

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.

### Creating a Budget Transfer:

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

Address 🛃 http://sus.ti7i1/ifas7/home/Default.aspx			💌 🄁 Go	Links
IFAS Dashboard				off 🔺
STOCKTON UNIFIED SCHOOL			7.9.4. Servi Pack	.328 ce 4
Home All my folder			1 doix	
Home Change Content Change Layout				
WorkFlow Tasks	Weblinks 🔺			
Out of office?       No Tasks Outstanding				

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

🦉 S	SunGard Dashboard - Microsoft Internet Explorer			<u>_ 8 ×</u>
File	Edit View Favorites Tools Help			🥂 💦
6	Back 🔹 🕥 👻 📓 🚮 🔎 Search 🤺 Favorites 🧭 🔗	• 🎍 🛛 •		
Addr	ress 🛅 http://susdq7i1/ifas7/home/Default.aspx			💽 🄁 Go 🛛 Links
IFA	S Dashboard			Preferences+ Help+ Logoff 🔺
CI.	SUSD Dev Account			7.9.4.604 Service
Hon				Pack 4
GLB	UBATRnand Favorites Jobs			
	Favorites			▲
Option 2: Using	FAS			
your mouse,	BD - Budget Item Detail			
click on the	EN - Encumbrances			
following	GL - General Ledger			
sections:	📄 🔄 BU - Budgeting			
	AJ - Create/Update Adjustment Set			
GL – General	AN - Create/Update Annual BU Set			
Lodgor				
Leugei	⊕ B DS - Distribute Budget Set			
DU Dudauťau				
BU – Budgeting	UB - Create/Update BU Set			
	UX - C/U Restricted Acct Xfer Set			
BA – Batch	H Bill CB - Copy Budgets			
Budget	庄 💱 CF - Create Budget from Flat File			
Adjustments				
, lajuotinonto				
тр	UP - Budget Update			
IN - Oreate/Ulralate	IQ - Interactive Inquiry     I			
Create/Update	E Reports			
Transfer Set	⊡ UP - Direct GLDB Update			
	one			Trusted sites
	Start 3 Citrix ICA Client E 🗸 🔀 Inbox - Microsoft Out	🗐 Site Budget Trans In 🥻 🌔 MetaFrame Presen	tat	🥕 💷 📱 🖞 🔇 💽 🛃 🗒 3:22 PM

**C.** The screen should open in Add Mode. If not, click on the interval 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 .

	▲ ▶ ♣ ♣		Add Mode 🦨 🔪	Preferences+ Help+
Favorites	Set~none Budget Transfer	Real and the strength of the second strength of the s	and the state of the state	A CONTRACTOR OF STATES
		NAME OF A DESCRIPTION OF A	Sectore and the sector of the sector	ALC: NO DECEMBER
				MALINA STATE
				10.5 A 6.12
			Fot Counto	
Entity List	Create Date: 09/27/2010	Create User: KPHOMMAL	Reference Count	0
			Record Count:	0
		a a la		
	Update Date: 09/27/2010	Update User: KPHOMMAL	Status: BE	
	Set ID:		Budget Increase:	0.00
		Total Cr: <u>0.00</u> Net: 0.00	Budget Decrease:	0.00

