

How to create a Budget Transfer in TrueCourse

Getting Started

To create a budget transfer in TrueCourse, navigate to the budget transfer home page using the PAL.

- Click on the Business services folder
- Click on the Fiscal services folder
- Click on the Budgets folder

TrueCourse™ facilitates your business needs with software modules which handle a variety of tasks.

The software modules of the **Administration** suite assist with the maintenance of all other modules.

The software modules of the **Business Services** suite assist you with your Budget, General Ledger and Transaction business requirements.

The software modules of the **Document Routing** suite assist you with moving individual items, such as budget worksheets or transactions, electronically.

The following documents await your attention at this time.

[17 Budget documents on file at this time](#)

[5 Inventory documents on file at this time](#)

[1 Memo on file at this time](#)

[Show Detail](#)

Click on the Budget Transfer link to get to the Budget Transfer home page

The Budget Transfer home page

Once you get to the budget transfer home page there are many actions that you have access to such as new, find, list, print, reopen, and personal documents. The budget transfer home page was created just like the rest of the home pages in TrueCourse. You will find that all the actions on the budget transfer home page work in a similar way to those actions on the other TrueCourse document home pages.

Creating a new budget transfer

To create a new budget worksheet click on the new action from the PAL.

Click on the New Action Link

Detail Information			
Pseudo Account String		Increase Amount	Decrease Amount
4035	01-0000-X-1161-1C00-4310-255-111	\$30.00	\$0.00
3429	01-0000-X-1110-2420-4310-255-111	\$0.00	\$30.00

The Budget Transfer edit page will appear on your screen. This is where you will input your account numbers and dollar amounts. There are few things to point out on the budget transfer edit page.

- All items in red are required
- Your name will default in the reference field
- You do not need to input a transfer number. The system will automatically generate one for you.
- A comment section exists for any comments you have regarding your transfer

TrueCourse Budget Transfer

Julie Ovenshire, Programmer Analyst WARNING: You are working outside the current FY! Enter a TAR FY: 2003

Assignment: IT STAFF 1 memos waiting Help Period: Fiscal Year

You are at [Home](#) -> [New](#)

46 - Sweetwater Union High School District
2003

Reference: Julie Ovenshire

Transfer #:

Comments:

Detail Information

Pseudo:	Account:	Increase:	Decrease:
1	<input type="text"/>	0.00	0.00

- An account link exists to help you find an account if you need to. You must enter an amount in either the increase or the decrease boxes
- If you wish to transfer money **TO** an account input the dollar amount in the increase box
- If you wish to transfer money **FROM** an account input the dollar amount in the decrease box
- Click on the save button for additional lines

Transfer #:

Comments:

Detail Information			
Pseudo:	Account:	Increase:	Decrease:
1		0.00	0.00
2		0.00	0.00
3		0.00	0.00
Totals:		0.00	0.00

Reset Save Save and Return

If you need additional line items for your budget transfer you can click on the save button and you will be asked if you would like to return to the edit page for additional line items. If you do need more line items click the okay button.

Return to edit page to add additional items to this Transfer?

OK Cancel

When you click the okay button the edit page will return with additional line items.

- Additional lines were added to the edit page after clicking the okay button
- When you are finished with your transfer click on save and route

The screenshot shows a web browser window titled "Budget - Microsoft Internet Explorer". The address bar contains a URL starting with "http://215.232.73.230/budget...". The main content area displays a form with the following structure:

	Pseudo:	Account:	Increase:	Decrease:
2	27873	01-0000-X-000C-2700-4C1D-145-113	0.00	100.00
3	30744	01-0000-X-000C-2700-4C1D-145-263	50.00	0.00
4			0.00	0.00
5			0.00	0.00
6			0.00	0.00
Totals:			150.00	100.00

At the bottom of the form are three buttons: "Reset", "Save", and "Save and Route".

When you are finished with your budget transfer you can click the save and route button and your budget transfer will be sent to down the budget transfer approval path before reaching Finance for approval and posting.

