East Carolina University

On-Line Budget Transfer

User’s Manual

by
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University Budget Office
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Purpose

The On-Line Budget Transfer process was developed to enable the departmental user to move funds within the operating lines of his/her various departmental accounts. This will expedite both the transfer and purchasing processes of the unit.

Criteria

The criteria for the development of the On-Line Transfer screen are:

- Transaction code 022 only
  * These are the transfers that would be written across the page on the Request for Budget Change form to move funds within accounts with the same budget and purpose codes.

- Cannot cross budget codes

- Cannot cross purpose codes

- Account ABR flag cannot equal 5

- Transfer within operating lines
  - Budget code 06065
    * 1900, 2000, 3000, 3100, 3200, 4000, 5000
  - Budget code 06067
    * Account ABR flag equals 1, 7 or 9
    * Account ABR flag equals 3 or 6
      * 1900, 2000, 3000, 4000, 5000
    * Account ABR flag equals 4
      * 1410, 1900, 2000, 3000, 4000, 5000
    * Accounts 1-0xxxx, 1-2xxxx, and 3-1xxxx may also use 8000
  - Budget code 06069
    * May use only the object codes that are valid for the grant. Those codes are listed on the grant award notice sent by Grants Administration.
    * 2000, 3100, 3200, 3400, 3500, 3520, 3600, 3700, 3800, 3990, 4120, 4400, 4500
  - Budget codes 16065 and 16066

- Access/Security is based on current user access/security for the Financial Records System (FRS).

- The individual’s user ID is reflected in the second reference field.
Additional criteria specific to Grants and Contracts budget code 06069 are:

- Debit account must equal credit account
- Account must not have any restrictions on budget transfers
  (This information is shown on FRS screen 009.)
- Date must be prior to grant end date. (Also found on FRS screen 009.)
How to Obtain Access

To obtain access to FRS screens 026, 029 and 030, you will need to submit the System Access / User ID Request (MVS) form to the Security Administrator in Information Technology and Computing Services. If you already have access to FRS, you need to revise your current User ID form and resubmit it.

On the back of the form is a section where you can “INDICATE ADDITIONAL SCREENS OR INSTRUCTIONS”. In this area, you should indicate the following:

FRS: Update 029, 030; Inquiry 026

Below is a graphic displaying the User ID form.

Note: If you revise your current form, you need to use a pen color other than black or highlight the requested change, initial and date the form, and also have your department head initial and date the form before submitting it to the Security Administrator.
Procedure

Start a mainframe session. (ECUMVS icon) on your desktop.

Type $E$.

Press Enter.

Type $S$ (Space) your user ID.
Press Enter.

Type the appropriate system number -- 002, your operator number and password.

Press Enter.

To open a batch for processing On-Line Transfers type 030.
Press Enter.

To facilitate the retrieval of data from the system, it is requested that you use the following format for your SESSION REFERENCE, also called batch header or batch id. This field is alphanumeric with a maximum length of six characters.

Type B#XXX* where:

- B indicates a budget transfer
- # indicates your division
  1 Chancellor
  2 Administration & Finance
  3 Institutional Advancement
  4 Student Life
  5 Academic Affairs
  6 Health Sciences
  7 Research, Economic Development & Community Engagement
- XXX indicates your initials
- * user defined, optional

Note: If less than 6 characters you will need to tab to the next field.

SESSION DATE defaults to the current day’s date. The CM (Current Month) is the fiscal month. If processing a transaction on the first two working days of a new calendar month, then the SESSION DATE must equal the last day of the prior month. For example, if today’s date is November 1, 2000 then the SESSION DATE must be 103100 - October 31, 2000. This may be an occasion when the sixth user-defined digit is needed in the SESSION REFERENCE to create a unique Reference-Date combination. The system will not allow the duplication of a Reference-Date combination.
Type 0 to open in the SESSION STATUS field.

Type a description.  Note: Maximum entry is 20 characters; however, only 15 will be retained when the batch is reopened.

Type 30 for bank number. It is recommended that you use bank 30 -- the default bank number; however, the examples that follow use bank 01.

