

FAST

Budget and Forecasting



Budget Transfers Training Manual

Version Date: June 24, 2021

Table of Contents

Budget Transfers Training Manual: Contents

Table of Contents.....	1
General Information	2
FAST Access and Sign in.....	3
Application Screen	4
Select Fiscal Year and Chart	5
Home Page and Menu	6
Start a Budget Transfer	8
Create the Header Record	9
Keying the Budget Transfer.....	10
Copying a Transfer.....	16
Submitting for Approval	17
Editing a Rejected Transfer.....	19
Unbalanced Transfers.....	21
Status Report.....	22
Appendix A	24

General Information

Once a departmental budget has been balanced and posted to Banner Finance, departments have the ability to transfer budget funding between Organization and Account Codes. For example, a reallocation of budgeted funds can be made from Materials and Supplies (Pool Account 700A) to Travel and Hosting (Pool Account 760A) or to Minor Furniture Purchases (Minor Account 70003). Budget Transfers are also used to provide one-time funding from one Organization Code or department to another.

A few points to remember about Budget Transfers:

- Budget Transfers cannot cross funds (e.g. Fund 100001 to Fund 190000 is not permitted). You must complete a Journal Entry if you wish to move a resources from one fund to another.
- Budget Transfers must balance (Increase=Decrease) before it can receive final approval from the Budget Office and be posted to Banner Finance and FAST Reporting.
- Budget Transfers are reflected in Adjusted Budget (Original Budget + Budget Transfers = Adjusted Budget).
- Do not use Account 80990 Interfund Transfers In – Revenue. Please use Account 801A Transfers in its place.

There are 2 Budget Type Codes which can be used to process Budget Transfers:

- BD01 Base Budget (used only by the Budget Office)
- BD02 Budget Adjustments*

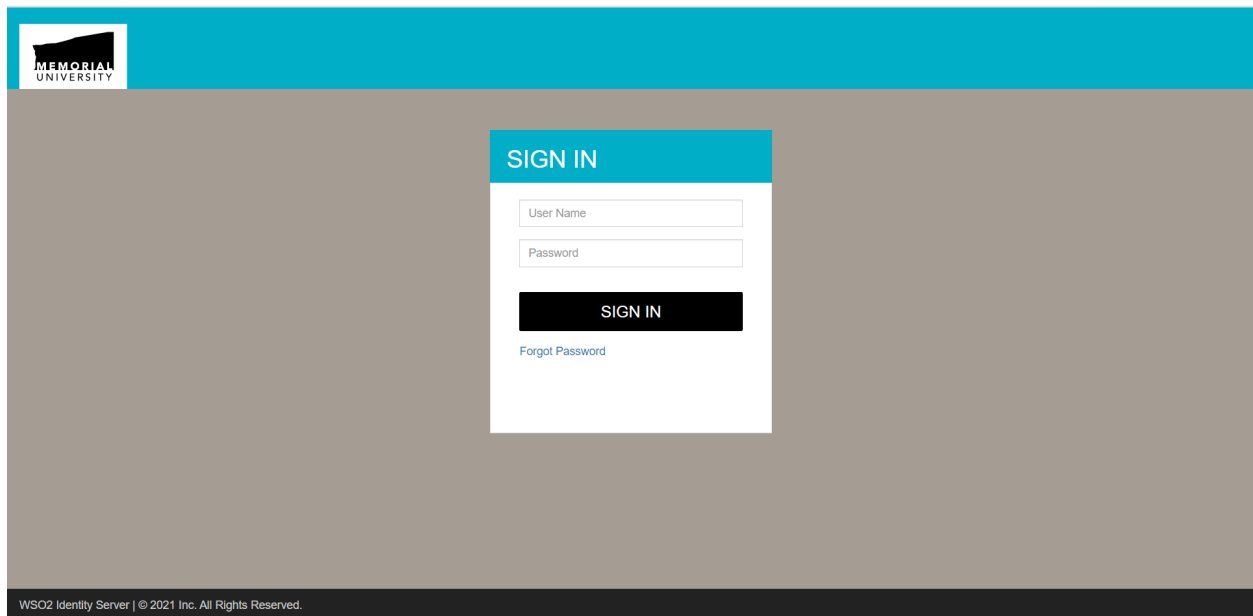
Note:

Only the BD02 code is available for selection and use when preparing Budget Transfers in FAST Budget.

Once a Budget Transfer is approved by the Budget Office, it is posted and reflected in Banner and FAST Reporting the following day. A department cannot complete a budget transfer to or from a FOAPAL that they do not have permission to access. The Budget Office will finalize these (see Unbalanced page 21).

FAST Access and Sign in

Access the FAST system at <https://fast.mun.ca/FASTPORTAL>. The following sign in screen will appear.

The screenshot shows the FAST Sign In interface. At the top left is the Memorial University logo. The main content area has a light gray background. In the center is a white sign-in box with a teal header labeled "SIGN IN". Inside the box are two input fields: "User Name" and "Password". Below these is a black "SIGN IN" button. Under the button is a blue link that says "Forgot Password". At the bottom of the page, there is a small footer that reads "WSO2 Identity Server | © 2021 Inc. All Rights Reserved."

Enter your Banner User Name and Password. Click on the **Sign In** block and the Application Screen will appear.