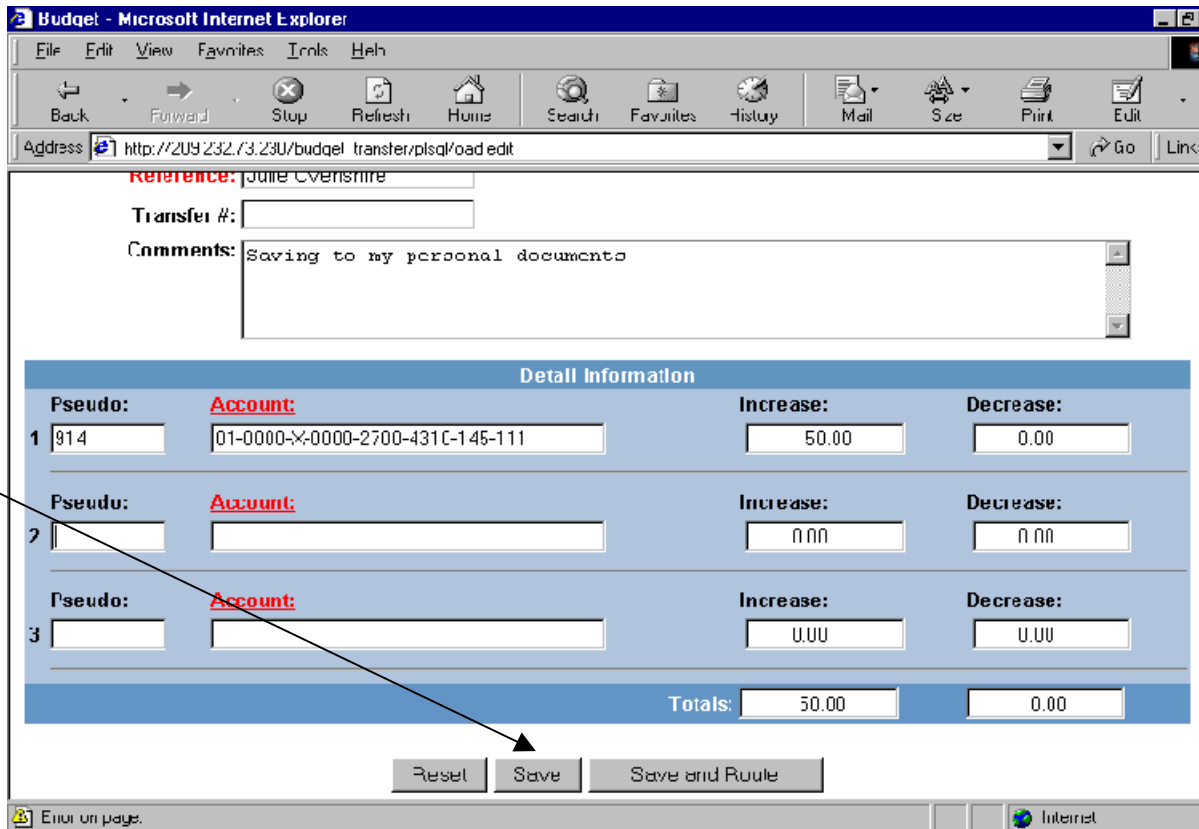
There are a few more things you must know before you input your first budget transfer.

- The system will not let you save and route your budget transfer unless the increase amount and decrease amounts are equal.
- If you do not have time to finish your budget transfer you can click the save button and it will be saved to your budget transfer personal documents. From your budget transfer personal documents you can finish your budget transfer at any time.

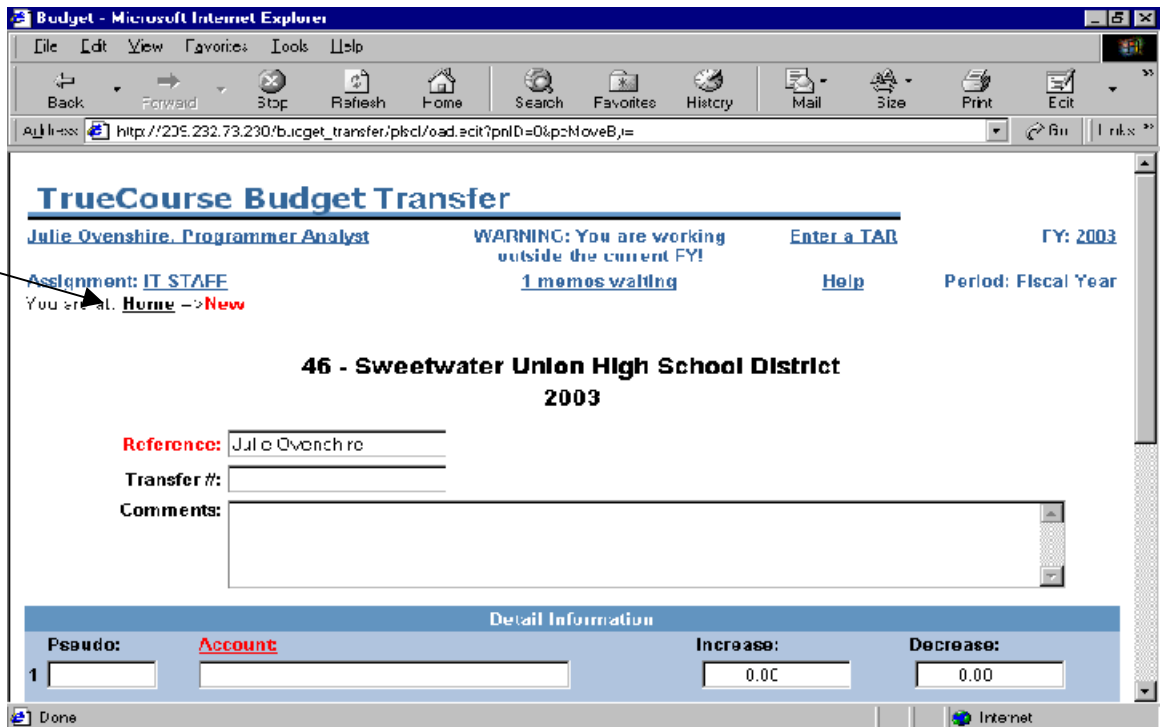
How to save a budget transfer to your personal documents

