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.
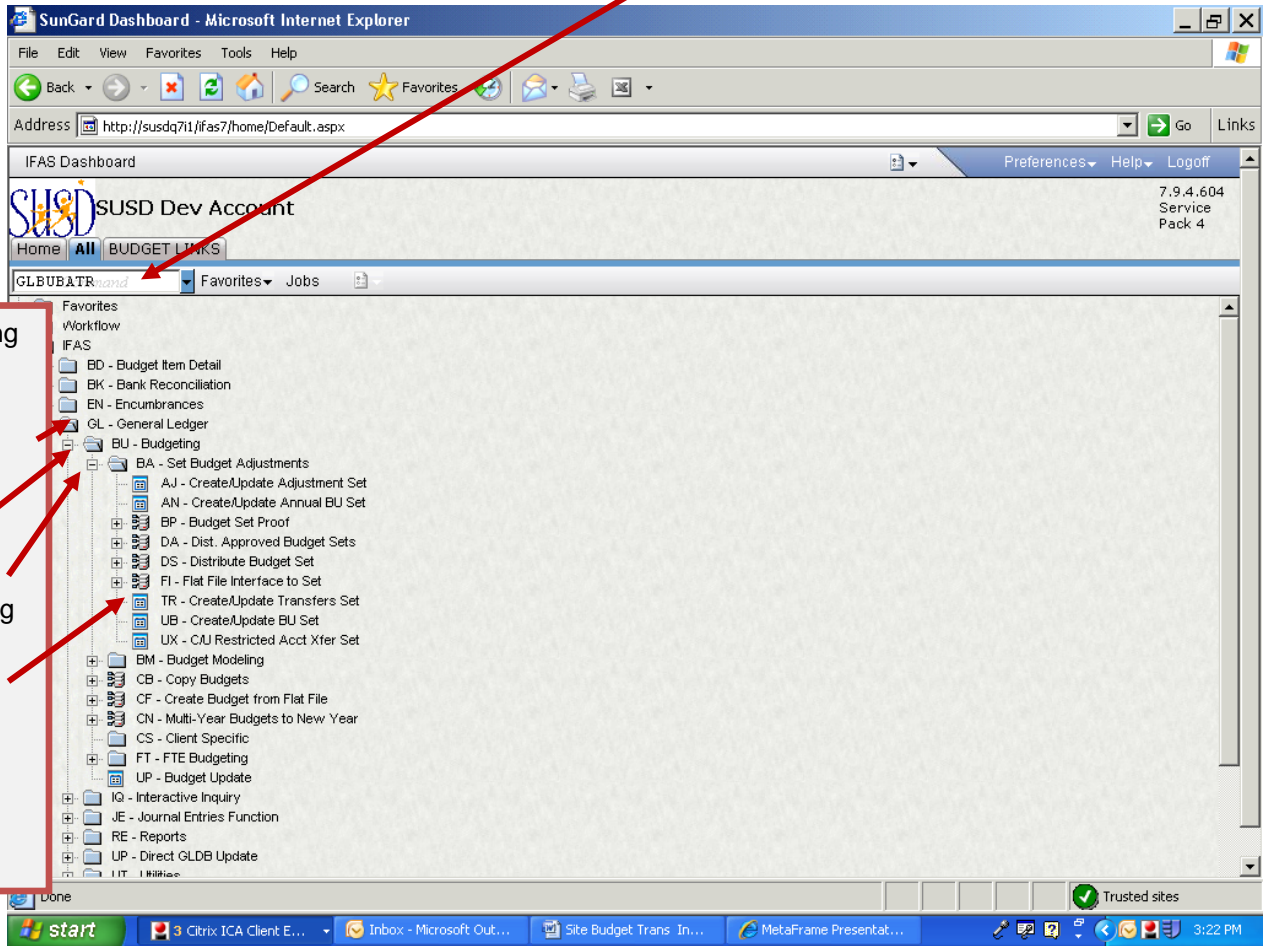
The Budget Transfer Screen:

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.

Option 2: Using your mouse, click on the following sections:

