Budget Transfers

Contents

Budgeting at the University of Manitoba 2
Roles & Responsibilities 2
What are Budget Transfers? 3
Common Types of Budget Transfers 3
Expense Budget Transfer 3
Income Budget Transfer 4
Salary Budget Transfer 4
Budget Transfer Authority 5
Accessing the FAST Budget Transfers Module 5
Budget Transfers Homepage 5
Launch Screen 6
Budget Transfer Menu 6
Creating a New Budget Transfer 7
The Budget Transfer Header screen will appear: 7
Accounting Section 8
Budget Transfer Options 9
Completing a Budget Transfer 9
Attaching Additional Information 10
Importing an Excel Spreadsheet 11
Approving a Budget Transfer 12
Copying a Budget Transfer 13
Editing a Rejected Budget Transfer 13
Budget Transfer Status Report 14
Filter Options 14
Filter Options 15
Advanced Options 15
Budgeting Assistance 16

Documentation Conventions

To Note

Additional information can be found at…

OPTION Option for working with the system

Warning!

Budgeting at the University of Manitoba

The University of Manitoba operates with a balanced budget where projected revenue equals the projected amount of expenses. It is the responsibility of each Faculty and Unit to maintain a balanced budget. Some things to note when budgeting at the University:

- Budgets are set up to allow expenditures to be charged against budgeted amounts during the fiscal year (April 1st to March 31st).
- Every month is considered a fiscal period and is "closed off" 3 to 5 working days after the last day of every month in order to maintain the data integrity of the financial statements
    - Only exception is March of every year which is closed off approximately two weeks after the end of the month to allow for year end transactions.
- "**Baseline budget**" refers to continuing budget amounts of the Units (also referred to as "**base**").
- "**Fiscal budget**" or "**Budget only**" refers to current year only budget amounts

Roles & Responsibilities

The Budgeting process for operating funds *Administration and Control of Operating Funds* Policy and Procedure which can be found at:

www.umanitoba.ca/admin/governance/governing_documents/financial/381.htm

A summary of the key roles and responsibilities for budgeting are as follows:

Faculties / Units

- Ensure all operating budget-funded permanent/continuing/ongoing positions have baseline funding equal to the annual salary of the position and appropriate amounts for each position are included in staff benefits and pay levy accounts.
- Initiate budget transfers relating to staff turnover at the time of the turnover..
- Ensure sufficient fiscal budget funding to cover the costs of any type of salary, benefits and pay levy increases for any positions in the unrestricted operating budget and those funded by internally restricted funds.
- New ongoing academic positions created only with permission of the Vice-President (Academic) and Provost and new ongoing support staff positions only with approval of the appropriate Vice-President or President.
- Transfer baseline and fiscal budget funds within the Unit at discretion as long as baseline funds not removed for academic positions controlled through the Academic Position Management policy (APMP).
- Monitor changes in actual or anticipated revenues and initiate requests for budget additions/reductions in a timely manner.
- Obtain prior approval from the Vice-President (Administration) to use operating funds for renovations or equipment purchases with a total cost exceeding $100,000.

Financial Services (Financial Analysis and Reporting)

- Stop transactions from being processed, where feasible, if sufficient funds are not available.
- Notify Unit Heads of any concerns with the operating budget and if Unit Head does not take corrective action, notify the Vice-President (Administration).
- Transfer from central reserves baseline and fiscal funding to cover scale increases, annual increments, step increases, merit increases, anomalies with resulting benefits and pay levy increases for baseline funded positions within the unrestricted operating budget (Fund 110). If a positions is only partially baseline funded, then transfers will be prorated.
- Transfer in July of each year pooled and individual travel and expense allocations.
- Upon receipt of approved expense claims, also transfer from central reserves funds authorized for moving allowance funds, research study leave travel and expenses, etc.

What are Budget Transfers?

Budget Transfers are:

1. An accounting transaction used to establish a budget or modify an existing budget.
2. Used to establish "spending power" in a FOP or transfer the "spending power" from one FOP to another.
3. Created in the Budget Transfers application in the FAST Tool.
4. Not moving actual expenses or revenue.
5. Subject to final approval of Financial Analysis and Reporting for operating funds.

The type of funding determines who is responsible or allowed to create the budget transfers.

E.g. Research fund budgets are the responsibility of the Research Accountants in Research & Special Fund Accounting; Capital fund budgets are the responsibility of the Capital Accounting department.

Common Types of Budget Transfers

Most Budget Transfers initiated outside of Financial Services fall under one of three categories:

Expense Budget Transfer

Utilize when you are moving budget within the same fund or within a faculty or unit.

Example – Moving $500 from the "Other Materials and Supplies" budget within the Forestry Dept's general operating fund to set-up "Guest Speaker" budget to pay for the guest speaker coming in to discuss forest management.

Decrease $500 - 110000 333000 706710 1100

Increase $500 - 110000 333000 710408 1100

Income Budget Transfer

Utilize when setting up budget for received or anticipated revenue. This is allowable only on certain types of funds.

