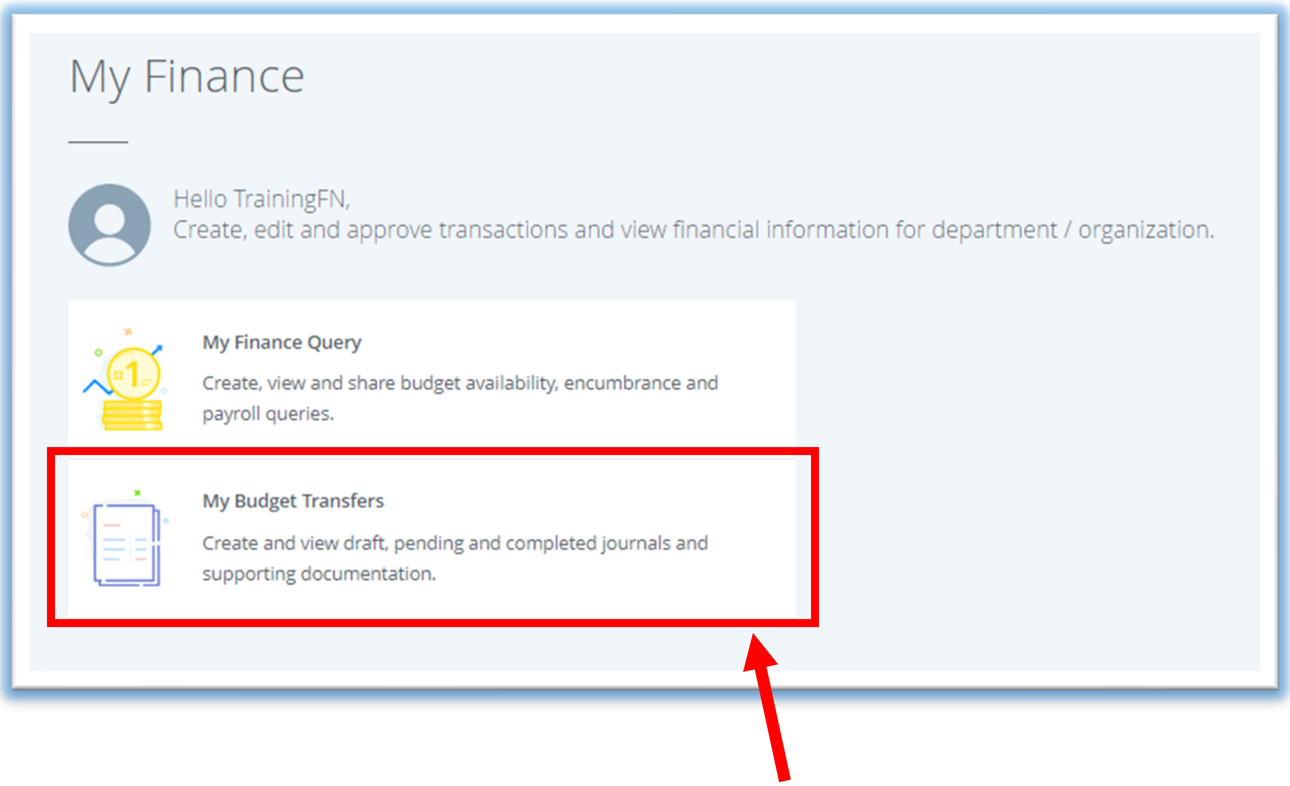
Finance Self Service - Multiple Line Budget Transfer

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. Please discuss the appropriate use of these designations with your Budget Representative.

To access Financial Self-Service:

1. Log on to your **Pace Portal**, click on your "**Staff**" tab
2. Select "**Finance Self-Service**" under the Staff Resources & Technology section.



