

IFAS Budget Transfer



ITC Education and Career Development Division

Participant's Guide

Budget Transfer

Overview

Introduction This class includes explanations and activities to teach important topics for transferring funds in the IFAS system.

Contents This chapter contains the following topics:

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Structure of the Participant's Manual

Introduction This section summarizes the contents of the guide.

Purpose The purpose of this participant's manual is two-fold: to take you through required fields on the major screens for Budget Transfer, and to outline processes that you will follow for the Budget Transfer transaction. Learning objectives guide your work for successful budget transfers.

Process There is a process flow chart in the manual to outline steps to take for the completion of Budget Transfer. The detailed steps for the flow chart are discussed and demonstrated in the class.

The Class

Introduction

There are four distinct parts of the class.

- System Functionality
 - Process Flow
 - Review
 - Practice
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Contents

Screens are discussed with special attention to the required fields.

You will have opportunities to answer questions about each distinct screen and dialog box.

The Screens and Fields

Overview

Introduction Three screens are used for data entry for budget transfer.

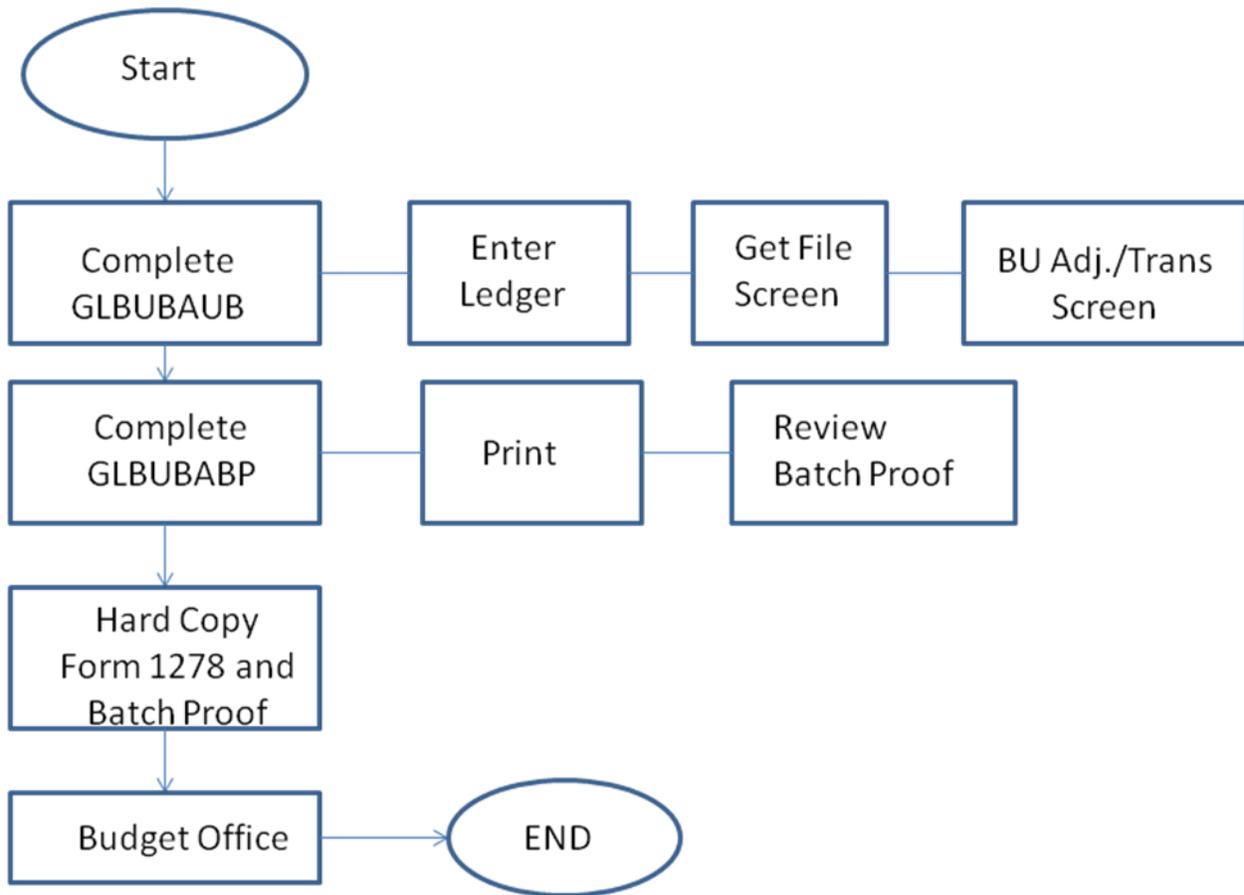
Objectives After completing this chapter, the participant should be able to:

1. Describe the composition of the Batch file name.
2. Describe the steps for completing a Division to Division budget transfer.
3. Enter and find a batch file.
4. Complete a budget transfer.
5. Identify the names of the two hard copies provided to the Budget Department.
6. Identify when to send required hard copies to the Budget Department.
7. Explain how to use the transfer text screen.
8. Complete a batch proof.
9. Describe form 1278 and how to complete it.

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Budget Adjustment/Transfer Flow



Get File Screen

Introduction

This section describes how to complete the Get File Screen.

Objectives

After completing this chapter, you will be able to:

1. Give the two masks needed for a Budget Transfer transaction.
 2. Describe the composition of the name of the Batch File you create.
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Mask for the Get File Screen

The GLBUBAUB mask leads to a dialog box in which you select a ledger side for the adjustment. After accepting this ledger by clicking the green checkmark, the first full screen, the Get File screen, appears. Here, you must give a name for the Batch File you are creating. This name will appear on the next screen for identification purposes. In the bottom right-hand corner, COLLECT appears. This is the name of the mode that is identical to the ADD mode in other IFAS modules.

The name must be composed of the letter B followed by 7 characters, DEPUINN where:

DEP = Department (3 digit code)

UI = the user's two character initials

NN = two character sequence number (ex. 01, AA, A1)

After typing a name and pressing Enter, a message will appear in the lower left corner of the screen. If this file name has not been used previously, the message reads, "File does not exist; press Enter to create." To submit the name, press Enter.

Note: If you enter a duplicate name, the text screen associated with that file appears. Press F7 to go into the Browse mode and search for the batch file that was specified. You may Browse through the files by pressing F6 and F5. The Batch file name is found in the lower left corner of the screen. Press F8 to leave the screen and return to the Explorer view.

Form 1278

Record the Batch File name on the Auditor's Form 1278 on the Batch Nm. Line (see information about the Form 1278 below).

Budget Adjustment/Transfer Screen

Introduction This screen is where you specify the amount and GL or JL codes that apply to the transfer.

Objective After completing this chapter, you will be able to:

1. Explain the steps needed to transfer funds from one division to another.

Data Entry Complete the fields for:

- Amount - the dollars and cents to be transferred
- The GL key and object code (no spaces) that is *receiving* the funds. This is entered on the first line, ACCOUNT

Note: It is not necessary to give the JL information when the GL information is provided. The JL codes will default.

- The GL key and object code (no spaces) that is *providing* the funds. This is entered on the second line, FROM ACCOUNT.

You can enter 5 transfers on this screen. If you need more space, place N in the **Last?** field. Press Enter and another screen appears with 5 more lines. Remember you may get a error message for any one of the entries. If this is the case, keep pressing Enter to get to the next screen. When all transfer lines have been entered, type Y in **Last?** Fill in the **Reason:** field with **XFER**.

Reference number After completing the required fields, pressing Enter will yield a Reference number in the **Ref** field. Record this number on Form 1278. This reference number will occur on the batch file report that is given to the Budget Office.

Completing the transaction You may receive a warning concerning the budget transaction in the lower left of the screen. This message may warn that funds are not available. If this is the case, notify your supervisor.

You have saved the transaction when you see **Ready** in the lower left corner.

Budget Adjust/Transfer Text Screen

Introduction There is an opportunity for you to include text information for the Budget Transfer transaction.

Objectives After completing this section, you will be able to:

1. Describe how to bring up the Transfer Text screen.
2. Describe how to enter text on the Transfer Text screen.

Budget Adjust/Transfer Text screen. After you have saved the transaction (press the Enter key), you are still in the Collect Mode. Press F6 to bring up the Transfer Text screen. To enter comments and information on this screen, you must number the line item and type in text one line at a time. There is no wrapping of the text. Press Enter to save.

