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## **SmarteFinance Budget Transfer Requisition**

**User Guide**

Revised 4/2018

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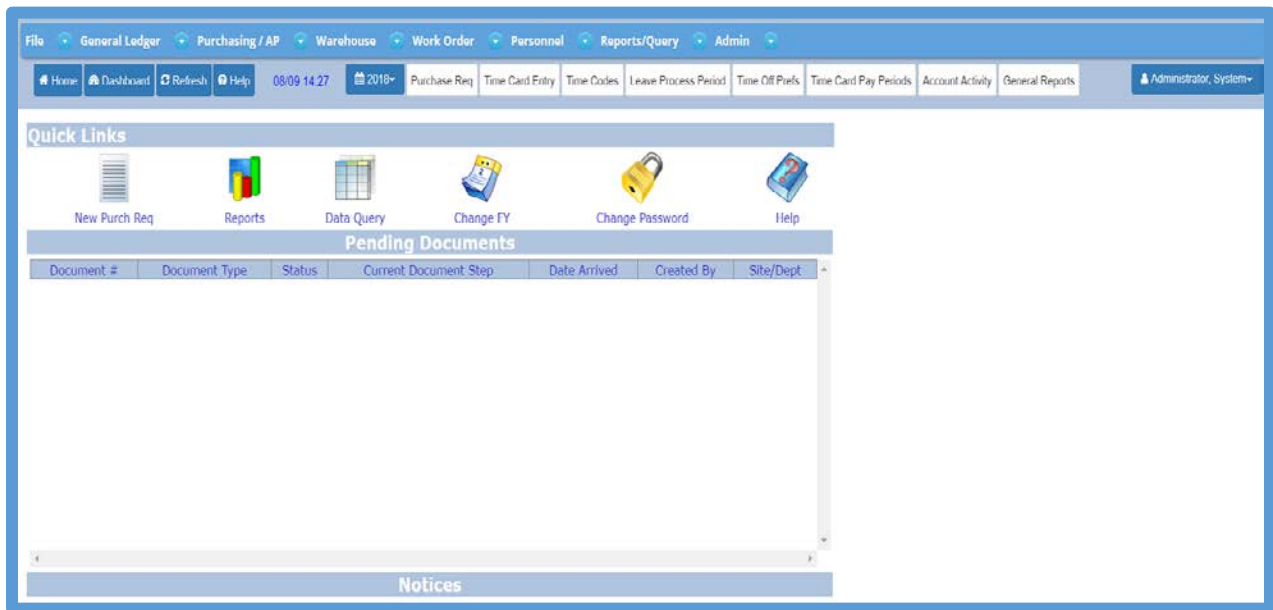
# BUDGET TRANSFER REQUISITION

## OVERVIEW

The Smartetools on-line Budget Transfer Requisition is a web based form that will replace the existing form currently used by the district. The new web based form will allow you to electronically create, route and approve all requisitons, as well as, perform additional functions such as adding notes, attaching files and tracking the requisition movement, etc.

## HOME PAGE

Once you have sucessfully logged into the web application, the Home Page shown below, will display by default.

