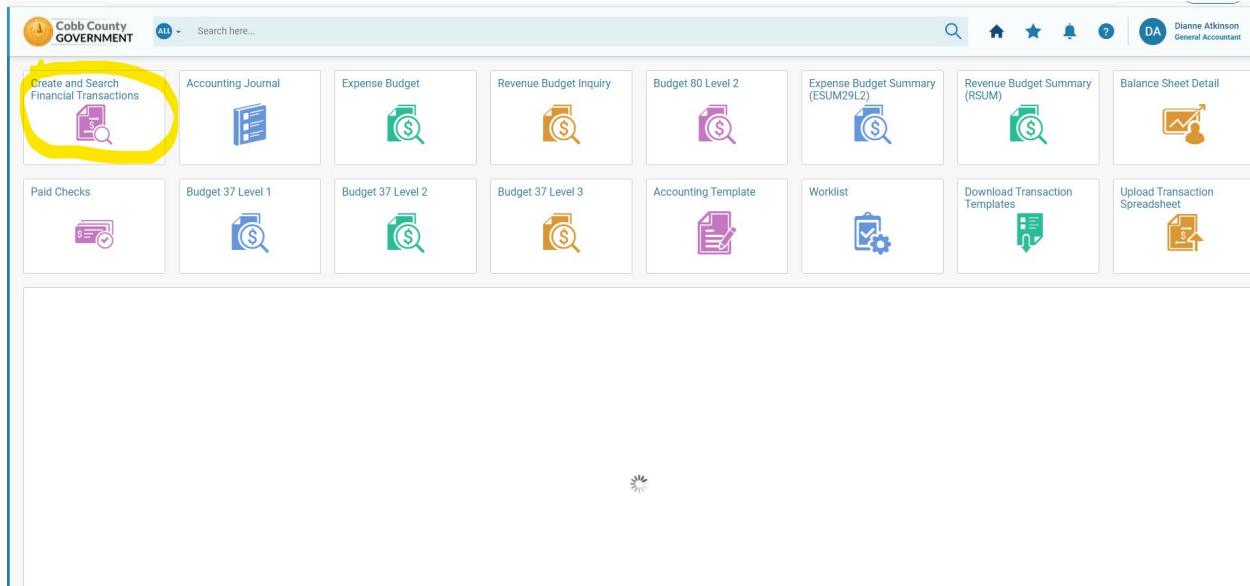


## TB (Transfer Budget Document) - Transaction Instructions 4.0

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 #

Cobb County GOVERNMENT

Search here...

Financial Transaction

Transaction Code: TB

Transaction ID: 3200

Transaction Function:

Transaction Description:

Transaction Dept: 105

Transaction Phase:

Create User ID:

Transaction Unit: 3200

Transaction Status:

Created On: 12/21/2021

Search Reset

Grid Actions

1 - 2 of 2 Records

View per Page: 20 50 100

Page 1 of 1

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

Cobb County GOVERNMENT

Search here...

Create Transaction

Transaction Code: TB

Transaction ID: 3200

Transaction Dept: 105

Transaction Unit: 3200

Transaction Status:

Auto Numbering

Show More

Continue Cancel

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

→ ↻ 🔍 https://adv-test.cobbcounty.org/flintest/Advantage4

Cobb County GOVERNMENT ALL Search here... 🔍 🏠 ★ 🔔 ? DA Dianne Atkinson General Accountant

Budget Transfer Transaction (TB) ☆ Draft 🗨️ ⋮ 🔍 🏠 ★ 🔔 ? DA Dianne Atkinson General Accountant

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Header Expense Budget Appropriation Budget

Attachments

Created By: datkinson | Created On: 12/21/2021 02:04 PM | Modified By: datkinson | Modified On: 12/21/2021 02:04 PM

Transaction Date Budget FY Fiscal Year Period

MM/DD/YYYY 📅

▶ Show More

Select the Expense Budget tab

Cobb County GOVERNMENT ALL Search here... 🔍 🏠 ★ 🔔 ? DA Dianne Atkinson General Accountant

Budget Transfer Transaction (TB) ☆ Draft 🗨️ ⋮ 🔍 🏠 ★ 🔔 ? DA Dianne Atkinson General Accountant

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Header Expense Budget Appropriation Budget

\* Required fields

0 Records 🔍 🏠 ★ 🔔 ? DA Dianne Atkinson General Accountant

View per Page - 20 50 100 ⏪ ⏩ Page 0 of 0

<input type="checkbox"/>	Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	Increase/Decrease	Attachments
No Records Found											

This is the transfer budget input form

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

Cobb County GOVERNMENT Search here... DA Dianne Atkinson General Accountant

Budget Transfer Transaction (TB) Draft

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Validate Submit Save Save & Close

Header Expense Budget (1) Appropriation Budget

\* Required fields

1 - 1 of 1 Records View per Page: 20 50 100 Page 1 of 1

Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	Increase/Decrease	Attachments
New									Increase	

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

Cobb County GOVERNMENT

Search here...

