

**Work Instruction**

**Budget Transfer Posting**

**FMBB**

**When to Use**

Use this procedure to transfer budget between Fund Centers.

**Steps**

- Complete the budget revision form as a source document for the transfer:
- Obtain the appropriate authorization to process the budget transfer
- Process the budget transfer in AMS using the *Divisional (DIVSNL)* budget transaction layout
- Record the document number on the budget revision form

**Menu Path**

**Accounting → Funds Management → Budgeting → Budget Control System (BCS) → Entry Documents → Budgeting Workbench**

**Transaction Code**

**FMBB**

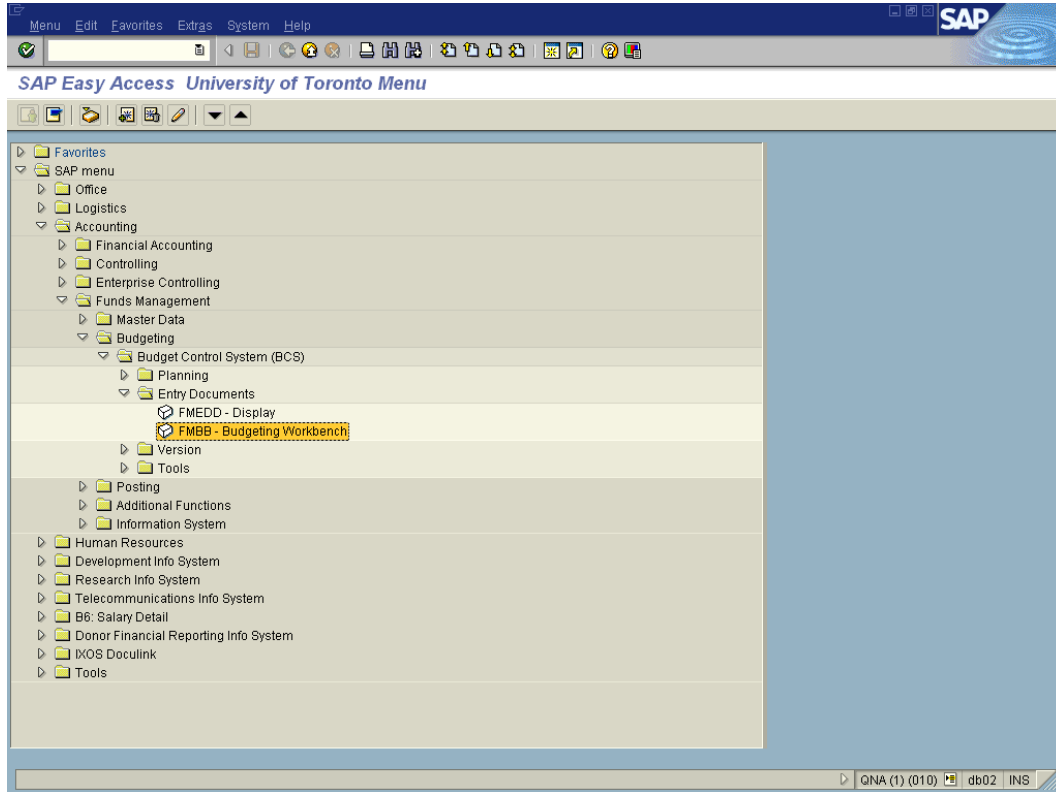
**Helpful Hints**

Budget can be transferred to Commitment Items other than EXPENSE-S. This will allow budget to actual comparisons at the Commitment Item level. Funds availability checking (AVC) will still occur at the total budget level, not at the individual Commitment Item level. NOTE: AVC will continue to occur at the EXP-UTFA Commitment Item.

## Detailed Procedure

1. Start the transaction using the menu path or transaction code.

### SAP Easy Access University of Toronto Menu



2. Double-click  FMBB - Budgeting Workbench .

## Budgeting Workbench - Create Document


3. Perform one of the following:

| If You Have  | Go To                  |
|--|------------------------|
| Not set your budget transaction layout to Divisional (DIVSNL)        | <a href="#">Step 4</a> |
| Previously set your budget transaction layout to Divisional (DIVSNL) | <a href="#">Step 7</a> |