- Operating funds (fund type 11 only)
- Special Purpose and Research funds (fund types 28 and 30)

For an income budget transfer, the revenue budget for the year must **equal** the expense budget for the year. Therefore, in income budget transfers, the revenue account amount will always equal an expense account amount.

Example – The Forestry Dept has concrete reason to believe that Forestry Symposium ticket sales will be $800 more than originally projected.

Increase $800 - 123333 333000 520015 0000

Increase $800 - 110000 333000 706710 1100

The description for income budget transfers must include three key pieces of information:

- **Who** the money was received from (no acronyms), e.g. person, company, government.
- **Why** the money was received, e.g. salary expense recovery, registration sales, donation for upcoming convention.
- **What** the income will be used for, e.g. to pay for printing expenses

Incorrect – TMFF donation to the faculty. ❌

Correct – Expense recovery from the Too Much Fun Foundation. Funds to be used to cover office expense incurred while promoting fun. ✔

Salary Budget Transfer

Utilize when handling budget pertaining to employees. These transfers are required every time an employee:

(1) Receives a re-class and changes position
(2) Changes jobs within the faculty/unit
(3) Receives a job with your faculty/unit (new hire)
(4) Changes "track" as in tenure track to tenured
(5) Receives an academic promotion
(6) Receives a step increase – *Financial Services will process the transfer*
(7) Receives a contract increase – *Financial Services will process the transfer*
(8) Receives anomaly or merit increases – *Financial Services will process the transfer*

Remember when processing salary budget transfers:

- Include the position and employee numbers - position #s are 5 characters, employee #s are 6 digits.

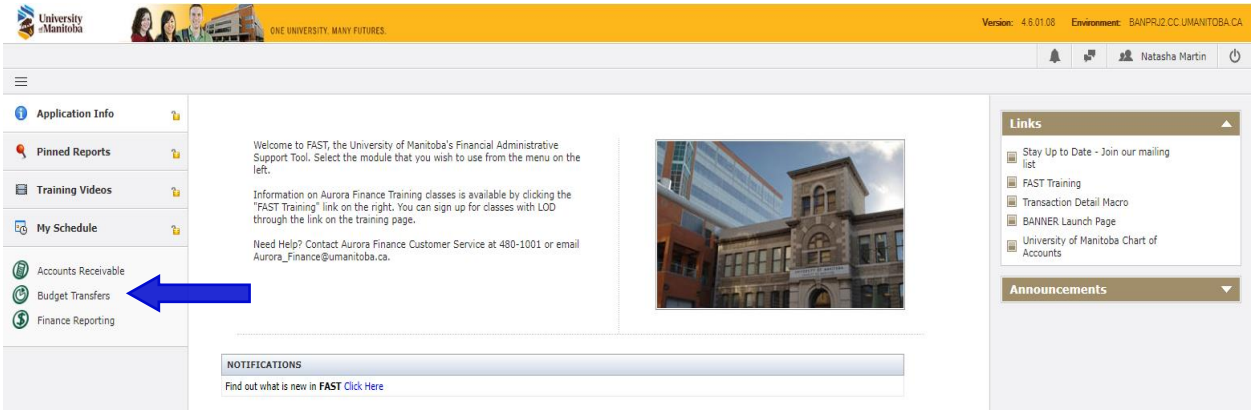
Budget Transfer Authority

There are two main authority levels when dealing with Budget Transfers – the authority to ***create*** transfers and the authority to ***create and approve*** transfers. Those in faculties or units who create budget and submit them to others in their units for approval have ***Create Only*** authority. Budget Officers typically have ***Create and Approve*** authority.

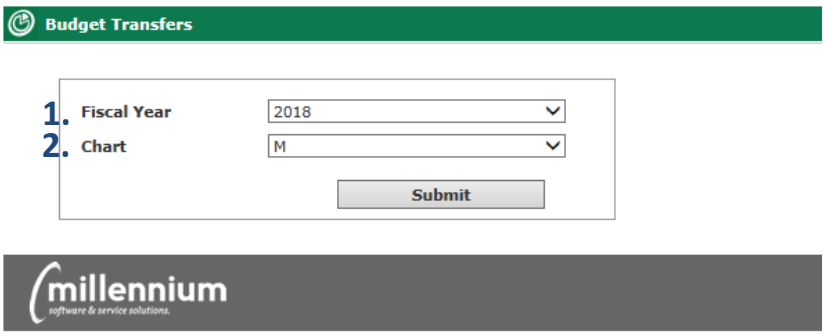
The authority level an employee holds will determine what budgeting options are available to them in the Budget Transfers application.

Accessing the FAST Budget Transfers Module

Once you've logged into the FAST Tool, select the **Budget Transfers** application.
The Budget Transfers homepage will appear after selecting the application.



