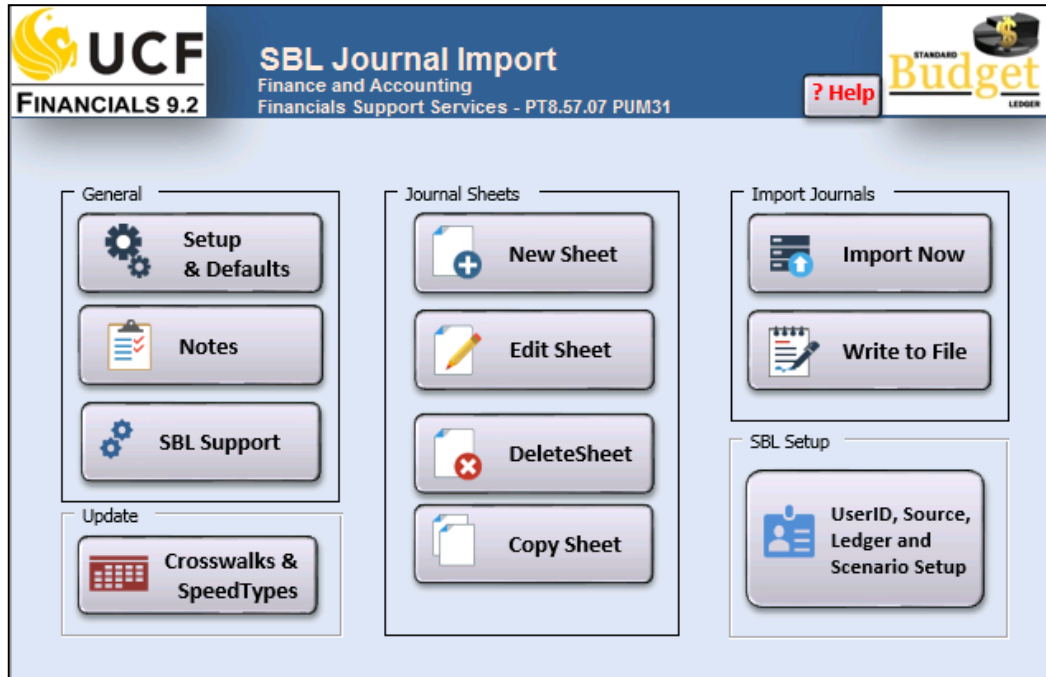




Using the SBL Offline Journal Template to Create a Budget Transfer

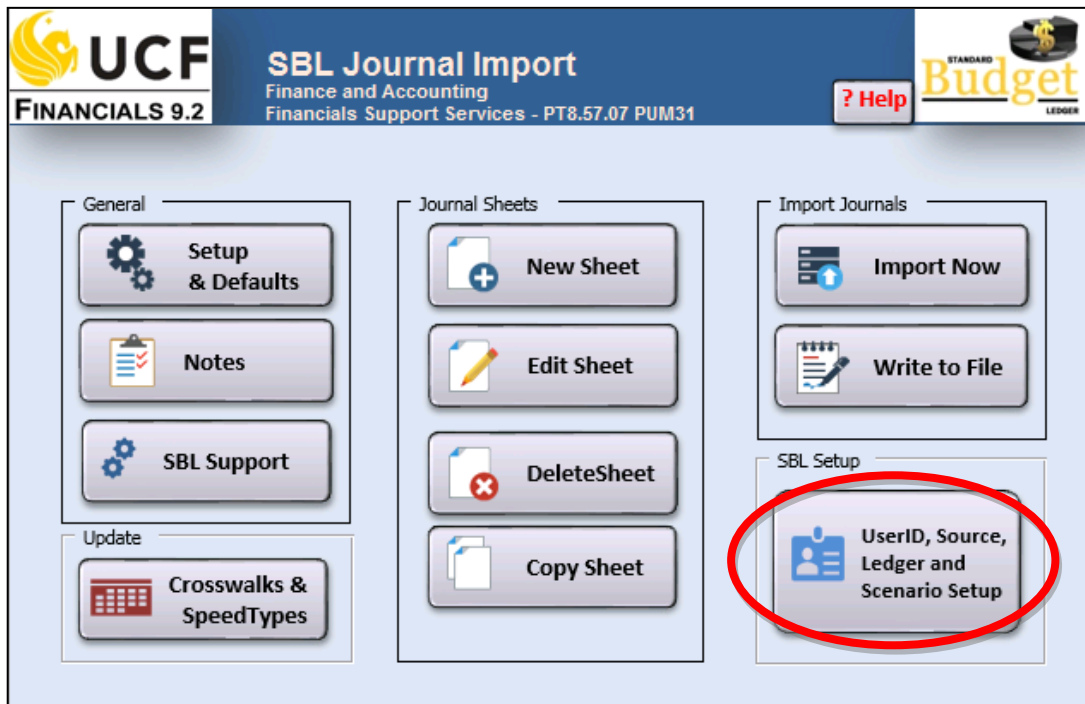
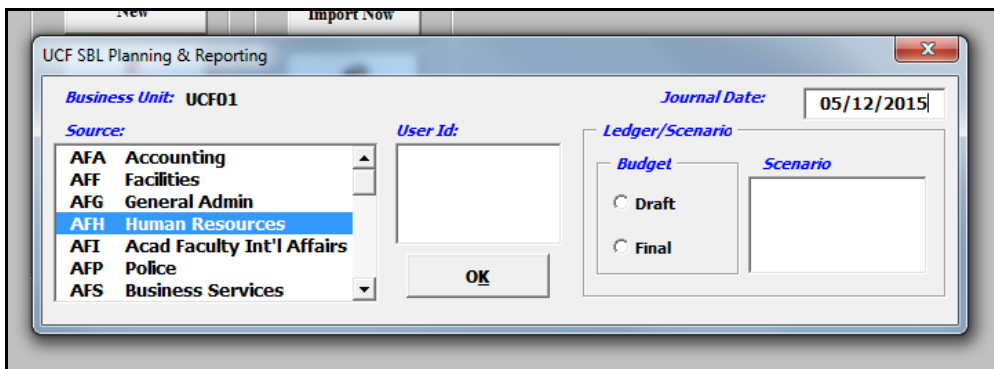
This Addy Note explains how to use the Standard Budget Ledger (SBL) Offline Journal Template to complete the Budget Transfer Process.

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.