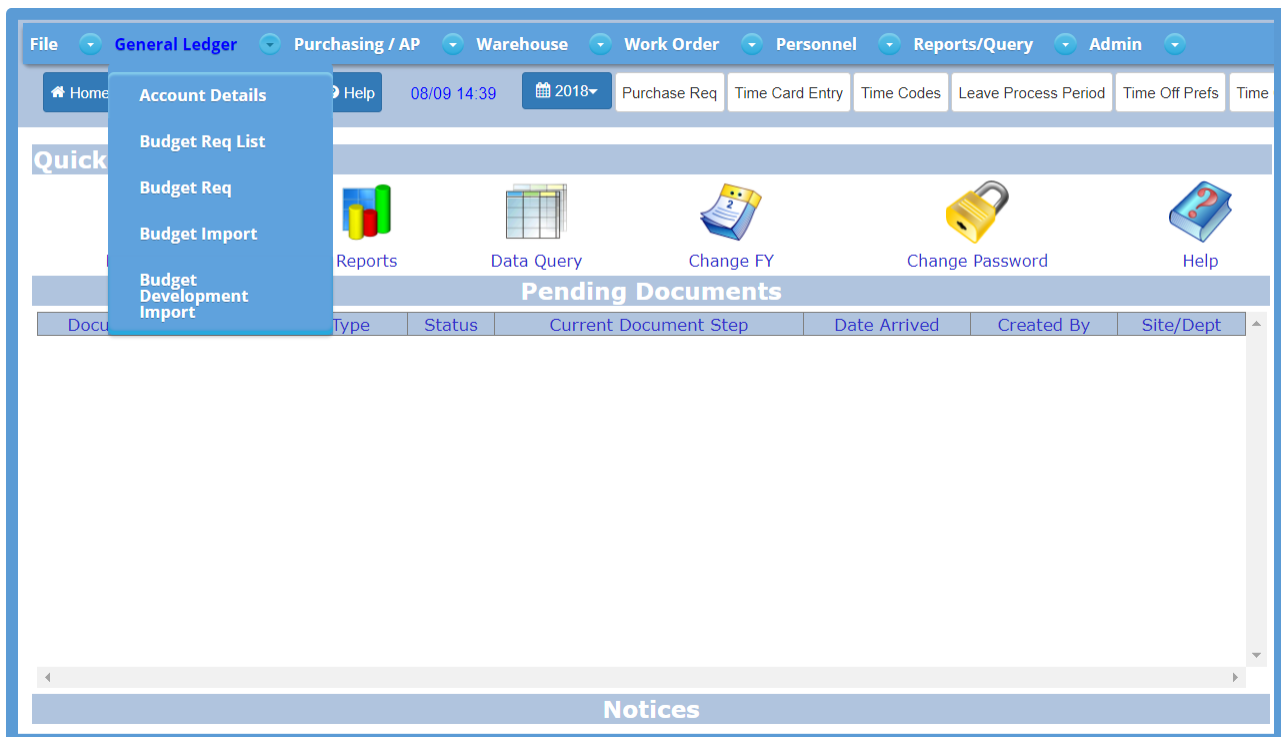


The top portion of the home page displays information for your current login session, which includes the current 'Fiscal Year'. Since requisitions are created and maintained by fiscal year, it is important to ensure that you are logged into the fiscal year that you want to work in. You can switch to a different fiscal year by using the **Change Fiscal Year** function or by clicking on the calendar icon under main menu tool bar and choosing the Fiscal Year you would like to work in.

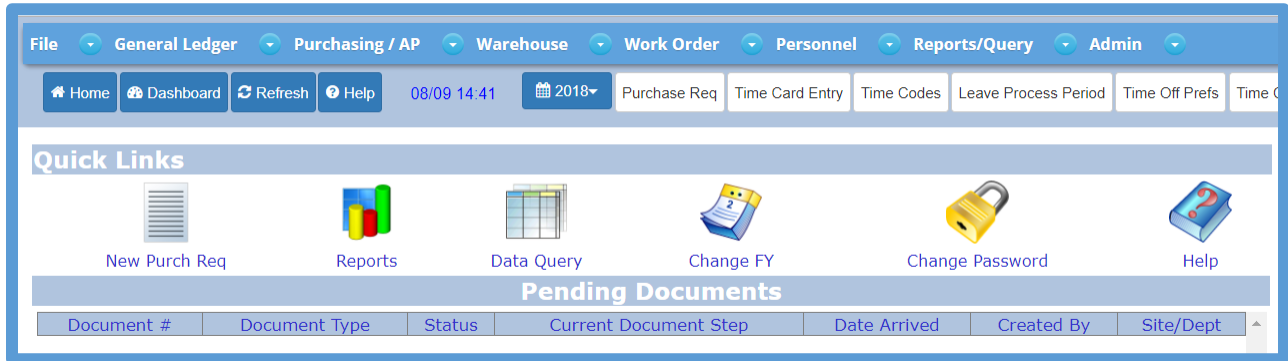


The menu bar, at the top, shows the functional areas for which the account has been authorized to use. In the **Menu** bar shown below, the user account has access to File, General Ledger, Purchasing/AP, Warehouse, Work Order, Personnel, Reports/Query, and Admin.

