

University of Puget Sound Job Aid

Create Transfer Request – Money Spent

Steps to create a Transfer Request after money has already 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 **Yes** radio button
6. Select the **Source Doc** magnifying glass to search for the source document where the money was spent
7. Enter the **Transfer Amount, SpeedChart, and Account** that you want to transfer To
8. Click the **Save for Later** button
9. Optionally, add any **Attachments**
10. Click the **Submit Request** button to submit your transfer request for approval

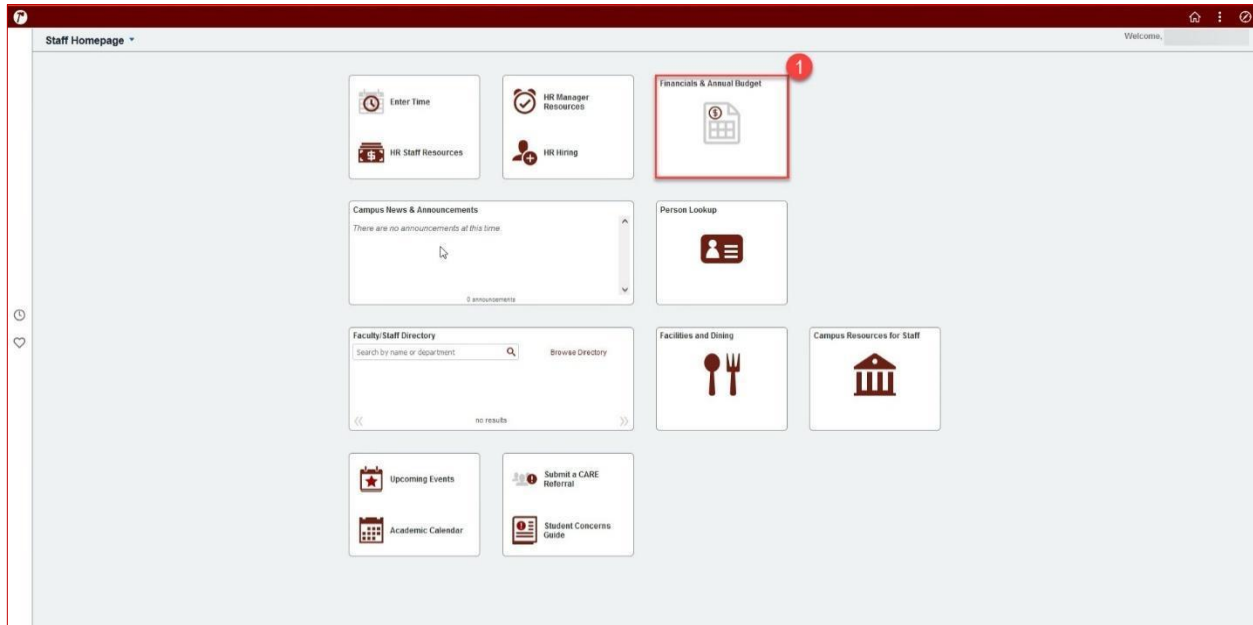
Read further for more detailed information about each step.

Skip to **Tips and Tricks** on page 9 to find out how to initiate a Transfer from the Budget Inquiry pages!

