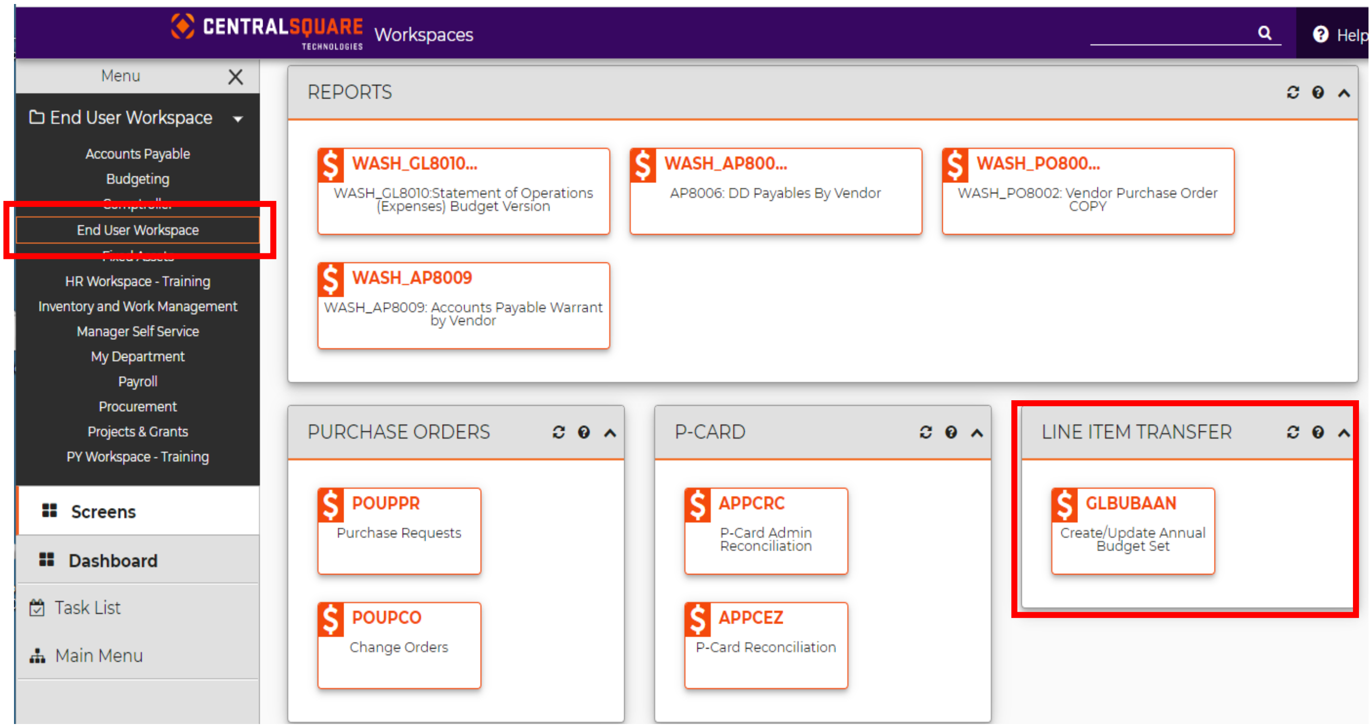
Line Item Transfer Instructions

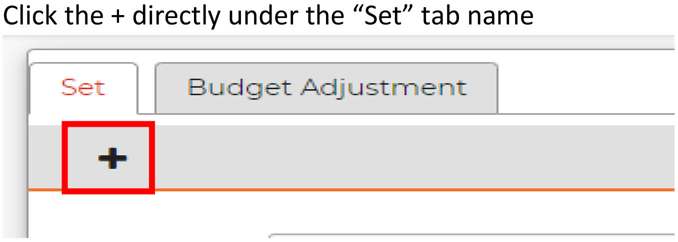
1. Log in to Central Square/Finance Enterprise

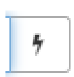
2. On the left side of screen, select the End User Workspace from the menu

