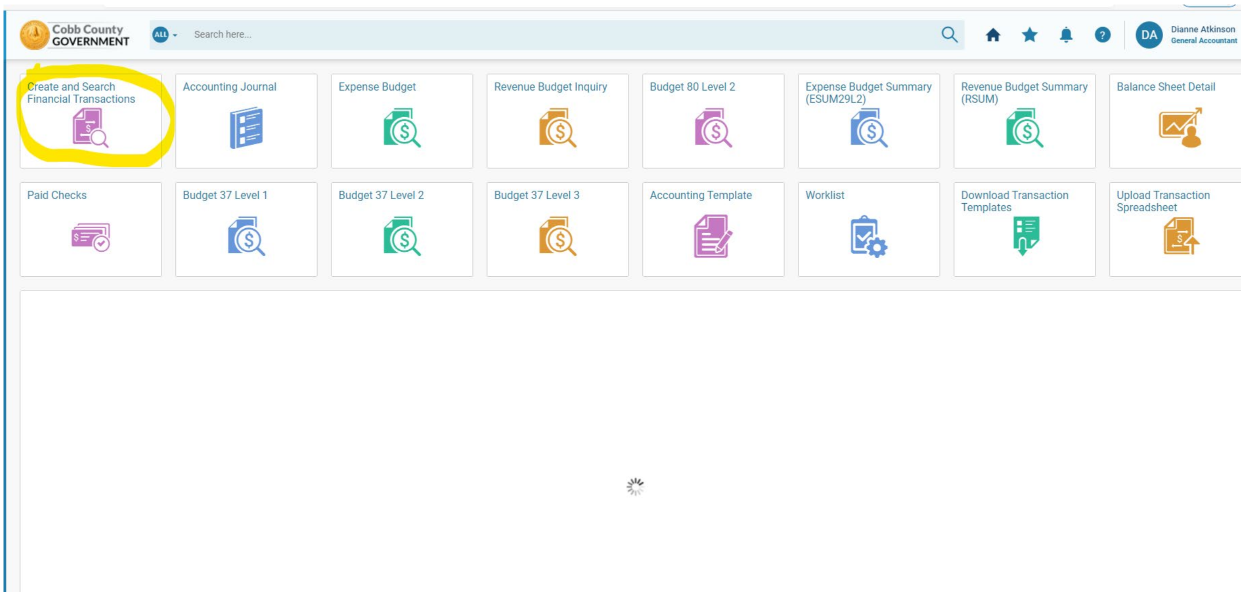
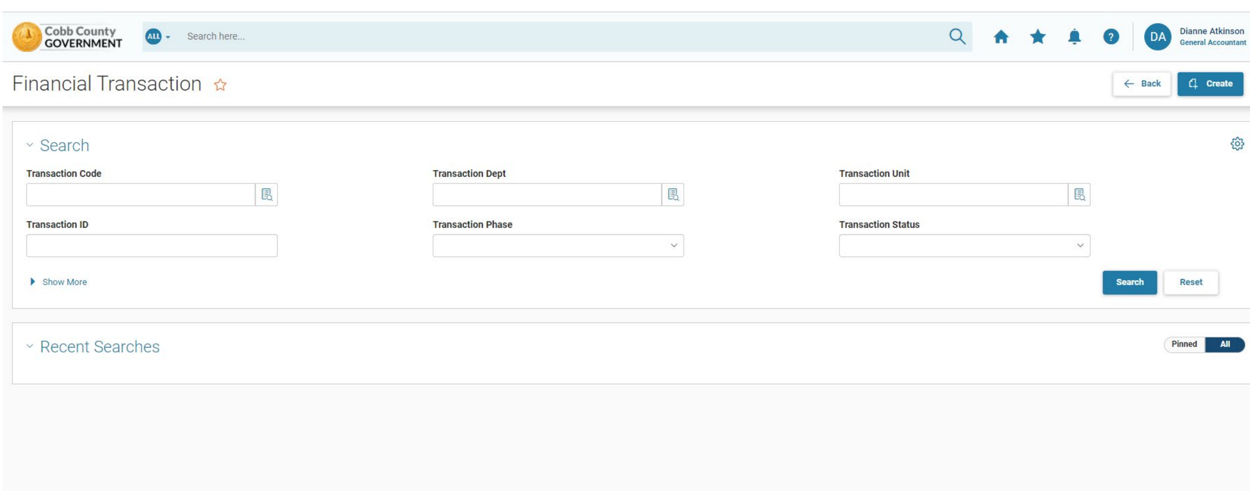
TB (Transfer Budget Document) - Transaction Instructions 4.0