ADDY NOTES

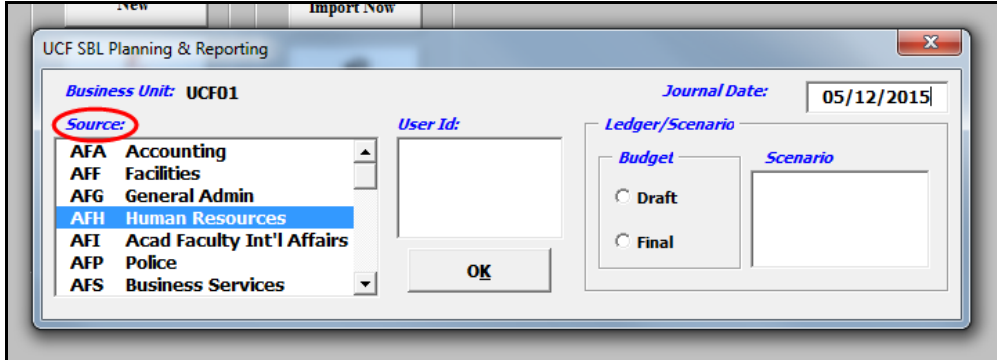
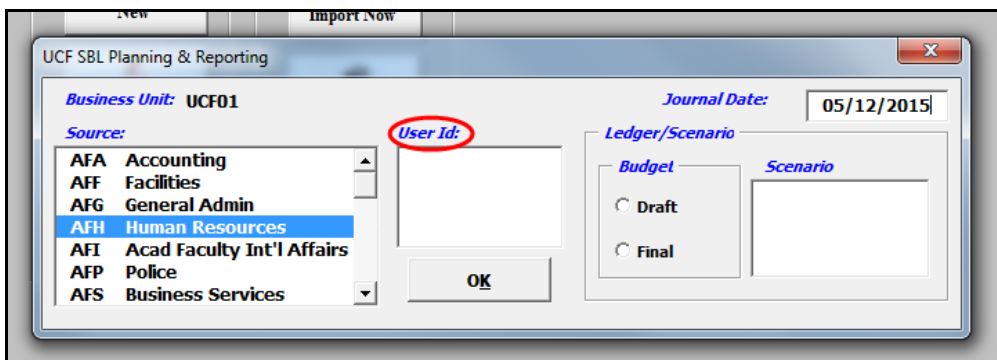
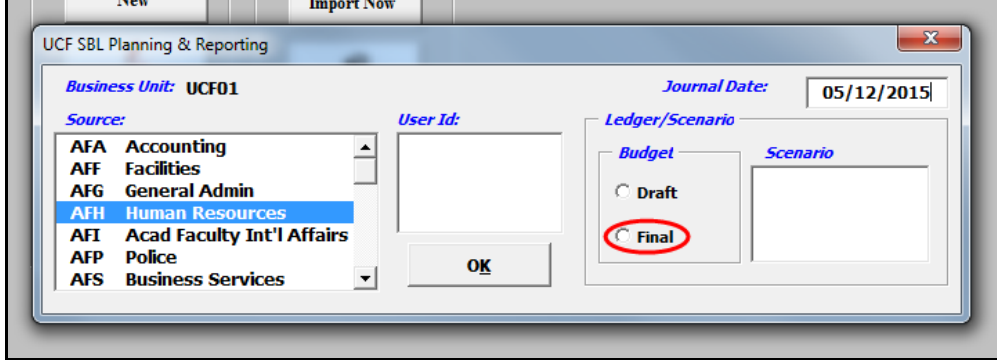


Step	Action
2.	<p>Select the UserID, Source, Ledger and Scenario Setup button.</p> 
3.	<p>Enter the required information into the UCF SBL Planning & Reporting dialog box.</p> 



ADDY NOTES



Step	Action
4.	Select the Source . 
5.	A list will display in the User ID field. Choose your User ID . 
6.	Select Final under Budget . 



ADDY NOTES



Step	Action
7.	<p>Select ADJUSTMENT, PERMANENT, or TEMPORARY based on your transfer needs, under Scenario.</p> <div data-bbox="326 569 1338 947" 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.



