




Using the SBL Offline Journal Template to Create a Budget Transfer


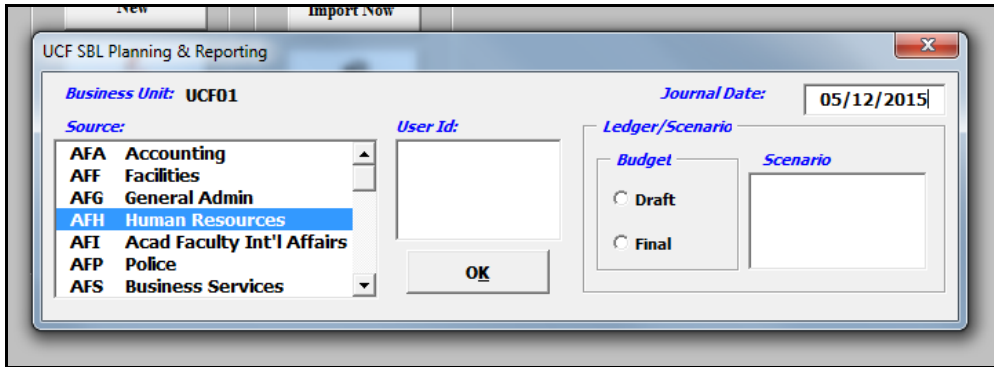
This Addy Note explains how to use the Standard Budget Ledger Offline Journal Template to complete the Budget Transfer Process.

Step	Action
1.	<p>Open the SBL Journal Import Template.</p>  <p>You may download this tool here: http://financials.ucf.edu/helpful-resources-standard-budget-ledger/</p> <p>You will need:</p> <ul style="list-style-type: none"> • The 8-digit Dept ID for the department you are transferring funds from, • The 8-digit Dept ID for the department you are transferring funds to, • Your assigned Source code, (three-letter code for an organizational unit) • Your User ID, • And the Account Numbers you are transferring funds from, and to.



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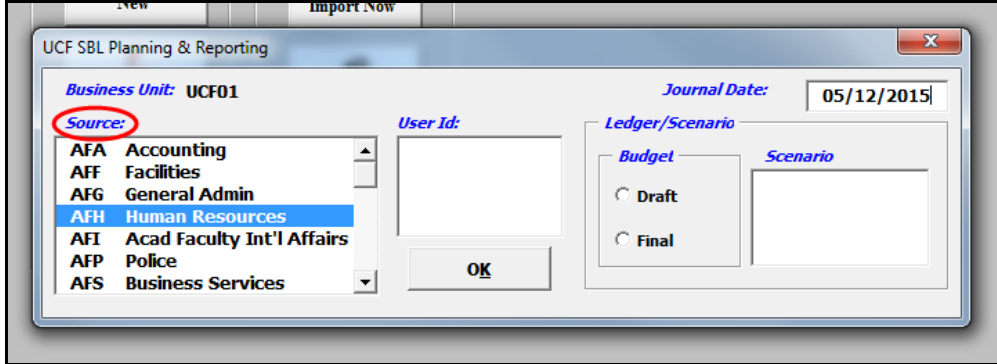
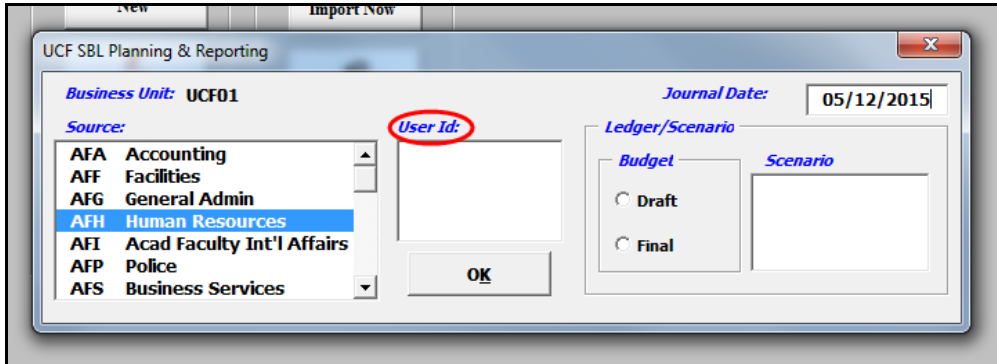
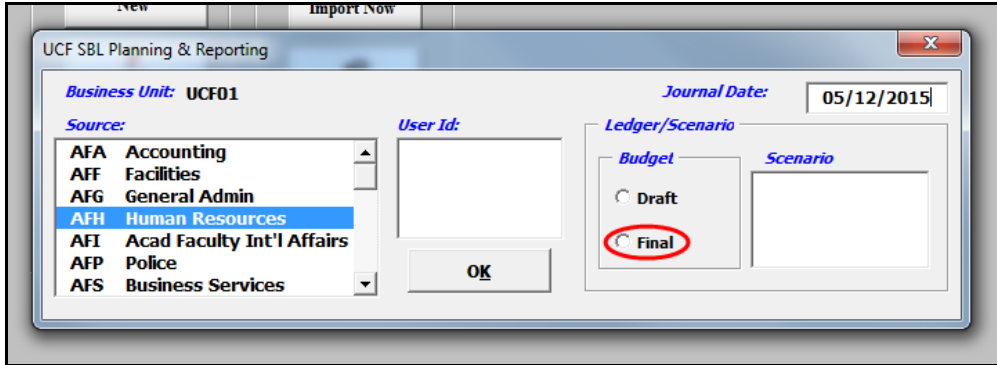