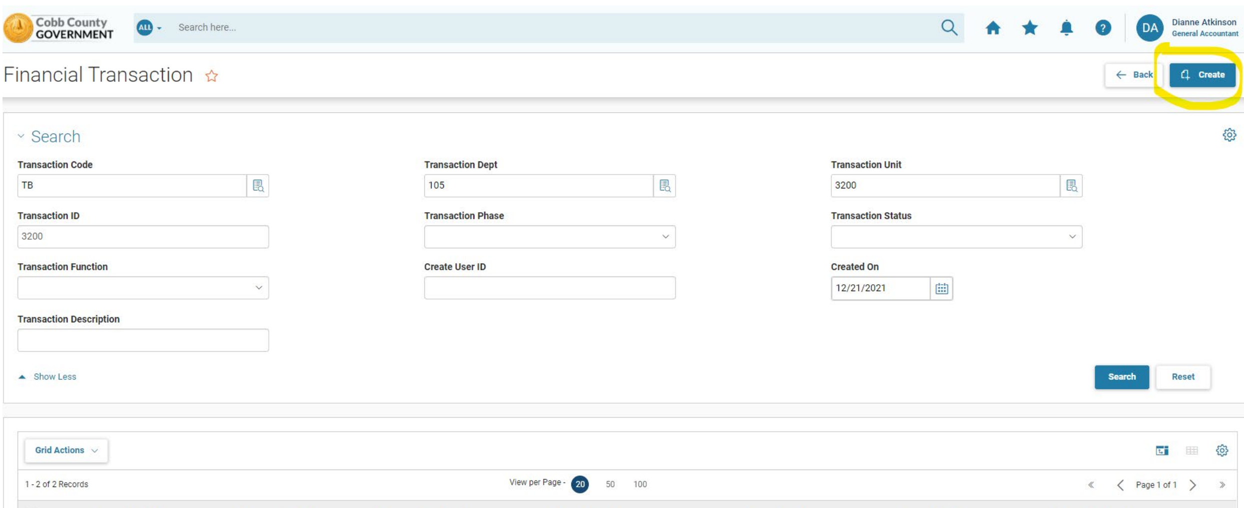
After logging in your home page appears:



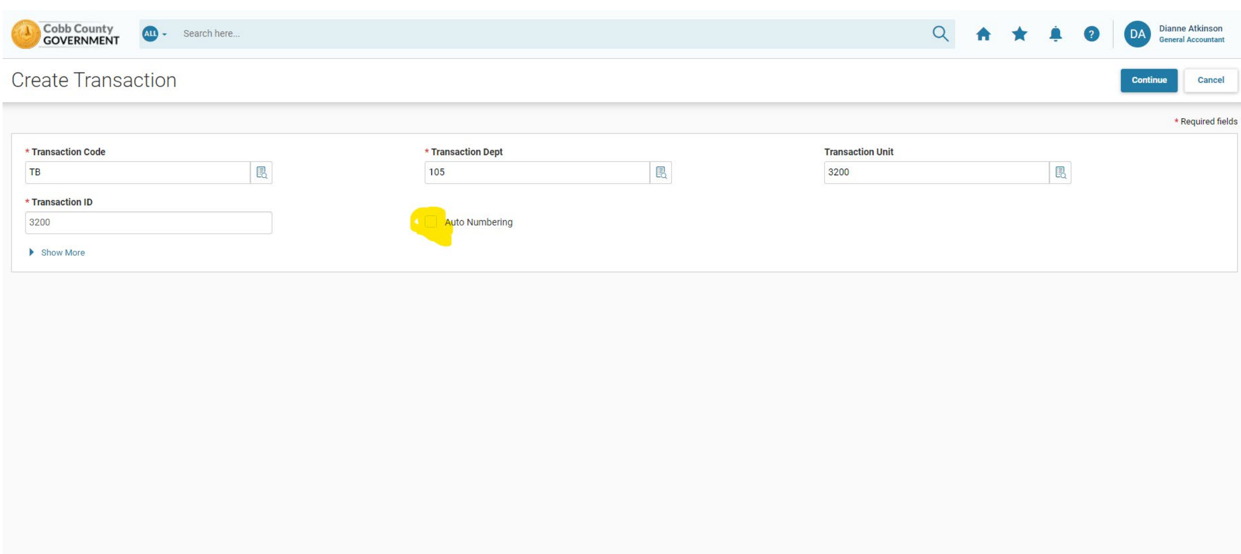
Select 'Create and Search Financial Transactions'. Then, the Financial Transaction screen will appear



Type 'TB' in the Transaction code field or select it from the drop-down menu
Tab to the Transaction Dept field and type in the Department # (aka Agency #)
Tab to the Transaction unit field and type in the Unit # (aka Org #)
Tab to the Transaction ID field and type in the Unit #