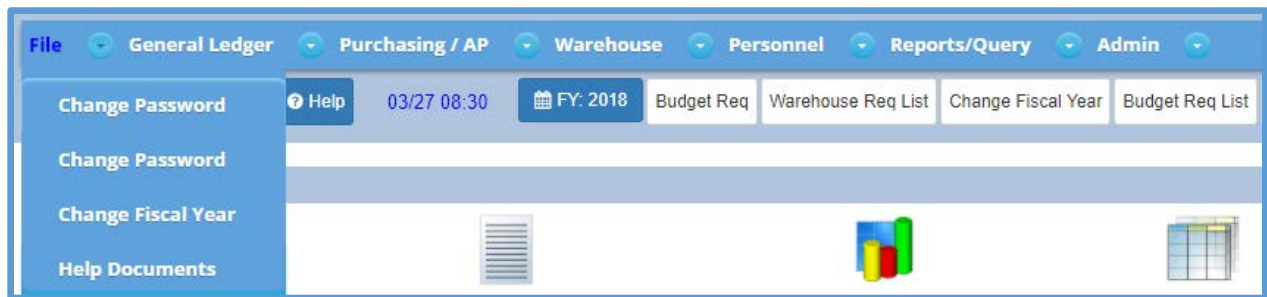
To access a function within an area simply hover over the appropriate Menu group and choose one of the available menu options in the list that is displayed.



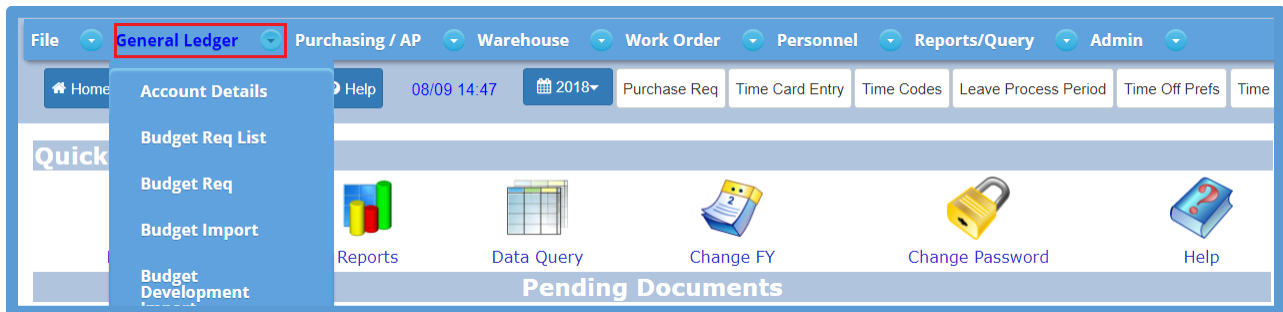
The **Main Menu** displays the functional areas for which you are authorized to access. The menu bar below shows File, General Ledger, Purchasing/AP, Warehouse, Work Order, Personnel, Reports/Query, and Admin. To access the items within each of these areas, click on the desired area.



The **File** menu allows you to change your password, change the fiscal year and access to the help documents in Smartetools.

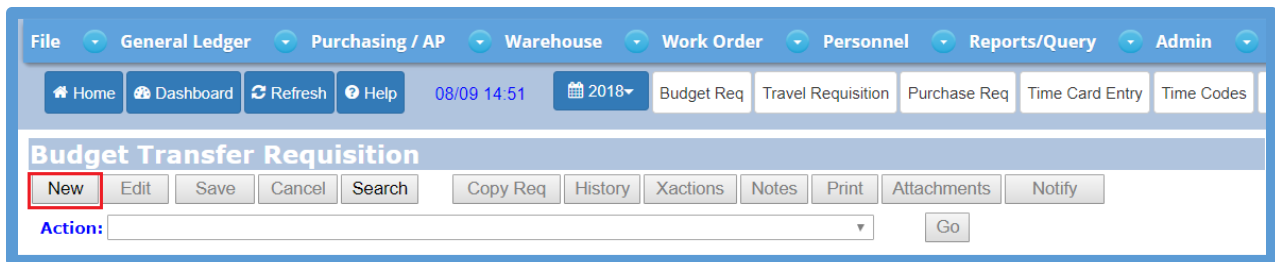
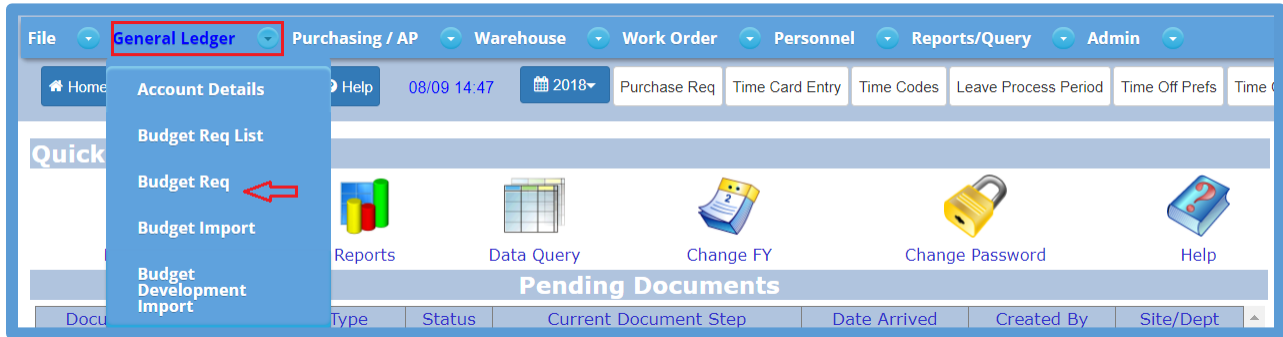


