

# Transfer Request Tool

# Agenda

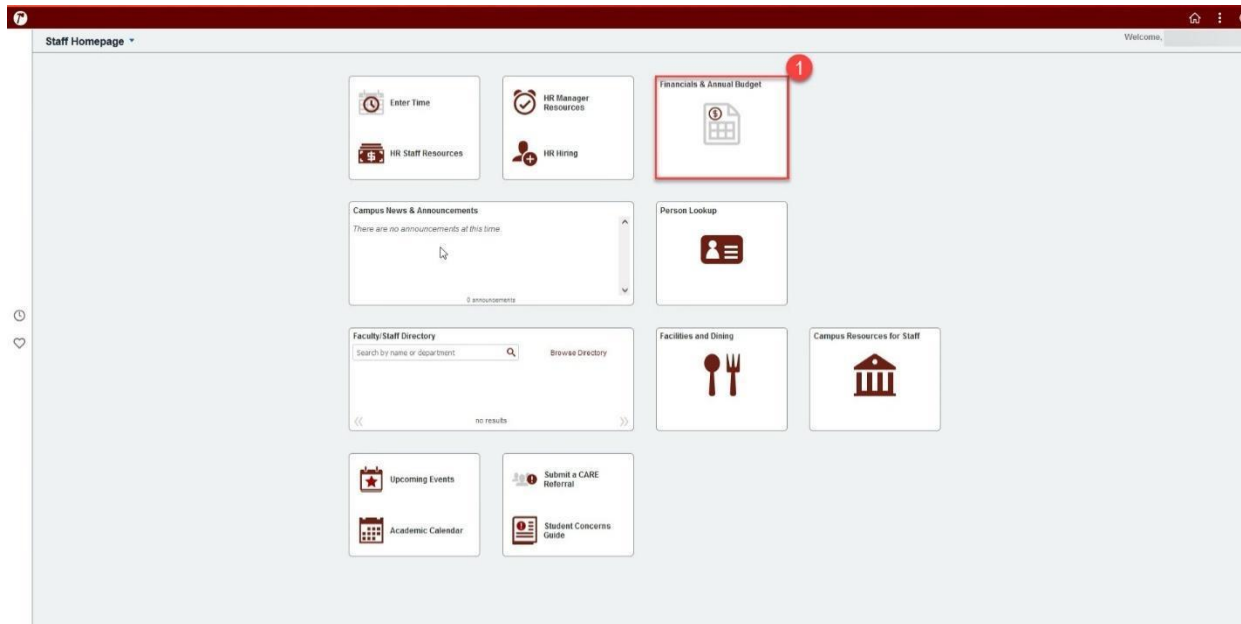
1. Introduction to the Transfer Request Tool
2. Transfers for money that has been spent
3. Transfers to support other departments  
(money not spent yet)

# 1. Introduction to the Transfer Request Tool

- 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).

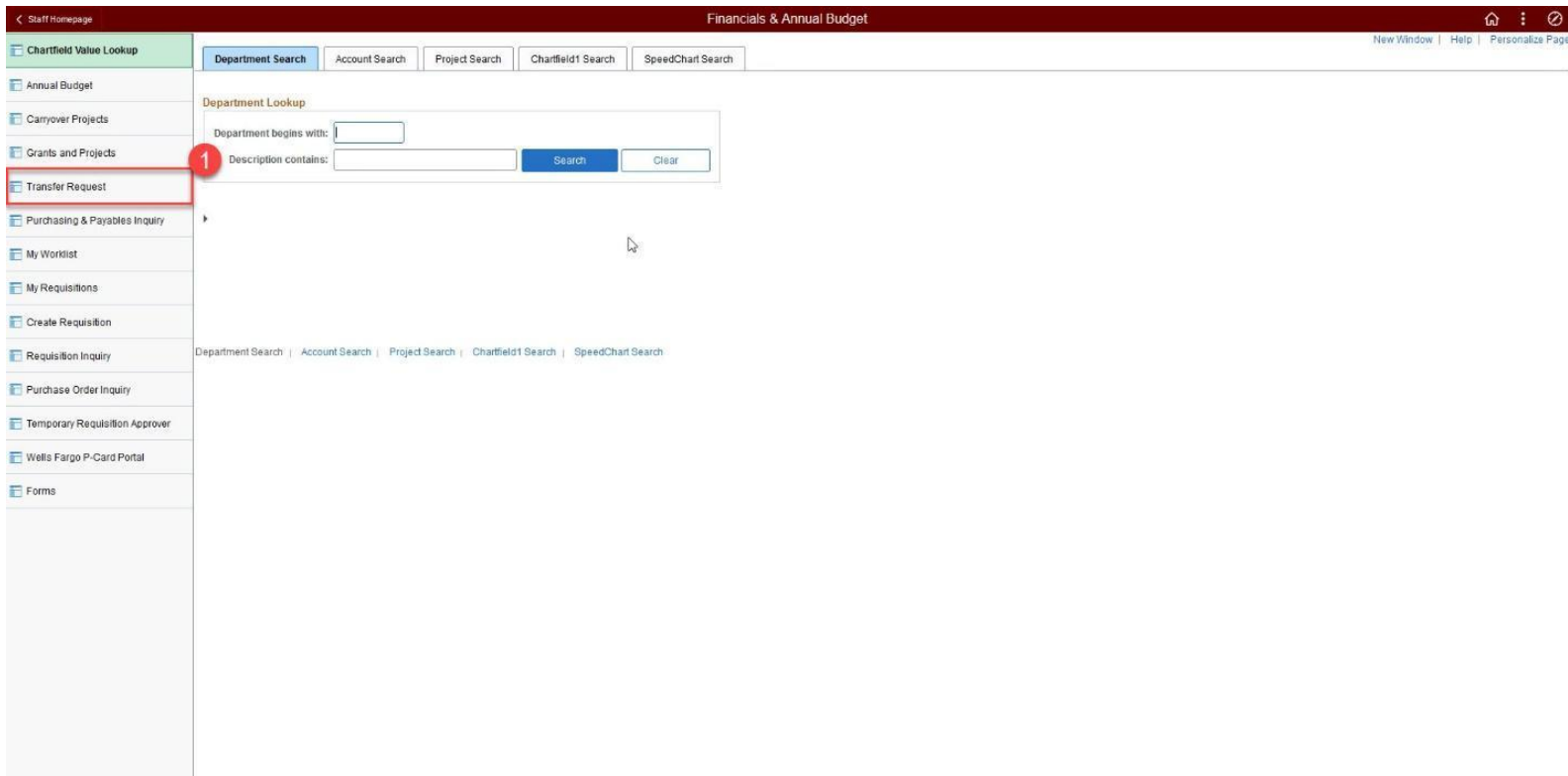
## 2. Transfers for money that has been spent

