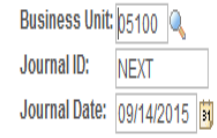
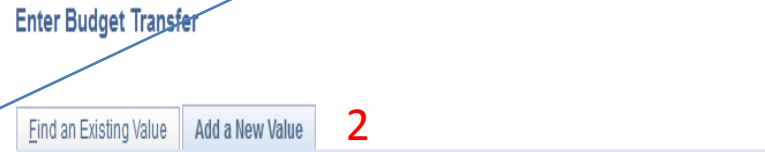
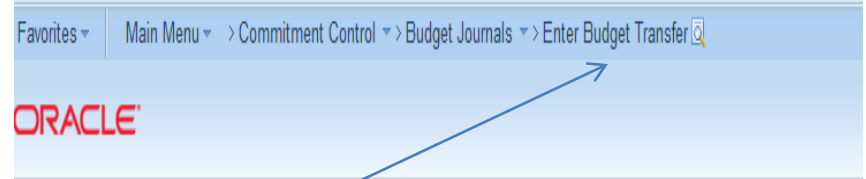
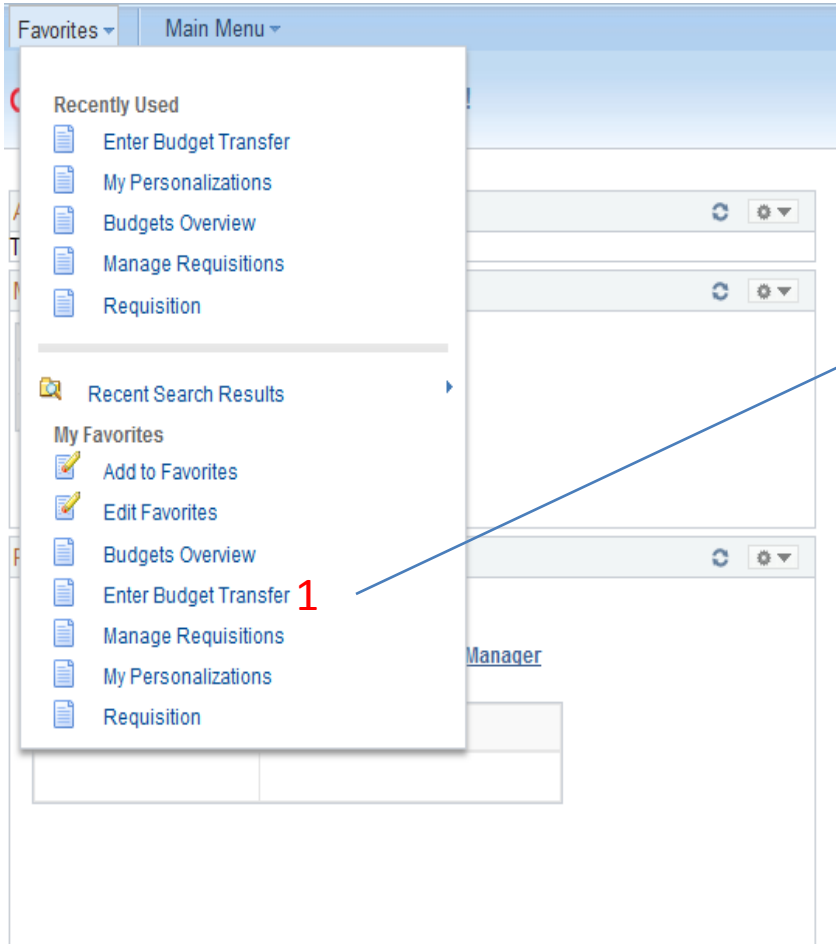


Budget Transfer

1. From **My Favorites**, click on **Enter Budget Transfer**.
2. To run for the first time, choose **Add a New Value**.
3. Click **Add**.



Find an Existing Value | Add a New Value

4. On **Ledger Group**, click on **KK-Detail**
5. Type in **Long Description** and/or **Alternate Description**.
6. Attach file (if there is any). Click **Save**.

Unit 05100 Journal ID NEXT Date 09/14/2015

*Ledger Group **4**

Fiscal Year 2016 Period 3

Control ChartField Object

*Currency

Budget Header Status None

Rate Type

*Budget Entry Type

Exchange Rate

Cur Effdt

Budget Type Expense

Attachments (0) **6**

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Long Description

To cover store requisitions for classroom and library supplies. **5**

Alternate Description

To cover requisition # 123456 which was denied due to NSF. **5**

6

Budget Header | Budget Lines | Budget Errors

7. System assigns **Journal ID** (which is the budget transfer number).
8. Fill in: **Budget Period, Account String, Amount , Description & Ref.**
9. Click on **+** sign to add as many lines as you need and change account/amount info. Total increases should balance total decreases. Click **Save**.

Unit 05100 Journal ID 000092865 **7** Date 09/14/2015 Budget Header Status None
 Approval Header Status Not Submitted

*Process Post Journal Submit For Approval

Budget Period	Fund	Resource	Goal	Function	Object	Site	Amount	Journal Line Description	Ref
2016	0100	0100000	1110	1000	4300000	140	-250.00	Materials And Supplies	REQ 12345
2016	0100	0100000	0000	2420	4300000	140	250.00	Materials And Supplies	EQ 123456

Lines to add: Journal Line Copy Down From Line To

Totals: Total Lines 2 Total Debit 250.00 Total Credits 250.00

10. On **Process**, click on triangle and choose **Budget Pre-Check**. Click on **Process**. When message comes up, click on **Yes**.

11. **Budget Header Status** would change to **Checked Only**.
 12. Click on **Submit Journal**. Click on **Process**..

