



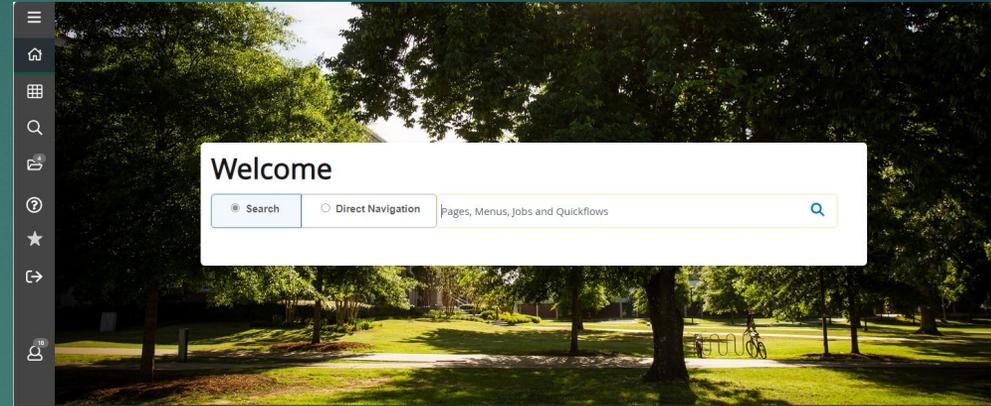
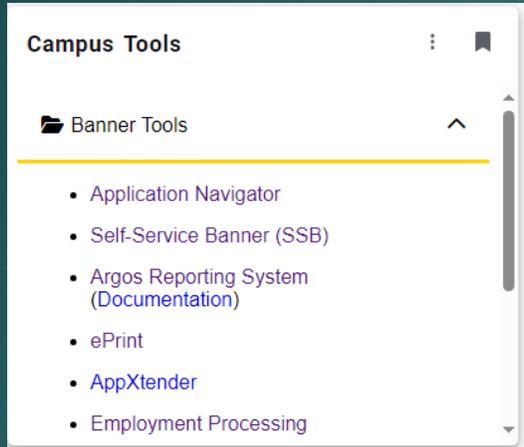
“My Finance” Budget Transfers

BUDGET TRAINING

When To Use/ When Not To

"My Finance" Transfers	Budget Email Request	Inappropriate Transfers
<p>This can be completed here: My Finance Dashboard (atu.edu)</p>	<p>These requests should be emailed to: budget.atu.edu by using the Transfer Form Link: General Budget Transfer Form.xlsx (live.com)</p>	
<p>-Transfers within your department ex. Between 70300 (Supplies), 70400 (Travel), 70500 (Capitol Outlay).</p>	<p>-Transfers from or to salaries, benefits, 700R, and scholarships</p> <p>-Transfers that cross fund numbers.</p>	<p>-Transfers that cross Funds between E&G, Aux, or Restricted Funds.</p>
<p>-Transfers between departments 7000 accounts with the same Fund number.</p>	<p>-Transfers between budgets you don't have access to.</p>	<p>-Moving budget instead of applying expense to the appropriate budget</p>