Budget Transfer Transaction (TB) ☆ Draft

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Validate Submit Save Save & Close

Header Expense Budget (1) Appropriation Budget

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

*Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	*Increase/Decrease	Attachments
Modify	2022	010	105	107	3200	6616	BG06	2000	Increase	1

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

Cobb County GOVERNMENT

Search here...

Budget Transfer Transaction (TB) ☆ Draft

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Validate Submit Save Save & Close

Header Expense Budget (1) Appropriation Budget

1 - 1 of 1 Records View per Page - 20 50 100 Page 1 of 1

*Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	*Increase/Decrease	Attachments
▼ Modify	2022	010	105	107	3200	6616	BG06	2000	Increase	1

Fiscal Year: 2022 Period: 3 Name: Budget Reference:

Description: Contact: Contact Name:

Debt ID: Start Date: 12/21/2021 End Date: MM/DD/YYYY

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

https://adv-test.cobbcounty.org/entries/Advantages

Cobb County GOVERNMENT

Search here...

Budget Transfer Transaction (TB) Draft

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Validate Submit Save Save & Close

Header Expense Budget (1) Appropriation Budget

1 - 1 of 1 Records

*Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	*Increase/Decrease	Attachments
Modify	2022	010	105	107	3200	6616	BG06	2000	Increase	1

Fiscal Year: 2022 Period: 3 Name: Budget Reference:

Description: Contact: Contact Name:

Debit ID: Start Date: 12/21/2021 End Date: MM/DD/YYYY

Copy Delete Related Actions Related Pages

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

Cobb County GOVERNMENT

Search here...

Budget Transfer Transaction (TB) Draft

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Validate Submit Save Save & Close

Header Expense Budget (2) Appropriation Budget

1 - 2 of 2 Records

*Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	*Increase/Decrease	Attachments
Modify	2022	010	105	107	3200	6616	BG06	\$2,000.00	Increase	1
Modify	2022	010	105	107	3200	6616	BG06	\$2,000.00	Increase	

1 Record Copied

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’

Budget Transfer Transaction (TB) ☆ Draft

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Validate Submit **Save** Save & Close

Header Expense Budget (2) Appropriation Budget

1 - 2 of 2 Records View per Page - 20 50 100 Page 1 of 1

*Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	*Increase/Decrease	Attachments
Modify	2022	010	105	107	3200	6616	BG06	\$2,000.00	Increase	1
Modify	2022	010	105	107	3200	6491	BG06	\$2,000.00	Decrease	

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.

Cobb County GOVERNMENT Search here...

Budget Transfer Transaction (TB) ☆ Draft

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

Validate Submit Save Save & Close

1 of 1: Transaction validated successfully

Header Expense Budget (2) Appropriation Budget (1)

1 - 2 of 2 Records View per Page - 20 50 100

*Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	*Increase/Decrease	Attachments
Modify	2022	010	105	107	3200	6116	BG06	\$2,000.00	Increase	1
Modify	2022	010	105	107	3200	6148	BG06	\$2,000.00	Decrease	

Related Actions  
Rollup Lines

After your document ID 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’

https://adv-test.cobbcounty.org/tintest/Advantage4

Cobb County GOVERNMENT

Budget Transfer Transaction (TB) ☆ Draft

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

1 of 1: Transaction validated successfully

Header Expense Budget (2) Appropriation Budget (1)

Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	Increase/Decrease	Attachments
Modify	2022	010	105	107	3200	6116	BG06	\$2,000.00	Increase	1
Modify	2022	010	105	107	3200	6148	BG06	\$2,000.00	Decrease	

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'

Cobb County GOVERNMENT

Budget Transfer Transaction (TB) ☆ Pending

Department: 105 | Unit: 3200 | Transaction ID: 32001221210000000277 | Version: 1

1 of 1: Transaction submitted successfully - Pending Approval by Parks Approval Level 6

Header Expense Budget (2) Appropriation Budget (1)

Action	Budget FY	Fund	Department	Appr Unit	Unit	Object	Event Type	Dollar Amount	Increase/Decrease	Attachments
Modify	2022	010	105	107	3200	6116	BG06	\$2,000.00	Increase	1
Modify	2022	010	105	107	3200	6148	BG06	\$2,000.00	Decrease	

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

Your work on the document is now complete.