UNIVERSITY of PUGET SOUND

Est. 1888

Transfer Request Tool

Agenda

1. Introduction to the Transfer Request Tool

2. Transfers for money that has been spent

3. Transfers to support other departments (money not spent yet)

1. Introduction to the Transfer Request Tool

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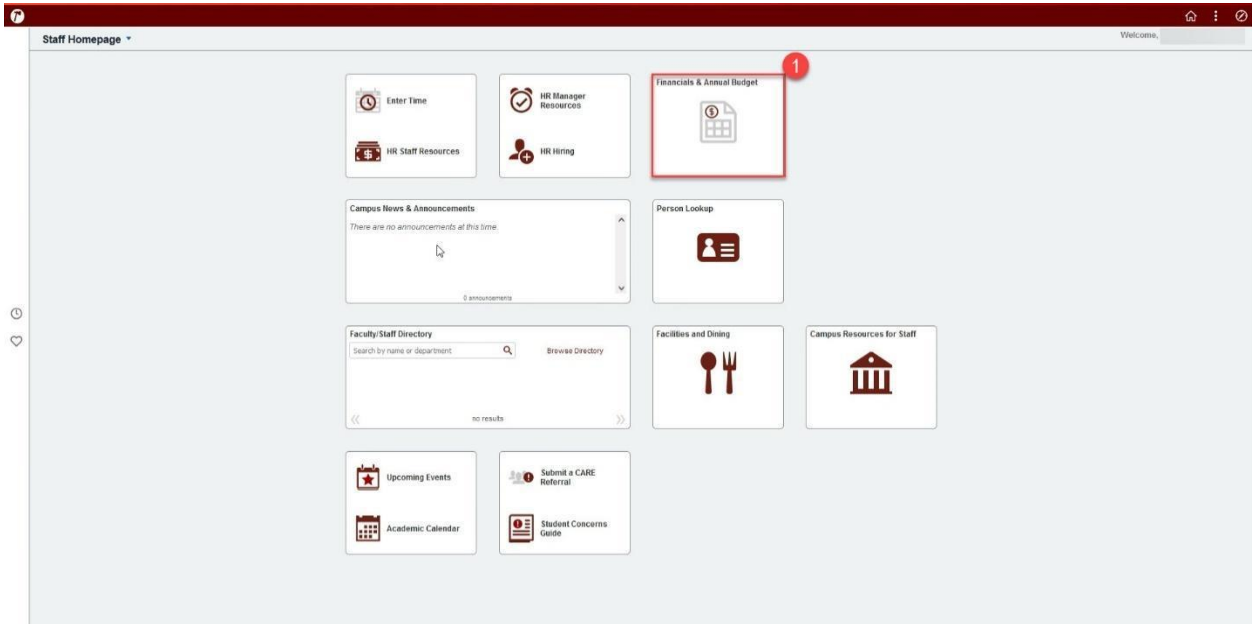
- To create faster transfer processing for our university, we developed a tool that will allow you to submit your own departmental transfers.

- Types of Transactions:
  - This is for transfers where money has been spent, but it needs to be moved to the correct account and/or department.
  - Additionally, this is for transfers of funds to support other departments (money not spent yet).

2. Transfers for money that has been spent

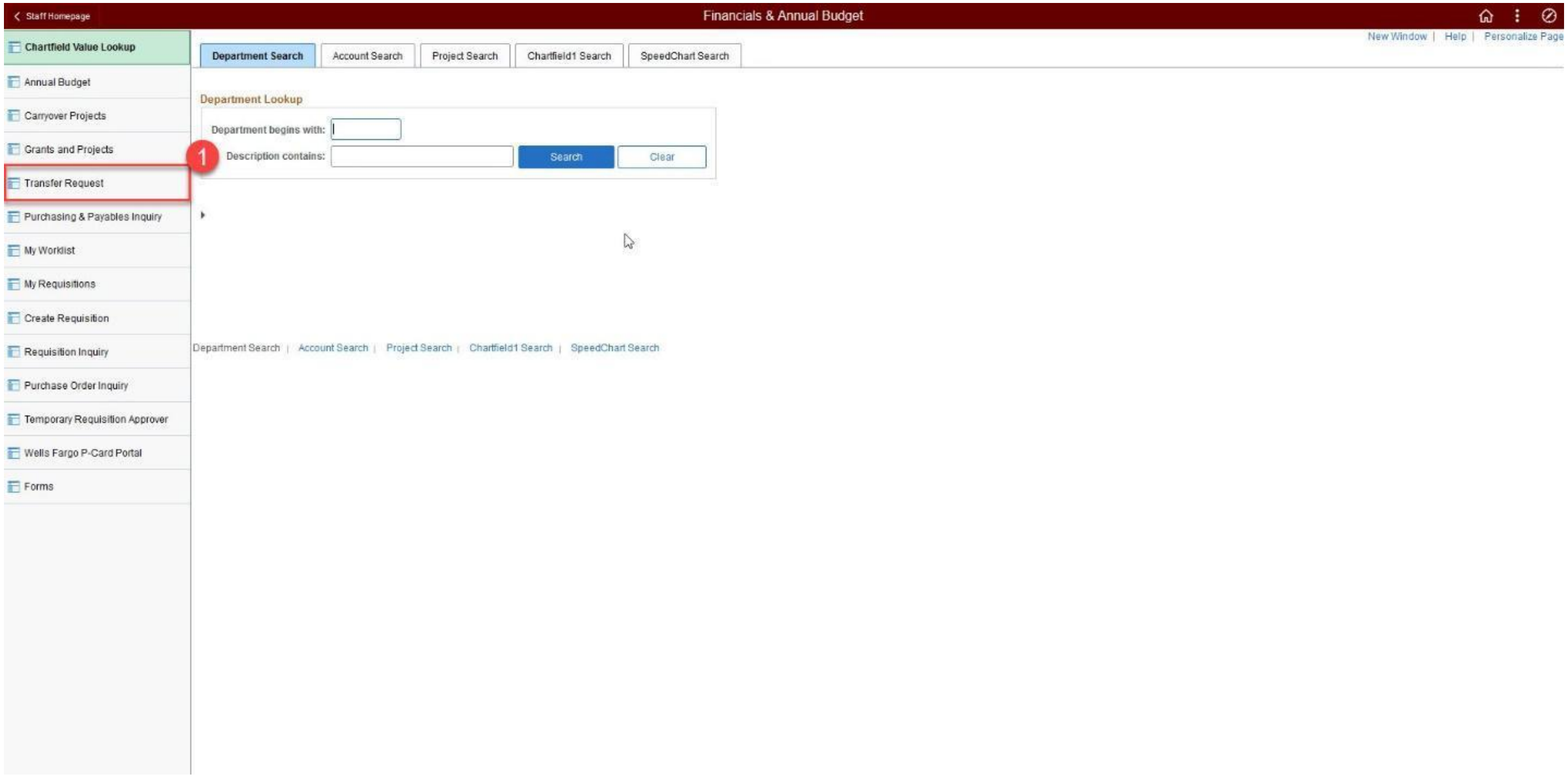
- Was a charge coded to the wrong account and/or department?
  - You can make changes within your own department or request a transfer when another budget manager has agreed to cover the expense.