Budget Transfers Homepage

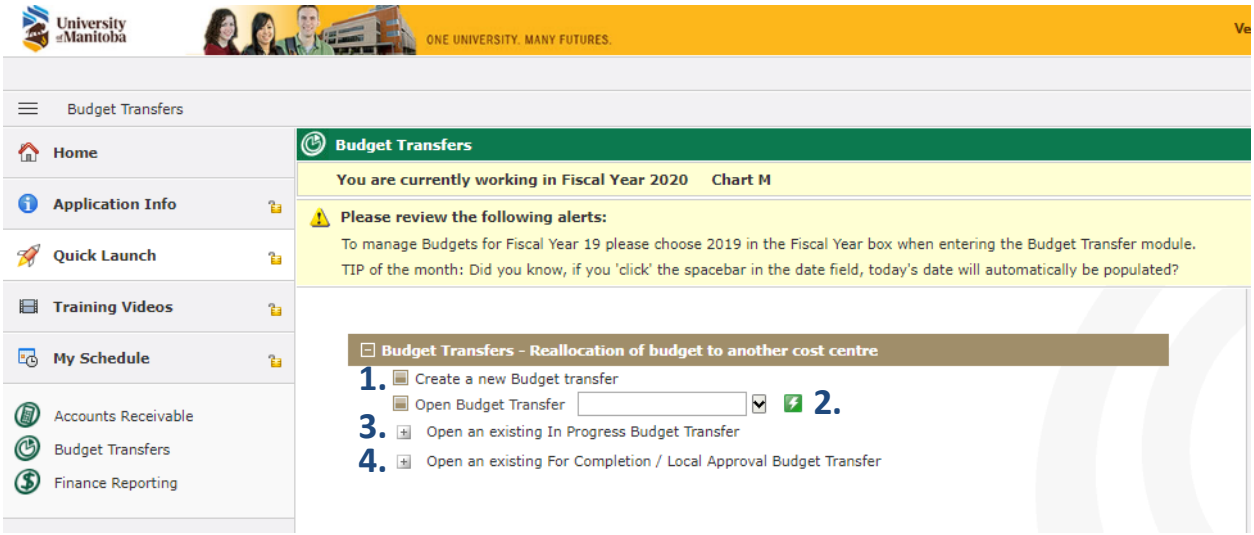


1. **Fiscal Year** will default to the current fiscal year.
2. **Chart** will default to the University's chart of accounts, M for Manitoba.
   Click **Submit**.

There may be an alert or tip from Financial Services regarding the application at the top of the screen. Please take note prior to moving on with the application.

Launch Screen

The launch screen will appear after the homepage and will vary depending on your budget transfer authority.

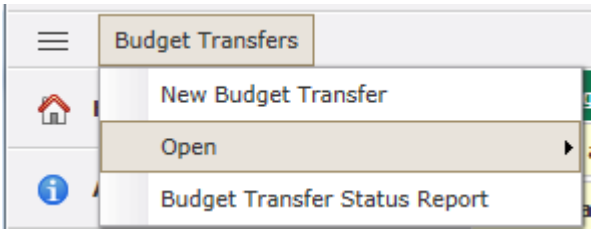


1. **Create a new Budget Transfer** – select to begin a new budget transfer
2. **Open Budget Transfer** – Either enter the budget transfer # in the field or select the List icon to view a list of transfers to select from.

   The list will be your in progress budget transfers and if you have ***budget approval*** authority, the transfers awaiting your approval. Click the Execute Search icon to pull up the transfer.
3. **Open an existing In Progress Budget Transfer** - select to see a list appear below of all your transfers not yet submitted for approval.
4. **Open an existing For Completion / Local Approval Budget Transfer** – this will only appear for those with ***budget approval*** authority. Select to see a listing of all transfers that you have authority to approve and submit to Financial Services for posting.

Budget Transfer Menu

The menu bar will also appear after the homepage in the top left portion of the screen and will contain the same options as the launch page, with one addition – the **Budget Transfer Status Report**.

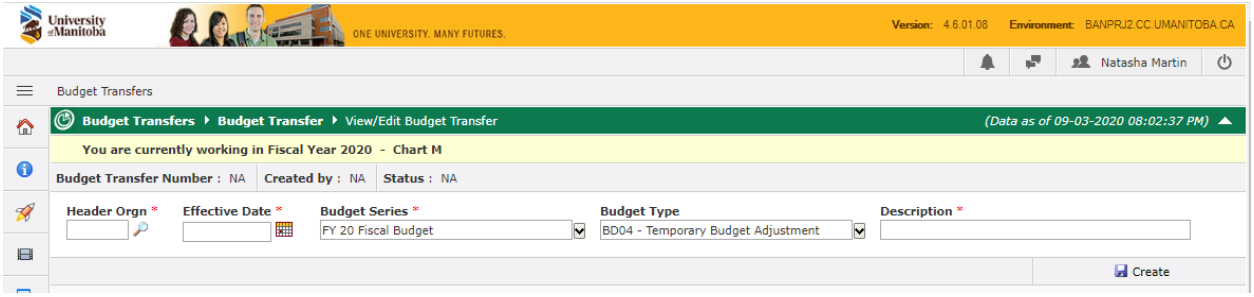


Creating a New Budget Transfer

Follow these steps to create a budget transfer.

1. Select "**Create a new Budget transfer**" from the Budget Launch screen or "**New Budget Transfer**" from the Budget Transfer Menu.

