

Online Budget Transfers – UIWeb 4.2 or 4.3

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Online Budget Transfers – UIWeb 4.2 or 4.3

Introduction to Online Budget Transfers

Budget transfers are required when adequate funds are not available in the General Ledger account to be used.

All budget transfers are made to and from 00 object codes.

(For example: GL #-###-###-__00 to GL #-###-###__00) except for K's, N's, A's, and D's.

All transfers require two approvals and there is no dollar ceiling.

Area Vice Presidents decide which personnel in their administrative or academic departments will be Budget Managers. With the approval of the Finance Department, Budget Managers can designate a representative to perform duties on their behalf.

Separate applications for a Colleague account are required for the Student and Financial areas of Colleague. The Finance Department will be able to tell you if you need to complete a new or additional application.

1. Prior to transferring funds, use Colleague's **ACBL** (Account Balance Inquiry) to check the balance of funds in an account.
2. In order for budget transfers to be processed, **all required approvals must be completed.**
3. After approvals have been completed, **transfers will not occur until the Finance office processes transactions in Colleague.**

Online Budget Transfers – UIWeb 4.2 or 4.3

If you have not used the new web version of Colleague before, please refer to the “[Colleague User Interface 4.2 – Basic New Features UIWeb](#)” or document or the demo provided when opening the UIWeb version of Colleague to help you get familiar with basic changes.

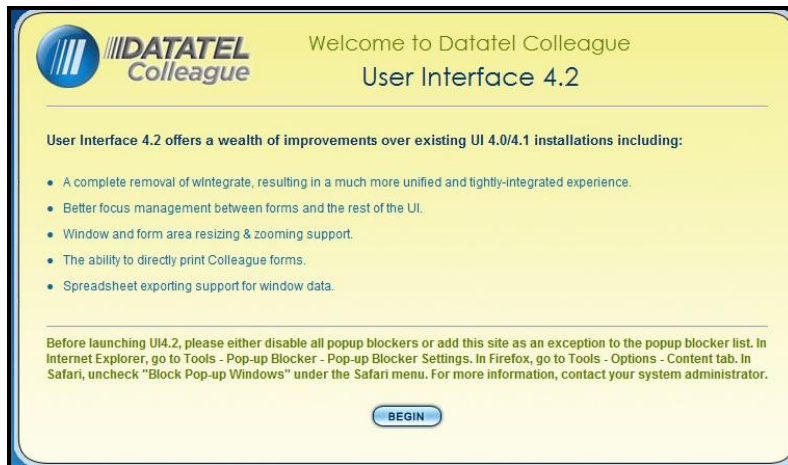
Refer to “[UIWeb 4.3 Newest Feature Changes](#)” to explore beneficial features added to the newest version of UIWeb.

Logging into Colleague UIWeb 4.2 or 4.3

1. Double-click the **UIWeb** icon  on your Desktop.

Colleague User Interface, now known as UIWeb, launches and a welcome screen displays.

If you have difficulty, keep only basic Internet Explorer (or Firefox) toolbars available. Close toolbars such as a “Google”. Then, see if UIWeb launches.



2. Click the **Begin** button to access the Login screen.



3. In the **UserID** box, type your **Colleague UserID** provided to you by Information Technologies.

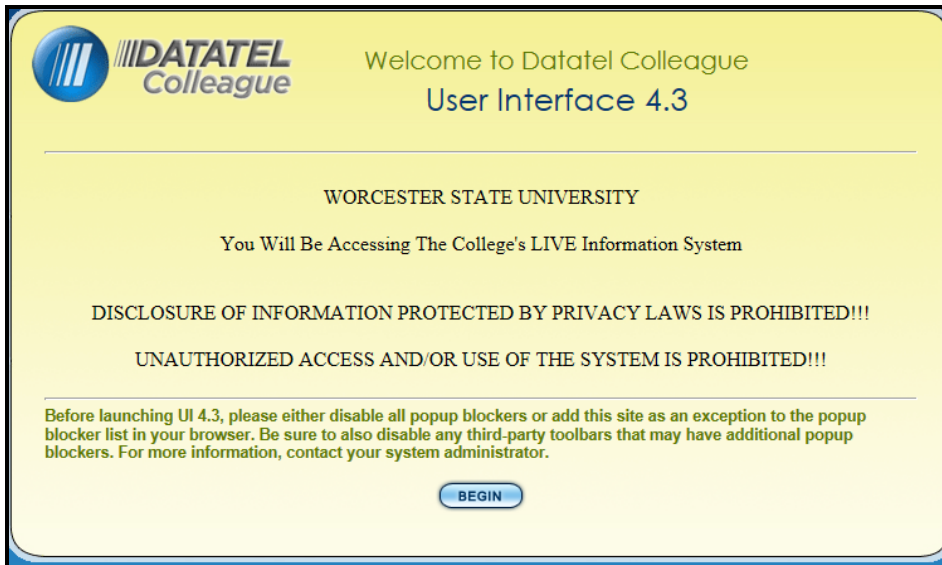
Your Colleague UserID MUST be typed in all caps.