- Open your myPugetSound Homepage and click on the **Financials & Annual Budget** tile



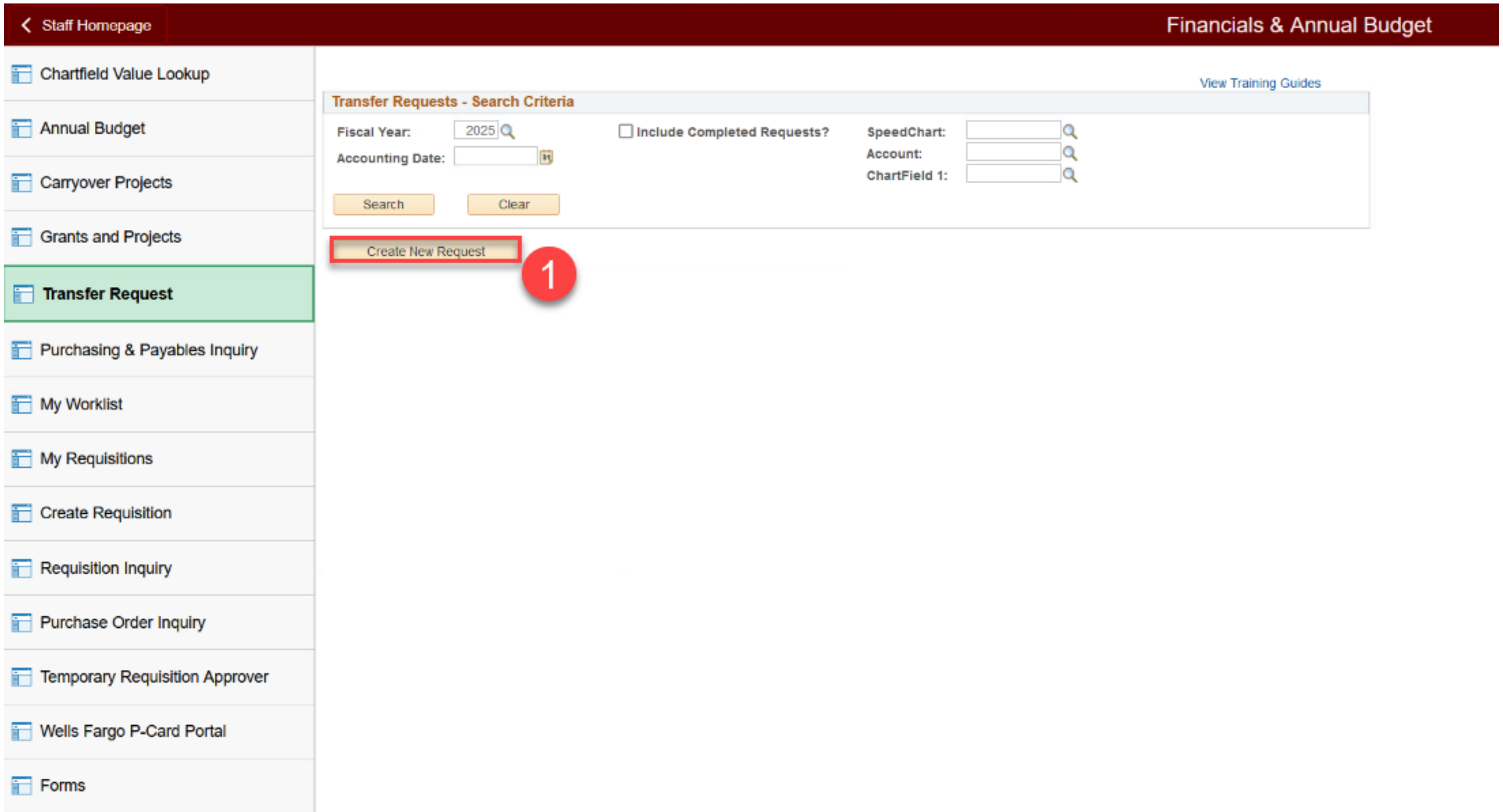
2. Transfers for money that has been spent

- On the menu at left, click on the **Transfer Request** item



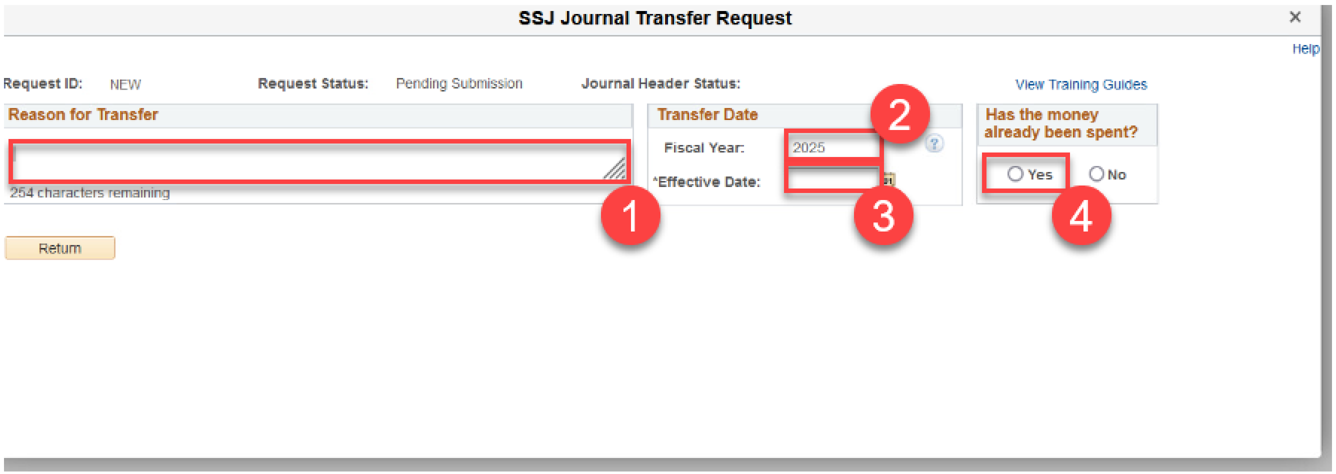
2. Transfers for money that has been spent