GL – General Ledger

BU – Budgeting

BA – Batch Budget Adjustments

TR – Create/Update Transfer Set

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 ➕ .
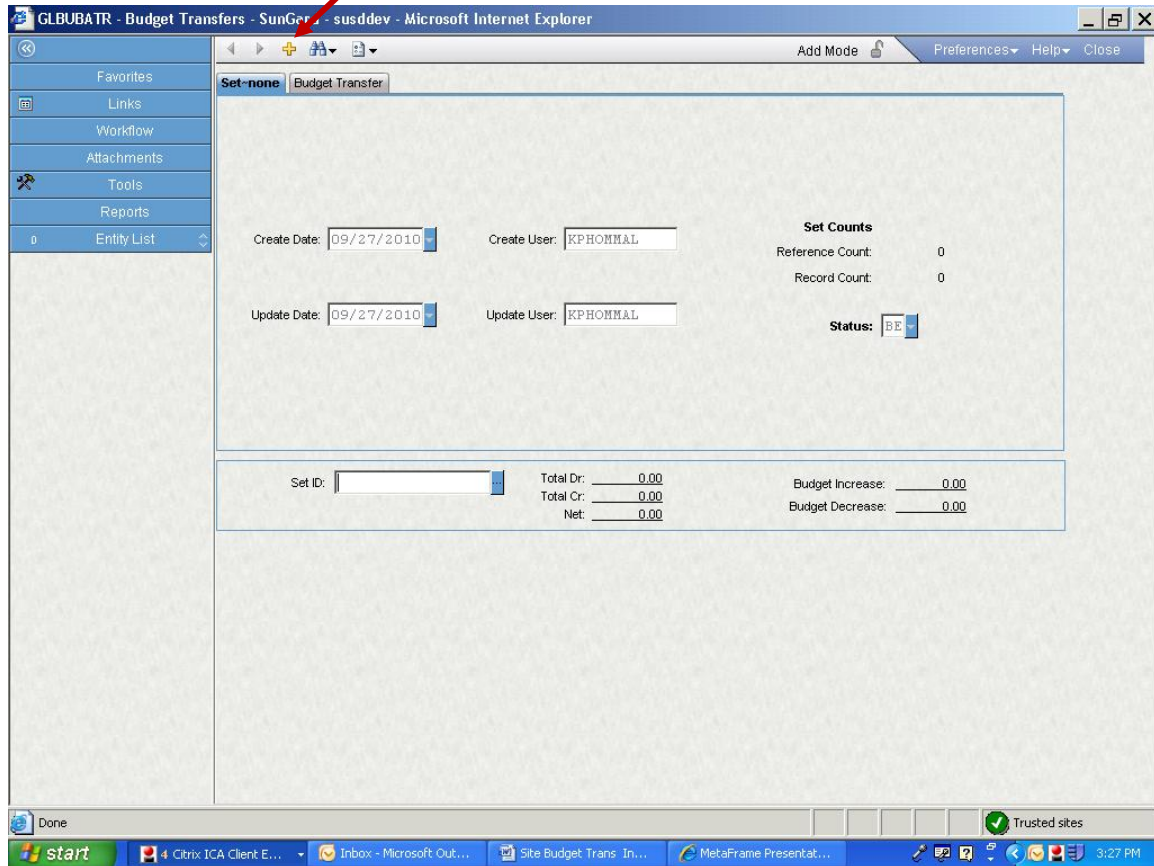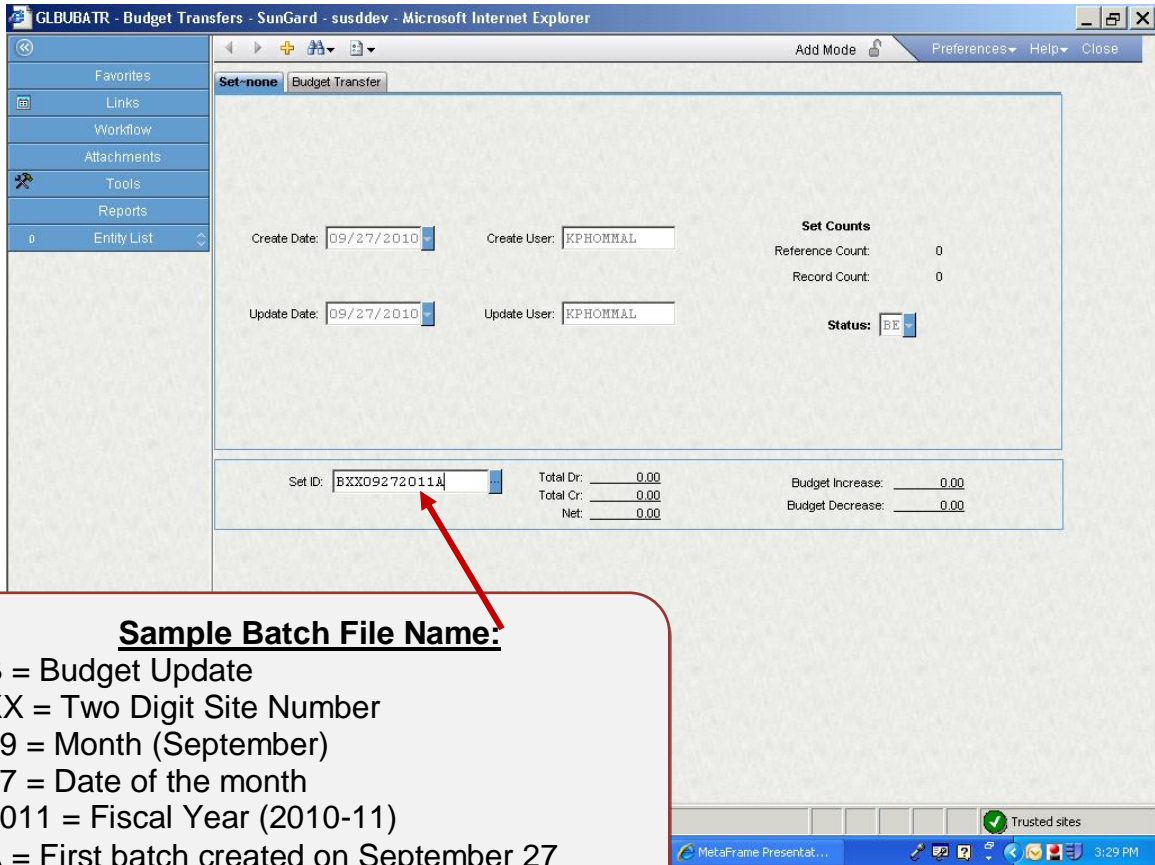
D. Type in your Set ID
   Sample: **BXX09272011A**
   Break-down:
   - 1st digit: Will always be **B**