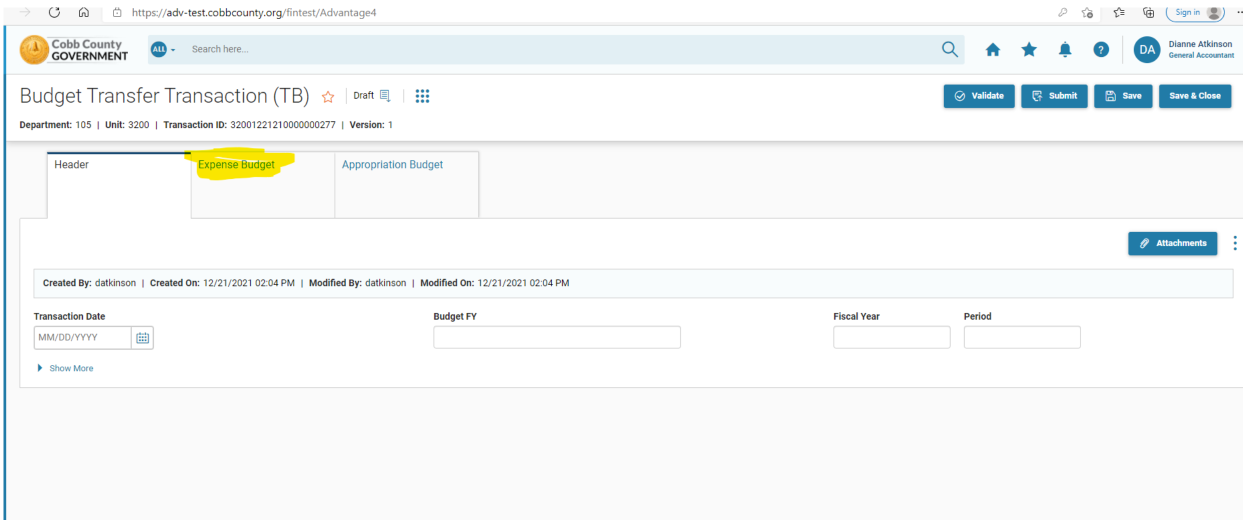


Click on the blue ‘Create’ button in the upper right-hand corner and the Create Transaction screen will appear

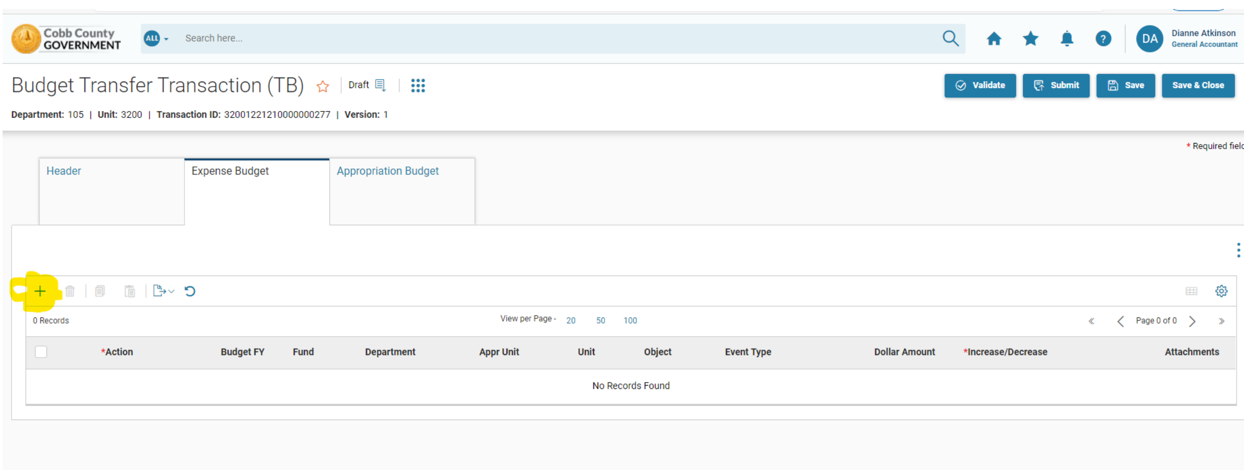


Check (select) the ‘Auto Numbering’ box

Click on the blue ‘Continue button in the upper right-hand corner and the Budget Transfer Transaction Header Screen will appear