- Click **Create New Request** button



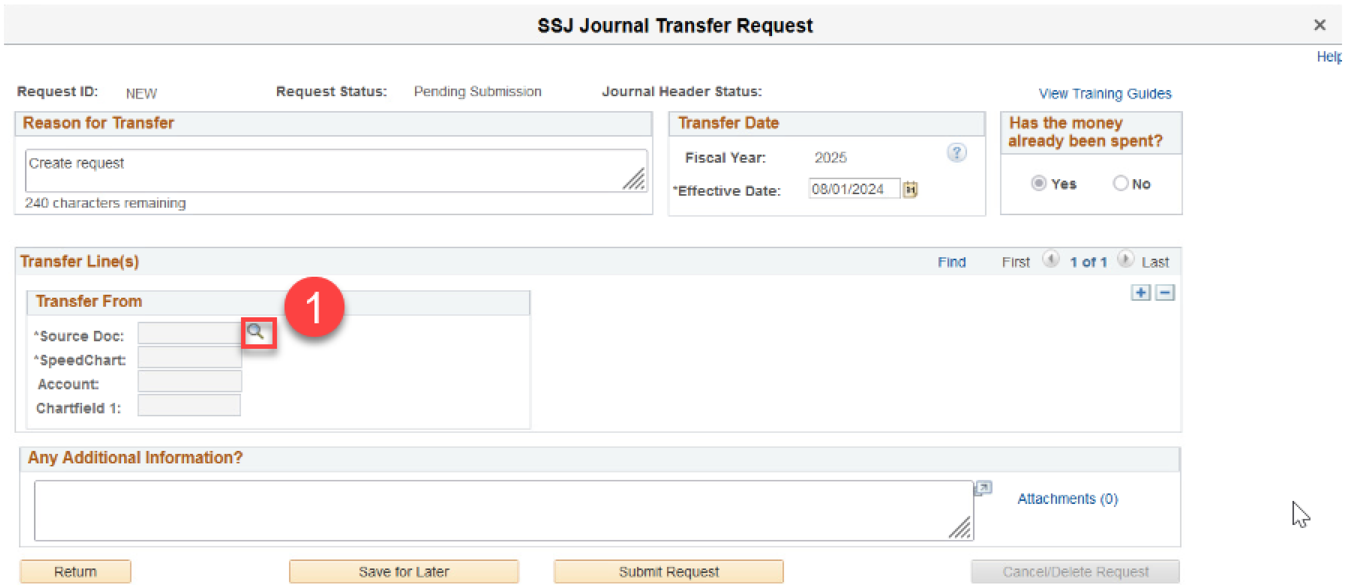
2. Transfers for money that has been spent

- Now you'll need to populate the fields describing the reason for your request
    1. Enter the **Reason for Transfer -** use descriptive text see examples below (Feel free to add more after text similar to below examples)
        a. Reclassify P-Card exp $ Alaska Air 03/13/24
        b. Reclass Currency Conversion F 11/24/23
        c. Reclassify 107101.63030 to 107100.64520
    2. Enter the applicable **Fiscal Year**
    3. Enter the applicable **Effective Date**
    4. Select the **Yes** Radio Button



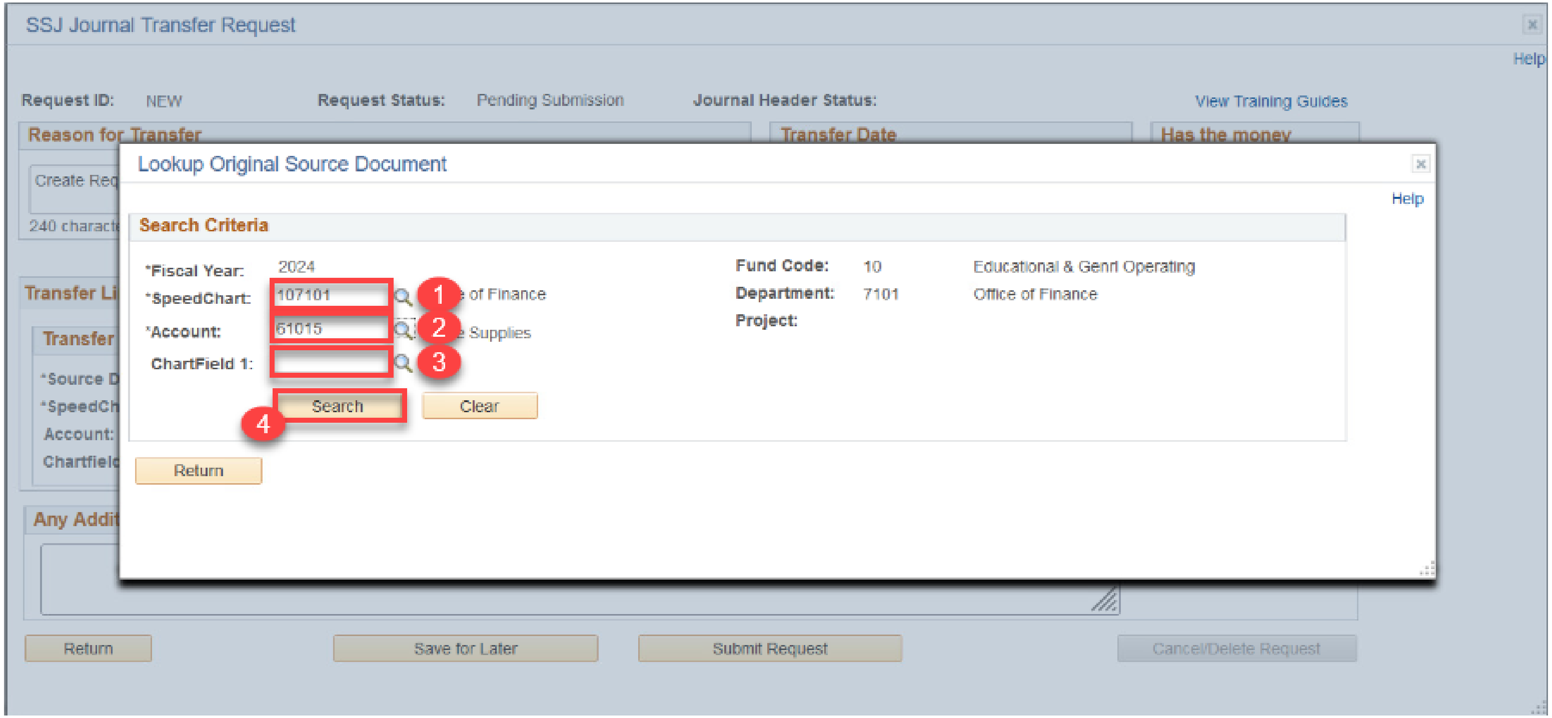
2. Transfers for money that has been spent