Step	Action
2.	<p>Click the UserID, Source, Ledger and Scenario Setup button.</p>  <p>The screenshot shows the 'SBL Journal Import' application window. The interface is divided into three main sections: 'General', 'Journal Sheets', and 'Import Journals'. The 'SBL Setup' button, located in the 'Import Journals' section, is circled in red. Other buttons include 'Setup', 'Notes', 'Crosswalks & SpeedTypes', 'New', 'Edit', 'Delete', 'Copy', 'Import Now', and 'Write File'. The top of the window displays the UCF logo and 'FINANCIALS 9.1'.</p>
3.	<p>Enter the required information into the UCF SBL Planning & Reporting dialog box.</p>  <p>The screenshot shows the 'UCF SBL Planning & Reporting' dialog box. It contains the following fields and options:</p> <ul style="list-style-type: none"> Business Unit: UCF01 Journal Date: 05/12/2015 Source: A list box with options: AFA Accounting, AFF Facilities, AFG General Admin, AFH Human Resources (highlighted), AFI Acad Faculty Int'l Affairs, AFP Police, and AFS Business Services. User Id: An empty text field. Ledger/Scenario: Radio buttons for 'Draft' and 'Final'. Budget: An empty text field. Scenario: An empty text field. OK button.



ADDY NOTES



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4.	<p>Select the Source.</p> 
5.	<p>A list will display in the User ID field. Choose your User ID.</p> 
6.	<p>Select Final under Budget.</p> 



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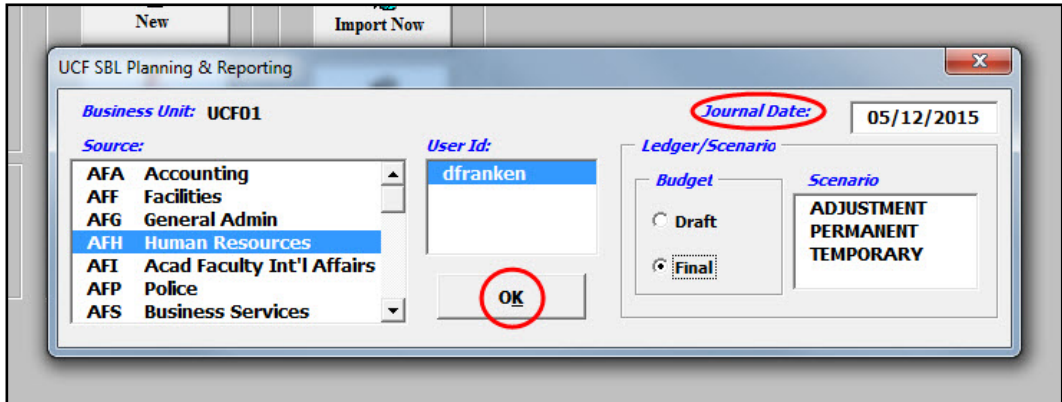