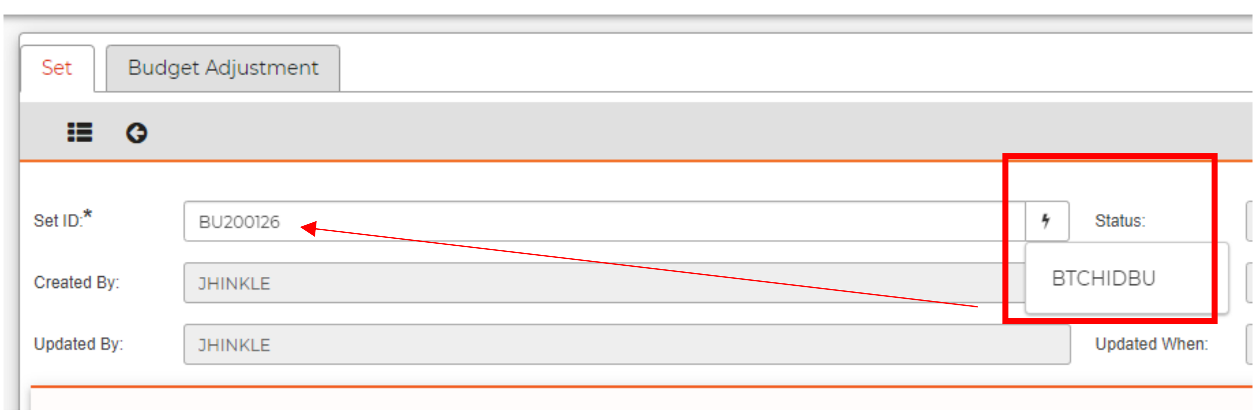
3. On right side of screen, Line item Transfer box, select GLBUBAAN Create/Update Annual Budget Set