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Logging into Colleague UIWeb 4.2 or 4.3

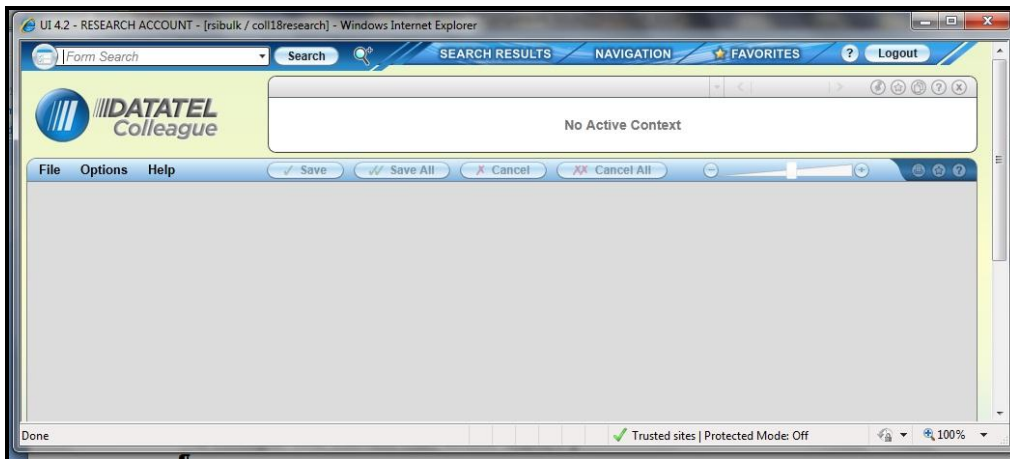
4. In the **Password box**, type your Colleague password. Then, click the **LOGIN** button or press the **<Enter>** key.

An “authentication” screen followed by a system message containing the name of the Colleague account you are logging into will display.



5. Click **<OK>** or press the **<Enter>** key to proceed.

The Colleague User Interface 4.2 main window displays.



Online Budget Transfers – UIWeb 4.2 or 4.3

Locate the GLBE – Budget Journal Entry form icon and Initiate an Online Budget Transfer.

The Budget Journal Entry form (GLBE) is used to enter budget transactions or adjustments that require manual entry of data.

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button..
2. Type **GLBE** (Budget Journal Entry) in the Search box, and click the **Search button**.

The Enter Budget Journal Type dialog box displays



If the Budget Journal Entry form did not display, proceed to the next page to learn how to access it from the Navigation tab.

3. Type **A** in the dialog box and click the **OK**.

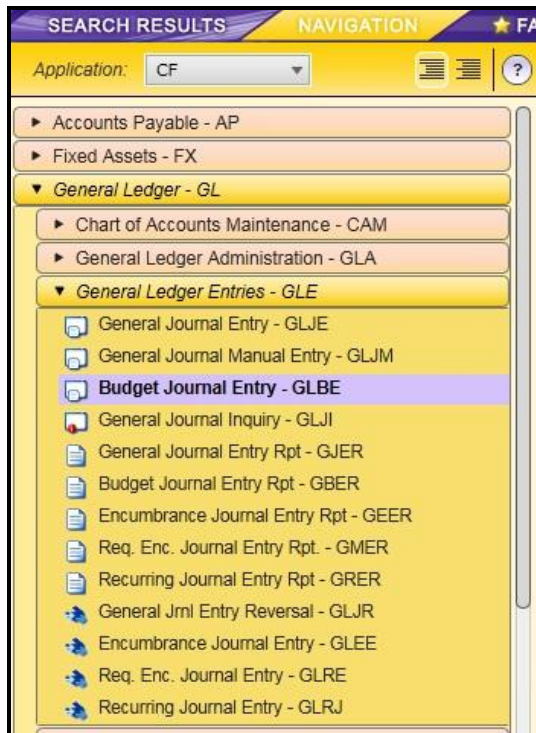
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Locate the GLBE – Budget Journal Entry form icon and Initiate an Online Budget Transfer.

If the Budget Journal Entry Type dialog box did not display, the GLBE form icon can be accessed from the Colleague User Interface UIWeb Navigation tab.