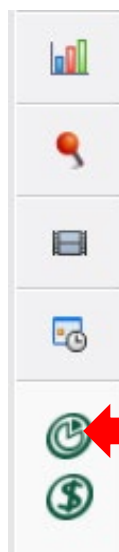
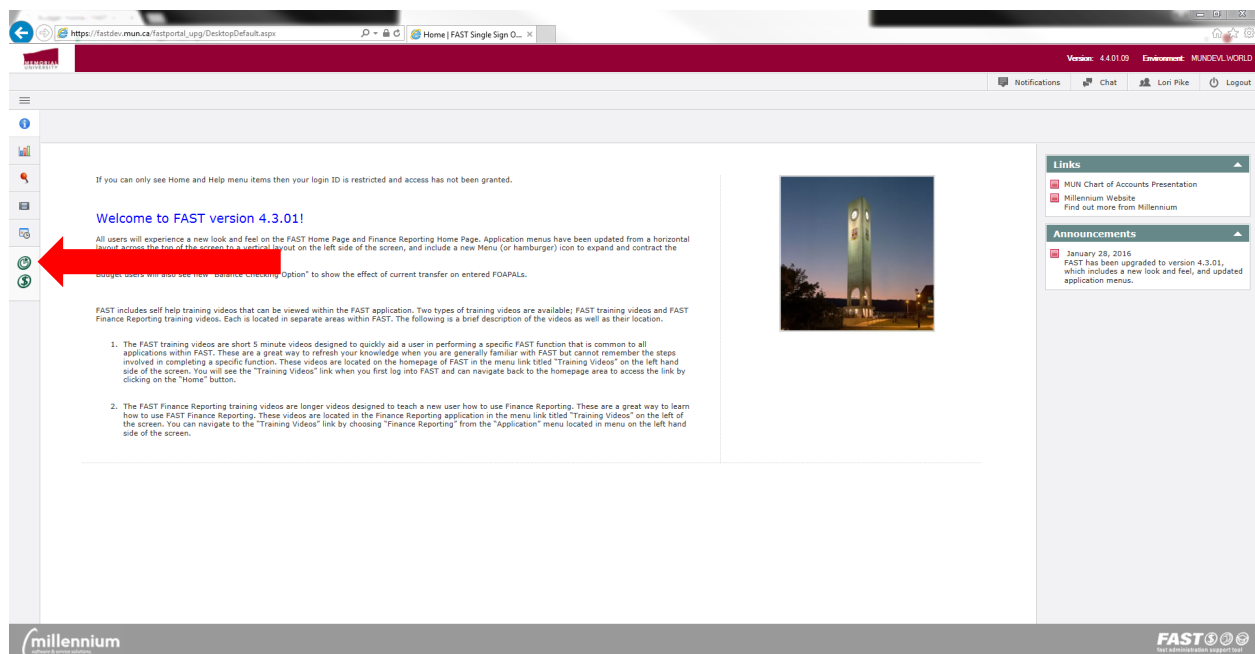
*Note:

If your password has expired, you must change it in Banner before signing into FAST.

Application Screen

The Application Screen will appear as shown below.

From the Application Screen below, select **Budgeting and Forecasting** (arrow to indicate) from the **Menu** on the **left side** of the screen.

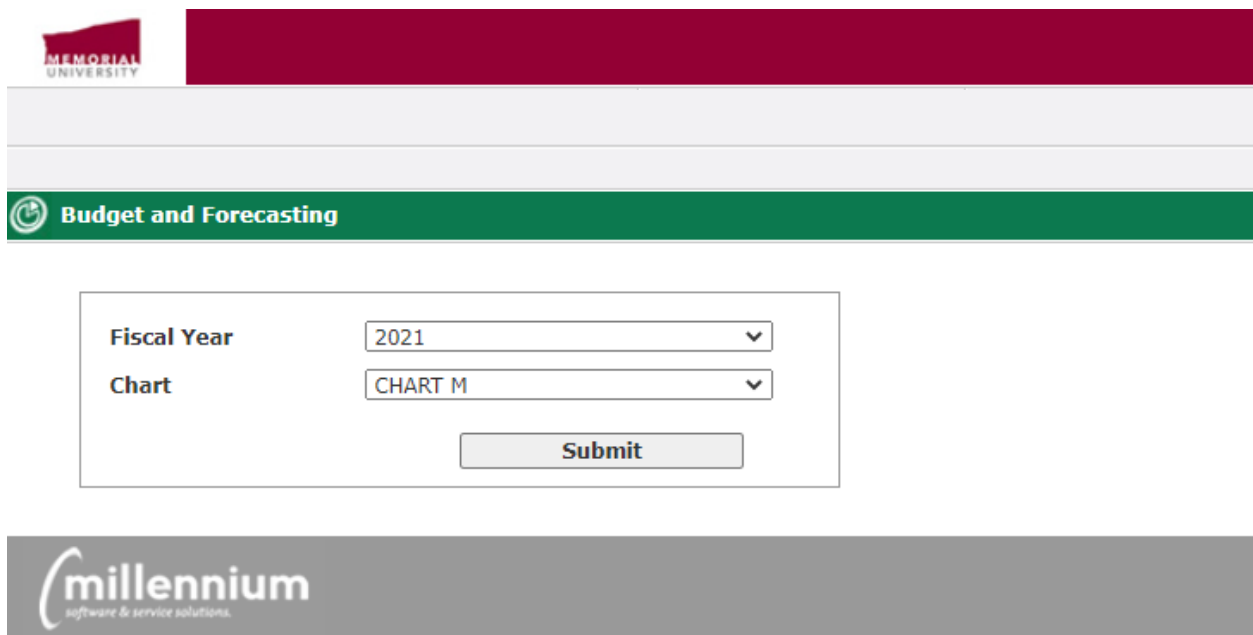


Click on the Pie Chart shaped button

Select Fiscal Year & Chart

After you open **FAST Budget and Forecasting**, you are required to select the fiscal year and chart you want to work on.