# **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

		A DECEMBER OF A		~ \		(Section)
<b>(</b> ()	_			Add Mode 🦨 🔪	Neferences+ Help+	Close
-	Favorites	Set~none Budget Transfer		And the second states		
	LINKS					
	Attachmente					
	Tools					
	Reports					
0	Entity List	Create Date: 09/27/2010	Create User: KPHOMMAL	Set Counts		
				Reference Count:	0	
				Record Count:	0	
		Update Date: 09/27/2010	Update User: KPHOMMAL	Status: BE		
		a recontraction and the first of the			EN CERTIFICATION OF	
		Set ID: BXX09272011A	ا Total Dr:0.00 Total Cr: 0.00	Budget Increase:	0.00	
			Net: 0.00	Budget Decrease:	0.00	
<pre>&lt; = 1</pre> <pre>&lt; = 1</pre> <pre></pre>	Two Digit Ionth (Se Date of th	date Site Number eptember) e month				
X = 1 ) = N Y = D )11 = = Fii	Idget Op Two Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month Year (2010-11) created on Septe	mber 27	MetaFrame Presentat	Trusted sit	es IJ 3:29
X = 1 ) = M Z = D )11 = = Fii	Idget Op Fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month Year (2010-11) created on Septe	mber 27	MetaFrame Presentat	Trusted sk 2 12 12 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	.es J 3:29
X = 7 = N = D 11 = = Fii	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month Year (2010-11) created on Septe	mber 27	: MetaFrame Presentat	Trusted at 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	es 1 3:24 25:
X = 1 = N Y = D 11 = = Fin	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month Year (2010-11) created on Septe	mber 27	: MetaFrame Presentat Fiscal		es ♥ 3:25
X = 1 ) = M 7 = D )11 = = Fii	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month Year (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010		es 3:21 25:
X = 1 ) = M Y = D )11 = = Fil	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	<sup>•</sup> MetaFrame Presentat Fiscal 2010 2011	✓ 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	es <b>₹ 3.2</b> 2 <b>255:</b> 1 2
X = 1 ) = M Y = C )11 = = Fil	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	<sup>•</sup> MetaFrame Presentat <b>Fisca</b> 2010 2011 2012	✓ 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	es <b>₹ 322</b> <b>25:</b> 1 2 3
X = 1 9 = N 7 = C 911 = = Fii	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010 2011 2012 2013	✓ 20 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	es <b>3</b> 32 <b>2</b> S: 1 2 3 4
X = 1 P = N Y = C P = 1 P	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010 2011 2012 2013 2014	<ul> <li>✓ I vector at ✓ I vector at</li></ul>	es <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>3.2</b> <b>4.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b> <b>5.2</b>
X = 1 P = N Y = C P = 1 P	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010 2011 2012 2013 2014	2011 = 201 -2012 = 201 -2013 = 201 -2014 = 201 -2015 = 201	es <b>3.2</b> <b>2</b> <b>3</b> <b>2</b> <b>3</b> <b>4</b> <b>5</b>
X = 1 ) = N 7 = C )11 = = Fii	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010 2011 2012 2013 2014 2015	2011 = 201 -2012 = 201 -2013 = 201 -2014 = 201 -2015 = 201 -2016 = 201	es <b>2</b> 323 <b>2</b> 32 <b>2</b> 32 <b>3</b> <b>4</b> 5 6
X = 1 P = N Y = C P = 1 P	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010 2011 2012 2013 2014 2015 2016	2011 = 201 -2012 = 201 -2013 = 201 -2014 = 201 -2015 = 201 -2016 = 201 -2017 = 201	≝ <b>232</b> <b>25</b> 1 2 3 4 5 6 7
X = 1 ) = N Y = C )11 = = Fii	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010 2011 2012 2013 2014 2015 2016 2017	2011 = 201 -2012 = 201 -2013 = 201 -2014 = 201 -2015 = 201 -2016 = 201 -2017 = 201	≝ <b>232</b> <b>25</b> 1 2 3 4 5 6 7 2
X = 1 P = N Z = C 11 = C = Fin	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010 2011 2012 2013 2014 2015 2016 2017	2011 = 201 -2012 = 201 -2013 = 201 -2014 = 201 -2015 = 201 -2016 = 201 -2017 = 201 -2018 = 201	es <b>2</b> 323 <b>2</b> 5 <b>3</b> 4 <b>5</b> 6 <b>7</b> 8 <b>8</b> 5 <b>8</b> 5 <b>9</b> 5 <b>1</b>
X = 1 P = N 7 = C 11 = Fin	Two Digit fwo Digit Aonth (Se Date of th = Fiscal ` rst batch	date Site Number eptember) e month rear (2010-11) created on Septe	mber 27	MetaFrame Presentat Fiscal 2010 2011 2012 2013 2014 2015 2016 2017 2018	✓ Instead at a constraint of the second	<b>s</b> <b>≥</b> 312 <b>2</b> 34 5 6 7 8 9

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).

