- The data grid summarizes all of your existing budgeted transfer plans and is listed by Fund-Org.
- **NOTE:** Transfers entered here are for budgeting purposes only and will not create the actual transfer. Actual transfers must be entered into the Financial Toolkit.

HOW TO CREATE A NEW TRANSFER

1) **Create a New Transfer**

   a) On the Filters Toolbar, **click on the "+" icon** and **click on "Add Transfer"**.

   b) In the pop-up box, select the source **F-O combination**, add a **Short Description**, and select your **Transfer Type.**

      i) Once created, the new item is located at the bottom of the FO combination.

   NOTE:

   - The description should be meaningful to both the From/Source FOP and the To/Destination FOP
   - The transfer type should reflect the intended purpose of funding the transfer.
   - All transfer types have growth applied EXCEPT non-labor.

2) **Enter Info on Data Grid**:

   This layout enables you to scroll across and select or enter data for each transfer. Conditional formatting cannot be applied to all columns but provides general guidance. The last nine columns are dedicated to error identification (see Troubleshooting).

   a) Find your newly created transfer (located at the bottom of the From/Source FO combination) and complete the following steps on the Data Grid:

      i) Select the Program code from the drop-down

         (1) Optional- Select an Activity code

   b) *For One-Sided Transfers*:

      i) For a **one-sided transfer out, check the "One-sided" checkbox**.

         (1) This option is used when the Destination FOP is unknown or not yet available. For example, a Grant fund is not set up yet.

      ii) For a **One-Sided Transfer IN** - check both the "One-sided" AND the "Direct Transfer In" check boxes.

         (1) This option is typically used when you will be receiving a transfer, but the source FOP is unknown.

   c) For *Two-Sided Transfers*:

      i) Select **One-Time** OR **Recurring** to indicate the frequency of the planned transfer.

         (1) If **One-Time** - select the Year in which you want to plan the transfer

         (2) If **Recurring:**

            (a) Select the **Start Year**. The transfer defaults to "Perpetual" but an "End Year" can be selected, if needed.

(b) **If different amounts need to be planned across the years, click on the MYMV** (Multi-Year, Multi-Value) check box.

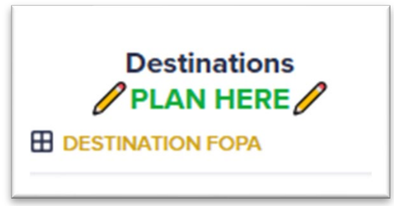
d) *Optional*- Add notes; best practice is to include relevant details (date planned, purpose, future end date, etc)

e) *Optional*- Edit Short Description, which will change the name for the Key Column.

3) <u>**Complete the PLAN on the Insights Panel**</u>

The PLAN HERE icon will guide you to where data needs to be entered

a) Click pop-out to open the Destination FOPA screen



b) On the Filters Toolbar, **click on the "+" icon** and **click on "Add Destination"**.

i) Ensure the transfer shown in the pop-up box is correct and click on **"Submit".**

ii) Repeat to add multiple destinations

c) Enter the **Destination FOPA**(s).

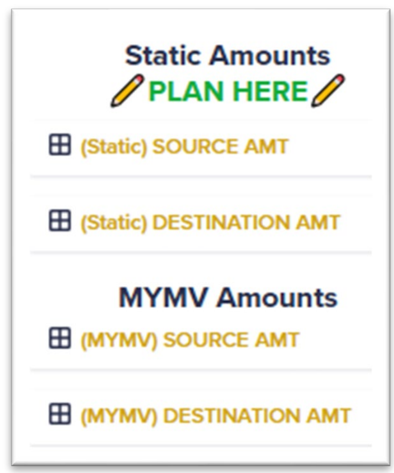
NOTE: If you need to change the FOP after it's been entered, delete the Program code, then the Org code, followed by the Fund; then re-enter the new FOP.

d) Click here to open the (Static) Source Amounts pop-out screen

i) Enter the **Amount** in the appropriate month(s).

e) Click here to open the (Static) Destination Amounts pop-out screen

i) Enter the total transfer **Amount** in the "Amount" column.



