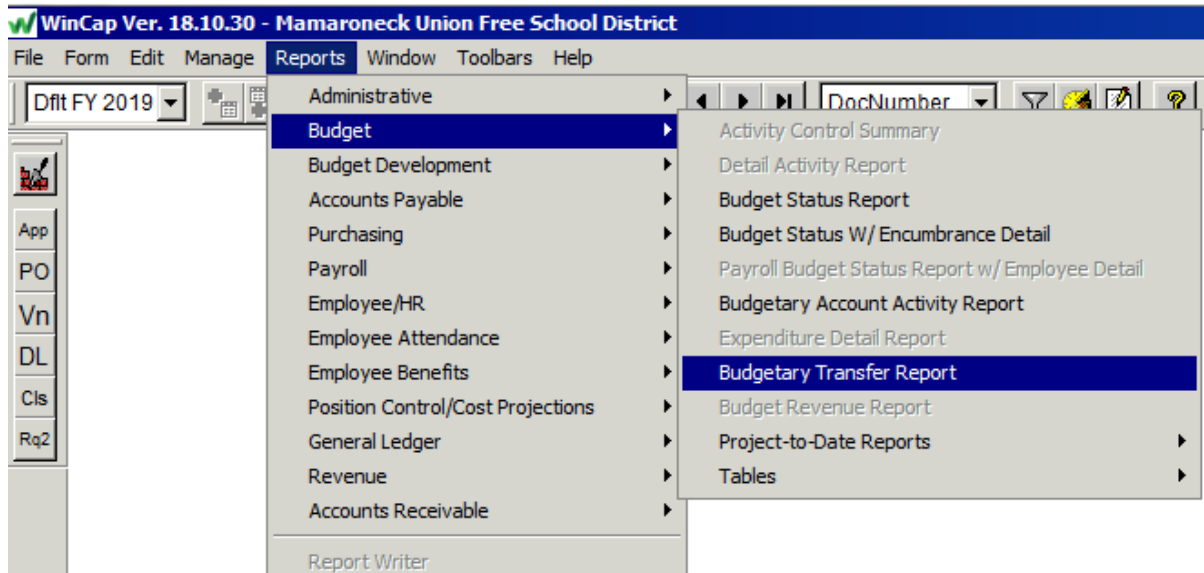
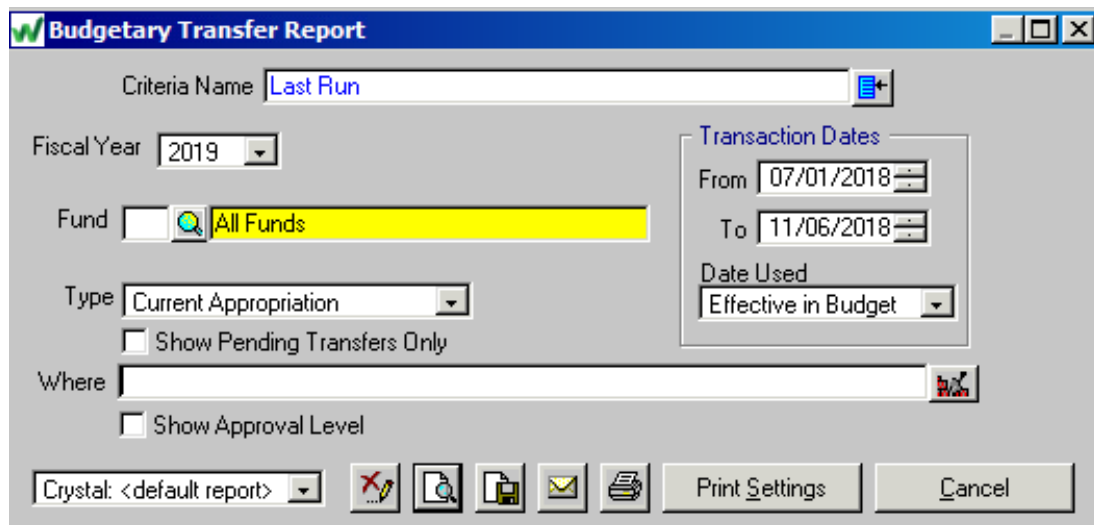


4. Check to see if the aggregate dollar amount of transfers from or to either code exceeds \$10,000 for the year. If it does, in either code, then the transfer will require BOE approval. To check the amount of transfer activity in a budget code:

- a. Click on “Reports”, “Budget”, “Budgetary Transfer Report”



- b. The “Budgetary Transfer Report” box will pop up.



- c. Chose a “Fund” (A) then click on the “Building Blocks” to the right of the “Where” field.

