Basic Transfers Instructional

- The first section on the Basic Transfers page titled, "Existing Transfers" summarizes all of the existing budgeted transfers for the Fund-Org selected at the top right-hand side of the page.
- **NOTE:** Transfers entered here are for budgeting purposes only and will not create the actual transfer. Actual transfers will need to be entered into the Financial Toolkit.

HOW TO CREATE A NEW TRANSFER

Step #1 - Add Transfer

1. At the top right-hand side of the page, select the Fund-Org that will be the From/Source of the budgeted transfer.
2. Click the **Add Transfer** button to create a new planned transfer.
3. In the pop-up box, confirm the source **F-O combination** and add a **Short Description**.
    a. The description should be meaningful to both the From/Source FOP and the To/Destination FOP.

Step #2 - Select Transfer Details

4. *Optional* - Short Description can be edited here, if needed.
5. Select **Transfer Type** from the drop-down
    a. The type should reflect the intended purpose of funding the transfer.
    b. All transfer types have growth applied EXCEPT non-labor.
6. *If this is NOT a one-sided transfer*, **continue to Step #3**
7. *For One-Sided Transfers*:
    a. For a **One-Sided Transfer OUT** - check the "One-sided" check box.
        i. This option is used when the Destination FOP is unknown or not yet available. For example, a Grant fund is not set up yet.
    b. For a **One-Sided Transfer IN** - check both the "One-sided" AND the "Direct Transfer In" check boxes.
        i. This option is typically used when you will be receiving a transfer, but the source FOP is unknown.

Step #3 - Select Program

The Fund and Org source are pre-populated

8. Select the **Program** code from the drop-down
9. *Optional*- Select the Activity code from the drop-down, if needed

Step #4 - Set Transfer Schedule

10. **Select One-Time OR Recurring** to indicate the frequency of the planned transfer
    a. **If One-Time** - select the **Year** in which you want to plan the transfer
    b. **If Recurring** - select the **Start Year AND either 1) End Year OR 2) Perpetual**
11. *Notes are Optional*- best practice is to include relevant details (date planned, purpose, future end date, etc)

Step #5 - Enter Amounts

12. **Enter the amount** in the appropriate month.
    a. NOTE: the same monthly amounts will continue if "Recurring" was selected (in Step #4 - Set Transfer Schedule).

Step #6 - Add Destination

13. N/A for 1-sided transfers
14. Click the **Add Destination** button for 2-sided transfers.
    a. In the pop-up box, confirm the transfer selected is correct and click Submit

   b. Repeat to add multiple destinations

Step #7 - Enter Transfer In Details

15. N/A for 1-sided transfers
16. **Enter the FOP destination(s) and the amount** for 2-sided transfers
    a. NOTE - the amount (or total of the amounts) entered here must equal the amount entered in Step #5 - Enter Amounts.
    b. NOTE - If you need to change the FOP after it's been entered, delete the Program code, then the Org code followed by the Fund; then re-enter the new FOP.

Step #8 - Submit Transfer

17. Click on the **Submit** button once all required selections have been made.
    a. NOTE - if you are unable to submit, check to ensure all required fields are completed and the amounts match.
    b. If the change was successfully submitted, the "Status" column in the Existing Transfers section at the top of the page will say "Submitted" with a green background

HOW TO EDIT AN EXISTING TRANSFER

18. Go to the Existing Transfers summary grid at the top of the page and Click on the desired transfer from the Key Column (far left column).
19. Scroll down to the appropriate area and make the necessary changes.
    a. NOTE - If you need to change the FOP after it's been entered, delete the Program code, then the Org code followed by the Fund; then re-enter the new FOP.
20. Click the Submit button, once all the changes have been made.
    a. NOTE - if you are unable to submit, check to ensure all required fields are completed and the amounts match.
    b. If the change was successfully submitted, the "Status" column in the Existing Transfers section at the top of the page will say "Submitted" with a green background.

Reminder: to see changes reflected in Financial Compass reports, click on the "**Sync**" button