The **GL** menu will display the following information. When you click the **Budget Requisition** menu item, the Budget Requisition screen opens.

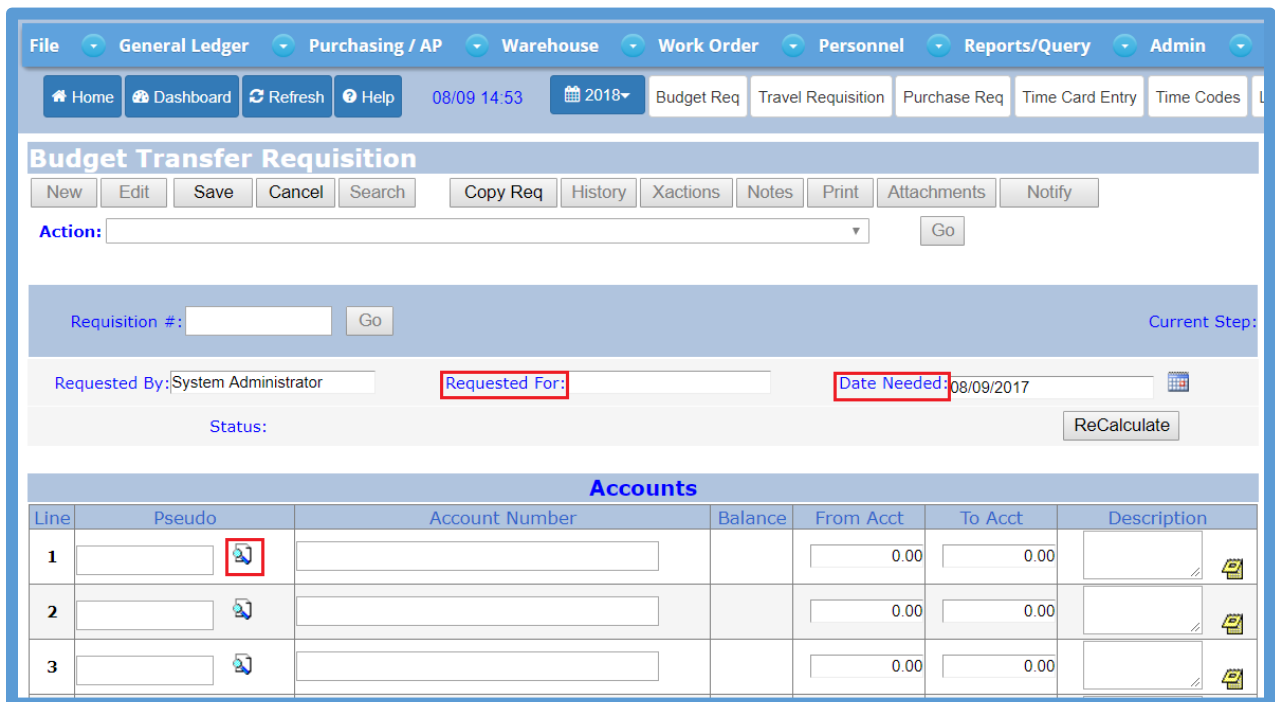


## CREATE A BUDGET TRANSFER REQUISITION

To create a Budget Requisition, use the **General Ledger** option from the main menu. Select the **Budget Req** option and the Budget Requisition screen will open.