4. Click the + directly under the “Set” tab name



5. Click the lightning bolt icon  at the end of the “Set ID*” field, then click BTCHIDBU to assign the set ID #

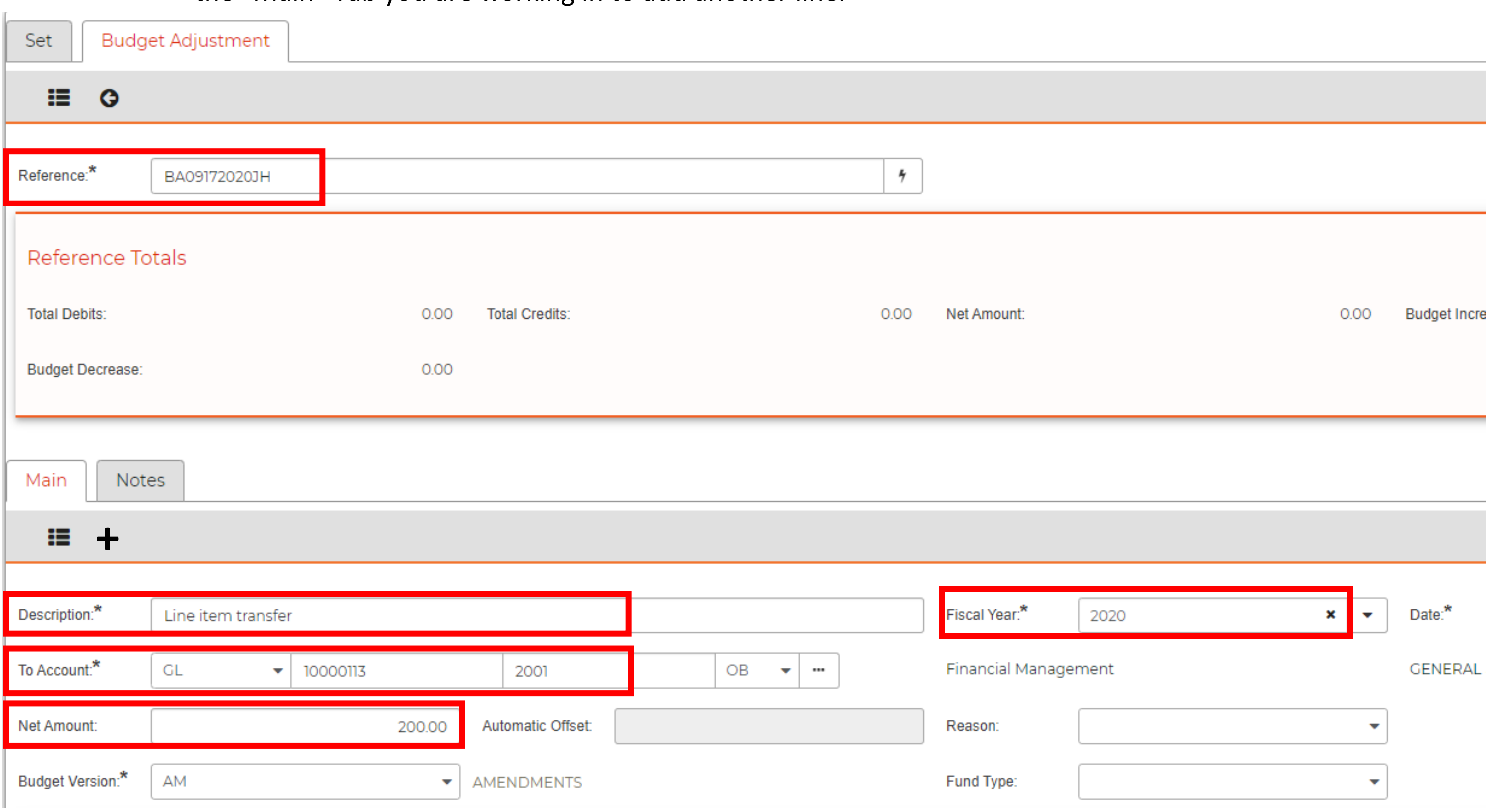


6. Click on the "Budget Adjustment" Tab at the top of the page to begin the transfer
    - **Reference** field: Create the reference number using the below information:
      *BA (stands for Budget Adjustment), date without characters, your initials

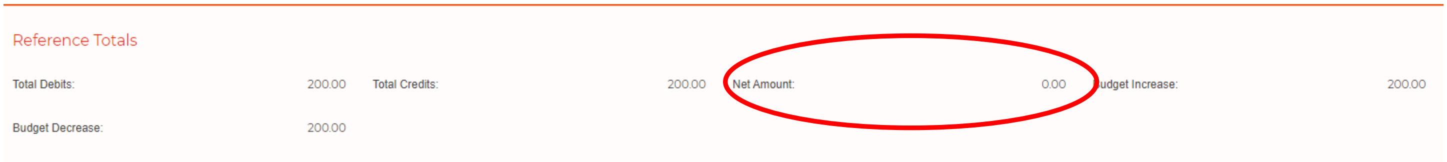
      Sample: **BA09172020JH**

**If you create more than one transfer in the same day, you will need to add a 1, 2, 3 etc… after your initials to make the reference # unique and be able to save another record created using the same date.*

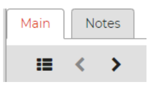
7. On the "Main" Tab in the middle of the screen, fill in the below fields:
    - **Description** field: You can use something like "line item transfer" or be as detailed as you want to explain why you are making a transfer
    - **Fiscal Year** field: Select the year for the budget year the transfer will be applied to
      ***If you are creating a transfer for the previous year, you must also change the Date field to 12/31/xx of the previous year**
    - **To Account** field: Enter your Fund & Dept account number (Ex: 10000113), then enter the line item number you need to adjust in the field labeled RV&XP tere
    - **Net Amount** field: Enter the amount of money you need to add or reduce per line item.
        i. If you are adding money to a line item, use a positive number
        ii. If you are reducing money from a line item, use a negative symbol in front of your dollar amount
    - **Hit Enter** after the entry of each line item to add more lines to your transfer (the description box will remain filled in after you hit enter, but you can alter for each and every line item if you choose) *if the next available blank "To Account" line does not pop up for you, you can click the "+" on the gray bar of the "Main" Tab you are working in to add another line.



As you are adding lines to your transfer, you will notice the section of the page called "Reference Total" will start tracking how many debits/credits you have entered. The Net Amount must be at 0.00 (zero) to fully balance the record and be able to submit the request via Workflow for approval.



To go back and forth between your entries (for review or possible changes), you can use the icons at the top of the Main Tab to see a grid mode (3 dark lines stacked) or the arrows to toggle back and forth thru the records



8. After you have completed all the transfers needed and your Net Amount in the "Reference Totals" section of the screen is at 0.00:
   - Go to the left side of the screen and click the icon to open the Approvals Task List
   - Your name will appear with a header of Pending. Click the green Approve button and then a Submit dialog box will appear to send the request to the Comptroller's office (you may leave a comment when the Submit box pops up if you need to)