

University of Puget Sound Training Guides

Create Transfer Request – Money Not Spent

Steps to create a Transfer Request when money has not yet been spent:

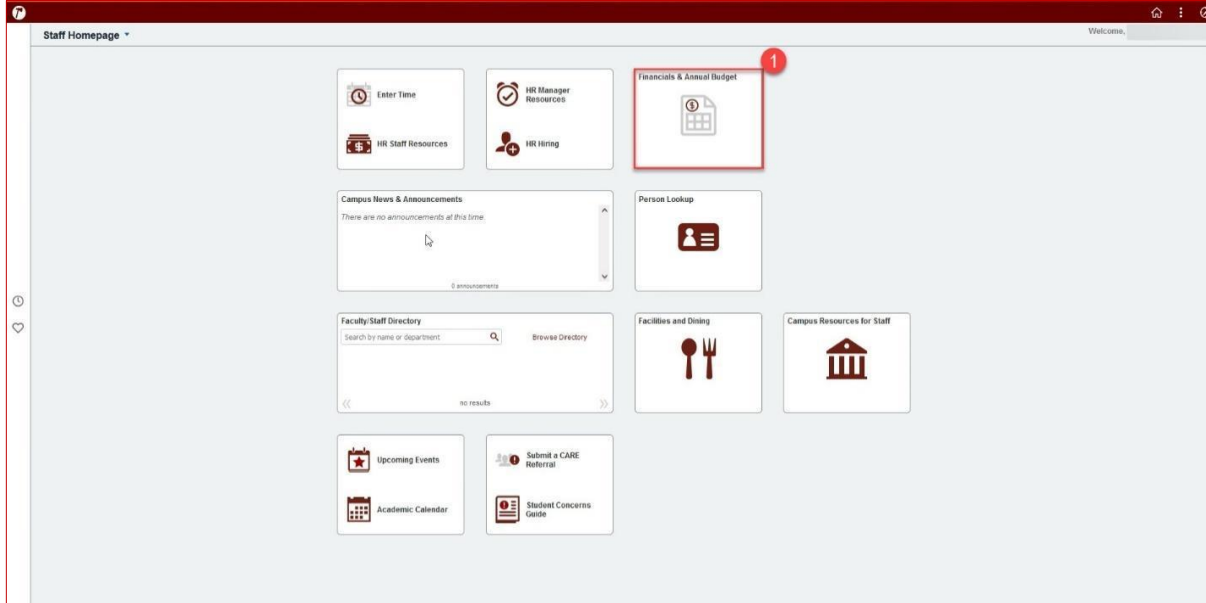
1. Click the **Financials & Annual Budget Tile**
2. Click the **Transfer Request** menu item
3. Click the **Create New Request** button
4. Enter the **Reason for Transfer, Fiscal Year, and Effective Date**
5. Select the **No** radio button
6. Enter the **SpeedChart** that you want to transfer From, the **Transfer Amount**, and the **SpeedChart** that you want to transfer To
7. Click the **Save for Later** button
8. Optionally, add any **Attachments**
9. Click the **Submit Request** button to submit your transfer request for approval

Read further for more detailed information about each step.

