

Budget Transfer (FR58)

From the SAP Easy Access PCSB Menu Screen:

Click the **Expand** Icon to the left of **PCSB Menu>Finance**

Double Click on **FR58 Budget Transfer**

The Transfer Budget: Initial Screen is displayed.

- *Type* in a **Sender Fund** – A Fund from which you transfer budget monies (**Examples: OPER, OPERD, 05TEC**)
- *Type* in a **Receiver Fund** – The Receiver Fund will always be the same as the Sender Fund
- *Type* in the **Sender Year** – This is the current fiscal (school) year, The Sender year will always be the same as the Receiver year
- *Type* in the **Receiver Year** – This is the current fiscal (school) year, The Receiver year will always be the same as the Sender year
- Press **Enter** or Click the **Green Check**

The Transfer Budget: Entry Screen is displayed.

- Click on the **Hat** Icon on the Tool Bar



The current **date** defaults into Document Date field

USD defaults into Currency field

- Person Responsible – *Enter Your Name*
- Text – *Type* in the **purpose** or **reason** for the Budget Transfer

Created by *defaults* into the Created by field

- Press **Enter** or Click the **Green Check**

The Transfer Budget: Entry screen is displayed.

itm	S	R	Funds center	Commitment itm	F.Ar	Amount
1	<input checked="" type="radio"/>	<input type="radio"/>	0031 I	4510000		1500
2	<input type="radio"/>	<input checked="" type="radio"/>	0031 I	4530000		1500
3	<input type="radio"/>	<input type="radio"/>				
4	<input type="radio"/>	<input type="radio"/>				
5	<input type="radio"/>	<input type="radio"/>				

Sender:

- Click the **Radio Button** under the S (Sender) column
- Type the **Sender Funds Center** under the Funds Center column (A Sender Funds Center is always your school/location number followed by the letter corresponding to the function, **Example: 0031I**)
- Type the **Commitment Itm** for the Sender Funds Center under the Commitment Itm column (This is the GL General Ledger Account where the funds to be transferred are currently located, **Example: 4510000**)
- Enter the **Amount** of the Budget Transfer under the Amount column

Receiver:

- Click the **Radio Button** under the R (Receiver) column
- Type the **Receiver Funds Center** under the Funds Center column (A Receiver Funds Center is always your school/location number followed by the letter corresponding to the function, **Example: 0031I**)
- Type the **Commitment Itm** for the Receiver Funds Center under the Commitment Itm column (This is the GL General Ledger Account where the funds are to be transferred, **Example: 4530000**)
- Enter the **Amount** of the Budget Transfer under the Amount column

Transfer Budget: Entry screen

FM Area: 0010 Budget type: Transfer
 Version: 0
 Sender fund: OPER Receiver fund: OPER
 Sender year: 2005 Receiver year: 2005

Payment budget

Item	S	R	Funds center	Commitment itm	F.Ar	Amount
1	<input type="radio"/>	<input type="radio"/>	0031 I	4510000	5100	200.00
2	<input type="radio"/>	<input type="radio"/>	0031 I	4530000	5100	200.00

IMPORTANT: The total Receiver Funds **must equal** the Sender Fund or you will receive an error message, the system requires that it be corrected, before you can continue.

To check for errors:

- Click the **Check Icon** on the Tool Bar 

If there are any corrections to be made, an error message with a brief description will be displayed.

Document lines: Display messages

Typ	Itc	Message text	LTxt
	003	Balance in payment budget is not zero (balance: 25.00-USD)	

If there are no errors, a message will appear at the bottom of the screen.


Check complete : No errors detected QAS (1) (300) sapr3qci INS

IMPORTANT: You may continue entering different sender and receiver transfers on the same document for all the transfers you wish to enter, as long as it is the same Fund

Examples: Fund – OPER

0031A, 4510000 to 0031I, 4510000
 0031I, 4360000 to 0031M, 4510000

When all transfer line items are entered:

- Click the **Save icon** on the tool bar, the budget transfer will be posted 

The document posting number will appear at the bottom of the screen.

Document 0000000065 posted