Begin by entering the **Requested For** information. The **Date Needed** field will default to the current date. Enter a new date in this field if it is different than the default date.



## ACCOUNT SEARCH

The Account Search page allows you to search for and select an account number. Depending on your user profile, you may be limited to the account numbers you are allowed to access. Open the **Account Number Search** screen by clicking on the search icon (shown above).

Enter the account search criteria and click the **Search** button. If you do not know all of the digits of an account number for a group of accounts, leave those digits blank, or use an underscore “\_” as a place holder. The account search will treat spaces or underscores as wild card characters and return all accounts that match the digits entered.

A list of accounts to which you have access via your user profile will be displayed. The Budget, Balance and Pre-Balance are also displayed for reference. Click on the **Select** button next to the desired account and it will be copied to the requisition.

The example below shows some of the account components were left blank as well as some with only partial components entered.

**Account Number Search**

Search By:

Account Number: Fund(3) Res(5) Yr(1) Goal(5) Fnct(5) Obj(4) Loc(3) Dept(4)

010 - - - - -

Pseudo:

Account Name:

**Search** Close Reset

The search has resulted in greater than 100 records. Only the first 100 have been displayed. If the record your searching for is not in the result set, please refine your search criteria to return fewer records.

	Pseudo	Account Number	Account Name	Budget	Balance	PreBalance	Xactions
Select	190015	010-00000-0-00000-00000-1999-000-0000	Cert Error Account	\$0.00	\$0.00	\$0.00	Xactions
Select	340790	010-00000-0-00000-00000-3411-000-0000	Hlth & Wlfr Benefits, Cert	\$0.00	\$0.00	\$0.00	Xactions
Select	390639	010-00000-0-00000-00000-3999-000-0000	Benefits-Error	\$0.00	\$0.00	\$0.00	Xactions
Select	710011	010-00000-0-00000-00000-7130-000-0000	State Special Schools	\$0.00	\$0.00	\$0.00	Xactions
Select	720062	010-00000-0-00000-00000-7211-000-0000	Pass through grants to Districts	\$0.00	\$0.00	\$0.00	Xactions
Select	800001	010-00000-0-00000-00000-8011-000-0000	Rev Limit State Aid-Cyr	\$0.00	\$0.00	\$0.00	Xactions
Select	800033	010-00000-0-00000-00000-8011-000-1200	Rev Limit State Aid-Cyr	\$0.00	\$0.00	\$0.00	Xactions

File General Ledger Purchasing / AP Warehouse Work Order Personnel Reports/Query Admin

Home Dashboard Refresh Help 08/09 15:02 2018 Budget Req Travel Requisition Purchase Req Time Card Entry Time Codes

### Budget Transfer Requisition

New Edit Save Cancel Search Copy Req History Xactions Notes Print Attachments Notify

Action:  Go

Requisition #:  Go Current Step:

Requested By: System Administrator Requested For:  Date Needed: 08/09/2017

Status:  ReCalculate

Accounts						
Line	Pseudo	Account Number	Balance	From Acct	To Acct	Description
1	<input type="text" value="710011"/>	<input type="text" value="010-00000-0-00000-00000-7130-000-0000"/>		<input type="text" value="1000"/>	<input type="text" value="0.00"/>	<input type="text"/>
2	<input type="text" value="720062"/>	<input type="text" value="010-00000-0-00000-00000-7211-000-0000"/>		<input type="text" value="0.00"/>	<input type="text" value="1000"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>		<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text"/>

The budget requisition page allows for twelve (12) account lines (not shown here). To assign more than twelve account lines, save the requisition and then click the **Edit** button. The requisition will show the twelve original account lines and twelve more blank account lines that may be used for additional account transfers.


Now you may enter the amounts you want to transfer from this beginning account, plus any additional accounts, into another account(s). Within the **Description** area you may enter a reason for the transfer. Click the icon next to the **Description** area on the appropriate line item and a **Line Item Description** screen will pop up. Enter your information, then click **Save**. The description will be loaded into the budget requisition page.