- Continue populating the data requested
  - Click on the magnifying glass to search for the source document



2. Transfers for money that has been spent

- Continue populating the data requested
  - Complete SpeedChart and Account to search for the expense



2. Transfers for money that has been spent

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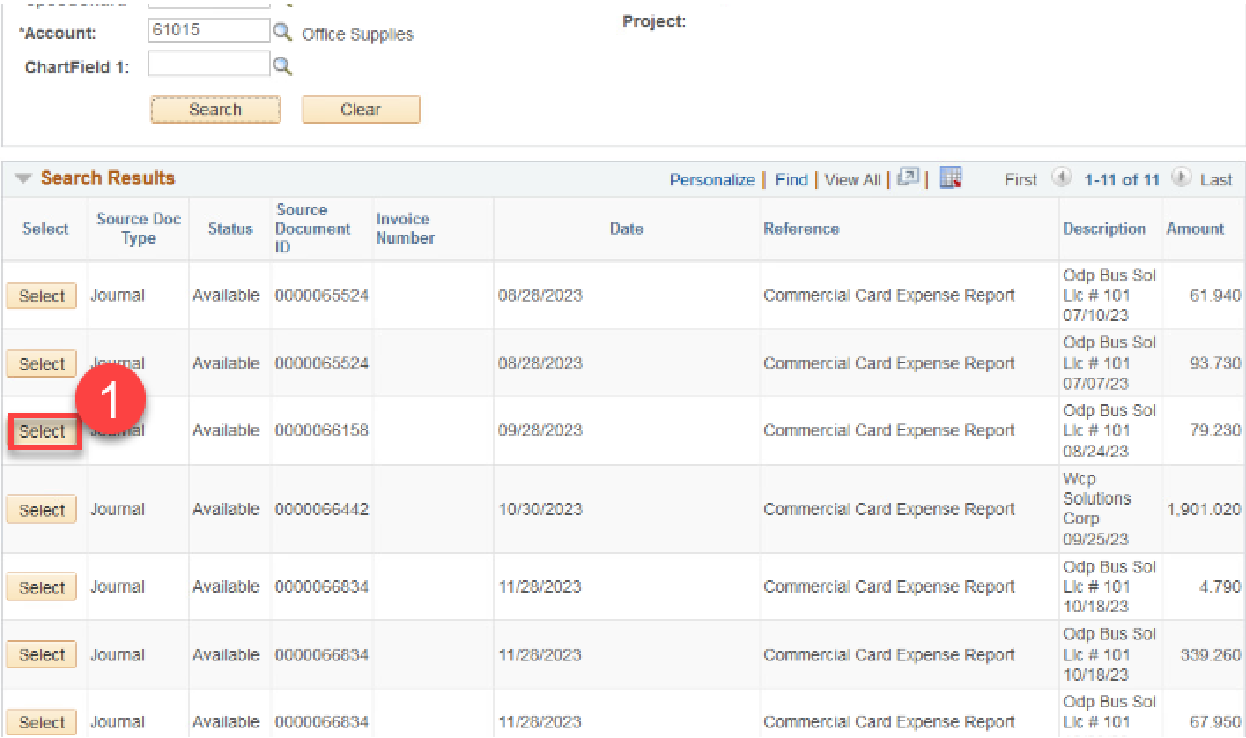
- Continue populating the data requested
  - Select the charge that you need to move by pressing the **Select** button next to it
  - Note you can only create one transfer request per Source Document Type



Select	Source Doc Type	Status	Source Document ID	Invoice Number	Date	Reference	Description	Amount
Select	Journal	Available	0000065524		08/28/2023	Commercial Card Expense Report	Odp Bus Sol Llc # 101 07/10/23	61.940
Select	Journal	Available	0000065524		08/28/2023	Commercial Card Expense Report	Odp Bus Sol Llc # 101 07/07/23	93.730
Select	Journal	Available	0000066158		09/28/2023	Commercial Card Expense Report	Odp Bus Sol Llc # 101 08/24/23	79.230
Select	Journal	Available	0000066442		10/30/2023	Commercial Card Expense Report	Wcp Solutions Corp 09/25/23	1,901.020
Select	Journal	Available	0000066834		11/28/2023	Commercial Card Expense Report	Odp Bus Sol Llc # 101 10/18/23	4.790
Select	Journal	Available	0000066834		11/28/2023	Commercial Card Expense Report	Odp Bus Sol Llc # 101 10/18/23	339.260
Select	Journal	Available	0000066834		11/28/2023	Commercial Card Expense Report	Odp Bus Sol Llc # 101	67.950

2. Transfers for money that has been spent

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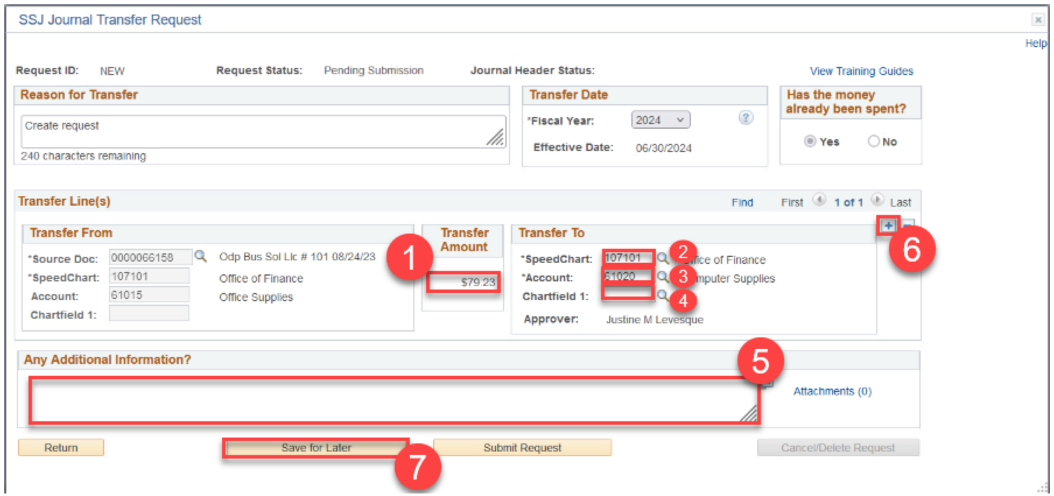
- Continue populating the data requested
  1. Review and accept or update the **Transfer Amount**
     – (*<u>Maximum transfer amount allowed</u> is the amount of the Source Document or Source Document less any other related Transfer Request Amounts*)
  2. Search and Select or Enter the **SpeedChart** for the Transfer To section
  3. Search and Select or Enter the **Account** for the Transfer To section
     – Note: if amount is less than original, Account field will no longer display
  4. Optionally, Search and Select or Enter the **Chartfield1** for the Transfer To section
     – Note: if amount is less than original, Chartfield1 field will no longer display
  5. Enter **Any Additional Information** (Optional)
  6. Optional, Click the **Plus** to add additional Transfer Lines
  7. Click the **Save for Later** Button



