



# IFAS 7i

# Budget Transfers

GLBUBATR for Sites

Budget sets will ONLY be posted by GL, State & Federal, Special Ed, & Facilities. Therefore, the funding sources on your budget sets must be kept separate.

You may notify the appropriate department of your set file name and it will be verified and posted. You will be notified of any errors on your set and you will be required to correct them.

You can use E-Mail as a notification tool; however, if you are required to have your budget transfers approved by your director and or administrator, please print a copy of your set file (Budget Proof) and have him or her sign it and forward it to the appropriate department via hard copy, fax, or e-mail.

To view POSTED budget set, run the CDD Report and check for Budget Changes. You will not see the transfer until the budget set file has been POSTED.

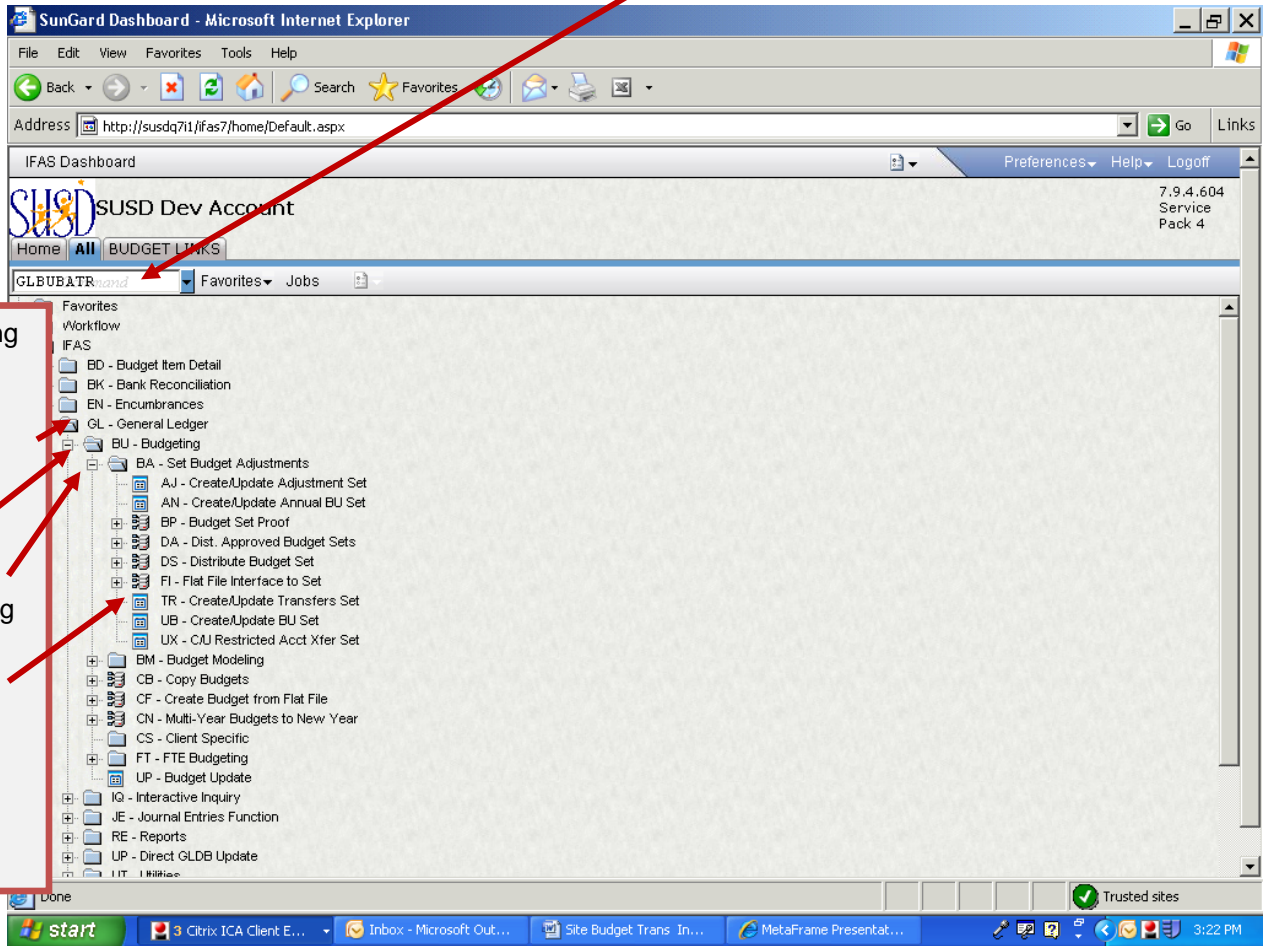
## The Budget Transfer Screen:


### Creating a Budget Transfer:


- A. Click on the **All** tab so you access to numerous screens, reports and the **Workflow** file.

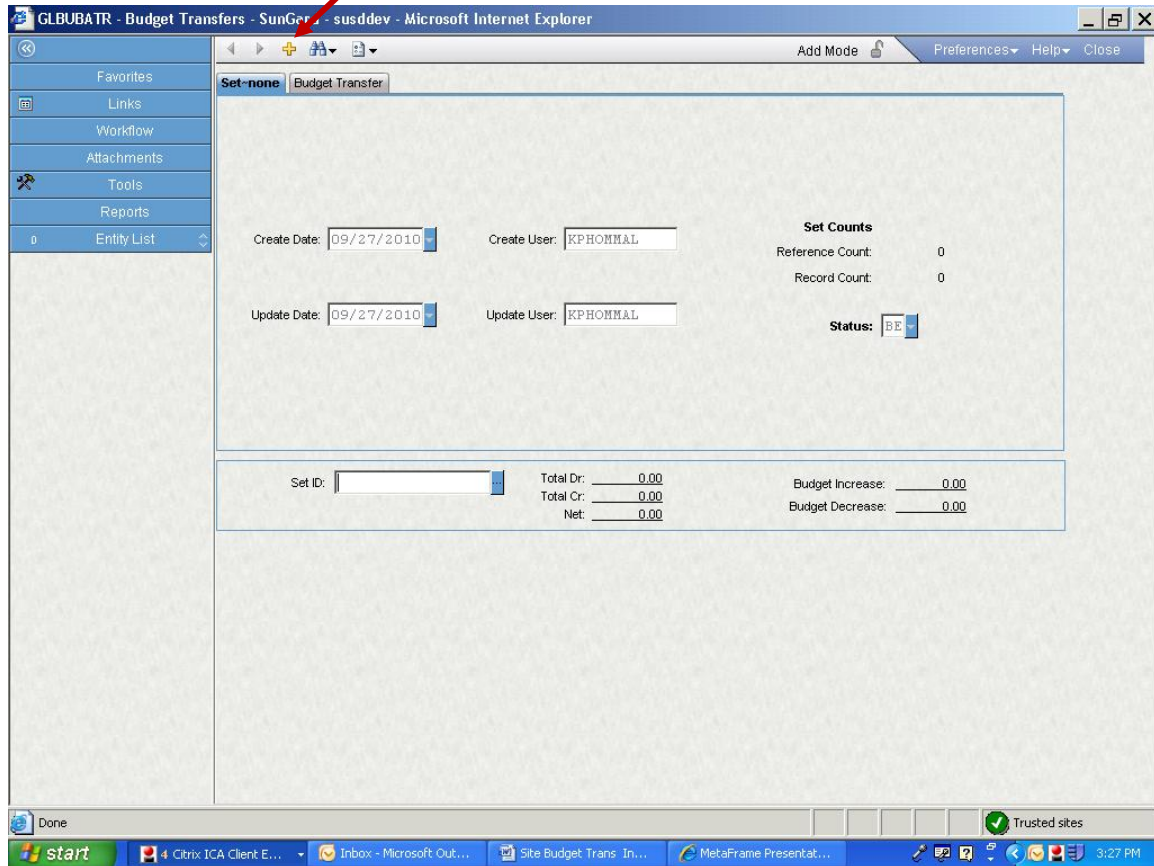


- B. **Option 1:** In the Command box type the mask **GLBUBATR** and press the Enter key on your keyboard.