- 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



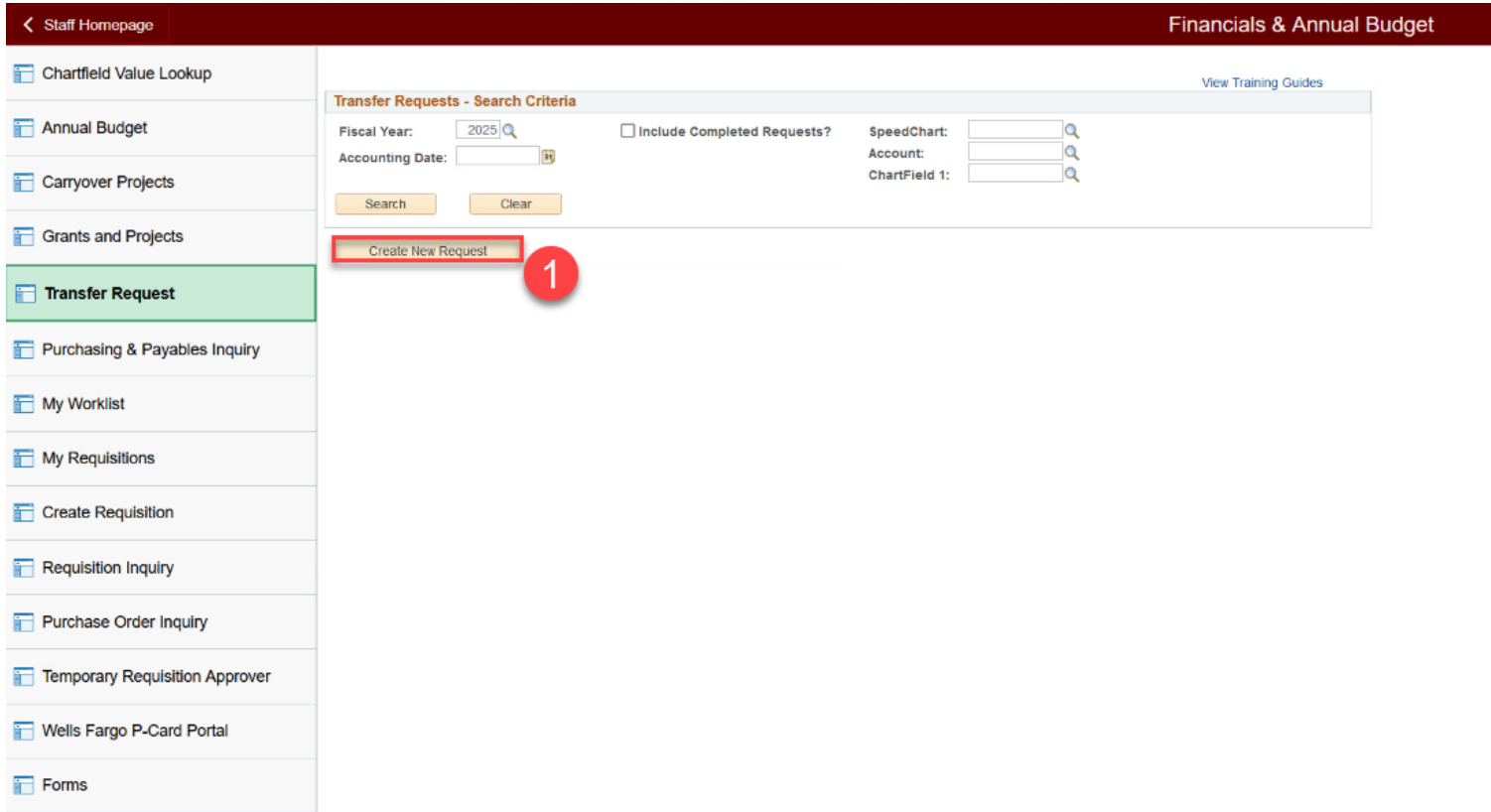
The screenshot displays the 'Financials & Annual Budget' application interface. On the left sidebar, the 'Transfer Request' menu item is highlighted with a red box and a red circle containing the number 1. The main content area shows a 'Department Lookup' form with the following elements:

- Search tabs: Department Search (selected), Account Search, Project Search, Chartfield1 Search, SpeedChart Search
- Form fields: Department begins with: ; Description contains:
- Buttons: Search, Clear

At the bottom of the main content area, there is a secondary set of search tabs: Department Search | Account Search | Project Search | Chartfield1 Search | SpeedChart Search.