Step	Action
7.	<p>Select ADJUSTMENT, PERMANENT, or TEMPORARY based on your transfer needs, under Scenario.</p> <div data-bbox="326 600 1338 982" style="border: 1px solid gray; padding: 5px;"> </div> <p>Note:</p> <ul style="list-style-type: none"> • Select the Adjustment scenario for all journals which do not transfer between Organizational Units or Divisions. Example: Allocating budget between the salary category and the contingency category in the same department, or moving budget between different departments in your unit. • When transferring among Departments, Functional Groups, or Academic/Business Units in the same Organizational Unit, use Adjustment, Temporary, or Permanent as directed by your department or area. • Select either the Temporary or Permanent scenario when transferring budget between Organizational Units or Divisions. Example: Transferring budget between the College of Business and the College of Science departments.



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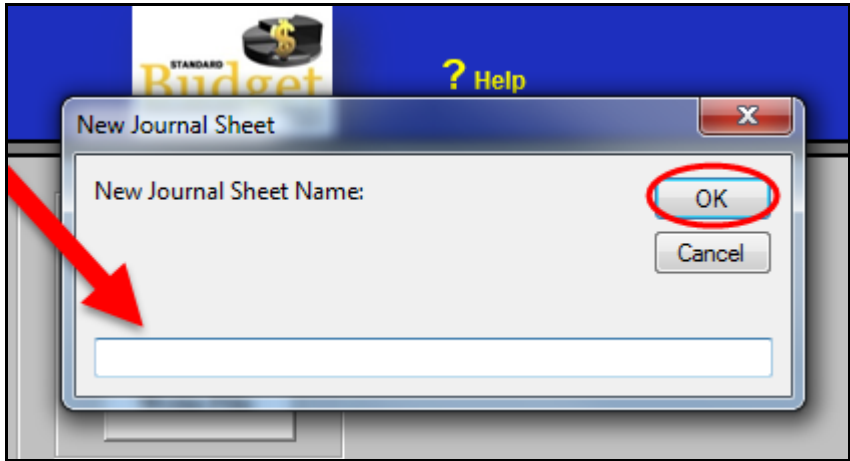
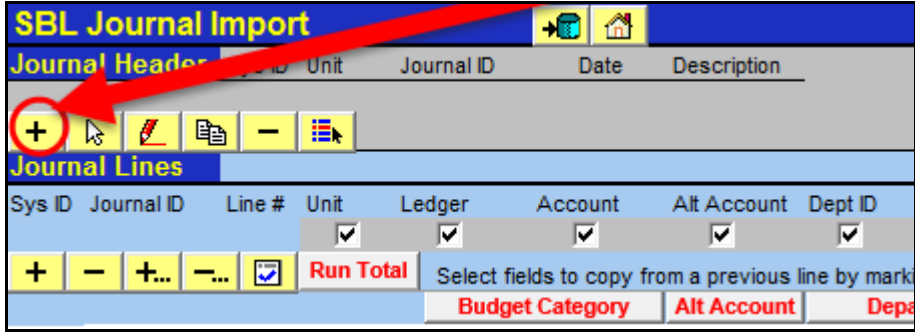


Step	Action
8.	<p>Select the date of the transfer in the Journal Date field.</p>  <p>Click OK.</p>
9.	<p>Click the New button.</p> 



ADDY NOTES



Step	Action
<p>10.</p>	<p>Create a name in the New Journal Sheet Name dialog box, then click OK.</p> <p>Please note: There is a 25-character limit, and no special characters are accepted (for example, \$%@_).</p> 
<p>11.</p>	<p>Click the plus (+) sign under the Journal Header.</p> 