C. The screen should open in Add Mode. If not, click on the  to add a new record.

\*Note: The Set ID box will be blank when you are in ADD mode. If there is something in that box, then you are in a previous set that has not been posted yet and need to click on .



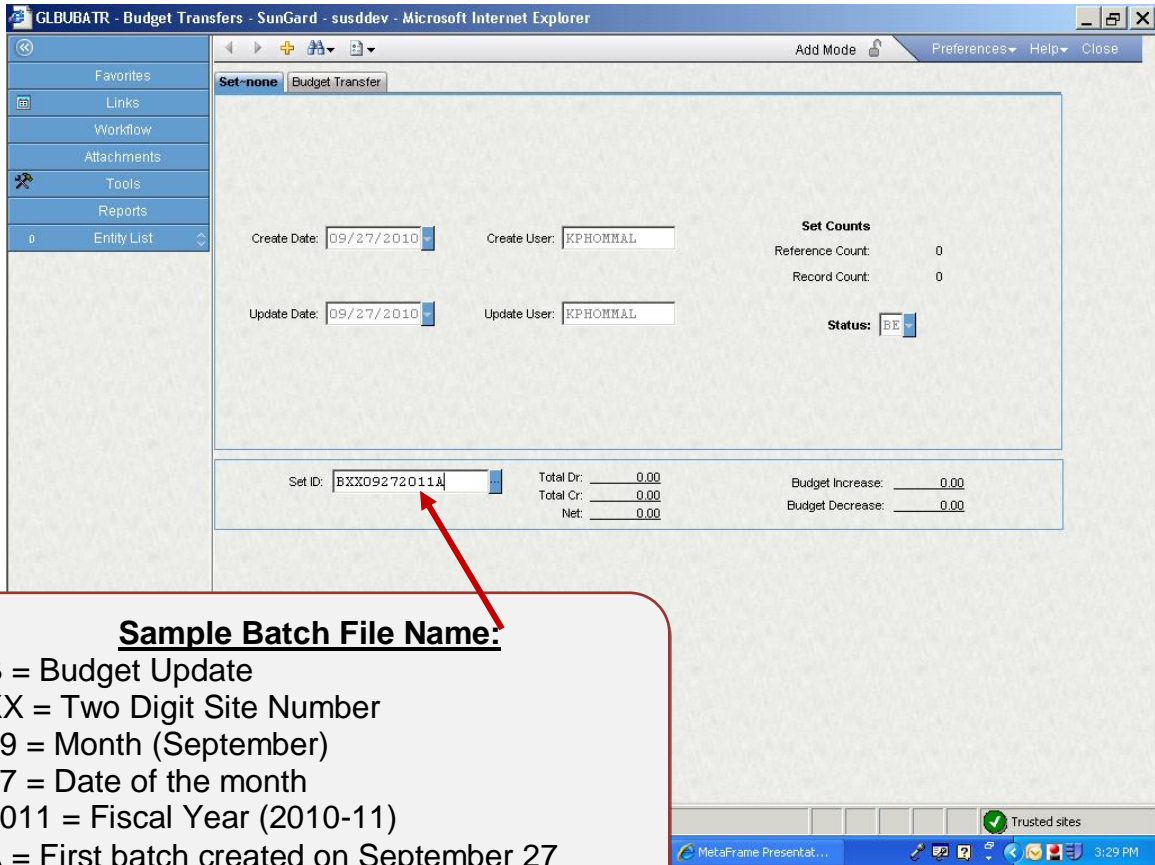
**D. Type in your Set ID**

Sample: **BXX09272011A**

Break-down:

- 1<sup>st</sup> digit: Will always be **B**
- 2<sup>nd</sup>/3<sup>rd</sup> digit: **Two Digit Site #**
- 4<sup>th</sup>/5<sup>th</sup> digit: Two digit for **Month**
- 6<sup>th</sup>/7<sup>th</sup> digit: Two digit **Day**
- 8<sup>th</sup>-11<sup>th</sup> digit: Four digit **Year**
- 12<sup>th</sup> digit: **Alpha Sequence** (first set for the day would be A, second set for the same day would be B, etc.)

**\*\* Press enter after entering your Set ID**



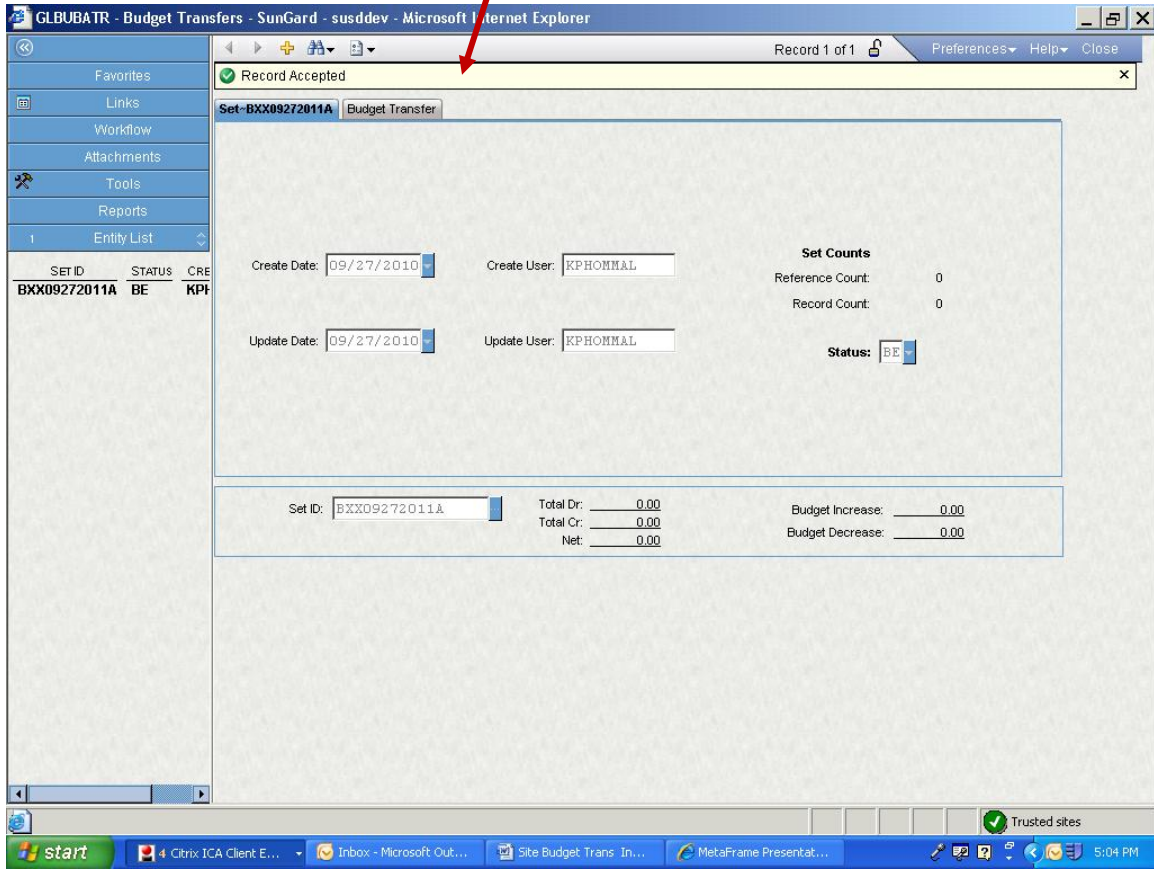
**Sample Batch File Name:**

B = Budget Update  
XX = Two Digit Site Number  
09 = Month (September)  
27 = Date of the month  
2011 = Fiscal Year (2010-11)  
A = First batch created on September 27