1. From the **Fiscal Year** list, select the budget year you are working on (e.g. 2021 for fiscal 2020-21).
2. From the **Chart** list, select the chart you are working on (**CHART M**).
3. Click **Submit** to open the Budget and Forecasting home page and menus.



MEMORIAL UNIVERSITY

Budget and Forecasting

Fiscal Year 2021

Chart CHART M

Submit

millennium
software & service solutions.

*Note:

The fiscal year will **not** automatically reset to the current fiscal year, the block will show the last fiscal year you viewed. Please ensure you review the fiscal year each time you access Budget and Forecasting.

Budget Transfers should only be submitted in the current fiscal year; however, you can view transfers (see Status Report) completed in previous years by selecting a prior fiscal year on this page.






Home Page and Menu

On the FAST Budget and Forecasting home page, all menus you have been granted access to will display to the left of the **Applications** menu.

Tabs

There are seven tabs on the FAST Budget and Forecasting home page.

- **Home:** Takes you back to the homepage.
- **Application Info:** Information for FAST Budget and Forecasting specific to MUN.
- **Quick Launch:** Links to pages that you will use on a regular basis. Expand a section and click links or select an item to take you immediately to the page you want to work on.
- **Dashboard:** View and manage graphs and reports that are displayed on your Dashboard.
- **Pinned Reports:** List of saved pinned reports and graphs.
- **Training Videos:** View training videos produced by Millennium.
- **My Schedule:** Schedule Pinned Reports to be produced and sent at specified times.

You can make one of the tabs the default for when you open the FAST Budget and Forecasting home page. Just click the unlock icon , it changes to a  indicating it is now the default. The unlock icon  is then removed from the other tabs. If you no longer want a tab to be the default, click the  and the six tabs change back to the  icon.

The FAST Budget and Forecasting home page has a Quick Launch tab (shown below) with links to pages that you will use to develop your departmental budget and prepare budget transfers. You can expand a section and click links or select an item to take you immediately to the page you want to work on.

Home Page and Menu

The following options are detailed on the screen and are available to you:

Budget Development

- Development Entry – enter, view and edit budget at the detailed transaction level for a specific FOAPAL

Budget Transfers

Prepare a new budget transfer, open a budget transfer, view Status Report

Home

Application Info

Quick Launch

Dashboard

Pinned Reports

Training Videos

My Schedule

Budget and Forecasting

Finance Reporting

Budget and Forecasting

You are currently working in Fiscal Year 2021 Chart M

Budget Development

Development Entry - Enter, View and Edit Budget at the Detailed Transaction Level for a Specific FOAPAL.

Budget Transfers

Prepare a New Budget Transfer

Open Budget Transfer

+ Open an Existing In Progress Budget Transfer

+ Open an Existing For Completion/Local Approval Budget Transfer

Start a Budget Transfer

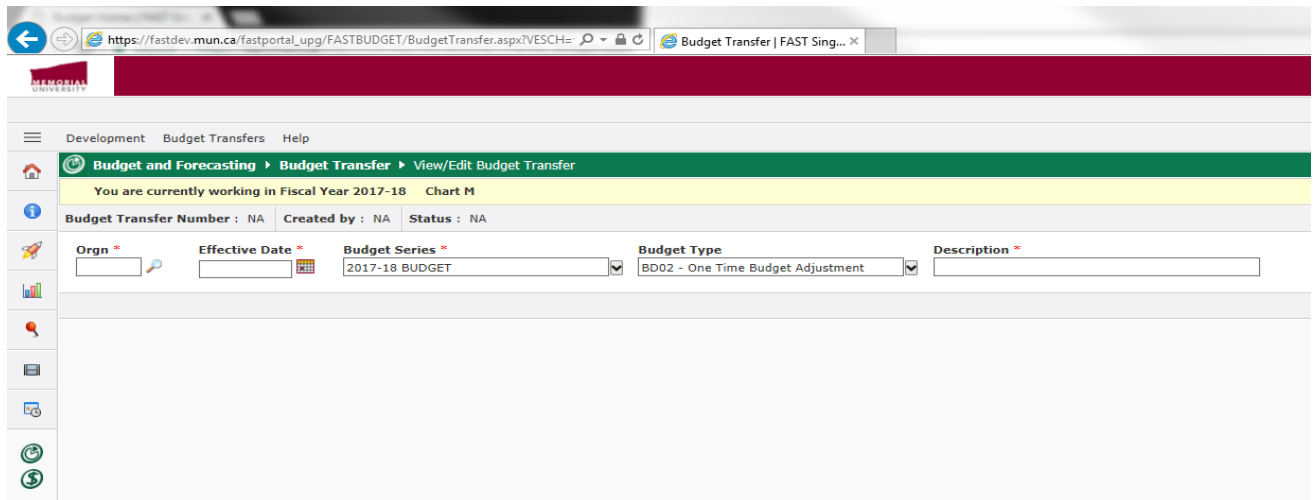
1. From the Budget Transfers menu, select the New Budget Transfer option; or click on the Prepare a New Budget Transfer option detailed on the screen.

The screenshot displays the application's main menu on the left and the Budget Transfers sub-menu on the right. The main menu includes options like Home, Application Info, Quick Launch, Dashboard, Pinned Reports, Training Videos, My Schedule, Budget and Forecasting, and Finance Reporting. The Budget Transfers sub-menu is open, showing options: New Budget Transfer, Open, and Status Report. An orange arrow points from the 'New Budget Transfer' option in the sub-menu to the 'Prepare a New Budget Transfer' option in the main content area. Another orange arrow points from the 'Open Budget Transfer' option in the sub-menu to the same 'Prepare a New Budget Transfer' option. A text box with the text 'Click either of these' is positioned between the two arrows. The main content area also shows a 'Budget Transfers' section with a list of options: 'Prepare a New Budget Transfer', 'Open Budget Transfer' (with a dropdown menu), 'Open an Existing In Progress Budget Transfer', and 'Open an Existing For Completion/Local Approval Budget Transfer'.




