



Budget Transfer to a School Activity Level

In this topic you will learn how to transfer a budget to a school activity level.

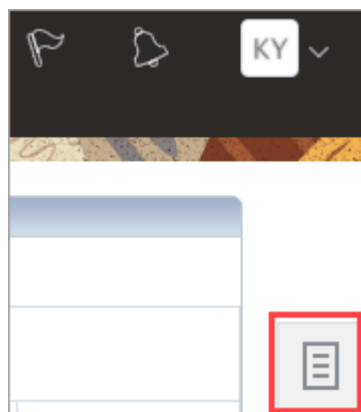
Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.

Directions

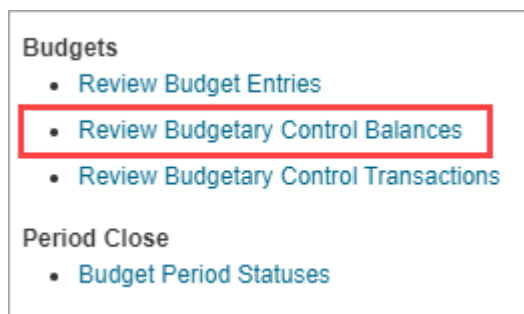
1. Scroll to the **Budgetary Control** menu and select the **Budgetary Control** icon.



2. Click the **Tasks** menu on the right side of the screen.



3. Click the **Review Budgetary Control Balances** link.



Move



Budget Transfer to a School Activity Level

4. Select a value in the **Control Budget** list menu, i.e., 02 MCPS Monthly Detail Budget.

The screenshot shows the 'Review Budgetary Control Balances' form. The 'Control Budget' dropdown menu is open, displaying a list of budget options. The option '02 MCPS Monthly Detail Budget' is highlighted with a red border. Other options include '01 MCPS Original Detail Budget', '01 MCPS Original FTE Budget', '03 MCPS Monthly FTE Budget', '04 MCPS Yearly Detail Budget', and '05 MCPS Summary Budget'. A search bar is visible to the left of the dropdown.

5. Select **Year to Date** in the **Amount Type** list menu.

The screenshot shows the 'Review Budgetary Control Balances' form with the 'Control Budget' dropdown set to '02 MCPS Monthly Detail Budget'. The 'Amount Type' dropdown menu is open, showing 'Period to date' and 'Year to date' options. The 'Year to date' option is highlighted with a red border. Below the dropdown, there are fields for '* From Budget Period', '* To Budget Period', 'Funds Available' (set to 'All amounts'), and 'Currency' (set to 'USD').



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- Click **Search** in the **Budget Period** list menu.

Review Budgetary Control Balances

Control Budget: 02 MCPS Monthly Detail Budget ▼

Search

Amount Type: Year to date ▼

* Budget Period: ▼

Funds Available: Jul-15

Currency: Aug-15

* Fund: Sep-15

Oct-15

Nov-15

Dec-15

Jan-15

Feb-15

Mar-15

Apr-15

Search...

View ▼ | Detach | Transfer Budget ▼

- Enter a **Period Name**, e.g., Jan-20, and click the **Search** button.

Search and Select: Budget Period ✕

Search

Advanced

Period Name: Jan-20

Search | Reset

Period Name

No rows to display

OK | Cancel



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8. Click the **Period Name** and click the **OK** button.

Search and Select: Budget Period X

Search Advanced

Period Name

Search Reset

Period Name

Jan-20

OK Cancel

9. Click the **Fund** drop-down and select the desired value.

Review Budgetary Control Balances

Control Budget

Search

Amount Type

* Budget Period

Funds Available

Currency

* Fund

Fund	Fund	Fund
All Fund Values	All Fund Values	
01	[Fund]@[01]	01-General Fund
02	[Fund]@[02]	02-Supported pr...

View Detach Transfer Budget



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10. Click the **Organization** drop-down and select the **Search** link.

The screenshot shows a web interface with a sidebar on the left containing links for Organization, MCPSFunction, Location, MCPSCategory, and Natural Account. The Organization link is selected, and a drop-down menu is open. The drop-down menu has three columns: Organization, Organization, and Organization. The first column contains 'All Organization...', the second contains '[Organization]@...', and the third contains '00000-Default'. Below these are several rows of organization codes and names, including '01215-Carl Sand...', '01236-Blair G. E...', '01770-McKenne...', '01799-Stephen ...', '01916-Rock Terr...', '01951-Longview', and '01965-JLG - RICA'. At the bottom of the drop-down menu, there is a 'Search...' link highlighted with a red box.