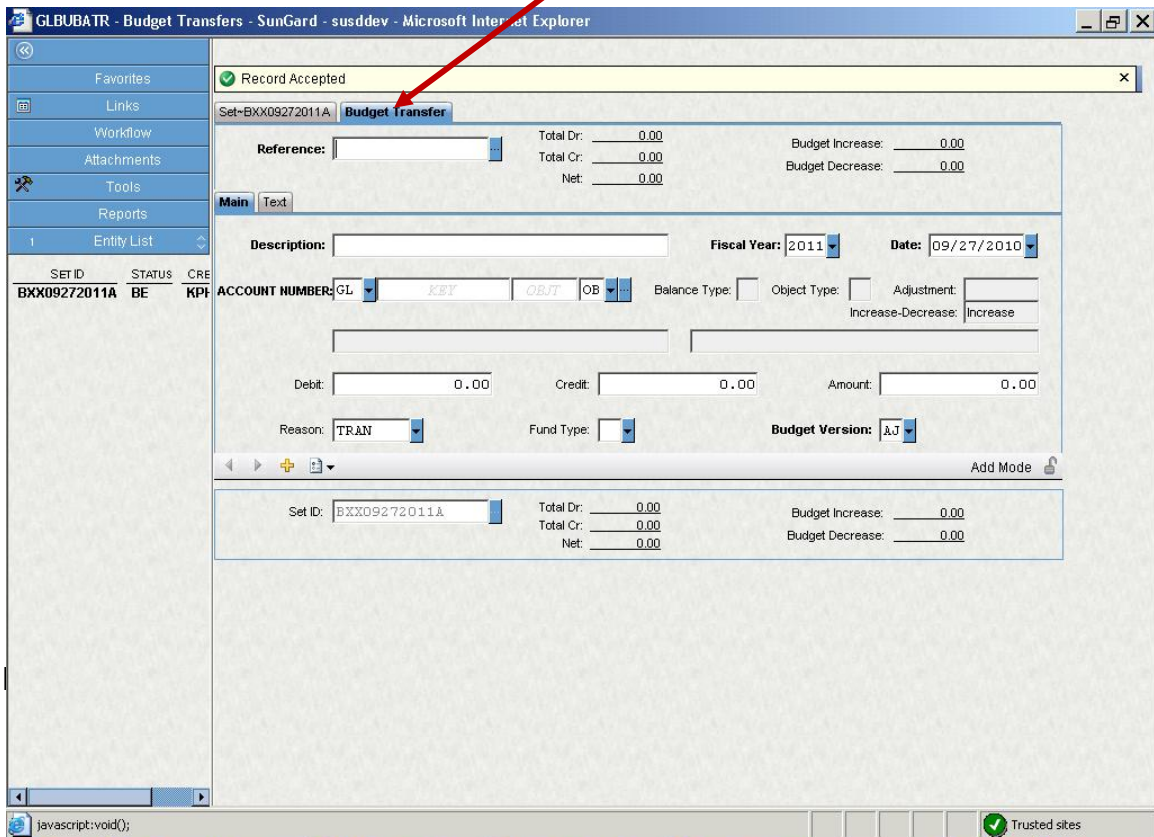
**Fiscal Year Codes:**

2010-2011 = 2011  
2011-2012 = 2012  
2012-2013 = 2013  
2013-2014 = 2014  
2014-2015 = 2015  
2015-2016 = 2016  
2016-2017 = 2017  
2017-2018 = 2018  
2018-2019 = 2019  
2019-2020 = 2020

After you enter Set ID, you will receive a Record Accepted message (if the Set ID has already been used you will need receive and Error Message. Correct your Set ID and press enter).

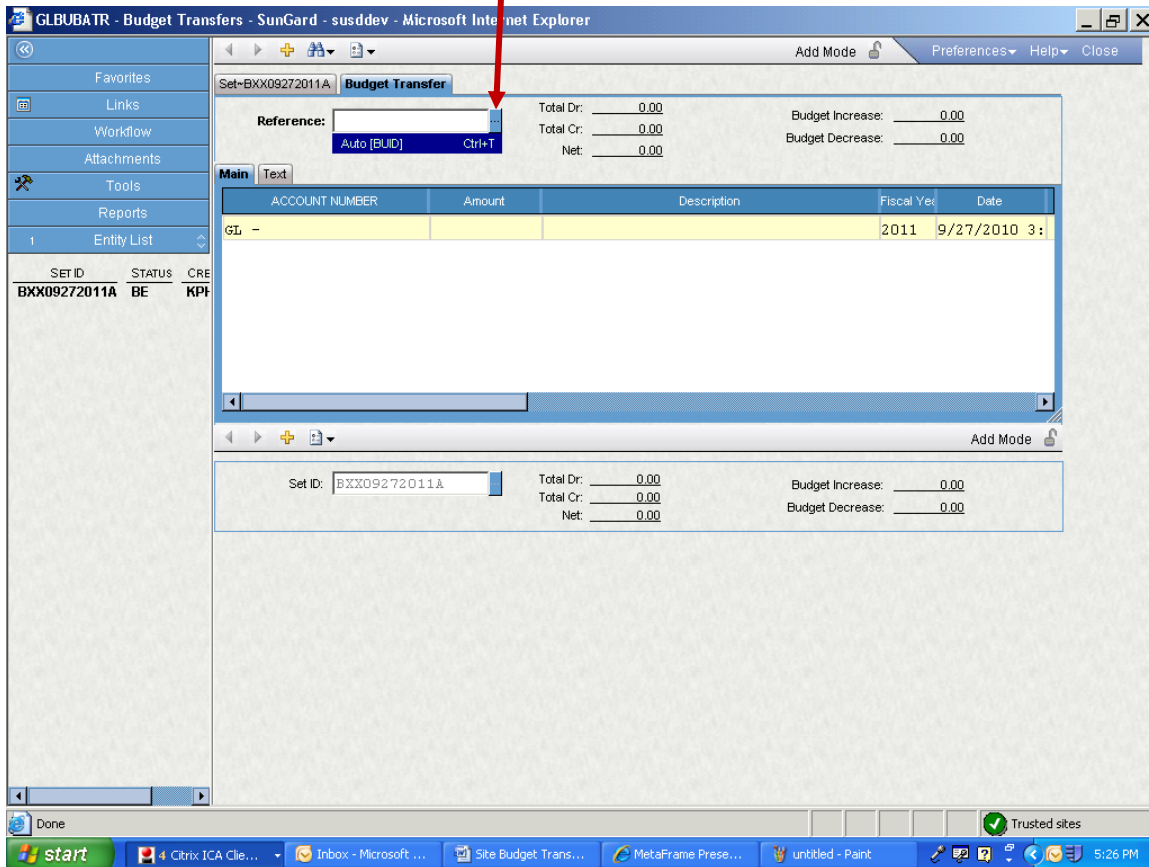



Select the BUDGET TRANSFER Tab.