   - 2nd/3rd digit: **Two Digit Site #**
   - 4th/5th digit: Two digit for **Month**
   - 6th/7th digit: Two digit **Day**
   - 8th-11th digit: Four digit **Year**
   - 12th digit: **Alpha** Sequence (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).
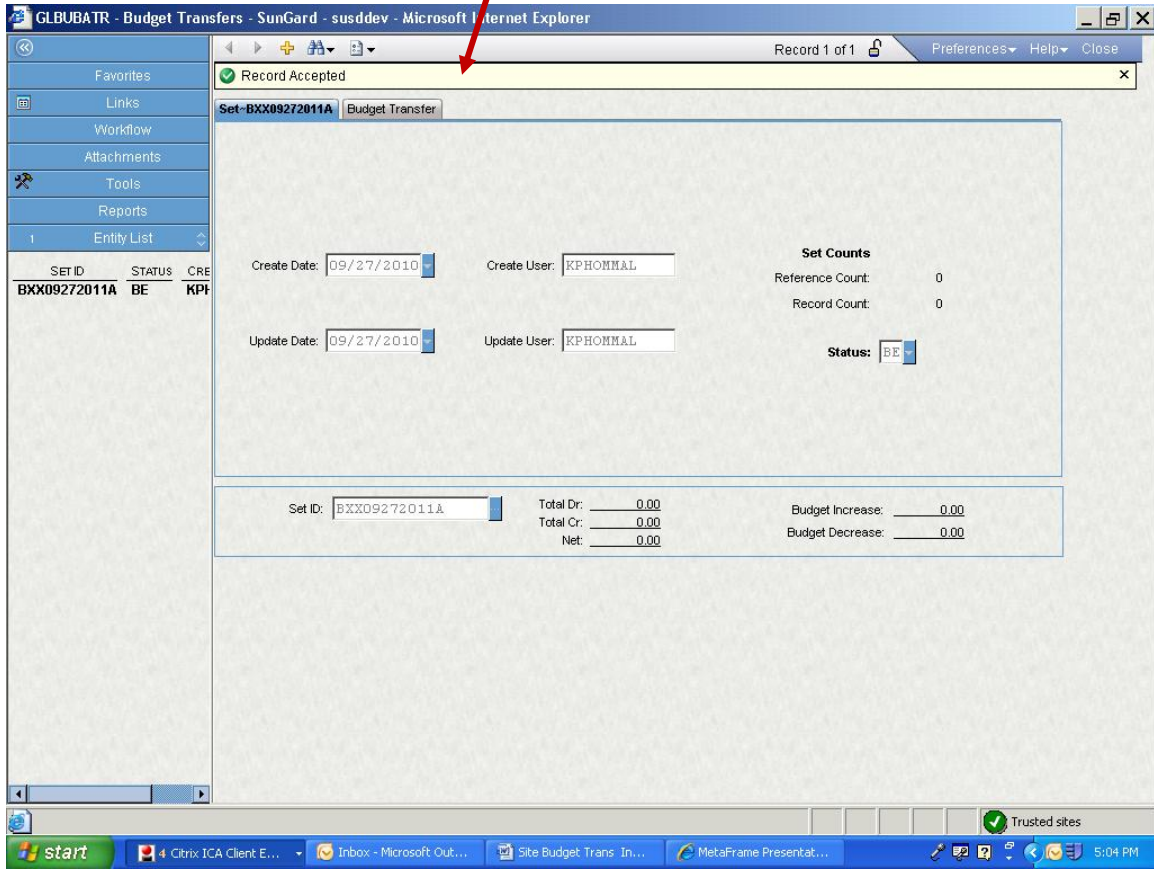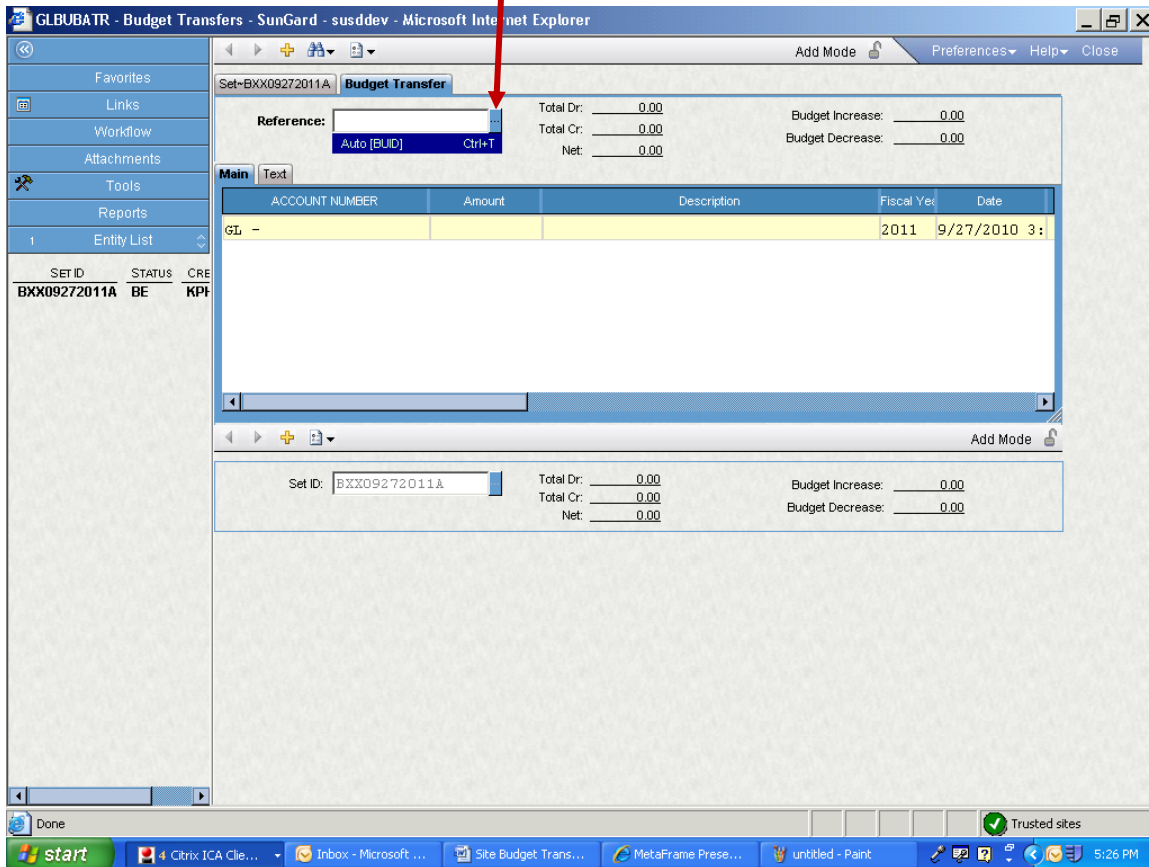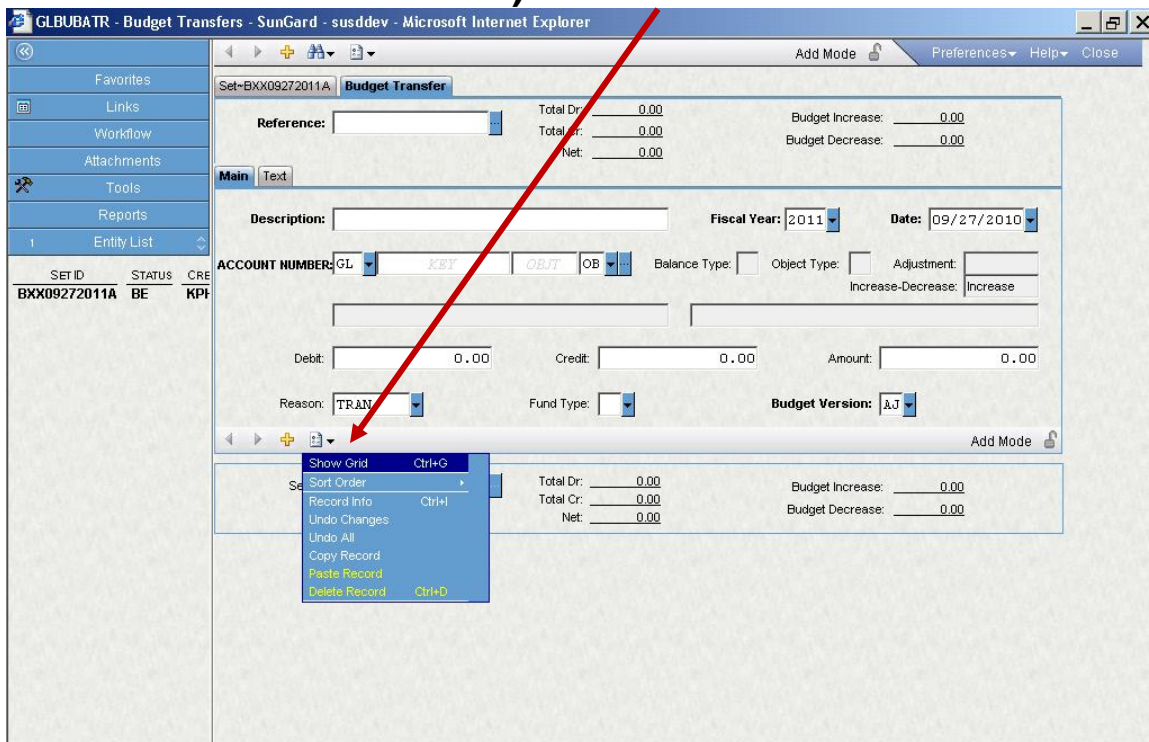