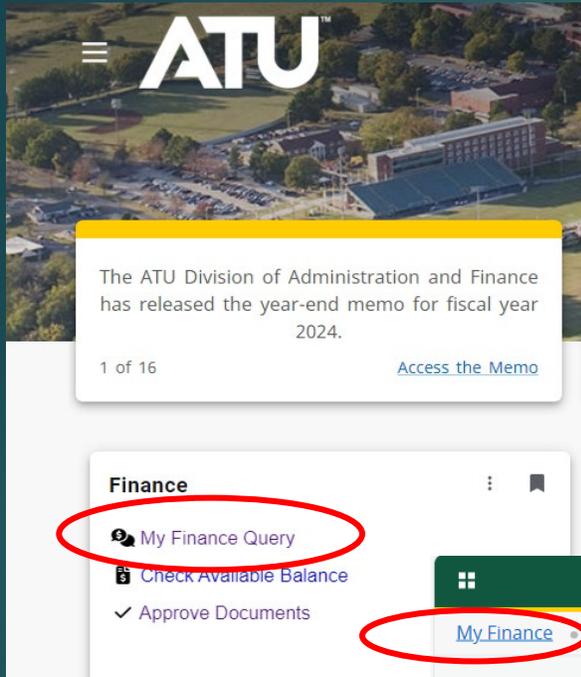
Checking Budget Availability



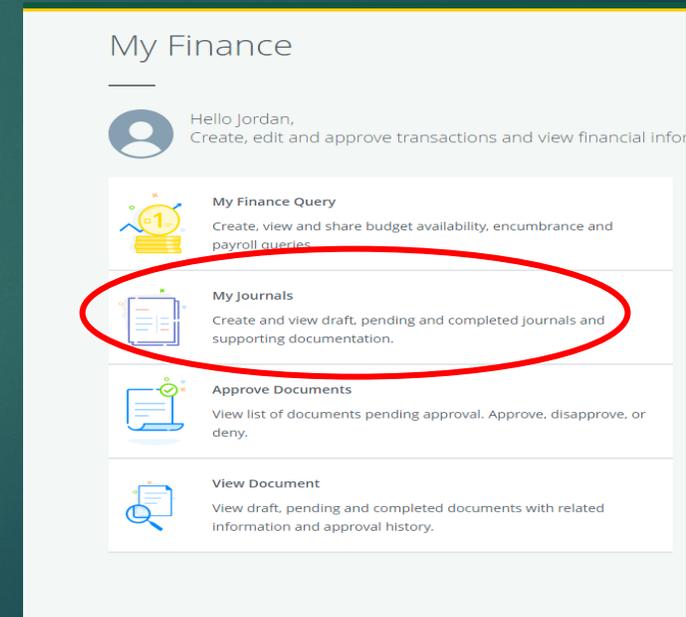
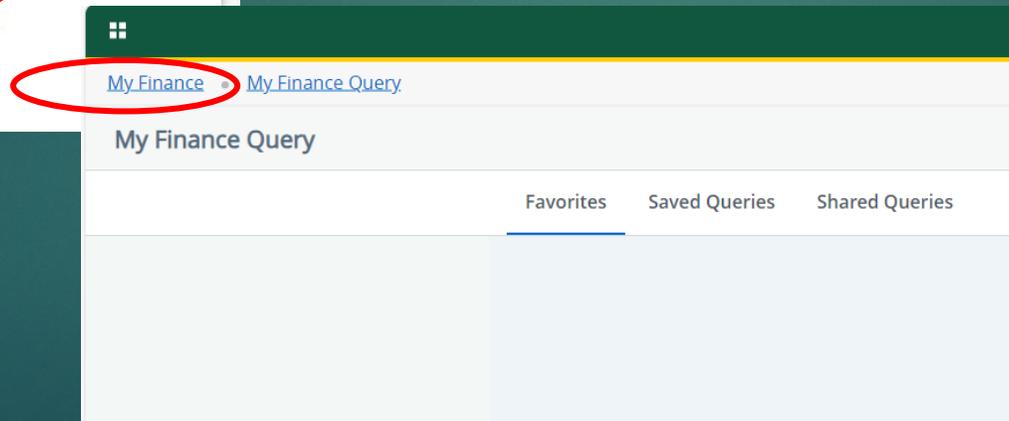
A screenshot of the 'Budget Availability Status' application. The application is titled 'ellucian Budget Availability Status FGIBAVL 9.3.13 (PROD)'. It contains several input fields for search criteria: Chart (* T), Index (AFBDGT), Fund (110000), Account (circled in red), Fiscal Year (* 24), Commit Type (Both), Organization (330000), and Program (250000). Below these fields, there are sections for 'Keys --->' and 'Control Fund: Control Organization:', 'Control Account: Control Program:', and 'Pending Documents:'. At the bottom, there is a message: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

- From OneTech, Locate the Campus Tools Tile and select Application Navigator.
- This will open a new window. In the search bar, type "FGIBAVL" and click search.
- Here you will enter your Index or FOAP. Please note: Always put "6010" in for your Account before selecting Go.