ADDY NOTES

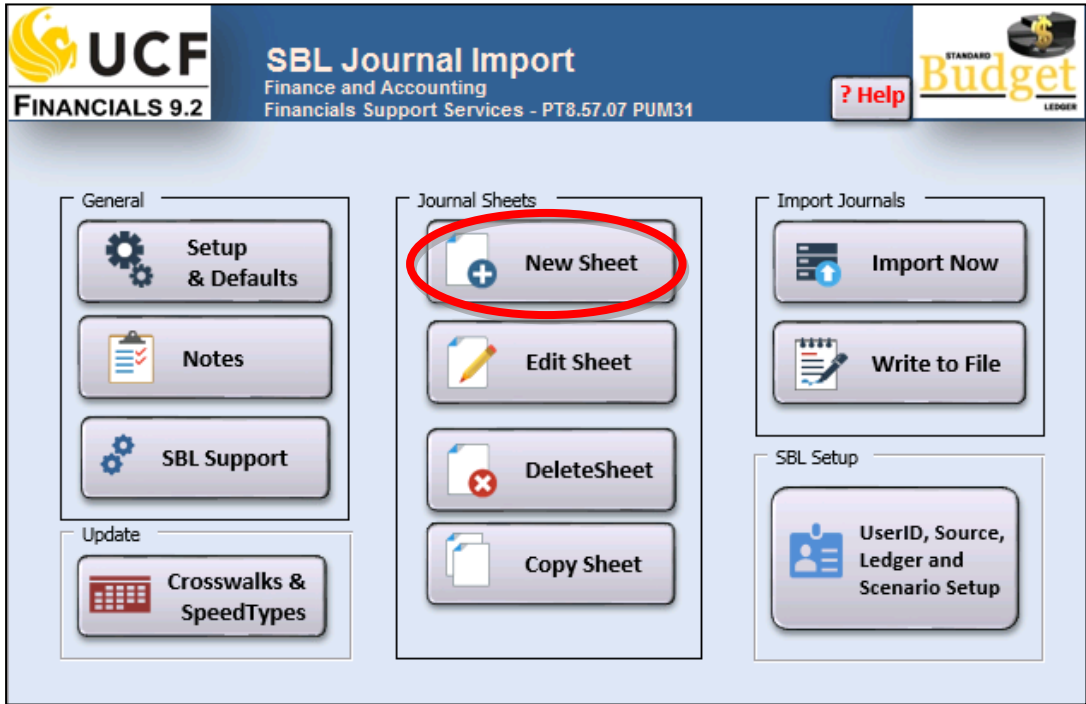


Step	Action
8.	<p>Select the date of the transfer in the Journal Date field.</p> <div data-bbox="305 552 1360 951" style="border: 1px solid gray; padding: 10px;"> </div> <p>Click OK.</p>



ADDY NOTES



Step	Action
9.	<p>Select the New Sheet button.</p>  <p>The screenshot shows the 'SBL Journal Import' software interface. The title bar includes the UCF Financials logo, the text 'SBL Journal Import', 'Finance and Accounting', 'Financials Support Services - PT8.57.07 PUM31', a red 'Help' button, and the 'STANDARD Budget LEDGER' logo. The main interface is divided into three columns of buttons. The middle column, titled 'Journal Sheets', contains four buttons: 'New Sheet' (circled in red), 'Edit Sheet', 'DeleteSheet', and 'Copy Sheet'. The left column, titled 'General', contains 'Setup & Defaults', 'Notes', and 'SBL Support'. Below it is an 'Update' section with 'Crosswalks & SpeedTypes'. The right column, titled 'Import Journals', contains 'Import Now' and 'Write to File'. Below it is an 'SBL Setup' section with 'UserID, Source, Ledger and Scenario Setup'.</p>