Budgetary Transfer Report

Criteria Name: Last Run

Fiscal Year: 2019

Fund: A GENERAL FUND

Type: Current Appropriation

Show Pending Transfers Only

Where: [Building Blocks icon]

Show Approval Level

Transaction Dates: From 07/01/2018 To 11/06/2018

Date Used: Effective in Budget

Crystal: <default report>

Print Settings Cancel

- d. The Expression Builder box will pop up. Click on “BudTrans.BUDGETCODE” so it is highlighted in dark blue and then click on the “= (Equal)” option on the right so it is highlighted in dark blue and then click OK.

Expression Builder

Name: Last Run


Where: BudTrans.BUDGETCODE

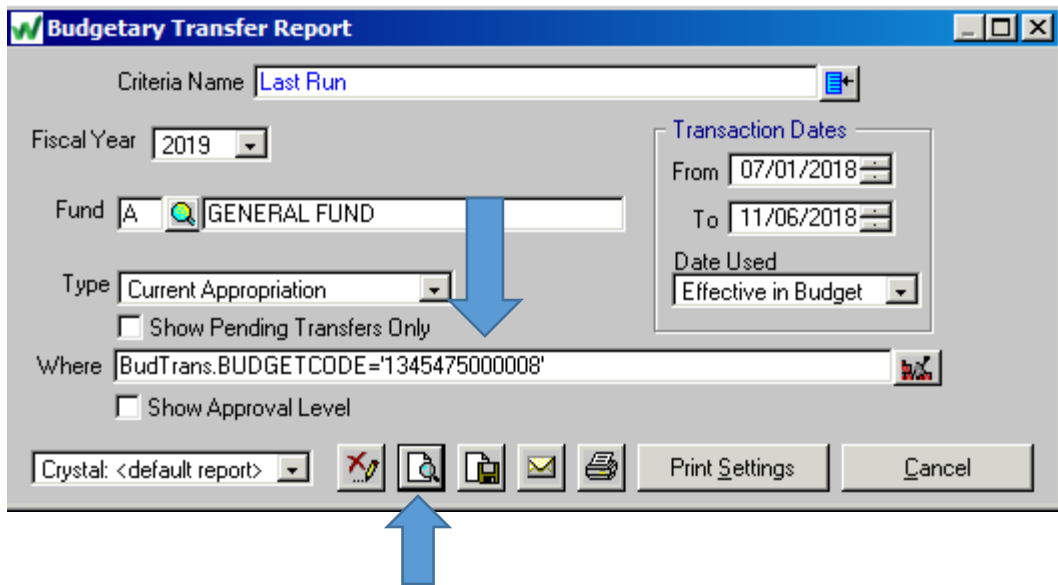
Fields	Field Name	Type	Length	Decimal
	BudTrans.ADDUSER	Char	15	
	BudTrans.ADJUSTMENT	Numb	12	2
	BudTrans.APCAROVRIID	Char	6	
	BudTrans.APTRANGRP	Char	6	
	BudTrans.ARJNUM	Char	10	
	BudTrans.BANKACCT	Char	12	
	BudTrans.BENNO	Char	3	
	BudTrans.BUDGETCODE	Char	16	
	BudTrans.BUDGETTYPE	Char	1	
	BudTrans.BUDSEQ	Char	2	
	BudTrans.CDJNUM	Char	10	
	BudTrans.CHECKNUM	Char	10	
	BudTrans.CLOSECYCLE	Char	1	

Operators:

- = Equal
- == Exactly Equal
- # Not Equal
- < Less Than
- > Greater Than
- <= Less Than or Equal
- >= Greater Than or Equal
- <> Not Equal
- OR {Exp1} OR {Exp2}
- AND {Exp1} AND {Exp2}
- NOT NOT Qualifier

OK Cancel

- e. After BudTrans.BUDGETCODE= type 'the budgetcode' and then click on the Preview  icon.



- f. As you can see, there has been some transfer activity in this account. \$50.00 was transferred out of the code to pay for membership dues. This code will not require any BOE action.

November 05, 2018
02:33:50 pm

Mamaroneck Union Free School District

Page 1


Budgetary Transfer Report

Fiscal Year: 2019

Current Appropriation - Effective From: 07/01/2018 To: 11/05/2018

Effective Date	Trans ID	Transaction Description	Budget Account	Description	Amount Transferred From	Amount Transferred To
Fund: A - GENERAL FUND						
09/24/2018	005166	To provide funds for pending order to pay School Purchasign Association Dues for 2018-2019				
			A1345-507-00-00-08 R	Office Supplies	-50.00	
		Total for Fund A - GENERAL FUND			-50.00	0.00

- g. Repeat steps a. through c. for the budget code that funds are being transferred FROM. If under \$10,000 in transfers for the year in the second code then the transfer will not require BOE approval.