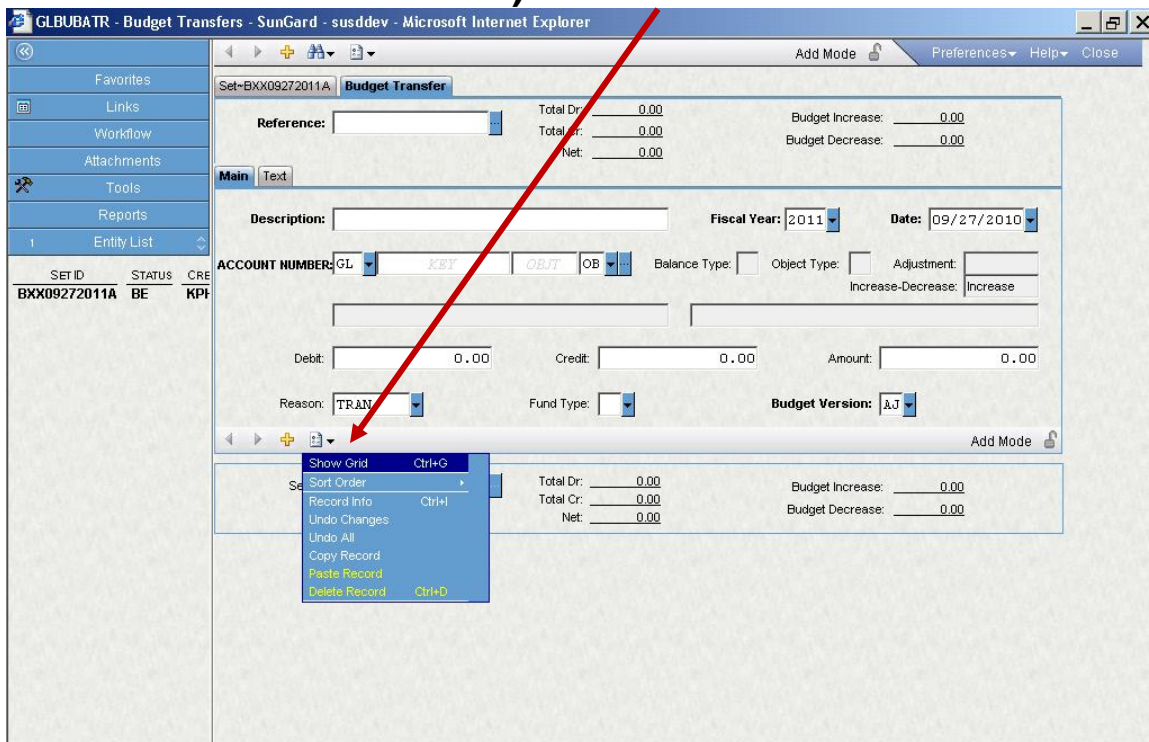




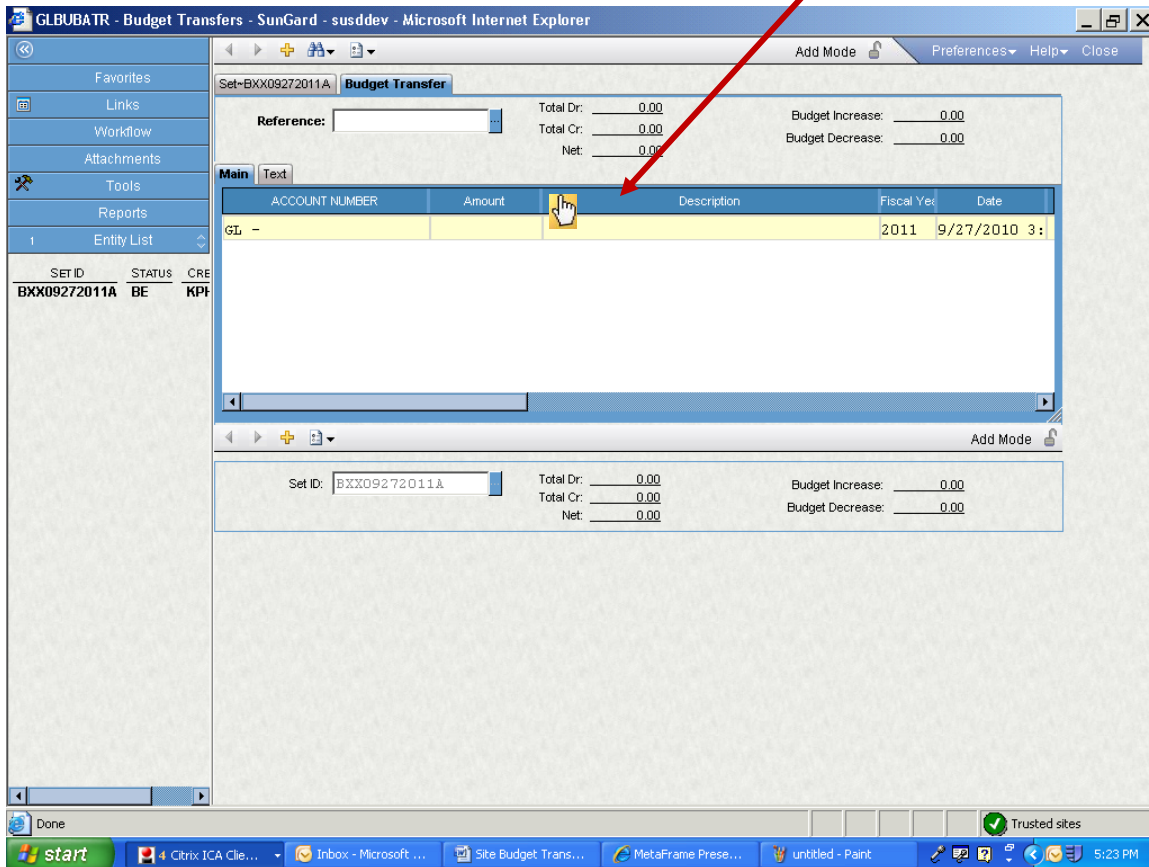
Click the  next to Reference and select Auto (BUD) – a short cut is to press Ctrl + T on your keyboard.