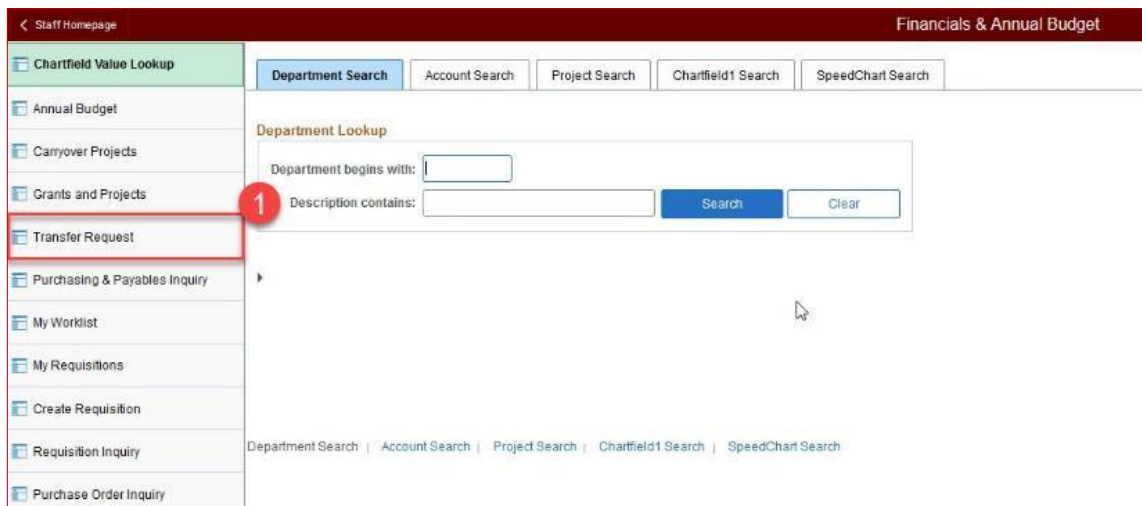
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Create Transfer Request – Money Spent

Navigate to the Transfer Request Page



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



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

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Staff Homepage Financials & Annual Budget

Chartfield Value Lookup

Annual Budget

Carryover Projects

Grants and Projects

Transfer Request

Purchasing & Payables Inquiry

My Worklist

Transfer Requests - Search Criteria

Fiscal Year: 2025

Accounting Date: []

Search Clear

Include Completed Requests?

SpeedChart: []

Account: []

ChartField 1: []

Create New Request

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

Enter the Transfer Request Details

Staff Homepage Financials & Annual Budget

Chartfield Value Lookup

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: 2025

Accounting Date: []

Search Clear

Include Completed Requests?

SpeedChart: []

Account: []

ChartField 1: []

Create New Request

SSJ Journal Transfer Request

Request ID: NEW Request Status: Pending Submission Journal Header Status: []

Reason for Transfer

254 characters remaining

Return

Transfer Date

Fiscal Year: 2025

Effective Date: []

Has the money already been spent?

Yes No

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

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Continue Entering the Transfer Request Details

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: 2025
*Effective Date: 08/01/2024

Has the money already been spent?
 Yes No

Transfer Line(s) Find First 1 of 1 Last

Transfer From

*Source Doc:  1
*SpeedChart:
Account:
Chartfield 1:

Any Additional information?

Attachments (0)

Return Save for Later Submit Request Cancel/Delete Request

1. Select the **Source Doc** Magnifying Glass

SSJ Journal Transfer Request

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

Reason for Transfer **Transfer Date** **Has the money**

Create Req 240 charact

Transfer Li

Transfer




*Source D
*SpeedCh
Account:
Chartfield

Any Addi

Return Save for Later Submit Request Cancel/Delete Request

Lookup Original Source Document

Search Criteria

*Fiscal Year: 2024 Fund Code: 10 Educational & Genrl Operating
*SpeedChart: 107101  1 of Finance Department: 7101 Office of Finance
*Account: 61015  2 Supplies Project:
ChartField 1:  3

1. Search and Select or Enter the **SpeedChart** of the Original Source Document
2. Search and Select or Enter the **Account** of the Original Source Document Transaction Line
3. Optionally, Search and Select or Enter the **Chartfield1** of the Original Source Document
4. Select the **Search** button

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Create Transfer Request – Money Spent

Lookup Original Source Document x

Help

Search Criteria

*Fiscal Year: 2024	Fund Code: 10 Educational & Genrl Operating
*SpeedChart: 107101 Office of Finance	Department: 7101 Office of Finance
*Account: 61015 Office Supplies	Project:
ChartField 1:	