2. Transfers for money that has been spent

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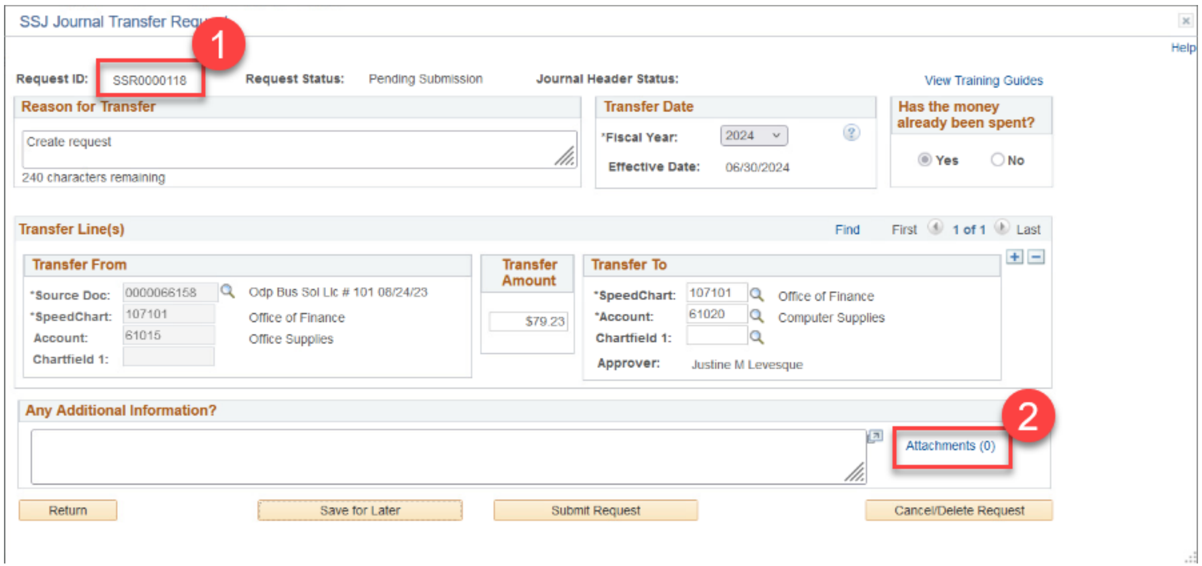
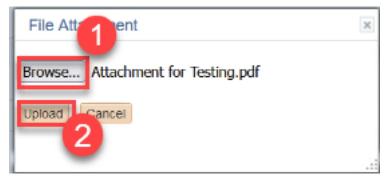
- Continue populating the data requested
  1. Confirm the assigned Request ID
     a. Attachments can be added to the Request ID after the initial entry has been saved and the Request ID has been assigned.
  2. Click the **Attachments** Link to add an attachment





2. Transfers for money that has been spent

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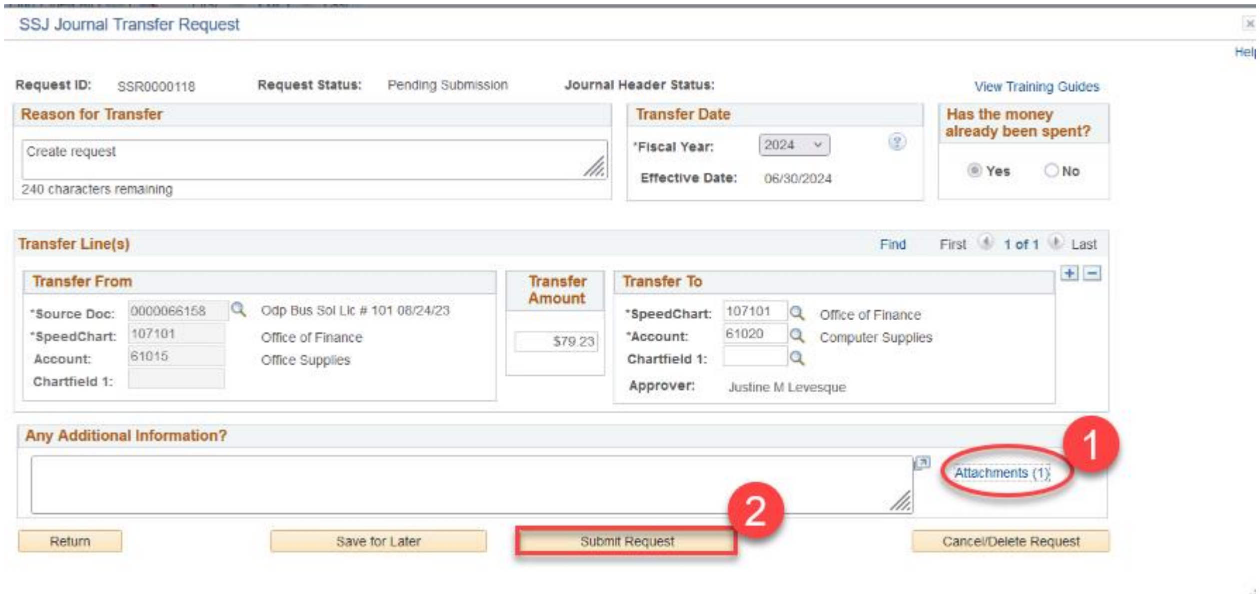
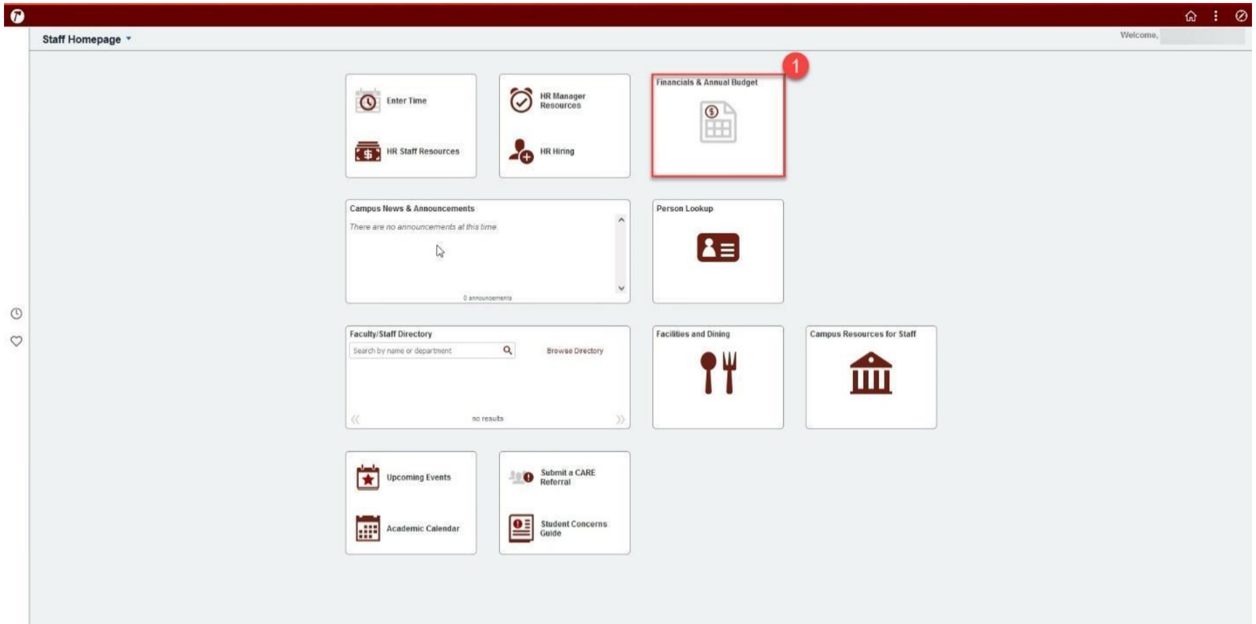
- Finish by clicking **Submit Request**



