
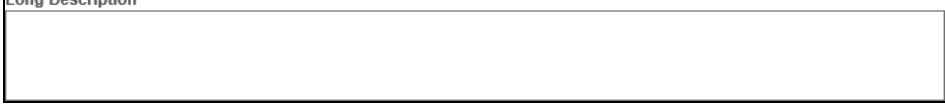



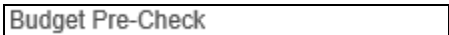
Budget Transfer

Step	Action
1.	Click the Main Menu button. 
2.	Press the left mouse button on the Financials menu. 
3.	Click the Commitment Control menu. 
4.	Click the Budget Journals menu. 
5.	Click the Enter Budget Transfer menu. 
6.	Click the Add a New Value tab. 
7.	Leave in the default values.
8.	Click the Add button. 
9.	Click in the Ledger Group field. 
10.	Enter the desired information into the Ledger Group field. Enter " KK_BUDG_2 ". 
11.	Click the Parent Budget Entry Type list. 
12.	Click the Transfer Adjustment list item. 
13.	Click in the Long Description field. 

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14.	Enter the desired information into the Long Description field. Enter " Testing Budget Transfer ". <div style="border: 1px solid black; padding: 2px; width: 500px; height: 40px; margin-top: 5px;"> Long Description </div>
15.	Click the Budget Lines tab. <div style="border: 1px solid gray; padding: 2px; width: 100px; margin-top: 5px; text-align: center;"> Budget Lines </div>
16.	Click the Look up Budget Period (Alt+5) button. 
17.	Click the 2015-16 link. <div style="border: 1px solid gray; padding: 2px; width: 60px; margin-top: 5px; text-align: center;"> 2015-16 </div>
18.	Click in the Oper Unit field. <div style="border: 1px solid gray; width: 40px; height: 20px; margin-top: 5px;"></div>
19.	Enter the desired information into the Oper Unit field. Enter " KE01 ".
20.	Click in the Fund field. <div style="border: 1px solid gray; width: 40px; height: 20px; margin-top: 5px;"></div>
21.	Enter the desired information into the Fund field. Enter " 101 ".
22.	Click in the ICS field. <div style="border: 1px solid gray; width: 60px; height: 20px; margin-top: 5px;"></div>
23.	Enter the desired information into the ICS field. Enter " 1150500 ".
24.	Click in the Dept field. <div style="border: 1px solid gray; width: 60px; height: 20px; margin-top: 5px;"></div>
25.	Enter the desired information into the Dept field. Enter " 100030 ".
26.	Click the horizontal scrollbar. <div style="border: 1px solid gray; width: 300px; height: 20px; margin-top: 5px; position: relative;"> <div style="position: absolute; right: 5px; top: 5px;">></div> </div>
27.	Click in the Account field. <div style="border: 1px solid gray; width: 70px; height: 20px; margin-top: 5px;"></div>
28.	Enter the desired information into the Account field. Enter " 60501000 ".
29.	Click in the Bud Ref field. <div style="border: 1px solid gray; width: 60px; height: 20px; margin-top: 5px;"></div>
30.	Click the Look up Bud Ref (Alt+5) button. 
31.	Click the 2015-16 link. <div style="border: 1px solid gray; padding: 2px; width: 60px; margin-top: 5px; text-align: center;"> 2015-16 </div>

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Step	Action
32.	Click the horizontal scrollbar. 
33.	Enter the desired information into the Amount field. Enter " -100 ".
34.	Click the Insert Lines button. 
35.	By default all the values you entered previously are copied.
36.	Click in the Amount field. 
37.	Enter the desired information into the Amount field. Enter " 100 ".
38.	Click the Save button. 
39.	Click the Process list. 
40.	Click the Edit Chartfields list item. 
41.	Click the Process button. 
42.	Click the Process list. 
43.	Click the Budget Pre-Check list item. 
44.	Click the Process button. 
45.	Click the Process list. 
46.	Click the Submit Journal list item. 
47.	Click the Process button. 
48.	Note that the approval status has changed to Pending .
49.	Click the Home link. 
50.	You have successfully entered budget transfer and submitted it for approval. End of Procedure.