Budget Transfer to a School Activity Level

In this topic you will learn how to transfer a budget to a school activity level.
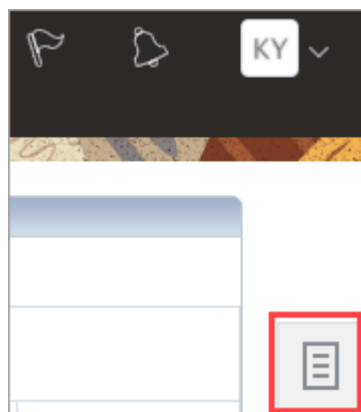
Image quality in this guide may vary across devices. If images are not clear, increase your viewing size.
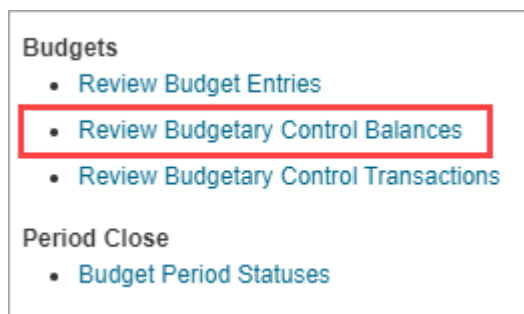
Directions

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

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

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

6. 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	
Currency	
* Fund	

Jul-15
Aug-15
Sep-15
Oct-15
Nov-15
Dec-15
Jan-15
Feb-15
Mar-15
Apr-15
Search...

View ▾   ⊞   ⊡ Detach   Transfer Budget ▾

7. 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

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

Search and Select: Budget Period   ✕

◢ Search   Advanced

Period Name Jan-20

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 02 MCPS Monthly Detail Budget ⌄

◢ Search

Amount Type Year to date ⌄

* Budget Period Jan-20 ▼

Funds Available All amounts ⌄

Currency USD

* 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 ▼

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

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

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

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

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

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

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

17. Click the **MCPS Category** drop-down, i.e. 04 and select the desired value.
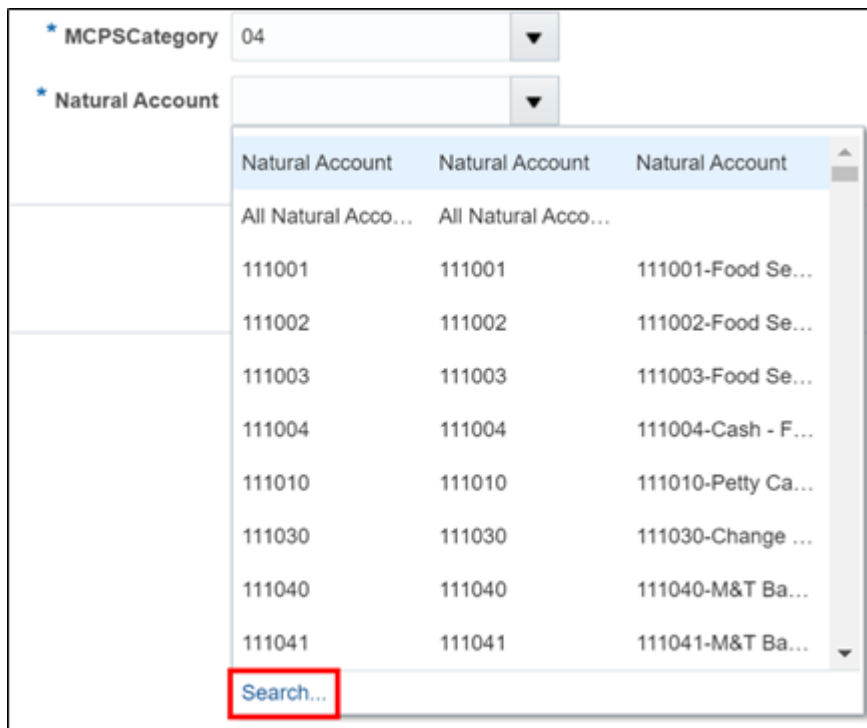
18. Click the **Natural Account** drop-down and select the **Search** link.
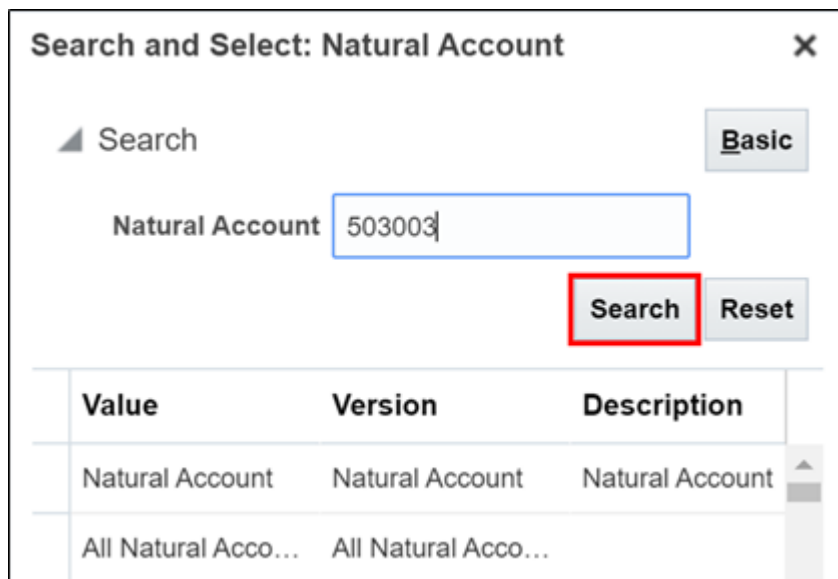
19. Enter a **Natural Account,** i.e. 503003 and click the **Search** button.