6. Budget Transfer Request box will pop up.
 - a. User Reference – type first initial last few characters of last name
 - b. Comment – type description of why transfer is being requested and indicate if BOE Approval will be required for this transfer
 - c. The first line below will automatically be populated with the code and amount that funds will be transferred to. Populate the fund and code from which the funds will be transferred and then in the “Adjustment Field” you will populate the amount to be transferred from that code with a negative before the dollar amount. In this case **-175.00**.
 - d. Click the Save  icon.

Budget Transfer Request [Add ToBeAssgnd] (Instance 2)

2019 | ID: ToBeAssgnd | Show All | User Reference: LLEONE | P.O.: | Effective Date: 11/05/2018

Comment: To provide funds for pending order PND-12345 for the purchase of line item number one

Approved - 9 | | | Totals: Adjustment: 0.00 | New Amount: 16,790.00

Fund	Budget Code	PR?	Adjustment	New Amount	Available Balance	User
A	1345-507-00-00-08	No	175.00	425.00	425.00	50.00
A	1345-446-00-00-08	No	-175.00	16,365.00	1,815.00	90.00

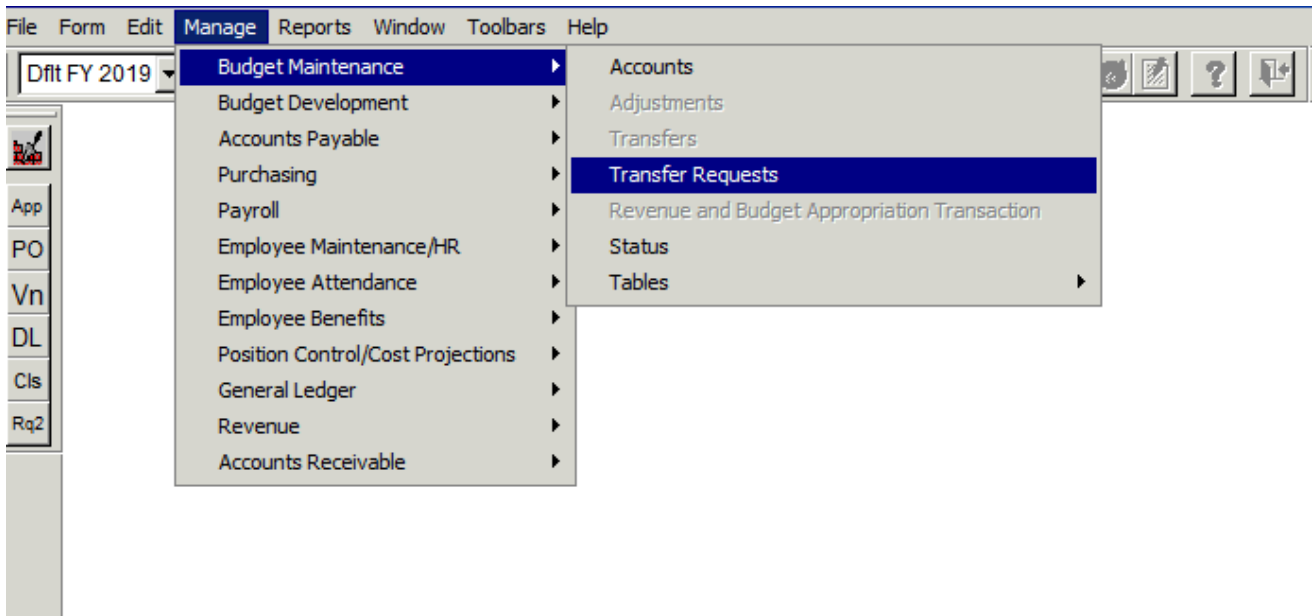




7. Proceed attaching documents and populating notes to complete the PND request and then approve the PND. The administrator will see the budget transfer when they go to approve the PND and by approving the PND will be approving the budget transfer.