Click either of these

Create the Header Record

The following screen will appear:



The screenshot shows a web browser window with the URL https://fastdev.mun.ca/fastportal_upg/FASTBUDGET/BudgetTransfer.aspx?VESCH=. The page title is "Budget Transfer | FAST Sing...". The interface includes a navigation menu with "Development", "Budget Transfers", and "Help". Below this, a breadcrumb trail shows "Budget and Forecasting > Budget Transfer > View/Edit Budget Transfer". A status bar indicates "You are currently working in Fiscal Year 2017-18 Chart M". The main form area contains fields for "Budget Transfer Number : NA", "Created by : NA", and "Status : NA". Below these are input fields for "Orgn *", "Effective Date *", "Budget Series *", "Budget Type", and "Description *". The "Budget Series" dropdown is set to "2017-18 BUDGET" and the "Budget Type" dropdown is set to "BD02 - One Time Budget Adjustment".

2. In the **Orgn** box, type or search  for an organization code. This should be your "from" Orgn – the orgn that the budget is being transferred from (i.e. decreased).
3. Select an **Effective Date**. You can enter the current date by pressing the space bar while in the Effective Date box or you can select the date by clicking on the  icon next to the Effective Date box. If you are completing a Budget Transfer for fiscal year end in April, please ensure the date is March 31, 20XX.
4. Select a **Budget Series** from the list. For example, in the 2021 fiscal year, you will use **2020-21 Budget**.
5. Select a **Budget Type** from the list. Only enabled budget types are in this list. Departments should use the BD02 Code.
6. Type a meaningful **Description** for the budget transfer. This should include your Roll-Up Org (e.g. 40B – Humanities and Social Sciences). This will help you, or others in your department, and the Budget Office when searching for particular transfers.
7. Click  Create.

Keying the Budget Transfer

The following screen appears:

Budget and Forecasting > Budget Transfer > View/Edit Budget Transfer (Data as of 19-02-2021 06:00:59 AM)

You are currently working in Fiscal Year 2021 Chart M

Budget Transfer Number : BT011717 Created by : UBUDG015 Status : In Progress

Header Orgn * Effective Date * Budget Series * Budget Type Description *

53004 19-02-2021 2020-21 Budget B002 - One Time Budget Adjustment Budget Transfer Training Documentation

Save Header

Row #	Fund	Orgn	Acct	Prog	Actv	Position #	Employee	Comments	Month	Increase	Decrease
Records: 0											

This is a data entry page, click on a cell to start editing.

Attach Additional Information


History PDF Excel Cancel Copy Import Balance Page Notes

Add New Budget Transfer item. Submit for Approval

Keying the Budget Transfer

(continued)

The following happens:



- The budget transfer number is assigned with a prefix of **BT**.
- “Created By” displays your username.
- The Status displays as “In Progress”.
- Click the  New icon to enter accounting lines.
- The Attach Additional Information, History, PDF, Excel, Cancel, Copy, Import, Balance, Page Notes and Submit for Approval buttons open.
- Add New Budget Transfer Item displays in red.


After you have created the header record, you can:



- manually add coding to the budget transfer
- return at a later date to add the information
- attach additional information
- import budget transfer data from Excel


These are further detailed in the following sections.



Adding Detail Line Coding

1. Click the  New Icon to open the budget transfer detail line.
2. Add the budget transfer accounting codes (Fund, Orgn, Acct, Actv), by doing one of the following (required code search boxes will appear in red):
 - Click  to search for the code; or
 - Type the code and press TAB. If the code is invalid, the field will be blank when you press TAB.







-  • Fund, Orgn, Acct, Comments, Increase and Decrease are mandatory
- The Acct code is case sensitive. Therefore, if you use a Pool Account, such as 700A, you need to use a capital Letter A.
- The Program will automatically populate based on the org for the operating funds and the fund for the non-operating funds.

3. The Position Number Code is optional. Leave blank, type in, or search  for **Position**.
4. The Employee Code is optional. Leave blank, type in, or search  for **Employee**.
5. Add **Comments**. This is what will appear as a Description in Banner.
6. In the **Month** text box, choose the same month used in the effective date.
7. In the **Increase** text box, type the amount you wish to increase.
8. In the **Decrease** text box, type the amount you wish to decrease.

-  • If you use an Account Code for which a Burden Calculation applies (Salary Accounts), an additional budget transfer detail line will automatically populate on the budget transfer with the Calculated Burden amount. You cannot edit, copy or delete this budget transfer detail line.

9. Do one of the following:
 - To save the budget transfer detail line, click .
 - To create another budget transfer detail like, click the  New Icon again.

The following happens:

- The first column displays a line number.
- **Budget transfer is not in balance** displays in red. Once you add one or more lines with the balancing increase or decrease amounts, **Budget Transfer is balanced** displays in green.
- The  Save,  Delete,  Copy,  Undo,  Redo,  Auto Populate buttons open above the accounting lines.