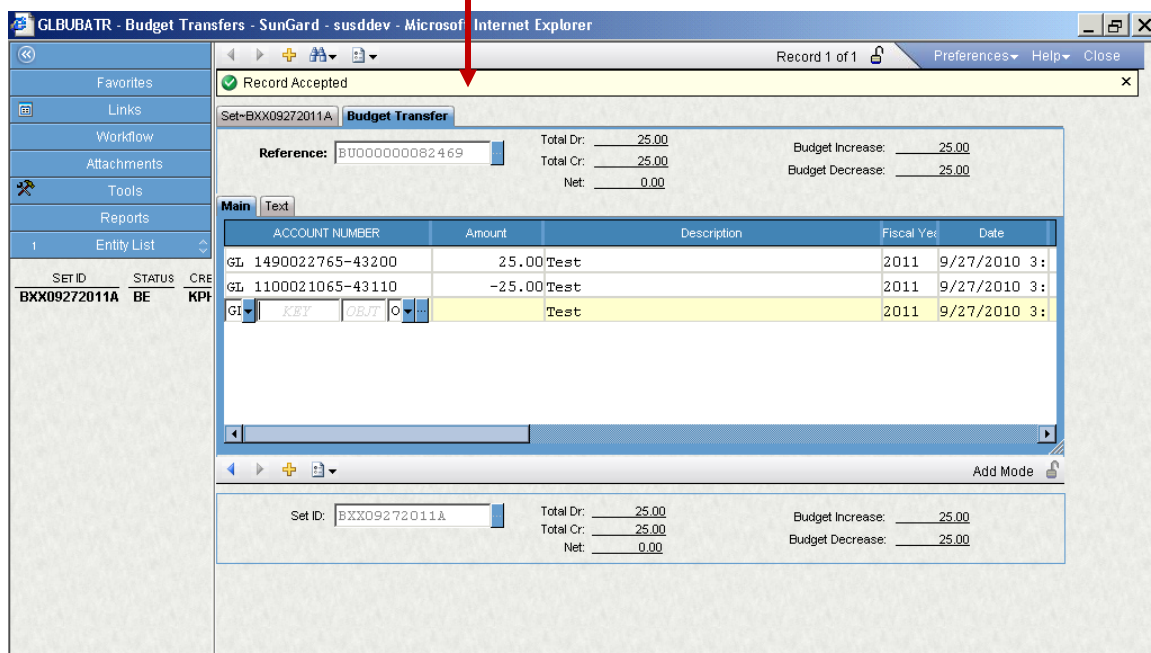
**VERY IMPORTANT** – you want to get into the **SHOW GRID** mode (click on the drop down arrow next to the  and select Show Grid)



The first time you prepare a budget transfer you are going to want to arrange your screen. To move the fields, scroll over a field title until your cursor becomes a finger. Left Click on your mouse and hold the button down while you drag the field to the desired location. You want your fields as follows: Account Number, Amount, Description.



This is the Data Entry screen in GRID mode; all you need to do is enter Org key, Object and a positive number for an increase to the budget and a negative number to decrease the budget and a Description (the description will copy itself when you press enter between each entry). You will receive a Record Accepted note at the top of the page each time you enter a line. If there is an error (such as a block) you will receive an error message instead.





If there is an error, you will receive an error message at the top of the screen. Correct the error. When you have no errors you will get a message that says Record Accepted

The screenshot shows a web browser window titled "GLBUBATR - Budget Transfers - SunGuard - susddev - Microsoft Internet Explorer". At the top, there are two error messages: "Invalid ORG KEY: 2222222650 (GL)" and "Invalid OBJECT: 12345 (GL)". Below the errors is a form for "Set-BXX09272011A Budget Transfer". The form includes a "Reference:" field with the value "BU000000082469" and summary statistics: Total Dr: 25.00, Total Cr: 25.00, Net: 0.00, Budget Increase: 25.00, and Budget Decrease: 25.00. A table below the form lists account numbers, amounts, descriptions, fiscal years, and dates. The table has columns: ACCOUNT NUMBER, Amount, Description, Fiscal Year, and Date. The rows are: GL 1490022765-43200 with Amount 25.00, Description Test, Fiscal Year 2011, and Date 9/27/2010 3:; GL 1100021065-43110 with Amount -25.00, Description Test, Fiscal Year 2011, and Date 9/27/2010 3:; and GL 222222650-12345 with Amount 0.00, Description Test, Fiscal Year 2011, and Date 9/27/2010 3:.

ACCOUNT NUMBER	Amount	Description	Fiscal Year	Date
GL 1490022765-43200	25.00	Test	2011	9/27/2010 3:
GL 1100021065-43110	-25.00	Test	2011	9/27/2010 3:
GL 222222650-12345	0.00	Test	2011	9/27/2010 3:

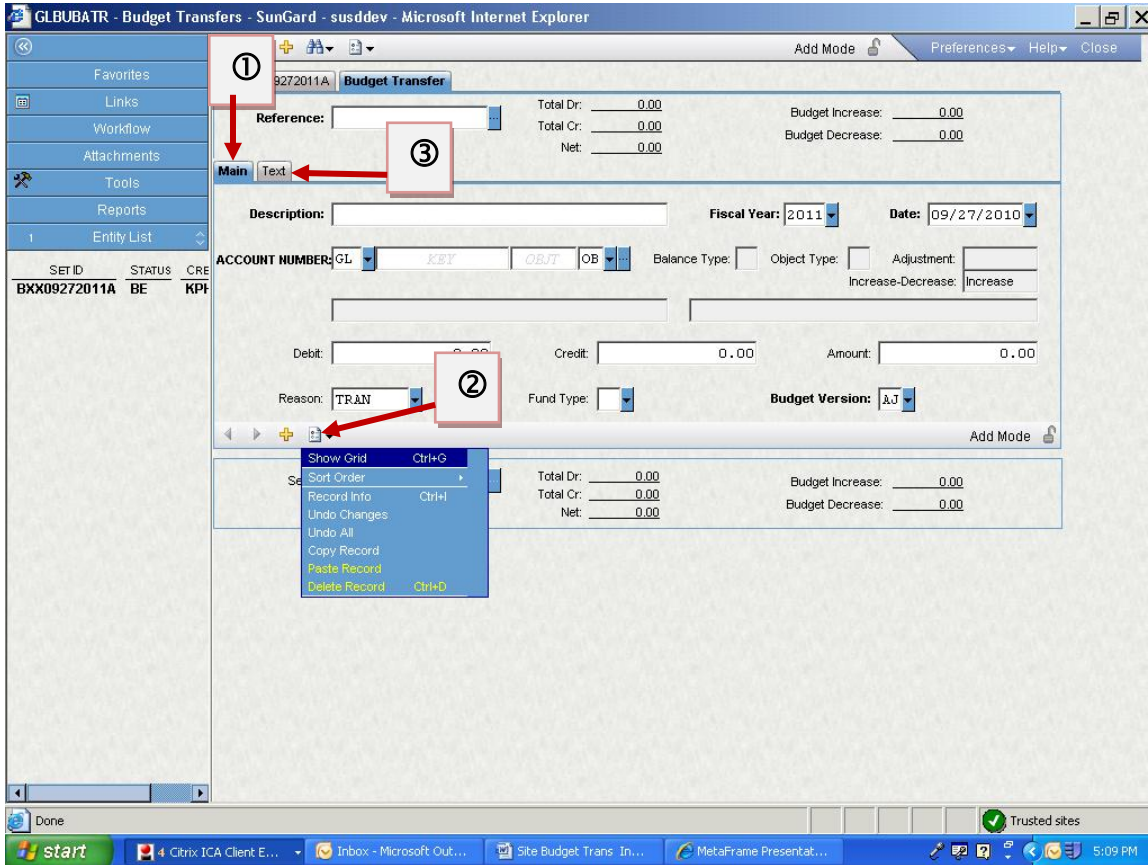
At the bottom of the form, there is another "Set ID:" field with the value "BXX09272011A" and summary statistics: Total Dr: 25.00, Total Cr: 25.00, Net: 0.00, Budget Increase: 25.00, and Budget Decrease: 25.00. A red arrow points from a text box to the "Net: 0.00" value in this section.