The screenshot shows the Oracle Budget Transfer interface. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. The main area displays 'Unit 05100', 'Journal ID 0000092865', and 'Date 09/14/2015'. The 'Budget Header Status' is currently 'None', and 'Approval Header Status' is 'Not Submitted'. A dropdown menu is open, showing 'Process Budget Pre-Check' selected. A red arrow labeled '10' points to this dropdown. Below it, the 'Process' button is visible. A message dialog box is open in the foreground, asking 'Do you want to Budget Check this transaction without posting the results? (18021,984)'. The dialog has 'Yes' and 'No' buttons. A red arrow labeled '10' also points to the 'Yes' button. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

The screenshot shows the Oracle Budget Transfer interface after the 'Process' button has been clicked. The 'Budget Header Status' has changed to 'Checked Only', indicated by a red '11'. The 'Approval Header Status' remains 'Not Submitted'. The dropdown menu now shows '*Process Submit Journal' selected. A red arrow labeled '12' points to this dropdown. The 'Process' button is still visible. Below the main area, there is a 'Lines' section with a table of budget lines. The table has columns for Budget Period, Fund, Resource, Goal, Function, Object, Site, Amount, Journal Line Description, and Ref. There are two lines listed for 2016. Below the table, there are buttons for 'Lines to add' and 'Generate Budget Period Lines'. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Budget Period	Fund	Resource	Goal	Function	Object	Site	Amount	Journal Line Description	Ref
2016	0100	0100000	1110	1000	4300000	140	-250.00	Materials And Supplies	REQ 12345
2016	0100	0100000	0000	2420	4300000	140	250.00	Materials And Supplies	REQ 12345

13. **Approval Header Status** would change to **Pending**.
Click on **Pending**. It opens Approval Flow – to check where BT is at.

The screenshot displays the Oracle ERP interface for Budget Transfer. The main window shows the following details:

- Unit: 05100
- Journal ID: 0000092865
- Date: 09/14/2015
- Budget Header Status: Checked Only
- Approval Header Status: Pending (highlighted with a red '13' and a blue arrow pointing to the pop-up)
- *Process: Post Journal

The 'Lines' section contains a table with the following data:

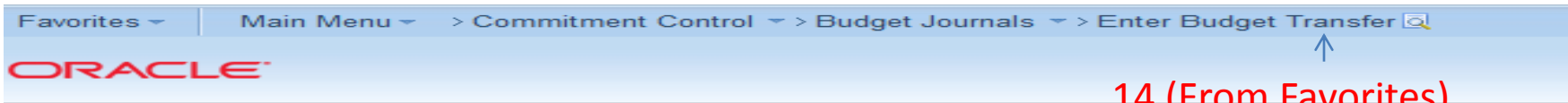
Budget Period	Fund	Resource	Goal	Function	Object	Site	Amount	Journal Line Description	Ref
2016	0100	0100000	1110	1000	4300000	140	-250.00	Materials And Supplies	REQ 12345
2016	0100	0100000	0000	2420	4300000	140	250.00	Materials And Supplies	REQ 12345

The 'Approval Flow' pop-up window is open, showing the following details:

- Site Approval**
Unit 05100, ID 0000092865, Date 2015-09-14: Pending
Casi Wells
Journal KK Approval Site
- Financial Approval**
Unit 05100, ID 0000092865, Date 2015-09-14: Awaiting Further Approvals
Teresa Baker
Journal KK FIN

The 'Return' button is visible at the bottom of the pop-up window.

14. To check status of BT: From Favorites, click on Enter Budget Transfer.
15. Click on Find an Existing Value. Define search criteria.
16. Click Search.
17. Click on Journal ID 0000092865.



Enter Budget Transfer

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | Add a New Value

Search Criteria

Business Unit: = 05100

Journal ID: begins with

Journal Date: =

UnPost Sequence: =

Budget Header Status: =

Description: begins with

User ID: begins with 518490

Case Sensitive

16

Search | Clear | Basic Search | Save Search Criteria

Search Results

View All

Business Unit	Journal ID	Journal Date	Ledger Group	Budget Header Status	Description	User ID
05100	0000087752	08/24/2015	KK_DETAIL	Posted	To cover requisition for compu	518490
05100	0000092623	09/01/2015	KK_DETAIL	None	To cover requisition #123 for	518490
05100	0000092639	09/01/2015	KK_DETAIL	Posted	To cover store requisitions fo	518490
05100	0000092643	09/01/2015	KK_DETAIL	None	B/T to cover stuff because Ali	518490
05100	0000092680	09/03/2015	KK_DETAIL	None	(blank)	518490
05100	0000092736	09/09/2015	KK_DETAIL	Checked	XXXX	518490
05100	0000092862	09/14/2015	KK_DETAIL	None	To cover budget for REQ # 1234	518490
05100	0000092865	09/14/2015	KK_DETAIL	Checked	To cover store requisitions fo	518490

17

Find an Existing Value | Add a New Value

18. Click on **Budget Lines** tab. When approved, **Approval Header Status** would change from **Pending** to **Approved**.

19. When posted, **Budget Header Status** would change from **Checked Only** to **Posted**.

Oracle ERP interface showing Budget Lines for Unit 05100, Journal ID 0000092865, Date 09/14/2015. Budget Header Status is **Posted 19** and Approval Header Status is **Approved 18**.

Lines table:

Budget Period	Fund	Resource	Goal	Function	Object	Site	Amount	Journal Line Description	Ref	Line
2016	0100	0100000	1110	1000	4300000	140	-250.00	Materials And Supplies	REQ 123456	1
2016	0100	0100000	0000	2420	4300000	152	250.00	Materials And Supplies	REQ 123456	2

Totals

Total Lines	2	Total Debits	250.00	Total Credits	250.00
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Navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, Update/Display.