Completed Transfers

A completed balanced Budget Transfer will look like the following:

Budget and Forecasting > Budget Transfer > View/Edit Budget Transfer (Data as of 19-02-2021 06:00:59 AM)

You are currently working in Fiscal Year 2021 Chart M

Budget Transfer Number : BT011717 Created by : UBUDG015 Status : In Progress

Header Orgn * Effective Date * Budget Series * Budget Type Description *

63004 19-02-2021 2020-21 Budget BD02 - One Time Budget Adjustment Budget Transfer Training Documentation

Save Header

Row #	Fund	Orgn	Acct	Prog	Actv	Position #	Employee	Comments	Month	Increase	Decrease
1	100001	63004	600A	4101				Budget Transfer Training Documentation	2 - Feb	\$10,000.00	\$0.00
2	100001	63004	64900	4101				Budget Transfer Training Documentation-60	2 - Feb	\$1,800.00	\$0.00
3	100001	63004	700A	4101				Budget Transfer Training Documentation	2 - Feb	\$0.00	\$11,800.00

Records: 3

This is a data entry page, click on a cell to start editing.

Attach Additional Information

History PDF Excel Cancel Copy Import Balance Page Notes

Budget Transfer is balanced.











Submit for Approval

You can also:


- **Edit** the budget transfer line detail by clicking on the field that you wish to edit.
- **Delete** the budget transfer line detail by clicking on the Row # and then clicking the Delete Icon and then clicking the Save Icon.
- **Copy** the budget transfer line detail by clicking on the Row # and then clicking the Copy Icon.
- **Undo** a change by clicking the Undo Icon.
- **Redo** a change by clicking the Redo Icon.
- **Auto Populate** a budget transfer line by clicking on the Row # and then clicking the Auto Populate Icon.

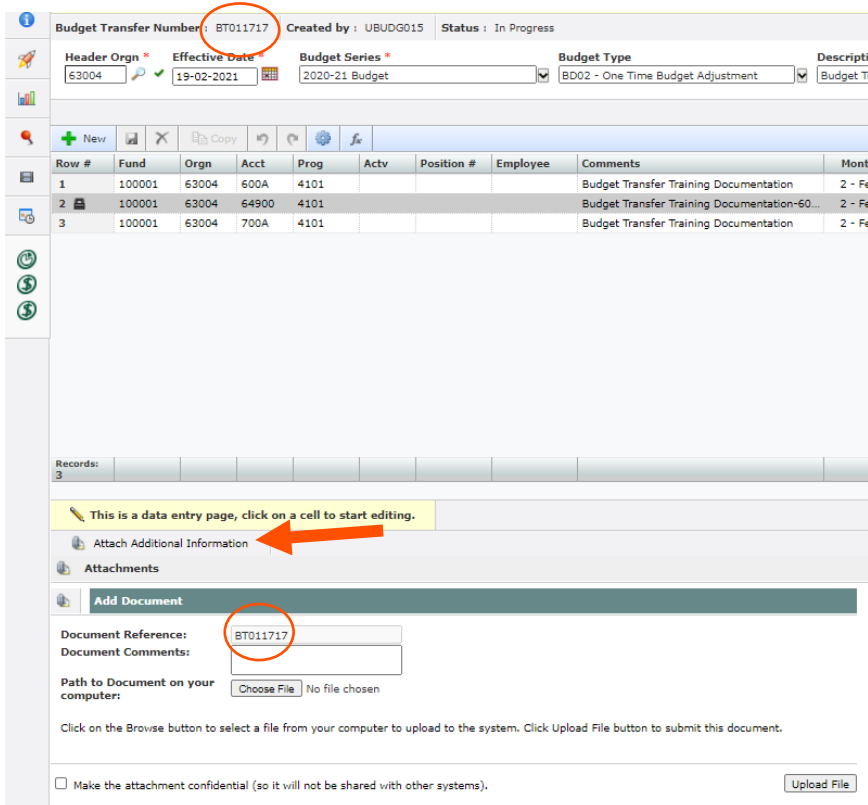
Completed Transfers (continued)

Once you have completed entering the budget transfer line detail, there are multiple options available to you:

-  **Attach a file** to the budget transfer
 - Attach PDFs of reports/emails to support the budget transfer especially when completing salary budget transfers. It is important to document which position and employee salary funding is being transferred to/from.
-  Review the history for this budget transfer
-  Open the budget transfer in **PDF format**
-  Open the budget transfer in **Excel format**
-  Cancel the budget transfer
-  Copy the budget transfer
-  Import (additional) data from an Excel spreadsheet
-  Balance shows the financial details of a FOAPAL
-  Page Notes are entered by the Budget Office to provide comments/instructions for users
-  Submit the budget transfer for approval

Attaching a File

1. Click the  **Attach Additional Information** icon. The Attachments section opens listing the Document Reference ID.
2. The **Document Reference** is filled in with the budget transfer number.



Budget Transfer Number: BT011717 Created by: UBUDG015 Status: In Progress

Header Orgn: 63004 Effective Date: 19-02-2021 Budget Series: 2020-21 Budget Budget Type: BD02 - One Time Budget Adjustment Description: Budget Tr

Row #	Fund	Orgn	Acct	Prog	Actv	Position #	Employee	Comments	Month
1	100001	63004	600A	4101				Budget Transfer Training Documentation	2 - Fe
2	100001	63004	64900	4101				Budget Transfer Training Documentation-60...	2 - Fe
3	100001	63004	700A	4101				Budget Transfer Training Documentation	2 - Fe

Records: 3

This is a data entry page, click on a cell to start editing.

Attach Additional Information

Attachments

Add Document

Document Reference: BT011717

Document Comments:

Path to Document on your computer: Choose File No file chosen

Click on the Browse button to select a file from your computer to upload to the system. Click Upload File button to submit this document.

☐ Make the attachment confidential (so it will not be shared with other systems).

Upload File

3. Type any **Document Comments**.
4. Click **Choose File** and find the Path to the Document on your computer.
5. Select the check box if you want to make the attachment confidential (so it will not be shared with other systems). It is recommended that you do not select this check box.
6. Click **Upload File**. Only the first 30 characters of the filename displays.
7. To close the section, click **Hide Attachments** or **Attach Additional Information**.