Do not change CM in the month override switch field.

You will not use the SPECIAL PROCESSING field.

It is recommended to enter data in lowercase characters as the system converts them to uppercase upon pressing Enter. This will allow you to know what data you have entered versus what the system has retained from the previous screen.
Press Enter.

To go to the On-Line Transfer data entry screen, type 029.
The ‘2’ in DIGIT 3 OF TC field is hard-coded because 022 transfers are the only kind that can be processed on the On-Line Transfer.

Type your data in the following fields:

DEBIT ACCOUNT: 10-digit account-object code of the account that is being increased.

BUDGET REF NO: User defined; optional; maximum length seven characters. The six-digit date was used in the following example. If less than seven characters press Tab.

DATE: This field is unprotected therefore you can change the four-digit date although the system pulls in the current day’s date.

DESCRIPTION: User defined; maximum length 20 characters; should be meaningful to you; i.e., travel dr smith, page chrg dr jones, computer, req 123456. If less than twenty character, then press Tab.

AMOUNT: Whole dollars are recommended although you are not restricted to whole dollars. However, if you choose to use specific amounts, be sure to use the decimal -- 1000 equals $1,000.00 not $10.00. Press Tab.

CREDIT ACCOUNT: 10-digit account-object code of the account that is being decreased.

An example is shown in the following graphic.
Carefully review your data for accuracy. If you determine that you have an error, press Tab to the appropriate field and type the correct data. Pressing Enter before you make your changes will result in an incorrect entry that will need to be reversed.

The system message on line one, as well as the TRANSACTIONS PROCESSED and AMOUNT PROCESSED fields at the bottom of the screen, indicates that the transaction was processed. Also shown is the data that was retained from the previous screen.
Enter the information for the next transfer.

If the data that was retained from the previous entry does not apply to your next transaction, type the correct information over the retained data.

Press Enter.

Once again, the message line indicates the transaction was processed and the TRANSACTIONS PROCESSED and AMOUNT PROCESSED fields have increased by the last transaction.
The Request for Budget Change form is not necessary for transactions processed on the On-Line Transfer screen. However, you may want a record of the transactions you have processed.

To do this, type 026.

Press Enter.
It is recommended that this screen be printed upon completion of your transfers for the day. File, Print, [OK]; or type [Alt]+[P], press Enter.

You may continue processing transfers by returning to screen 029 or close the batch if there are no additional transactions to be keyed by going directly to screen 030.

Type 029.

Press Enter.

This screen allows you to verify the accuracy of the entries you have made. If you determine that an entry is incorrect, another transaction is required reversing the debit and credit accounts.

You will notice the screen looks the same as when you first started the batch except for the data reflected in the TRANSACTIONS PROCESSED and AMOUNT PROCESSED fields for transfers previously processed.
To close the batch, type 030.

As stated earlier, this may be keyed on screen 026 if no additional transfers are to be processed; it is not necessary to return to screen 029 before closing a batch.

Press Enter.
Press Tab Tab.
Type C to close.

The message line indicates that the batch has been successfully closed.
Only one batch per day is needed; transactions for all budget codes may be processed in the same batch. To reopen the batch for processing additional transfers, type 030, press Enter. Press Tab Tab, re-type your SESSION REFERENCE, type 0 in the SESSION STATUS field, Tab to BANK NUMBER type 30.

Press Enter.

Your description was retained by the system with a 15-character maximum length.

Continue to the On-Line Transfer screen.
Type 029.

Press [Enter].

Note: The number of transactions processed and the amount processed are now doubled. The system counted the total number of transactions (each one keyed is actually two transactions) and the absolute value of the transactions—not the net result zero.

Enter your next budget transaction.
Note: The TRANSACTIONS PROCESSED and AMOUNT PROCESSED fields increased by the singular value of the transaction only. The absolute values are adjusted when the batch is closed. The data will be reflected correctly on screen 026.