4. Select **Extras** → **Change Layout Ctrl+F11**.

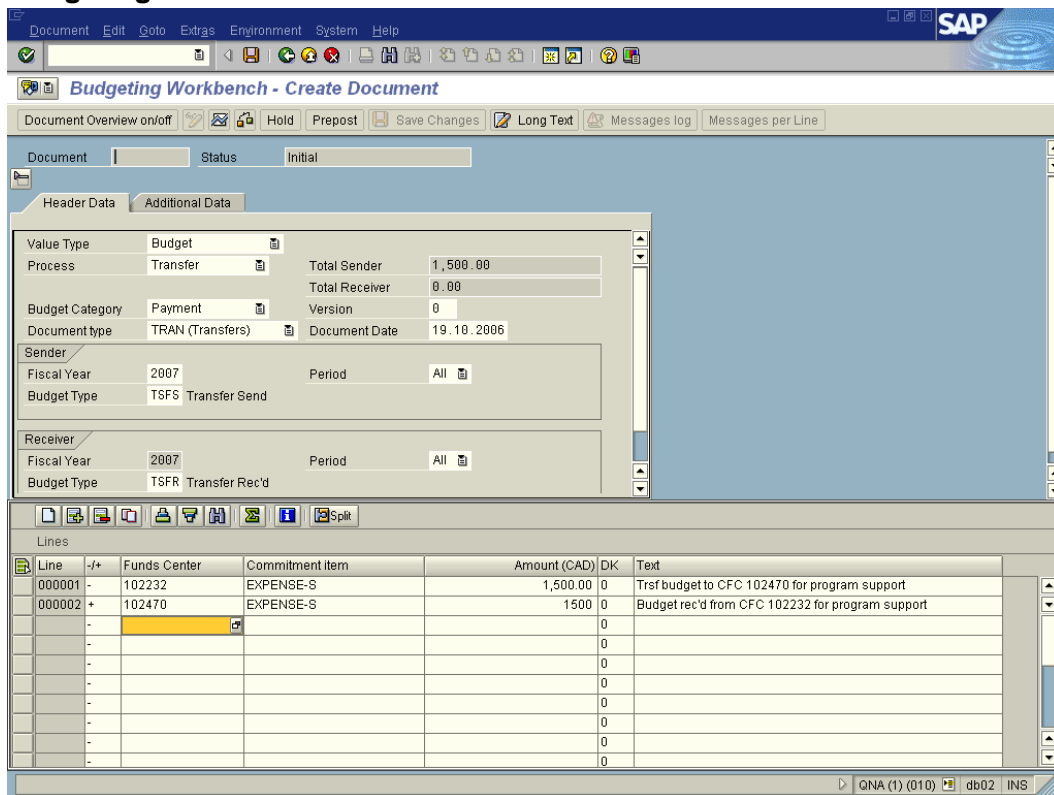
### Enter Layout

5. Complete the following as required:

| Field Name     | Required/Optional/Conditional | Description   |
|----------------|-------------------------------|---|
| Layout Variant | Required                      | Previously saved report output layout that can be used to present financial data in a specific order.<br><br> Select <i>DIVSNL – Divisional transaction layout</i> |

6. Click .

### Budgeting Workbench - Create Document



The screenshot shows the SAP Budgeting Workbench interface. The title bar reads "Budgeting Workbench - Create Document". The status bar shows "Document Overview on/off", "Hold", "Prepost", "Save Changes", "Long Text", "Messages log", and "Messages per Line". The document status is "Initial".

**Header Data:**

- Value Type: Budget
- Process: Transfer
- Budget Category: Payment
- Document type: TRAN (Transfers)
- Document Date: 19.10.2006
- Total Sender: 1,500.00
- Total Receiver: 0.00
- Version: 0

**Sender:**

- Fiscal Year: 2007
- Period: All
- Budget Type: TSFS Transfer Send

**Receiver:**

- Fiscal Year: 2007
- Period: All
- Budget Type: TSFR Transfer Rec'd

**Lines:**




| Line   | -/+ | Funds Center | Commitment item | Amount (CAD) | DK | Text   |
|--------|-----|--------------|-----------------|--------------|----|--|
| 000001 | -   | 102232       | EXPENSE-S       | 1,500.00     | 0  | Trsf budget to CFC 102470 for program support    |
| 000002 | +   | 102470       | EXPENSE-S       | 1500         | 0  | Budget rec'd from CFC 102232 for program support |
| -      |     |              |                 | 0            |    |  |
| -      |     |              |                 | 0            |    |  |
| -      |     |              |                 | 0            |    |  |
| -      |     |              |                 | 0            |    |  |
| -      |     |              |                 | 0            |    |  |
| -      |     |              |                 | 0            |    |  |
| -      |     |              |                 | 0            |    |  |
| -      |     |              |                 | 0            |    |  |

Bottom status bar: QNA (1) (010) db02 INS

7. Complete the following as required: Repeat for each line item as necessary.

| Field Name      | Required/Optional/Conditional | Description   |
|-----------------|-------------------------------|---|
| -/+             | Required                      | Selecting the appropriate sign:<br>“-“ for Sender<br>“+“ for Receiver   |
| Funds Center    | Required                      | A six digit code, starting with “1” or “2” used to record the funding and spending transactions for financial activity reported on a fiscal year basis (e.g. ancillary and principal investigator (PI)).                          |
| Commitment item | Required                      | An alphabetic code used to (1) group similar G/L accounts for summary reporting purposes (e.g. Supplies) and (2) segregate budget amounts for specific spending purposes. Defaults based on G/L account used, may be overwritten. |
| Text            | Optional                      | Line item specific explanatory description (e.g. Invoice number, Vendor Name, brief description).   |

8. The following processing options are available:

| Action | ICON  | Description   |
|--------|---|---|
| Post   |  | Posts the document and provides a document number. Record document number on original document and file.  |
| Hold   |  | Holds the document using a user defined temporary document number. A document does not have to be balanced in order to be held. The document can retrieved using the temporary document number and processing can be completed. There is no impact on funds availability. |
| Check  |  | Verifies that all required fields have been completed.  |

**End of procedure.**

#### Resource Information:

GTFM: Section 4.4: Changing the Original Budget: Authorizations and Procedures:  
<http://finance.utoronto.ca/policies/gtfm/budgeting/operating-budget-changes-authorizations-and-procedures/>



Contact your FAST team representative for additional assistance  
<http://finance.utoronto.ca/fast/fast-team-contacts-and-faculty-representatives/>

#### Reference Guides:

Budget Revision Form:  
<http://finance.utoronto.ca/wp-content/uploads/2015/09/budgetchnng.pdf>