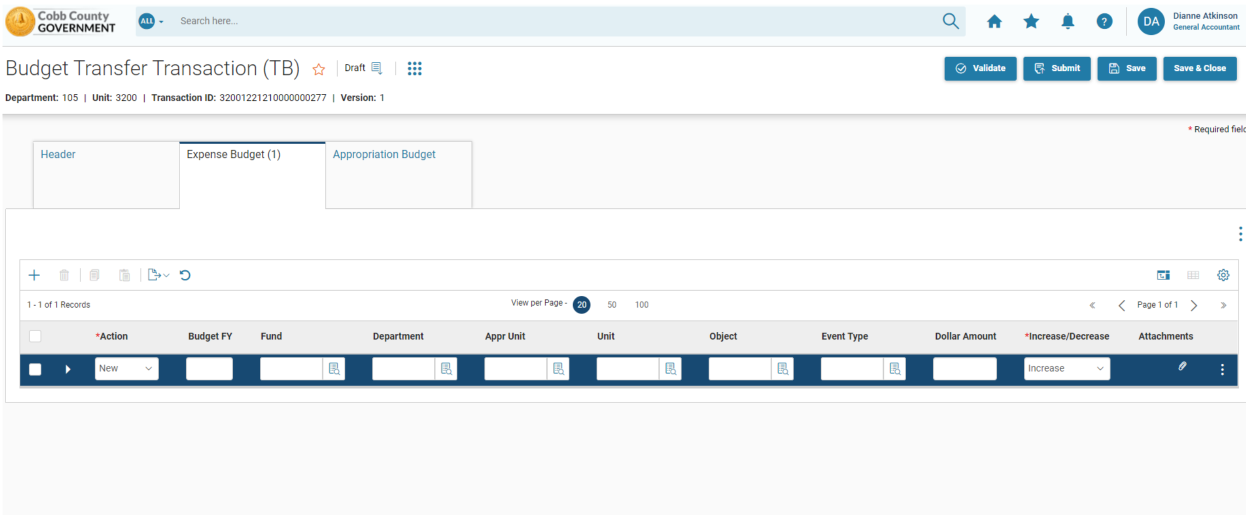


Select the Expense Budget tab



This is the transfer budget input form

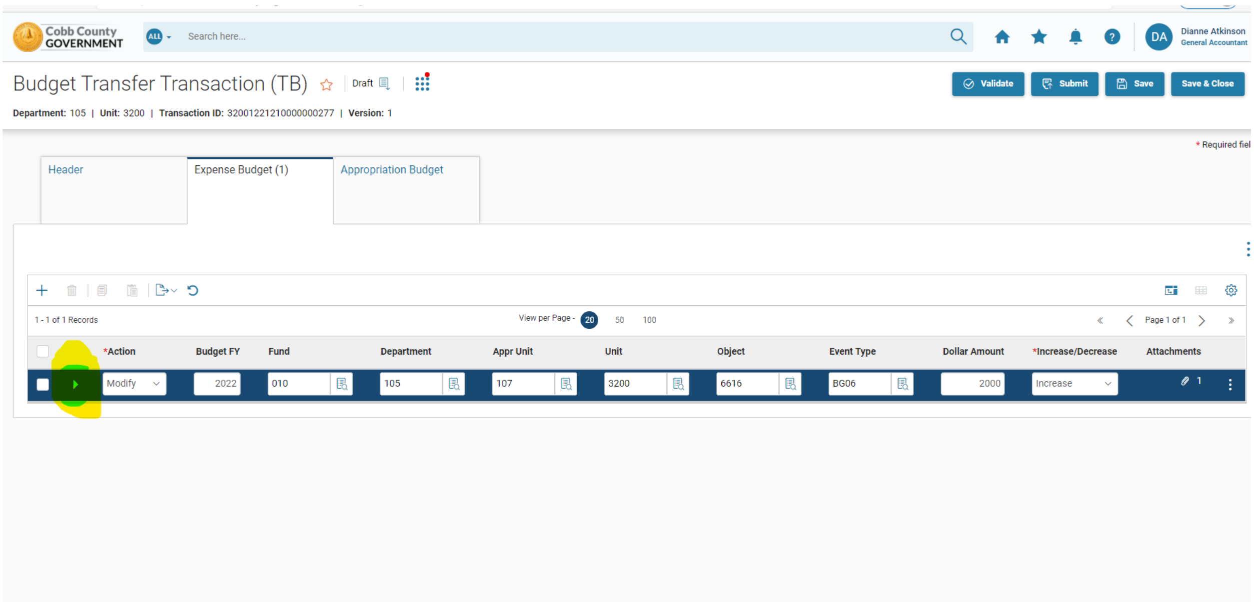
Click on the '+' sign to insert a new line