Select the BUDGET TRANSFER Tab.
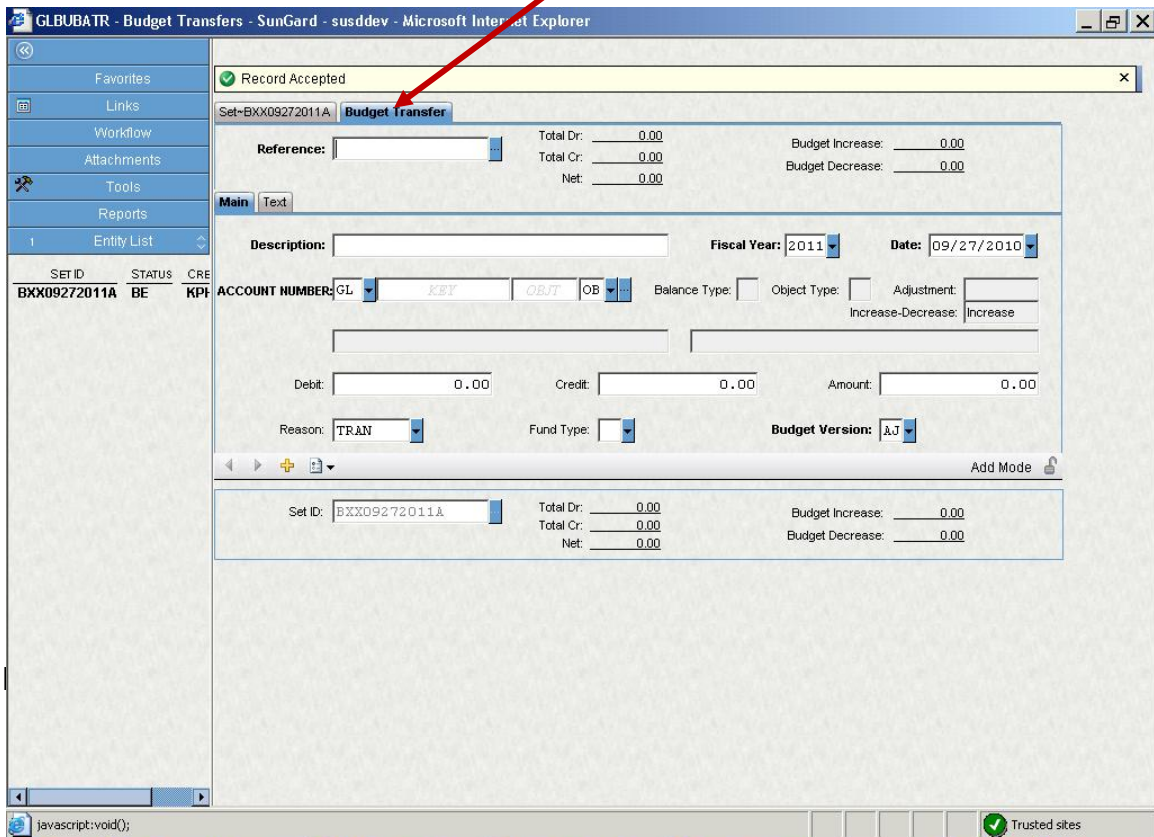
**Click the ⬚ next to Reference and select Auto (BUD) – a short cut is to press Ctrl + T on your keyboard.**