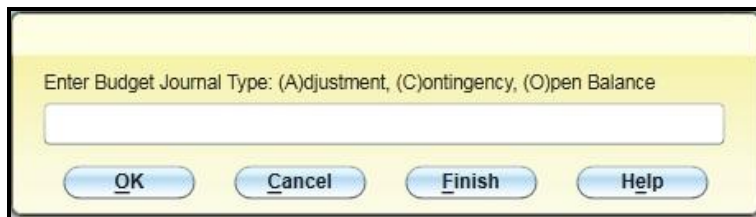
- On the right-hand side of the Search area, click the **Navigation** tab to bring it to the front of the other tabs.
- If the **CF** application is not selected, choose it from the **Application** drop-down menu.

Items you are authorized to use will be listed.



- Click the **black triangle to the left of General Ledger - GL** to expand and display its contents.
- Expand **General Ledger Entries - GLE**. Then, **double-click the budget Journal Entry – GLBE** icon.

The Enter Budget Journal Type dialog box should display.

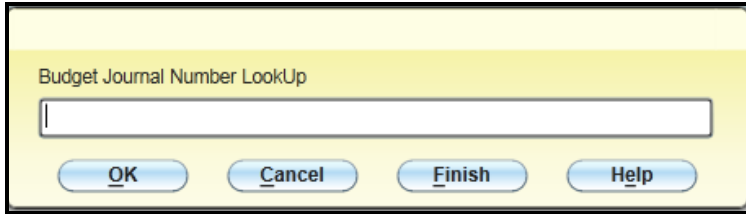


- Type **A** (Adjustment) in the Enter Budget Journal Type dialog box and click **OK**.

Online Budget Transfers – UIWeb 4.2 or 4.3

Locate the GLBE – Budget Journal Entry form icon and Initiate an Online Budget Transfer.

The Budget Journal Number LookUp dialog box displays.



The screenshot shows a dialog box titled "Budget Journal Number LookUp". It features a single text input field that is currently empty. Below the input field are four buttons: "OK", "Cancel", "Finish", and "Help".

4. **DO NOT ENTER A NUMBER** in the Budget Journal Number Lookup dialog box. A number will be assigned for you. Click **OK** to proceed.

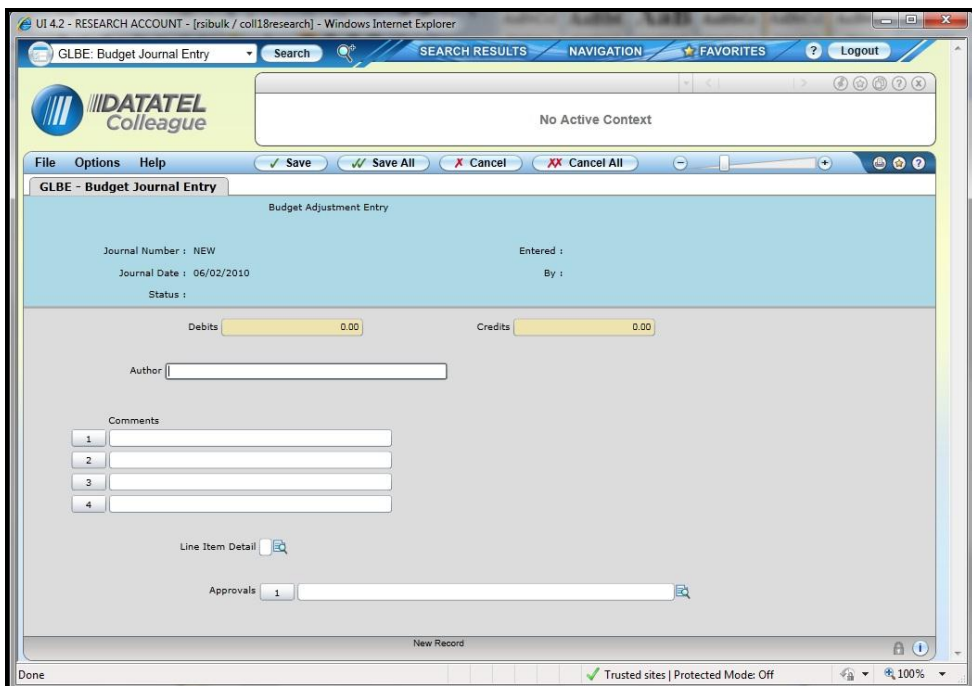
The Enter Transaction Date dialog displays.



The screenshot shows a dialog box titled "Enter Transaction Date". The text input field contains the date "06/03/10". Below the input field are four buttons: "OK", "Cancel", "Finish", and "Help".

5. Enter the **transaction date** in the **MM/DD/YY** format and click **OK**.
6. Click **Y** or Press <ENTER> to Accept the date.

The GLBE (Budget Journal Entry) form opens and displays the Budget Adjustment Screen with the Journal Date completed.



