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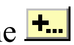
Fund Transfer – To move actual, incurred expenses to another account

- 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 sarakrosschell@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 sarakrosschell@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 Distibutions, 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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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/Review Budget Details. Under Ledger Group, enter ORG (Fund 11,14,15,91) or PROJGRANT (Fund 42,51). Enter Account ID, Dept ID or Fund Code and Budget Period then click Search to see if account numbers are valid.

How do I inquire on the status of a requisition?

- Purchasing/Requisitions/Review Requisition Information/Requisition - Enter the Requisition ID or Supplier Name or Requestor Name if known and click OK.

How do I review purchase order activity?

- Purchasing/Purchase Order/Review PO Information/Activity Summary
- Enter PO Number or under Supplier ID click on magnifying glass to search by Supplier Name then click Search

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

- Commitment Control/Review Budget Detail/Budget Details
- Under Ledger Group, enter ORG (Fund 11,14,15,91) or PROJGRANT (Fund 42,51). Enter your Dept ID or Project ID and Account then Budget Period and click on Search. Select account then click Search and View Details for information.
- In Commitment Control Budget Details, you can click on Drill to Activity Log icon next to Budget for more details.

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.