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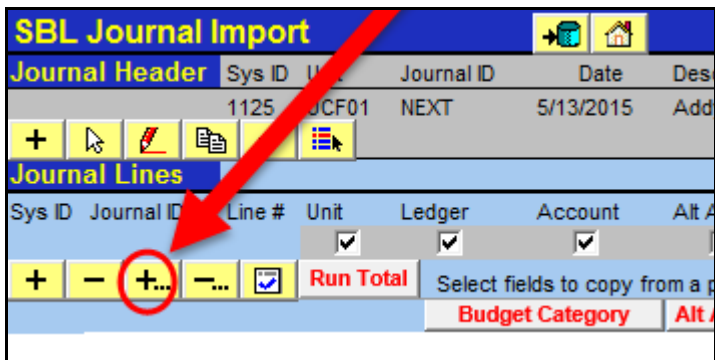
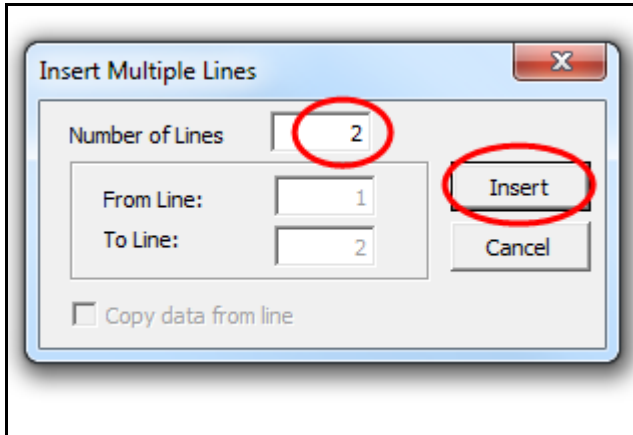


Step	Action
12.	<p>Enter an explanation for the transfer in the Description field, then click OK. Do not state “budget reallocation” or “adjustment,” but rather give the business-related reason (for example, “Transfer to President-Community Relations department for Bill Nye event in November 2016”).</p> <p>Please note: The field has a 254-character limit, and no special characters are accepted (for example, \$%@_).</p> <div data-bbox="305 802 1333 1673" data-label="Form"> </div> <p>This completes the Journal Header.</p>



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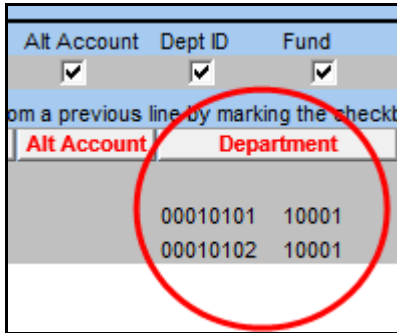
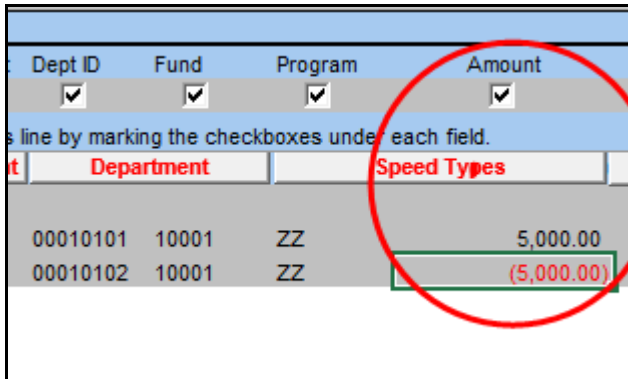


Step	Action
<p>13.</p>	<p>Click the plus sign with ellipses (+...) under Journal Lines.</p> <p>Note: Your data has now populated the Journal Header fields.</p> 
<p>14.</p>	<p>The Insert Multiple Lines dialogue box will display. Enter the number of lines required by your journal.</p>  <p>Click Insert.</p>



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Step	Action
15.	<p>Enter the 8-digit Dept ID in the Dept ID column of the departments you are transferring budget to and from.</p>  <p>Enter the amount you want to transfer in the Amount column, in the line containing the Dept ID of the department you are transferring funds to, in other words, the receiving department.</p> <p>Enter the negative of the amount you are transferring, in the line containing the Dept ID of the department you are transferring funds from.</p> 