🕘 GLBUBATR - Budget Tr	ansfers - SunGard - susddev - Microsoft	l <mark>ternet Explorer</mark>		<u>_ 8 ×</u>
<b>(</b>	∢ ▶ 💠 ∰ - 🗈 -		Record 1 of 1 🔓 🔪	Preferences+ Help+ Close
Favorites	Record Accepted			×
Links	Set~BXX09272011A Budget Transfer			
Workflow		and the first of the		
Attachments				
X Tools				
Reports				
1 Entity List	<u></u>			
SETID STATUS	CRE Create Date: 09/27/2010	Create User: KPHOMMAL	Reference Count:	0
BXXU9272U11A BE	(PF		Record Count:	0
	Lindate Date: 09/27/2010	Undate Liser: KPHOMMAL		
			Status: BE	
	Set ID: BXX092720114	Total Dr: 0.00	Budget Increase:	0.00
		Total Cr: 0.00	Budget Nercesse:	0.00
		Net0.00		
	A CALLSON AND A SAME AND A			
				Trushed either
📲 Start 🛛 🛃 4 Citri	ix ICA Client E 👻 🚫 Inbox - Microsoft Out	📲 Site Budget Trans In	C MetaFrame Presentat	2 8 2 C C C C C C C PM

# Select the BUDGET TRANSFER Tab.

Record Accepted           Set-BXX09272011A         Budget Transfer           Reference:         Total Dr:         0.00           Total Cr:         0.00           Net:         0.00           Net:         0.00	
Set-BXX09272011A         Budget fransfer           Reference:	
Reference:         Total Dr:         0.00         Budget Increase:         0.00           Total Cr:         0.00         Budget Increase:         0.00           Net:         0.00         Budget Decrease:         0.00	
Kerter ence:	
Net:000	
Main Text	
Description: Fiscal Year: 2011 - Date: 09/27/2010 -	
ACCOUNT NUMBER	
Debit: 0.00 Credit: 0.00 Amount: 0.00	
Reason: TRAN Fund Type: Budget Version: AJ	
Add Mode 🔒	
Set ID:         BXX09272011A         Total Dr:         0.00         Budget Increase:         0.00           Total Cr:         0.00         Budget Decrease:         0.00           Net:         0.00         Budget Decrease:         0.00	
	Description:       Fiscal Year:       2011       Date:       09/27/2010         ACCOUNT NUMBER;       GL       XSY       OB/T       08       Balance Type:       Object Type:       Adjustment:         Increase       Increase-Decrease:       Increase-Decrease:       Increase-Decrease:       Increase         Debit:       0.00       Credit:       0.00       Amount:       0.00         Reason:       TRAIN       Fund Type:       Budget Version:       AJ         Image: Set ID:       DXX09272011A       Total Dr:       0.00       Budget Increase:       0.00         Net:       0.00       Net:       0.00       Budget Decrease:       0.00

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

	▲ ▶ + # + +			Add Mode 🦨 🔪	Preferences <del>↓</del> Help <del>↓</del> Close
	Set~BXX09272011A Budget Transfe	r	CARLEN STATE		A PROPERTY AND
Links Workflow Attachments	Reference: Auto (BUID)	Ctrl+T Net: _	0.00 0.00 0.00	Budget Increase: Budget Decrease:	0.00
Tools		Amount	Description	Fiscal Ve	Date
Reports	GL -	Amount	Description	2011	9/27/2010 3:
SETID STATUS 09272011A BE KP					
					Þ
	▲ ▶ ♣ 🗎 ◄				Add Mode 🔓
	Set ID: BXX09272011A	Total Dr: _ Total Cr: _ Net: _	0.00 0.00 0.00	Budget Increase: Budget Decrease:	0.00