# 2. Transfers for money that has been spent

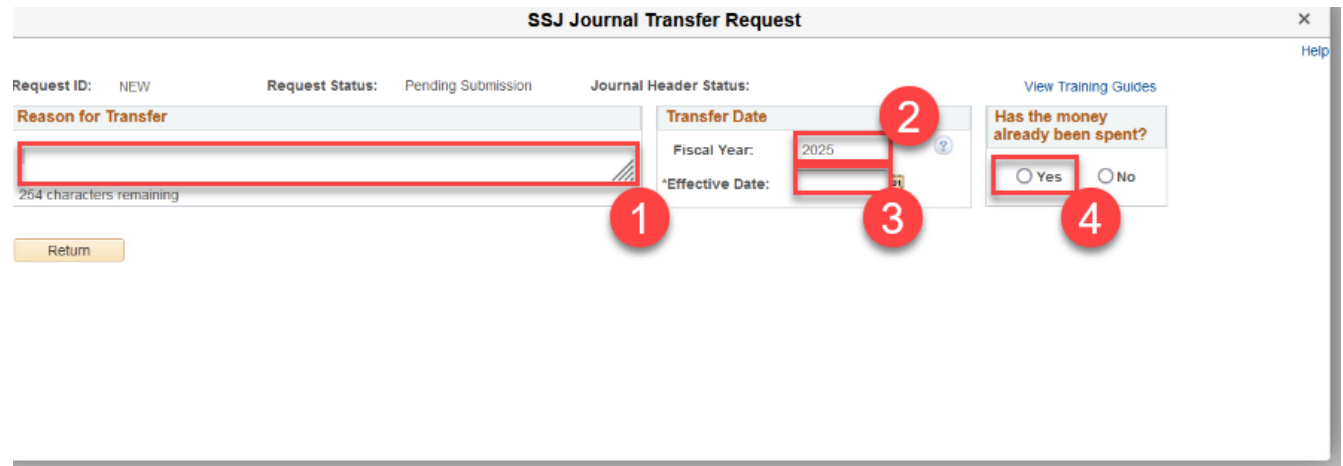
- Click **Create New Request** button



The screenshot displays the 'Staff Homepage' interface. On the left is a navigation sidebar with the following items: Chartfield Value Lookup, Annual Budget, Carryover Projects, Grants and Projects, **Transfer Request** (highlighted in green), Purchasing & Payables Inquiry, My Worklist, My Requisitions, Create Requisition, Requisition Inquiry, Purchase Order Inquiry, Temporary Requisition Approver, Wells Fargo P-Card Portal, and Forms. The main content area is titled 'Financials & Annual Budget' and contains a 'Transfer Requests - Search Criteria' section. This section includes a 'Fiscal Year' dropdown set to '2025', an 'Accounting Date' field, an 'Include Completed Requests?' checkbox, and three search fields for 'SpeedChart', 'Account', and 'ChartField 1'. Below the search criteria are 'Search' and 'Clear' buttons. A red box highlights the 'Create New Request' button, which is also marked with a red circle containing the number '1'.

## 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



The screenshot shows the 'SSJ Journal Transfer Request' form. It includes fields for 'Reason for Transfer', 'Transfer Date' (with sub-fields for 'Fiscal Year' and '\*Effective Date'), and a 'Has the money already been spent?' section with 'Yes' and 'No' radio buttons. A 'Return' button is at the bottom left. Red callouts 1-4 highlight the 'Reason for Transfer' field, the 'Fiscal Year' field, the '\*Effective Date' field, and the 'Yes' radio button respectively.

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

**Reason for Transfer**

254 characters remaining

**Transfer Date**

Fiscal Year: 2025

\*Effective Date:

Has the money already been spent?

Yes  No

Return

## 2. Transfers for money that has been spent

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

### 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?**

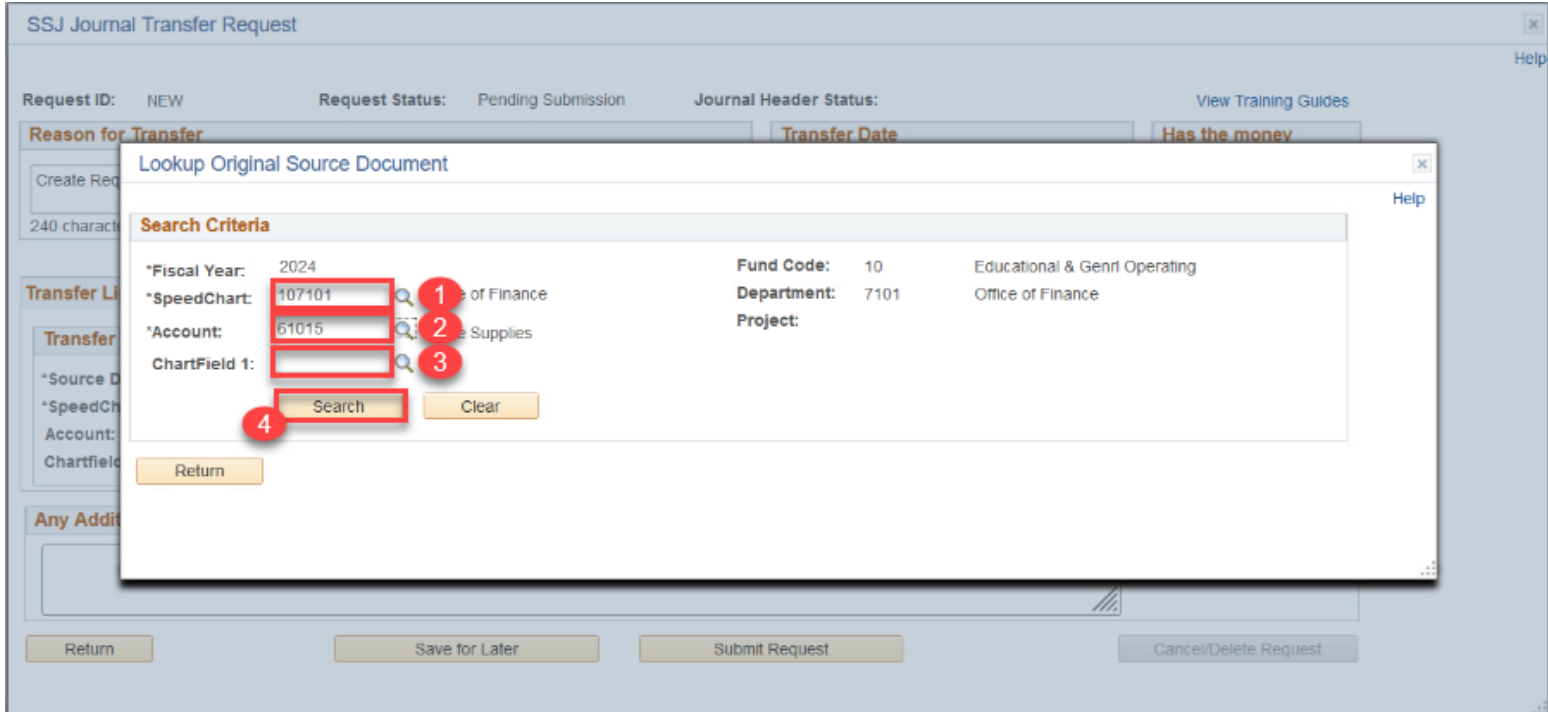
Attachments (0)