The totals on screen 026 reflect the actual number of transactions as you keyed them and the singular, not absolute, value of the transfers.
The graphics shown below reveal how the On-Line Transfer transactions appear on FRS screens 023--TRANSACTION INQUIRY (BY ACCOUNT) and 039--TRANSACTION REF 2 INQUIRY.

<table>
<thead>
<tr>
<th>CTL</th>
<th>TC</th>
<th>REF</th>
<th>BAT</th>
<th>DATE</th>
<th>DESCRIPTION</th>
<th>AMOUNT</th>
<th>I REF OFFSET ACCT</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000 022</td>
<td>102000</td>
<td>10/20/00</td>
<td>REALIGN BUDGET L</td>
<td>1,000.00</td>
<td>$23581 2-17400-5000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 021</td>
<td>07/28/00</td>
<td>INCR REV BUDG BY IMG</td>
<td>11.00</td>
<td>D BUDG01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2000 020</td>
<td>07/01/00</td>
<td>SUPPLY MATERIAL</td>
<td>3,679.00</td>
<td>D BUDG01</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 053</td>
<td>E759117</td>
<td>10/12/00</td>
<td>FACETS MULTIMEDIA</td>
<td>89.11</td>
<td>D POS62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 054</td>
<td>R315221</td>
<td>10/12/00</td>
<td>FACETS MULTIMEDIA</td>
<td>89.11-C</td>
<td>POS62</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 053</td>
<td>E759051</td>
<td>10/12/00</td>
<td>MOVIES UNLIMITED</td>
<td>19.49</td>
<td>D POS52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 054</td>
<td>R315219</td>
<td>10/12/00</td>
<td>MOVIES UNLIMITED</td>
<td>19.49-C</td>
<td>POS52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 054</td>
<td>R315221</td>
<td>09/30/00</td>
<td>FACETS MULTIMEDIA</td>
<td>89.11</td>
<td>D POS52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 054</td>
<td>R315219</td>
<td>09/30/00</td>
<td>MOVIES UNLIMITED</td>
<td>19.49</td>
<td>D POS52</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 068</td>
<td>E753430</td>
<td>09/07/00</td>
<td>TARTG6 00000016</td>
<td>9.95</td>
<td>N ACD608 0-10100-2210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 048</td>
<td>E753430</td>
<td>09/15/00</td>
<td>EDUC VIDEO NETV</td>
<td>165.80</td>
<td>F ACD532</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 068</td>
<td>E753431</td>
<td>09/03/00</td>
<td>TARTG6 00000010</td>
<td>11.24</td>
<td>N ACD510 0-10100-2210</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 048</td>
<td>E753431</td>
<td>09/31/00</td>
<td>TEACHERS DISCOV</td>
<td>107.26</td>
<td>F ACD482</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 046</td>
<td>E745268</td>
<td>09/15/00</td>
<td>STUDENT</td>
<td>162.64</td>
<td>F ACD410</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2300 053</td>
<td>E753431</td>
<td>09/12/00</td>
<td>TEACHERS DISCOVE</td>
<td>166.23</td>
<td>D POS666</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Continued
The following example shows multiple budget codes --16065, 16066, and 06069-- within one batch and a transaction without a description. Descriptions are not required.
You will see in the following four graphics an example of a batch session that was opened, actually reopened, after using other screens in FRS. The system will retain the last account number as keyed or will fill the ACCT field with zeros, as shown below, if the field has been cleared. The account number or zeros do not affect the batch or transactions.

![Image of batch session example](3270 Terminal - ECUMVS.CIS.ECU.EDU (Session B)](image)

Transaction 1:
- **029 DEPARTMENTAL BUDGET TRANSFERS (TC=022)**
- **SCREEN:**
- **ACCT: 0000000000**
- **DEBIT ACCOUNT:**
- **DIGIT 3 OF TC:** 2
- **BUDGET REF NO.:** 1020
- **DATE:** 10/20
- **DESCRIPTION:**
- **AMOUNT:**