The screenshot shows a web browser window displaying the "GLBE - Budget Journal Entry" form. The form is titled "Budget Adjustment Entry" and includes the following fields and controls:

- Journal Number: NEW
- Journal Date: 06/02/2010
- Status: (empty)
- Entered: (empty)
- By: (empty)
- Debits: 0.00
- Credits: 0.00
- Author: (empty text box)
- Comments: Four numbered text boxes (1-4).
- Line Item Detail: (empty text box)
- Approvals: One numbered text box (1).

The browser window title is "UI 4.2 - RESEARCH ACCOUNT - [rsibulk / coll18research] - Windows Internet Explorer". The browser address bar shows "GLBE: Budget Journal Entry". The browser interface includes a search bar, navigation buttons, and a "Logout" link. The browser status bar at the bottom indicates "Done" and "Trusted sites | Protected Mode: Off".

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Locate the GLBE – Budget Journal Entry form icon and Initiate an Online Budget Transfer.

7. Type the **first and last name** of the person completing the Budget Adjustment Entry in the **Author** field.

The author either is the Budget Manager or a member of the department designated by the Budget Manager and authorized by the Finance department.

8. **Click in row 1 and enter comments to briefly explain the reason for the transfer of funds.**

The screenshot shows the 'GLBE-Budget Journal Entry' form in a web browser. The form is titled 'Budget Adjustment Entry' and contains the following fields and sections:

- Journal Number: NEW
- Journal Date: 10/12/2010
- Status:
- Entered By:
- Debits: 0.00
- Credits: 0.00
- Author: Roberta Sibulkin
- Comments:
 - 1 BUDGET TRANSFER TO MOVE MONIES
 - 2 TO COVER ADDITIONAL LICENSING
 - 3 FOR SOFTWARE.
 - 4 [highlighted]
- Line Item Detail: [icon]
- Approvals: 1 [icon]

At the bottom of the form, there are three status indicators: 'Controller Comments', 'New Record', and 'Adding Value 4'.

The Budget Jnl Line Item Entry form is used to identify which GL accounts need to be debited or credited in order to complete the desired budget transfer.

Online Budget Transfers – UIWeb 4.2 or 4.3

Budget Adjustment Entry Information

The Budget Jnl Line Item Entry form is used to identify which GL accounts need to be debited or credited in order to complete the desired budget transfer.

Line Item Details

- All budget transfers are made to and from 00 object codes (GL #-###-###-__00 to GL #-###-###-__00) except for K's, N's, A's, and D's.
- In the column labeled Item GL Account/Item Description, enter GL account numbers for accounts that are getting debited (increased) first. In the Debit Amount column, enter the dollar amount that the account is getting increased. Beneath each account that is getting debited, enter the GL account numbers for the accounts from which the money is being credited (decreased). If the money is coming from more than one account, enter each GL account as a separate line item.
- Budget Line Item totals will appear beneath all of the listed Debit and Credit amounts.

If a row needs to be deleted, click the row number beside the row you wish to delete. Click the Delete button when the Select Windows Operation to Perform Alert displays.



Online Budget Transfers – UIWeb 4.2 or 4.3

Entering Line Item Details

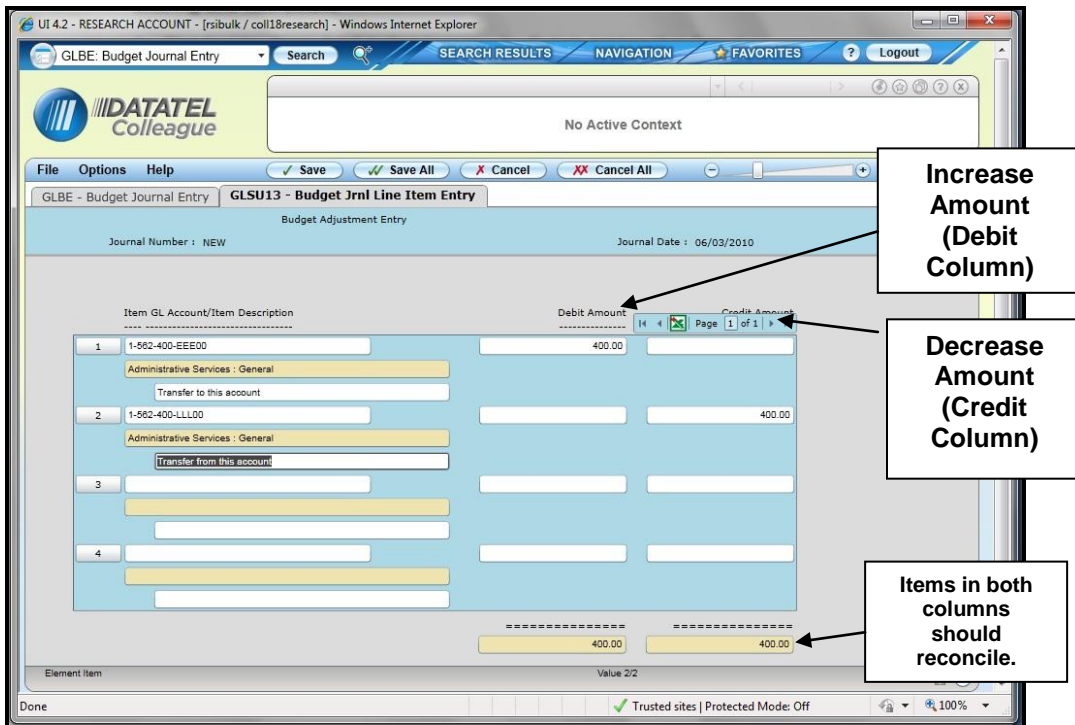
1. Click the **Line Items detail button** to access the Budget Jnl Line Item Entry form.