To save a budget transfer to your personal documents in TrueCourse follow these simple instructions.

- Click on the save button.



- After you see the green success message click on the home line under the title bar to get back to the budget transfer home page



Once you are at the Budget Transfer home page to see the budget transfer that you saved click on the Personal Documents folder and the personal file action link.

- Click on Personal documents
- Click on Open personal file

Detail Information		
Pseudo Account String	Increase Amount	Decrease Amount
914 C1-0000-X-0000-2700-4310-145-11	\$100.00	\$0.00
27873 C1-0000-X-0000-2700-4310-145-16	\$0.00	\$100.00

This will take you to your personal file for your budget transfers. From this page you can edit, delete, or copy any budget transfers that you have saved.

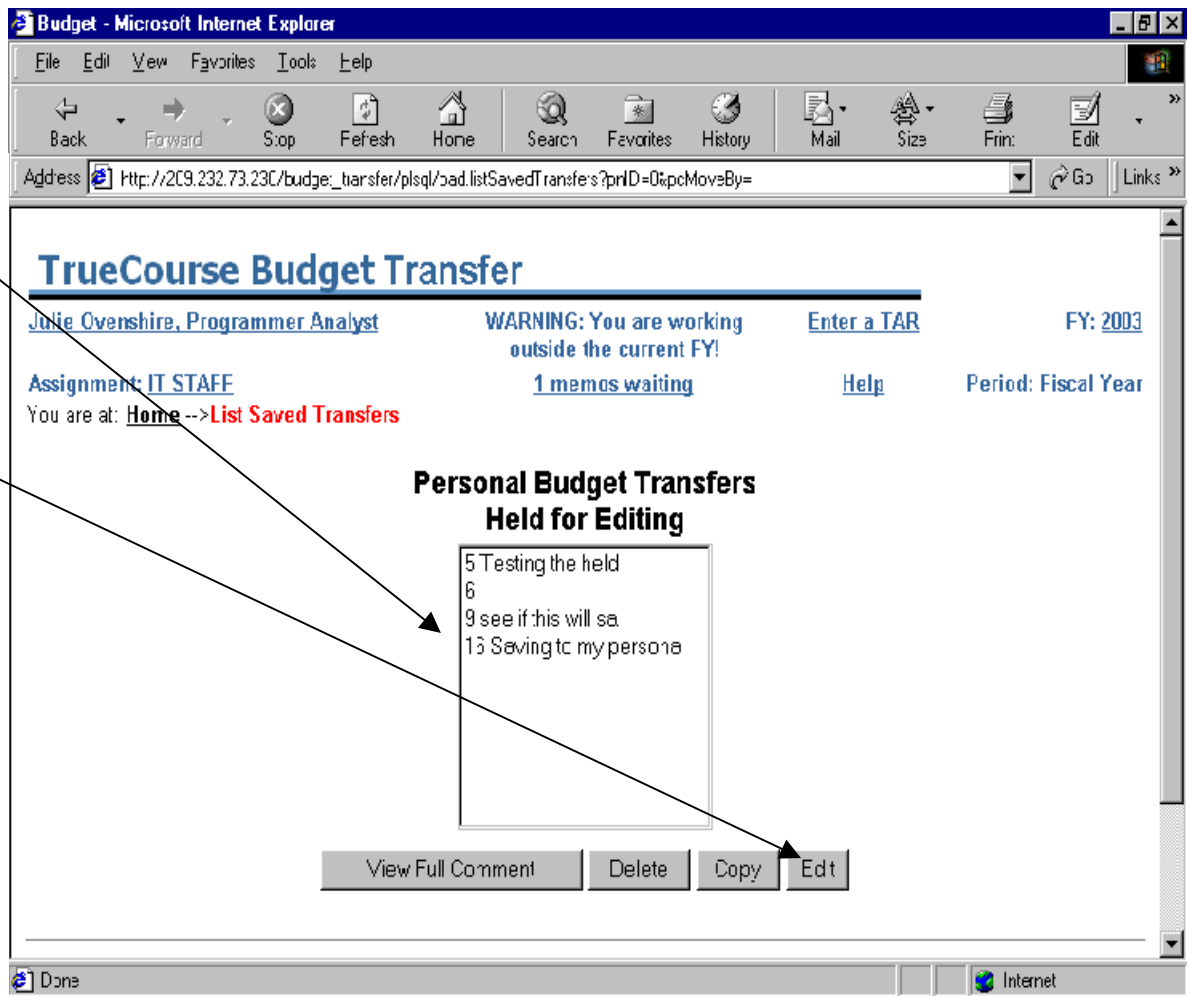
How to edit, delete or copy a save budget transfer

