

## Completing an Upload Budget Transfer

The Upload Budget Transfer process allows you to:

- Process multi-line budget transfers more easily and efficiently
- Reduce the amount of time spent within myUFL
- Reduce potential input errors

This instruction guide provides step-by-step instructions for completing an Upload Budget Transfer from one department to another. In State Appropriation Funds, you can transfer budget

- From OPS (650000) to Other (700000) or
- From Salaries (600000) to OPS or Other

Transfers from OPS or Other to Salaries should be done only in special circumstances. At the college level, budget can be transferred between departments.

### Editing the Upload Budget Transfer Template

1. After accessing the Upload Budget Transfer template from <http://cfo.ufl.edu/budget.asp>, you will save it a desired location on your computer.  
**Note:** If you wish to reuse a saved copy of the Upload Budget Transfer template instead of downloading a fresh copy, be sure to click the **Clear** button to remove all the data in the body. Understand clicking the **Clear** button will *not* clear the data from the Header area – these data must be cleared and re-entered manually.

### Fill in the template as indicated below:

2. Open the template file and enter the desired information into the **Journal Date** field (e.g., "**12/20/2010**").
3. Click the **Ledger Group** drop down arrow.
4. Select the desired ledger group (e.g., **APPROP**) from the drop down list.
5. Click the **Budget Entry Type** drop down arrow.
6. Select **Transfer Adjustment** from the drop down list.
7. Enter the desired information into the **Description** field (e.g., "**Upload Budget Transfer Description**") in the Budget Header Information section.
8. Enter a valid value (e.g., "**Budget Line Description**") into the **Description** field in the Budget Line Information section.  
**Note:** this field is limited to 30 characters.
9. Enter a valid value (e.g., "**2011**") into the **Budget Period** field.
10. Enter a valid value (e.g., "**16120100**") into the **Department** field.
11. Enter a valid value (e.g., "**101**") into the **Fund** field.
12. Enter a valid value (e.g., "**600000**") into the **Account** field.

13. Click the drop down arrow of the **Budget Reference** field.

**Note:** data entered must be in ALL CAPS.

14. Select **CRRNT** from the drop down list.
15. Enter a valid value (e.g., "**-1000.00**") into the **Amount** field.
16. Continue entering all relevant information on additional spreadsheet lines.

Be sure the Amount values cancel each other out. For example, line 1 shows \$-1000.00 in the Amount field, line 2 should show \$1000.00.

Remember to accept the -xxx.xx default style to indicate negative values. The format of (xxx.xx) is not acceptable.

17. Save the file with .xls extension.

**Note:** the upload process does NOT recognize .XLSX file extensions. Be sure to save your files as .XLS

## Creating the Journal

18. Click the **Create Journal Entries** button.
19. Name the file and click the **Save** button.  
Be sure to keep the .off file extension intact.

**Note:** you can save the .OFF file to any location, but it may be convenient to save in the same location as the .XLS file.

## Uploading the Budget Transfer Template Journal

20. Login to my.ufl.edu.
21. Click the **Main Menu** button.
22. Click the **Commitment Control** menu.
23. Click the **Budget Journals** menu.
24. Click the **Import Budget Journals** menu.
25. Click the **Add a New Value** tab.  
**Reminder:** if you already have an established Run Control ID that you would like to use, click **Find an Existing Value** tab.
26. Enter the desired information into the **Run Control ID** field (e.g., "**Budget\_Transfer\_Example**").
27. Click the **Add** button to create the new Run Control.  
**Note:** If you wish to re-use an established Run Control, be sure to delete the current attached .OFF file before adding a new .OFF file.

28. Click the **Add** button to attach the .OFF file.
29. Click the **Browse...** button.
30. Locate and select the .OFF file and then click the **Open** button.
31. Click the **Upload** button.

### Processing the Uploaded Budget Transfer

32. Click the **Run** button.
33. Click the **OK** button.
34. Click the **Process Monitor** link. Notice a Process Instance number has been assigned.
35. Click the **Refresh** button until **Run Status column = "Success"** and the **Distribution Status column = "Posted"**.
36. Click the **Details** link to confirm that the data were recorded successfully and to obtain the Journal ID number.
37. Click the **View Log/Trace** link.
38. Click the **2nd** list item link.
39. Confirm the line **"Process completed successfully with 1 journals imported"** appears in the Notepad application. Make note of the **10-digit Journal ID** number (e.g., **0001318258**).  
**Note:** You can turn on the Word Wrap feature in Notepad to be able to read the file more easily by choosing Format > Word Wrap from the menu bar.

### Enter Budget Transfer

40. Navigate to **Budget Journals > Enter Budget Transfer** to complete entering the budget transfer into myUFL.
41. Click the **Find an Existing Value** tab.
42. Enter the desired information into the **Journal ID** field noted in step 39 (e.g., **"0001318258"**).
43. Clear **User ID** if needed
44. Click the **Search** button.
45. Input more descriptive text in the **Long Description** field as needed, then click the **Budget Lines** tab.
46. Confirm the **\*Process** field indicates **"Post Journal"**, and then click the **Process** button.

47. Click the **Yes** button to confirm that you do want to post the journal.
48. When the **Budget Header Status** field indicates "**Posted**", the Upload Budget Transfer process is complete.

If you need help with...

- Technical issues, contact the UF Help Desk:
  - 392-HELP
  - helpdesk@ufl.edu
- Policies and Directives,
  - Contact the University Budget Office at 392-2402

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