The Budget Jnl Line Entry form displays.

2. In the column labeled **Item GL Account/Item Description**, enter the **GL account number for the account that is getting increased (debited) first**.

Enter a **brief description** in the empty box below the GL account number.



3. Enter the **amount the account is going to be increased (debited)** in the column titled **Debit Amount**.
4. Enter the **GL account number for the account that is getting decreased (credited)**. Then, enter a **brief description** in the empty box below the GL account number.
5. Enter the amount the account is going to be decreased (credited) in the column titled **Credit Amount**.
6. **Continue to add GL account information and the appropriate Debit or Credit amounts** in the rows provided.

Make certain that the Debit and Credit Amounts reconcile.

Online Budget Transfers – UIWeb 4.2 or 4.3

Entering Line Item Details

7. After all of the line item information has been added, click the **Save** button, followed by the **Update** button. This will save the Budget Line Item changes and return you to the main screen of the Budget Adjustment Entry form.

REMEMBER TO VERIFY ENTRIES TO MAKE CERTAIN THAT THE AMOUNTS ARE CORRECT.

Use ACBL (GL Account Balance Inquiry) to check account balances.

The screenshot displays the 'GLBE - Budget Journal Entry' interface. The main window title is 'GLSU13 - Budget Jnl Line Item Entry'. The page shows a 'Budget Adjustment Entry' form with the following details:

- Journal Number: NEW
- Journal Date: 06/03/2010

Item GL Account/Item Description	Debit Amount	Credit Amount
1 1-562-400-BB00 Administrative Services : General Transfer to this account	400.00	
2 1-562-400-LLL00 Administrative Services : General Transfer from this account		400.00
3		
4		
	400.00	400.00

Controller Item Value 1/2

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Entering Budget Adjustment Approval Information

Budget transfers must be approved by the department budget manager and the Finance Department’s Budget Financial Analyst.

The requested transfer will not be processed until both approvals have been entered.

The approvals act as required “signatures” and authorize the online transfer of funds.

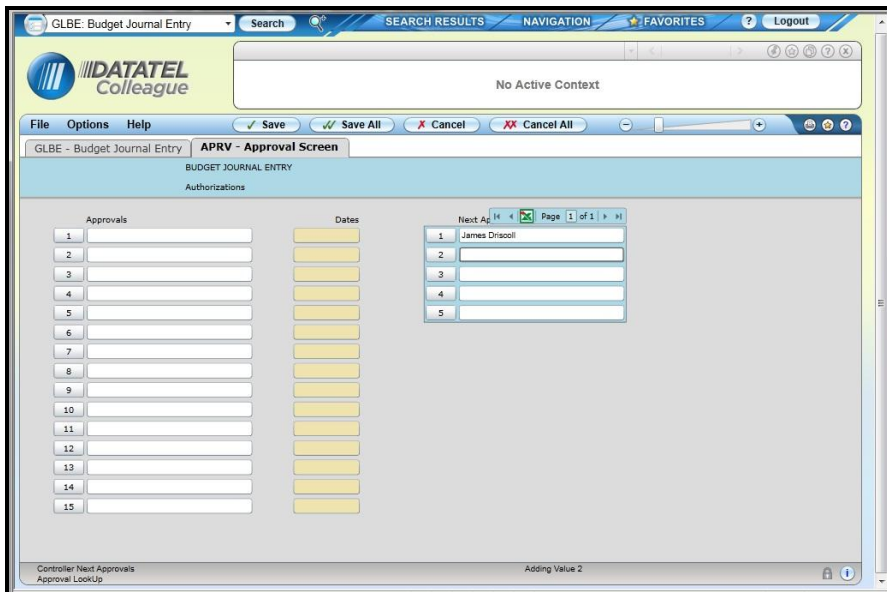
It is highly recommended that you create an approval password (using the APPW screen) to provide added security to this process.