To edit a saved budget transfer

- click on the budget transfer to highlight it
- Click on the edit button

The budget transfer will appear in the edit page. From the edit page you can finish the transfer and save and route it or save it again to edit later.

To delete and copy the process is the same except you must click on the delete or copy buttons



Other action links

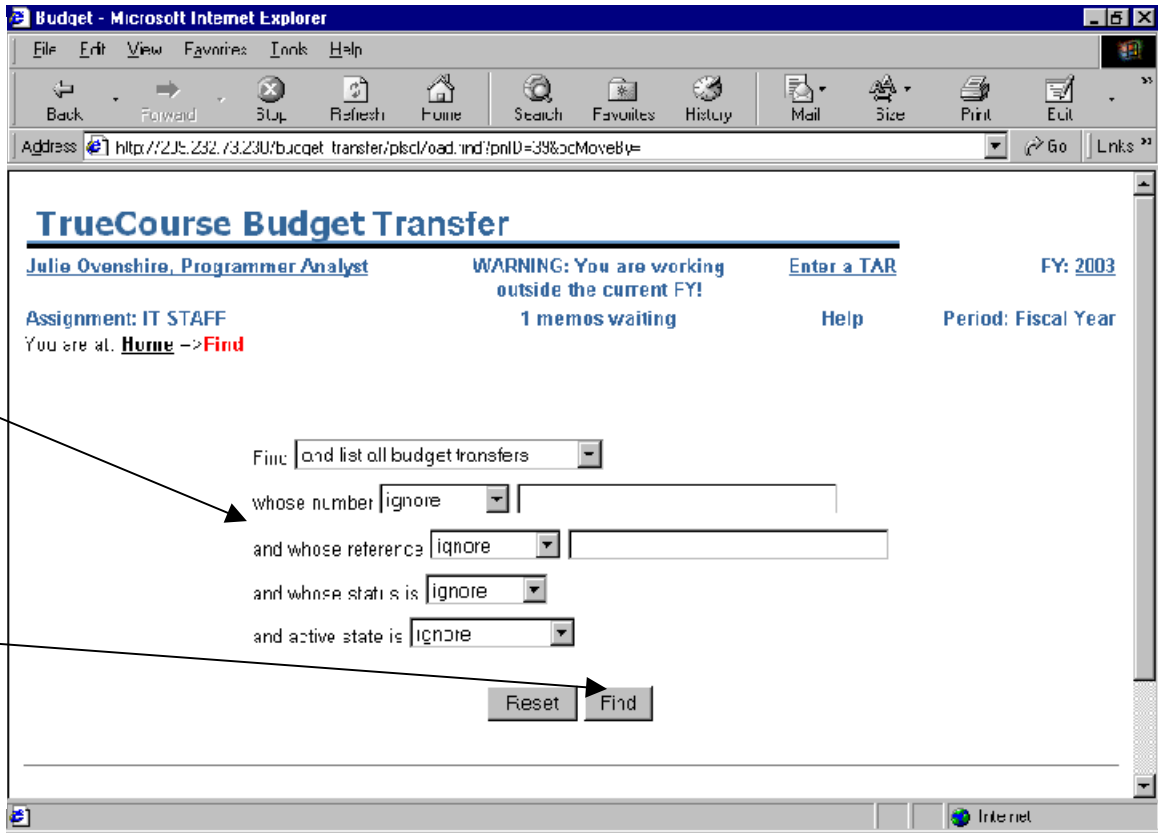
There are few other action links that will be useful to you when access budget transfers. They are find, list, print and reopen.

Find

You can get to the find page by clicking on the find action from PAL on the budget transfer home page. When you click on the find action the find budget transfer page will appear.

You can find a budget transfer by searching for the number, reference, status or active state.