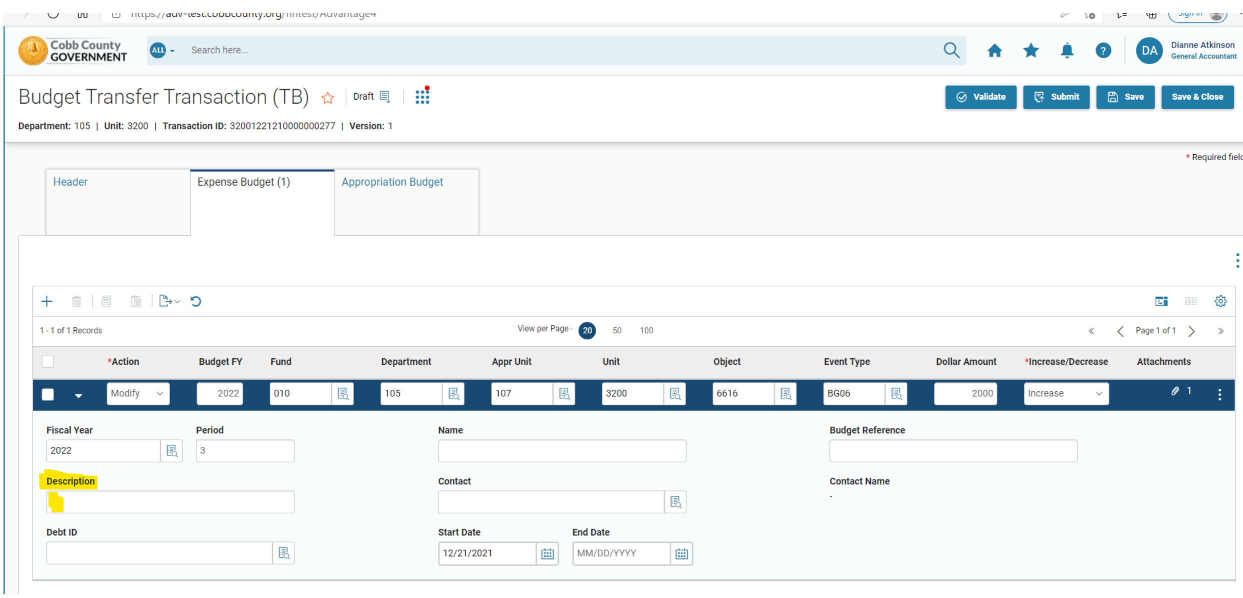
This is where you will enter the transaction information

Click on the drop-down arrow for the action field and select the appropriate action (New, Modify, Deactivate, Reactivate, or Delete)
The Budget FY field will default to the current fiscal year or enter '9999' for multiyear funds.
Tab to the Fund field and enter the fund or use the drop-down menu to select
Tab to the Department field and enter the department or use the drop-down menu to select
Tab to the Appr Unit field and enter the appropriation unit or use the drop-down menu to select
Tab to the Unit field and enter the unit or use the drop-down menu to select
Tab to the Object field and enter the object or use the drop-down menu to select
Tab to the Event Type field and select from the menu (Should be BG06, the only option)
Tab to the Dollar Amount field and enter the amount to be transferred.
Tab to the Increase/Decrease field and select if you are moving funds in (increase) or moving funds out (decrease)

There is a paperclip where the attachments field is located. Click on the paperclip and upload the backup (justification and authorization) for the budget transfer



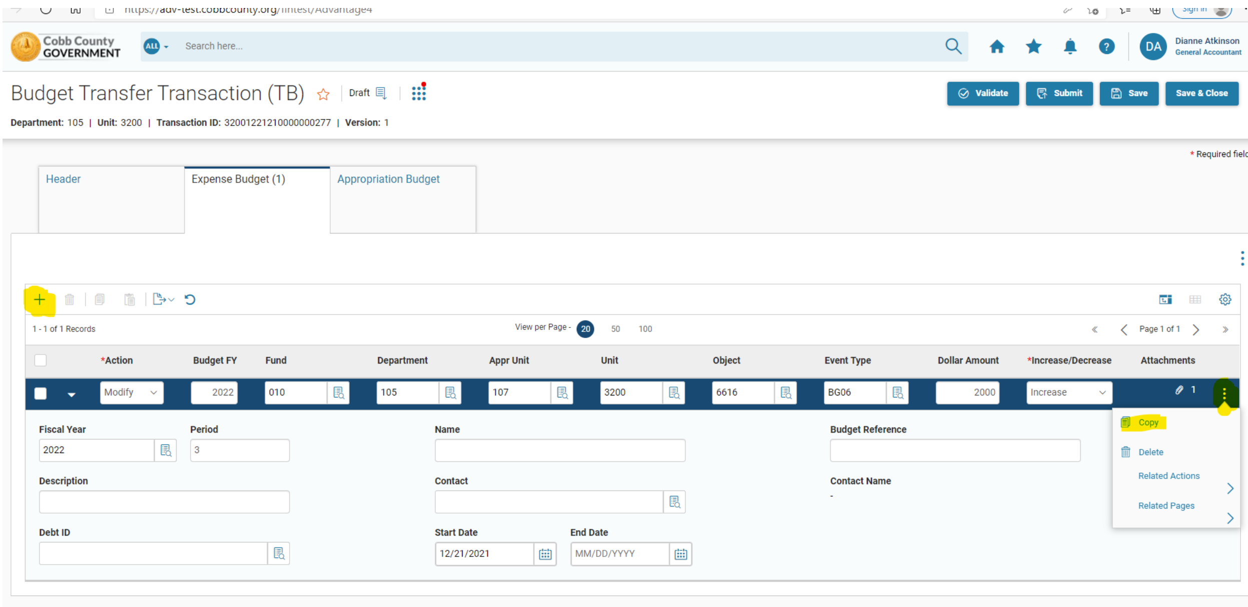
If you would like to enter a description, click on the arrow in front of the Action field