The ***Budget Transfer Header*** screen will appear:



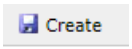
2. **Header Orgn** – enter the Organization code to which you belong or which the budget transfer relates to.
3. Select or enter an **Effective Date** (calendar available for use). (If you press the spacebar while in the field, the date will default to the current date).

The current date is almost always the correct date. The one exception is month end.

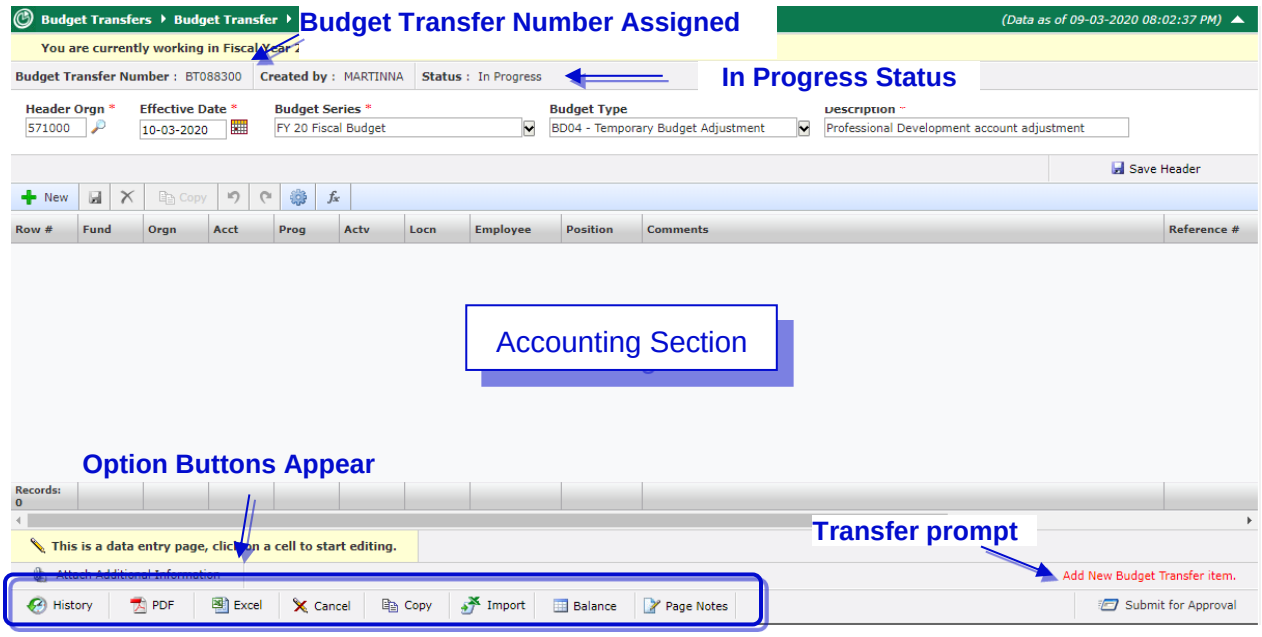
4. **Budget Series -** select "**FY XX Base Budget"** or "**FY XX Fiscal Budget**". Your transfer can only relate to one type of budget.

See page 2 for more information on the difference between base and fiscal budget.

5. **Budget Type -** will always be BD04 for non Financial Services users.
6. **Description** – enter a description for the transfer *(optional).*

Select the **Create** button 

in the bottom right portion of the screen to proceed. Once you click Create, the following displays:



Accounting Section

7. To add a record for the **FOAPAL** information, click on the **New** button

. Fields for **Fund**, **Orgn**, **Acct**, **Prog**, **Actv**, **Locn** will appear, do one of the following (required codes are marked with an red asterisk *):
   - Click the Search icon to search for the code
   - Type the code and press the TAB key. If the code is invalid or you do not have security rights to post to that code, a message will advise you of the problem.
8. **Employee** (6 digits) - enter the employee number if your transfer relates to a specific employee salary budget.
9. **Position** (5 characters) – enter the position number for the employee the transfer relates to.

Do not use the Search icon to find the position number! There is too much room for error using this function – please ensure you know the correct position number prior to proceeding with the transfer.

10. **Comments -** enter your transfer description. Once this field has been completed and saved, the **Information** icon will display.

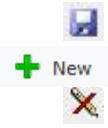
Hover over the Information icon if ever you want to read the comments.

11. **Reference** - enter your budget code. Use the List icon to find the correct code.

Codes for ***budget maintenance*** begin with a **B**. The most common reference codes are:

- **BP0007** – Transfer to/from other cost centre (from one account code to another)
- **BP0008** – Transfer to/from other position (from one employee position to another)
- **BP0009** – Transfer to/from other Organization code

12. **Inc Exp, Decr Rev** – enter the amount that (1) the expense account is being increased by ***or*** (2) the revenue account is being decreased by.
13. **Dec Exp, Incr Rev** – enter the amount that (1) the expense account is being decreased by ***or*** (2) the revenue account is being increased by.
14. Select one of the following to proceed with your transfer:



Save your budget transfer line.
New to add another record to your budget transfer.
Cancel to remove the budget transfer line.