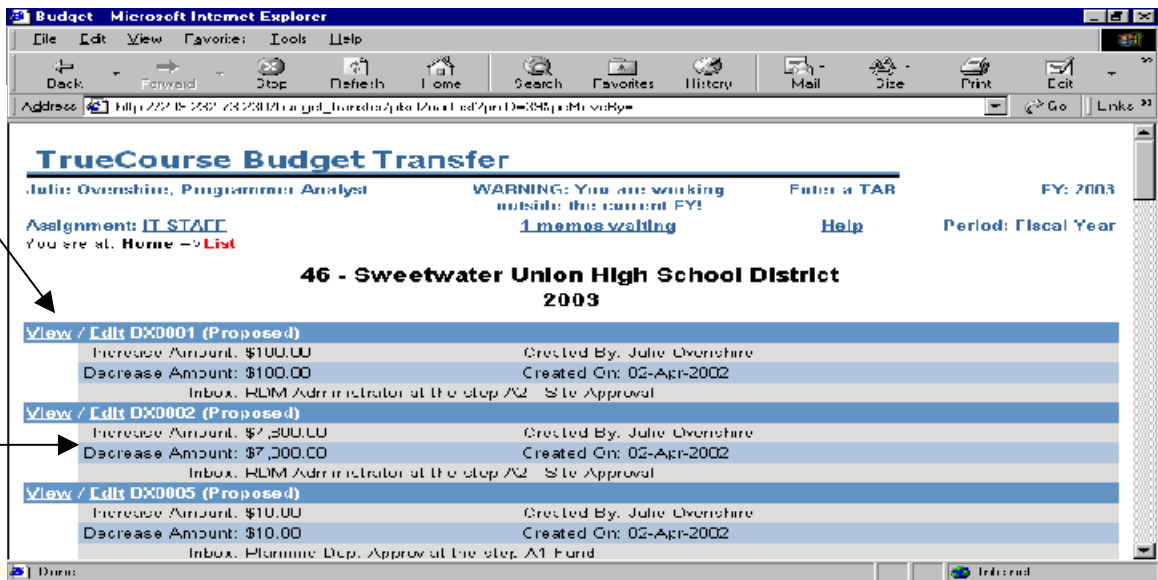
- Select which option you would like to find by
- Click on the find button. If the budget transfer exists it will appear on your screen



List

The list action link will list all budget transfers that you have input. Just click on the list action link from the PAL and all the budget transfers you input will be listed. From the list page you can view any budget transfer by clicking on the view link.

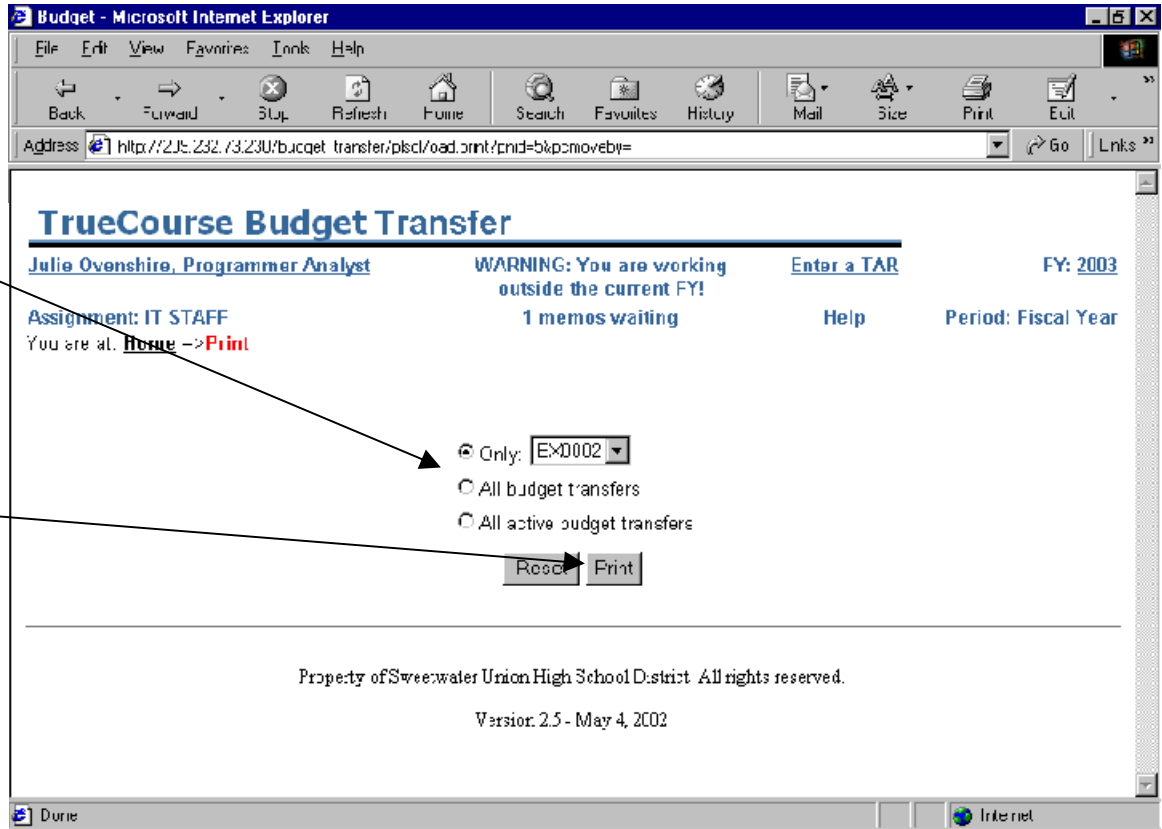
- Click on the view link to see any of the budget transfers in the list
- The list page tells you the amount of the transfer, who created it and whose inbox it is in



