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Fund Transfer – To move actual, incurred expenses to another account

- General Ledger/Journals/Journal Entry/Create Journal Entries - click Add
- Header Tab - Ledger Group – Enter ACTUALS, Source – Enter ONL
click on the Lines Tab - Enter the account string to “Transfer To” including amount (positive), Enter the Journal Line Description, Click the  to add a new line, Enter the account string to “Transfer From” including amount (negative)
- Click Save
- Click Notify, send to BCO or
send to thurley@grcc.edu (Fund 11, 14, 91)
or sarakrossschell@grcc.edu (Fund 15)
or patriciayoung@grcc.edu (Fund 51)

Budget Transfer – To move budget dollars to fund a future purchase

- Commitment Control/Maintain Budgets/Budget Journals/Enter Budget Journal -
Click Add
- On the Budget Header Tab, Enter one of the following under Ledger Group:
ORG – For Funds 11, 14, 15, 61, and 91
PROJGRANT – For Funds 42 and 51
- Now click on the Budget Lines Tab and click the arrow icon next to base currency
details to expand and then enter the following: Enter the account string to “Transfer
To” including amount (positive). Note – Budget Period (Year) must also be entered.
Enter the Journal Line Description, Click the “+” to add a new line Enter the account
string to “Transfer From” including amount (negative).
- Click Save
- Click Notify, send to BCO or
send to thurley@grcc.edu (Fund 11, 14, 91)
or sarakrossschell@grcc.edu (Fund 15)
or patriciayoung@grcc.edu (Fund 51)

Requisition

- Purchasing/Requisitions/Add/Update Requisitions - Click Add
- Click on Requisition Defaults - Click on the Supplier Lookup, type in the first few letters of the vendor name to find the appropriate vendor and click Search. Check the Select Box and click OK.
- Enter Header information, Under Buyer, enter MDAVIS, enter Account Information under Distributions, then click OK
- Enter the following information under Line Details – Description, Req Qty, UOM (EA), Category, Price.
- For MBE/WBE for the purchase enter Y or N with reason.
- Click on Add Comments only if you have an item that is being received. Here, you will enter the location for receiving to deliver your order. Then click OK.
- Click the Save button
- Click the Notify button, send to BCO or directly to mdavis@grcc.edu

Steps for BCO Approving Transaction



Fund Transfer

- Click on email link
- Click on Lines Tab
Review account numbers, descriptions and amounts
- Click Notify
send to thurley@grcc.edu (Fund 11, 14, 91)
or sarakrosschell@grcc.edu (Fund 15)
or patriciayoung@grcc.edu (Fund 51)

Budget Transfer

- Click on email link
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Review account numbers, descriptions and amounts
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Requisition

- Click on email link
- Review the transaction – Line Details (account #, order and price info) – click OK, then click Line Details (vendor detail), then click OK
- Click the Approve icon 
- Click the Budget Check icon at the top right of the screen  to budget check the transaction
- Click Notify
Send to mdavis@grcc.edu

FREQUENTLY ASKED QUESTIONS

How do I find the entire account number?

- Commitment Control/Review Budget Activities/Budget Inquiry/Budget Details
Input ORG (Fund 11,14,15,91) and PROJGRANT (Fund 42,51) and enter your Dept ID or Project ID and Budget Period to see valid account numbers.


How do I inquire on the status of a requisition?

- Purchasing/Requisition/Review Requisition Information/Requisitions – Enter the Requisition ID

How do I review purchase order activity?

- Purchasing/Purchase Order/Review PO Information/Activity Summary

How do I check on the detail for budget journal entries?

- - Commitment Control/Review Budget Activities/Budget Inquiry/Budget Details
- Enter the appropriate account number, click OK
- You can drill down to budget line detail by clicking on the icon next to Budget Amount  Click Drill to Budget Journal

Where are budget reports located?

- Budget reports for each department are located in the appropriate BCO folder on the s drive at S:\Units\Financial Services\Reports\Organization

What queries do I run to get budget detail?

- See instructions for BCO Budget Report on Accounting and Budget Webpage
- Reporting Tools/Query/Query Manager – type in query name, click run
JOURNAL – Transaction detail for all journal lines.
AP_VOUCHER_GL – Transaction detail for amounts paid or to be paid to vendors (includes vendor name, invoice #, etc.).
ENCUMBRANCE – Transaction detail for Purchase Orders issued and paid against.