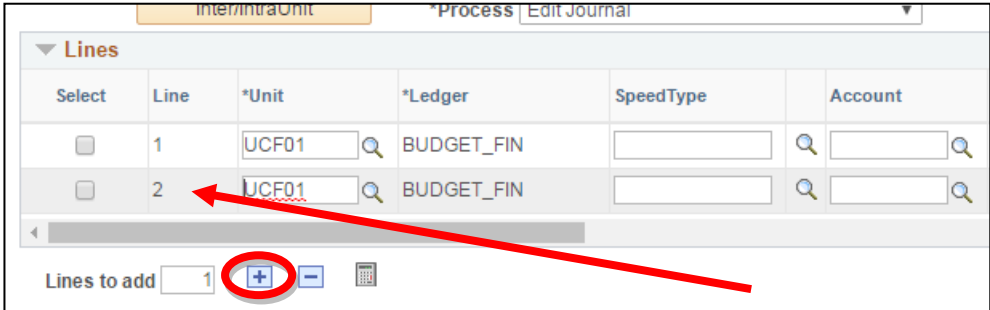


Step	Action
9.	<p>Scroll to the right to enter the dollar value of the budget you are transferring in the Amount field.</p>  <p>Note: You are encouraged to personalize the Journal Entry page to fit your preferences. In this example, you have the ability the move the Amount field to avoid having to scroll to the right in order to find it.</p> <p>Please see the Addy Note, "Personalizing Pages in UCF Financials" for more information.</p>
10.	<p>Select ADJUSTMENT, PERMANENT, or TEMPORARY based on your transfer needs in the Scenario field.</p> <ul style="list-style-type: none"> • Temporary or Permanent – Select either the Temporary or Permanent scenario when transferring budget between Organizational Units or Divisions. (Example: Transferring budget between College of Business and college of Science departments.) • Adjustment – Select the Adjustment scenario for all other journals which do no transfer between Organizations Units or Divisions. (Example: Allocating budget between salary category and contingency category in the same department, or moving budget between different departments in your unit.) <p>When transferring between Organizational Units or Divisions, select Temporary if it is a one-time transfer, and Permanent if it is a transfer in which the budget will become part of the receiving departments budget in future fiscal years.</p>



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Step	Action
11.	<p>Scroll right to fill in the Journal Line Description field to add a brief description to the journal. Otherwise, this field will default to the Account description.</p> <p>Please note: The field has a 30-character limit, and no special characters are accepted (for example, \$%@_).</p> 
12.	<p>Click the plus sign (+) to add a second line to your journal. Complete the second line of the journal by completing the data for the originating department, following the same steps as before.</p> <p>Please note:</p> <p>For the receiving department:</p> <ul style="list-style-type: none"> The dollar value in the Amount field should be positive. <p>For the originating department:</p> <ul style="list-style-type: none"> The dollar value in the Amount field should be negative. <p>Note: Following these steps, you may enter as many lines as needed for your budget transfer.</p> 



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Step	Action				
<p>13.</p>	<p>Select the Edit Journal action from the dropdown menu in the Process field.</p> <div data-bbox="326 594 1101 764" style="border: 1px solid black; padding: 5px;"> <p>Journal ID NEXT Date</p> <p>*Process Edit Journal ▼</p> </div> <p>Click the Process button.</p> <div data-bbox="326 861 1373 1010" style="border: 1px solid black; padding: 5px;"> <p>Journal ID NEXT Date 10/27/2016</p> <p style="text-align: right;">Change Values</p> <p>*Process Edit Journal ▼ Process</p> </div> <p>Your journal status should change from N to V.</p> <div data-bbox="337 1113 880 1255" style="border: 1px solid black; padding: 5px;"> <table border="1" style="width: 100%; text-align: center;"> <tr> <td>Journal Status</td> <td style="border: 2px solid red;">Budget Status</td> </tr> <tr> <td>V</td> <td>V</td> </tr> </table> </div>	Journal Status	Budget Status	V	V
Journal Status	Budget Status				
V	V				
<p>14.</p>	<p>Select the Submit action from the dropdown menu in the Process field. Then, click the Process button once more.</p> <div data-bbox="321 1404 1305 1554" style="border: 1px solid black; padding: 5px;"> <p>Journal ID NEXT Date 10/27/2016</p> <p style="text-align: right;">Change Values</p> <p>*Process Submit Journal ▼ Process</p> </div>				



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Step	Action
<p>15.</p>	<p>Click the Approval tab to verify the workflow status.</p> <div data-bbox="311 575 1245 745" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> </div> <p>You should see that the journal is awaiting review and approval from the departmental approver first, and then from the F&A approvers.</p>
<p>16.</p>	<p>Note: Your budget transfer will not become effective until the F&A Approvers review and post your journal into the FIN ledger.</p> <ul style="list-style-type: none"> • Please allow a full business day for this process to be completed.