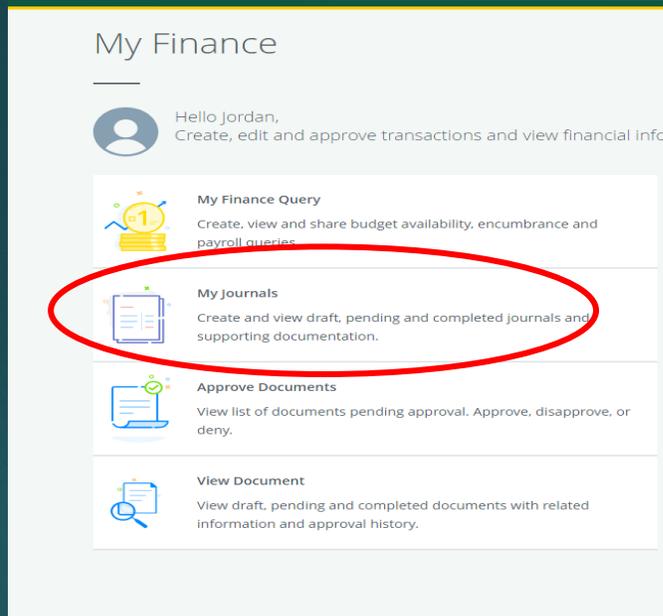
Locating From OneTech



To access My Finance, log in to OneTech and click on the My Finance Query link. Then select My Finance from the top left corner. Alternatively, you can go to Budget Development and follow the same steps. If you're still unable to locate the link, please contact OIS for assistance in adding it to your OneTech account.



Navigating A Journal Entry

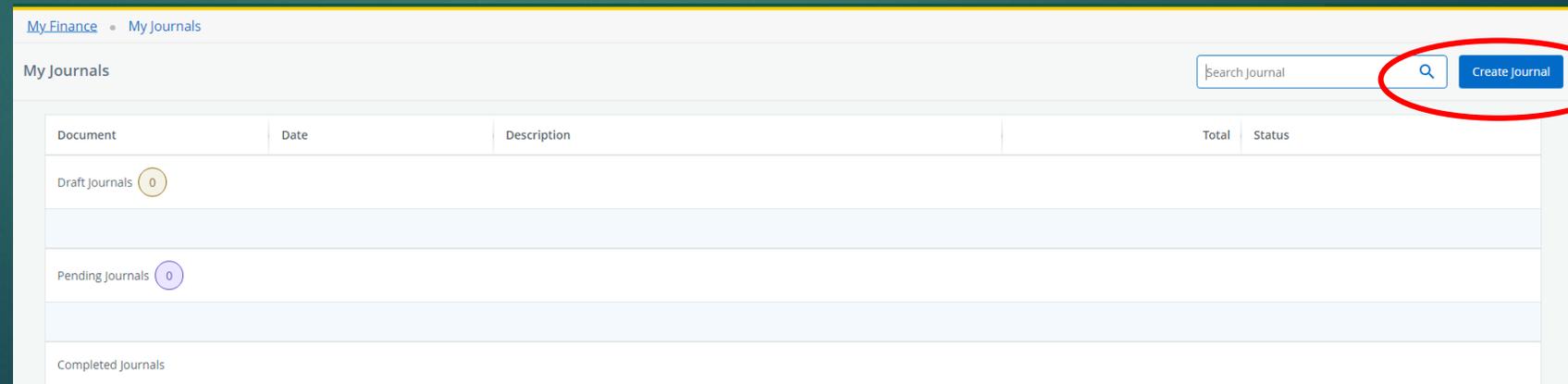


My Finance

Hello Jordan,
Create, edit and approve transactions and view financial information.

- My Finance Query**
Create, view and share budget availability, encumbrance and payroll queries.
- My Journals**
Create and view draft, pending and completed journals and supporting documentation.
- Approve Documents**
View list of documents pending approval. Approve, disapprove, or deny.
- View Document**
View draft, pending and completed documents with related information and approval history.

To access My Journals, click on the My Journals box. From the main screen, you can create a new journal by clicking the "Create Journal" button located in the top right corner. You can also review pending and completed journals by selecting the row of the journal you wish to view. To correct, or copy a journal, select the three dots on the right side of the row. Please note: If the JE is not in "Draft Journals" you will have to reverse it from pending before you can make edits.



My Journals

Search Journal

Document	Date	Description	Total	Status
Draft Journals 0				
Pending Journals 0				
Completed Journals				

Creating A Journal Entry

Create Journal

Transaction Date *
05/30/2024

Redistribution
 NSF Checking

Accounting Defaults

Journal Type
Choose Journal Type

Bank Code
Choose Bank Code

Budget Period
Choose Budget Period

Distribution Total

Deferred Edit

Description

Deposit

Currency
Choose Currency Code

1. **Distribution Total:** The sum of the absolute values of each line in the budget transfer. *For example:* If you're moving \$100 from budget A to budget B, A will be negative (-\$100) and B will be positive (\$100). The Distribution Total in this case would be \$200.
2. **Journal Type:** Select "BG01."
3. **Description:** Briefly explain the transfer reason.
4. **Bank Code:** Leave this field blank.
5. **Deposit:** Also leave this field blank.
6. **Budget Period:** Enter "01."
7. **Currency:** Leave this field blank.
8. **Public Comment:** Provide a detailed description of the transfer.
9. **Private Comment:** Optional.

