Budget Control System (BCS)

Budget Transaction Processor/Requestor

Budget Documents:

FMBB: Budgeting Workbench/Transfer Posting/Pre-posting

Budget Encumbrance Processor/Requestor

Funds Reservation:
- FMX1: Create Funds Reservation
- FMX2: Change Funds Reservation
- FMX3: Display Funds Reservation
FMBB - Budgeting Workbench
Pre-post Budget Transfer – Transaction Code: FMBB

- Below is the default view you will first see

This is only the Default View, you will need to change to “TRANSFER”
Complete the Budgeting Workbench Header Data information.

- Process: Transfer
- Document Type: BGT (Budget)
- Version: 0
- Document Date: 09/24/2014
- Payment Budget:
  - Total Sender: 0.00
  - Total Receiver: 0.00
- Fiscal Year: 2015
- Budget Type: Non-Recurring Budget
- Default from Sender Fiscal Year: 2015
- Fiscal Year: 2015
- Budget Type: Non-Recurring Budget
- Default is "All"
1. **Process:** will always be Transfer – when Transfer is selected, screen will change appearance.

2. **Document type:** will always be BGT – when entered, screen will change as above.

3. **Version:** will always be 0.

4. **Document Date:** enter today’s date (If transfer is taking place at year end, back date the transfer to 6/30/XX).

5. **Sender Fiscal Year:** will be the current fiscal year. The fiscal year **MUST** be the same as what is entered in #9. Current fiscal year will always be the last two numbers of the fiscal year, e.g. **2013-2014 = 2014; 2014-2015 = 2015**.

6. **Sender Budget Type:** will always be NREC (Non-Recurring).

7. **Sender Period:** *The default is ALL.* You may put the current fiscal period if you wish. July (001)..June (012).

8. **Receiver Fiscal Year:** will default from the Sender fiscal year.

9. **Receiver Budget Type:** will always be NREC (Non-Recurring).

10. **Receiver Period:** *The default is ALL.* You may put the current fiscal period if you wish. July (001)..June (012).
Input Data for Budget:

-/+Tab, please select either Sender or Receiver
2. Fund Center: Enter Fund Center listed on your master data sheet
3. Commitment Item: “NON-PERSONNEL”
4. Key in amount that is needed to be transferred
5. Text: List justification of transfer

Input Additional Data:
Optional (as you choose to populate)
Payment Budget Bar should match ...

Notice the “Sender” and “Receiver” should match
Information available on Additional Data tab: (the information that you provide here is the detail you will see when looking up a budget document.) This is very important to enter. The person responsible is you or the individual directing you do complete the transfer. i.e. 70VKUHN. The Header Text provides the support/why the transfer was made.

| Person Resp. | 70VKUHN |
| Header Text | TRANSFER 902 TO NON-PERSONNEL PER VKUHN 9-25-14 |
| Public Law | |
Check Document (F7) - Notice the bottom of page would show if there were any errors.
Creating an attachment in FMBB

→ While in the Change mode in FMBB, dropdown on the Services for Object and choose Create -> Create Attachment:

Select a file to attach. Once document is saved, then choose it through the attachment list:

Once you attach to a budget document you **cannot** delete the attachment!
Many of you will find the Long Text useful. If you have received instructions for the transfer via an e-mail, you may copy the e-mail and paste it (using-edit-paste) to save it and provide documentation of why the budget transfer was made.

**NOTES**

*** ALWAYS make certain the Payment Budget Box (top of screen) the amounts match.

*** May use as many lines as needed.

*** May key in as many transfers from various fund centers in one transaction

*** May NOT transfer between funds ie. fund 1000 and 1924

*** May transfer 902 and 903 to Non-Personnel

*** Never transfer Personnel

*** To turn Document Overview on or off to display or not display your personal documents tree (Posted, Pre-posted, Undone, and Held folders)
Hit enter or the green check to bring in Fund and Functional Area

Choose Pre-post and record document number.

Your Pre-post will be posted by the budgeting staff.
Below is the default view you will first see:

- **Document Type**: Always 11
- **Document Date/Posting Date**: Will always default to "Today's Date"
- **Company Code**: Default
- **Currency/rate**: Default
- **Translation Date**: Default
Enter as much info as possible. i.e. Name of Program/Justification/Person responsible/ End Date/Etc.

Click the green check at left top of page. All other fields will populate. (as shown on next page)
All information has populated!

