

The image features a solid purple background with a large, white, stylized spiral graphic that winds inward from the top right towards the center. The spiral is composed of several thick, curved white bands. In the center of the spiral, the word "BUDGET" is written in a bold, black, sans-serif font with a slight drop shadow.

BUDGET

BUDGET TRANSFER SYSTEM

Important Note: Fund 1

The Qual's Budget Manager (first approver) or his/her alias will enter Budget transfers. Some manual procedures should be followed, for certain types of transactions, to help ensure proper approval and timely processing. The following is a detailed description and illustration of the procedures.

The funds 1 GL Codes in the 5000's, 6000's and 7000's have been "pooled." This concept allows for the use of available balances in accounts where the initial budget is insufficient. Please see page 5-21.1 for a full explanation of this method and related rules.

Transfer Between Same GL Groups (60501 to 60502 - TP-REALL or PM-REALL) post directly to the general ledger when entered by the Budget Manager or his alias.

Transfer Between Different GL Groups (600's to 700's - TP-AMEND or PM-AMEND) or **One-sided Entry** (TP-AMEND) - the transaction is approved by the Budget Manager and it is automatically forwarded to the College Budget Department for approval. The Account **Budget Manager must make a screen print** (it must have a BT number, and PF5-Edit Key has been pressed before PF6-Approval Key is pressed) then sends this hard copy document to the Dean for Administration on their campus or the District Area Vice-Provost. The Dean for Administration or District Vice-Provost will review the transaction, if it is acceptable it will be signed and sent (by fax or mail) as a written confirmation to the Budget Department. The Budget Department will match the hard copy approval (paper screen print with signatures) with the system (electronic queue.) The Budget Department will review it and if acceptable will then approve the budget transfer and it will post to the general ledger.

Transfer outside of the Budget Manager User Group and within the same Campus or District Area (English Department to the Mathematics Department) - the Budget Manager electronically approves the transaction and the transfer is sent to the Budget Department. The Account **Budget Manager must make a screen print** (it must have a BT number and PF5-Edit Key has been pressed before PF6-Approval Key is pressed) and sign it, then send this hard copy document to the Dean for Administration on their campus or the District Area Vice-Provost. The Dean for Administration or District Vice-Provost will review the transaction; if it is acceptable it will be signed and sent (by fax or mail) as a written confirmation to the Budget Department. The Budget Department will match the hard copy approval (paper screen print with signatures) with the system (electronic queue.) The Budget Department will review it and if acceptable will then approve the budget transfer and it will post to the general ledger.

Transfer outside of the Budget Manager User Group and among different Campus District Areas (one Campus to another or Campus to District) - the Budget Manager electronically approves the transaction and it is sent to the Budget Department. The **Budget Manager must make a screen print** (it must have a BT number and PF5-Edit Key has been pressed before PF6-Approval Key is pressed), sends this hard copy document to the Dean for Administration on their campus or the District Area Vice-Provost. The Dean or Vice-Provost will then send the signed hard copy document to the Dean or District Area Vice-Provost on the Campus or District area where the funds are being transferred. After both Deans for Administration District VP have

reviewed and signed, the hard copy is then sent to the Budget Department. The Budget Department will match the hard copy approval (paper screen print with signatures) with the system (electronic queue.) The Budget Department will then review it and if acceptable approve the budget transfer and it will post to the general ledger.

Note: Approval Signature for Cluster Quals

All Quals reporting to a cluster director have as the first digit the first letter of the campus where the director resides. Approval signatures sought from administrative deans should follow the same procedures as non-cluster Quals. The administrative dean in the campus where the director resides should sign the BT, rather than the administrative dean for the campus where the activity takes place.

Edit Rule 023

There are certain GL Codes that are restricted from being used by campus budget managers or should only be used in certain funds or for specific purposes. These GL Codes have had an edit rule applied. This means that regardless of whom enters the BT it will be sent to the Budget Department for approval.

Several screens will come up to indicate that the edit rule is being applied to each line in the BT that uses one of these GL Codes. The Budget department will reject any BT's that use GL's that are not allowed to be used by campus budget managers. Transactions that use restricted GL Codes will be reviewed by the Budget Department and approved or rejected based on College policies and procedures.

Restricted GL Codes:

Full-time Salary GL codes: Cannot be used by Campus Budget Manager

51000 51100 51200 52001 52002 52003 52004 52005 52300 53000 53300 54000

Mandatory Transfers-Out and Non-Mandatory Transfers-Out GL Codes: Cannot be used by Campus Budget Manager

69110 69120 69130 69140 69150 69160 69170 69180 69210 69220 69230 69240
69250 69270 69280

Instructional Overloads – Faculty and Non Faculty: Cannot be used by Campus Budget Manager

52100 52101

Part-time Instructional – Adjunct Instructor, Librarian, Counselor, Coach, Instructional Supervisor:

56000 56001 56002 56003 56004 56005

Instruction – Substitutes:

56100 52200

Hospitality: Will go to the Budget Department for Approval
69506

Promotions, Public Relations Budget transfers: Will go to the budget department for approval
69507

Minor Furniture and Equipment: Cannot be used in any fund except fund 7. GL Code 66506 should be used instead.
70501

BUDGET TRANSFER SYSTEM

Important Note: Fund 2 & 7

The Qual's Budget Manager (first approver) or his/her alias will enter Budget transfers. Some manual procedures should be followed, for certain types of transactions, to help ensure proper approval and timely processing. The following is a detailed description and illustration of the procedures.

All Fund 2 and Fund 7 Budget Transfers will be sent automatically to Special Accounts for electronic approval. The system will display "error code 025 Grants, and 026 Facilities". These codes are not error messages; they are "edit rules" that route the budget transfer to Special Accounts.