# VERY IMPORTANT – you want to get into the SHOW GRID mode (click on the drop down arrow next to the

GLBUBATR - Budget Tra	nsters - SunGard - susddev - Microso	ft Internet Explorer		_ (
)	∢ ▶ <del>\$</del> ∰- ⊡-		Add Mode 🦨 🔪 F	<sup>p</sup> references <del>↓</del> Help <del>↓</del> Clos
Favorites	Set~BXX09272011A Budget Transfer			
Links	Reference:	Total Dr:0.0	D Budget Increase:	0.00
Workflow		Total or:0.0	D Budget Decrease:	0.00
Attachments	Main Text			
Tools		Charles Annual Contract	_	
Repuns	Description:		Fiscal Year: 2011 Date: 0	09/27/2010
	ACCOUNT NUMBER: GL		Balance Type: 🔽 Object Type: 🔲 Adjustm	ient:
SETID STATUS CF	¥E ,		Increase-Decre	ase: Increase
	Dahit	2.00 Credit	0.00 Insurt	0.00
	Debit.	5.00 Credit. J	0.00 Amount.	0.00
	Reason: TRAN	Fund Type:	Budget Version: 🛛 🖌 👻	
				a show bbA
	Show Grid Ctrl+G			
	Se Sort Order	Total Dr:0.00	Budget Increase:	0.00
	Undo Changes	Net:0.00	Budget Decrease:	0.00
	Undo All Copy Record	and the second second second		
	Paste Record			
	Delete Record Ctri+D			

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.

	∢ ▶ 🕂 🏦 🖬 🗸				Record 1 of 1 🔓	Preferences- He
	Record Accepted					
	Set~BXX09272011A Budget Tran	nsfer	Gel Stat	ALL SAME	al March	A Star Health
Workflow	B-family Droppoor	00.4.00	Total Dr:	25.00	Budget Increase:	25.00
	Reference: BUUUUUUU	82469	Total Cr:	25.00	Budget Decrease:	25.00
			Net:	0.00		A STATE OF A STATE
	Main Text		000000000			
	ACCOUNT NUMBER	Amount		Description	Fi	scal Yei Date
	GL 1490022765-43200	25.	00 Test		2	011 9/27/2010 3:
SET ID STATUS CO	<b>E</b>					
CO9272011A BE KP	GL 1100021065-43110 GI KBY OBJT O	-25.	00 Test Test		2 2	011 9/27/2010 3: 011 9/27/2010 3:
<u>Setid Status Cr</u> 09272011A BE KF	GI 1100021065-43110 GI <i>KEY OBJT</i> O ••	-25.	00 Test Test		2	011 9/27/2010 3: 011 9/27/2010 3:
SETID STATUS CR D9272011A BE KF	GL 1100021065-43110 GI <u>KET</u> OBJTO	-25.	00 Test Test		2	011 9/27/2010 3: 011 9/27/2010 3:
SETID STATUS CR	GL 1100021065-43110 GI	-25.	00 Test Test		2	011 9/27/2010 3: 011 9/27/2010 3:
<u>SETID STATUS CR</u> K09272011A BE KF	GL 1100021065-43110 GI ★ KBY OBJT 0 ★	-25.	00 Test Test		2	011 9/27/2010 3: 011 9/27/2010 3: 
SETID STATUS CR	EL 1100021065-43110 GI <u>XEY</u> OBJT 0	-25.	00 Test Test	<u>-25.00</u> 25.00	2 2 Budget Increase:	011 9/27/2010 3: 011 9/27/2010 3: 

If there is an error, you will receive and 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



### 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)

)	▲ ▶ + ₩ - ⊡ -			Record 1 of 1 🔓	Preferences- He
Favorites	Set~BXX09272011A Budget Trans	sfer	A SAME AND A	Martin Standard	
] Links 🕈	Deference Puocococo	2460	Total Dr:25.00	Budget Increase:	25.00
Workflow		2409	Total Cr: 25.00	Budget Decrease:	25.00
Attachments	Main Text		Net0.00		
Tools	ACCOUNT NUMBER	Amount	Descripti	on Fis	cal Ye: Date
Reports	GL 1490022765-43200	25.00	) Test	20	)11 9/27/2010 3:
Entity List 🗠	GL 1100021065-43110	-25.00	) Test	20	)11 9/27/2010 3:
SETID STATUS CRE			1		
09272011A BE KPI	GL -	0.00	Test	20	011 9/27/2010 3:
9272011A BE KPI	GL -		Test	20	)11 9/27/2010 3:
19272011A BE KPI	GL -		Test	20	111 9/27/2010 3:

# B. Click Print Batch Proof

<)		+ AA+ ⊡+				Record 1 of 1		Preferences- Hel	p <del>√</del> C
Fa <sup>r</sup> orites	Set~BXX	09272011A Budget Trans	fer	N. CALL	V.S.A.MA	V. S. A. W.	W.S.P.	A PROPERTY.	
Print Batch Proof     Distribute Batch	Re Main T	eference: BU0000008	2469	Total Dr:25.1 Total Cr:25.1 Net:0.0	<u>00</u> 00	Budget Increase Budget Decrease		25.00 25.00	
💼 Budget Update		ACCOUNT NUMBER	Amount		Description		Fiscal Y	e: Date	
	GL 14	90022765-43200	25.00	Test			2011	9/27/2010 3:	
	GL 11	00021065-43110	-25.00	Test			2011	9/27/2010 3:	
	GL -			Test			2011	9/27/2010 3:	
		Set ID: BXX0927201	1A	Total Dr: <u>25.0</u> Total Cr: <u>25.0</u> Net: 0.0	<u>)0</u> )0	Budget Increase Budget Decrease		25.00 25.00	
Workflow									
🛠 Tools									
Reports									
1 Entity List	\$								
								Tructor	citoc
								V Huster	i sices

The screen below wills 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.



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.

SET D		Amount 25.00 Test -25.00 Test Test	Reco 25.00 Bud 25.00 Budy 0.00 Description	rd 1 of 1 6 Prefer riget Increase: 25.00 get Decrease: 25.00 Fiscal Yet 2011 9/27 2011 9/27 2011 9/27	Date 7/2010 3: 7/2010 3:
Favorite Links Workflo Attachme Is Tools Report Entity Lu SETID STATUS CRE K09272011A BE CRE K0P	Set-BXX09272011A         Budget Trans           Reference:         BU000000083           Main         Text           ACCOUNT NUMBER         GL 1490022765-43200           GL 1100021065-43110         GL -	Amount Contract Contr	25.00 Bur 25.00 Burk 0.00 Description	dget Increase: 25.00 get Decrease: 25.00 Fiscal Yer 2011 9/27 2011 9/27 2011 9/27	Date 7/2010 3: 7/2010 3: 7/2010 3:
Links Workflo Attachme ts Tools Report Entity Lu t SET D STATUS K09272011A BE K0P	Reference:         BU000000083           Main         Text           ACCOUNT NUMBER           GL         1490022765-43200           GL         1100021065-43110           GL         -	Amount       Amount       25.00       Test       -25.00       Test	25.00 Bud 25.00 Bud 0.00 Description	dget horease: 25.00 get Decrease: 25.00 Fiscal Yec 2011 9/27 2011 9/27 2011 9/27	Date 7/2010 3: 7/2010 3: 7/2010 3:
Tools Report Entity Lit O SETID STATUS K09272011A BE KPH	Main         Text           ACCOUNT NUMBER         ACCOUNT NUMBER           GL         1490022765-43200           GL         1100021065-43110           GL         -	Amount 25.00 Test -25.00 Test Test	Description	Fiscal Yet 2011 9/27 2011 9/27 2011 9/27	Date 7/2010 3: 7/2010 3: 7/2010 3:
Report Entity LI 1 () SET D STATUS K09272011A BE KPH	ACCOUNT NUMBER GL 1490022765-43200 GL 1100021065-43110 GL -	Amount 25.00 Test -25.00 Test Test	Description	Fiscal Yec 2011 9/27 2011 9/27 2011 9/27	Date 7/2010 3: 7/2010 3: 7/2010 3:
Entity LILE O SET D STATUS K09272011A BE KPH	GL 1490022765-43200 GL 1100021065-43110 GL -	25.00 Test -25.00 Test Test		2011 9/27 2011 9/27 2011 9/27	7/2010 3: 7/2010 3: 7/2010 3:
SETID STATUS CRE K09272011A BE KPH	GL 1100021065-43110 GL -	-25.00 Test		2011 9/27 2011 9/27	7/2010 3: <mark>7/2010 3:</mark>
KO9272011A BE KPF	GL -	Test		2011 9/27	7/2010 3:
	▲         ♦         ।         .           Set ID:         BXX0927201	Total Dr:	25.00 But 25.00	dget Increase:	Add Mode
		Net:	<u>0.00</u> Eua	jet Uecrease: <u>23.00</u>	
					Trusted sites