Adding Approval Names

1. On the Budget Adjustment Entry form, click the **Approvals Detail** button, which is located beside Approvals.



This will display the APRV – Approval Screen.



2. Under **Next Approvals**, type the **Colleague UserID** (Usually the user’s first initial followed by the first six letters of the user’s last name i.e. JDRISCO) in uppercase letters for the first required approver.
3. Press the **<Down Arrow>** key or click in the next row to finalize the entry.

The name matching the Colleague UserID displays under Next Approvals.

4. Enter all **necessary approver** names.

Online Budget Transfers - UIWeb

Adding Approval Names

5. Click the **Save** button to save changes to the APRV- Approval/Authorizations screen.

An Update Alert displays.



6. Click **Update** or press <Enter> to finalize the changes to the form.

You will be returned to the Budget Journal Entry screen.

7. Click the **Save** button to save the changes.

An Approvals must be entered Alert displays to notify the user that approvals must be entered before the requested budget adjustments will be flagged as approved.

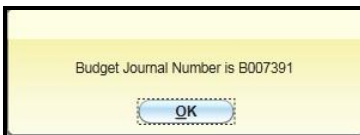


8. Click **OK**.



9. If the **Update record, Cancel record, or Return to editing** Alert displays, click **Update**.

The Budget Journal Number Lookup alert displays the Budget Number assigned to the budget adjustment. **It is a good idea to keep track of the number in an Excel spreadsheet, document, or notebook** in case a modification is needed.



10. Click **OK**.

The Budget Journal Number Lookup prompt displays.

11. To make changes to a different Budget Journal Entry, enter the Budget Journal number or click **Finish** to close the form and return to the main Colleague UIWeb screen.

12. Logout of Colleague if you are finished working in the application or proceed to approve budget adjustment entries.

Note: If you are authorized to approve the budget transfers, approvals can be completed after entering and saving "Next Approval" names on the APRV – Approval screen.

Online Budget Transfers – UIWeb 4.2 or 4.3

Approving Budget Adjustment Entries

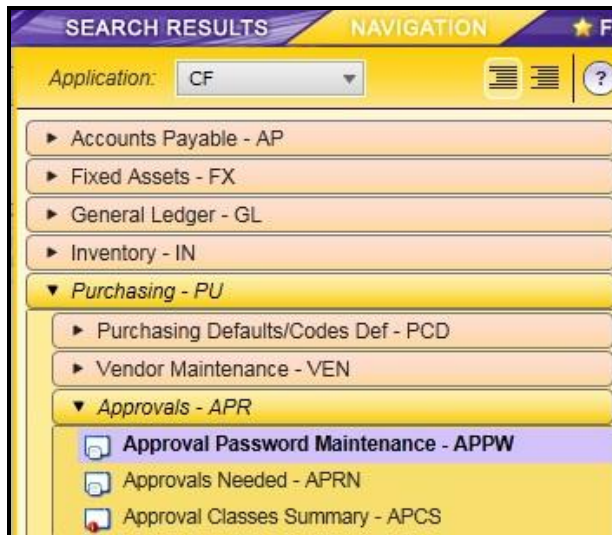
In order to ensure security and prevent items from being ordered by a person not authorized to do so, Information Technologies highly recommends approvers assign an approval password to their COLLEAGUE account if they have not already done so.

This password is separate from the user's COLLEAGUE login password and will be used when approving requisitions, budget transfers, and other items listed when the APRN (Approvals Needed) form displays.

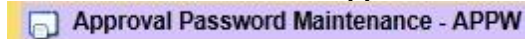
This procedure also can be used to change an existing Approvals password.

Create an Approval Password.

1. Log into **Colleague** as described on Page 3 of this document.
2. If **CF** is not displaying to the right of Application when the **Navigation tab** is selected, **choose CF** from the **Application** drop-down menu.



3. Click the **black triangle to the left of Purchasing – PU** to expand and display its contents.
4. Expand **Approvals - APR**.
5. Double-click on the **APPW Approval Password Maintenance** button



Online Budget Transfers – UIWeb 4.2 or 4.3

Approving Budget Adjustment Entries

- The Approvals Lookup prompt displays.



- Type your Colleague **UserID** at the Approvals Lookup prompt and click **<OK>**.

The Colleague username usually is the first letter of your first name followed by the first six letters of your last name (JLANCER, for example).



- Type the **Approval Password** that you would like to use and click **<OK>** or Press **<Enter>**.

If desired, it can be the same as your Colleague password.

You will be prompted to Re-enter the Password.