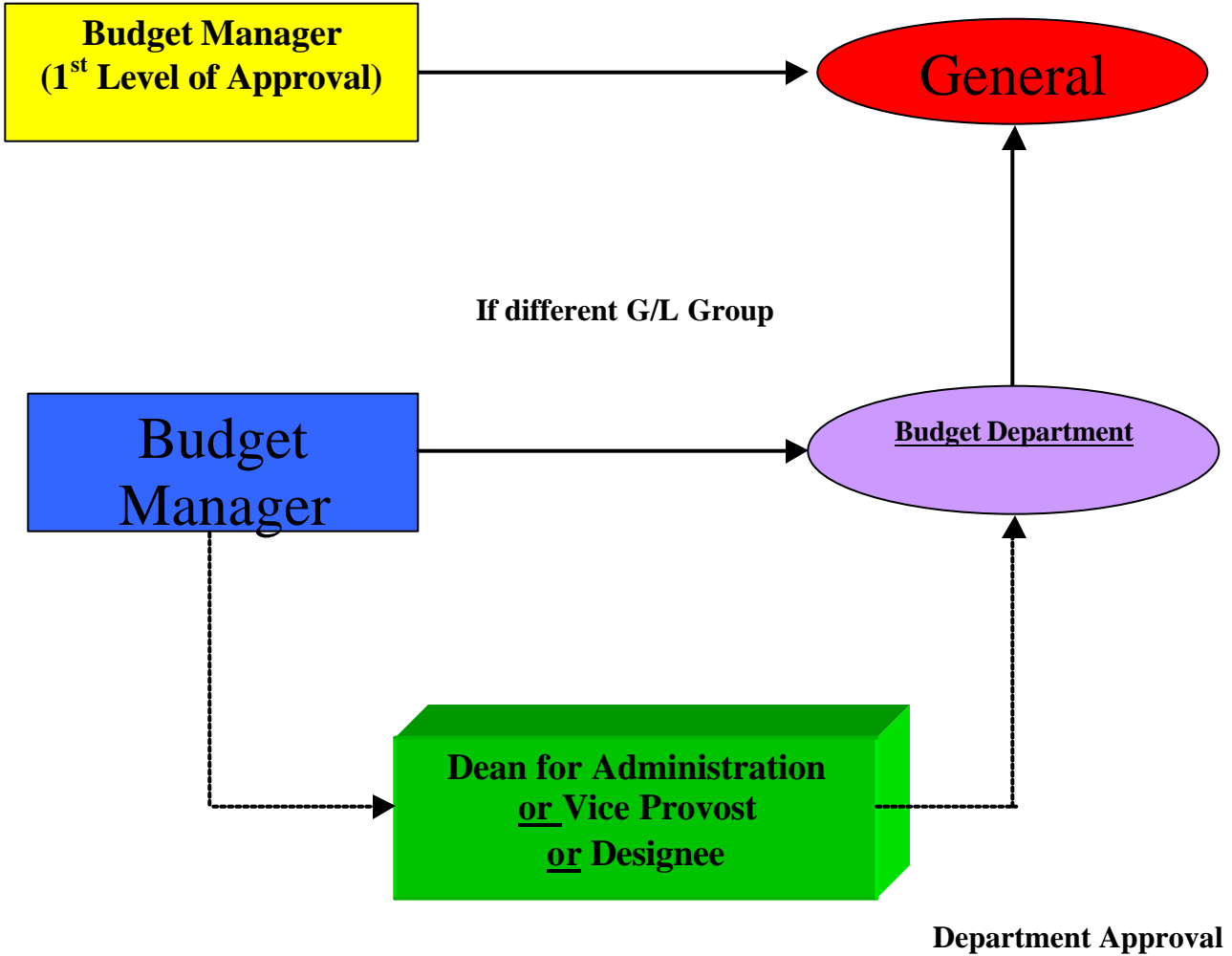
The Facilities Department submits fund 7 budget transfers. Special Accounts verifies that the correct project Qual and funding source is used before approving the budget transfer transaction.

The Budget Manager for the grant should submit fund 2 Budget transfers as soon as confirmation or approval has been received from the granting agency. Initial budget transfers are one-sided budget transfers entered as **TP-Amend**. Special Accounts requires an official memo from the granting agency certifying the grant amount, as well as documentation of a Miami-Dade Community College Board of Trustees approval.

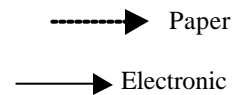
Initial budget transfers used to establish an original budget, as well transfers used to move funds between GL codes, are reviewed by Special Accounts to verify that they are in accordance with the grant contract before approval takes place. Budget Managers cannot transfer Fund 2 or Fund 7 Qual budgets to any other fund's Qual or vice versa.