Search Results Personalize | Find | View All | 1-11 of 11 | First | Last

Select	Source Doc Type	Status	Source Document ID	Invoice Number	Date	Reference	Description	Amount
<input type="button" value="Select"/>	Journal	Available	0000065524		08/28/2023	Commercial Card Expense Report	Odp Bus Sol Lic # 101 07/10/23	61.940
<input type="button" value="Select"/>	Journal	Available	0000065524		08/28/2023	Commercial Card Expense Report	Odp Bus Sol Lic # 101 07/07/23	93.730
<input type="button" value="Select"/>	Journal	Available	0000066158		09/28/2023	Commercial Card Expense Report	Odp Bus Sol Lic # 101 08/24/23	79.230
<input type="button" value="Select"/>	Journal	Available	0000066442		10/30/2023	Commercial Card Expense Report	Wcp Solutions Corp 09/25/23	1,901.020
<input type="button" value="Select"/>	Journal	Available	0000066834		11/28/2023	Commercial Card Expense Report	Odp Bus Sol Lic # 101 10/18/23	4.790
<input type="button" value="Select"/>	Journal	Available	0000066834		11/28/2023	Commercial Card Expense Report	Odp Bus Sol Lic # 101 10/18/23	339.260
<input type="button" value="Select"/>	Journal	Available	0000066834		11/28/2023	Commercial Card Expense Report	Odp Bus Sol Lic # 101 10/30/23	67.950
<input type="button" value="Select"/>	Journal	Available	0000068077		02/28/2024	Commercial Card Expense Report	National Print +promo 01/05/24	100.990
<input type="button" value="Select"/>	Journal	Available	0000069169		03/28/2024	Commercial Card Expense Report	Amzn Mktp Us 02/13/24	67.270
<input type="button" value="Select"/>	Journal	Available	0000069169		03/28/2024	Commercial Card Expense Report	Amzn Mktp Us 02/14/24	46.300
<input type="button" value="Select"/>	Journal	Available	0000069169		03/28/2024	Commercial Card Expense Report	Odp Bus Sol Lic # 101 02/28/24	57.590

1. Click the **Select** button for the desired Source Document ID

Note: Create one Transfer Request per Source Doc Type

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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 box containing 'Create request'), 'Transfer Date' (with '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 is the primary focus, containing a table with columns for 'Transfer From', 'Transfer Amount', and 'Transfer To'. The 'Transfer From' section includes fields for 'Source Doc', 'SpeedChart', 'Account', and 'Chartfield 1'. The 'Transfer Amount' field is highlighted with a red box and a callout '1', showing '\$79.23'. The 'Transfer To' section includes fields for 'SpeedChart', 'Account', 'Chartfield 1', and 'Approver'. The 'SpeedChart' field is highlighted with a red box and callout '2', showing '107101'. The 'Account' field is highlighted with a red box and callout '3', showing '61020'. The 'Chartfield 1' field is highlighted with a red box and callout '4'. A red box with callout '6' is around a plus sign icon in the top right of the 'Transfer To' section. Below the table is a text area for 'Any Additional Information?' with a red box and callout '5'. At the bottom, there are buttons for 'Return', 'Save for Later' (highlighted with a red box and callout '7'), 'Submit Request', and 'Cancel/Delete Request'.

1. Review and accept or update the **Transfer Amount**
(*Maximum transfer amount allowed 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** in the Transfer To section
3. Search and Select or Enter the **Account** in 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** in 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

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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 'SSR0000118', which is highlighted with a red box and a circled '1'. Below this, there are sections for 'Reason for Transfer', 'Transfer Date' (with 'Fiscal Year' set to 2024 and 'Effective Date' set to 06/30/2024), and a 'Has the money already been spent?' question with 'Yes' selected. The 'Transfer Line(s)' section shows details for a transfer from 'Odp Bus Sol Lic # 101 08/24/23' to 'Office of Finance' for 'Computer Supplies' with a transfer amount of \$79.23. At the bottom, the 'Attachments (0)' link is highlighted with a red box and a circled '2'. Navigation buttons include 'Return', 'Save for Later', 'Submit Request', and 'Cancel/Delete Request'.