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.
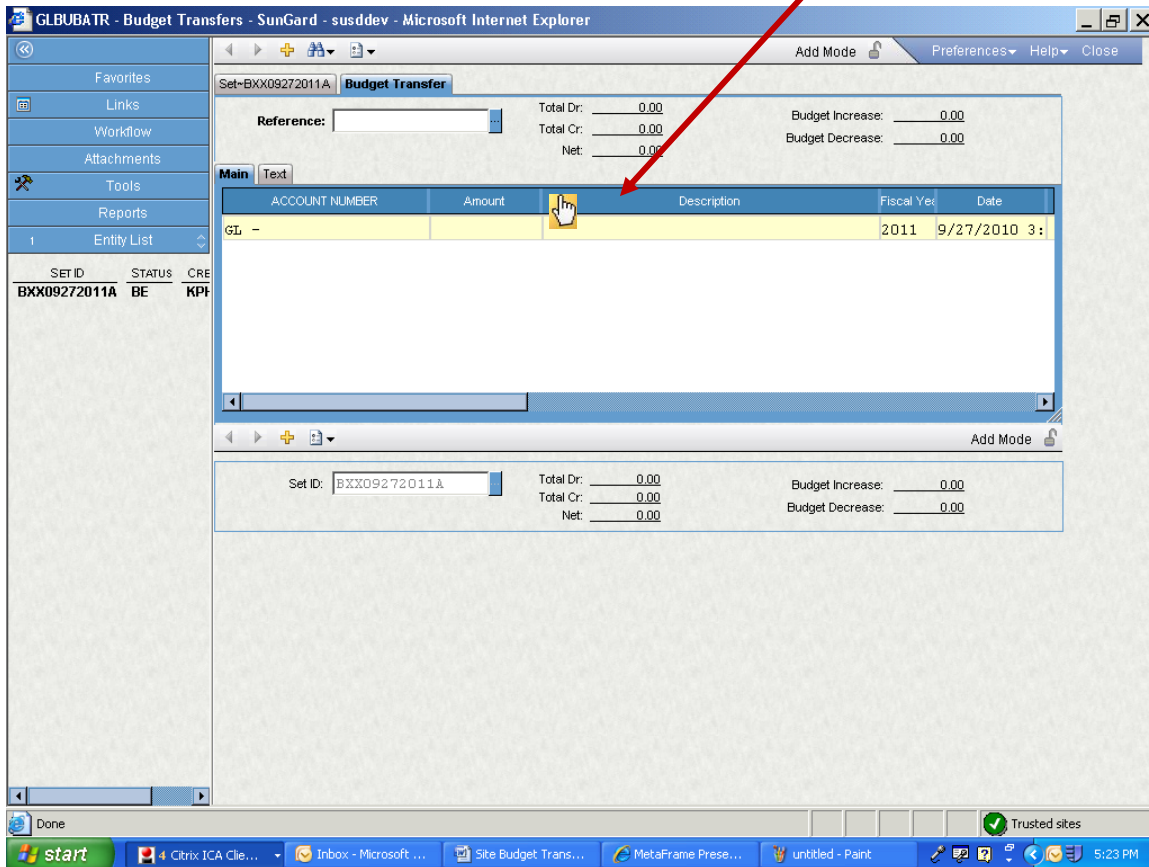
This is the Data Entry screen in GRID mode; all you need to do is enter Org key, Object and a positive number for an increase to the budget and a negative number to decrease the budget and a Description (the description will copy itself when you press enter between each entry). You will receive a Record 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.