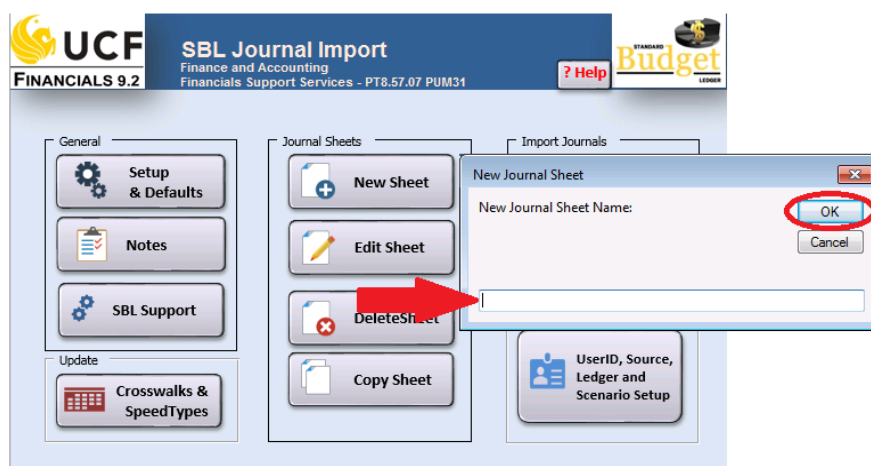


ADDY NOTES

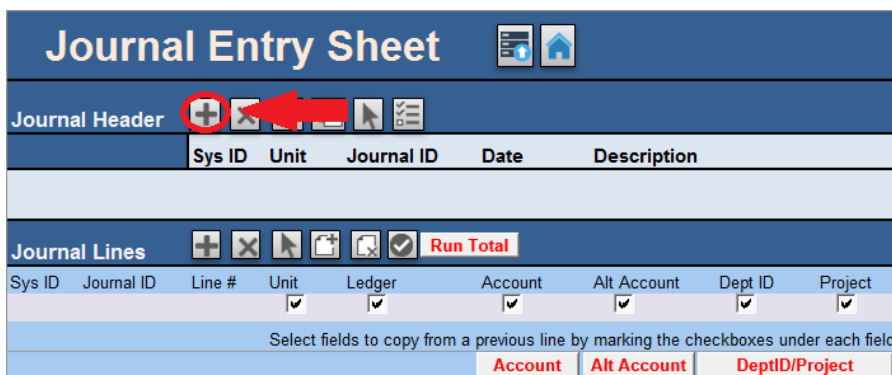


Step	Action
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- 10.** Create a name in the **New Journal Sheet Name** dialog box, then click **OK**.
- Please note:** There is a 25-character limit, and no special characters are accepted (for example, \$%@_).



- 11.** Click the **plus (+) sign** under the **Journal Header**.





ADDY NOTES



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="305 772 1070 1409" data-label="Form"> </div> <p>This completes the Journal Header.</p>



ADDY NOTES

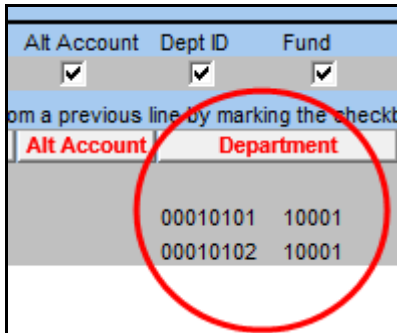
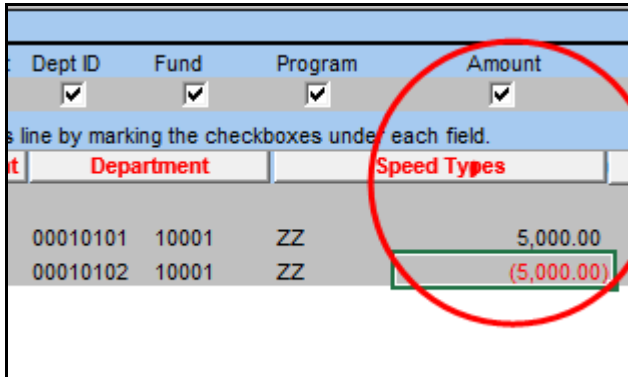


Step	Action
13.	<p>Click the plus sign with ellipses (+...) under Journal Lines.</p> <p>Note: Your data has now populated the Journal Header fields.</p>