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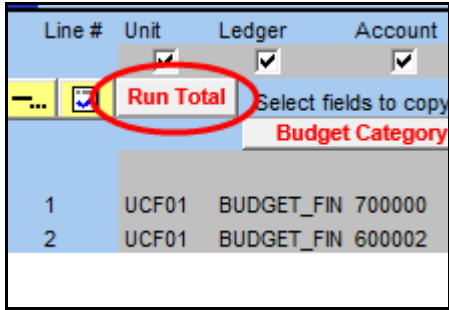
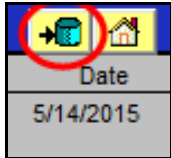
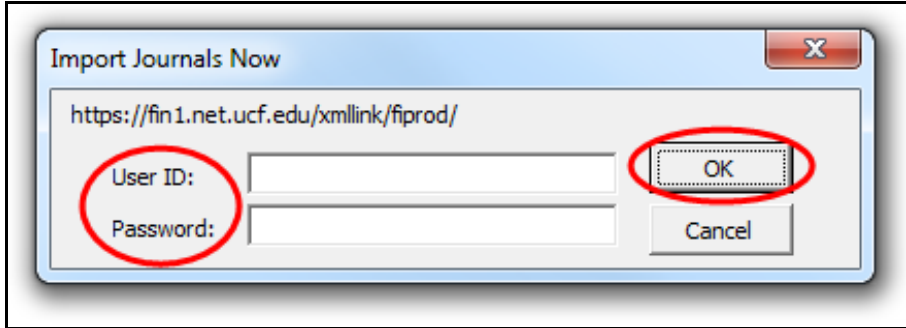


Step	Action
16.	<p>Enter the Account codes you are transferring funds from and to into the Account column.</p>
17.	<p>Click the Alt Account, Speed Types, and Scenario buttons. This information will now auto-populate.</p>
18.	<p>Fill in the field in the Description column to add a brief description to the journal. Otherwise, the field will default to the Account description. The Description field must be completed separately for each line of the journal.</p> <p>Please note: The field has a 30-character limit, and no special characters are accepted (for example, \$%@_).</p>



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19.	<p>Click the Run Total button to verify that your ledger balances.</p>  <p>The screenshot shows a table with columns: Line #, Unit, Ledger, and Account. Below the columns are two rows of data. A 'Run Total' button is circled in red. A dropdown menu is open next to it, showing 'Select fields to copy' and 'Budget Category'.</p> <table border="1" data-bbox="305 579 750 886"> <thead> <tr> <th>Line #</th> <th>Unit</th> <th>Ledger</th> <th>Account</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>UCF01</td> <td>BUDGET_FIN</td> <td>700000</td> </tr> <tr> <td>2</td> <td>UCF01</td> <td>BUDGET_FIN</td> <td>600002</td> </tr> </tbody> </table>	Line #	Unit	Ledger	Account	1	UCF01	BUDGET_FIN	700000	2	UCF01	BUDGET_FIN	600002
Line #	Unit	Ledger	Account										
1	UCF01	BUDGET_FIN	700000										
2	UCF01	BUDGET_FIN	600002										
20.	<p>Click the Import button to upload into UCF Financials.</p>  <p>The screenshot shows a toolbar with several icons. The 'Import' icon, which is a blue square with a white arrow pointing to a document, is circled in red. Below the toolbar is a 'Date' field containing '5/14/2015'.</p>												
21.	<p>Enter your UserID and Password, and click OK.</p>  <p>The screenshot shows a dialog box titled 'Import Journals Now'. It contains a URL: https://fin1.net.ucf.edu/xmllink/fiprod/. Below the URL are two input fields: 'User ID:' and 'Password:'. The 'User ID:' field is circled in red. To the right of the input fields are two buttons: 'OK' and 'Cancel'. The 'OK' button is circled in red.</p> <p>When you receive your confirmation message, click OK.</p>												