BUDGET TRANSFER

If within the same G/L Group for Non-Pooled accounts and within a User Group

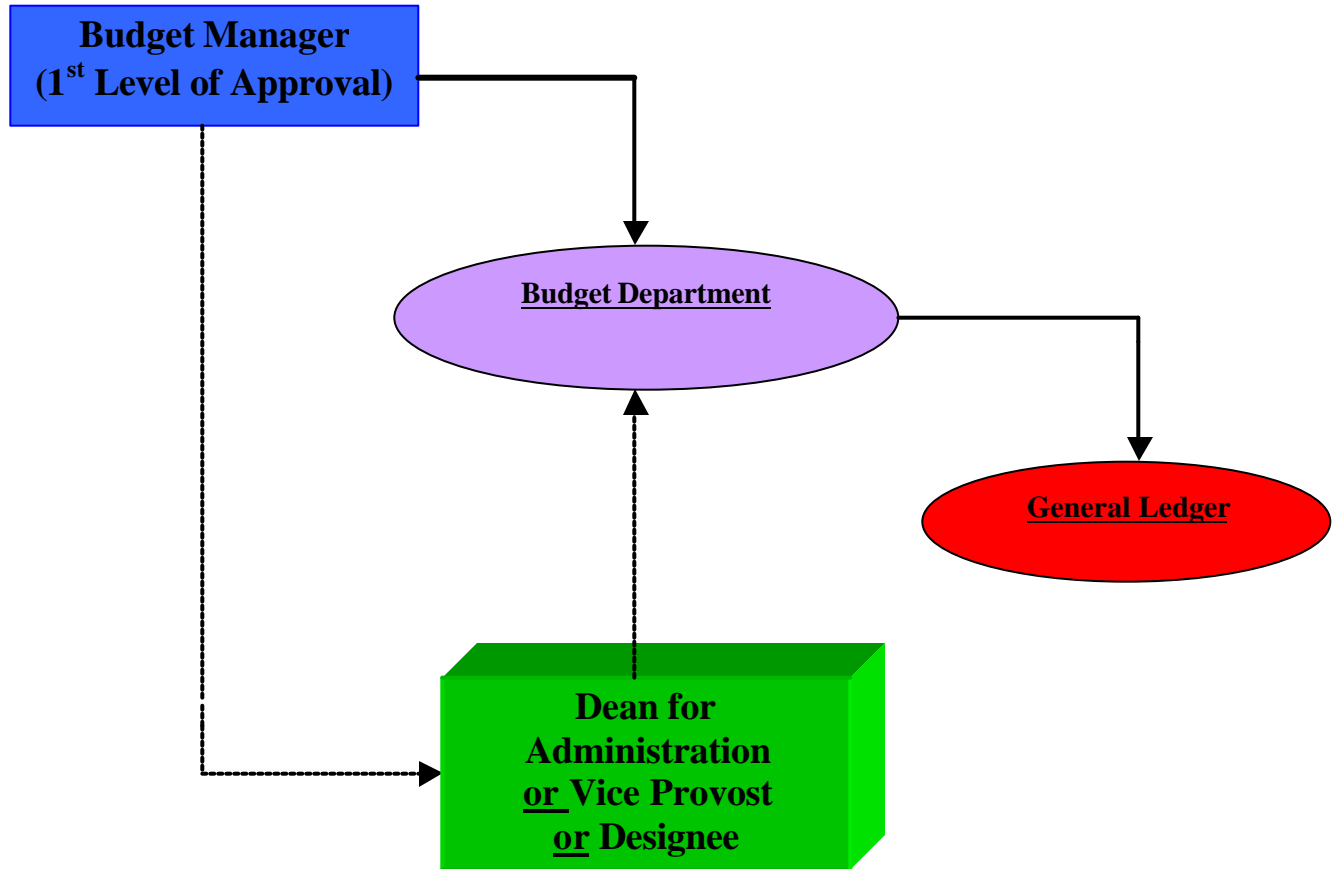


NOTE: Fund 1 “Pooling” does not require a Budget Transfer within the same GL Code Group for pooled accounts.

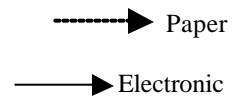


BUDGET TRANSFER

Transaction between Qual 1's that fall in different User Group on same Campus or Area:

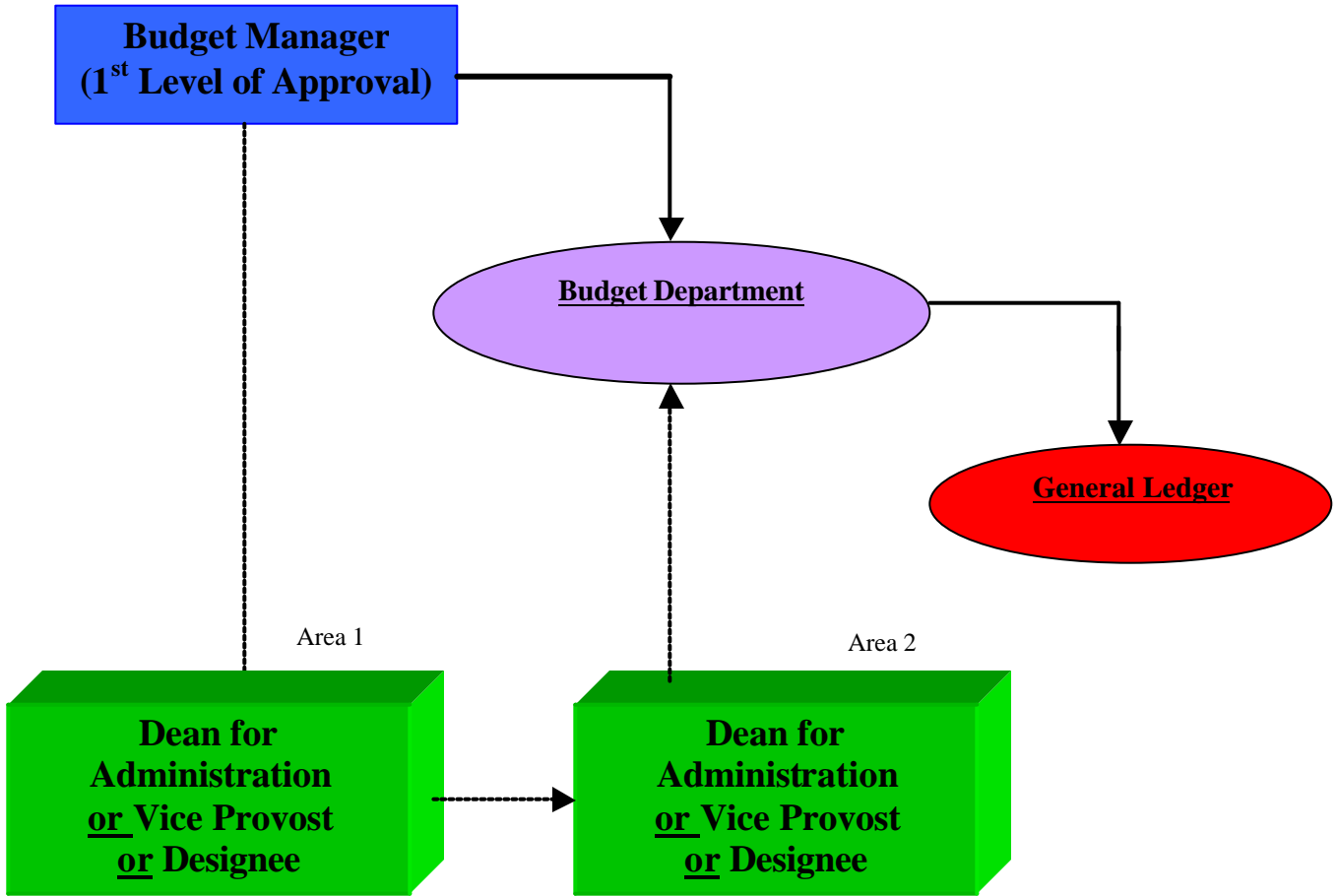


Example: Budget transfer outside of Budget Manager's User Group under the same Dean or Vice Provost (i.e.; English Dept. to Mathematics Dept. or Budget Transfer between Telecom and Computer Services)