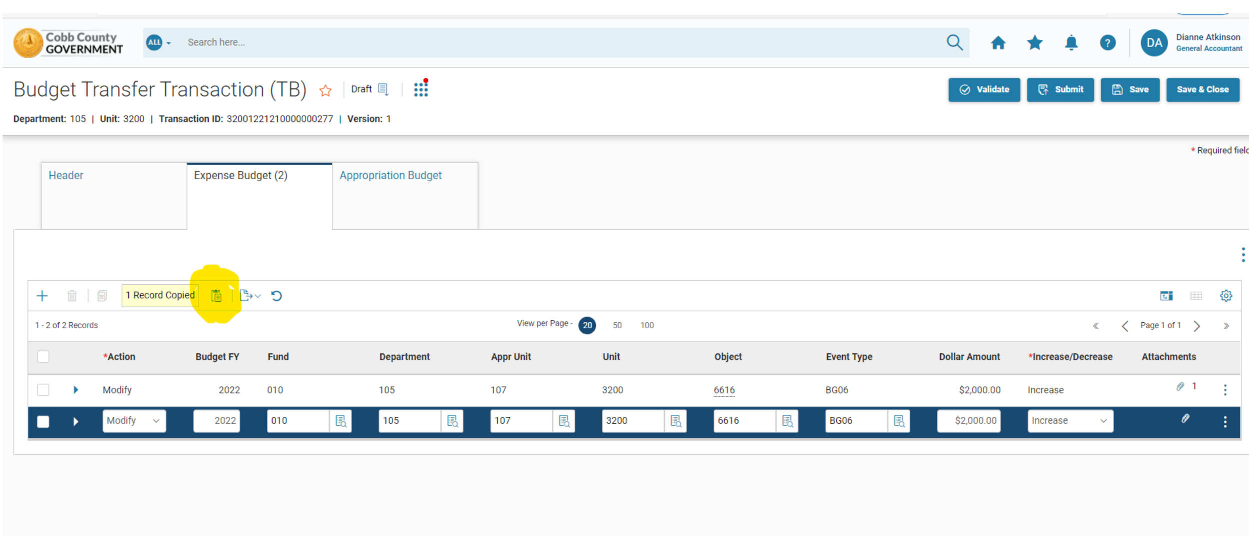
Additional fields will open, and this is where you can put the reason for the budget transfer

At least two lines must be entered on a TB transaction

To insert a new line, click on the '+' sign or click on the three dots at the end of where you entered your information and select copy line



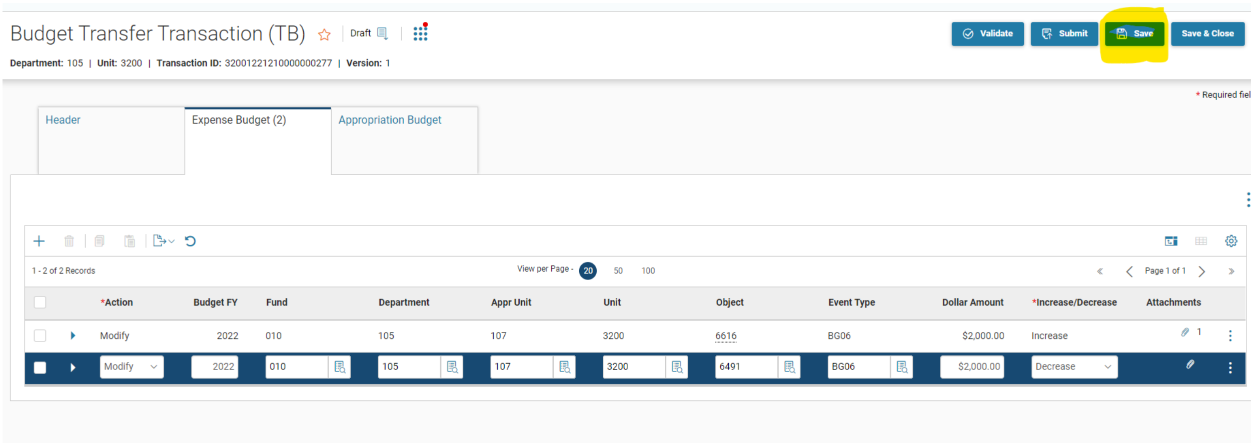
If you decide to copy the line, after selecting copy, select the paste icon on the line with the '+' symbol