- Re-enter the Password** and click **OK**

You will be returned to the APPW - Approval Password Maintenance screen.

- Click the **Save** button to save the approval password.

This step is extremely important. Otherwise, the password will not be saved.

The Update record, Cancel record, or Return to editing Alert displays.



- Click the **<Update>** button.

The Approvals lookup prompt displays.

- Click the **Finish** button to return to the main User Interface screen.

Online Budget Transfers – UIWeb 4.2 or 4.3

Approving a Budget Transfer

Items that need to be approved can be accessed from the APRN Approvals Needed form

1. In the **Search** area, click the round **Person/Form** button until a **Form** displays on the front of the button.
2. Type **APRN** (Budget Journal Entry) in the Search box, and click the **Search button**.

The Authorization Lookup dialog box displays

If the APRN – Approvals Needed form doesn't display, use the Navigation tab to locate forms that you have been authorized to use. Expand Purchasing – PU and Approvals – APR to locate the APRN Approvals Needed form. Then, double-click the APRN icon to open the Approvals Needed form.

The Authorization Lookup prompt for the APRN-Approvals Needed form displays



Authorization LookUp

OK Cancel Finish Help

3. Make certain that the **Caps Lock key is activated** and type your **Colleague UserID** and click **OK**.

The Fiscal Year Lookup prompt displays.



Fiscal Year LookUp

OK Cancel Finish Help

4. Type the **Current Fiscal Year** in a four digit format (2010 or 2011 etc.) and click **OK**.

The Enter your approval password dialog displays.



Enter your approval password

OK Cancel

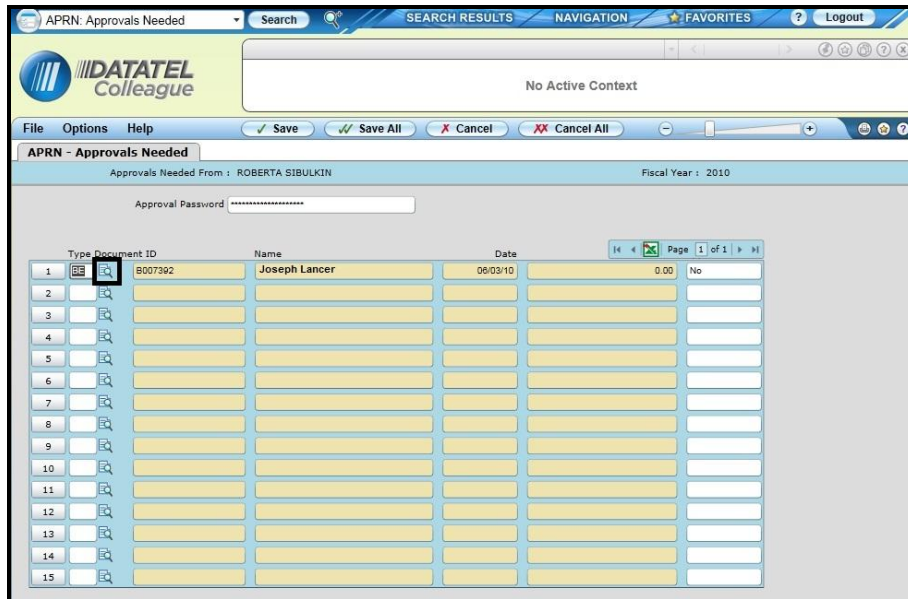
Online Budget Transfers – UIWeb 4.2 or 4.3

Approving a Budget Transfer

5. Type your **approval password** and click **OK**.

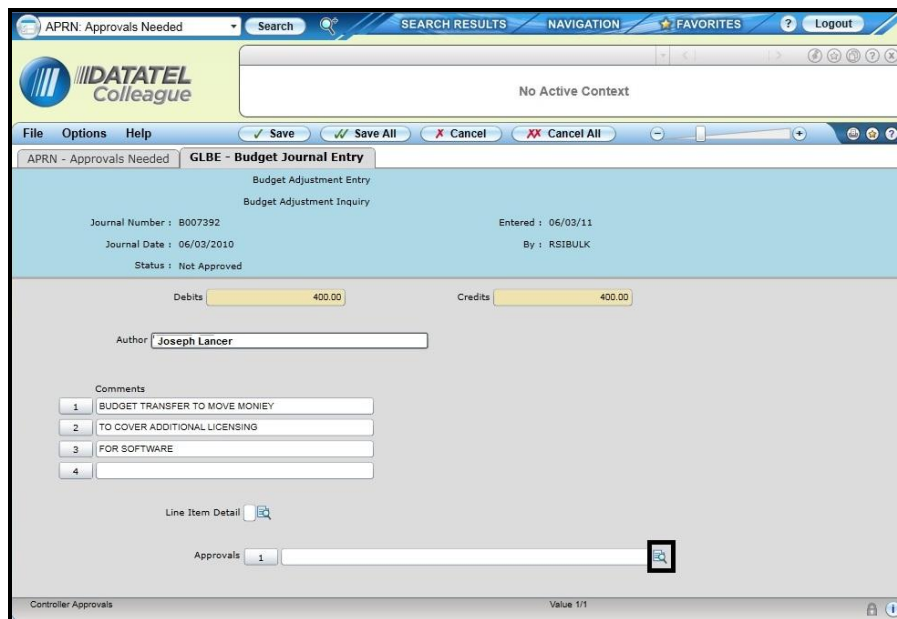
The APRN-Approvals Needed screen displays, listing items needing your approval.

