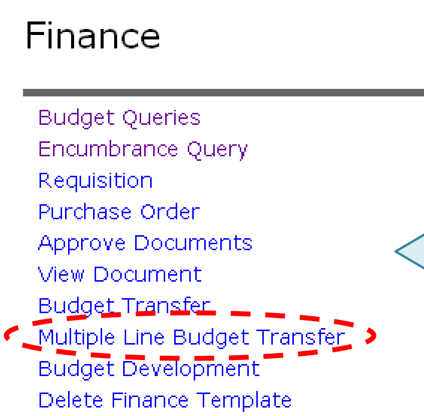
Finance Self Service - Multiple line Budget Transfer

The Multiple Line Budget Transfer Form is the same as the Budget Transfer Form except that it allows Budget transfers up to five FOAPAL **(** **F**und**,** **O**rganization**,** **A**ccount**,** **P**rogram**,** **A**ctivity**,** **L**ocation**)**. In each document created, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add up to the Document Amount; discuss the appropriate use of these designations with your budget personnel.

To access Financial Self-Service:

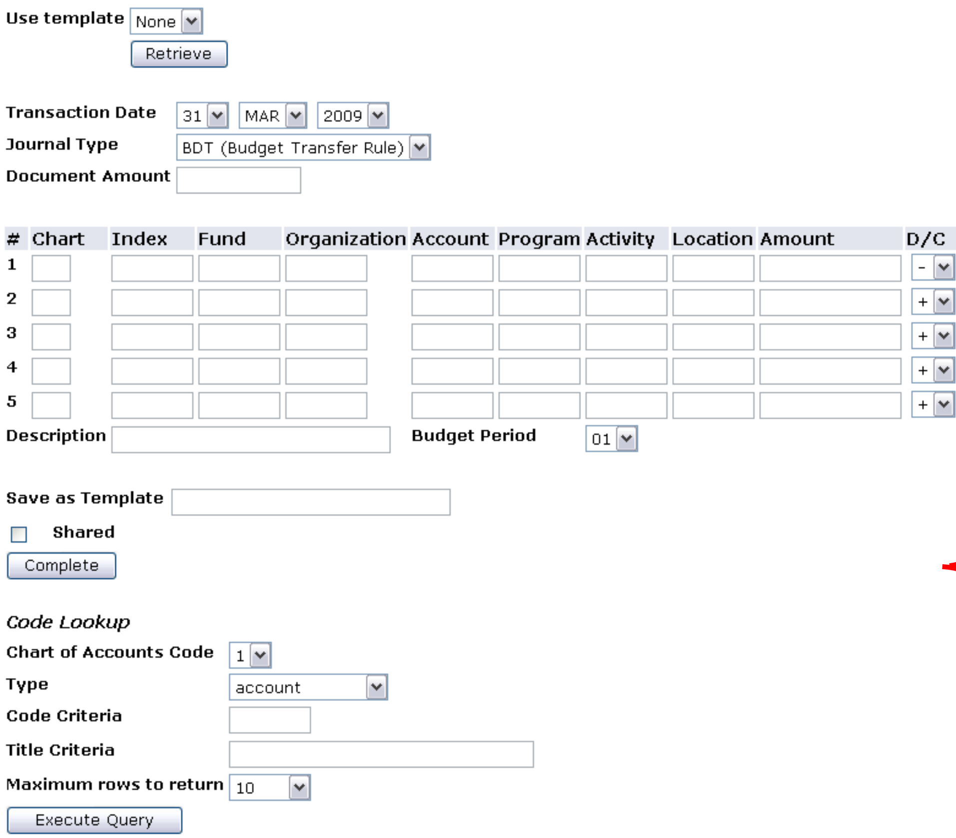
- Log on to your Pace Portal, click on your "**Staff**" tab
- Select "**Finance Self-Service**" from your list of applications/services.



From the Finance Menu, click **Multiple Line Budget Transfer** to navigate to the View Documents Page.

Begin by creating a multiple line budget transfer or retrieving existing quires. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements. Use Code Lookup to query a list of available values.

Enter the **Journal Type** and the **Document Amount.**



Use template None

Retrieve

Transaction Date 31 MAR 2009

Journal Type BDT (Budget Transfer Rule)

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1										-
2										+
3										+
4										+
5										+

Description

Budget Period 01

Save as Template

Shared

Complete

Code Lookup

Chart of Accounts Code 1

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

Execute Query

The **Chart** field is always 1. Enter the appropriate **Index** (Shortcut Key**)** and **Amount** fields and click **Complete.**

The **Fund**, **Orgn**, **Program** and **Location** are automatically populated once the **Index** (Shortcut Key**)** is entered.

Enter the Account in the **Account** field, enter in a description in the **Description** field, and select the appropriate period from the **Budget Period** drop down menu. Click **Complete** to see results**.**

<u>Note: </u>Once the document is completed it is forward to the Budget Office (Approval process) for final approval