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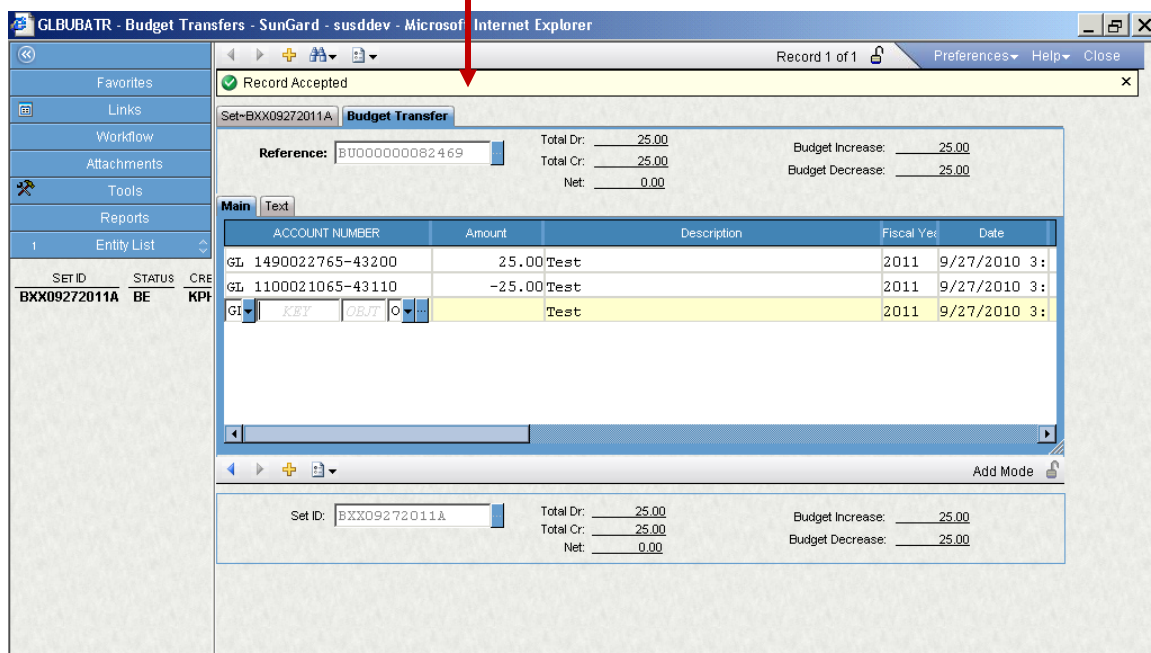
If there is an error, you will receive and error message at the top of the screen. Correct the error. When you have no errors you will get a message that says Record Accepted

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

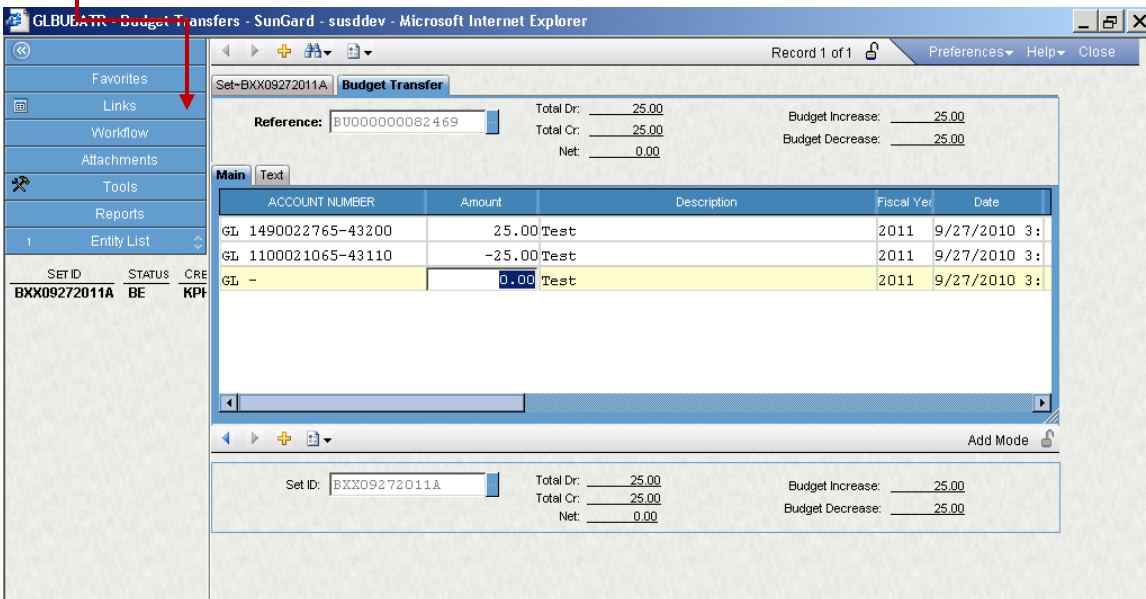## Adding Notes (mandatory for State&Federal Budget Transfers):