At the bottom of the Budget Requisition screen is a **Comments** area where you can enter information pertaining to the budget transfer request. When the requisition is saved, the comments will display with the budget requisition.

**Line Item Description:**

Enter comments here|



**Save** Close

When you have finished entering all necessary account numbers and transfer amounts, click the **ReCalculate** button to validate the account transfer requests. The current account balances will display under the **Balance** heading.

**Budget Transfer Requisition**

New Edit Save Cancel Search Copy Req History Xactions Notes Print Attachments Notify

**Action:**  Go

Requisition #:  Go
Current Step:

Requested By: 
Requested For: 
Date Needed:

Status:
ReCalculate

**Accounts**

Line	Pseudo	Account Number	Balance	From Acct	To Acct	Description
1	<input type="text" value="430756"/>	<input type="text" value="010-00450-0-11101-10000-4319-0500000"/>	17388.00	<input type="text" value="1000"/>	<input type="text" value="0.00"/>	<input type="text"/>
2	<input type="text" value="430753"/>	<input type="text" value="010-00450-0-11101-10000-4310-4500000"/>	500.00	<input type="text" value="0.00"/>	<input type="text" value="1000"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
4	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
5	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
6	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
7	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
8	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
9	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
10	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
11	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
12	<input type="text"/>	<input type="text"/>	0	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text"/>
<b>Total:</b>			1,000.00	1,000.00		

Comments:

Errors can occur due to an invalid debits/credits and/or district predefined budget transfer rules. The screenshot below shows an error due to a budget transfer rule; this district does not allow budget transfers between Major Objects.

**Budget Transfer Requisition**

New Edit Save Cancel Search Copy Req History Xactions Notes Print Attachments Notify

Action:  Go

The account number as entered on account line # 2 cannot be used due the budget transfer constraint: 'xxx-xxxx-x- -x -', that requires all accounts entered on the request to have the same account # value in positions indicated by 'x' in the constraint.

Requisition #:  Go Current Step:

Requested By: System Administrator Requested For:  Date Needed: 04/24/2017

Status:

Accounts						
Line	Pseudo	Account Number	Balance	From Acct	To Acct	Description
1	430756	010-00450-0-11101-10000-4319-0500000	17388.00	1000	0.00	
2	520364	010-00000-0-00004-72000-5210-0000980	1080.00	0.00	1000	

The screen below shows an error due to unequal debits and credits.

**Budget Transfer Requisition**

New Edit Save Cancel Search Copy Req History Xactions Notes Print Attachments Notify

Action:  Go

The total number of Debits must equal the total number of Credits for this transaction.

Requisition #:  Go Current Step:

Requested By: System Administrator Requested For:  Date Needed: 04/24/2017

Status:

Accounts						
Line	Pseudo	Account Number	Balance	From Acct	To Acct	Description
1	430756	010-00450-0-11101-10000-4319-0500000	17388.00	1000	0.00	
2	430753	010-00450-0-11101-10000-4310-4500000	500.00	0.00	999	
3			0	0	0	
4			0	0	0	
5			0	0	0	
6			0	0	0	
7			0	0	0	
8			0	0	0	
9			0	0	0	
10			0	0	0	
11			0	0	0	
12			0	0	0	

Comments:  Total: 1,000.00 | 999.00

When you save the requisition, a message will display saying the requisition has been successfully created and a requisition number will be applied. The menu at the top of the requisition will now have many more options.

**Budget Transfer Requisition**

Action:

**Budget Requisition has been successfully created.**

Requisition #:   Current Step: **New Budget Transfer Requisition**

Requested By: System Administrator      Requested For:      Date Needed: 04/24/2017

Status: Open

Accounts						
Line	Pseudo	Account Number	Balance	From Acct	To Acct	Description
1	430756	010-00450-0-11101-10000-4319-0500000	17,388.00	1,000.00	0.00	
2	430753	010-00450-0-11101-10000-4310-4500000	500.00	0.00	1,000.00	

Comments: Total: 1,000.00 1,000.00

### COPY A BUDGET TRANSFER REQUISITION

You can create a new budget transfer requisition by copying a previously created budget transfer request into the New Budget Requisition screen. Click **New** to open a blank Budget Requisition screen then click the **Copy Req** button.