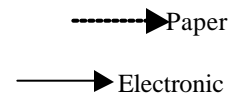


BUDGET TRANSFER

Transaction between Qual 1's that fall in different User Group on same Campus or Area:



Example: Budget transfer outside of Budget Manager's User Group reporting to different Dean or VP Designee (i.e.; one Campus to another, or Campus to District)



BUDGET TRANSFER
Funds 2 & 7 ONLY



Funds 2 & 7 go to Special Accounts Management before they go to the General Ledger.

BUDGET TRANSFER

Differences Between Old Budget Amendment Process and New Odyssey Create a Budget Transfer

OLD SYSTEM TRANSFER OF FUNDS	NEW ODYSSEY SYSTEM
You complete <u>Budget Amendment</u> form.	You " <u>Create a Budget Transfer</u> " on-line, to transfer funds from one Qual1/GLC (account/general ledger code) to another.
You send the completed Budget Amendment to be signed by Department Supervisor/ Budget Manager and Dean for Administration.	The on-line Budget Transfer will be electronically sent either directly to the General Ledger or to the College Budget Department for approval, depending on whether the transfer is <u>between</u> GL Code families (i.e. 600-700) or <u>within</u> GL Code families (600's) or between different user groups
You see amendment approved on the Shadow Budget Amendment screen.	Budget Manager can go to the Odyssey "General Ledger Inquiry and Summary" screen to view your budget activity.

BUDGET TRANSFER PROCESS
Miami-Dade College Menu
Path: CM

The following screen is the main menu of the procedures that you will be accessing to help you accomplish your tasks through Odyssey. Since this section of the guide focuses on the transfer of money, you will go to the Campus Budgets Menu.

Your cursor will be positioned on the right of “Code:” - type **CB** and press <ENTER>.

```
MFU000P1          ***** MDCC COLLEGE SYSTEM *****          8:16 AM
Mar 24,99          - MDCC Utility Main Menu -

Code System/Function/Explanation
-----
AS   Approval System Menu
CB   Campus Budgets
DR   Department Requisition Menu
DM   Disbursement Request Menu
DI   Document Display Menu
TA   Time and Attendance Menu
RR   Recurring Request Menu
IP   Inquire Posted Transactions
UG   User Group Access
?    Help
.    Terminate
-----
Code: _____

Direct command...: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      help retrn quit      flip                                main
```


Designated menu options and their general description are as follows:

BT Create a Budget Transfer

This screen will be used to create a budget transfer.

MT Maintain A Budget Transfer

This screen lists the budget transfers that have not yet been sent to the Budget Department and not posted to the general ledger. You will only see the budget transfers for the Qual1's (account numbers) for which you are authorized. From this screen, if you have been given access, you can approve or modify budget transfers that have not been approved and/or add a new budget transfer. This screen also includes any budget transfers that have been rejected by the Budget department and sent back to the originator.

SA Select Your Alias

Every person who has been given authority to create budget transfers for specific qualifier 1's (accounts) is assigned a back-up. This is done by completing a Finance Approval Path Form. This backup, called the alias, is someone who in the absence of the budget manager can perform the function. The **Select Your Alias** screen will list all of the people who have given you authority to function as his/her backup. When you must step in and perform the functions of the person who is absent, you will access this screen and become the 'alias' of the person for whom you are backing-up.

DS Delegate Your Alias

This function will be performed by Business Affairs, per the Qual1 instructions set forth on the Finance Approval Path Form. Your alias should be your supervisor.

DB Department Budget Summary

This screen allows the Budget Manager or the alias to easily access and view all of the transaction activity posted to the general ledger in detail and summary for his/her assigned Qual 1's. This same module can be accessed for all campus users through "Inquiry Posted Transactions" illustrated on 72, path: CM IP IS.

Create A Budget Transfer

Path: CM CB BT BT

In order to transfer funds from one Qual1 (account) to another or one GLC (general ledger code) to another within a Qual, there must be sufficient funds in the Qual1/GLC from which you are transferring the money. You may *Create* a Budget Entry by accessing the following screen.

FIG058N1 ***** FINANCIAL SYSTEMS ***** FIG058M1
 May 27,97 - Create A Budget Entry - 7:35 PM
 P A
 Budget Transaction : Period:199705 1 No: BT **1** *Type: **2** REALL **3**

1__ **4** **5** **6** **7**

*Org Unit*Qual1 Loc	*GLC Qual2	Increase	Decrease	Text
1	_____	_____	_____	_____
2	_____	_____	_____	_____
3	_____	_____	_____	_____
4	_____	_____	_____	_____
5	_____	_____	_____	_____
6	_____	_____	_____	_____
7	_____	_____	_____	_____
8	_____	_____	_____	_____
9	_____	_____	_____	_____
10	_____	_____	_____	_____
11	_____	_____	_____	_____
12	_____	_____	_____	_____
13	_____	_____	_____	_____

Direct Command: _____
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12--
 help retrn quit EDIT APPRO bkwrđ frwrđ SAVE HEADE main
 8056 - Enter information to be added

ON-LINE SCREEN HELP

Throughout the Odyssey System on almost every screen there is on-line **Help**. Any field that has an asterisk (*) next to it, contains field help. You may access this help by placing your cursor on the field in question and pressing <PF1>. A window will pop-up containing all of the possible data that is appropriate for that field. You may scroll down the data list by pressing either the <ENTER> or <PF8>. By pressing <PF7> the list will scroll up. Once you have found the information you are seeking, use your up arrow cursor key and place the cursor on the item of your choice and press <ENTER>. The field for which you requested help will be automatically populated with the information you have selected. To exit the help window, press the <PF2>.