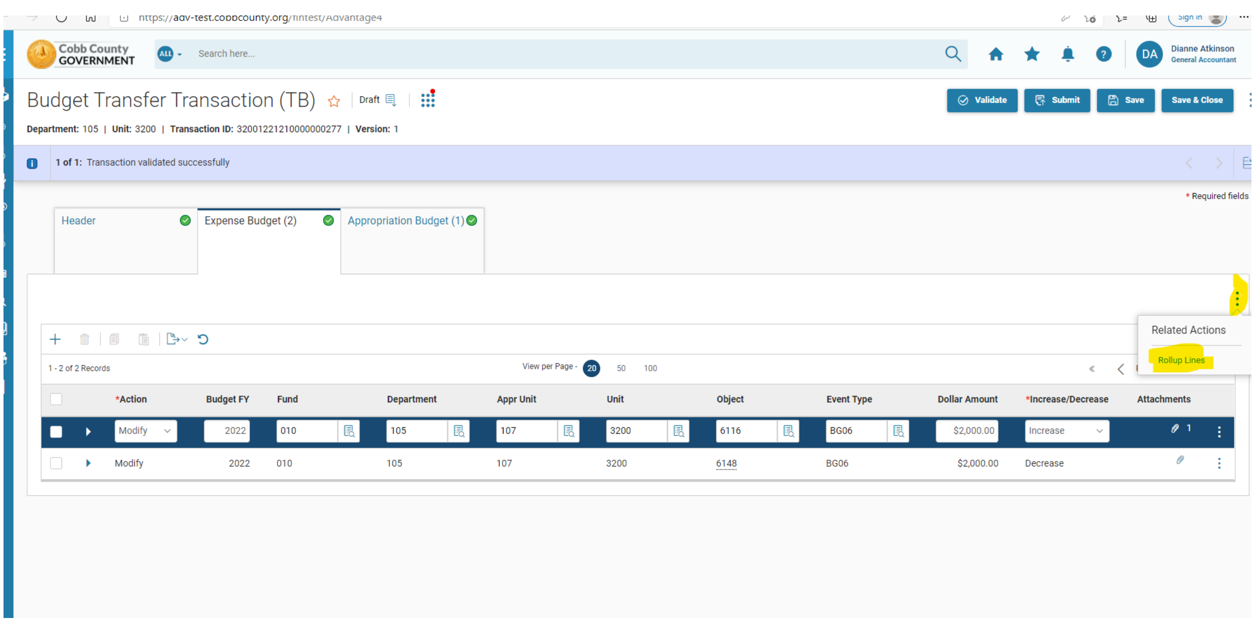
As you can see, this will create a new duplicated line below the one that you copied from. *Use the "copy" feature of this document whenever possible, to avoid having to do extra work manually adding information into inserted new blank lines*

Now modify this second expense budget line. Do **not** change the Action, Event Type, Budget FY, or Fund. Also, the attachment only needs to be added to the first transaction line.