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.
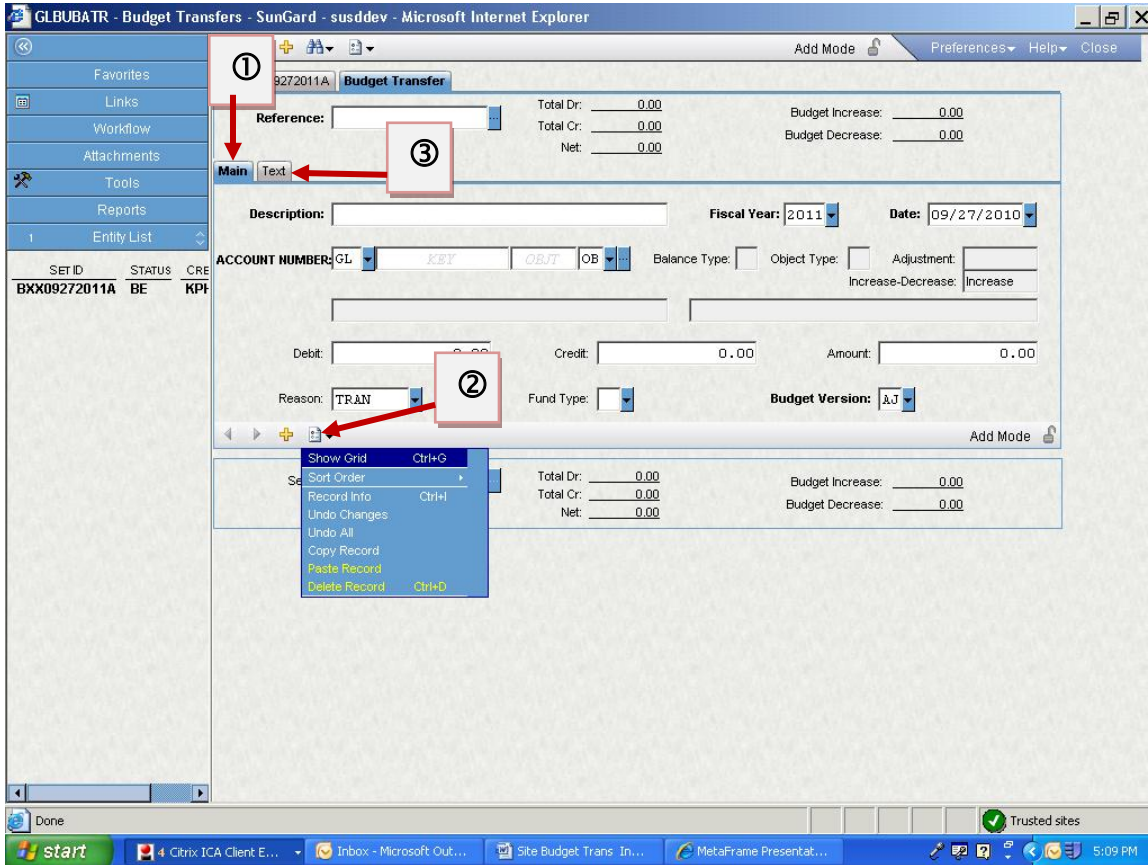
Printing a Batch Proof:

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 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
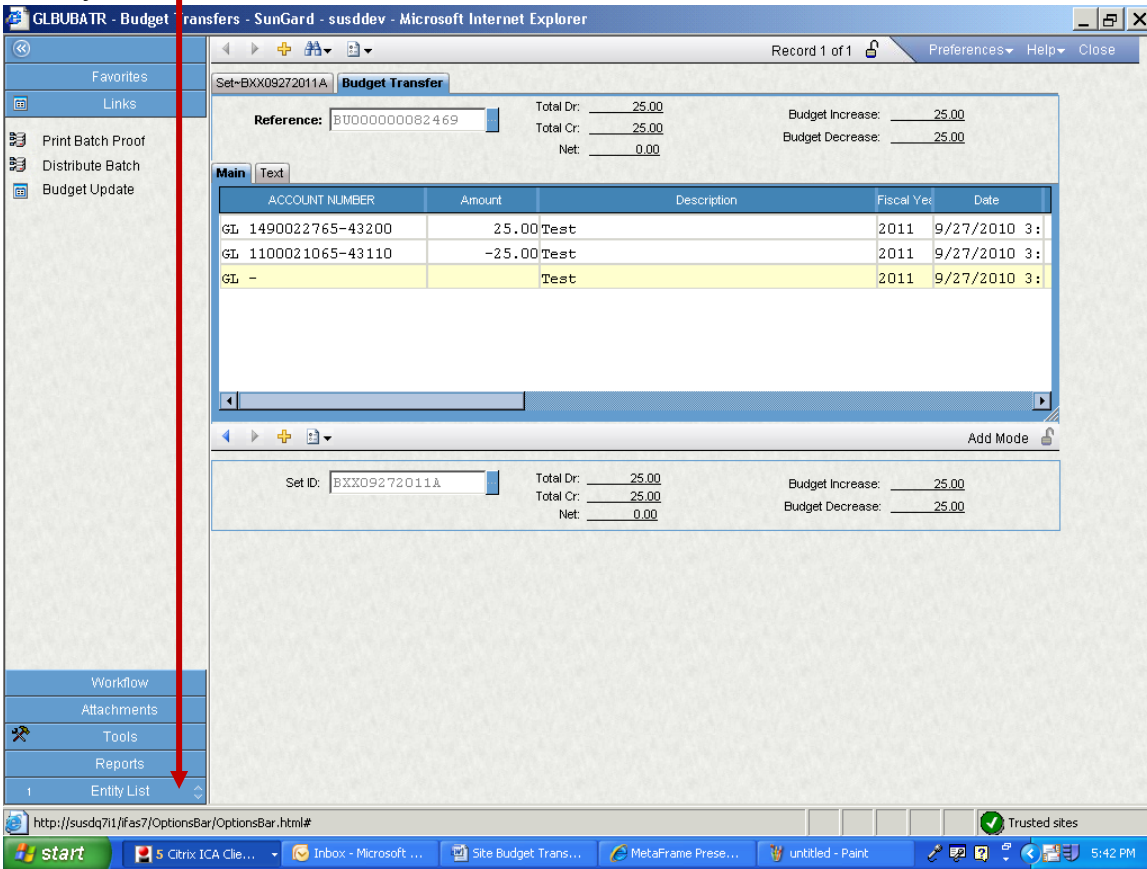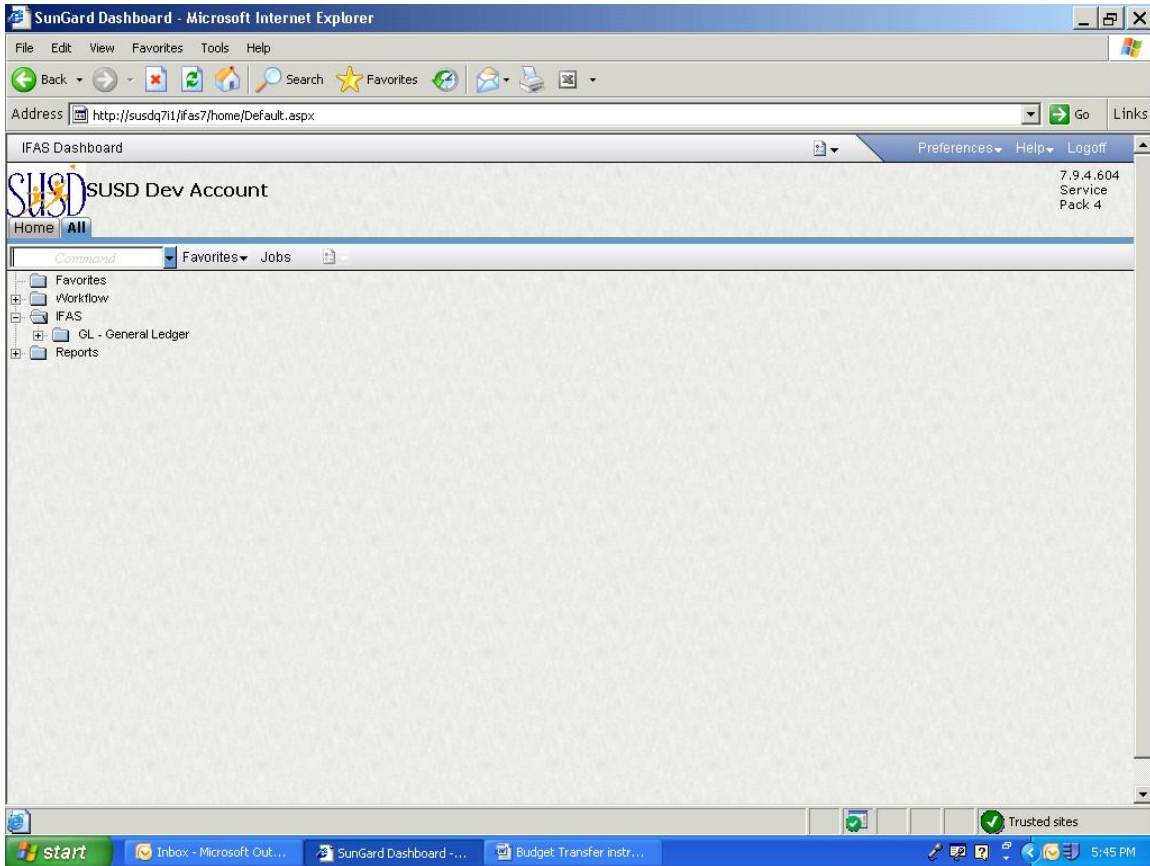