**IMPORTANT – Your budget batch (Net) must equal to \$0.00**

## Adding Notes (mandatory for State&Federal Budget Transfers):

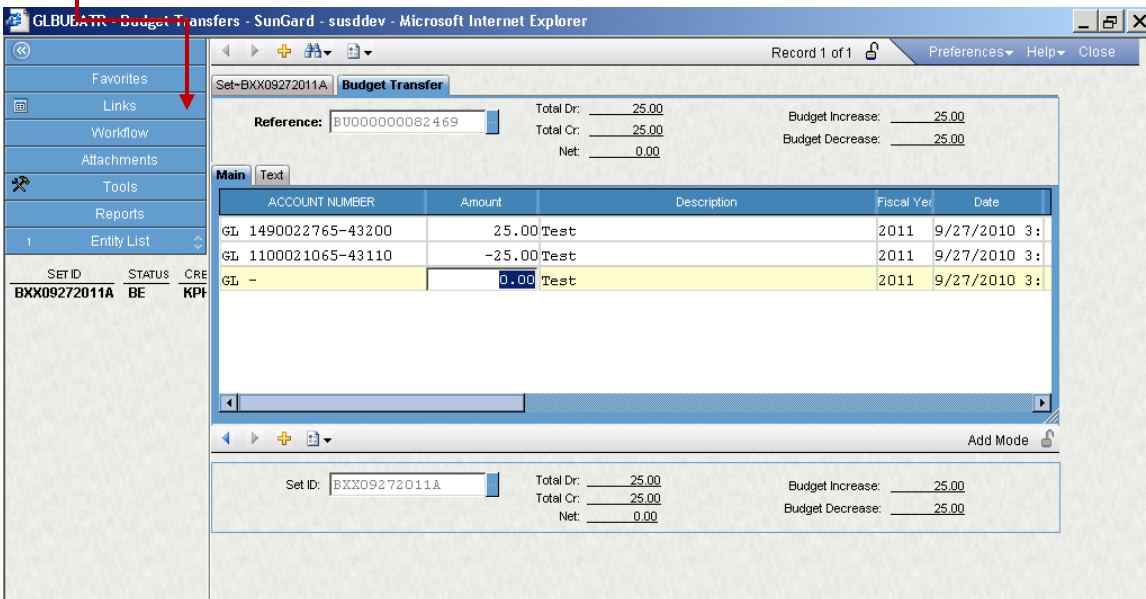
In order to add text you must get out of Grid Mode. To get out of Grid Mode ① click the Main tab, then ② click the white box near the bottom of the screen and select Hide Grid. ③ Then get back into the Text box to type your text.

**REMEMBER** You MUST press the Shift and Enter keys on your keyboard to save your text.



## Printing a Batch Proof:

A. Click Links from the Left side of the screen (you can be in the batch to print the batch proof)



## B. Click Print Batch Proof

The screenshot shows the SunGard Budget Transfers application interface. The left sidebar contains a 'Links' menu with the following items: Print Batch Proof, Distribute Batch, and Budget Update. A red arrow points to the 'Print Batch Proof' option. The main window displays a 'Budget Transfer' record for Set-BXX09272011A. The 'Reference' field contains 'B0000000082469'. The summary statistics are: Total Dr: 25.00, Total Cr: 25.00, Net: 0.00, Budget Increase: 25.00, and Budget Decrease: 25.00. The main table lists the following entries:

ACCOUNT NUMBER	Amount	Description	Fiscal Year	Date
GL 1490022765-43200	25.00	Test	2011	9/27/2010 3:
GL 1100021065-43110	-25.00	Test	2011	9/27/2010 3:
GL -		Test	2011	9/27/2010 3:

Below the table, the 'Set ID' is 'BXX09272011A' with the same summary statistics as above.

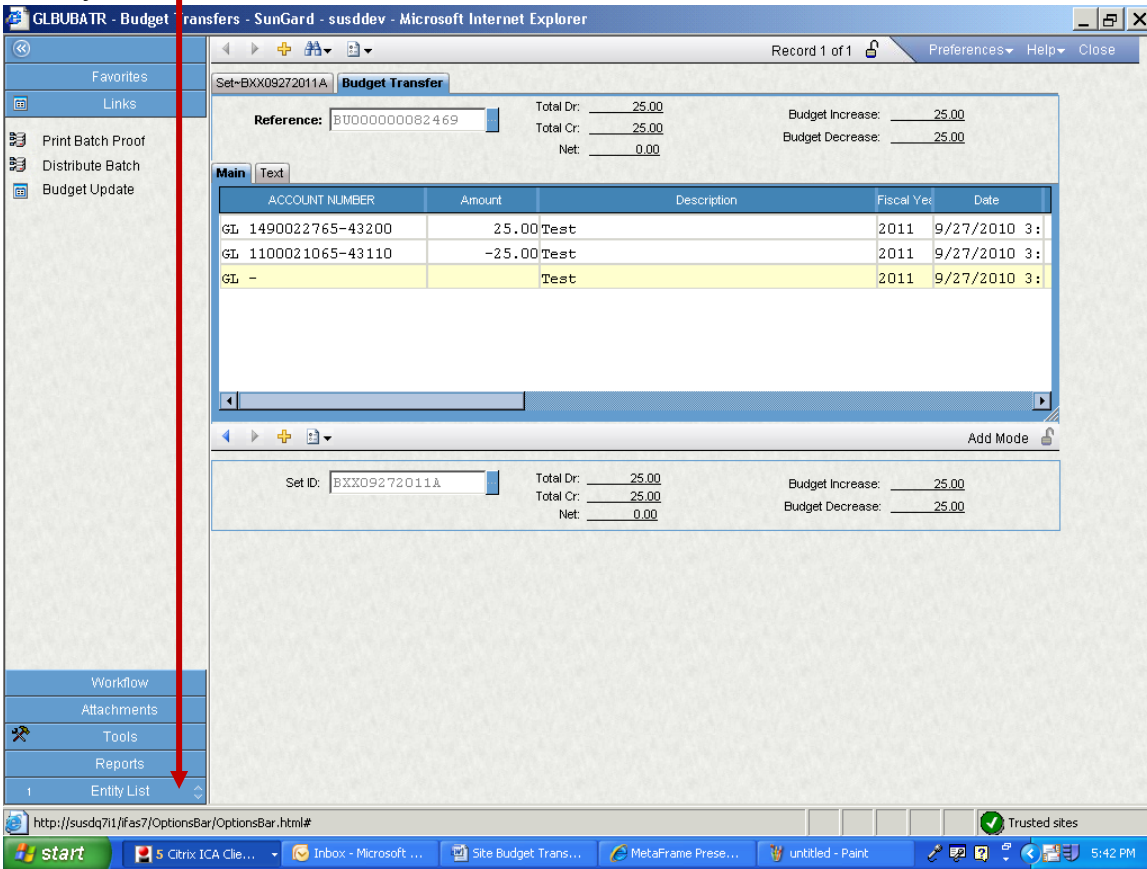
The screen below will pop-up after you click Print Batch Proof with your Batch File name already there. If the Batch File name is not correct or is missing you can type it in. Make sure the correct printer is showing and click the Submit button.