11. Enter an **Organization**, i.e. 04230 and click the **Search** button.

The screenshot shows a dialog box titled 'Search and Select: Organization'. It has a search bar with the text '04230' entered. Below the search bar are two buttons: 'Search' and 'Reset'. The 'Search' button is highlighted with a red box. Below the buttons is a table with three columns: Value, Version, and Description. The table contains the following rows:

Value	Version	Description
Organization	Organization	Organization
All Organization ...	All Organization ...	
00000	[Organization]@...	00000-Default

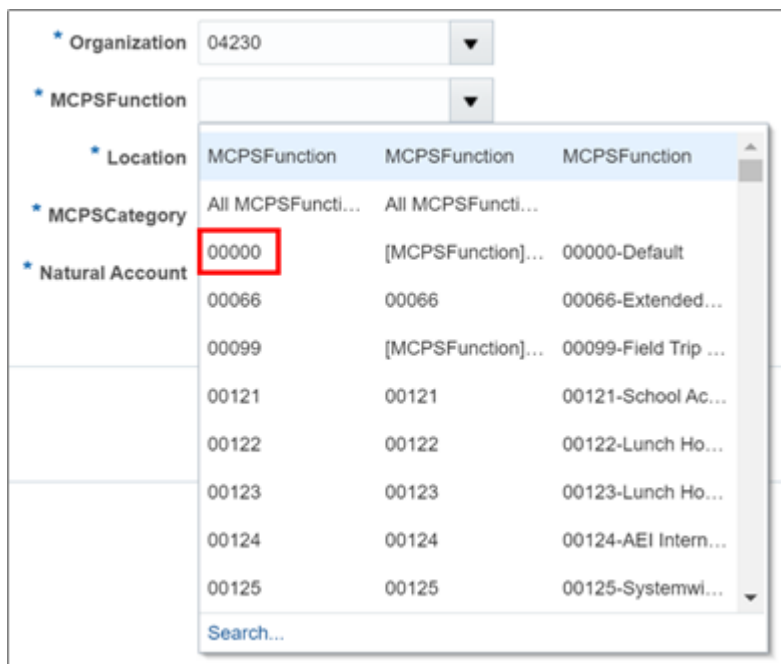
12. Select the **Row** and click the **OK** button.

The screenshot shows the same dialog box as in the previous step, but now the 'Search' button has been clicked. The search bar now contains the text '04230'. The table below the search bar now has one row highlighted in blue:

Value	Version	Description
04230	04230	04230-Rockville H...

At the bottom of the dialog box, there are two buttons: 'OK' and 'Cancel'. The 'OK' button is highlighted with a red box.

13. Click the **MCPSFunction** drop-down and select the desired value, i.e. 00000.



The screenshot shows a web form with the following fields and values:

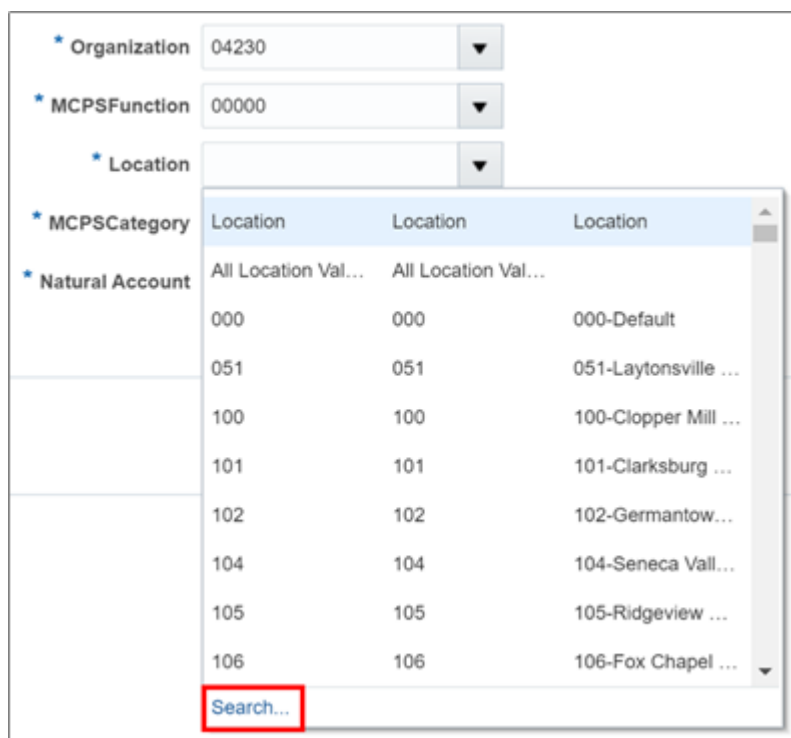
- Organization:** 04230
- MCPSFunction:** (dropdown menu is open)
- Location:** (dropdown menu is open)
- MCPSCategory:** All MCPSFunction...
- Natural Account:** 00000 (highlighted with a red box)