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' page for Request ID 'SSR0000118'. It features a table with columns for 'File Name', 'Description', 'User ID', 'Description', and 'Date/Time Stamp'. Below the table, the 'Add Attachment' button is highlighted with a red box and a circled '1'. Other buttons include 'Return' and 'Save Attachments'.

1. Click the **Add Attachment** button

The screenshot shows a 'File Attachment' dialog box. The 'Browse...' button is highlighted with a red box and a circled '1'. The 'Upload' button is highlighted with a red box and a circled '2'. The dialog also shows a file named 'Attachment for Testing.pdf' and 'Cancel' and 'Upload' buttons.

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

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Create Transfer Request – Money Spent

Transfer Request Attachments

Request ID: SSR0000118

Attachments

File Name	*Description	Description	Date/Time Stamp
Attachment_for_Testing.pdf	Attachment		08/07/2024 2:21:16PM

Return Add Attachment Save Attachments

1. Enter the Description
2. Click the **Save Attachments** button

SSJ Journal Transfer Request

Request ID: SSR0000118 Request Status: Pending Submission Journal Header Status:

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)

Transfer From: *Source Doc: 0000066158 *SpeedChart: 107101 Account: 61015 Chartfield 1:

Transfer Amount: \$79.23

Transfer To: *SpeedChart: 107101 *Account: 61020 Chartfield 1: Approver: Justine M Levesque

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 0000069397 (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

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Tips and Tricks:

Steps to create a Transfer Request directly from Budget Inquiry:

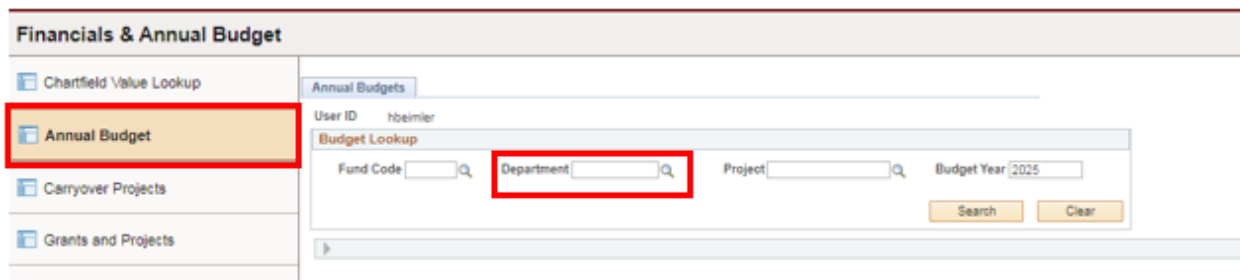
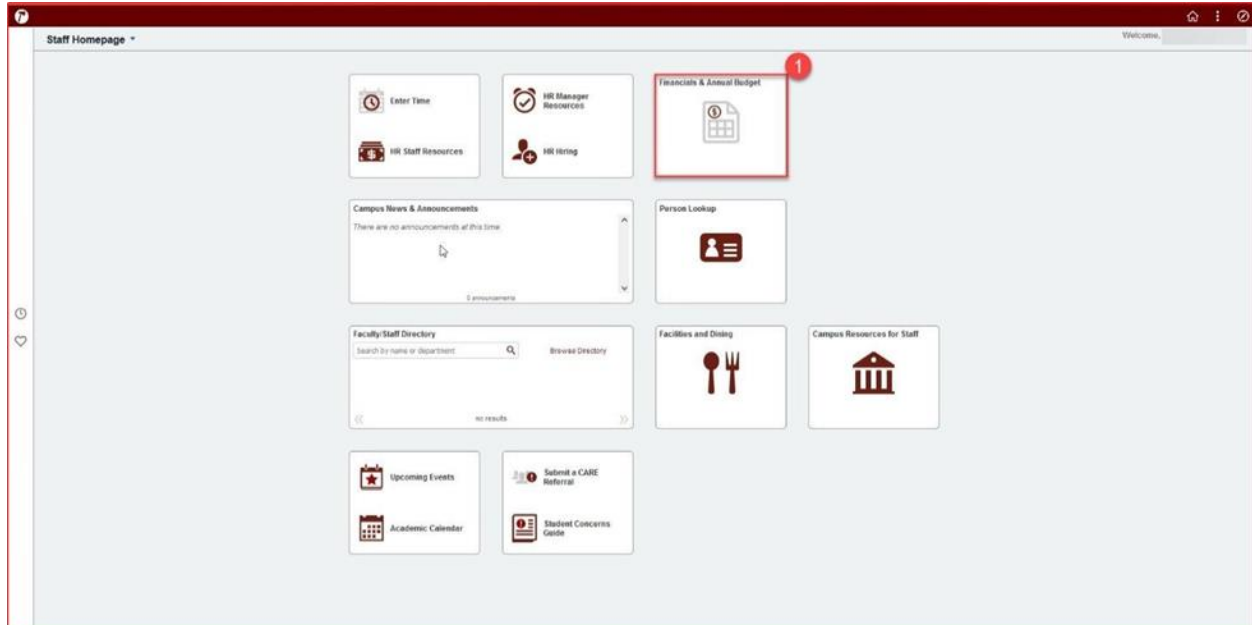
1. Click the **Financials & Annual Budget Tile**
2. Click the appropriate **Annual Budget, Carryover Project, or Grants and Projects** menu item
3. Search to find desired budget code
4. Click magnifying glass next to Operating and Capital Expense
5. Click Actuals link on the expense account containing the transaction you wish to transfer
6. Enter the **Reason for Transfer**
7. Enter the **Transfer Amount, SpeedChart, and Account** that you want to transfer To
8. Click the **Save for Later** button
9. Optionally, add any **Attachments**
10. 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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Navigate to Budget Administration



1. Navigate to the appropriate Budget button on the left hand menu
 - a. Annual Budget, Carryover Projects, or Grants and Projects
2. Input Department number and click the **Search** button to open appropriate budget inquiry
 - a. Input Project number if Carryover Projects or Grants and Projects page

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Create Transfer Request – Money Spent

Financials & Annual Budget

Annual Budgets

User ID: hbeimler

Budget Lookup

Fund Code: [] Department: [] Project: [] Budget Year: 2025

Search Clear

Financial Summary	Budget Year	Fund Code	Fund Description	Department	Department Description	Project	Project Description	Revenue Budget	Actual Revenue	Revenue Budget Variance (Fav/Unfav)	Expense Budget	Actual Expense
	2025	10	Educational & Gen'l Operating	7101	Office of Finance			0.00	0.00	0.00		

Save Notify

Budget

Fund Code: 10 Fund Description: Educational & Gen'l

Department: 7101 Department Descr: Office of Finance

Project: Project Description:

Budget Year: 2025 Current Date: 10/09/2024

Account	Description	Revenue Budget	Actual Revenue	Revenue Budget Variance (Fav/Unfav)	Exp
1	Compensation Expense	0.00	0.00	0.00	0.00
2	Operating and Capital Expense	0.00	0.00	0.00	0.00
3	Total	0.00	0.00	0.00	0.00

Return

1. **Click** on the magnifying glass next to Operating and Capital Expense
2. **Click** on the Actuals link on the expense account containing the transaction you wish to transfer