The screenshot shows the same SunGard Budget Transfers application interface as above, but with a 'Job Request' dialog box open in the foreground. The dialog box contains the following fields and options:

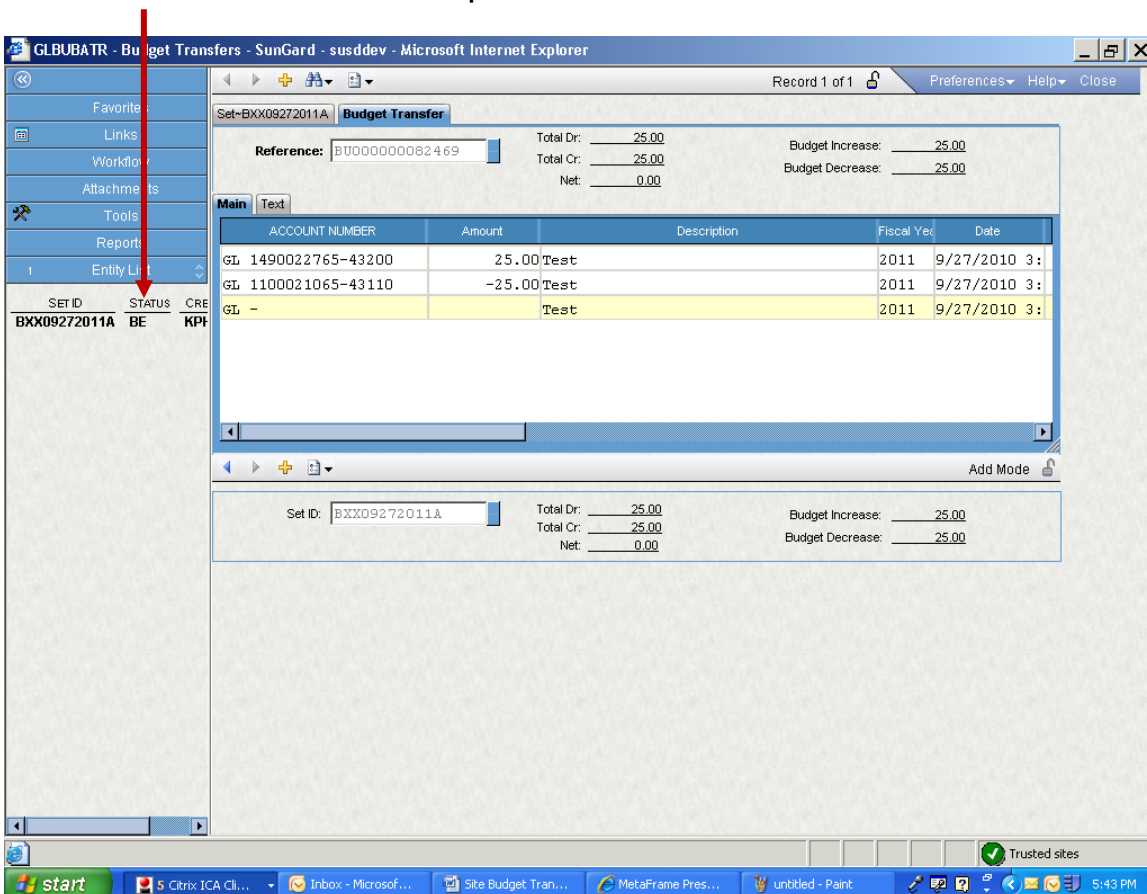
- Name of your Budget Batch File: BXX09272011A
- Posting Date (If left blank will use date from the Set): [Dropdown menu]
- Do you want separate positive and negative totals displayed?:  (No)
- Line Printer Copies, Name, Pri.: 01 WORKFLOW 108
- Options: Submit

The background application window remains visible, showing the same 'Budget Transfer' record and table as in the previous screenshot.

If you have not left the screen after printing your batch proof and need to go back into your batch to add more entries you can click Entity List

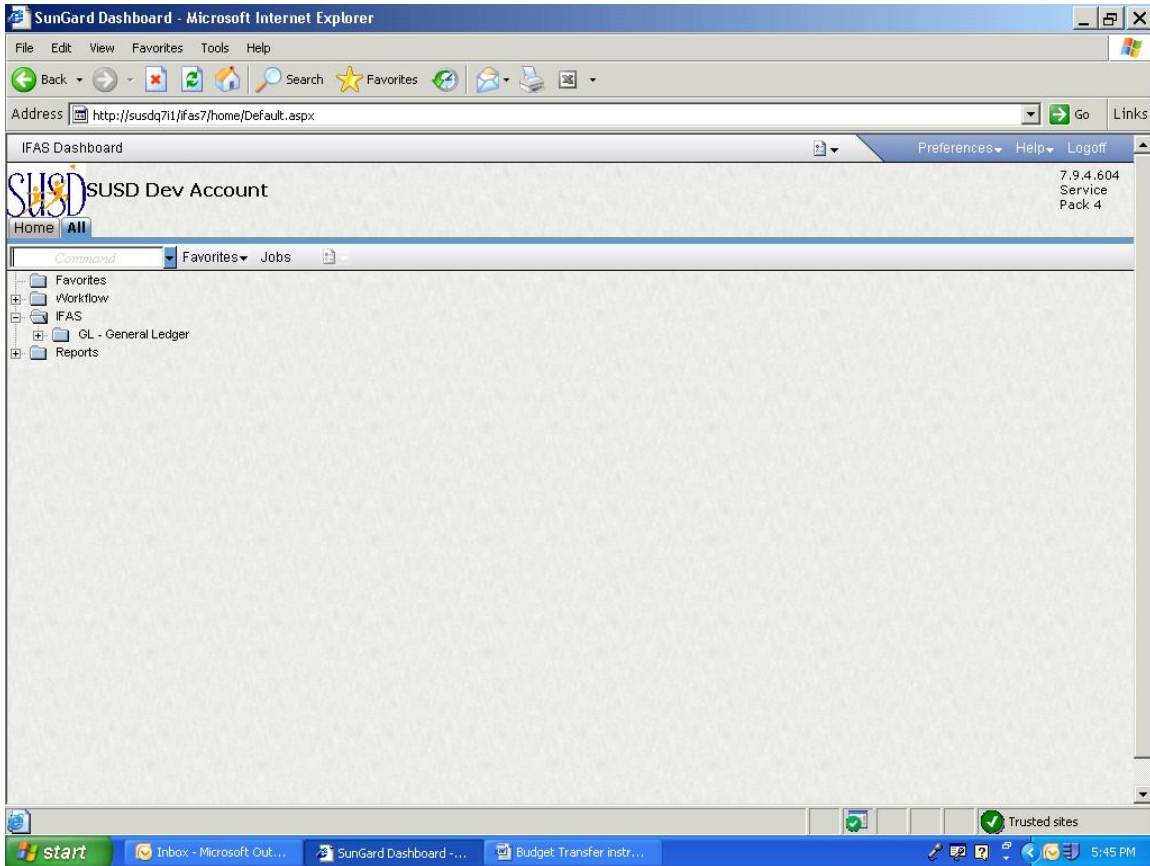


This will list all of your open sets. Click the set you wish to open. You can then follow the steps to review and/or add a record.