Once you've filled in all the necessary information, click "Create" to complete the process

Journal Comments

Public Comment ^

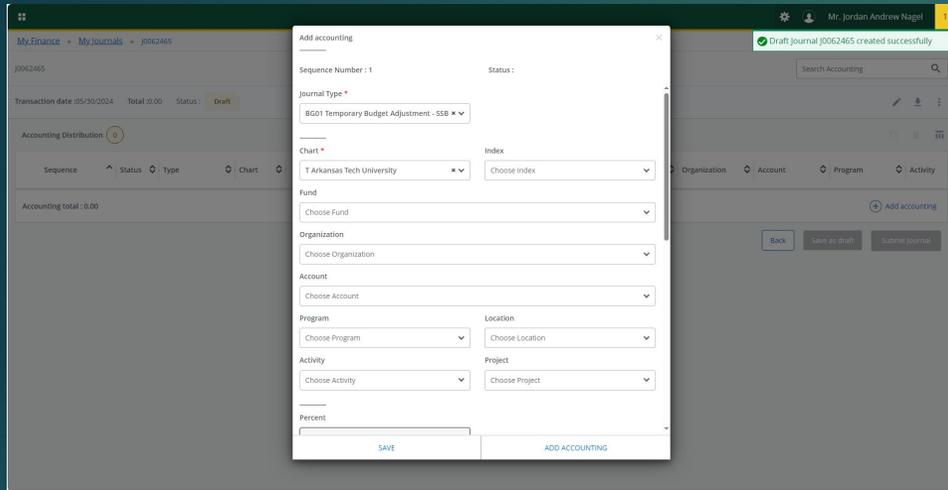
Enter public comments for the journal

Private Comment ^

Enter private comments for the journal

CREATE

Entering Accounting To JE



After creating the journal, the screen as pictured on the left will pop up, and you will get a message that your Draft Journal was created successfully. From here, begin to enter in your Accounting Info. Keep in mind, transfers can be created with multiple lines, but at least two are needed to have a successful transfer. Each line requires a new entry as discussed below.

1. **Index:** Add the Index Code, and the Fund, Org, and Program will be automatically populated. **Note:** Not all budgets have an index code. If this is the case, fill in the Fund, Org, Account, and Program. If you are uncertain, please contact the Budget Office.
2. **Account:** Enter the Account Number.
3. **Amount:** Enter the amount ***without*** a +/- sign. It should be only the numerical value.
4. **Debit/Credit:** Select either + or - as debit or credit ***will not*** work for budget transfers.
5. **Enter a brief description:** **Do not** enter information in any other fields.

Click "**ADD ACCOUNTING**" in the bottom right corner. Repeat the process for all transfer lines. Once all lines are entered, click save and then close out of this screen by clicking the X at the top right of the Add Accounting screen.

Sequence Number : 1 Status :

Journal Type *
BG01 Temporary Budget Adjustment - SSB

Chart * Index
T Arkansas Tech University Choose Index

Fund
Choose Fund

Organization
Choose Organization

Account
Choose Account

Program Location
Choose Program Choose Location

Activity Project
Choose Activity Choose Project

Sequence Number : 1 Status :

Percent
Amount * Debit/Credit *
None

NSF Override

Description * Document Reference

Bank Budget Period
Choose Bank Code 01

Deposit Currency
Choose Currency Code

Encumbrance
Encumbrance Number Action
Choose Encumbrance Document Choose Action

Item Number Sequence Commit Type

SAVE ADD ACCOUNTING

Reviewing A Journal Entry

My Finance • My Journals • J0057211

J0057211

Transaction date :04/07/2023 Total :200.00 Status : **Draft**

Accounting Distribution 2

Sequence	Status	Type	Chart	Percent	Amount
<input type="checkbox"/> 1	✓	BD04	T	--	100.
<input type="checkbox"/> 2	✓	BD04	T	--	100.