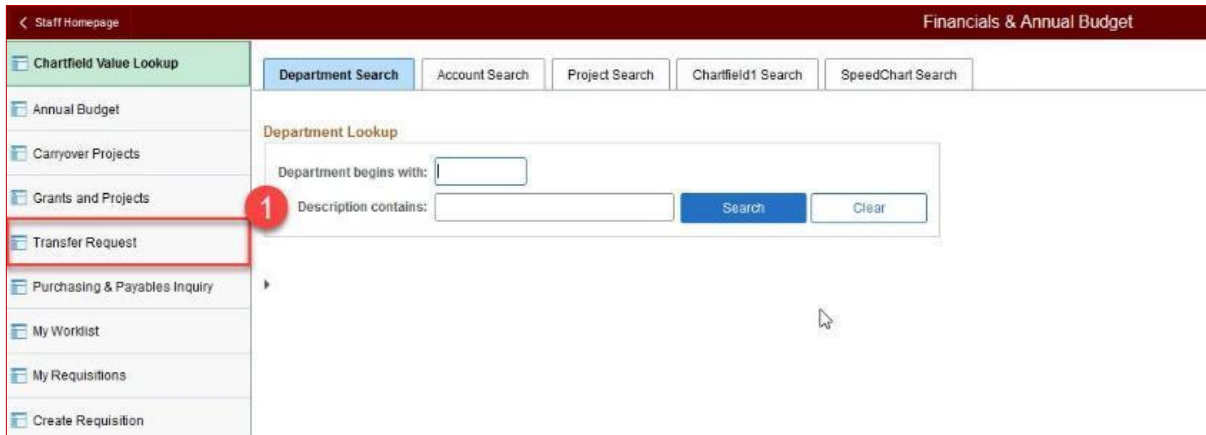
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Create Transfer Request – Money Not Spent

Navigate to the Transfer Request Page



1. Click the **Financials & Annual Budget** Tile



1. Click the **Transfer Request** menu item

Create a New Transfer Request

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Staff Homepage | Financials & Annual Budget

Chartfield Value Lookup | View Training Guides

Annual Budget

Carryover Projects

Grants and Projects

Transfer Request

Purchasing & Payables Inquiry

My Worklist

My Requisitions

Create Requisition

Requisition Inquiry

Purchase Order Inquiry

Temporary Requisition Approver

Wells Fargo P-Card Portal

Forms

Transfer Requests - Search Criteria

Fiscal Year: 2024 | Include Completed Requests? | SpeedChart: | Account: | ChartField 1: |

Accounting Date: |

Search | Clear

Create New Request

1. Click the **Create New Request** Button

SSJ Journal Transfer Request

Request ID: NEW | Request Status: Pending Submission | Journal Header Status: | View Training Guides

Reason for Transfer: Create Request (240 characters remaining)

Transfer Date: *Fiscal Year: 2024 | Effective Date: 08/30/2024

Has the money already been spent? Yes No

Return

1. Enter the **Reason for Transfer**- use descriptive text see examples below (Feel free to add more after text similar to below examples)
 - a. Transfer \$100 to support Dept Speaker
 - b. Transfer \$100 to for copy services
 - c. Transfer fr 107101.63030 to 107100.64520
2. Select the desired **Fiscal Year**
3. Enter the applicable **Effective Date** (when field is open/available)
4. Select the **No** Radio Button

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Continue Entering the Transfer Request Details

The screenshot shows the 'SSJ Journal Transfer Request' form. At the top, it displays 'Request ID: NEW', 'Request Status: Pending Submission', and 'Journal Header Status:'. Below this are three main sections: 'Reason for Transfer' (with a text area containing 'Create Request'), 'Transfer Date' (with fields for '*Fiscal Year: 2024' and 'Effective Date: 06/30/2024'), and 'Has the money already been spent?' (with radio buttons for 'Yes' and 'No'). The 'Transfer Line(s)' section contains a table with columns for 'Transfer From', 'Transfer Amount', and 'Transfer To'. The 'Transfer From' field is highlighted with a red box and a red circle with the number '1'. The 'Transfer Amount' field is highlighted with a red box and a red circle with the number '2'. The 'Transfer To' field is highlighted with a red box and a red circle with the number '3'. Below the table is a text area for 'Any Additional Information?' highlighted with a red box and a red circle with the number '4'. At the bottom, there are four buttons: 'Return', 'Save for Later' (highlighted with a red box and a red circle with the number '5'), 'Submit Request', and 'Cancel/Delete Request'.