ADDY NOTES

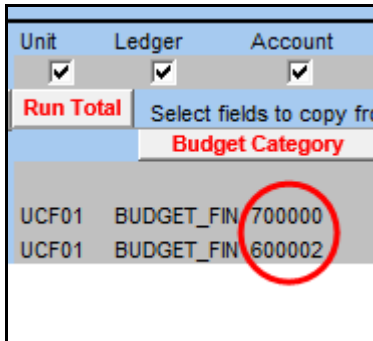
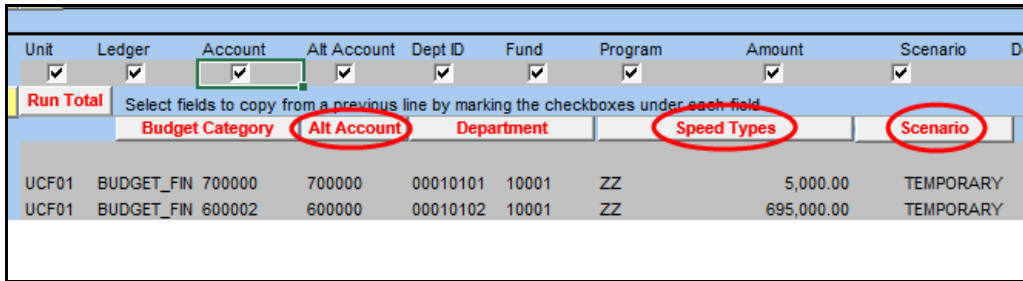
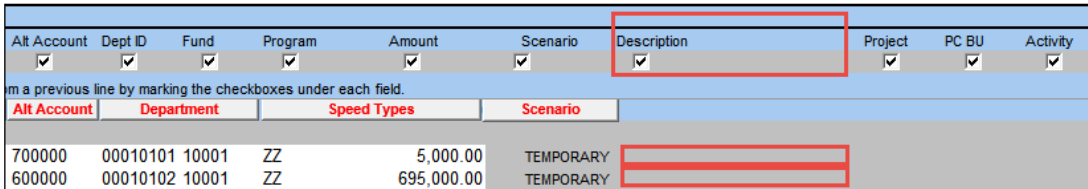


Step	Action
14.	<p>Enter the 8-digit Dept ID in the Dept ID column of the departments you are transferring budget to and from.</p>  <p>Enter the amount you want to transfer in the Amount column, in the line containing the Dept ID of the department you are transferring funds to, in other words, the receiving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



ADDY NOTES

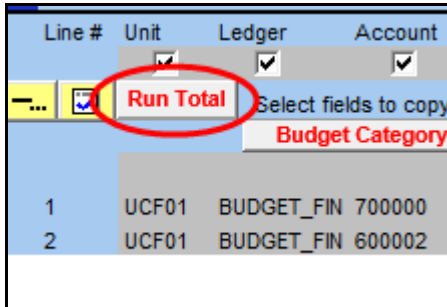
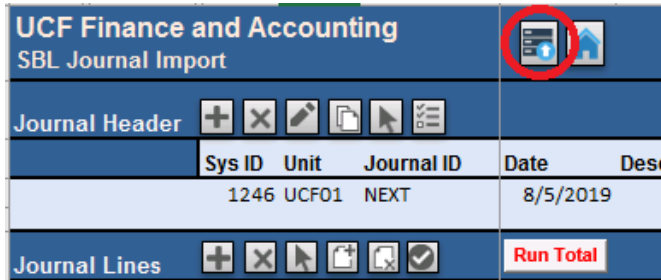
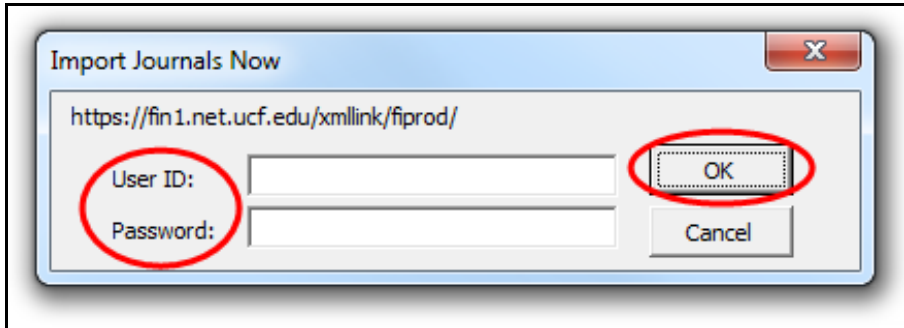