Options in Attachments dialog box:





- Click the file name if you want to open it.
- Click the small **x** (on the far right) to delete the file if you no longer want it included.

Copying a Transfer

You can only copy a budget transfer that has a status of **In Progress**. The copy icon is disabled when the budget transfer status is anything other than **In Progress**.

After you copy the budget transfer, you can edit the data.

To copy a budget transfer:



1. On the **Budget Transfer** menu, click **Open | In Progress**, then the budget transfer number.
2. At the bottom, click the  copy icon. The page refreshes and the budget transfer opens with a new number.
3. In the header record, you can change any of the following:
 - Orgn
 - Effective Date
 - Budget Series
 - Budget Type
 - Description
4. Click **Save Header**.
5. You can do any of the following:
 - Click  **New** to add more budget transfer line transactions.
 - Click on the field you wish to edit in order to change budget transfer line transactions.
 - Click on the Row # and then click the  Delete Icon and then click the  Save Icon to delete a budget transfer line transaction.

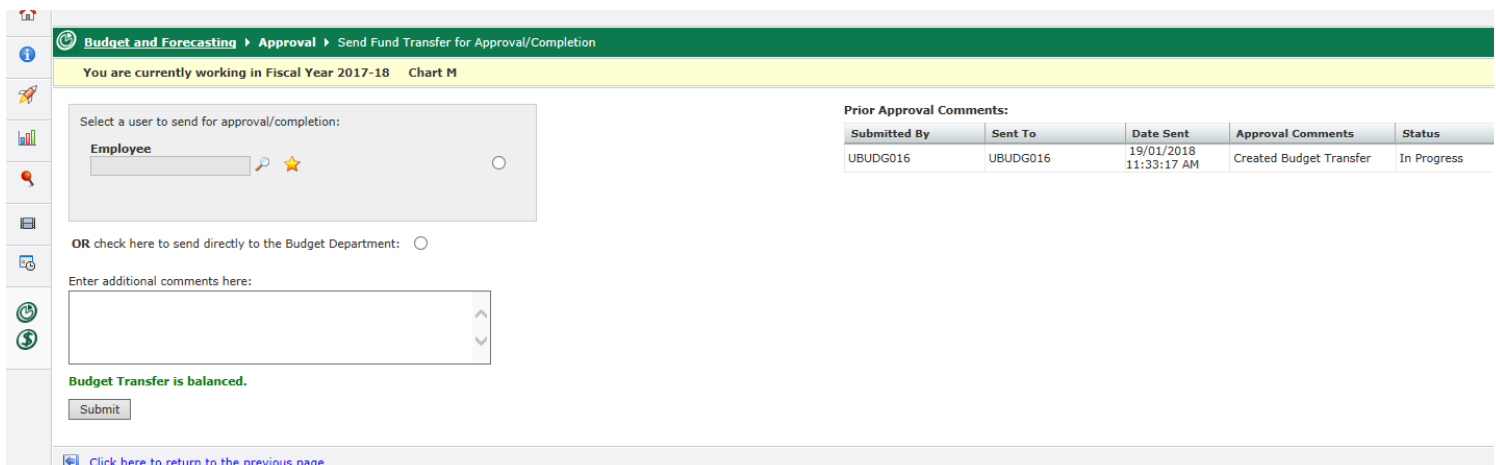
Submitting for Approval

After you have finished adding the coding for the budget transfer, you can submit it to another employee for departmental level approval or submit directly to the Budget Office for final approval. An e-mail is sent to whom you select and the status of the budget transfer is set to *Pending Department Approval* or *Pending Central Approval*.

 Final approval for all budget transfers is determined by the Director of the Budgeting or designate.

To submit a budget transfer for approval:



1. Do one of the following:
 - If you have just added coding, continue with Step 2.
 - On the **Budget Transfers** menu, click **Open | In Progress**, select the BT number.
2. You can click  to view the Approval History and any related comments (bottom left).
3. Click  **Submit for Approval**. The following screen appears.



Budget and Forecasting > Approval > Send Fund Transfer for Approval/Completion

You are currently working in Fiscal Year 2017-18 Chart M

Select a user to send for approval/completion:

Employee   ☐

OR check here to send directly to the Budget Department: ☐


Enter additional comments here:

Budget Transfer is balanced.

[Click here to return to the previous page](#)

Prior Approval Comments:

Submitted By	Sent To	Date Sent	Approval Comments	Status
UBUDG016	UBUDG016	19/01/2018 11:33:17 AM	Created Budget Transfer	In Progress

4. To submit the budget transfer for approval, do one of the following:
 - Search  for an **Employee** to approve it.
 - Select the check box to send it directly to **Budget Department**.

Submitting for Approval

(continued)

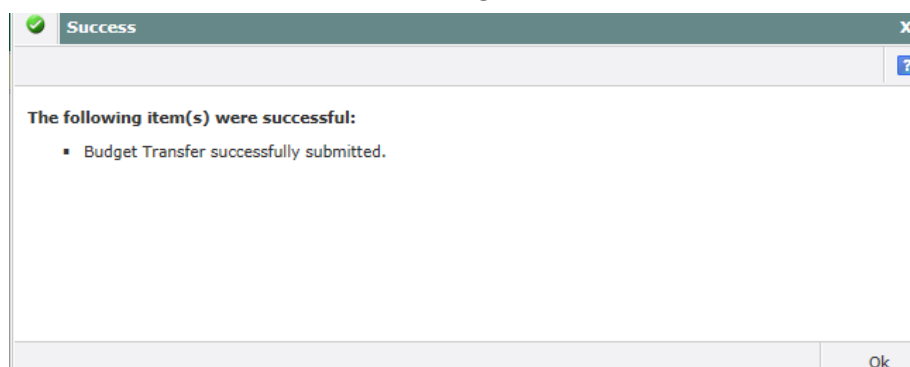
- To get a listing of all available users, enter **u** in the Employee ID field and select the search box.
- If the Employee that you want to submit the budget transfer to is not listed, they have not been assigned access. (Contact the Budget Office.)