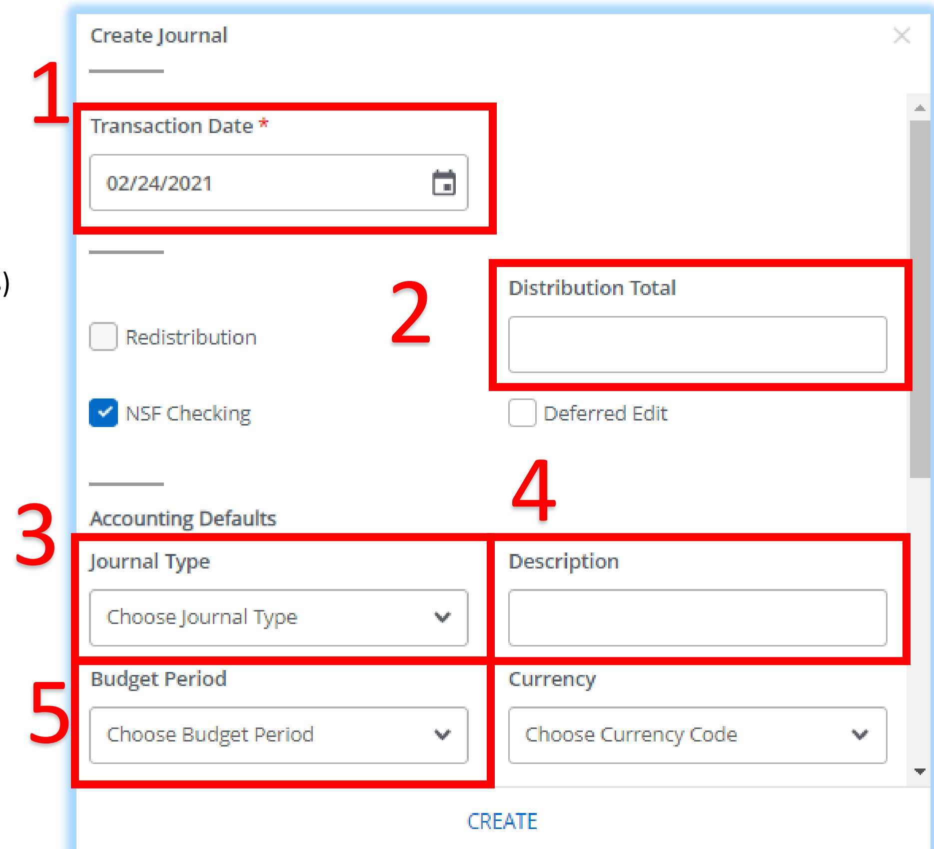
3. To run a query click on the **My Budget Transfers** button.

Creating a Multiple Line Budget Transfer:

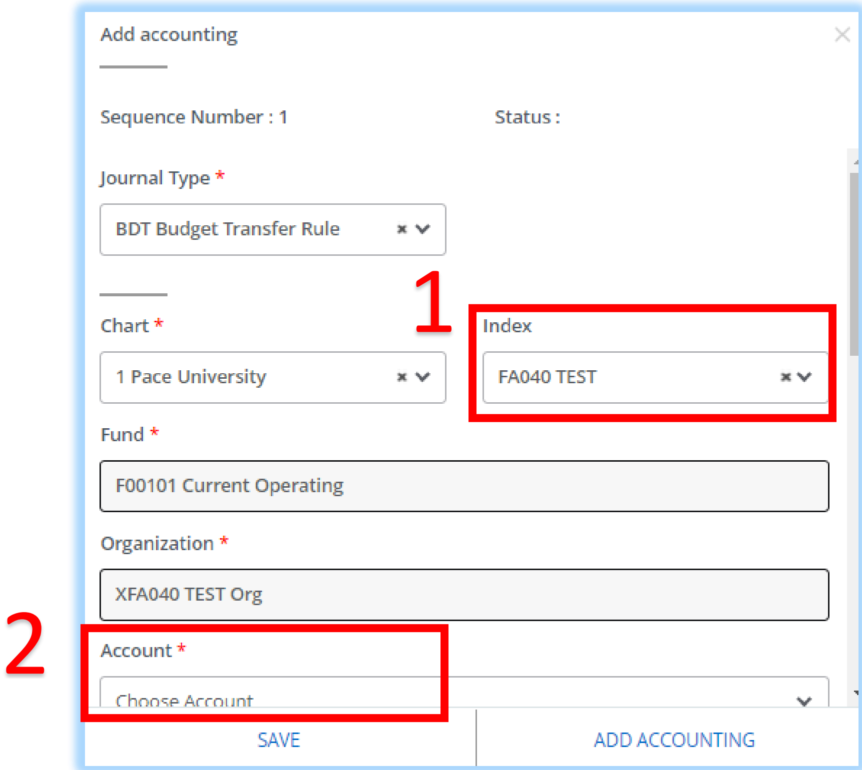
To begin, click on the Create Journal button in the upper right corner of the screen.