This has been routed to the appropriate approver for them to review and finalize. It will show in your transfer request list.

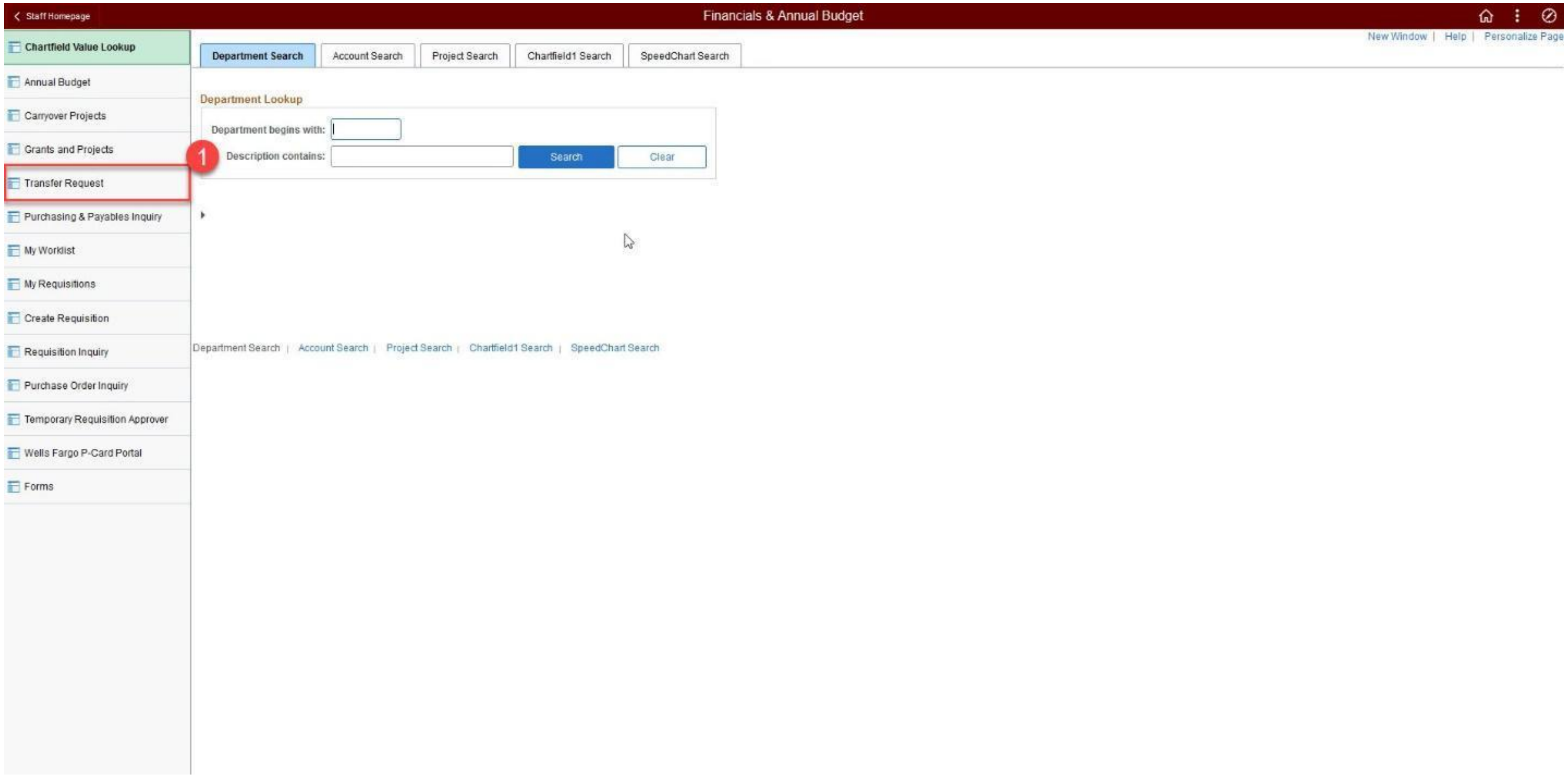
3. Transfers to support other depts (not spent yet)

- These are transfers of money that hasn't been spent.
  - An example of this kind of transfer is when your department is sharing the cost of a future event or speaker.
- Open your myPugetSound Homepage and click on the **Financials & Annual Budget** tile