Print

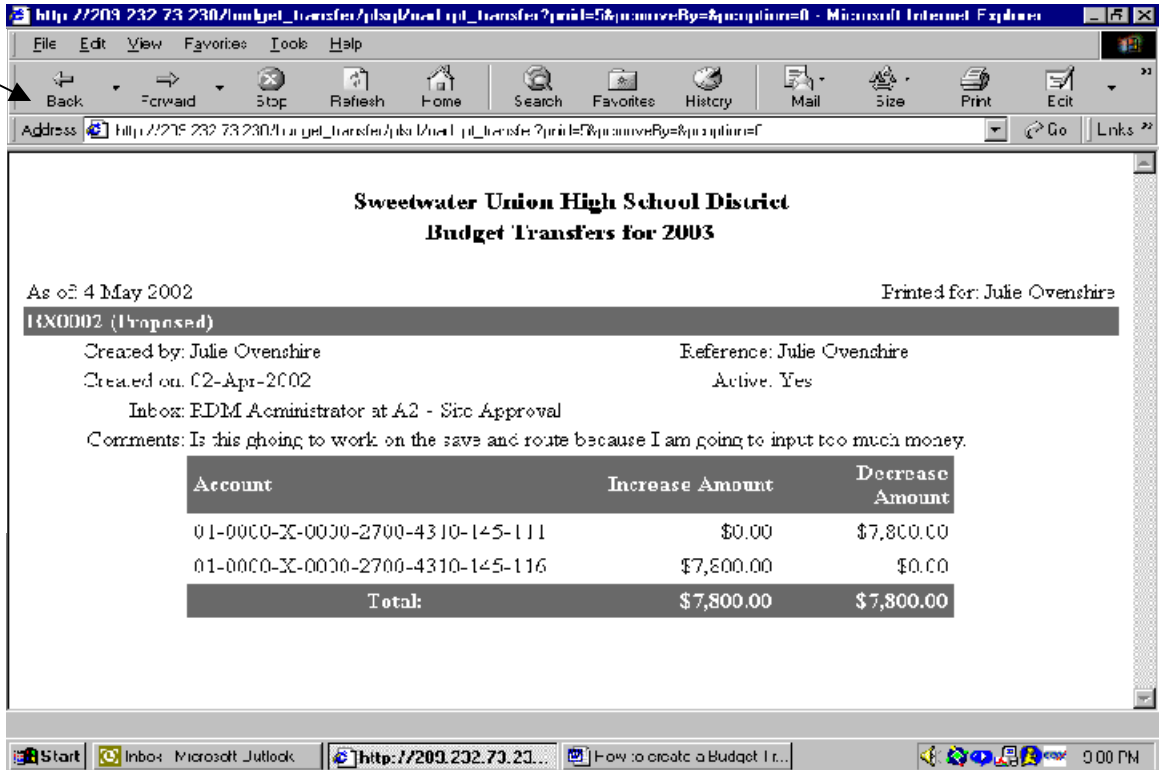
The print action link will create a report that you can easily print to your printer. Click on the print action link from the PAL.

- You can select to print a specific budget transfer or all your budget transfers
- Click the print button to view the report



From the report page you can send the report to your printer by clicking on the File menu from the browser or by clicking on the printer icon from the browser tool bar. Below is a sample of a budget transfer report.