In the pop-up box, the user must provide the following information. This is the general information required to begin the request:

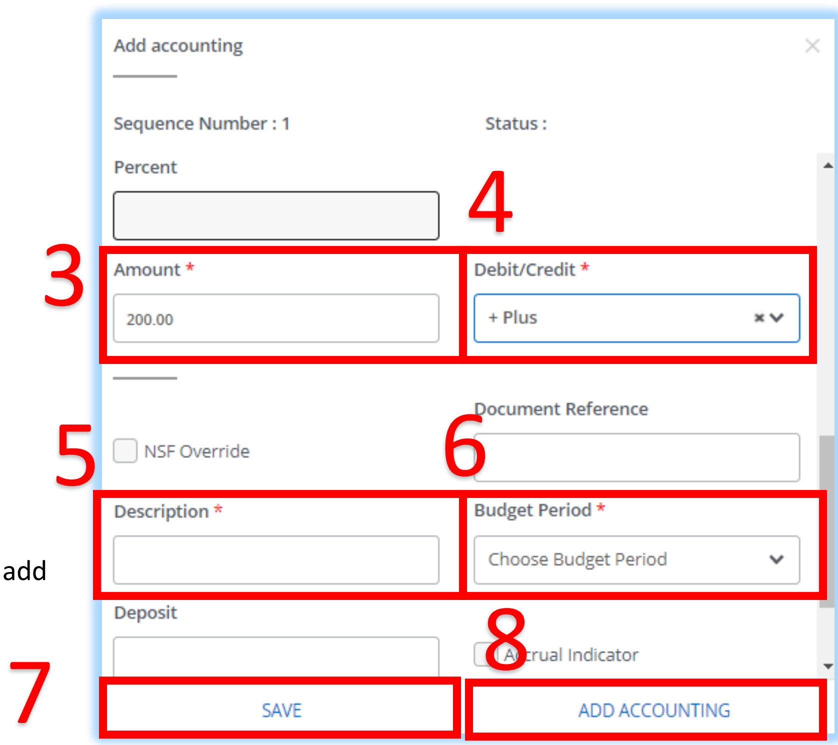
1. **Transaction Date**
2. **Distribution Total,** which should equal the amount of the entire document (credits + debits)
3. Journal Type (there is only one option to select, **BDT Budget Transfer Rule**)
4. **Description**
5. Enter **Budget Period**
6. The user has the option to provide **Public comments** for the Budget Transfer or **Private comments** that will only be seen by the user
7. Then click the **Create** button



Another pop-up box will appear where the user will enter the below required information to compose the first Accounting line of the Budget Transfer request:



1. Enter the FOAPAL values (the **Index** will provide a shortcut to the Fund, Org, Program and Location Codes)

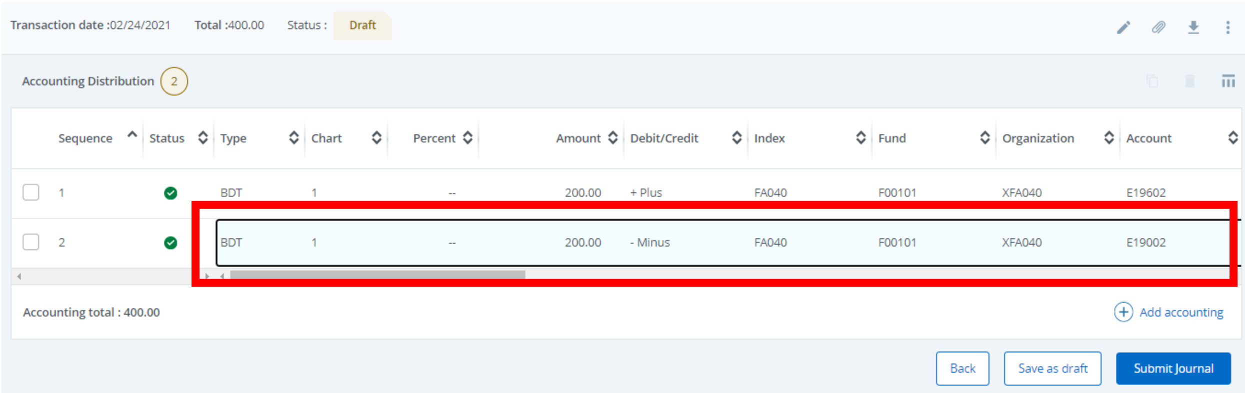


2. Enter the **Account**
3. Enter the **Amount** to be debited or credited
4. Select **Debit/Credit** as Plus for Credit or Minus for Debit
5. Provide **Description**
6. Select **Budget Period**
7. Click **Save** to add this line of Accounting to the Budget Transfer Document
8. Or click **Add Accounting** to add the next line to the document

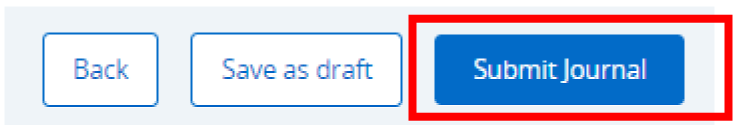
Follow the above steps to add the next line to the document.