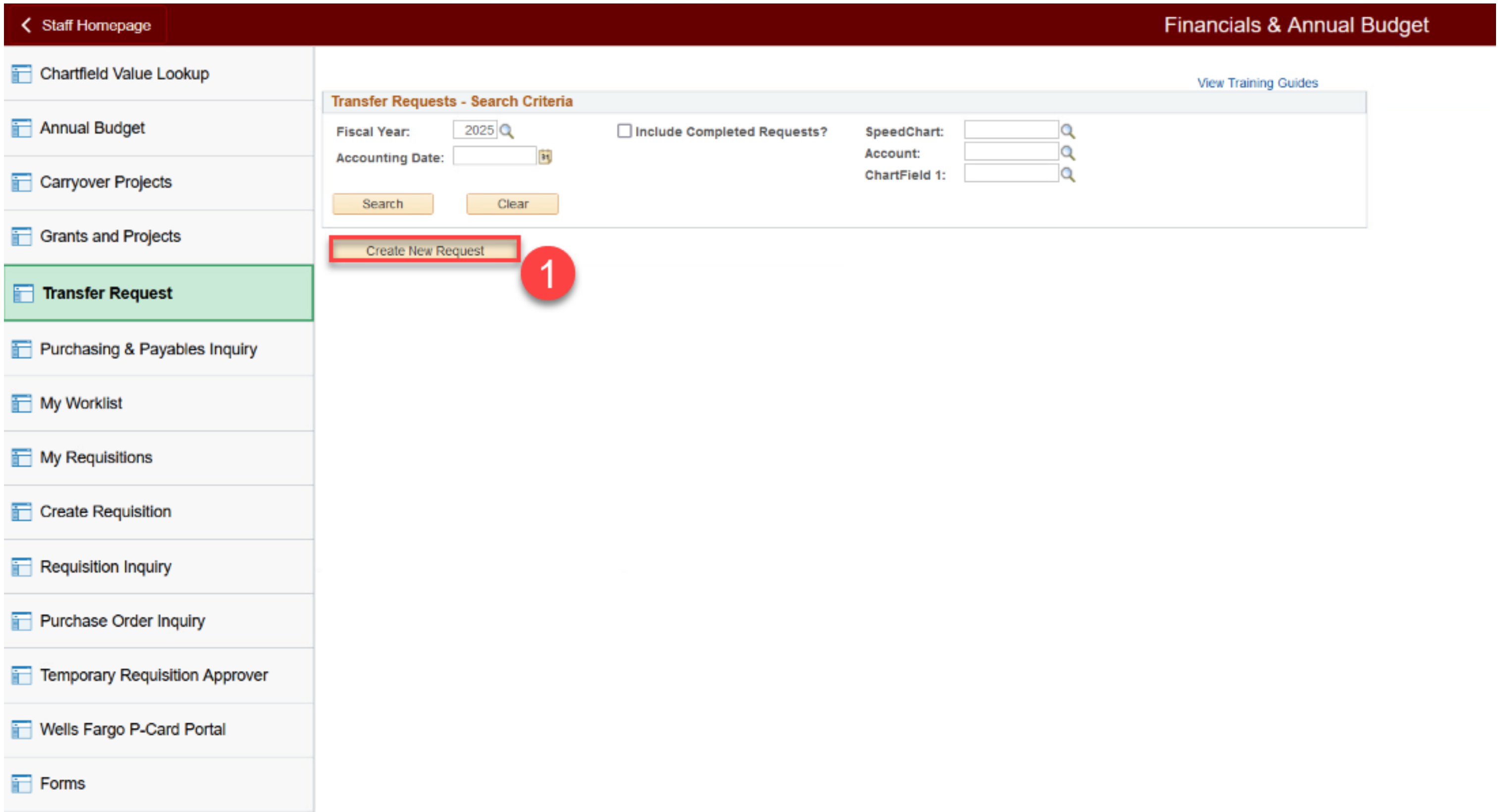
3. Transfers to support other depts (not spent yet)

- On the menu at left, click on the **Transfer Request** item



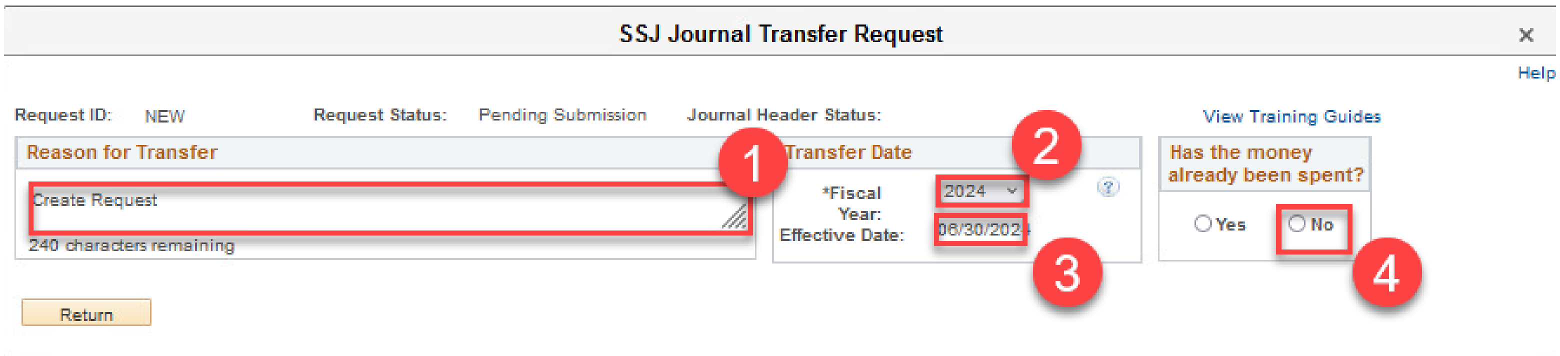
3. Transfers to support other depts (not spent yet)

- Click **Create New Request** button



3. Transfers to support other depts (not spent yet)

- Now you’ll need to populate the fields describing the reason for your request
  1. Enter the **Reason for Transfer -** use descriptive text see examples below (Feel free to add more <u>after</u> text similar to below examples)
     a. Transfer $100 to support Dept Speaker
     b. Transfer $100 for copy services
     c. Transfer fr 107101.63030 to 107100.64520
  2. Enter the applicable **Fiscal Year**
  3. Enter the applicable **Effective Date**
  4. Select the **No** Radio Button