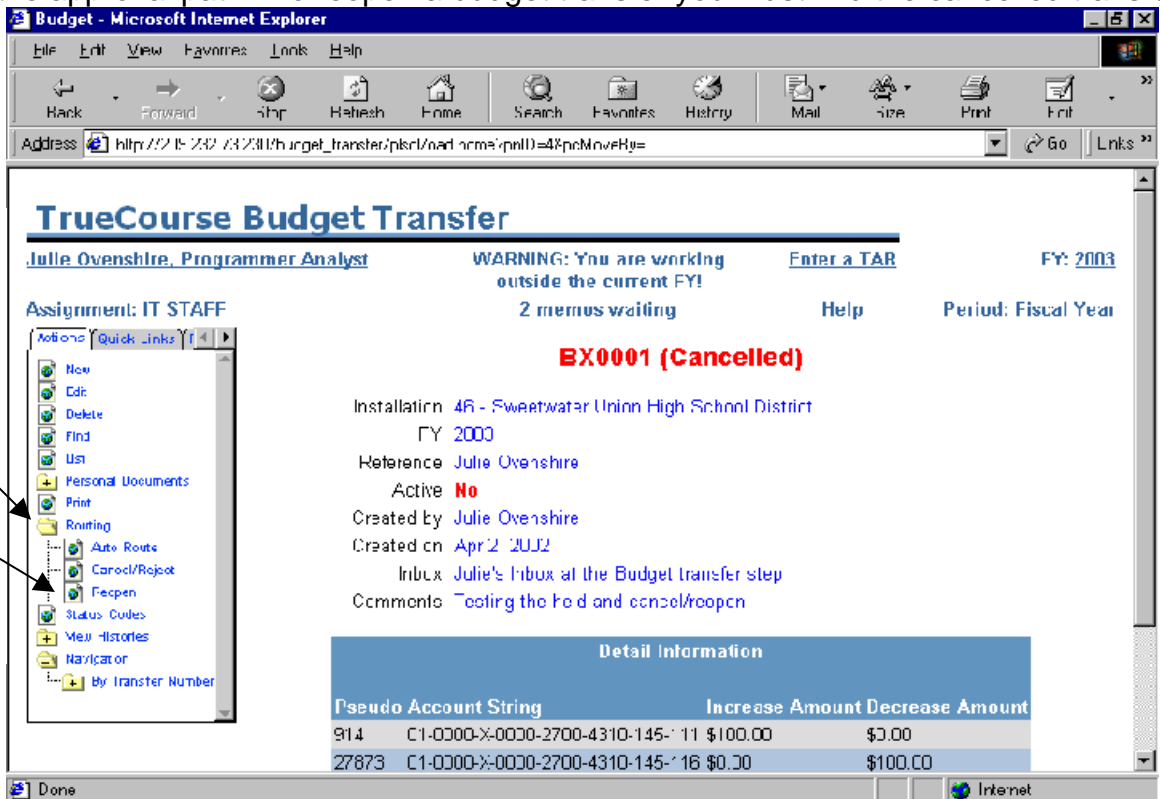
- Click on the back button from the browser tool bar to get back to the budget transfer home link



Reopen

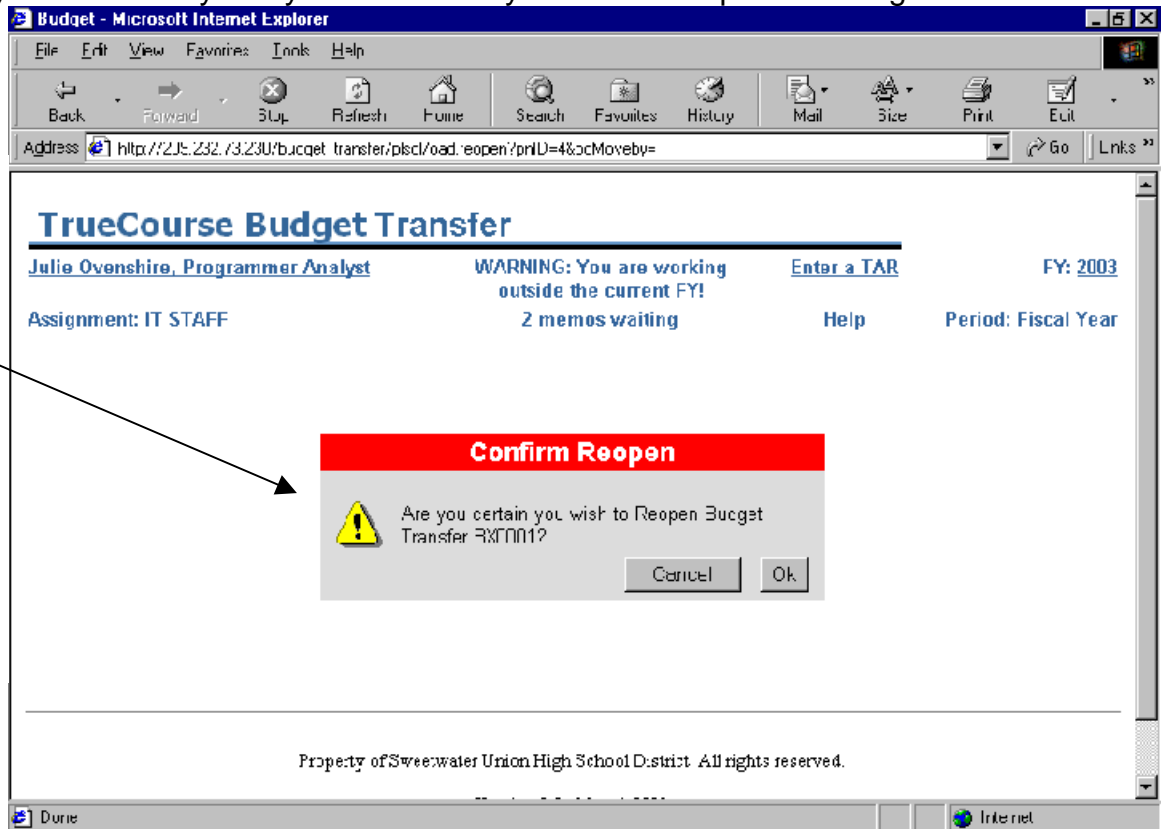
You can easily reopen a budget transfer that was canceled, make changes to it and resend it down the approval path. To reopen a budget transfer you must find the cancelled transfer.