OR

If different amounts need to be planned across the years, and MYMV was selected in step 2-c-a

f) Click here to open the (MYMV) Source Amounts pop-out screen

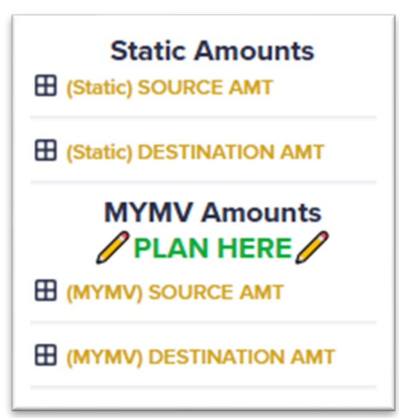
i) Enter the **Amount** in the appropriate month(s) and year(s).

NOTE: Cells are editable based on the Start and End Years selected

- White cells are editable
- Grey cells are non-editable

g) Click here to open the (MYMV) Destination Amounts pop-out screen

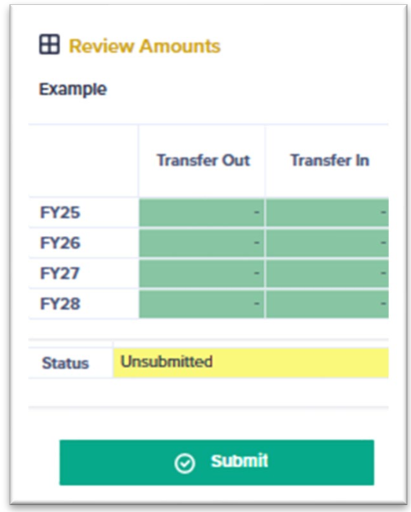
i) Enter the **Amount** in the white cells of the appropriate month(s) and year(s)



4) **Review**

a) **Review Amounts on the Insights Panel** to ensure the total destination amount matches the total source amount for each year.

NOTE: Green shading indicates that the amounts match; red shading indicates a discrepancy that needs to be corrected.



5) **Submit**

a) Click on the **Submit** button once all required selections have been completed.

NOTE: If the transfer is successfully submitted, the "Status" column in the Data Grid will change to "Submitted" with a green background.

HOW TO DELETE A TRANSFER

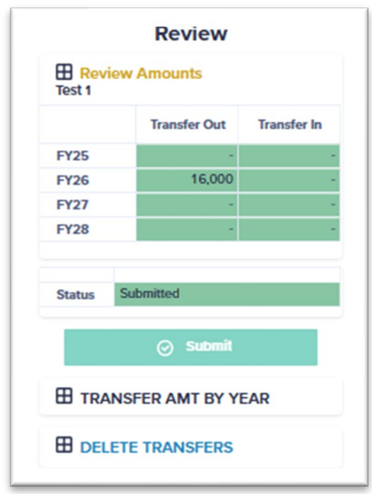
1) **Select from the Data Grid**

a) From the *Key Column* (far left column of Data Grid), click the desired transfer.

2) **On the Additional Insights Panel**

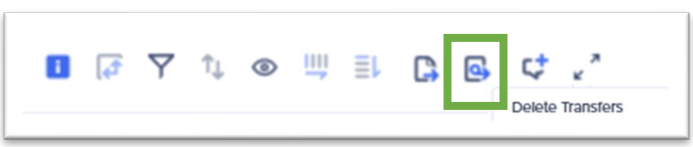
a) Navigate to the bottom of the Insights Panel to the Delete Transfers pop-out

i) Click here to open the Delete Transfers Pop-Out screen



ii) Click the Delete check box

iii) On the filters toolbar, click on the delete icon and click on "Delete Transfers".