**CREDIT ACCOUNT:**
- **USER ID:** JSB4132

**TRANSACTIONS PROCESSED:** 9
**AMOUNT PROCESSED:** 1300.00
**SESSION ID:** 8235B1
**SESSION DATE:** 10/20/00

Transaction 2:
- **029 DEPARTMENTAL BUDGET TRANSFERS (TC=022)**
- **SCREEN:**
- **ACCT: 0000000000**
- **DEBIT ACCOUNT:** 2664013000
- **DIGIT 3 OF TC:** 2
- **BUDGET REF NO.:** 102000
- **DATE:** 10/20
- **DESCRIPTION:** new expansion prgm
- **AMOUNT:** 4000.00

**CREDIT ACCOUNT:** 2652095000
**USER ID:** JSB4132

**TRANSACTIONS PROCESSED:** 9
**AMOUNT PROCESSED:** 1300.00
**SESSION ID:** 8235B1
**SESSION DATE:** 10/20/00
PS913042 I-FI042 BUDGET ENTRY ENTERED OKAY
029 DEPARTMENTAL BUDGET TRANSFERS (TC=022)

SCREEN: ACCT: 000000000

DEBIT ACCOUNT: 2664010000
DIGIT 3 OF TC: 2
BUDGET REF NO: 102000
DATE: 10/20
DESCRIPTION:

AMOUNT:

CREDIT ACCOUNT: 2652950000
USER ID: JSB4182

TRANSACTIONS PROCESSED: 10 AMOUNT PROCESSED: 17000.00
SESSION ID: B29SB1 SESSION DATE: 10/20/00

026 TRANSACTION INQUIRY (BY BATCH/SESSION)

SCREEN: ACCT: 0000000000 BATCH ID: B29SB1 BATCH DATE: 10/20/00

ACCOUNT TC REF DATE DESCRIPTION AMOUNT I OFFSET ACCT

*** B29SB1 10/20 VARIOUS TRANSFERS 12,500.00
217400-2000 022 102000 10/20 REALIGN BUDGET LINES 1,000.00 2-17400-5000
213000-4000 022 102000 10/20 MEET DEPT NEEDS 1,200.00 2-13000-5000
267240-5000 022 102000 10/20 PROPOSED EXPENDITURE 4,000.00 2-67240-3000
431922-3600 022 102000 10/20 100.00 4-31922-2000
266401-2000 022 102000 10/20 NEW EXPANSION FROM 500.00 2-65205-5000
266401-3000 022 102000 10/20 NEW EXPANSION FROM 4,000.00 2-65205-5000
266401-4000 022 102000 10/20 NEW EXPANSION FROM 100.00 2-65205-5000

** TOTALS ** COUNT: 7 AMOUNT: 10,900.00
PROCESSING MONTH: 10 MEMO BANK: 01 END OF DATA
How to Create a Shortcut Key

Many times the description you will want to enter will be the same. This section will show you how to create a shortcut key to reduce the maximum of twenty keystrokes to two.

From the menu bar, Settings, then Keyboard.
The keyboard map is displayed as shown.

You will notice that the Ctrl key has changed colors.
on **Macro** and drag it over the location of the key you want to program for your shortcut.

In the following example, the cursor was released over the location of **Z**.
Type the desired description in the String field. Again, it is suggested to use lowercase letters and remember the DESCRIPTION field has a maximum character length of 20.

\[««OK««\].
The Keyboard Mapping screen now displays your selected key as [MAC].

To close the Keyboard Mapping screen, File, Exit.
Click [Yes] to save the changes.

To enter your shortcut description press [Ctrl]+[Z].

The last entry on the following graphic shows the results of using the shortcut key.
If the description desired is less than 20 characters and you would like for the cursor to automatically go to the next field after using your shortcut, scroll the second dialog box in the Key Macro section to TAB; press TAB.

Press [Select].

Press [OK]. Close the Keyboard Mapping screen as previous instructed. When Ctrl+Z is pressed, the description will be displayed and the cursor will be moved to the AMOUNT field.
Troubleshooting

Should you encounter any problems using the On-Line Transfer Screen 029, you may contact the University Budget Office at 328-4182.