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

Search and Select: Natural Account   ✕

◢ Search   Basic

    Natural Account   503003

                          Search   Reset

Value	Version	Description
503003	503003	503003-Instructi...

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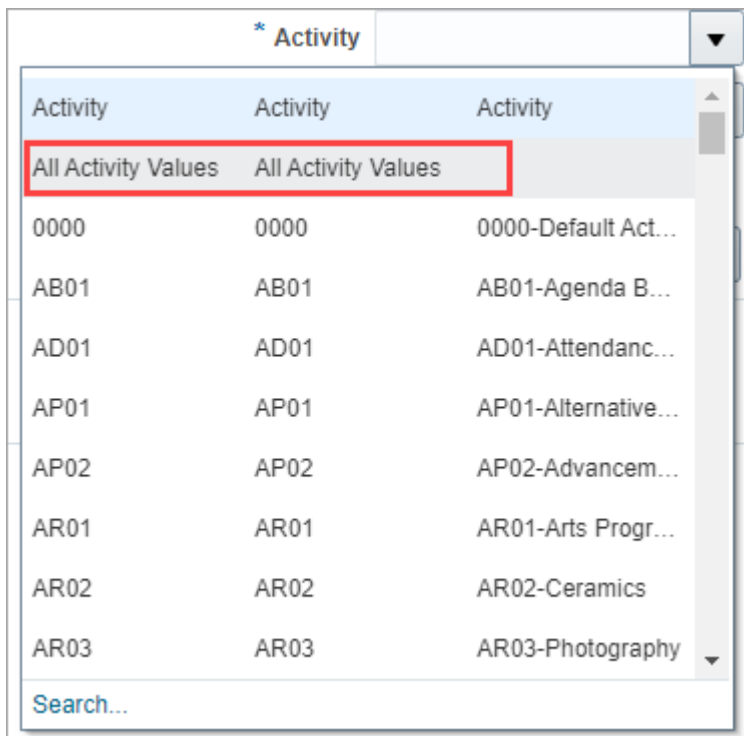
21. Click the **Project** drop-down and select the desired value, i.e. 000000.

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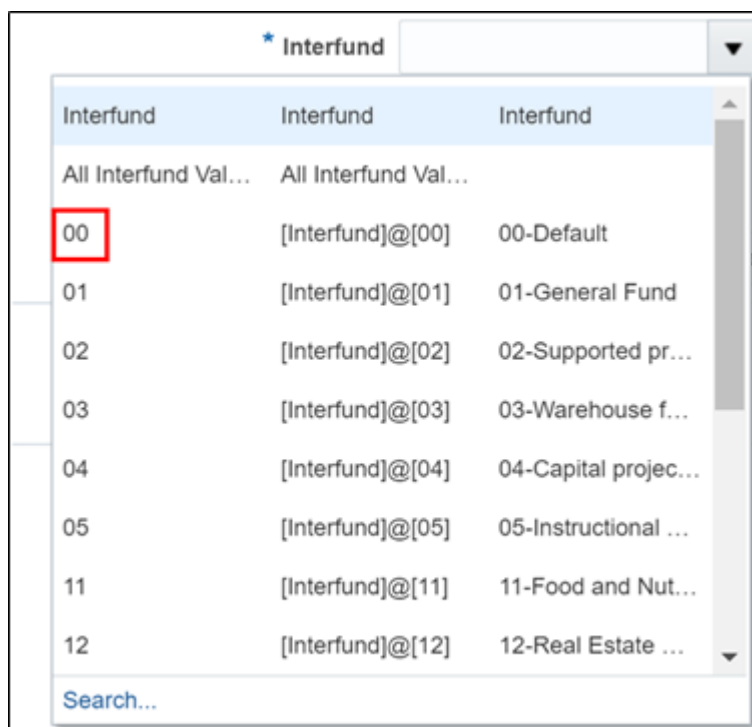
23. Click the **Interfund** drop-down and select the desired value, i.e. 00.

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.

View ▼   🟦 Detach Wrap   Transfer Budget ▼ 💬0

	Fund	Organization	MCPSFunction	Location	MCPSCategory	Natural Account
	01	04230	00000	230	04	503003
	01	04230	00000	230	04	503003
	01	04230	00000	230	04	503003
	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	MCPS	
01	04230	00000	230

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 ▼ | 囲 | 🖫 | 🖫 Detach | ◁ Wrap | **Transfer Budget ▼** | 🖳 1 |

From This Account

To This Account

Clear

	Fund	Organization	MCPS
	01	04230	00000	230

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

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

| View ▼ | 囲 | 🖫 | 🖫 Detach | ◁ Wrap | **Transfer Budget ▼** | 🖳 3 |

	Fund	Organization	MCPSFunction	Location	MCPSC
	01	04230	00000	230	04

31. Enter a **Budget Transfer Name** and **Justification** for the Budget Transfer on the pop-up screen.

Budget Transfer Request

* **Budget Transfer Name**   04230-DS-School Allocation to Activity Level

* **Justification**   Move budget funds from Inst Mat to Arts.

Note: *Use naming convention: organization number-your initials-purpose of transfer*

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

32. From the **Allocation Method** drop-down, select **First budget period** to make all funds available at once.

Budget Year   2021

* **Allocation Method**   All budget periods equally ⌄

- All budget periods equally
- **First budget period**

33. Enter the **Amount** in the **Transfer From** field.

Transfer From

Fund	Organization	MCPSFunction	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

34. Enter the **Amount** in the **Transfer To** field(s).

Transfer To

Fund	Organization	MCPSFunction	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	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

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.

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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.*