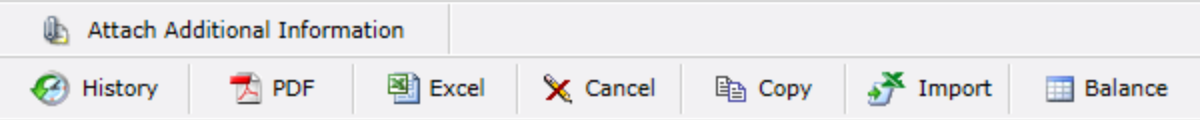
15. Repeat steps **8 through 16** for every sequence of your budget transfer.

    Once you have saved your last budget transfer line, the transfer prompt in the bottom right hand side of the screen will be green and will read "**Budget Transfer is balanced**."

    If there are errors with your transfer, the transfer prompt will be red and will read "**Budget Transfer is not balanced**." Review the **Inc Exp, Decr Rev** and **Dec Exp, Incr Rev** fields to ensure the amounts are balanced.

Budget Transfer Options

At the bottom left portion of the screen, you have several options available to you:



- **Attach Additional Information –** allows you to add an attachment to your budget transfer as back up for the reasoning behind the transfer.
- **History –** view the history of the budget transfer. This is especially helpful when you've had multiple revisions.
- **PDF –** select to generate a PDF copy of the budget transfer for your records.
- **Excel –** select to generate an Excel copy of the budget transfer to your records.
- **Cancel –** select to cancel the transfer.
- **Copy** – select to copy an existing in progress journal voucher. This is especially usefully when you need to change both base and fiscal budgets.
- **Import –** use to import a budget transfer from an Excel template.
- **Balance –** view a summary of the amounts in the budget transfer you have created.

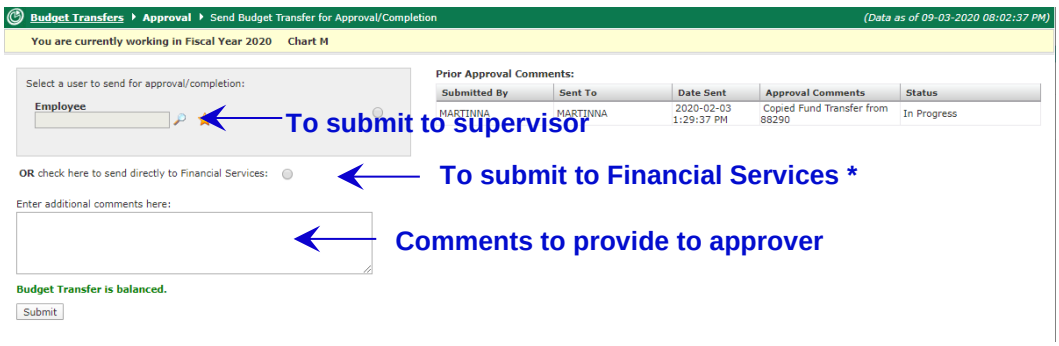
Completing a Budget Transfer

After you have finished adding the budget transfer accounting lines, you can either (1) submit it to a supervisor *or* (2) Financial Services for approval.

There are security restrictions that apply to some budget entry roles. Your role may restrict your completion so that you can only submit your budget transfer to a supervisor and the option to submit to Financial Services will not exist.

Follow these instructions to complete a transfer:

1. Do one of the following:
   - If you have just added the budget transfer accounting lines, continue with step 2.
   - If accessing an in progress budget transfer from the **Budget Transfers** menu click **Open** – **In Progress** and then the Budget Transfer number.
2. Click the **Submit for Approval** button located at the bottom right side of the screen.
3. The Approval window will appear:



4. Do one of the following:

   - **Submit to your supervisor** for approval by clicking on the **Search** icon . You can search using the employee Aurora Finance ID or the last name *(you must enter something in one of the search fields*). Once the employee is displayed, click on the name to have the field populate.
   - **Submit to Financial Services** for approval by selecting the checkbox for submission to Financial Services.

     OR check here to send directly to Financial Services:

   As stated above, this will not be an option for some budget entry roles as their security restricts them to only submitting their transfers to a supervisor for approval.

5. Enter any comments you may have in the Comments text box.
6. Click the **Submit** button – A message stating "Budget Transfer successfully submitted will display.

OPTION At any time, select "**Click here to return to previous page**" to view your budget transfer.