CREATE A BUDGET ENTRY SCREEN INFORMATION

Following are the field names and functions that make up the "Create a Budget Entry" screen, and a brief explanation of what each means and the information which is required to submit a budget transfer.

Field descriptions:

- 1 **Period**-- One of 12 calendar periods in the Finance System, which represent the months of the year. This period represents the month during which the journal will post to the general ledger (for example, 199704 represents April 1997). This field defaults to the current calendar period. Upon accessing this screen, your cursor will be blinking on the **Period** field at the top middle of the screen. Press the <TAB> key. Your cursor will skip over the field containing a **BT** which denotes that this is a budget transfer journal type, and land on the ***Type** field.
- 2 **No**--A 2-character code that identifies the journal type being processed, in this case BT represents Budget Transfer. At a future date, this field will record a budget transfer number. The "**No: BT**" field is the location where the budget transfer number will be displayed, once the budget transfer has been created. You will use this number for tracking purposes. Your cursor will skip this field. The BT numbers are consecutive on a monthly basis. For example 199904 BT 30 is the 30th budget transfer created in April. The system will also have a 199905 BT 30. The legacy system assigns BT numbers consecutively on an annual basis.
- 3 The ***Type** field contains the type of budget entry for the budget transfer . You must select the appropriate journal type by typing it in or select one from the Help pop-up window. (This is a *required* field.) An explanation is as follows:

ORIGINAL BUDGET - This budget type is the original fiscal year budget entered by the Budget Department. This transaction will not be used by Budget Managers. It is intended to be used **only** by the Budget Department.

TP- REALL - Temporary Reallocation. This budget type is the default for the budget transfer. This is used when you are transferring funds between the **same general ledger code (GLC) group**. This **transfer will NOT be carried forward in the next fiscal year**. Example, you are transferring funds from 65501 to 65502. This journal type also applies if the funds are being transferred between **two different Qual 1's (accounts) for which you are the Budget Manager in both, and the transaction is within the same GLC groups**. This journal type is posted directly to the general ledger.

TP-AMEND - Temporary Amendment. This budget type is chosen when the budget transfer is between **different general ledger code (GLC) groups and the amendment will NOT be carried forward in the next fiscal year**. Example, you are transferring money from the 600's to 700's. This journal type will be sent by the system to the Budget

Department and requires subsequent approval to post to the general ledger. (See page 68 for Budget Transfer Approval Path information.)

PM-REALL - Permanent Reallocation. This budget type is the same as the TP-REALL with the exception that this reallocation **is carried forward to the next fiscal year.**

PM-AMEND - Permanent Amendment. This budget type is the same as the TP-AMEND, with the exception that this amendment **is carried forward to the next fiscal year.**

TP-ORIG - Temporary Original. This budget type should not be used by the Budget Managers. This budget type affects the current year only and may be used by the Budget Department to enter a base budget that is not intended to be funded in the following year.

- 4 ***Org Unit *Qual1 Loc**--This field is comprised of the 8-digit code that describes the organizational unit defined by the State Accounting Manual, the 6-digit code used to further define the org unit, and the 2-digit code that describes the location of the org unit/qual 1. Active help provides a pop-up list of valid options. Place the cursor in the field and press <PF1> to access the help screen.

The ***Org Unit** field is the 8-digit organizational unit code defined by the State. Leave this field blank and press the <TAB> key to advance you cursor to the ***Qual1** field. The system will automatically populate this field when Qual1 is entered.

The ***Qual1** field is the 6-digit code which further defines the account. Type the 6 digit code for the account from which you will be transferring funds and press the <TAB> key to advance to the GLC. You will skip the ***LOC** field {the system will automatically populate this field}.

- 5 The ***GLC** is the 5-digit general ledger code (Legacy object code) that defines where the funds will be increased and/or decreased. Type the GLC (general ledger code). {The ***Org Unit** and the **Loc** field (2 digit code that defines the campus/outreach location of the Qual) will be populated automatically after you complete all the remaining required entries and you press the <ENTER> key.} These are **required** fields.

Qual2--A 6-digit code that further defines the account. At this time this code will only be used for Fund 7 transactions; please skip for all other accounts.

- 6 **Increase**--The dollar amount by which the budget for this account will be increased. (Budget transfers should be rounded to the nearest whole dollar; no cents.) Press the <TAB> key two times to advance the cursor to the next line. This is a **required** field.
- 7 **Decrease**-- The dollar amount by which the budget for this account will be decreased. (Budget transfers should be rounded to the nearest whole dollar; no cents). Press <ENTER>. **Note: The total of increase and decrease amounts must be the same.** This is a **required** field.

After pressing <ENTER> the Org unit and general ledger code descriptions will display next to each line. The system then generates the Budget Transaction number, which will appear on the upper left side of the screen. After you press <ENTER>, if the data entered does not pass through the system edits, messages will display on the right side of the screen under "Text" for example, "NO FUNDS AVAILABLE" or "INVALID GL-CODE," "GLC-REALL," "AVAIL BUDGET=". The system checks to see if the Org Code/Qual1/GLC information is valid and whether there is enough money in the Qual1/GLC to cover the transfer.

