Finance Self Service - Multiple line Budget Transfer

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

To access Financial Self-Service:

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

Employee Self-Service

Personal Information
Update addresses, contact information or marital status; review name or social sec information.

Employee Information and Pay Advice
Pay Advice, Benefits, Tax Forms, Employment Summary and W2 statements.

E-Procurement
Click here to access Pace's E-Procurement system. You must be a valid E-Procurem system.

Liberty Net Contracts System

DoIT Helpdesk
A one-stop reporting center for IT problems and queries.

Kronos Timesheets
Log in to Kronos to enter and approve your timesheets.

PeopleAdmin - Careers@Pace for Hiring Managers
Login to post jobs, review applicants, separate employees, modify/add position de

Careers @ Pace
Internal Job Posting for Employees

Update Your White Pages Profile
New office or contact info? Keep your White Pages information up-to-date.

Human Resources
Visit the Human Resources Web site for employee forms, information about benefit and more.

Finance and Administration
The Finance and Administration Web site provides information about payroll, accou budgeting and planning, and more.

Internet Native Banner (INB)
Access to Internet Native Banner for Admissions, Finance, Human Resources, Finan Administration back office users.

Finance Self-Service
Create or review financial documents, budget information, approvals.

Finance

- Budget Queries
- Encumbrance Query
- Requisition
- Purchase Order
- Approve Documents
- View Document
- Budget Transfer
- Multiple Line Budget Transfer
- Budget Development
- Delete Finance Template

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

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

Use template None ▾

[Retrieve]

Transaction Date 31 ▾ MAR ▾ 2009 ▾
Journal Type BDT (Budget Transfer Rule) ▾
Document Amount [   ]

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

Description [   ]   Budget Period 01 ▾

Save as Template [   ]

☐ Shared

[Complete]

Code Lookup
Chart of Accounts Code 1 ▾
Type account ▾
Code Criteria [   ]
Title Criteria [   ]
Maximum rows to return 10 ▾

[Execute Query]

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

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

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

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