

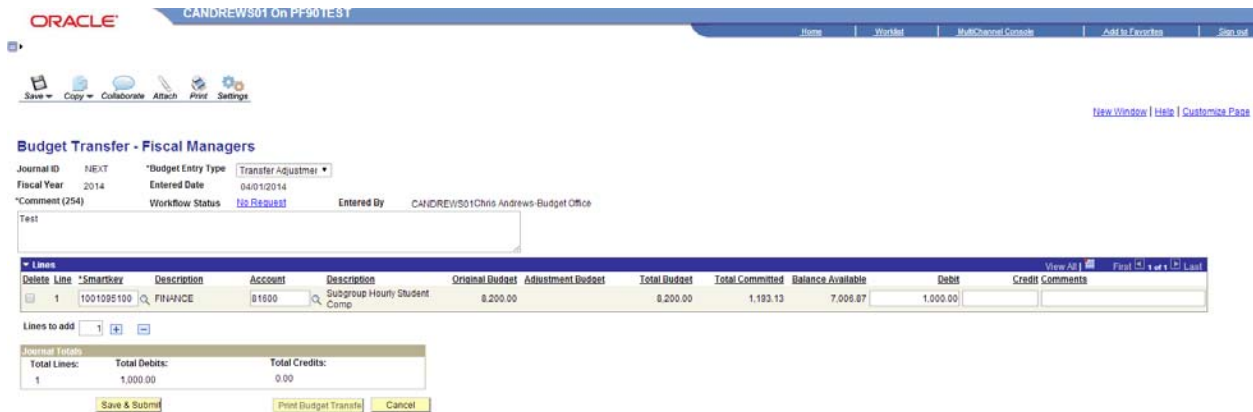
# Budget Transfer Smartdoc Enhancement

1. Select Add a New Value and click Add



2. Entry

- a. Select Budget Entry Type (Transfer Adjustment or Transfer Original)
- b. Enter Comment. Please be as detailed as possible in describing the reason for the transfer
- c. Enter lines
  - i. You now have the ability to enter budget transfers for Account Group 2 (student, temp, other comp, etc...), Account Group 4 (operating expenses), and Account Group 5 (centrally managed expenses)
  - ii. Prior to this enhancement only Account Group 4 was available on this smartdoc
- d. There is now a comment field available at the line level in case you want to include a short (30 character max) note at that level of detail



3. Fringe

- a. Temp Help (81715) and Miscellaneous Comp (81725) have fringe benefits associated with them that will need to be factored into your transfer
- b. In both cases the fringe rate is 7.65%
- c. When you enter an account with fringe associated with it you will see this warning reminding you to hit the “Calculate Fringe Accounts” button after entering the Comp amount
- d. Fringe calculation help:
  - i. if you know the amount that you need to transfer to comp enter that amount in the highlighted cell of the second column and the total amount will show what you need to have available to transfer.
  - ii. If you know the amount that you have to transfer and need to know how much to enter as comp enter the amount in the highlighted cell of the third column and the comp amount will be what you should enter on the transfer

	Know Comp Amount	Know Transfer Amount
Comp	250.00	232.23
Benefits	19.13	17.77
Total	269.13	250.00

The screenshot shows the Oracle Budget Transfer - Fiscal Managers interface. At the top, there is a navigation bar with 'ORACLE' and 'CANDREW901 On PF90 TEST'. Below this, there are utility icons (Save, Copy, Collaborate, Attach, Print, Settings) and a warning dialog box that reads: 'The page at https://pstux4.wesleyan.edu says: After position and debit/credit amount are entered, please click "Calculate Fringe Accounts." Please enter a Position and an amount. Once complete click the "Calculate Fringe Account" push button.' The main interface displays the 'Budget Transfer - Fiscal Managers' form with fields for Journal ID (NEXT), Fiscal Year (2014), Budget Entry Type (Transfer Adjustment), Entered Date (04/01/2014), and Entered By (CANDREW901Chris Andrews-Budget Office). A 'Test' comment is entered. Below the form is a table with columns: Delete, Line, Smartkey, Description, Account, Description, Original Budget, Adjustment Budget, Total Budget, Total Committed, Balance Available, Debit, and Credit Comments. Two lines are visible: Line 1 (1001095100 FINANCE, 01000, Subgroup Hourly Student Comp) and Line 2 (1001095100 FINANCE, 01715, Subgroup Temporary Help). At the bottom, there are buttons for 'Calculate Fringe Accounts', 'Save & Submit', 'Print Budget Transfer', and 'Cancel'. A 'Journal Totals' section shows Total Lines: 2, Total Debits: 1,000.00, and Total Credits: 0.00.