- Then click on the routing folder from the PAL
- Click on the reopen action link



The system will ask you if you are certain you wish to reopen the budget transfer.

- Click ok to reopen or cancel to go back to the budget transfer home page

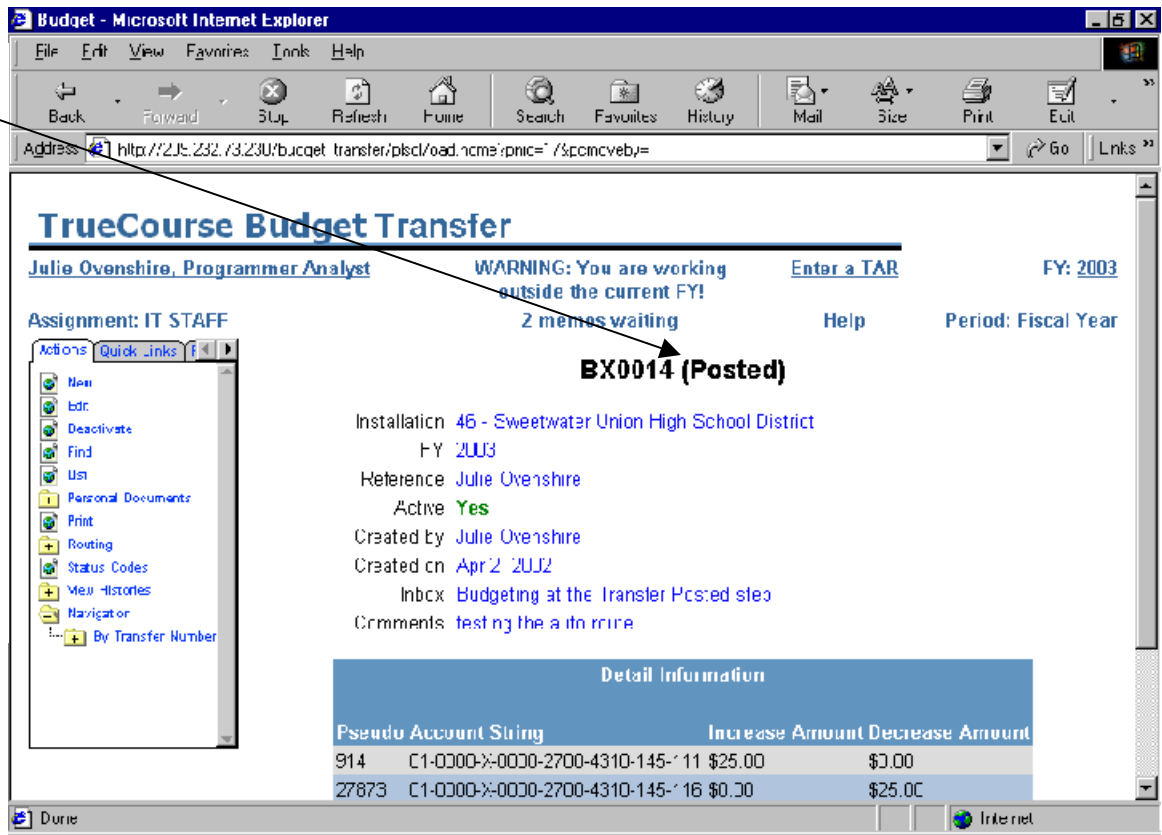


When the budget transfer is reopened, the budget transfer will show up in the edit page so that you can make changes and save and route it again.

How do I know that my budget transfer was posted?

There are a few ways to know if your budget transfer was posted. One is to find the budget transfer by number and see if the status field next to the transfer number says "Posted".

- Status of the budget transfer



Another way is to check your yellow document box. When you input a budget transfer the transfer number will show on your yellow document box under the budget transfer heading. When your budget transfer is posted it will no longer show in your yellow box.

- List of budget transfers that you have input. When the transfer is posted it will no longer show in the list.