[Return](#)    [Save for Later](#)    [Submit Request](#)    [Cancel/Delete Request](#)



## 2. Transfers for money that has been spent

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



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

Lookup Original Source Document

Search Criteria

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

Search Clear

Return

Return Save for Later Submit Request Cancel/Delete Request

# 2. Transfers for money that has been spent

- 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

\*Account:  Office Supplies      Project:

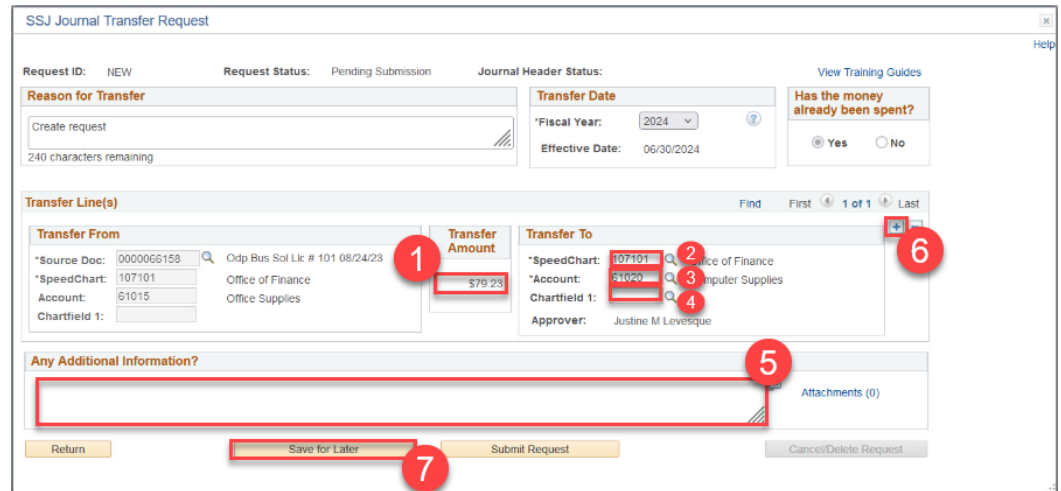
ChartField 1:

▼ Search Results Personalize | Find | View All | First 1-11 of 11 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	67.950

## 2. Transfers for money that has been spent

- Continue populating the data requested
  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** 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



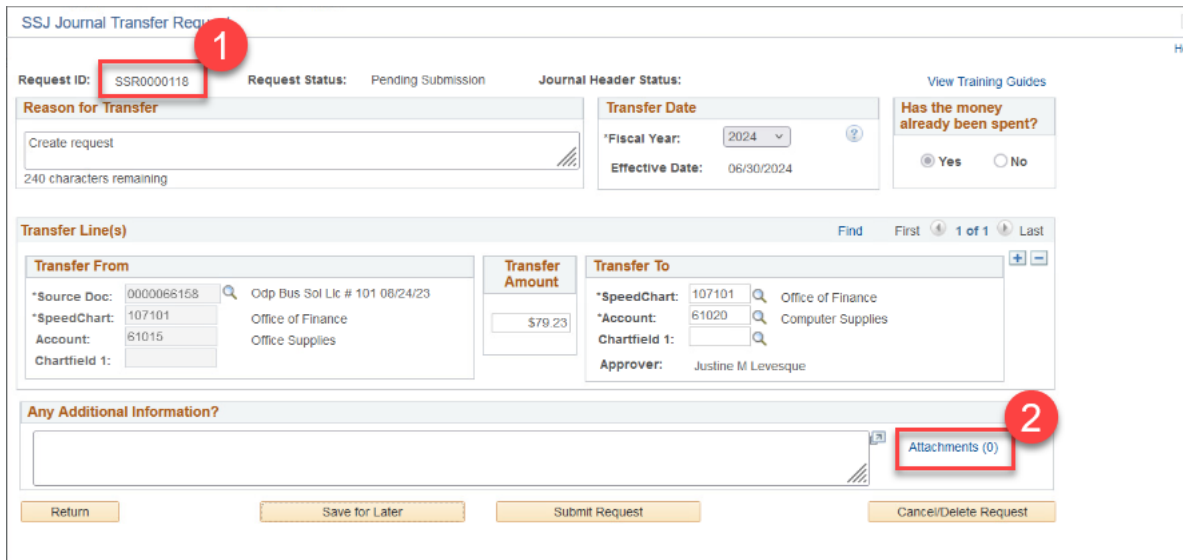
The screenshot shows the 'SSJ Journal Transfer Request' form. It includes fields for 'Reason for Transfer', 'Transfer Date' (Fiscal Year: 2024, Effective Date: 06/30/2024), and a 'Has the money already been spent?' checkbox (Yes/No). The 'Transfer Line(s)' table has one entry with the following details:

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

At the bottom, there is an 'Any Additional Information?' text area and a 'Save for Later' button. Red callouts 1 through 7 point to the Transfer Amount, Transfer To fields, Additional Information area, and Save for Later button respectively.