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

SunGard Dashboard - Microsoft Internet Explorer					_	BX
File Edit View Favorites Tools Help						
😮 Back 🔹 🕥 🖌 📓 🚷 🔎 Search 🤺 Favorites	🔗 - 🤰 🗷 -					
Address 💼 http://susdq7i1/ifas7/home/Default.aspx					💌 🔁 Go	Links
IFAS Dashboard		<b>⊡ -</b>	P	references <del>.</del>	Help- Log	off 📥
					7.9.4 Servi Pack	.604 ce 4
Command Pavorites Votes						
<u>ø</u>			2		rusted sites	
🛃 start 🔗 💽 Inbox - Microsoft Out 🖉 SunGard Dashboard	Budget Transfer instr			/ 🖗 🛛 🗘		5:45 PM

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.

	4 ▶ ⊕ ∰ - 3.		Record 1 of 1 🔒	Preferences∓ Help∓ Clos
	Set~BXX09272011A Budget Trans	fer	Summer and the second second	Constant Provident Provident
Links		The second second second second	- Provide the second second second	In the second second second
Workflow				
Attachments				
Tools				
Report		_	Set Counts	
Entity List	Create Date: 09/27/2010	Create User: KPHOMM.	Reference Count:	1
SET ID STATUS	CRE		Record Count:	2
U9272011A BE M	(PF	Undeta Liner: WRHOWN	A.T.	
	update Date. 10972772010	Diputate User. KPHOHH.	Status:	BE
	Set ID: BXX092720:	11A Total Dr:	25.00 Budget Increase	25.00
		Total Cr:	25.00 Budget Decrease:	25.00
			0.00	