5. In the text box, you can type **additional comments**.
6. You can click the link to **return to the previous page**, but you must do so before you submit the budget transfer.

The screenshot shows a web application interface for submitting a budget transfer. The breadcrumb trail is 'Budget and Forecasting > Approval > Send Fund Transfer for Approval/Completion'. A yellow banner indicates 'You are currently working in Fiscal Year 2017-18 Chart M'. The form includes a 'Select a user to send for approval/completion:' section with an 'Employee' search box. Below this is a radio button option 'OR check here to send directly to the Budget Department:'. A text area for 'Enter additional comments here:' contains the text 'Please approve this transfer to cover the additional salary incurred due to the hiring of Dr. X'. A green message 'Budget Transfer is balanced.' is displayed above a 'Submit' button. On the right, a table titled 'Prior Approval Comments:' shows a single entry for 'UBUDG016' submitted by 'UBUDG016' on '19/01/2018 11:33:17 AM' with the comment 'Created Budget Transfer' and status 'In Progress'. At the bottom, there is a link 'Click here to return to the previous page'.

Submitted By	Sent To	Date Sent	Approval Comments	Status
UBUDG016	UBUDG016	19/01/2018 11:33:17 AM	Created Budget Transfer	In Progress

7. Click **Submit**. The **Budget Transfer successfully submitted** message displays. Click OK to remove the message box.

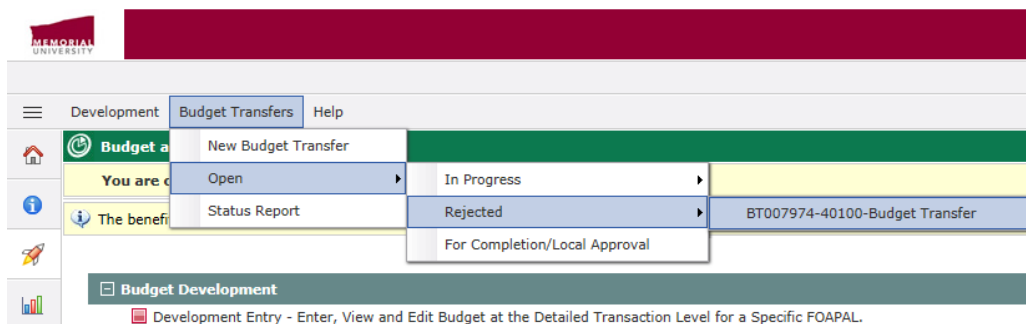


Editing a Rejected Transfer

After a budget transfer has been submitted for approval, it may be rejected. You will receive an e-mail message advising you of the rejection and budget transfer number. You can then reopen the budget transfer, change the coding and/or amounts and resubmit it for approval.

To edit a rejected budget transfer:

1. On the **Budget Transfers** menu, click **Open | Rejected** then the Budget Transfer number. The Status displays as *Rejected*.



Budget and Forecasting > Budget Transfer > View/Edit Budget Transfer

You are currently working in Fiscal Year 2021 Chart M

Budget Transfer Number : BT011717 Created by : UBUDG015 Status : Rejected

Header Orgn * Effective Date * Budget Series * Budget Type Description *

63004 19-02-2021 2020-21 Budget BD02 - One Time Budget Adjustment Budget Transfer Training Documentat

Row #	Fund	Orgn	Acct	Prog	Actv	Position #	Employee	Comments	Month	Increase	Decrease
1	100001	63004	600A	4101				Budget Transfer Training Documentation	2 - Feb	\$10,000.00	\$0.00
2	100001	63004	64900	4101				Budget Transfer Training Documentation-60...	2 - Feb	\$1,800.00	\$0.00
3	100001	63004	700A	4101				Budget Transfer Training Documentation	2 - Feb	\$0.00	\$11,800.00

Records: 3 \$11,800.00 \$11,800.00

This is a data entry page, click on a cell to start editing.

Attach Additional Information

History PDF Excel Cancel Copy Import Balance Page Notes







Approval History

Status	Submitted By	Sent To	Date Sent	Comments
In Progress	UBUDG015	UBUDG015	2021-02-19 9:46:22 AM	Created Budget Transfer
Pending Central...	UBUDG015	BUDGETS	2021-02-19 10:34:33 AM	Please approve this budget transf...
Rejected	UBUDG008	UBUDG015	2021-02-19 10:39:25 AM	

At the bottom left, you can click to view the Approval History and any related

Editing a Rejected Transfer

(continued)

2. In the header record, you can change any of the following:
 - **ORGN:** Click search  to find a code.
 - **Effective Date:** Click the  calendar icon to select a different date.
 - **Budget Series:** Select a different series from the list.
 - **Budget Type:** Select a different type from the list.
 - **Description:** Type a different description.
3. If you make any changes in the header record, you must click  **Save Header**.
4. Click on the field you wish to edit in order to change budget transfer line transactions.
5. To change the accounting codes (Fund, Orgn, Acct, Actv), do one of the following (required code search boxes will appear in red):
 - Click on the field you wish to edit and then you can click  to search for the code.
 - Type the code and press TAB. If the code is invalid, the field will be blank when you press TAB.
6. Change or add **Comments** (optional).
7. In the **Month** search box, choose a month.
8. In the **Increase** text box, type an amount.
9. In the **Decrease** text box, type an amount.
10. Do one of the following:
 - a) To save the transaction, click .
 - b) To add another transaction, click  **New**.
11. Once you are finished making the required changes, follow the steps for **Submitting for Approval**.