Step	Action																														
15.	<p>Enter the Account codes you are transferring funds from and to into the Account column.</p> 																														
16.	<p>Click the Alt Account, Speed Types, and Scenario buttons. This information will now auto-populate.</p>  <table border="1" data-bbox="305 1056 1321 1335"> <thead> <tr> <th>Unit</th> <th>Ledger</th> <th>Account</th> <th>Alt Account</th> <th>Dept ID</th> <th>Fund</th> <th>Program</th> <th>Amount</th> <th>Scenario</th> </tr> </thead> <tbody> <tr> <td>UCF01</td> <td>BUDGET_FIN</td> <td>700000</td> <td>700000</td> <td>00010101</td> <td>10001</td> <td>ZZ</td> <td>5,000.00</td> <td>TEMPORARY</td> </tr> <tr> <td>UCF01</td> <td>BUDGET_FIN</td> <td>600002</td> <td>600000</td> <td>00010102</td> <td>10001</td> <td>ZZ</td> <td>695,000.00</td> <td>TEMPORARY</td> </tr> </tbody> </table>	Unit	Ledger	Account	Alt Account	Dept ID	Fund	Program	Amount	Scenario	UCF01	BUDGET_FIN	700000	700000	00010101	10001	ZZ	5,000.00	TEMPORARY	UCF01	BUDGET_FIN	600002	600000	00010102	10001	ZZ	695,000.00	TEMPORARY			
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UCF01	BUDGET_FIN	600002	600000	00010102	10001	ZZ	695,000.00	TEMPORARY																							
17.	<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>  <table border="1" data-bbox="305 1593 1386 1780"> <thead> <tr> <th>Alt Account</th> <th>Dept ID</th> <th>Fund</th> <th>Program</th> <th>Amount</th> <th>Scenario</th> <th>Description</th> <th>Project</th> <th>PC BU</th> <th>Activity</th> </tr> </thead> <tbody> <tr> <td>700000</td> <td>00010101</td> <td>10001</td> <td>ZZ</td> <td>5,000.00</td> <td>TEMPORARY</td> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td>600000</td> <td>00010102</td> <td>10001</td> <td>ZZ</td> <td>695,000.00</td> <td>TEMPORARY</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Alt Account	Dept ID	Fund	Program	Amount	Scenario	Description	Project	PC BU	Activity	700000	00010101	10001	ZZ	5,000.00	TEMPORARY					600000	00010102	10001	ZZ	695,000.00	TEMPORARY				
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ADDY NOTES



Step	Action												
18.	<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:</p> <table border="1"> <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> <p>A red circle highlights the 'Run Total' button located in the top right corner of the table area.</p>	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										
19.	<p>Click the Import button to upload into UCF Financials.</p>  <p>The screenshot shows the 'UCF Finance and Accounting SBL Journal Import' window. It includes a 'Journal Header' section with a table:</p> <table border="1"> <thead> <tr> <th>Sys ID</th> <th>Unit</th> <th>Journal ID</th> <th>Date</th> <th>Desc</th> </tr> </thead> <tbody> <tr> <td>1246</td> <td>UCF01</td> <td>NEXT</td> <td>8/5/2019</td> <td></td> </tr> </tbody> </table> <p>A red circle highlights the 'Import' button in the top right corner of the window.</p>	Sys ID	Unit	Journal ID	Date	Desc	1246	UCF01	NEXT	8/5/2019			
Sys ID	Unit	Journal ID	Date	Desc									
1246	UCF01	NEXT	8/5/2019										
20.	<p>Enter your UserID and Password, and then select OK.</p>  <p>The screenshot shows a dialog box titled 'Import Journals Now'. It contains the URL https://fin1.net.ucf.edu/xmlink/fiprod/. Below the URL are two input fields: 'User ID:' and 'Password:'. A red circle highlights the 'User ID:' label. Another red circle highlights the 'OK' button. A 'Cancel' button is also visible.</p> <p>When you receive your confirmation message, select OK.</p>												