**Budget Transfer Requisition**

Action:

Requisition #:   Current Step:

Requested By:       Requested For:       Date Needed:

Status: Open

From the Budget Transfer Requisition Search screen, enter the criteria you wish to use to search for an existing requisition. To see a list of all requisitions to which you have access, click the **Search** button without entering any search criteria. If you need to change your filter criteria, click the **Reset** button and enter new search criteria.

**Budget Transfer Requisition**

New Edit Save Cancel **Search** Copy Req History Xactions Notes Print Attachments Notify

Action:  Go

Requisition #:  Go Current Step:

Requested By: Requested For: Date Needed:

Status: ReCalculate

**Accounts**

Comments: Total:

**Budget Req Search**

Search By:

Requisition Status: Completed

Requisition Number:

Requisition Date From:   To:

**Search** Cancel and Return Reset

## ROUTE A BUDGET TRANSFER REQUISITION

Once a purchase requisition has been saved and is complete, it is ready to be routed to the appropriate departments/personnel for approval, eventually arriving at its final destination, usually the Purchasing Department.

To route a requisition, click the dropdown arrow at the **Action** field and a list of possible locations/steps to which the requisition can be routed will display. This list is dependent on the current location/step of the document and is a user defined field. Select a route and click the **Go** button.

**Budget Transfer Requisition**

New Edit Save Cancel Search Copy Req History Xactions Notes(0) Print Attachments(0) Notify

Action: Send to Principal, Hollingworth Elem

↑

Requisition #: BT00028  Current Step: New Budget Transfer Requisition

Requested By: System Administrator Requested For: Date Needed: 04/24/2017

Status: Open

**Budget Transfer Requisition**

New Edit Save Cancel Search Copy Req History Xactions Notes(0) Print Attachments(0) Notify

Action: Send to Principal, Nogales High

**Budget Transfer Requisition has been successfully routed.**

Requisition #: BT00028  Current Step: Principal, Hollingworth Elem

Requested By: System Administrator Requested For: Date Needed: 04/24/2017

Status: Open

### VIEW ROUTING HISTORY

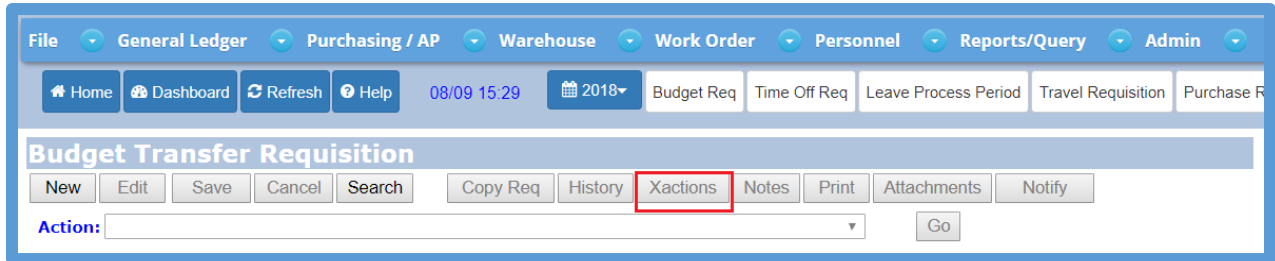
To view the routing history and approvals for a requisition, click the **History** button. This will display a page that shows the complete routing history of the requisition.

**Routing History**  
Document Number: BT00028

Route Name	From/Step Location	To/Step Location	Pre-Encu	User	Date/Time Sent
Send to Principal, Hollingworth Elem	New Budget Transfer Requisition	Principal, Hollingworth Elem	No	Administrator, System	Monday, April 24, 2017 03:38 PM
		New Budget Transfer Requisition	No	Administrator, System	Monday, April 24, 2017 01:31 PM