Accounting total : 200.00 + Add accounting

Back Save as draft Submit Journal

Take time to make sure everything looks correct, and that all the needed lines to complete the transfer are entered.

To add an accounting line, click the "+ Add Accounting" button located in the bottom right corner just above the "Submit" button.

On the left side of the screen, you'll see a transaction total at the top and an accounting total at the bottom. These two numbers should match.

When you've finished adding the accounting lines, click "Submit Journal".

Deleting & Other Important Reminders

- ▶ When handling Journal Entries (JE), please refrain from deleting them if they are no longer needed. Instead, kindly provide the Journal Voucher (JV) number to the Budget Office so that it can be repurposed for future use. If a JV is created but not utilized, it will remain in your Draft Journals until it is reassigned.
- ▶ Additionally, the Accounting Department has requested that by the end of each month, all “Draft” and “Pending” Journals be resolved. Save last day of month transfers (unless all approvals will be completed day of) for the beginning of the month if possible.

Understanding Approvals

After a journal is submitted, it will be routed for approval to the relevant individuals in the following order: the person in charge of the area, the VP, and then the Budget Office. The approvers will receive an email containing the journal details along with a link to the Self-Service Approve Documents page.

If waiting for something to be approved to complete a Requisition etc., the next page will show how to check where the JV is at in the approval process.

Electronic Budget Transfer Approval

Click here to download pictures. To help protect your privacy, Outlook prevented automatic download of some pictures in this message.

A budget transfer is awaiting your approval!

Dear Robert M. Fraser,

A budget transfer created by **David G. Blackburn** is now requiring your approval as of **11:02 AM** on **03-09-23**

The details about the budget transfer are listed below:

Budget Transfer Number: **J0057199**
Originator: **David G. Blackburn**
Description: **Remove 100 Dollars**

Summary of Transfer:

Index	Fund	Org	Account	Program	Amount	Debit/Credit
AACOSV	110000	211200	7000	250000	100.00	-
AACOSV	110000	211200	70300	250000	100.00	+

Comments:

Date/Time	Commenter	Comment(s)
09-MAR-23 11:00 AM	David P. Waterson	Approval has been denied. Dwaterson