# 2. Transfers for money that has been spent

- 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



SSJ Journal Transfer Request

Request ID: SSR0000118 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

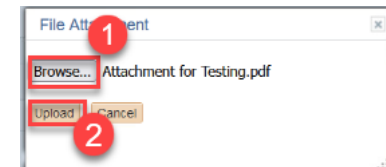
Transfer Line(s): Find First 1 of 1 Last

Transfer From	Transfer Amount	Transfer To
*Source Doc: 0000068158 Odp Bus Sol Lic # 101 08/24/23	\$79.23	*SpeedChart: 107101 Office of Finance
*SpeedChart: 107101 Office of Finance		*Account: 61020 Computer Supplies
Account: 61015 Office Supplies		Chartfield 1:
Chartfield 1:		Approver: Justine M Levesque

Any Additional Information?

Attachments (0)

Return Save for Later Submit Request Cancel/Delete Request



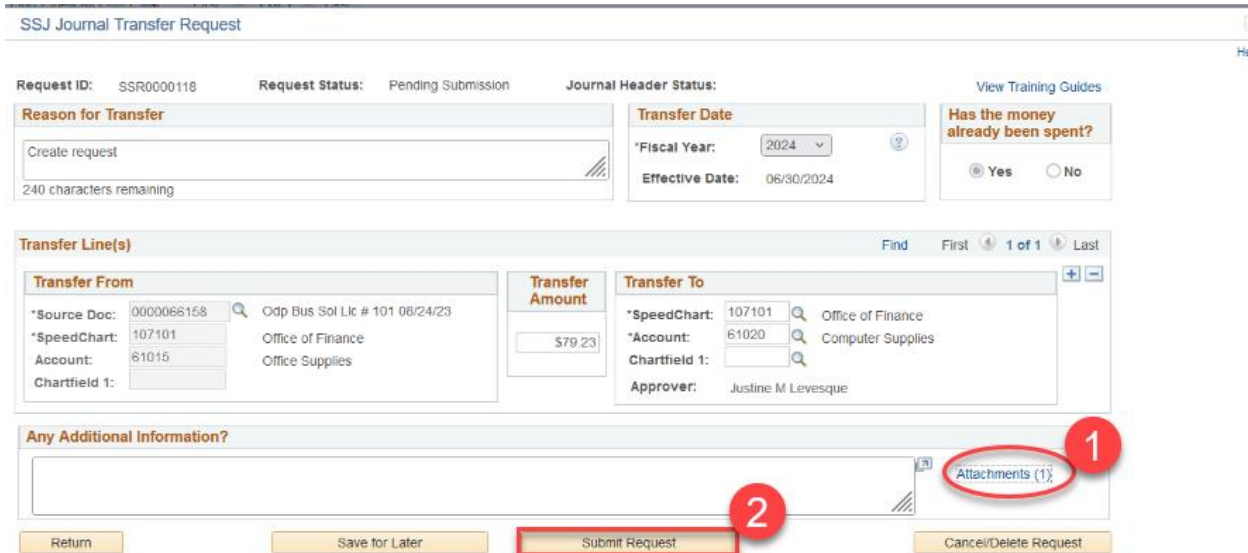
File Attachment

Browse... Attachment for Testing.pdf

Upload Cancel

## 2. Transfers for money that has been spent

- Finish by clicking **Submit Request**



SSJ Journal Transfer Request

Request ID: SSR0000118 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	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?**

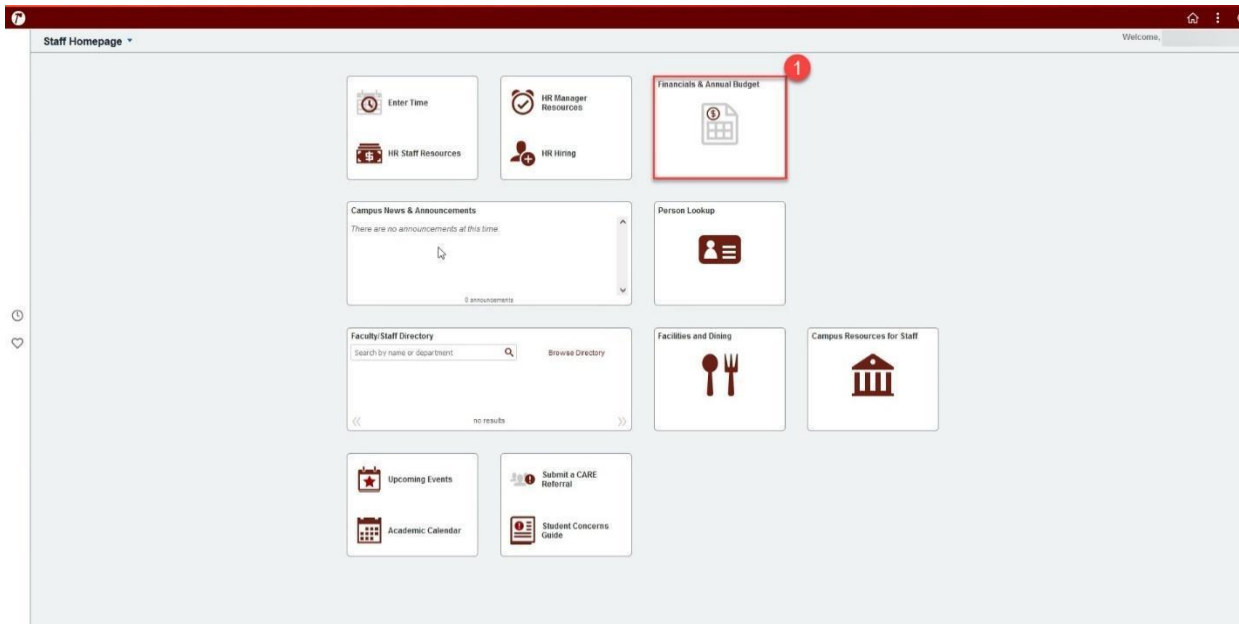
Attachments (1)