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

Record to f1       Proferences*       Help* Or         Favorites       Links       Budget Tronsfer         Workforw       Budget Increase:       25.00         Net       0.00       Budget Increase:       25.00         Net       0.00       Budget Increase:       0.0/277/2010         Fiscal Year:       Coll       Budget Increase:       0.0/277/2010         Set Div       Set Div       Get       Budget Increase:       0.0/277/2010         Set Div       Set Div       Find Type       Budget Version:       Austinet:       Get         Set Div       Div       Find Type       Budget Increase:       25.00       Budget Increase:       25.00         Net       0.00       Creat       25.00       Budget Increase:       25.00         Net       0.00       Budget Increase:       25.00       Budget Increase:       25.00         Net       0.00       Budget Increase:       25.00       Budget Increase:	GLBUBATR - Budget Tran	sfers - SunGard - susddev - Microsoft Internet Explorer
Favorites       uriks         Uriks       Workflow         Attachments       Doscription:         Total Cr.       25.00         Net:       0.00         Maximus Creation       Net:         Optimizer       Field Veai:         Str D       Str D         Str D		🔺 🕨 💠 🖽 🗸 🗈 🗸 🛛 🖌 Record 1 of 1 🔓 🔪 Preferences 🗸 Help 🗸 Close
Links       Workflow         Attachments       Statute:         Total C:       25.00         Net:       0.00         Reports       Fiscal Veer:         Enthy List       Cee         Statute:       Cee         Statute:       Cee         Statute:       Fiscal Veer:         Statute:       Cee         Sta	Favorites	Set-BXX09272011A Budget Transfer
Workflow       Net:       25.00       Budget Decrease:	Links	Reference: BUDDDDDDDB2469 Total Dr: <u>25.00</u> Budget Increase: <u>25.00</u>
Attachments Tools Reports StrUS CRE GU0272011A BE KPF GU0272011A BE KPF Description: TEST 1490022765 43200 0B Belence Type: DR Object Type: VP Adjustment: Credit Deress-Decrease: Treater SchlAdminGen,SchlAdmin Norinstr-Material/Supples Debit: 0.00 Credit 25.00 Amount: 25.00 Ressor: TRAN F Fund Type Budget Version: AJ Record 1 of 2 S Set ID: PXX09272011A Total Dr: 25.00 Net: 0.00 Budget Increase: 25.00 Budget Decrease: 25.00 Set ID: PXX09272011A Total Dr: 25.00 Net: 0.00 Budget Decrease: 25.00 Budget Decrease: 25.00 Set ID: PXX09272011A Total Dr: 25.00 Net: 0.00 Budget Decrease: 25.00 Budget Decrease: 25.00 Set ID: PXX09272011A Total Dr: 25.00 Set ID: PXX09272011A Total Dr: 25.00 Budget Decrease: 25.00 Set ID: PXX09272011A Total Dr: 25.00 Set ID: PXX0927201A Total Dr:	Workflow	Total Cr:         25.00         Budget Decrease:         25.00           Net:         0.00         Budget Decrease:         25.00
Iools   Reports   Set D   Status   G0272011A   BE   KR     COUNT NUMBER   CUNT NUMBER   CUNT NUMBER   SchladminGen,Schladmin   Dett   0.00   Creat   25.00   Anount   25.00   Rescor:   TRAN   Fund Type   Budget Version:   Image: Set D   Set D:   EXX09272011A   Et D:   EXX09272011A   Better   Column   Total D:   25.00   Net:   D00   Column   Budget Version:   Image: Set D:   EXX09272011A   Better   Column   Total D:   25.00   Net:   D00   Column   Budget Version:   Image: Set D:   EXX09272011A   Better   Column   Rescor:   Trata   Column   <	Attachments	Main Text
Activity List       Cescription:       Image: Cescription: <t< th=""><th>Tools</th><th></th></t<>	Tools	
Startus       CRE         Startus       CRE         G002720111A       BE         Ne       Noninst-Material/Supples         SchlAdminGen,SchlAdmin       Noninst-Material/Supples         Debit       0.00       Credit       25.00         Ressor:       TRAN       Fund Type:       Budget Version:       A.J.         Set ID:       SXX09272011A       Total D:       25.00       Budget Increase:       25.00         Net       0.00       Credit       25.00       Budget Increase:       25.00         Net       0.00       Rescrit       Total D:       25.00       Budget Increase:       25.00         Net       0.00       Net       0.00       Budget Increase:       25.00         Net       0.00       Budget Increase:       25.00       Budget Increase:       25.00         Net       0.00       Budget Increase:       25.00       Budget Increase:       25.00	Reputs Entity List	Description: Test Fiscal Year: 2011 Date: 09/27/2010
Image: Set U:       Set U:       Image: Set U:	SETID STATUS CRE X09272011A BE KPH	ACCOUNT NUMBER GL 1490022765 43200 OB Balance Type: DR Object Type: XP Adjustment: Credit Increase-Decrease: Increase
Debit 0.00 Credit 25.00 Amourit 25.00   Rescort TRAN Fund Type: Budget Version: AJ   Image: Constrained of the state of the		SchlAdminGen,SchlAdmin NonInstr-Material/Supplies
Resson:       TRAN       Fund Type:       Budget Version:       AJ         Record 1 of 2       Record 1 of 2       Record 1 of 2       Record 1 of 2         Set ID:       FIX09272011A       Total Dr:       25.00       Budget Increase:       25.00         Net:       0.00       Budget Decrease:       25.00         Net:       0.00       Budget Decrease:       25.00		Debit: 0.00 Credit: 25.00 Amount: 25.00
Net       0.00         Budget Increase:       25.00         Net:       0.00         Budget Decrease:       25.00		Reason: TRAN Fund Type: Reason: AJ
Set ID:       BXX09272011A       Total Dr. 25.00 Total Cr. 25.00 Net       Budget Increase: 25.00         Budget Decrease:       25.00		▲     ♦     B     ■     Record 1 of 2     B
vone Trusted sites		Set ID:         EXX09272011A         Total Dr. Total Cr.         25.00 25.00         Budget Increase:         25.00           Net:         0.00         Budget Decrease:         25.00
None		
None		
one		
None		
None		
None		
Done Contract States		
vone		
	one	Trusted sites