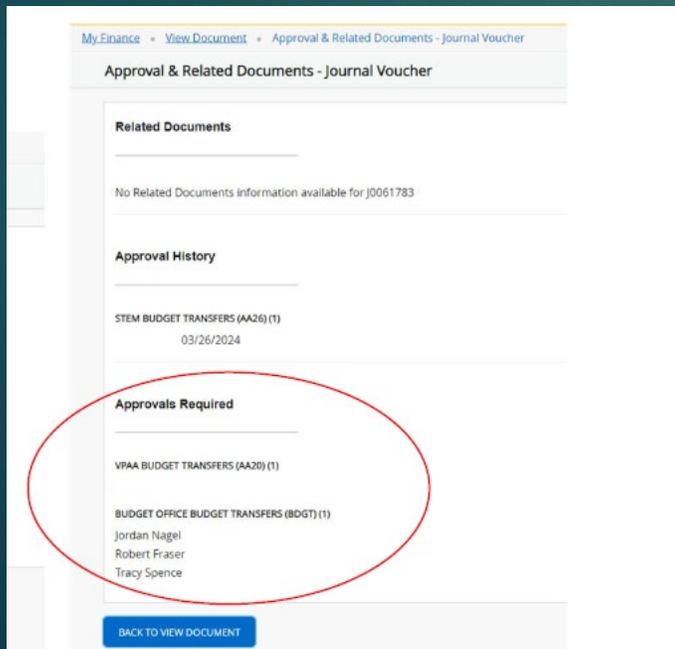
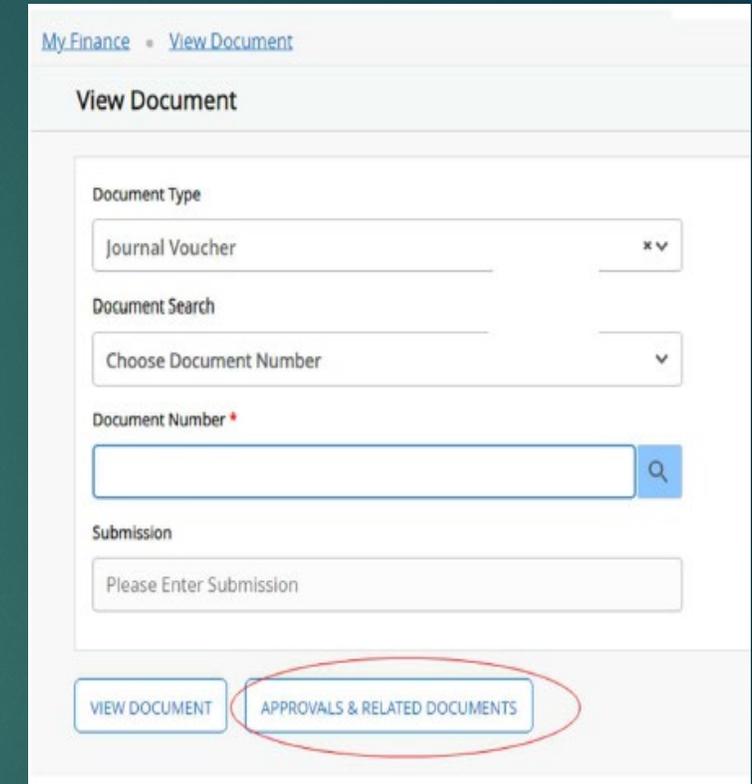
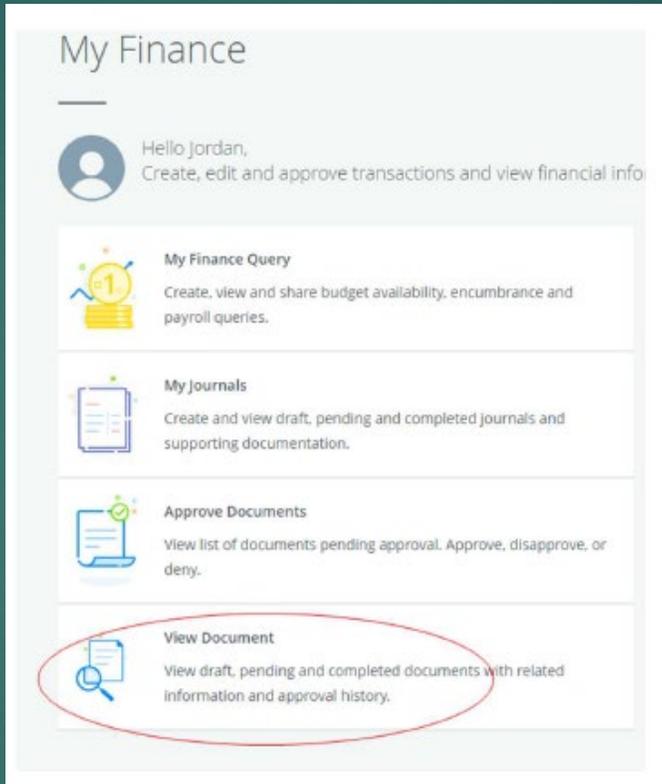
Please login to the [Approve Documents](#) section of electronic budget transfers located on the Finance tab in Self-Service and respond accordingly.

For more information concerning this email, please contact the Budget Office at 479-968-0822 or email us at budget@atu.edu.

Right-click or tap and hold here to download pictures. To help protect your privacy, Outlook prevented automatic

Checking Approval Status

1. Go to "My Finance" to enter the journal.
2. Click "View Document".
3. Select "Document Type". Req, Journal entry, etc.
4. Enter document number.
5. Click "Approvals and Related Documents".
6. "Approval History" is who has approved, and "Approvals Required" is who still needs to approve. If anyone is there other than just budget, then they will need to approve before we can.



Note: If more than one person is listed, either person listed can approve it for you. For example, either Matt, Tracy, or I could approve for budget in the picture on the left.

Contacting Budget Office

Contact Name	Title	Extension / Email
Matt Fraser	Budget Director	3509 / rfraser@atu.edu
Tracy Spence	Assistant Budget Director	3508 / tspence2@atu.edu
Jordan Nagel	Budget Manager	3501 / jnagel1@atu.edu
Budget Office	Phone: 479-964-0821	Email: budget@atu.edu

- ▶ Please note: We do accept paper transfers that are dropped off or sent in the mail. Email is preferred for quicker posting of the transfer. My Finance is preferred for 7000 line transfers for faster processing.
- ▶ Please reach out to Budget with any questions on processing transfers, checking budget availability, or finding budget information.