The dropdown menu for MCPSFunction is open, showing a list of values. The value 00000 is highlighted with a red box. The list includes:

MCPSFunction	MCPSFunction	MCPSFunction
All MCPSFunction...	All MCPSFunction...	All MCPSFunction...
00000	[MCPSFunction]...	00000-Default
00066	00066	00066-Extended...
00099	[MCPSFunction]...	00099-Field Trip ...
00121	00121	00121-School Ac...
00122	00122	00122-Lunch Ho...
00123	00123	00123-Lunch Ho...
00124	00124	00124-AEI Intern...
00125	00125	00125-Systemwi...

Search...

14. Click the **Location** drop-down and the **Search...** link.



The screenshot shows the same web form as before, but with the Location dropdown menu open. The value 00000 is now selected in the MCPSFunction field. The Location dropdown menu is open, showing a list of values. The value Search... is highlighted with a red box. The list includes:

Location	Location	Location
All Location Val...	All Location Val...	All Location Val...
000	000	000-Default
051	051	051-Laytonsville ...
100	100	100-Clopper Mill ...
101	101	101-Clarksburg ...
102	102	102-Germantow...
104	104	104-Seneca Vall...
105	105	105-Ridgeview ...
106	106	106-Fox Chapel ...

Search...



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15. Enter a value in the **Location** field, i.e. 230 and click the **Search** button.

Search and Select: Location

Search

Location 230

Search Reset

Value	Version	Description
230	230	230-Rockville Hig...

OK Cancel

16. Select the **Row** and click the **OK** button.

Search and Select: Location

Search

Location 230

Search Reset

Value	Version	Description
230	230	230-Rockville Hig...