Unbalanced Transfers

A Budget Transfer will not receive final approval until it is balanced. However, there are circumstances when a department will send an unbalanced Budget Transfer for additional input and approval. This will occur in the following situations:

1. Department is requesting to transfer to another Department

- Departments generally only have access to complete budget transfers within their own department. They do not have access to transfer funds to a department or org outside of their area of approval (e.g. Faculty of Science to Facilities Management). In this case, the department can either:
 - complete their unit's FOAPAL information and send the budget transfer to another unit by searching for the appropriate employee in the **Select a user to send for approval/completion** field. The designated employee can then fill out their unit's FOAPAL information and send the Budget Transfer to the Budget Department.
 - complete the side of the transfer indicating where the budget will be transferred from, complete with backup attachments, and submit the transfer to the Budget Office for approval with comments indicating that a transfer to another department is being requested, including that department's FOAPAL information, which would be obtained from the applicable department. The Budget Office can complete the budget transfer line coding with the FOAPAL and approve the Budget Transfer.

Status Report

You can search for and list budget transfers using report options. You can view all budget transfers for the current fiscal year, check the status of a particular budget transfer, open a PDF, attach a file, or change the approver for a budget transfer.

To view a status report:

1. On the **Budget Transfers** menu, click **Status Report**.

The screenshot shows the 'Budget Transfer Status' report interface. The browser address bar displays the URL: <https://fast.mun.ca/FASTPORTAL/FASTBUDGET/FundTransferStatus.aspx?VE1=PlogGLBqz7v3+n2q8xZTg==>. The interface includes a navigation menu on the left with options like 'Return to Base Budget Development Entry', 'Positions', 'Development', 'Budget Transfers', 'Budget Admin', 'Accounting System', 'Coding', 'Setup', 'Reporting', 'Administration', and 'Help'. The main content area has a header 'Budget and Forecasting > Budget Transfer Status > View Budget Transfer Status' and a sub-header 'You are currently working in Fiscal Year 2021'. Below this is a 'Filter Options' section with various input fields: 'Budget Transfer #' (set to 'Equal'), 'Header Orgn', 'Employee', 'Effective Date' (set to 'Equal'), 'Budget Type' (with a 'Click to add values' button), 'Budget Series', 'Status', and 'Favourites'. At the bottom right of the filter section are buttons for 'Clear Filter Options' and 'Execute Report'. The footer of the interface shows the 'millennium' logo on the left and the 'FAST' logo on the right.

2. Select Filter Options and click **Execute Report**. All budget transfers matching your selected filters are in the list.

Notes:

- If you leave the filters blank, the report will return all transfers for the fiscal year.
- Budget transfer numbers must include "BT" before the number (e.g. BT01010101).
- Header Orgn is the "from" org code.

Status Report (continued)

Row #	Budget Series	Budget Transfer #	Favourite	Description	Copy	Year	Orgn	Budget Type	Status	Effective Date	Created By	Date Created	Submitted By	Approval Queue	Date Sent	Approval Comments	Approver
1	2020-21 Budget	BT011717	★	Budget Transfer Training Documentation	📄	2021	63004	B002	Rejected	19-02-2021	UBUDG015	19-02-2021	UBUDG008	UBUDG015	19-02-2021		

3. In these columns, you can do the following:

- **Budget Transfer #:** Click the number to open and view the budget transfer in PDF format.
- 📄: Open the list of attachments or attach a file to a budget transfer; a red asterisk * next to the icon indicates a file is attached to the requisition.
- **Status:** View the status of your budget transfer.
- **Approval Queue:** If you are a budget approver and the approver in this column is a blue hyperlink, you can change the approver for the budget transfer. Click the link to go to the Approval page and select a different employee to approve the budget transfer.

Appendix A:

Sample Budget Transfer



Budget Transfer Number: BT011717 **Created By:** UBUDG015 **Status:** Complete

Orgn: 63004 **Budget Series:** 2020-21 Budget
Effective Date: 2/19/2021 12:00:00 AM **Development Series:**
Attachment: ☐ **Budget Type:** BD02
Description: Budget Transfer Training Documentation

# Fund	Orgn	Acct	Prog	Actv	Position	Employee	Comments	Spreading Model	Increase	Decrease
1 100001	63004	600A	4101				Budget Transfer Training Documentation	2 - Feb	\$10,000.00	\$0.00
2 100001	63004	64900	4101				Budget Transfer Training Documentation-600A Academic FT (.18*10000)	2 - Feb	\$1,800.00	\$0.00
3 100001	63004	700A	4101				Budget Transfer Training Documentation	2 - Feb	\$0.00	\$11,800.00
									\$11,800.00	\$11,800.00

Approval History:

Status	Submitted By	Sent To	Date Sent	Comments
In Progress	UBUDG015	UBUDG015	2/19/2021 9:46:22 AM	Created Budget Transfer
Pending Central Approval	UBUDG015	BUDGETS	2/19/2021 10:34:33 AM	Please approve this budget transfer.
Rejected	UBUDG008	UBUDG015	2/19/2021 10:39:25 AM	No Budget Available in 700A to transfer
Pending Central Approval	UBUDG015	BUDGETS	2/19/2021 10:39:25 AM	The account has been corrected.
Complete	UBUDG008	COMPLETED	2/19/2021 10:39:25 AM	Approved