Error Message	Explanation
NO FUNDS AVAILABLE	There is no Balance available in the decrease account (Qual1 GL-Code)
INVALID GL-CODE	The GL-Code is not attached/valid for that Qual1 (Place the cursor underneath the GLC column on field in error and Press <PF1>. This will display all the valid GLC for the Qual1.
GLC-REALL	Money is being moved across GL-Code groups (600's to 700s). The budget type should be amendment not reallocation.
AVAIL BUDGET=\$	There is not enough balance available in that decrease account (Qual1 GL-Code)
MUST HAVE AMOUNT	No amounts have been entered in the decrease increase columns. Enter an amount for that Qual1
DEBITS NOT EQUAL TO CREDITS	The sum of All increase amounts must equal the sum decrease amounts
MULTIPLE FUNDS	The transfer is using Quals from two or more different funds. This is not allowed.
DUPLICATE GLC	The same GLC for the same Qual has been used some place else within the budget transfer. The amounts being increased and/or decreased must be combined.

If data entered passes successfully through the system edits, the **Text** field will display after each line, the Department name and GLC name related to the transaction. The message *FIG058N2-U-XXXXXX-XX-XX-XX Added Successfully* will display. At this point, make a print screen if required for signature. Press <PF6> to approve the transaction, as illustrated on below; or you can press <PF9> (see page) to save it and come back later to approve it. Once you press <PF6> the BT will no longer appear on your "Maintain a Budget transfer" screen unless the BT is rejected.

NOTE: All print screens must be made before you press the <PF6> screen.

Sending the Budget Transfer for Approval

Press <PF5> to run the system edits and to enter a description. Using this function key will prompt error messages to be displayed giving the budget manager an opportunity to correct them before sending for approval.

Press <PF6> to approve a budget transfer. (See sample window below). Type a reason for the transfer and press <ENTER>, a BT # (budget transfer number) will then appear at the top of the original entry screen.

```
Total Debits.: 200.00      Status.: NO-EDIT
Total Credits.: 200.00      User....: ZMRRR

Desc:
  Additional supplies are essential.

Ent  8011 - Description is required
```

Press <PF6> again, and another pop-up window will appear asking you to (A)pprove the transfer, this means that you approve of what you have entered. You need not enter anything on this screen, the A(pprove) is the default. Press <ENTER> and the message on the bottom of the window will appear displaying, either “FORWARDED TO NEXT APPROVER BUDGET” or “POSTED TO GENERAL LEDGER” depending on what type of transaction you submitted.

```
Period: 199802 Type: BT Number: 92

Action : A ((A)pprove,(R)eject,
          (C)hange/Approve )
Comments:

Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7
      Help retrn
      POSTED TO GENERAL LEDGER
```

If you are budget manager (or the selected budget manager alias) for accounts in budget transfer and money is being moved in the same GLC group the BT will post to the GL (assuming you are not using a GL that has edit rules placed on it.) All other BT's will go to the budget department for electronic approver before posting to the general ledger.

To Save the Budget Transfer Transaction

If you wish to save the transaction and not send it for approval until a future time, press <PF9>- Save after you have successfully entered all the fields for the Budget Transfer. A pop-up screen will appear asking you to input a brief description of the transfer. (See the sample pop-up screen on the previous page.) Press <ENTER>. This process will also generate the Budget Transfer Number. You may now send the transfer for approval <PF6>, or, the transaction will be held on the "Maintain Budget Transfer" screen, (as described on the next page) until you are ready to modify the transaction or send the transaction for approval.

PF<10>-Key can be used to view the description of a BT after it has been entered.

Other Options on the Approval Screen:

If you type **R** (reject) next to "Action," you will be required to input a comment such as, a reason for the rejection. Note that in the "Maintain Budget Transfer" module (see next page) the status field will display that the transaction was "REJECTED." These entries cannot be removed permanently from the maintain screen until the end of the month. A program is run after every month closing to remove these entries.

We encourage you NOT to use the **C** (change) function. Any modifications to the budget transfer can be done by saving the budget transfer.

Maintain Budget Transfer

Path: CM CB BT MT

Any Budget Transfer that you have created, saved and not sent for approval will appear on the screen illustrated below. Through this screen, you may add a new budget transfer and/or modify existing budget transfers.

```

FIG003P4          ***** FINANCIAL SYSTEMS *****
Feb 26,98          - Maintain Budget Transfers -          9:42 AM

Action Period   Journal Journal Total   Tot Db   Tot Cr   Status  Respons
                Type     No     Lines  Actual   Actual                User
-----
  ___ 199707    BT         8     2     1.50     1.50  FAILED  ZMRRR
  ___ 199802    BT         4     2    15.00    15.00 MODIFIED ZMRRR
  ___ 199802    BT        41     2     1.00     1.00  EDITED  ZMRRR
  ___ 199802    BT        57     2     1.00     1.00  EDITED  ZMRRR
  ___ 199802    BT        81     2     6.00     6.00  MODIFIED ZMRRR
  ___ 199802    BT        82     2    10.00    10.00 MODIFIED ZMRRR
  ___ 199802    BT        92     2    500.00   500.00 EDITED  ZMRRR
                                     *** End of Data ***

Calendar Period: _____ Journal Type: __ Journal No: _____
Direct command...: _____
MODify      ADd          EDit          APrrove
  
```

All **Budget Transfers** that have not been posted to the general ledger (notice the Status code) will be displayed by calendar period. If you do **not** see the *****End of Data***** message on the screen, this indicates there are **more** screens. You may page through all of the transfers by pressing <ENTER> or <PF8> to page down. By pressing <PF7> the list will page up.

To narrow your search you can take your cursor to the selection criteria spaces at the bottom of the screen. The 'Calendar Period' is the yyyyymm (year/mo) that the budget transfer was initiated, in the 'Journal Type' you may input BT (budget transfer,) and 'Journal No.' input the specific number that your Budget Transfer was assigned.