If your problem is specific to the source of funds that you are working with, contact:

<table>
<thead>
<tr>
<th>Budget Code</th>
<th>Contact</th>
<th>Telephone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>06065</td>
<td>MFPP Accounting</td>
<td>816-2173</td>
</tr>
<tr>
<td>06067</td>
<td>Special Funds/Auxiliary Accounting</td>
<td>328-6184</td>
</tr>
<tr>
<td></td>
<td></td>
<td>328-2644</td>
</tr>
<tr>
<td>06069</td>
<td>Grants Administration</td>
<td>328-6194</td>
</tr>
<tr>
<td></td>
<td>SOM Grants</td>
<td>816-2563</td>
</tr>
<tr>
<td>16065</td>
<td>Budget Office</td>
<td>328-4182</td>
</tr>
<tr>
<td>16066</td>
<td>SOM Budget &amp; Accounting</td>
<td>816-1272</td>
</tr>
<tr>
<td></td>
<td>Budget Office</td>
<td>328-4182</td>
</tr>
</tbody>
</table>
On-Line Budget Transfer Quick Reference

on ECUVMS icon

Type (E) (E Production IDMS) Enter

Type Space XXX### (User ID) Enter

System Number? 002 Tab

Your Operator Number? XXXX Tab

Your Password? XXXXXXX Enter

Carries you to screen:

001 FRS Menu

Screen: 030 Enter

Carries you to screen:

030 Start/End Session

Tab Tab

Session Reference: #XXX*
B = budget transfer
# = division number
XXX = your initials
* = department notation

Session Date: Current Date (default)

Session Status: O = open  C = close

Description: Department notes (optional - maximum 20 characters)

Bank Number: 30 (always use 30)

Month Override SW: CM (default - do not change)

Special Processing: (leave blank - not needed)

Carries you to screen:

029 Departmental Budget Transfers (TC = 022)

Tab Tab

Debit Account: 10-digit Account – Object Code being increased

Digit 3 of TC: 2 (default) Tab

Budget Ref No: Department notes (optional - maximum 7 characters) Tab

Date: Department date (defaults to current date) Tab

Description: Department notes (Optional - maximum 20 characters) Tab

Amount: Amount of transfer (1000 = $1,000.00 not $10.00) Tab

Credit Account: 10-digit Account – Object Code being decreased Tab

User ID: XXXXXXX (defaults to user ID) Tab

Enter Screen: 029 Enter

Carries you to screen:

026 Transaction Inquiry (by Batch / Session)

This screen will list all Transfers that have been keyed during Batch / Session

Enter Screen: 026 Enter

Carries you to screen:

030 Start/End Session

Don’t forget to C = close your Batch / Session

Operating Lines:

<table>
<thead>
<tr>
<th>Budget Code 06065</th>
<th>Budget Code 06069</th>
<th>Budget Code 16065 and 16066</th>
</tr>
</thead>
<tbody>
<tr>
<td>1900 3100 5000</td>
<td>2000 3200 1920</td>
<td>1410 1460 1920 1960 3000</td>
</tr>
<tr>
<td>2000 3200 1920</td>
<td>2000 3200 1920</td>
<td>1420 1470 1930 1970 4000</td>
</tr>
<tr>
<td>3000 4000 1990</td>
<td>3000 4000 1990</td>
<td>1430 1900 1940 1990 5000</td>
</tr>
<tr>
<td></td>
<td>3000 4000 1990</td>
<td>1450 1910 1950 2000</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Budget Code 06067</th>
<th>Accounts 1-0xxx, 1-2xxx, and 3-1xxxx may also use 8000</th>
</tr>
</thead>
<tbody>
<tr>
<td>ABR Flag 1, 7, 9</td>
<td>1910 1940 1970 3000</td>
</tr>
<tr>
<td>1410 1430 1460</td>
<td>1920 1950 1990 4000</td>
</tr>
<tr>
<td>1420 1450 1470</td>
<td>1930 1960 2000 5000</td>
</tr>
<tr>
<td></td>
<td>1900 3000 5000</td>
</tr>
</tbody>
</table>

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