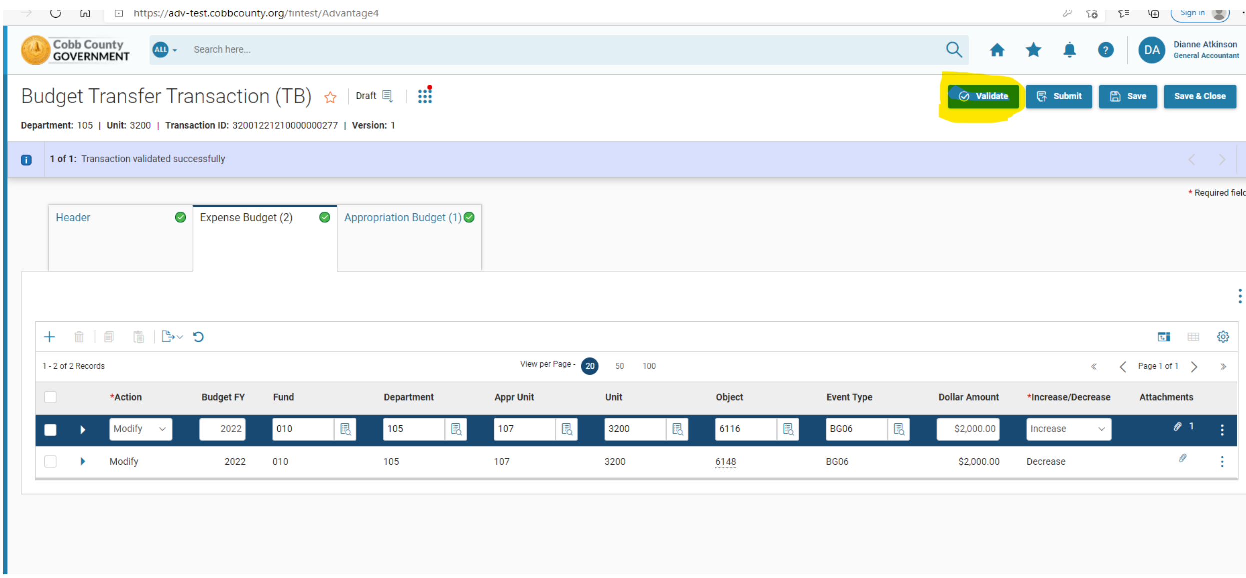
Remember that in budget transfers, you will have an object or objects with increases and other object(s) with decreases. The total of all increases must exactly equal the total of all decreases. Therefore, the net result will be equal to $0. You will decrease amounts in objects that are being transferred 'from', and you will increase amounts in objects that are being transferred 'to'



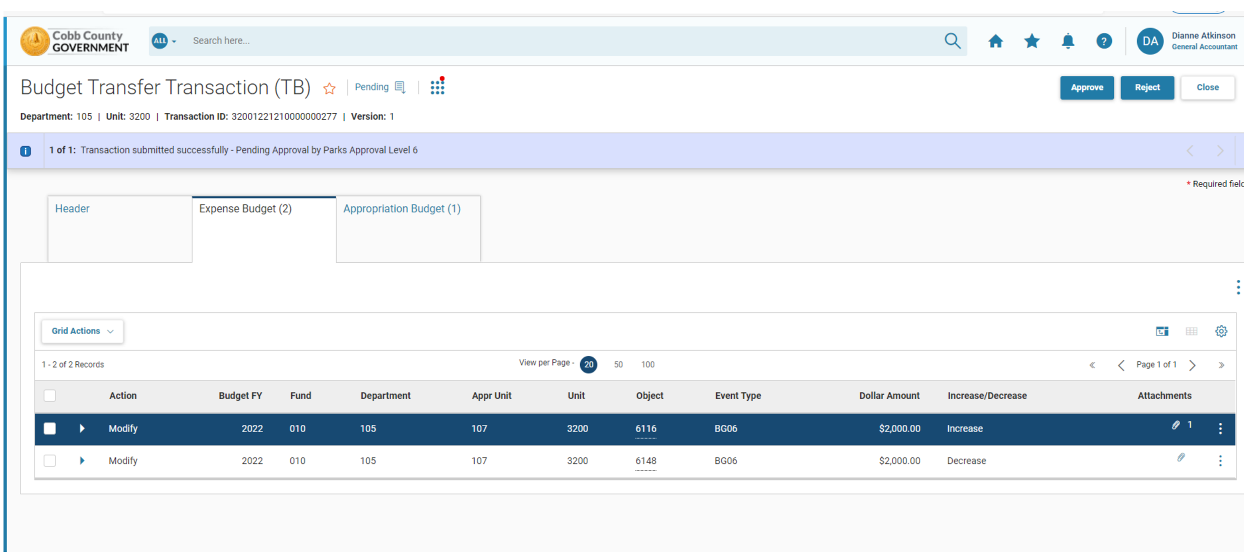
Once you have completed adding and modifying all necessary lines and your transaction is balanced (increases equal decreases) click on 'Save' at the top right.



After your document is successfully saved, click on the three dots in the right middle section of the screen. This will bring up related actions. Click on 'Rollup Lines'



When you click 'Rollup Lines' the Appropriation Budget tab is now populated. Click on 'Validate' in the top right and you should receive a message that says 'Transaction validated successfully'



Click on the submit button located next to the validate button. You should receive a message that says 'Transaction submitted successfully – Pending approval by XXXXXXX'

Your work on the document is now complete.