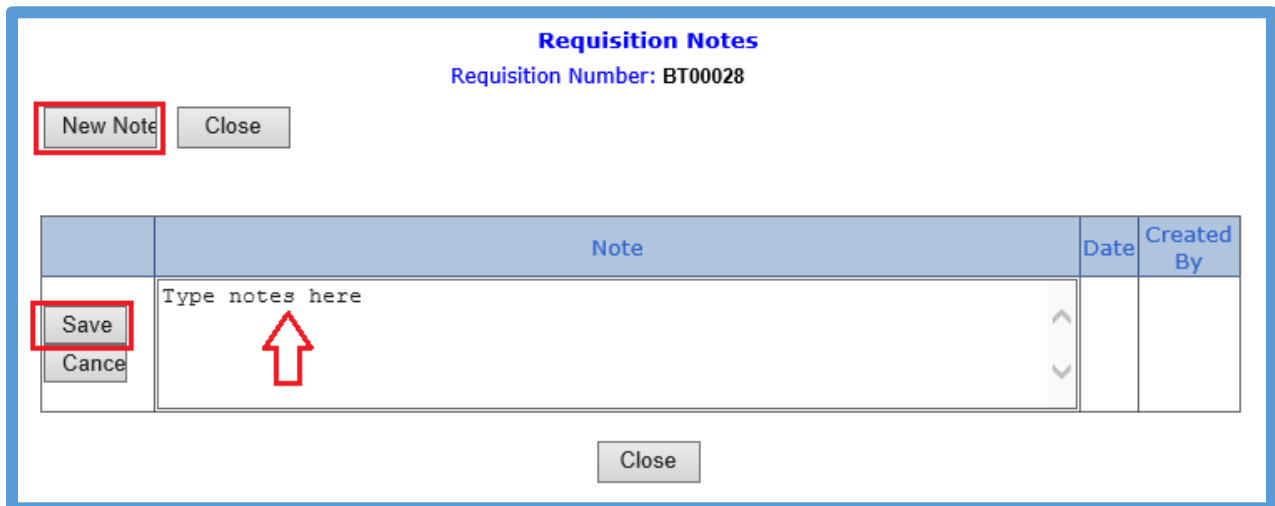
## VIEW ACCOUNT TRANSACTION DETAIL

To view financial transaction history for a requisition, click the **Xactions** button. This will display a page that shows the financial transaction history of the requisition. You may see transactions for accounts that are no longer on the requisition due to an account that was pre-encumbered on the requisition and then subsequently removed.



## CREATE AND VIEW NOTES

It is possible to create and view Notes for a purchase requisition by clicking the **Notes** button located on the menu bar. You can also see the number of Notes created pertaining to this requisition within the **Notes** button (in parentheses). Click on the **Notes** button to display the **Requisition Notes** page. Click the **New Note** button to display the Note entry area. Enter your note and click the **Save** button. The saved notes will always be displayed when the notes page is accessed from the requisition.



## ATTACHMENTS

You may need to attach a document that refers to a budget transfer request. To begin, click the **Attachments** button on the menu bar to open the Attachments screen. Within the Attachments screen, you can browse your computer for PDF files, pictures, or office documents. To attach these to a requisition, select the appropriate file or photo and click **Attach File**. A list of attachments and their file description will be compiled within this screen and the number of attachments pertaining to the requisition will appear next to the **Attachments** button on the purchase requisition screen menu.

**File to Attach:**  No file chosen

**File Desc:**

---

**Current Attachments:**

View	Ref #	FileName	File Size	File Desc	File Type	Remove
<input type="button" value="Close"/>						

## PRINT A BUDGET TRANSFER REQUISITION

The purpose of an electronic requisition system is to reduce the amount of paper that flows through the district. However, many times it is desirable to print a copy of a requisition for your records. To print a copy of a requisition, first select the requisition using the Requisition Search function. Once selected, click the **Print** button on the Menu bar.

The print function will display the requisition page formatted for printing. You can use your browser's print function to print this page on your printer.

Print Date: 5/13/11 12:13 pm Page 1 of 1

**Smartetools Unified School District**  
**Budget Transfer Requisition List**

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Req #: B00231

Requested By: System Administrator Requested For: Created: 05/13/2011

Date Needed: 05/13/2011 Journal #: Board Approval: No Current Loc: Budget/Fiscal Services

Comments:

Account Number	Debit Amt	Credit Amt	Description
010-30100-0-11100-10000-4310-101-0000	1,000.00		For the purchase of educational software.
010-30100-0-11100-10000-4340-101-0000		1,000.00	

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Approved By: \_\_\_\_\_