The **Status** codes are defined as follows:

<p>MODIFIED - denotes that the Budget Entry was modified and is ready for approval.</p> <p>EDIT - passed all of the system checks, and the transaction is available to be "modified" or sent for approval.</p> <p>NO EDIT - denotes that the transaction did not pass through the edit process</p> <p>REJECTED - denotes that the transaction was rejected.</p> <p>FAILED - specifies that there were insufficient funds in the GLC that you asked to decrease or the Org Unit/Qual1/GLC was invalid, or you do not have access to the Org Unit/Qual1/GLC.</p>

If the list you selected displays more than one budget transfer press the <**HOME**> key, your cursor will advance to the first record on the screen, use the <**TAB**> key to advance your cursor to the line of your choice, then type one of the two position action codes defined below and press <**ENTER**>.

<u>Action</u>	<u>Activity</u>
Modify	M: Lets you access the "Create a Budget Entry" screen where you can change the detail. You may press < PF9 > to save - you will then see the message at the bottom of the screen that the "Journal Header was Modified Successfully." When you press < PF2 > and return, you will see that the status of the transfer has changed to "Modified."
ADd	AD: will access the "Create a Budget Entry" screen where you can add a new budget transfer as described on page 62.
Edit	E: "Create Journal Header" screen will be displayed where you can edit the fields highlighted in red. You may press < PF9 > to save - you will then see the message at the bottom of the screen that the "Journal Header was Modified Successfully." When you press < PF2 > and return you will see that the status of the transfer has changed to "Modified."
AP prove	AP: will approve the budget transfer. Your cursor will rest on "Action: A ," you will then press < ENTER > and the message "FORWARDED TO NEXT APPROVER BUDGET" or "POSTED TO GENERAL LEDGER" will be displayed at the bottom of the screen. When you press < PF2 > and return, you will notice that the record of the transaction has disappeared.

SELECT YOUR ALIAS

Path: CM CB BT SA

When you are assigned authority to perform budget system functions when the Budget Manager is unable to do so, you will access this screen to activate this responsibility.

```
FIU200P1          ***** FINANCIAL SYSTEMS *****
Nov  5, 1998                                           4:08 PM
FIG032N1          ***** FINANCIAL SYSTEMS *****
Nov  5,98         - Select Your Alias -                4:08 PM

CURSOR SELECT THE PERSON WHOSE FUNCTIONS YOU WISH TO
PERFORM, OR PRESS PF2 TO CONTINUE AS YOURSELF.

                NUJOD      JOHN DOE
                SUJAS      JANE SMITH
                *** End of Data ***

Gr Alias Identifier B: _____
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF11--PF12---
      help  retrn quit                bkwrdr frwrdr                main
Enter-P 8035 - Position cursor or enter screen value to select
```

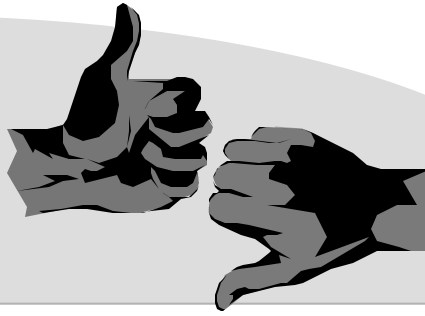
To Select Alias Privileges

To select yourself as an alias you may log on to the system as usual, use your User ID and password. When you access the above screen from the "Approval System Menu," use your up arrow to position your cursor on the User ID/Name and press <ENTER>. If your selection is valid, you will be taken back to the "Approval System Menu," where you can carry on the system authority of the colleague who entrusted you with this responsibility and whose alias you selected. All activity will be recorded under the original designator's User ID/Name.

To Remove Alias Privileges

After you have completed the designated tasks as an alias and want to return to your regular status and user privileges, you may go back to the same screen above (Path: CM AS IS) and press <PF2>; or you may simply exit the Finance System by pressing <PF12>.

Do's & Dont's



FOR ENTERING BUDGET TRANSFERS

DO!...

- 👍 Obtain the proper hard copy approval(s) and forward to the Budget Department for transfers **between GL code groups.**

- Different GL Code Groups – administrative deans

- 👍 Obtain the proper hard copy approval(s) and forward to the Budget Department for transfers among different “User Groups”, campuses, and/or District, **regardless of GL code groups used.**

Quals in:

- 👍 Different “User Group” and same campus – administrative dean or designee

- 👍 Different campuses – all administrative deans or designee

- 👍 District – VP for the district area or Designee
 - Business Affairs – E.H. Levering
 - Information Resources and Technology – Jackie Zelman
 - Employee Development and quality Enhancement – Bettie Thompson
 - Education and Institutional Research – Karen Hayes
 - Facilities – Chris Moran

- 👍 Send a signed memo to the Budget Department documenting the designee.

- 👍 Have the designee sign: “the Administrative Dean’s (or VP’s) name/designee’s initials”, or “designee’s name for Administrative Dean’s name”.


- 👍 Have the budget manager for the Qual, or his/her alias enters the budget transfers to be posted to the general ledger.

- 👍 Remember to use the appropriate budget transfer-type: **TP**- temporary, **PM** - permanent, **Reall**-among same GL code group, **Amend**-between different GL code groups.


- 👍 Check your maintain budget screen periodically for rejected-budget transfers.
- 👍 Remember to press PF5 to run the transaction edits, and correct any errors before sending (PF6) the transfer to the Budget Department. These edits will allow you to view if debits and credits are out of balance.
- 👍 Address Fund 2 budget transfer questions to Sue Cross, in Special Accounts under the direction of Joe Tang.
- 👍 Check your BT to verify that debits equal credits (unless you are inputting a one-sided BT) before sending it to the Budget Department or the general ledger (PF6).
- 👍 Check the general ledger screen for available funds prior to inputting your budget transfer.

DON'T!...

- 👎 **Don't** make transfers between Quals in different funds.
- 👎 **Don't** include several budget transfers in one screen that contain more than one fund.
- 👎 **Don't** use cents.
- 👎 **Don't** send budget transfers to the Budget Department by pressing (PF6) before making a print-screen and before pressing (PF5) edit.
- 👎 **Don't** send print-screens that don't have a BT number.
- 👎 **Don't** enter the same budget transfer several times if it disappears off your screen when you press the PF6 key.
- 👎 **Don't** call the Budget Department until you've called the trainers and/or administrative deans' office first.