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

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

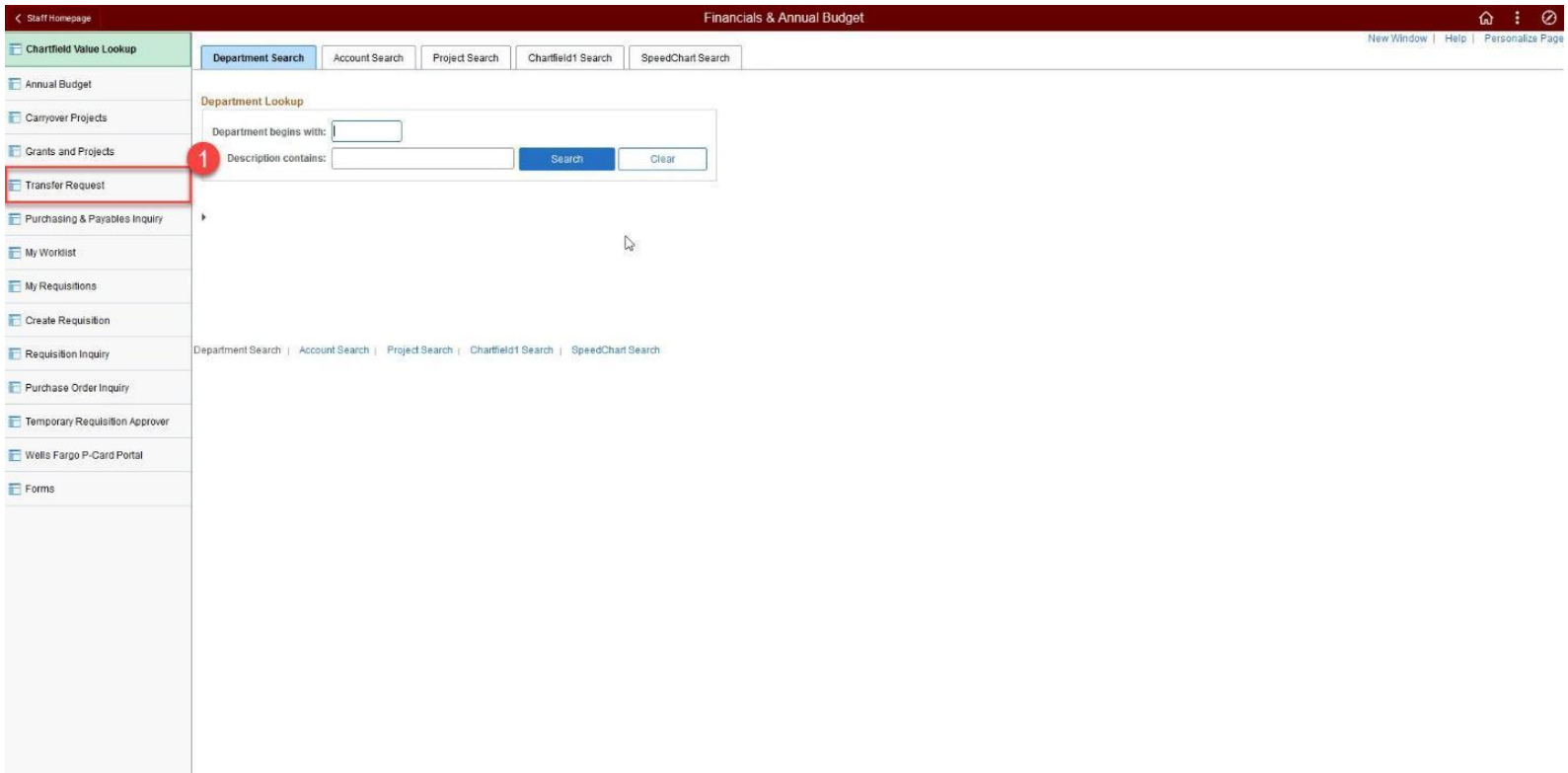
## 3. Transfers to support other depts (not spent yet)