Press F7 to review your data by switching to the Browse mode. You can then browse by using the F6 and F5 keys through the Budget Adjustment/Transfer screen and the text record.

Note: The Budget Adjustment/Transfer screen that appears when you are browsing does not include the JL object and key codes, if you did not type them originally. It does include the transfer amount.

Budget Batch Proof

Introduction

You will enter a new mask for generating a Batch Proof.

Objectives

After completing this chapter, you will be able to:

1. Identify the mask for generating a Batch Proof.
 2. Describe how to run the proof in the background as you work.
 3. Describe how to print the batch proof.
 4. Identify how to view the batch proof on screen.
 5. Identify the two hard copies that must be turned into the Budget Department.
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Explorer View

To prepare the Budget Batch Proof, you must enter a new mask in the TypeAhead/History field on the Explorer View. Press F8 until the Explorer view is on screen.

New mask

Type GLBUBABP in the TypeAhead/History box. Press Enter to see the dialog box below. To run the batch proof in the background while you work, be sure that there is a check mark in the Run in Background box, as shown.

Note: If you have not logged out of IFAS since creating or updating a transfer file, the name of the last batch file defaults. If no batch name appears, type the name in the field. Do not type the DATA.ADMIN suffix.

To view the report on screen before printing, press  (View Output).

Budget Batch Proof, Continued

The screenshot shows a software window titled "Insight". At the top, there are three icons: a green checkmark, a red X, and a yellow smiley face. To the right of these icons is a checked checkbox labeled "Run in Background" and a dropdown menu currently set to "Special". Below this is a text input field with the label "Enter the name of your Budget Batch File" and the text "B311LW06.DATA.ADMIN" entered. Underneath is another text input field with the label "Enter the Posting Date". Below that is a question: "Do you want separate positive and negative totals displayed?". There are two radio buttons: "Yes" (which is unselected) and "No" (which is selected). At the bottom of the window, it displays "Current Line Printer Settings, Copies: 1, Device: TERMINAL, Priority: 8" and an "Edit" button.

Printing

Check that the printer settings are correct. To continue, click the green check mark.

Review

Review the hard copy for errors. Correct errors in GLBUBAUB and re-print the batch proof.

Budget Office

Send the Batch proof and Form 1278 to the Budget Office by fax, interdepartmental mail or hand delivery.

Hard Copy Form 1278

Introduction In addition to the IFAS data entry, you will complete form 1278 and send it to the Budget Office for the budget transfer.

Objective After completing this chapter, you will be able to:

1. Describe how to find Form 1278 on the Auditor's Intranet Site.

Form 1278 County Auditor's Form 1278 is available on the Auditor's Intranet site.

1. From the Harris County Web Site, choose Harris County A-Z.
2. Under A, Select Auditor's Office.
3. From the left bar, select Auditor's Intranet Site.
4. Select **Forms** from the left hand margin of the Intranet Page.
5. Select **County Auditor's Forms** in the drop down box.
6. Scroll to find **Form 1278 Budget Revenue/Expenditure Appropriation Transfer**.

This form, when complete, is a hard copy form containing the requested transfer information. It is faxed or given to one of the following Budget office personnel:

- Judy Marshall
 - Julie Tran
 - Tammy Miscisin
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Review Questions

1. Give the steps needed to do a budget transfer from one division to another.
2. Describe the composition of the name of the batch file you create.
3. Identify the names of the two hard copies you provide to the Budget Department.
4. It's a good idea to view the Batch report before printing it. How do you view the Batch Report on screen?
5. What is the mask for running the Batch Proof file?

Review Questions Answers

1. Give the steps needed to do a budget transfer from one division to another.
 - a. Complete the GLBABAUB screen.
 - a. Identify the ledger for transfer.
 - b. Name the batch file.
 - c. Complete the amount and the GL key and object code that is receiving the funds.
 - d. Complete the amount and the GL key and object code that is providing the funds.
 - b. Complete the text screen, if needed.
 - c. Complete GLBUBABP
2. The name of the batch file follows this pattern: BDIVUINN

B + division code (3 digits) + User's Initials (2 letters) + 2 numbers/letters/alphanumeric characters
3. The batch proof and Form 1278 are given to the Budget Department.
4. The View output button allows you to view the report before printing.
5. GLBUBABP is the mask used for the Batch Proof.

Practicing Budget Transfer

Data Sheet