 **Don't** send print-screens of “Invalid GL Codes” to the Budget Department, to have GL codes added to your Qual. You must first send a “Modification of Chart of Accounts” form to Business Affairs to have the GL Code attached to your Qual.

 **Don't** move funds in or out of “Fringe Benefits” unless approved by the administrative dean.

 **Don't** move funds in or out of “Full-time Salaries”.

 **Don't** move funds in or out of “Instructional Part-time” and “Overload” unless approved by the administrative dean.

Most Frequently Asked Questions:

? Will the GL codes pool from the 6's?
Yes, but not for travel GL Codes.

? Is the Budget Manager the person who looks after the Budget?
Not necessarily, it is the person designated in the system's security as the 1st level approver.

? What is the dollar approval limits for budget transfers?
There aren't any. For this reason the Budget Department must obtain hard copy approval signatures.

? Can I cancel a budget transfer if I no longer want to post it?
No, the system only allows a rejection not a cancellation. It will remain on your screen until after month closing.

? Can the Budget Department add GL codes to a Qual?
No, this is a chart of accounts function. It requires the user to complete a Modification of Chart of Accounts form and send it for approval to Business Affairs -chart of Accounts.

? How long will it take for my budget transfer to be approved by the Budget Department?
It varies, depending on the volume being received and the receipt of complete approval documents. Failure to receive complete hard copy approval will delay the posting of the transfer.

- ? Are budget transfers numbered consecutively from the beginning of the fiscal year to the end of the year?
No, every month the numbering system resets itself. You must treat the month as part of the budget transfer number, thus 199907 BT #45, and 199908 BT #45 are two different BT's.
- ? Does an "Error code 23, 25, or 26" mean I have entered invalid data?
No, certain GL codes and Quads have been coded for special routing to Special Accounts or the Budget Department, regardless of who enters the BT.
- ? What should I do when I see Error code 23, 25, or 26 messages?
Continue pressing enter as many times as necessary until you see the text box message "FORWARDED TO THE NEXT APPROVER BUDGET, FACILITIES, or GRANTS". (It flashes on and off the screen quickly.)
- ? Who should sign the budget transfer for cluster accounts?
The administrative dean in the **campus where the cluster director resides** should sign the budget transfer.
- ? Will the Budget Transfer System take the wrong BT – Type?
Yes, this has been reported in a problem log. However, it only happens if you select **Amend** when you should have selected **Reall**. This will delay your transfer by sending it to the Budget Department.

PROCEDURES FOR ESTABLISHING/MODIFYING ACCOUNTS

All requests to create or modify an account in the Odyssey Finance System must be submitted on the correct form to the Business Affairs Security Department, Kendall Campus, Room 1142 for processing. *ALL FORMS SUBMITTED MUST BE “ORIGINALS”, IN THE CASE OF AN EMERGENCY FORMS MAY BE FAXED TO 7-0957. ANY FORMS SUBMITTED WITHOUT AN AUTHORIZING SIGNATURE WILL BE NOT BE PROCESSED.*

I. ADD (To establish a new account)

- (A) Complete the Contact Information on the **Modification of Chart of Accounts** Form.
- (B) Print “A” under the “Add/Inactivate/GL” heading.
- (C) For instructional accounts print ICS Code number under the “ICS Code” heading
- (D) Print suggested account title under the “Description” heading. For instructional accounts include Course Type and Discipline as part of the description.
- (E) For each account select the “Financial Activity” digit”, “Instructional or Non-Instructional digit”, and the “Campus Indicator” letter as described in the chart. This is found on the lower right corner of the form.
- (F) Refer to the back of the form for GL codes assigned to each account as the “System Default GL codes”, if additional GL codes are required list them under “ Additional GL Codes to be Attached”.
- (G) Provide additional information under the “Brief Description of Indented Use” heading.
*Note: Security forms are required when requesting a new Qual 1.

II. GENERAL LEDGER CODE (To add a GL-Code to an existing account)

- (A) Review the chart of accounts to determine if the GL code already exist for the desired Qual1. If you are a preparer, to view the GL codes attached to an account type CM DM MD in the “Direct Command” line. Type the Qual1 and move cursor to the “GLC” field and press <PF1>. To browse through all the GL Codes in the Qual1 use <PF8> to go forward and <PF7> to go backwards. If you are an approver, to view the GL codes attached to an account type CM CB BT BT in the “Direct Command” line. Type the Qual1 and move cursor to the “GLC” field and press <PF1>. To browse through all the GL Codes in the Qual1 use <PF8> to go forward and <PF7> to go backwards.
- (B) Complete the Contact Information on the **Modification of Chart of Accounts** Form.
- (C) Print “GL” under the “Add/Inactivate/GL” heading.
- (D) Print the Qual 1 characters under the “Qual 1” heading.
- (E) List the required general ledger codes under “Additional GL Codes to be Attached”. Before requesting a GL code to be added, review the back of the form for a list of “System Default GL Codes”.
- (F) Provide additional information under the “Brief Description of Intended Use” heading
*Note: Security forms are not required when requesting GL codes.

III. INACTIVATE (To discontinue use/close account)

- (A) Complete the Contact Information on the **Modification of Chart of Accounts** Form
 - (B) Print “**I**” under the “Add/Inactivate/GL” heading.
 - (C) Print the account title under the “Description” heading.
 - (D) Print the Org Unit, Qual 1, and Loc characters under each respective heading.
 - (E) Provide the reason for inactivating the account under the “Brief Description of Intended Use” heading.
 - (F) Business Affairs will prepare a memo informing the campus Deans, Registrars, Liaisons, and ASTRA coordinators of the accounts to be changed and when the changes are to take place.
 - (G) Before inactivating an existing account number, an RPA must be submitted to the Human Resources Department reflecting the requested change. This process also requires the transferring of any amount balance to the new account number.
- *Note:** Security Forms are not required when inactivating an account.