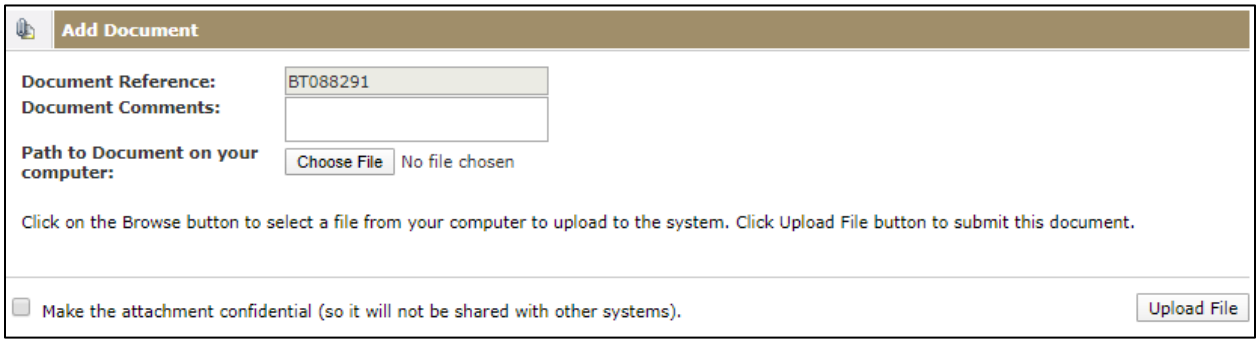
Click here to return to the previous page

Attaching Additional Information

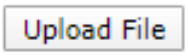
You can attach a file to a budget transfer to ensure important information is kept within the system. Attachments are not visible in FAST Reporting, but they can be viewed from the Budget Status report and in the budget transfer itself.

1. Click the **Attach Additional Information** button Attach Additional Information in the bottom left side of the screen. The **Attachments** box will open displaying a **Document Reference ID** (BT + the last 5 digits of the transfer, e.g. BT50028).

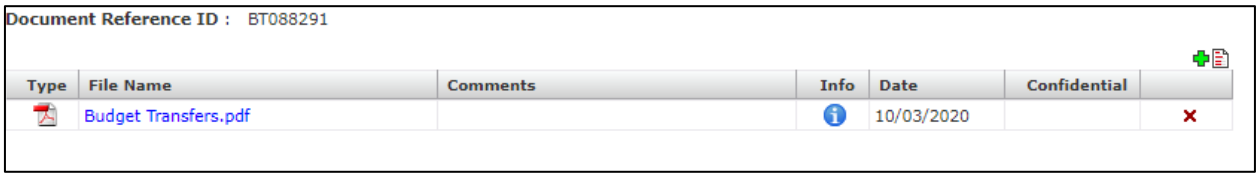
   The **Document Reference** is filled in.



2. Type any **Document Comments.**
3. Click **Choose File** Choose File and select a path to the document on your computer.
4. Ignore the **Make the attachment confidential box** as the attachment is only available through the Budget Transfer application.

5. Click **Upload File** 

. The document is added to the list. Only the first 30 characters of the file name displays.



6. You can select the ✕ to remove the attachment.

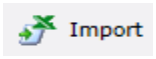
7. To add another attachment, click the plus icon .

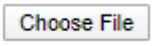
After the budget transfer has been posted, you cannot delete attachments. You can view them in the Budget Transfer Status report.

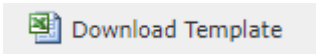
Importing an Excel Spreadsheet

The application provides you with the option of uploading an excel document that contains all your budget transfer information so that you do not need to manually input the budget accounting data into the application. This can be incredibly helpful when dealing with a large volume of records on an individual transfer.

To upload an excel spreadsheet:

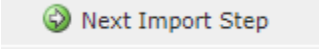
1. Select the **Import** icon 

in the bottom right portion of the Budget Transfer screen.
2. The Excel **Import** box appears. You will have the following options:
   - Click on **Choose File** 

to find and select the excel template from your computer which your budget transfer has been created in
   - Select **Download Template** 

to create the budget transfer in an excel template.
3. When you click **Download Template** a section called Excel Templates will expand at the bottom of the page. Click on the excel file **Budget Transfer Template** to open the template.

You may wish to save this template to your computer at this point so that you can utilize it for future transfers.

4. Add your accounting lines to the template, being careful not to remove anything from the first two pre-populated rows.
5. Save the completed template somewhere on your computer. Close the template and return to the **Excel Import** box in your Budget Transfers screen.
6. Click **Choose File** to select your filled in template.
7. Click on **Next Import Step** 

in the right portion of the screen.
8. You will be prompted to select the sheet you would like to import from your excel file. Leave selection as “data_upload”.

9. Click **Next Import Step** to proceed.
10. The application will process the import. Once completed, the budget transfer lines will appear in the accounting section of the current budget transfer you are viewing.

The system will advise if the import failed. It may fail due to missing information or incorrect information on the spreadsheet. Contact Aurora Finance Customer Service at 480-1001 or your budget accountant for assistance with your failed import.