OK Cancel

17. Click the **MCPs Category** drop-down, i.e. 04 and select the desired value.

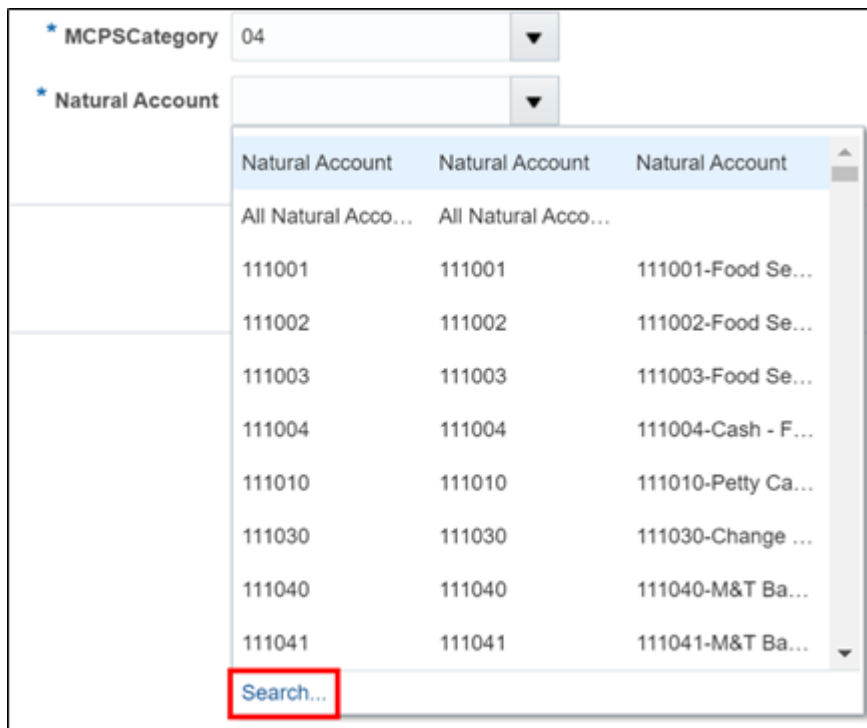
MCPs Category

Natural Account

MCPSCategory	MCPSCategory	MCPSCategory
All MCPSCateg...	All MCPSCateg...	All MCPSCateg...
00	[MCPSCategory...	00-Default
01	[MCPSCategory...	01-Administration
02	[MCPSCategory...	02-Mid-Level Ad...
03	[MCPSCategory...	03-Instructional ...
04	[MCPSCategory...	04-Instructional ...
05	[MCPSCategory...	05-Other Instruct...
06	06	06-Special Educ...
07	07	07-Student Pers...

Search...

18. Click the **Natural Account** drop-down and select the **Search** link.



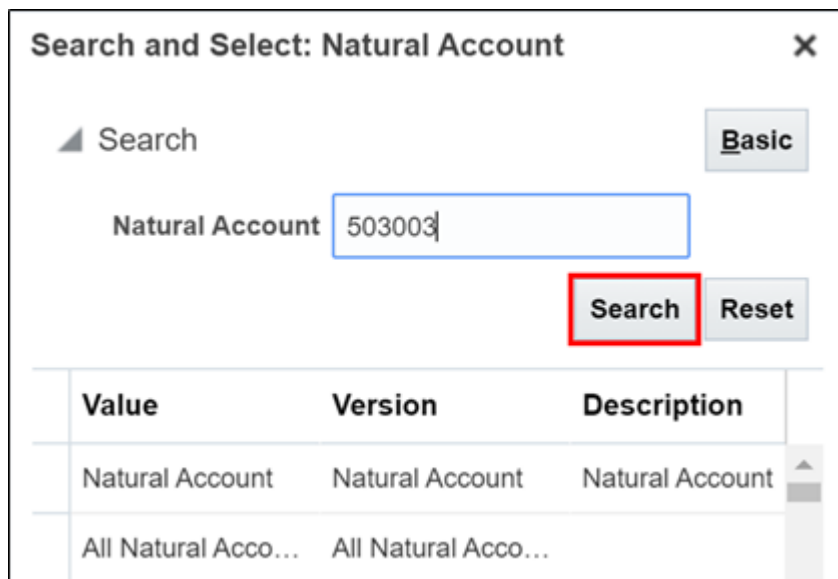
* MCPSCategory 04 ▼

* Natural Account ▼

Natural Account	Natural Account	Natural Account
All Natural Acco...	All Natural Acco...	
111001	111001	111001-Food Se...
111002	111002	111002-Food Se...
111003	111003	111003-Food Se...
111004	111004	111004-Cash - F...
111010	111010	111010-Petty Ca...
111030	111030	111030-Change ...
111040	111040	111040-M&T Ba...
111041	111041	111041-M&T Ba...

Search...

19. Enter a **Natural Account**, i.e. 503003 and click the **Search** button.



Search and Select: Natural Account X

Search Basic

Natural Account 503003

Search Reset

Value	Version	Description
Natural Account	Natural Account	Natural Account
All Natural Acco...	All Natural Acco...	



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20. Select the **Row** and click the **OK** button.

Search and Select: Natural Account [X]

Search [Basic]

Natural Account

[Search] [Reset]

Value	Version	Description
503003	503003	503003-Instructi...

[OK] [Cancel]

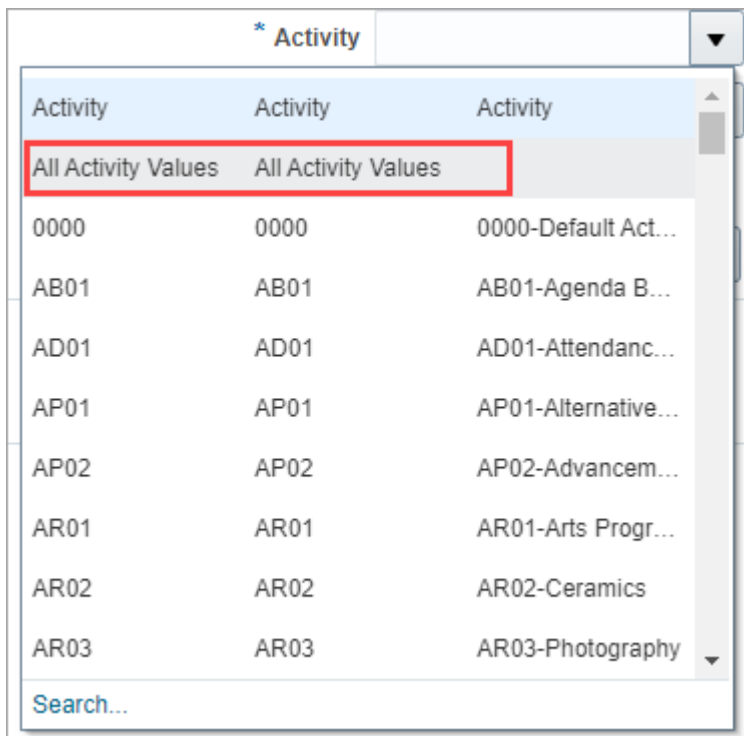
21. Click the **Project** drop-down and select the desired value, i.e. 000000.