- 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



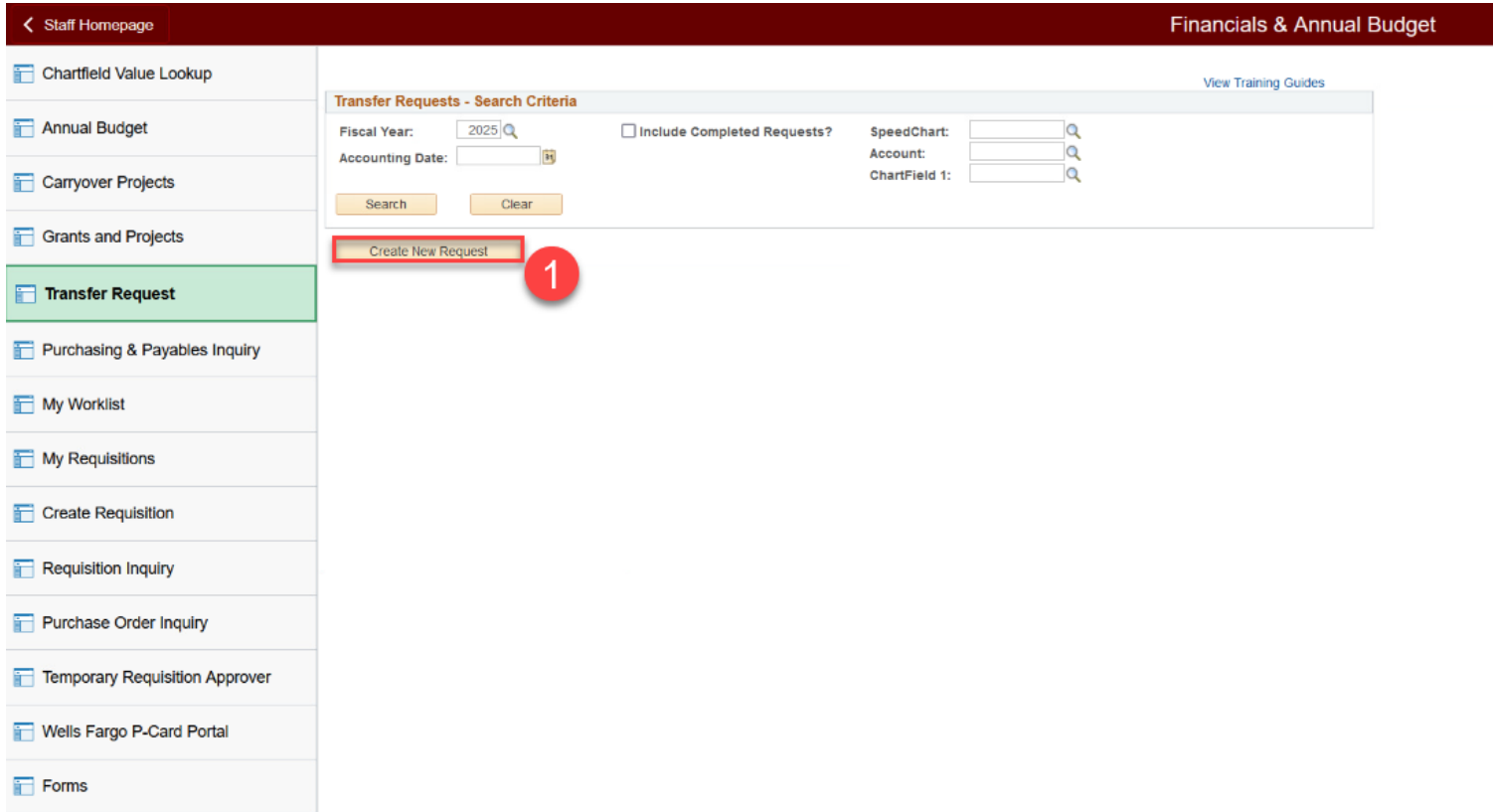
The screenshot displays the 'Financials & Annual Budget' system interface. On the left sidebar, the 'Transfer Request' menu item is highlighted with a red box and a red circle containing the number 1. The main content area shows a 'Department Lookup' form with the following elements:

- Search tabs: Department Search (selected), Account Search, Project Search, Chartfield1 Search, SpeedChart Search
- Form fields: Department begins with: [input], Description contains: [input]
- Buttons: Search, Clear

At the bottom of the main content area, there is a breadcrumb trail: Department Search | Account Search | Project Search | Chartfield1 Search | SpeedChart Search.

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

- Click **Create New Request** button

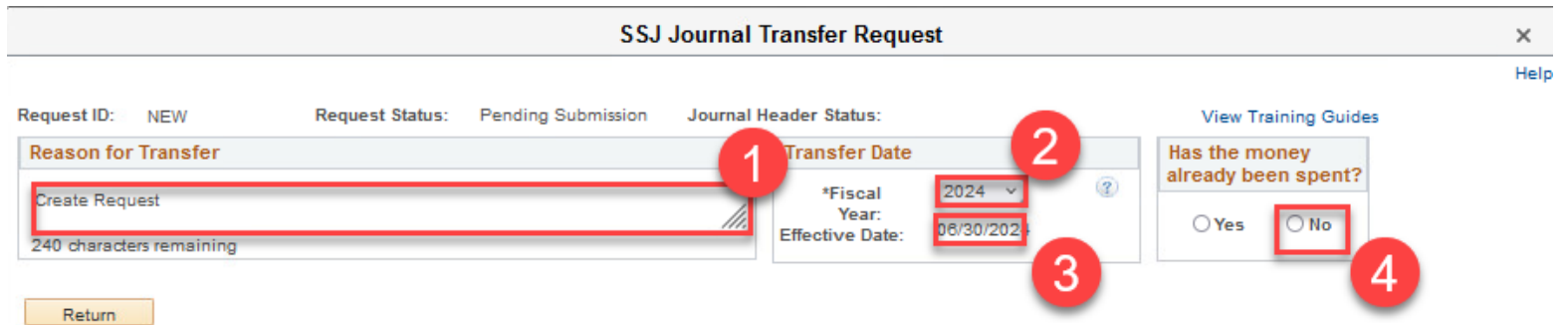


The screenshot displays the 'Staff Homepage' interface. On the left is a navigation sidebar with the following menu items: Chartfield Value Lookup, Annual Budget, Carryover Projects, Grants and Projects, **Transfer Request** (highlighted in green), Purchasing & Payables Inquiry, My Worklist, My Requisitions, Create Requisition, Requisition Inquiry, Purchase Order Inquiry, Temporary Requisition Approver, Wells Fargo P-Card Portal, and Forms. The main content area is titled 'Financials & Annual Budget' and contains a 'Transfer Requests - Search Criteria' section. This section includes search filters for Fiscal Year (set to 2025), Accounting Date, Include Completed Requests (checkbox), SpeedChart, Account, and ChartField 1. Below the search filters are 'Search' and 'Clear' buttons. A red box highlights the 'Create New Request' button, which is also marked with a red circle containing the number '1'.