Click the “SAVE” button ....notice the Document Number will appear at the bottom of the screen letting you know that it has been posted. Keep this number as a reference number.
Enter Document Number and Click the "Green Check"

This will bring up the original screen for viewing only.
**Funds reservation: Display Detail scr**

<table>
<thead>
<tr>
<th>Line Item</th>
<th>200158174</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position</td>
<td>[ ] / 1</td>
<td></td>
</tr>
<tr>
<td>Text</td>
<td>FITNESS MANAGEMENT LPA PROGRAM-V. KUHN/ENDS 9/1/14</td>
<td></td>
</tr>
</tbody>
</table>

**Control data**
- Completion indicator
- Item blocked
- Item block

**Values**
- **Currency**: USD
- **Overall amount**: 1.00
- **Open amount**: 1.00
- **Due on**: 

**More data**
- **Vendor**: 

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**Click on “Consumption”**
After clicking on “Consumption” this view will list all Purchase Orders (anything charged) to this Fund Reservation. It will also provide: “Total Consumption” and “Open Amount”

<table>
<thead>
<tr>
<th>Purchase Requisition</th>
<th>Total Purchase reqs</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
<th>0.00</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase Order</td>
<td>0010473507 00001</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>07/30/2014</td>
<td>07/24/2014</td>
<td>ITEM 593020 WALTER M SERIES BINOCULAR</td>
</tr>
<tr>
<td>Total Purchase reqs</td>
<td>0010473502 00001</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>0.00</td>
<td>07/30/2014</td>
<td>07/24/2014</td>
<td>VIDEO: THE IMPORTANCE OF LAB ANIMAL</td>
</tr>
</tbody>
</table>

| Purchase Order | 4500438995 00001      | 19.95 | 19.95 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 492209 GREATEST DISCOVERIES WITH |
| Purchase Order | 4500438995 00013      | 58.50 | 58.50 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | SHIPPI NG & HANDLING |
| Purchase Order | 4500438995 00012      | 29.95 | 29.95 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 212205 RECOVERING THE ROMANOVS |
| Purchase Order | 4500438995 00011      | 143.60 | 143.60 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 228703 CAROLINA’S PERFECT SOLUTION |
| Purchase Order | 4500438995 00010      | 167.04 | 167.04 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 456130 THE SHEEP BRAIN: A BASIC |
| Purchase Order | 4500438995 00009      | 147.78 | 147.78 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 634200 CAROLINA BLUE BOX, HOLDS |
| Purchase Order | 4500438995 00008      | 27.90 | 27.90 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 311296 FROG LATE NEURAL TUBE, C.S. |
| Purchase Order | 4500438995 00007      | 85.50 | 85.50 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 311278 FROG EARLY NEURAL GROOVE, |
| Purchase Order | 4500438995 00006      | 76.50 | 76.50 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 313708 MAMMAL SPINAL CORD, C.S. |
| Purchase Order | 4500438995 00005      | 54.00 | 54.00 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 313576 MAMMAL NERVE FIBERS, TEASED |
| Purchase Order | 4500438995 00004      | 87.70 | 87.70 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 313666 MAMMAL CEREBELLUM 7 UM |
| Purchase Order | 4500438995 00003      | 85.50 | 85.50 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 313708 MAMMAL SPINAL CORD, C.S. |
| Purchase Order | 4500438995 00002      | 1,079.10 | 1,079.10 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 591416 MOCIC MOCICAM 10 DIGITAL |
| Purchase Order | 4500438995 00001      | 5,062.50 | 5,062.50 | 0.00 | 0.00 | 0.00 | 0.00 | 09/09/2014 | 09/09/2014 | ITEM 593020 WALTER M SERIES BINOCULAR |
| Purchase Order | 4500438764 00002      | 727.50 | 727.50 | 0.00 | 0.00 | 0.00 | 0.00 | 09/08/2014 | 09/08/2014 | CATALOG NO: S64950 SENSORY ORGANS |
| Purchase Order | 4500438764 00001      | 772.50 | 772.50 | 0.00 | 0.00 | 0.00 | 0.00 | 09/02/2014 | 09/02/2014 | CATALOG NO: S64949 NERVOUS SYSTEM |

| Total Purchase Orders | 8,625.52 USD | 8,625.52 USD | 0.00 | 0.00 |
| Consumpt.             | 8,625.52 USD | 8,625.52 USD | 0.00 | 0.00 |
| Open amount           | 2,874.48 USD | 2,874.48 USD | 0.00 | 0.00 |
When using this screen, you will be able to change Doc. Text Overall Amount, Text. and Commitment Item Text.

After making changes, you will need to “SAVE”.

FMX2 – Change Fund Reservation
Change Overview screen – Transaction Code: FMX2
You may also “CLOSE” the Fund Reservation by using FMX2 – Change Fund Reservation.

Click on the “Hat”
Please check the "Completed Box" --- This will close the Fund Reservation and put the remainder of the funds back into the account.

Click the "Green Check" to save.
Contact Linda Moore at Ext. 2234 or linda.moore@sru.edu