* Project [▼]

Project	Project	Project
All Project Values	All Project Values	
000000	000000	000000-Default
000001	000001	000001-FY 2020...
000002	000002	000002-FY 2020...
000003	000003	000003-FY 2020...
000004	000004	000004-FY 2020...
000005	000005	000005-FY 2020...
000006	000006	000006-FY 2020...
000007	000007	000007-FY 2020...

Search...

22. Click the **Activity** drop-down and select **All Activity Values**.

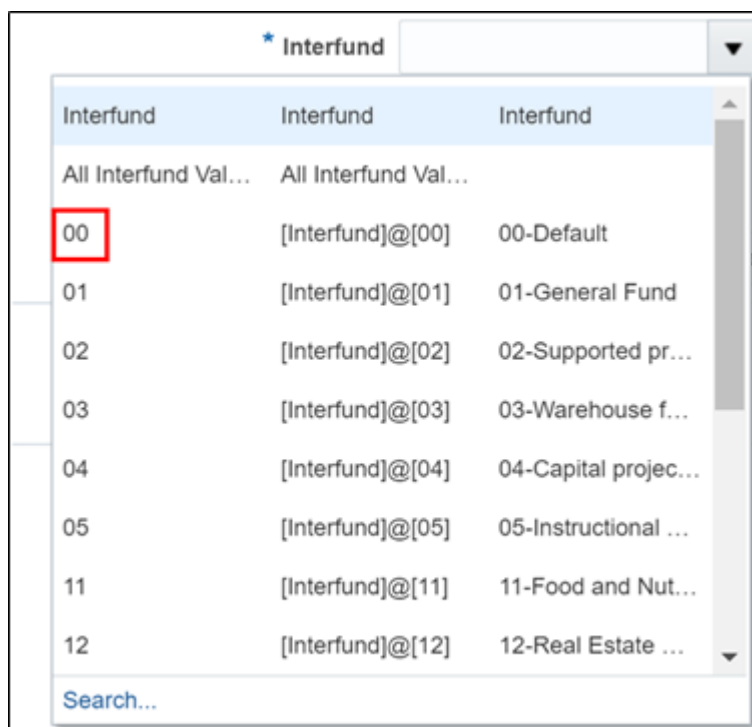


The screenshot shows a drop-down menu for the 'Activity' field. The menu is open, displaying a list of activity codes and their corresponding descriptions. The first option, 'All Activity Values', is highlighted with a red rectangular box. Below it, several other activity codes are listed, including 0000, AB01, AD01, AP01, AP02, AR01, AR02, and AR03, each followed by a partial description.

Activity	Activity	Activity
All Activity Values	All Activity Values	
0000	0000	0000-Default Act...
AB01	AB01	AB01-Agenda B...
AD01	AD01	AD01-Attendanc...
AP01	AP01	AP01-Alternative...
AP02	AP02	AP02-Advancem...
AR01	AR01	AR01-Arts Progr...
AR02	AR02	AR02-Ceramics
AR03	AR03	AR03-Photography

Search...

23. Click the **Interfund** drop-down and select the desired value, i.e. 00.



The screenshot shows a drop-down menu for the 'Interfund' field. The menu is open, displaying a list of interfund codes and their corresponding descriptions. The first option, '00', is highlighted with a red rectangular box. Below it, several other interfund codes are listed, including 01, 02, 03, 04, 05, 11, and 12, each followed by a partial description.