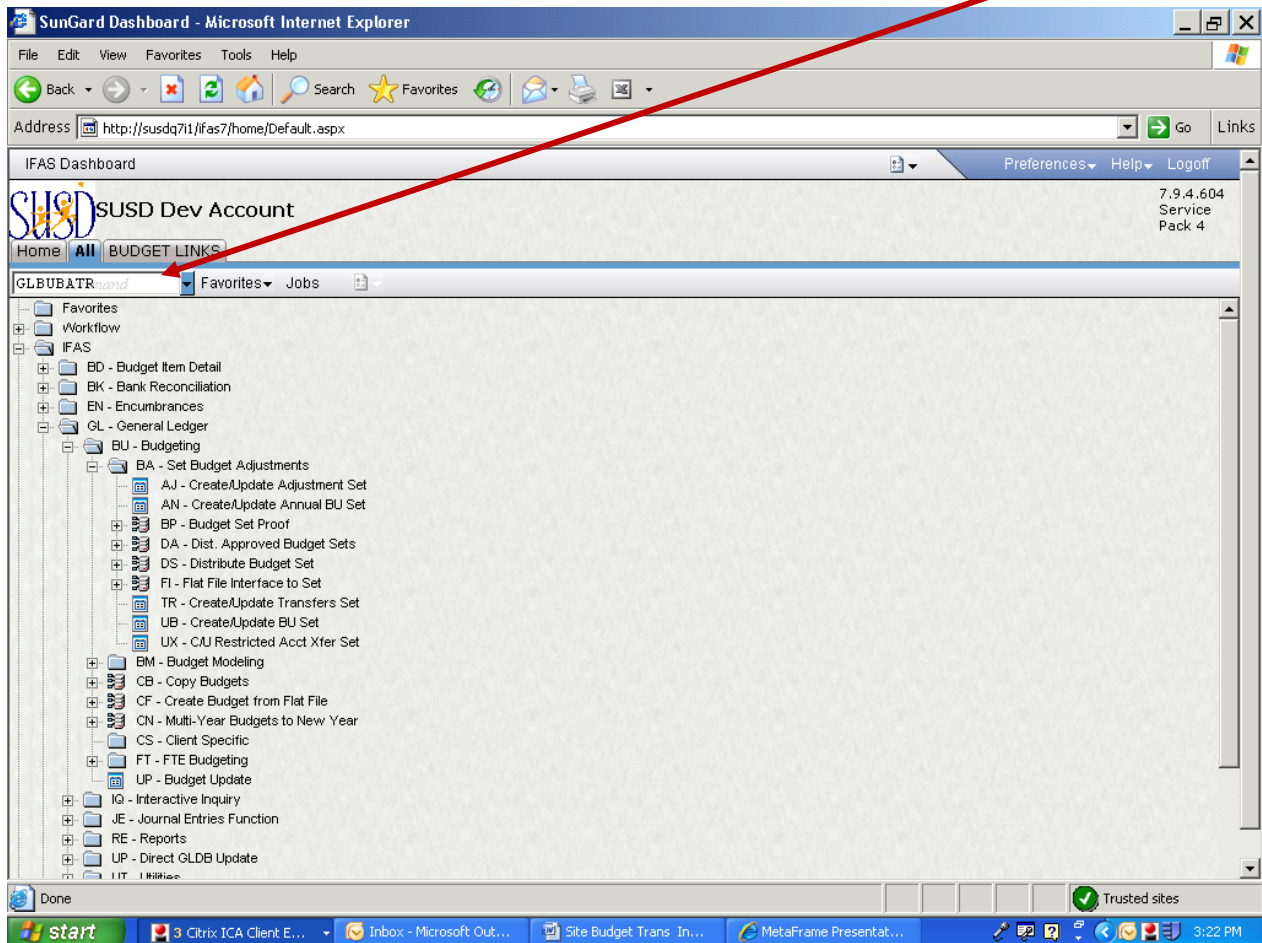




If you have closed your record you will be back to your HOME screen.

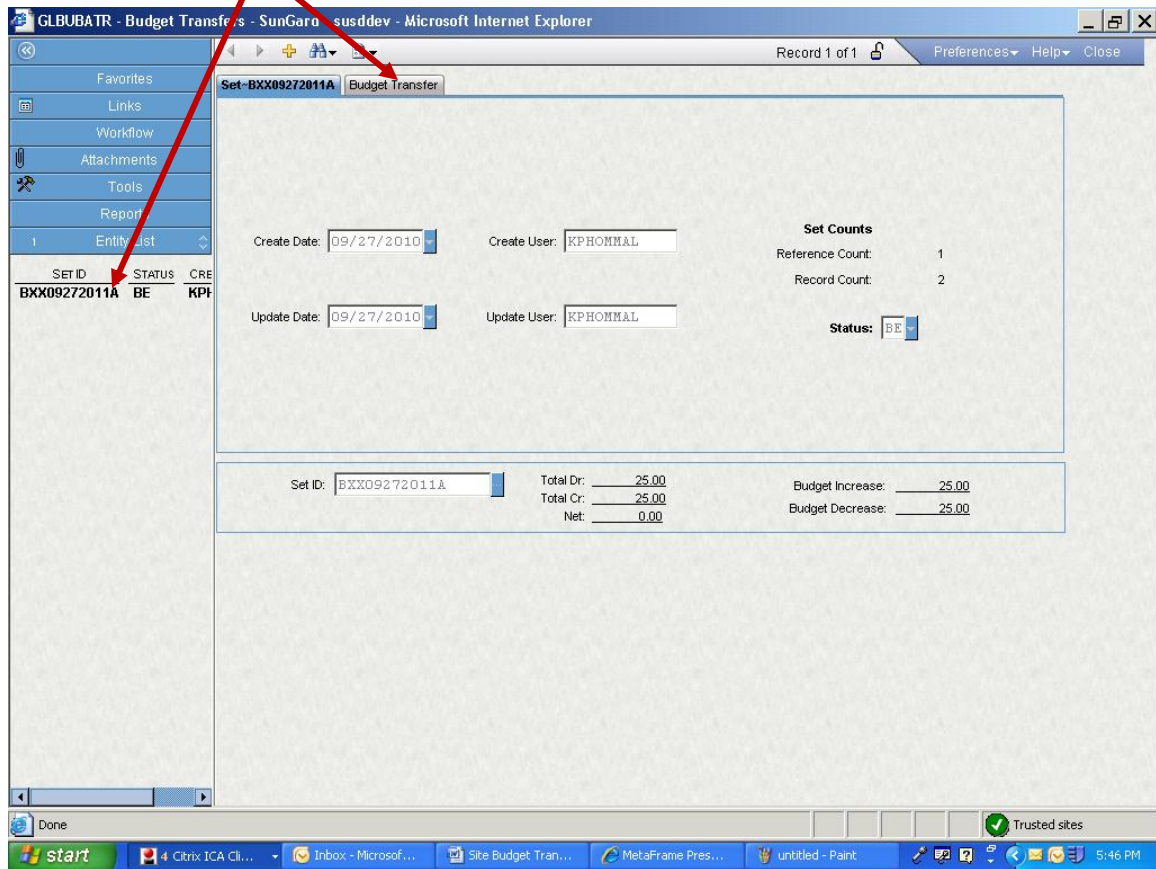


From the All tab, In the Command box type the mask GLBUBATR





You can then choose your set on the left side of the screen and then the Budget Transfer tab.



Click the Close screen to return to the home page when you have completed your transfer.