11. Click **OK**

Approving a Budget Transfer

Those with approval authority can:

(1) Approve a budget transfer and send it to Financial Services for posting

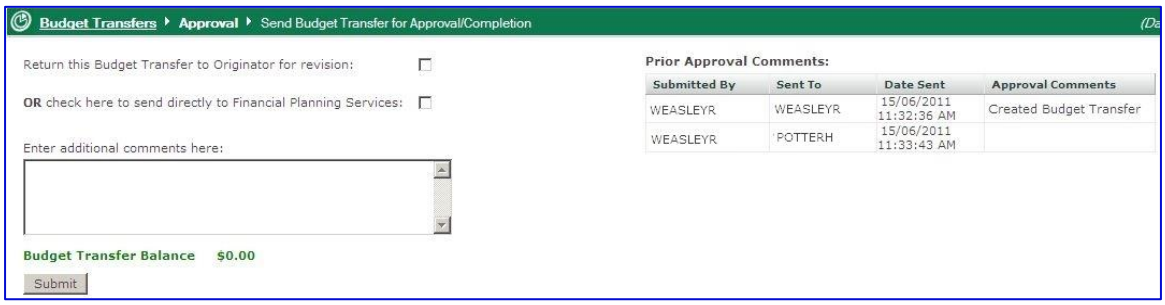
(2) Return a budget transfer to an originator for revision.

If you have rights to approve and create budget transfers, you can approve and submit your own budget transfers.

To approve a budget transfer:

1. On the **Budget Transfers** menu, click **Open** – **For Faculty/Unit Approval** and then the transfer number.

2. The Budget Transfer screen will display and the header, budget accounting lines and full functionality of the budget transfer will be accessible to you for changes or additions.
3. Click the **Submit for Approval** button located at the bottom right side of the screen.
4. The **Send Budget Transfer for Approval/Completion** window will appear.



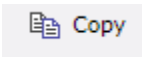
5. Select one of the checkboxes:
   - **Return this Budget Transfer to Originator for revision**: to return the transfer if it needs changes
   - **Send directly to Financial Services:** to approve the budget transfer and send to the Budget Accounting office for posting.

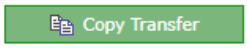
6. Type any comments you wish in the **Additional Comments** box to be forwarded along in the email to the originator or approver.
7. Click the **Submit** button – A message stating "Budget Transfer successfully submitted" will display if you approved the transfer. If you returned the budget transfer for revision, it will display in the rejected menu in the Budget Transfers menu.

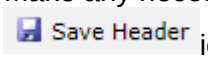
Copying a Budget Transfer

You can only copy a budget transfer that has the status of In Progress. After you copy the transfer, you can edit the data.

To copy:

1. In the **Budget Transfer** menu, click **Open** – **In Progress**, then the budget transfer number.
2. At the bottom left hand portion of the screen, click the **Copy** icon 

.
3. A page will open to confirm the copying of the current Budget Transfer.
4. If you wish to copy over the original attachments click the checkbox for **Do you want to copy attachment?**.
5. Click **Copy Transfer** 

to confirm the copy.
6. The page will refresh and a new Budget Transfer will open with all details copied from the original.
7. Make any necessary changes to the transfer header. Click the **Save Header** 

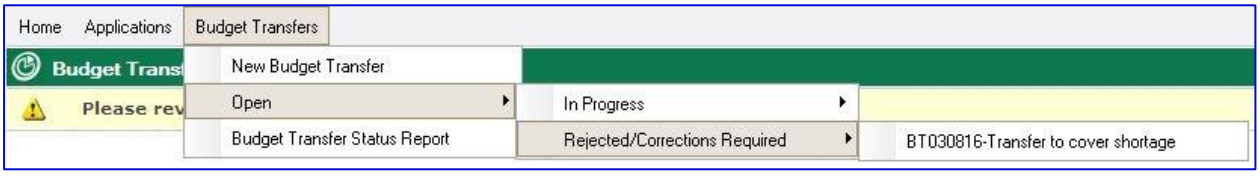
icon.
8. Make any necessary changes to the budget accounting lines and proceed with submitting the transfer for approval.

Editing a Rejected Budget Transfer

After a budget transfer has been submitted for approval, it may be rejected. You will receive an email message advising you of the budget transfer number and any comments your supervisor or Financial Services has provided regarding the rejection.

To edit a rejected budget transfer:

1. In the **Budget Transfers** menu, click **Open** – **Rejected**, then the Budget Transfer number. When the Budget Transfer screen appears, the **Status** will be *Rejected*.



2. Make any necessary changes to the transfer header. Click the **Save Header** icon.

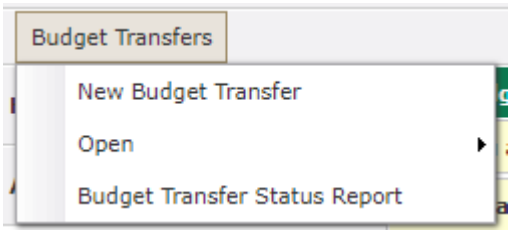
3. Click the Edit icon to edit any of the budget accounting lines and proceed with the transfer.

If needing to delete a rejected budget transfer, instead of making necessary changes in step 2 above, select the Cancel icon Cancel in the bottom left portion of the screen.

Budget Transfer Status Report

There is a report for all the budget transfers for your area.

1. In the **Budget Transfers** menu, click **Budget Transfer Status Report**.



2. A **Filter Options** screen will appear, allowing you to apply filters to your report. If you do not use the Filter Options screen to filter out completed transfers, your report could get very long.

   See ***Filter Options*** section below for more information on how to apply filters to your report.