If more than one item is listed, each item needs to be approved separately.



6. In the Type column on the left, click the **detail button** for the Budget item **you wish to approve**.

The GLBE - Budget Journal Entry form displays with the Budget Adjustment Entry item you need to approve.



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Approving a Budget Transfer

7. Click the blue **detail** button to the right of the **Approvals** box.

The Authorizations screen displays listing names of users who need to approve the transfer.

Approvals		Next Approvals	
1	<input type="text"/>	1	James Driscoll
2	<input type="text"/>	2	JLANCER
3	<input type="text"/>	3	<input type="text"/>
4	<input type="text"/>	4	<input type="text"/>
5	<input type="text"/>	5	<input type="text"/>
6	<input type="text"/>		
7	<input type="text"/>		
8	<input type="text"/>		
9	<input type="text"/>		
10	<input type="text"/>		
11	<input type="text"/>		
12	<input type="text"/>		
13	<input type="text"/>		
14	<input type="text"/>		
15	<input type="text"/>		

8. In the first available box under **Approvals**, type your **Colleague UserID** (i.e. JLANCER) and Press **<Enter>**.

The Enter Password dialog box displays.

Enter your approval password

OK Cancel

9. Type your **Approval** password, if one was created, and click **OK**.

If the correct password is entered, providing you have one, the username should move from the Next Approvals column on the right to the Approvals column on the left.

Online Budget Transfers – UIWeb 4.2 or 4.3

Approving a Budget Transfer

10. Click on the **Save** button.

The Update record, Cancel record or Return to editing Alert displays.

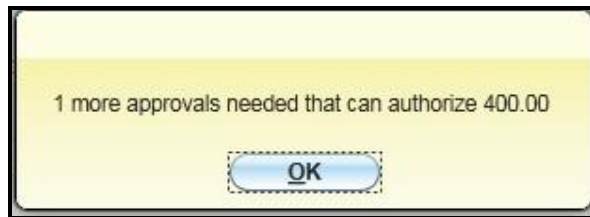


11. Click the **Update** button.

This will return you to the Budget Journal Entry/Budget Adjustment Inquiry screen.

12. Click the **Save** button.

If additional users need to approve the transfer, an alert notifies you how many additional approvals are needed.



13. Click **<OK>**.

The Update record, Cancel record or Return to editing Alert displays.

14. Click the **Update** button.

You will be returned to the APRN-Approvals Needed screen.

15. Continue to approve additional items, if necessary.

16. When you have completed reviewing and/or approving items, click the **Save** button.

The Update record, Cancel record or Return to editing Alert displays.

17. Click the **Update** button

18. When the Authorization Lookup dialog box displays, click the **Finish** button to return to the main UIWeb window.

Online Budget Transfers – UIWeb 4.2 or 4.3

Check Budget Transfers

After all approvals have been given, it is possible to use the GL Account Balance Summary form to check accounts to make certain that funds actually transferred.

Note: It usually takes about 48 hours for a budget transfer to be approved and processed.

1. After logging into Colleague, enter **ACBL** into the Quick Access box and click the **Go** button.

It also is possible to locate the GL Account Balance Summary icon by expanding the GL General Ledger folder and clicking the ACBL icon.

The GL Account Lookup dialog box will display.

2. Enter the GL Account Number for the account whose balance you wish to check and click **OK**.

The Fiscal Year Lookup dialog box will display.

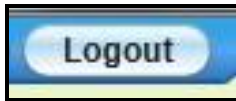
3. Enter the **current fiscal year** and click **OK**.

The ACBL Account Balance Inquiry form will display.

4. Verify the Available Funds and use the Detail button, if desired, to view information regarding budget transactions.

Logging Out of Colleague User Interface (UIWeb)

1. If you are finished using Colleague UIWeb 4.2, make certain to **Logout** using by clicking the **Logout button** on the upper right-hand side of the UIWeb window.



2. Close the browser window.