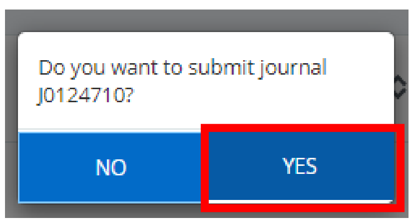
PLEASE NOTE: credits and debits should always match. If one line is entered with $100 debit, there MUST be line(s) entered totaling a $100 credit.

To edit an Accounting line, click on the line and the pop-up box will open to allow the user to make edits and save.

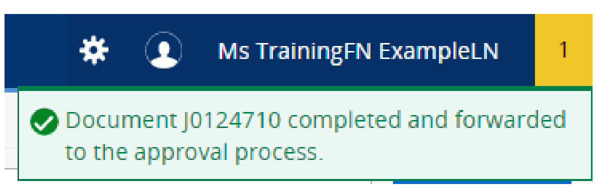


The user has the option to **Save as Draft** or to **Submit Journal** (aka Budget Transfer).





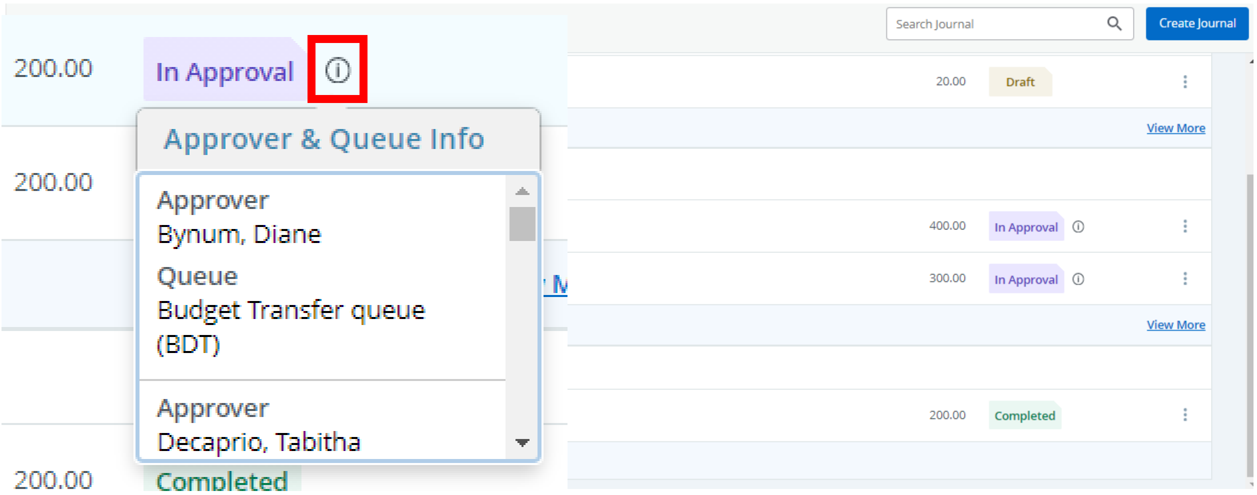
Once the user clicks Yes to confirm the submittal, a **JV number** will appear in the upper right of the screen.



Viewing the Approval Queue:

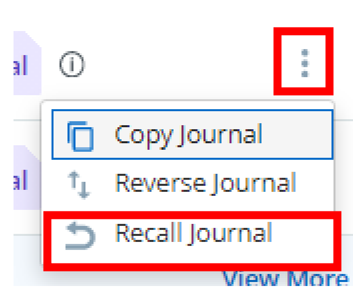
On the landing page, the user can view all draft, pending and approved Budget Transfers.

To view the approval queue, click on the ⓘ icon:



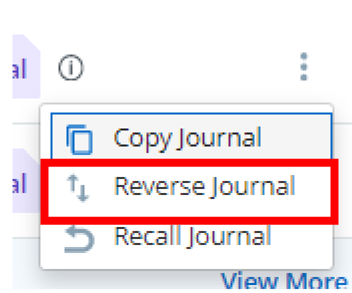
Additional Options for the Budget Transfer:

1. **Recall:** Once a Budget Transfer is in workflow, the user has the option to **Recall** it by clicking on the three dots and selecting **Recall**. This will return the JV request back to the Draft queue for the user to make an update and re-submit.



PLEASE NOTE: This can only be done with Budget Transfers that are pending and have **NOT** completed workflow.

2. **Reverse:** If the user would like to **Reverse** the Budget Transfer. Select the **Reverse Journal** option. This will create a new JV number and allow the user to reverse the debit and credits on the original request.



PLEASE NOTE: This can only be done with Budget Transfers that have already completed workflow.

3. **Copy:** To copy previous requests, click on the **Copy Journal** option. This will allow the user to edit any fields and submit a new request.