3. Once you have selected your filters options (can leave the screen blank if you wish), select the **Execute Report** icon Execute Report .
4. The report will display with helpful information such as:
   - **Budget Series** – whether base or fiscal
   - **Status** – In Progress, Pending Completion/Local Approval, Pending Central Approval or Complete
   - **Created By** – originator of the transfer
   - **Approval Queue** – who is responsible for the next stage of the transfer
   - **Approval Comments** – comments that were included with the approval or rejection

Filter Options

The **Filter Options** for the Budget Status report allows you to create reports tailored to your specific needs.

- **Filter Options** – filter your report to specific parameters to limit your report, e.g. Organization codes, Budget Series, Effective Date.
- **Advanced Options** – select which fields you want displayed on the report, how you want them sorted and whether you want certain functions performed, e.g. average, count, min, max or sum.

Filter Options

Tips for using the ***Filter Options*** screen:

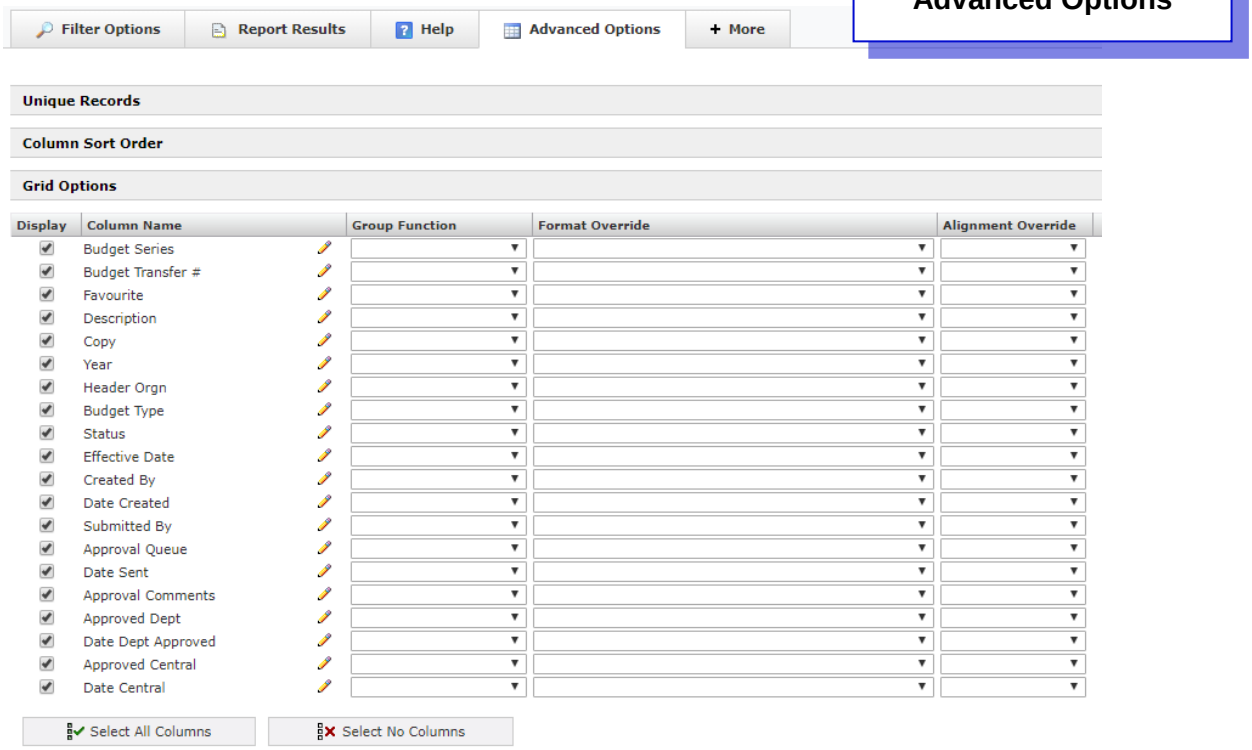
- Utilize the search icon to display a search box in which you can query values you wish to filter your report on.

  E.g. Search for employee name

- <> = Not equal to
- = A list of possible options exist
- = Remove value from your report filter
- = Save value for future reports

Advanced Options

Budget Status Report
Advanced Options



Tips for using the ***Advanced Options*** screen:

- Click the **Display** box to uncheck any fields you do not wish to view on your report. Reselect to put them back on your report.
- **Group Function** field is used to generate report calculations, e.g. average, minimum, maximum, count.
- **Format Override** allows you to change the format of the column selected.
- **Alignment Override** is used to change the alignment of the column data.

Budgeting Assistance

If you require assistance when working with the FAST Budget Transfers module, you have various tools and individuals to assist you:

- **Financial Analysis and Reporting** – contact your Budget Accountant for any questions relating to the application, budgeting or reports.

- **Aurora Finance Customer Service** – contact 480-1001 or aurora_finance@umanitoba.ca for personal assistance working with the application or with questions regarding your security (access) settings.

- **Aurora Finance Online Help** – the Aurora Finance site contains help documents tailored for the University of Manitoba user. http://umanitoba.ca/computing/renewal/aurora/finance/index.html