Account	Account Description	Budget	Actual	En
1 60011	Consultants	12,300.00	0.00	
2 60014	Audit Services	179,000.00	-24,875.00	
3 60019	Recycling Services	7,800.00	1,302.00	
4 60023	Outsourced Services	8,000.00	22,303.89	
5 60100	Other Services & Fees	1,350.00	452.50	
6 61010	Instruct & Resource Materials	3,100.00	0.00	

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Detailed Transaction Activity - Actuals

Details	
Fund Code: 10	Fund Description: Educational & Dev't Operating
Department: 7101	Department Descr: Office of Finance
Project:	Project Description:
Account: 51010	Account Description: Other Services & Fees
Actual Total: 412.50	

Chartfield	Accounting Date	Source Document Name	Reference	Document	Line ID	Description	Revel Vendor	Amount	Invoice Number	Notes	Note Status (Y/N)	Transfer
1	06/21/2024	Journal	Commercial Card Expense Report	0000071986	177	Dr "Inst Payments 07/29/24		412.50		Notes	No	Transfer
2	06/30/2024	Journal	Commercial Card Expense Report	0000072137	591	Charitable Org Rpts 20/30/24		40.00		Notes	No	Transfer

1. On the line of the item you'd like to transfer, click the **Transfer** button

Begin entering the Transfer Request Details

The screenshot shows the 'SSJ Journal Transfer Request' form. A blue box highlights the 'Reason for Transfer' field. Red callouts 1-7 point to: 1. Transfer Amount field, 2. SpeedChart dropdown, 3. Account dropdown, 4. Chartfield 1 dropdown, 5. Additional information text area, 6. Plus icon to add lines, and 7. Save for Later button.

Start by inputting the **Reason for Transfer** in the blue box above

1. Review and accept or update the **Transfer Amount**
(*Maximum transfer amount allowed 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** in the Transfer To section
3. Search and Select or Enter the **Account** in the Transfer To section
 - a. Note: if amount is less than original, Account field will no longer display
4. Optionally, Search and Select or Enter the **Chartfield1** in the Transfer To section
 - a. 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

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

The screenshot shows the 'SSSJ Journal Transfer Request' form. At the top, the Request ID is 'SSR000118', which is highlighted with a red box and a '1'. Below this, there are sections for 'Reason for Transfer', 'Transfer Date' (Fiscal Year: 2024, Effective Date: 06/30/2024), and a question 'Has the money already been spent?' with 'Yes' and 'No' radio buttons. The 'Transfer Line(s)' section shows details for a transfer from 'Office of Finance' to 'Office of Finance' and 'Computer Supplies' for an amount of \$79.23. At the bottom, there is a section for 'Any Additional Information?' with an 'Attachments (0)' link highlighted by a red box and a '2'. Navigation buttons include 'Return', 'Save for Later', 'Submit Request', and 'Cancel/Delete Request'.

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' page for Request ID 'SSR000118'. It features a table with columns for File Name, Description, User ID, Description, and Date/Time Stamp. Below the table, there are three buttons: 'Return', 'Add Attachment', and 'Save Attachments'. The 'Add Attachment' button is highlighted with a red box and a '1'.

1. Click the **Add Attachment** button

The screenshot shows a 'File Attachment' dialog box. It has a 'Browse...' button highlighted with a red box and a '1', and an 'Upload' button highlighted with a red box and a '2'. The dialog also shows a file named 'Attachment for Testing.pdf' and 'Cancel' and 'Upload' buttons.

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

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File Name	*Description	Description	Date/Time Stamp
Attachment_for_Testing.pdf	Attachment		08/07/2024 2:21:16PM

1. Enter the Description
2. Click the **Save Attachments** button

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):

Transfer From	Transfer Amount	Transfer To
*Source Doc: 0000066158 *SpeedChart: 107101 Account: 61015 Chartfield 1:	\$79.23	*SpeedChart: 107101 *Account: 61020 Chartfield 1: Approver: Justine M Levesque

Any Additional Information?

Attachments (1)

Submit 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 0000069397 (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

Request Statuses:

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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