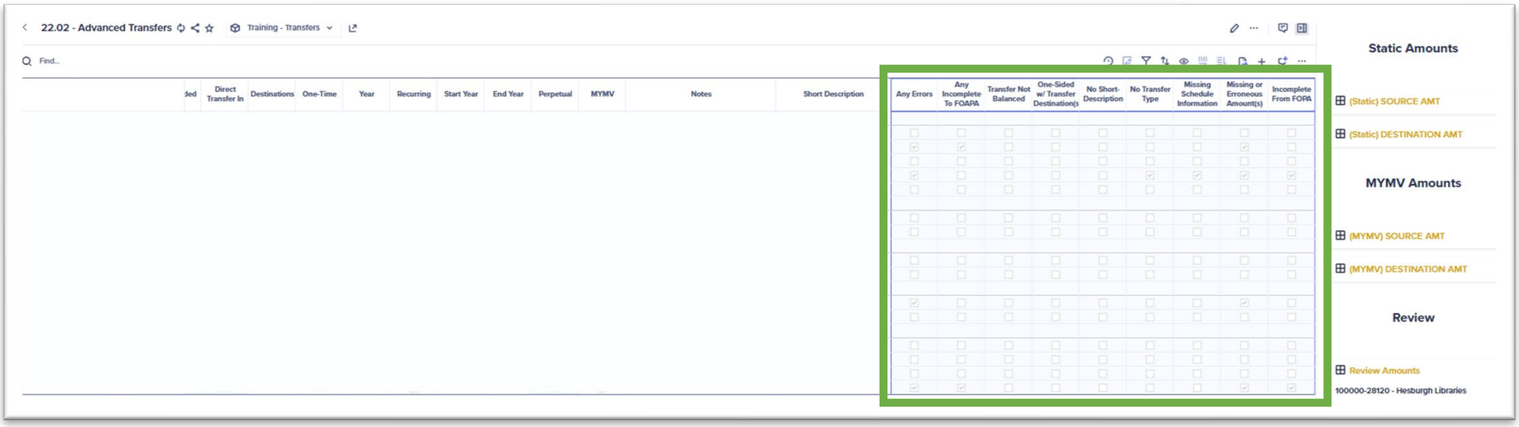


NOTE:

- This feature is a TWO-STEP process and requires both steps (check box & button) to complete
- The Delete Transfer feature can be used to delete multiple plans at once. Selection from the *Key Column* will reflect the option on the Delete Transfers Pop-Out screen.
- Quick Tip: Select all transfers at once by clicking the column header and hitting the spacebar on your keyboard. All check boxes are checked or unchecked at once.

TROUBLESHOOTING TRANSFER

1) **<u>Review Errors</u>**
   a) Review the last nine columns in the Data Grid, which are dedicated to error identification.

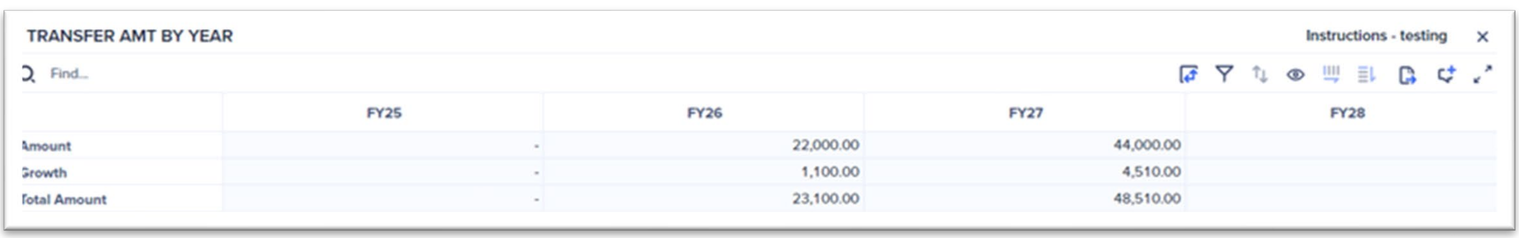


   b) Find the column(s) with a checkbox and complete the appropriate task.
      i) Status will change to "Unsubmitted" once all errors have been corrected.
   c) Click on the **Submit** button

2) **<u>Review Growth</u>**
   a) Click here to open the Transfer Amount by Year pop-out screen

NOTE: This will show the annual plans for one particular transfer or a Fund-Org total (this data is based on your selection in the Key Column - far left column of the Data Grid)

All recurring transfer types EXCEPT Non-Labor have growth assumptions applied and are viewable by year.


TRANSFER AMT BY YEAR — Instructions - testing

	FY25	FY26	FY27	FY28
Amount	-	22,000.00	44,000.00	
Growth	-	1,100.00	4,510.00	
Total Amount	-	23,100.00	48,510.00	