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

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Continue Entering the Transfer Request Details and Add Attachment(s)

The screenshot shows the 'SSJ Journal Transfer Request' form. At the top, the Request ID is 'SSR0000119', which is highlighted with a red box and a '1' in a red circle. Below this, there are sections for 'Reason for Transfer', 'Transfer Date' (with Fiscal Year 2024 and Effective Date 08/30/2024), and 'Has the money already been spent?' (with 'No' selected). The 'Transfer Line(s)' section shows a transfer from 'Office of Finance' to 'Systems & Databases' for an amount of \$10.00. At the bottom, the 'Attachments (0)' link is highlighted with a red box and a '2' in a red circle. Buttons for 'Return', 'Save for Later', 'Submit Request', and 'Cancel/Delete Request' are visible at the bottom.

1. Confirm the assigned **Request ID**

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

The screenshot shows the 'Transfer Request Attachments' screen. The Request ID is 'SSR0000119'. Below the header, there is a table with columns for File Name, Description, User ID, Description, and Date/Time Stamp. At the bottom, the 'Add Attachment' button is highlighted with a red box and a '1' in a red circle. Other buttons include 'Return' and 'Save Attachments'.

1. Click the **Add Attachments** Button

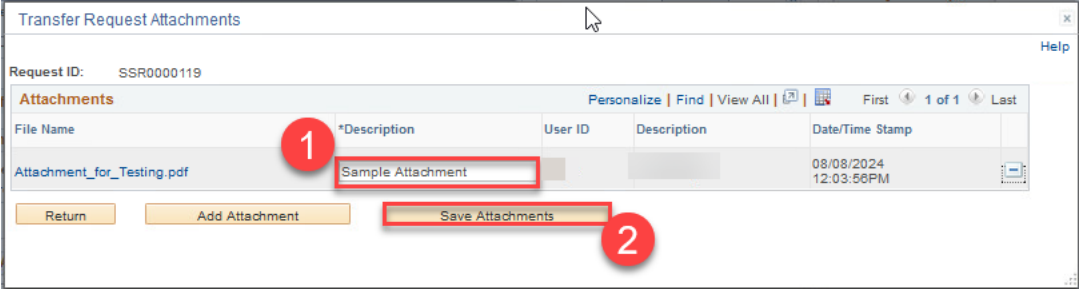
The screenshot shows the 'File Attachment' dialog box. The 'Browse...' button is highlighted with a red box and a '1' in a red circle. The 'Upload' button is highlighted with a red box and a '2' in a red circle. The dialog shows a file named 'Attachment for Testing.pdf'.

1. **Browse** and Select an Attachment
2. Click the **Upload** Button

Continue Entering the Transfer Request Details and Add Attachment(s)

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1. Add a **Description**
2. Click the **Save Attachments** Button

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Continue Entering the Transfer Request Details and Submit Request

SSJ Journal Transfer Request

Request ID: SSR0000119 Request Status: Pending Submission Journal Header Status: View Training Guides

Reason for Transfer
Create Request
240 characters remaining

Transfer Date
*Fiscal Year: 2024
Effective Date: 06/30/2024

Has the money already been spent?
 Yes No

Transfer Line(s) Find First 1 of 1 Last

Transfer From
*SpeedChart: 107101 Office of Finance
Approver: Justine M Levesque

Transfer Amount
\$10.00

Transfer To
*SpeedChart: 107202 Systems & Databases

Any Additional Information?

Attachments (1)

Return Save for Later **Submit Request** Cancel/Delete Request

1. Confirm that the Attachments Link has been updated with the correct number of attachments
2. Click the **Submit Request** button to submit your transfer request for approval

Message

Request has been Submitted as Journal 0000069398 (21001,16)

Your transfer request has been submitted for approval. Once approved, it will be reviewed by Office of Finance. You may be contacted for more information.

OK

1. Click **OK** to acknowledge the confirmation message and return to the Transfer Request Landing Page

– End of Job Aid –

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Tips and Tricks:

Request Statuses:

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