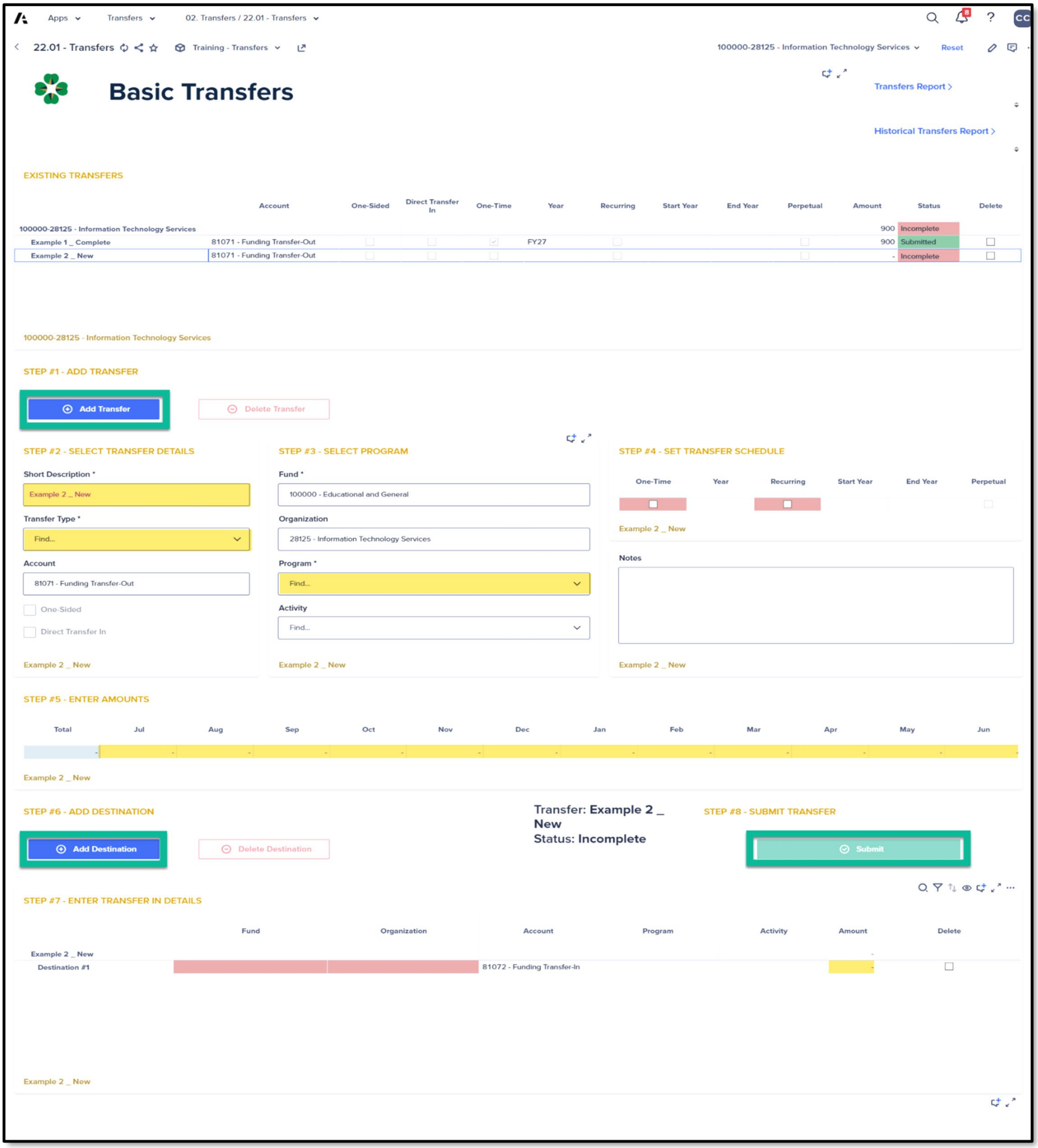
HOW TO DELETE A TRANSFER

21. Go to the **Existing Transfers** summary grid at the top of the page
    a. Check the box in the **Delete column** on the far right for the transfer you want to remove.
    b. Click the **Delete Transfer** button.

Reminder: to see changes reflected in Financial Compass reports, click on the "**Sync**" button.

TRANSFER REMINDERS

When creating a new transfer or editing an existing transfer, please ensure the highlighted (yellow and red) areas are complete. Once all sections are completed, the Submit button will become available.



TROUBLESHOOTING TRANSFER

1. Ensure you have selected a transfer from the Key Column in the Existing Transfers summary grid. Confirm all required areas (highlighted above) are completed.
2. Only select the check box for One-sided if you are planning a transfer and do not know the FOP destination. For example: your department agreed to sponsor a program, but the grant fund has not been created yet. Checking this box will make a placeholder for the budgeted amount in your Continuous Plan. If you are the receiving FOP of a transfer (the destination) where the giving (or source) FOP is unknown, the Direct Transfer In check box must be selected to create a placeholder in your Continuous Plan. Once the two-sided transfer is complete in Financial Compass or the actual JV in FTK, the one-sided transfer must be deleted so it is not double-counted.
3. The total dollar amounts of the transfer must equal the total transfer amount.

Always remember this is a budget/plan. You will need to complete a Journal Voucher in the Financial Toolkit to complete the actual movement of money from one FOP to another FOP.