- e. After hitting “Calculate Fringe Accounts” you will see that a fringe row has been added and both the Comp row and its associated benefits are now no longer editable. If you need to change the amount you will need to delete both rows and re-enter

**Budget Transfer - Fiscal Managers**

Journal ID: NEXT \*Budget Entry Type: Transfer Adjustment  
 Fiscal Year: 2014 Entered Date: 04/01/2014  
 \*Comment (254): Test Workflow Status: No Request Entered By: CANDREWS01Chris Andrews-Budget Office

Delete	Line	*SmartKey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit	Comments
<input type="checkbox"/>	1	1001095100	FINANCE	81600	Subgroup Hourly Student Comp	8,200.00		8,200.00	1,193.13	7,006.87	1,000.00		
<input type="checkbox"/>	2	1001095100	FINANCE	81715	Subgroup Temporary Help	3,000.00		3,000.00		3,000.00	1,000.00		
<input type="checkbox"/>	3	1001095100	FINANCE	81780	Subgroup AG2-TEMP Benefits	229.50		229.50		229.50	76.50		

Journal Totals  
 Total Lines: 3 Total Debits: 2,076.50 Total Credits: 0.00

Buttons: Save & Submit, Print Budget Transfer, Cancel

4. Once you have completed entering the transfer and it is balanced hit Save and Submit

**Budget Transfer - Fiscal Managers**

Journal ID: NEXT \*Budget Entry Type: Transfer Adjustment  
 Fiscal Year: 2014 Entered Date: 04/01/2014  
 \*Comment (254): Test Workflow Status: No Request Entered By: CANDREWS01Chris Andrews-Budget Office

Delete	Line	*SmartKey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit	Comments
<input type="checkbox"/>	1	1001095100	FINANCE	81600	Subgroup Hourly Student Comp	8,200.00		8,200.00	1,193.13	7,006.87	1,000.00		
<input type="checkbox"/>	2	1001095100	FINANCE	81715	Subgroup Temporary Help	3,000.00		3,000.00		3,000.00	1,000.00		
<input type="checkbox"/>	3	1001095100	FINANCE	81780	Subgroup AG2-TEMP Benefits	229.50		229.50		229.50	76.50		
<input type="checkbox"/>	4	1001095100	FINANCE	83500	SUBGRP OUTSIDE SERV	3,000.00		3,000.00	1,532.49	1,467.51		2,076.50	

Journal Totals  
 Total Lines: 4 Total Debits: 2,076.50 Total Credits: 2,076.50

Buttons: Save & Submit, Print Budget Transfer, Cancel

5. After hitting Save and Submit you will receive confirmation that it was successfully submitted and assigned a Budget Transfer ID

**Budget Transfer ID Status**

Budget Transfer ID 0000070560 has been saved and submitted successfully.  
 Click OK to return to the transaction.

OK

- After the transfer has been submitted it will no longer be editable and if a change needs to be made you will need to request that the next person in workflow Deny the document

**ORACLE** CANDREWS01 On PF90TEST Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Save | Collaborate | Attach | Print | Settings [New Window](#) | [Help](#) | [Customize Page](#)

### Budget Transfer - Fiscal Managers

Journal ID: 0000070550 | Budget Entry Type: Transfer Adjustment | Journal Status: Waiting  
 Fiscal Year: 2014 | Entered Date: 04/01/2014  
 Comment (254): | Workflow Status: [Workflow Status](#) | Entered By: CANDREWS01Chris Andrews-Budget Office

Test

Delete	Line	Smartkey	Description	Account	Description	Original Budget	Adjustment Budget	Total Budget	Total Committed	Balance Available	Debit	Credit Comments
<input type="checkbox"/>	1	1001095100	FINANCE	81600	Subgroup Hourly Student Comp	8,200.00		8,200.00	1,193.13	7,006.87	1,000.00	
<input type="checkbox"/>	2	1001095100	FINANCE	81715	Subgroup Temporary Help	3,000.00		3,000.00		3,000.00	1,000.00	
<input type="checkbox"/>	3	1001095100	FINANCE	81780	Subgroup AG2-TEMP Benefits	229.50		229.50		229.50	76.50	
<input type="checkbox"/>	4	1001095100	FINANCE	83500	SUBGRP OUTSIDE SERV	3,000.00		3,000.00	1,532.49	1,467.51		2,076.50

Lines to add: 1

Journal Totals		
Total Lines:	Total Debits:	Total Credits:
4	2,076.50	2,076.50