Interfund	Interfund	Interfund
All Interfund Val...	All Interfund Val...	
00	[Interfund]@[00]	00-Default
01	[Interfund]@[01]	01-General Fund
02	[Interfund]@[02]	02-Supported pr...
03	[Interfund]@[03]	03-Warehouse f...
04	[Interfund]@[04]	04-Capital projec...
05	[Interfund]@[05]	05-Instructional ...
11	[Interfund]@[11]	11-Food and Nut...
12	[Interfund]@[12]	12-Real Estate ...

Search...



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24. Once completed, click the **Search** button.

* Project 000000 ▼

* Activity All Activity Values ▼

* Interfund 00 ▼

Search Reset

25. Select the **Row** of the desired account that you want to transfer the budget from.

	Fund	Organization	MCPFunction	Location	MCPSCategory	Natural Account
<input checked="" type="checkbox"/>	01	04230	00000	230	04	503003
<input type="checkbox"/>	01	04230	00000	230	04	503003
<input type="checkbox"/>	01	04230	00000	230	04	503003
<input type="checkbox"/>	01	04230	00000	230	04	503003

26. Click the **Transfer Budget** drop-down and click **From This Account** in the list menu.

View ▼ Detach Wrap **Transfer Budget** ▼ 0

☒ From This Account

☐ To This Account

☐ Clear

	Fund	Organization	MCPFunction	Location
<input checked="" type="checkbox"/>	01	04230	00000	230



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27. Click the **Expand Search** button to search for the budget account to transfer to.

Review Budgetary Control Balances

Control Budget 02 MCPs Monthly Detail Budget ▼

Search

28. Modify the Search Criteria to the desired activity account to transfer the budget to, i.e. AR01 and then click the **Search** button.

* Project 000000 ▼

* Activity AR01 ▼

* Interfund 00 ▼

Search Reset

29. Select the desired row. Click the **Transfer Budget** drop-down and click **To This Account** in the list.

View ▾ Detach Wrap **Transfer Budget ▾** 1

Fund	Organization	MCPs
01	04230	00000 230

From This Account

To This Account

Clear

Note: Repeat steps 27 - 29 to add additional accounts as needed.

30. Click the **Budget Transfer Request** button.

View ▾ Detach Wrap **Transfer Budget ▾** 3

Fund	Organization	MCPsFunction	Location	MCPSC
01	04230	00000	230	04



Budget Transfer Request

* Budget Transfer Name

* Justification

**Example: 04230-DS-School
Allocation to Activity Level**

Budget Year 2021

* Allocation Method All budget periods equally ▼

All budget periods equally

First budget period

Fund	Organization	MCPSPFunction	Location	MCPSCategory	Natural Account	Project	Activity	Interfund	* Annual Amount (USD)
01-General F...	04230-Rockv...	00000-Default	230-Rockville...	04-Instruction...	503003-Instr...	000000-Default	0000-Default	00-Default	1,000.00
Total									1,000.00

Transfer To									* Annual Amount (USD)
Fund	Organization	MCPSFunction	Location	MCPSCategory	Natural Account	Project	Activity	Interfund	
01-General F...	04230-Rockv...	00000-Default	230-Rockville...	04-Instruction...	503003-Instr...	000000-Default	BA01-Band	00-Default	500.00
01-General F...	04230-Rockv...	00000-Default	230-Rockville...	04-Instruction...	503003-Instr...	000000-Default	AR01-Arts Pr...	00-Default	500.00
Total									1,000.00



Budget Transfer to a School Activity Level

35. Click the **Submit** button.

Natural Account	Project	Activity	Interfund	* Annual Amount (USD)
503003-Instr...	000000-Default	BA01-Band	00-Default	500.00
503003-Instr...	000000-Default	AR01-Arts Pr...	00-Default	500.00
Total				1,000.00

Submit **Close**

36. Click the **OK** button.

Confirmation

Your budget transfer request 2020 Transfer 06-02-20 18:53:12 PM was submitted. You will be notified when the process 78762 is complete.

OK

37. Click the **Done** button.

Search, Home, Star, Flag, Bell, JK

Done

38. Click on the **Home** icon to return to the home page.



Note: To verify the transfer of budgeted funds has occurred, wait at least 5 minutes before going back to the Review Budgetary Control Balances screen and searching for your accounts.

Note: Your screen may differ from screenshots in these instructions, due to variations in user roles and system upgrades.