3. Transfers to support other depts (not spent yet)

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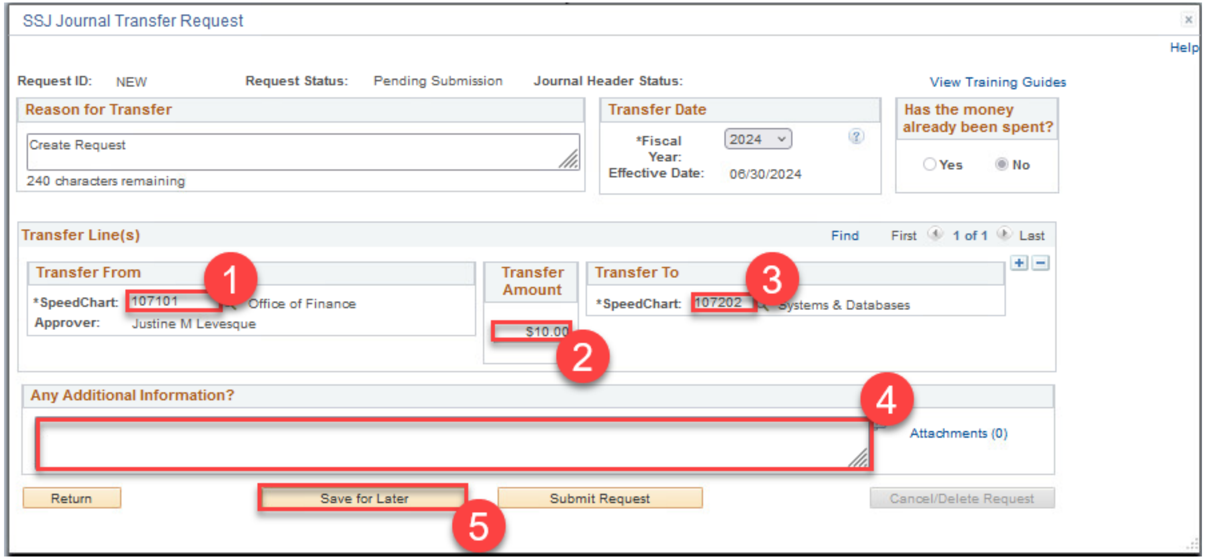
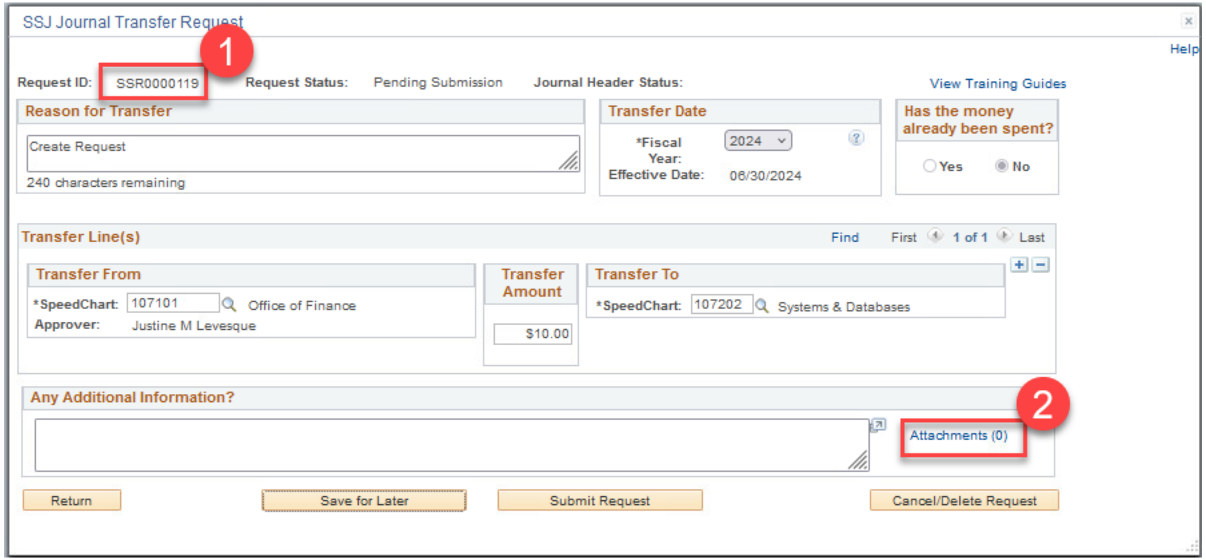
- Continue populating the data requested
  1. Search and Select or Enter the **SpeedChart** for the Transfer From
  2. Enter the **Transfer Amount**
  3. Search and Select or Enter the **SpeedChart** for the Transfer To
  4. Enter **Any Additional Information** (Optional)
  5. Click the **Save for Later** Button



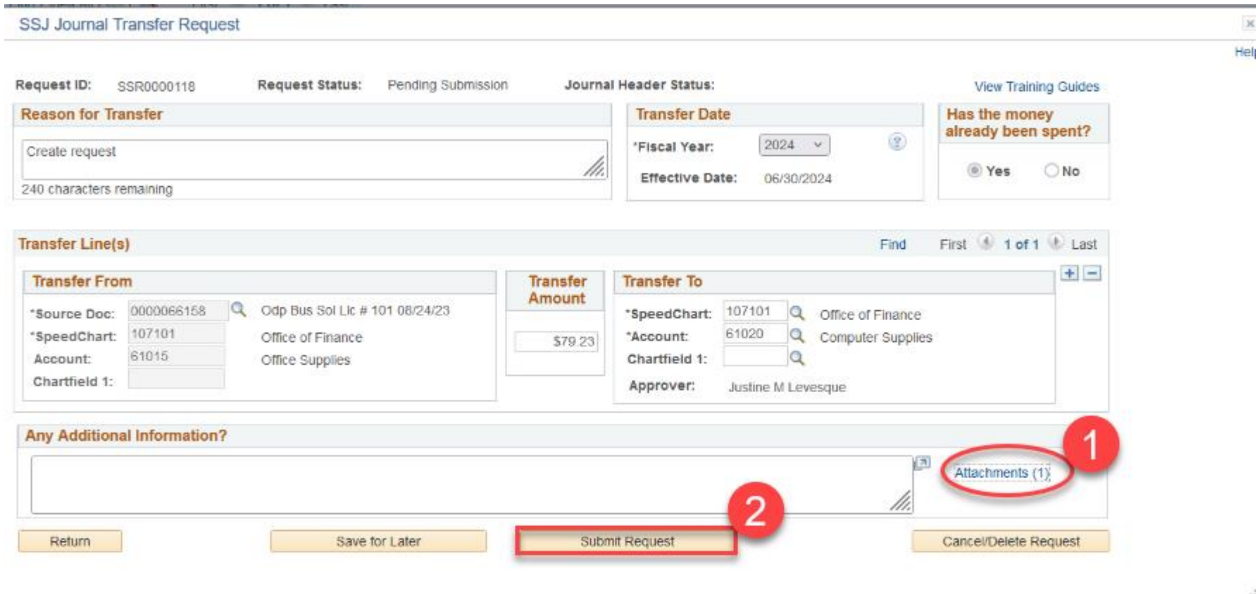
3. Transfers to support other depts (not spent yet)

- Confirm **Request ID** & Add attachments, if desired



3. Transfers to support other depts (not spent yet)

- Finish by clicking **Submit Request**



This has been routed to the appropriate approver for them to review and finalize. It will show in your transfer request list.

Transfer Request Status Key

Below are the status options that will be reflected depending on the stage in the transfer review and approval process:

1. Pending Submission - can only be deleted by the Created By user
2. Submitted
3. Pending Approval
4. Approved
5. Denied
6. Completed
7. Canceled

Additional Resources

Office of Finance: finance@pugetsound.edu

Electronic Version of Handouts:

- Create a Transfer Request after money has been spent
- Create a Transfer Request when money has not yet been spent
- Search for existing Transfer Requests
- Approve Transfer Requests
- Transfer Request Tool Training *(this slide deck)*

Best page for you: *Resources for Budget Managers*