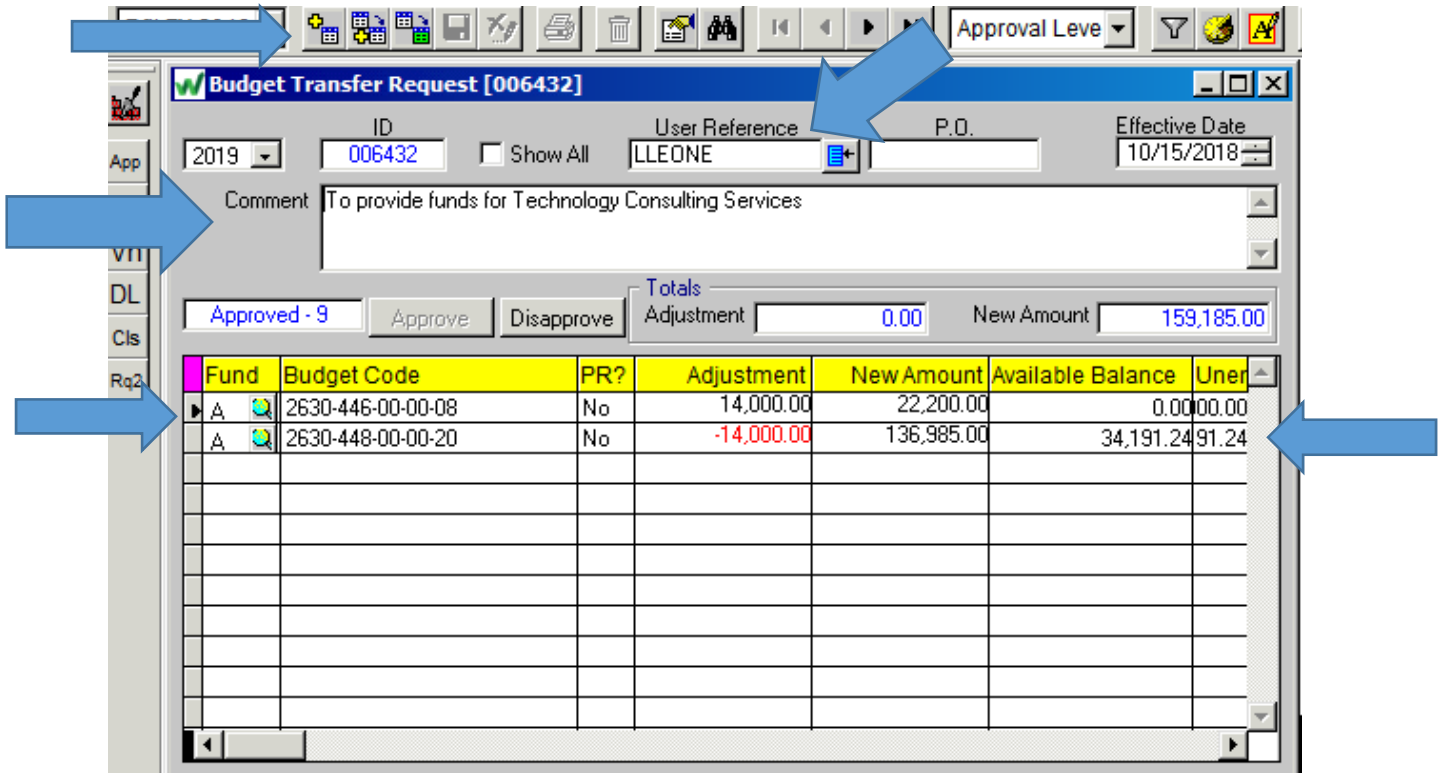
BUDGET TRANSFERS – STAND ALONE

Once you identify the two codes you will be working with for the transfer (the code funds are being transferred TO and the code funds are being transferred FROM) repeat step number 4. above to determine if BOE approval is necessary. **If BOE approval is required for a stand-alone budget transfer please email Sylvia Wallach with the details and then follow the steps below.**

1. Click in Manage, Budget Maintenance, Transfer Request.



2. The “Budget Transfer Request” window will pop up. It will show the last request entered. To initiate a new request click on the Add  icon which will bring up a new, blank transfer request screen. Populate “User Reference Field” with first initial and first few letters of last name. Populate the “Comment” field with the reason for the transfer request. Tab down and enter the fund and budget code and dollar amount that you are transferring TO on the first line and the fund budget code(s) and amount(s) that you are transferring FROM. Then click the save  icon.2



The screenshot shows the "Budget Transfer Request [006432]" window. The interface includes a toolbar at the top with various icons and a dropdown menu for "Approval Level". The main form contains the following fields:

- Year:** 2019
- ID:** 006432
- Show All:**
- User Reference:** LLEONE
- P.O.:** (empty)
- Effective Date:** 10/15/2018
- Comment:** To provide funds for Technology Consulting Services

Below the comment field, there are buttons for "Approved - 9", "Approve", and "Disapprove". To the right, a "Totals" section shows:

- Adjustment:** 0.00
- New Amount:** 159,185.00

The main data area is a table with the following columns: Fund, Budget Code, PR?, Adjustment, New Amount, Available Balance, and User. The table contains two rows of data:

Fund	Budget Code	PR?	Adjustment	New Amount	Available Balance	User
A	2630-446-00-00-08	No	14,000.00	22,200.00	0.00	00.00
A	2630-448-00-00-20	No	-14,000.00	136,985.00	34,191.24	91.24