This will list all of your open sets. Click the set you wish to open. You can then follow the steps to review and/or add a record.
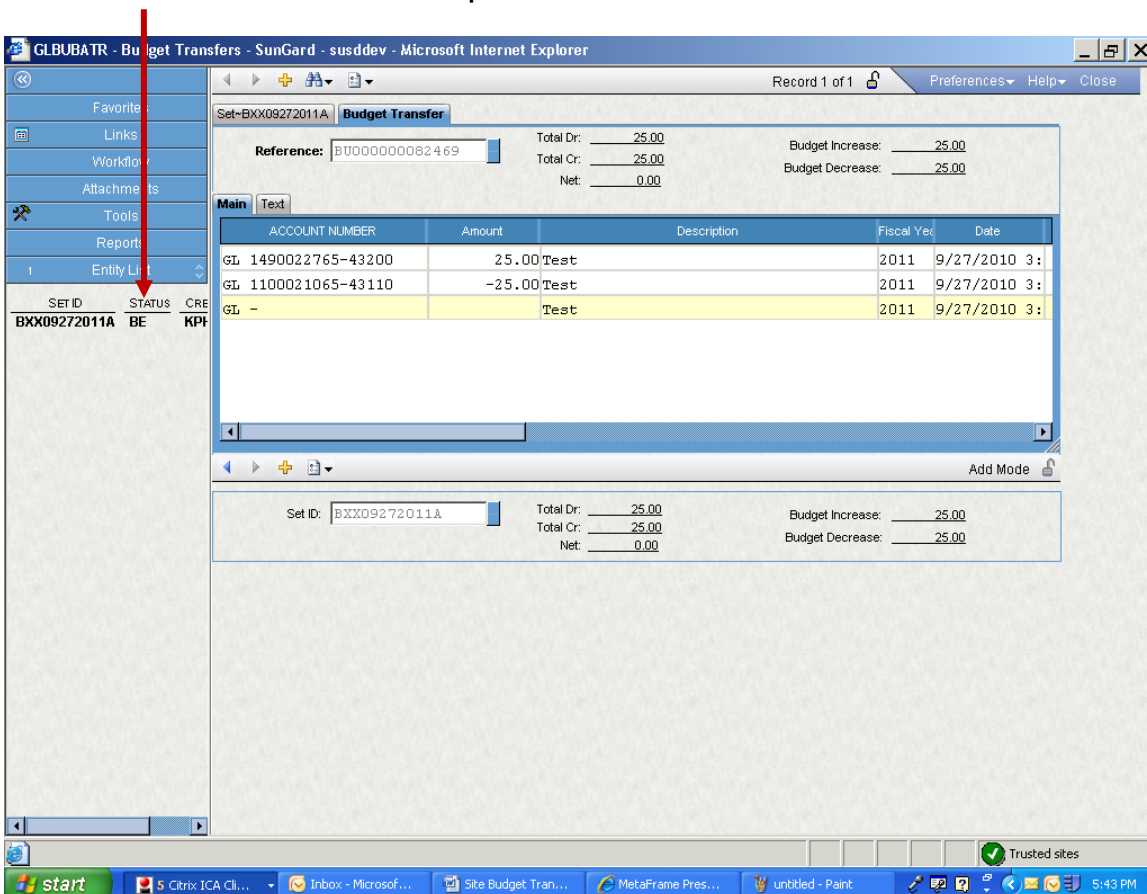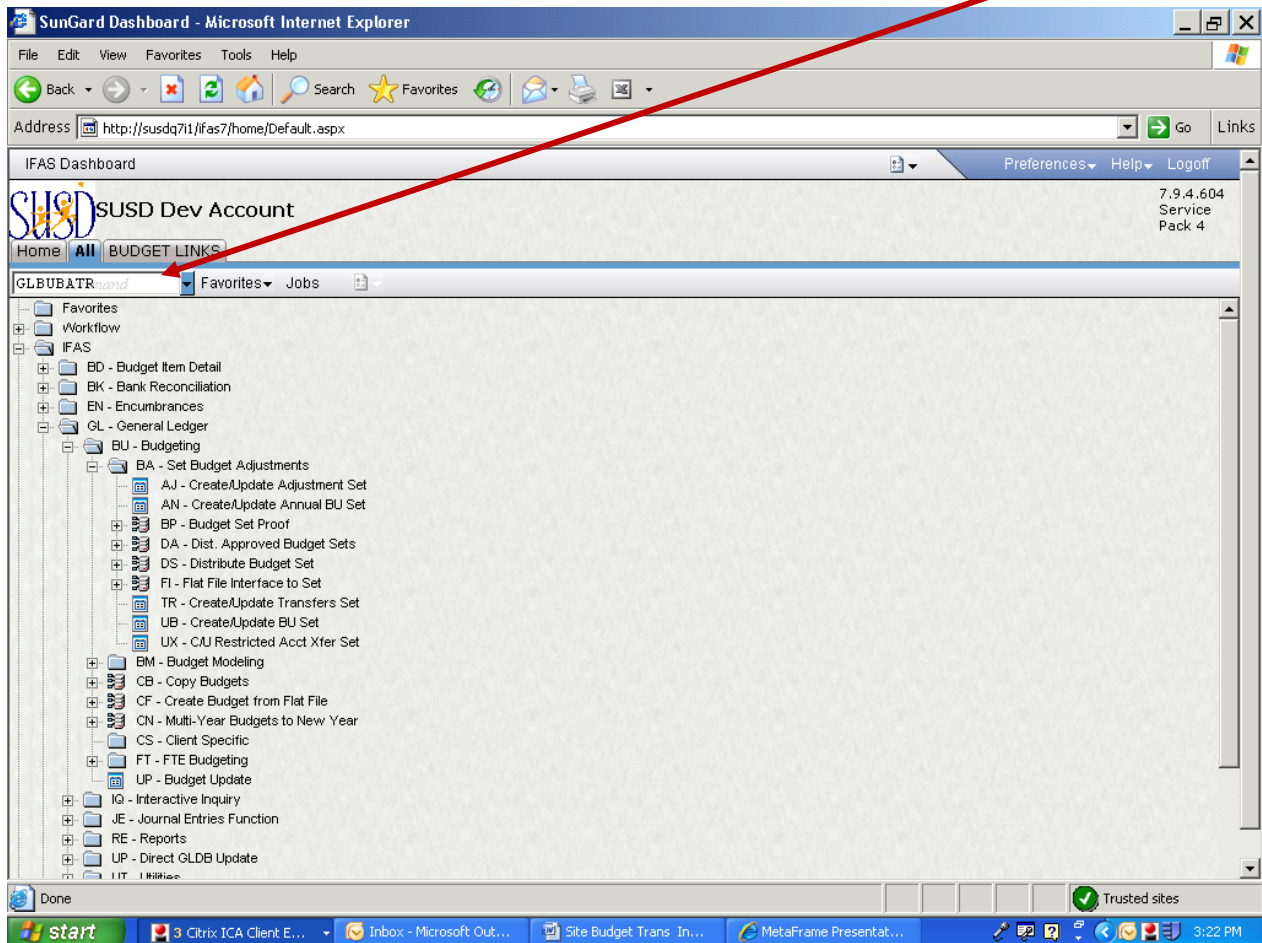
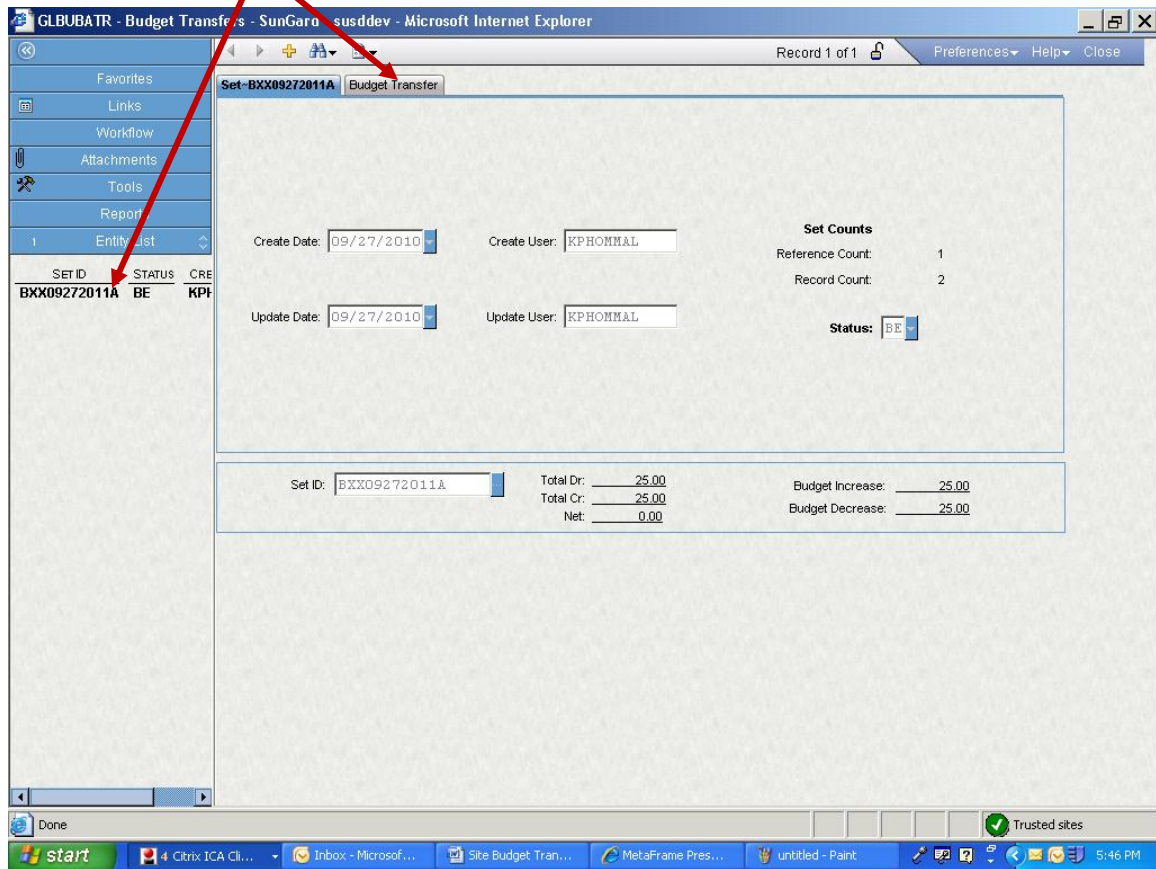If you have closed your record you will be back to your HOME screen.

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.