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

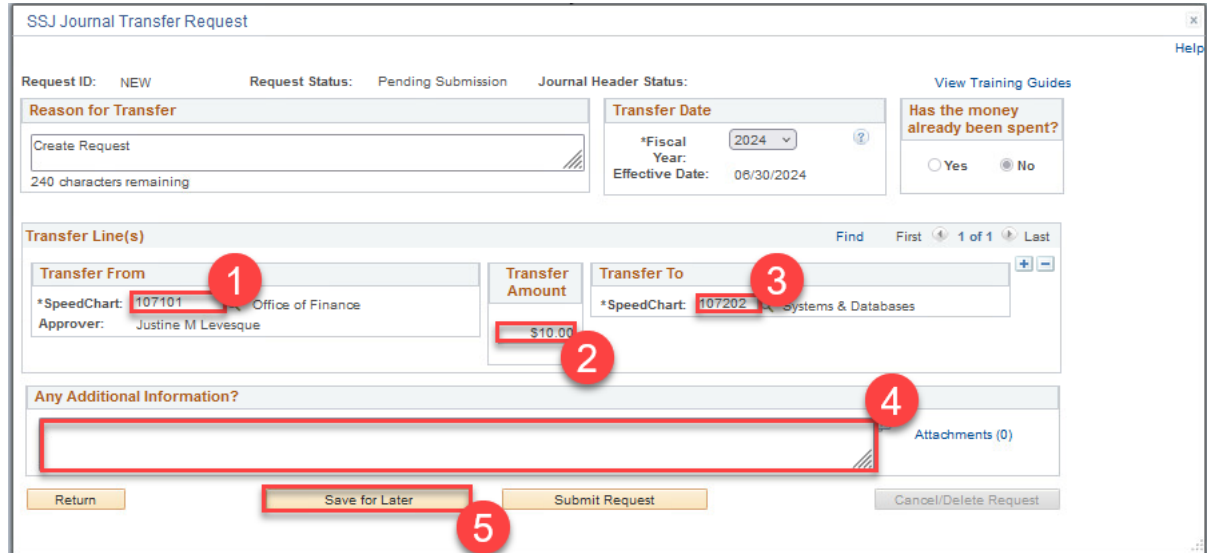
- Now you'll need to populate the fields describing the reason for your request
  1. Enter the **Reason for Transfer** - use descriptive text see examples below (Feel free to add more after text similar to below examples)
    - a. Transfer \$100 to support Dept Speaker
    - b. Transfer \$100 for copy 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



The screenshot shows the "SSJ Journal Transfer Request" form. It includes a "Reason for Transfer" text area (callout 1) containing "Create Request" with a 240-character limit. To the right are "Transfer Date" fields (callout 2) for "\*Fiscal Year" (set to 2024) and "Effective Date" (set to 08/30/2024) (callout 3). Further right is a "Has the money already been spent?" section (callout 4) with radio buttons for "Yes" and "No", where "No" is selected. A "Return" button is located at the bottom left. The form also displays "Request ID: NEW", "Request Status: Pending Submission", and "Journal Header Status:".

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

- 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

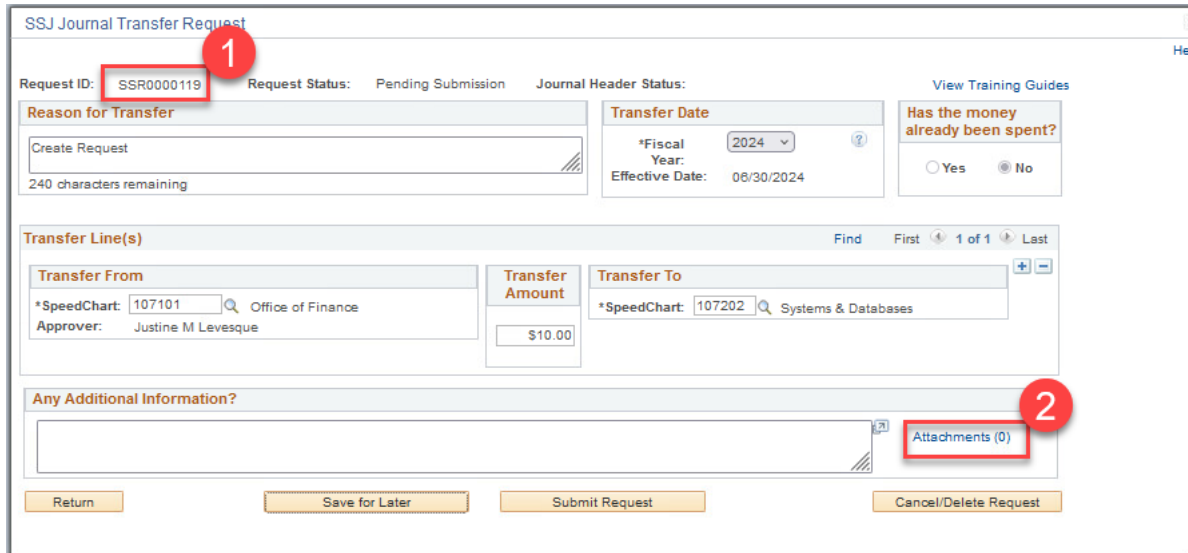


The screenshot shows the 'SSJ Journal Transfer Request' form. The form is titled 'SSJ Journal Transfer Request' and includes a 'Request ID: NEW', 'Request Status: Pending Submission', and 'Journal Header Status:'. The 'Reason for Transfer' section has a text area with 'Create Request' and '240 characters remaining'. The 'Transfer Date' section includes '\*Fiscal Year: 2024' and '\*Effective Date: 08/30/2024'. A 'Has the money already been spent?' section has radio buttons for 'Yes' and 'No'. The 'Transfer Line(s)' section is a table with columns for 'Transfer From', 'Transfer Amount', and 'Transfer To'. The first row shows '\*SpeedChart: 107101' (Office of Finance) with an amount of '\$10.00' and '\*SpeedChart: 107202' (Systems & Databases). The 'Any Additional Information?' section has a large text area and 'Attachments (0)'. At the bottom, there are buttons for 'Return', 'Save for Later', 'Submit Request', and 'Cancel/Delete Request'.

Transfer From	Transfer Amount	Transfer To
*SpeedChart: 107101 Office of Finance Approver: Justine M Levesque	\$10.00	*SpeedChart: 107202 Systems & Databases

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

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



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: 08/30/2024

**Has the money already been spent?**  
 Yes  No

**Transfer Line(s)** Find First 1 of 1 Last

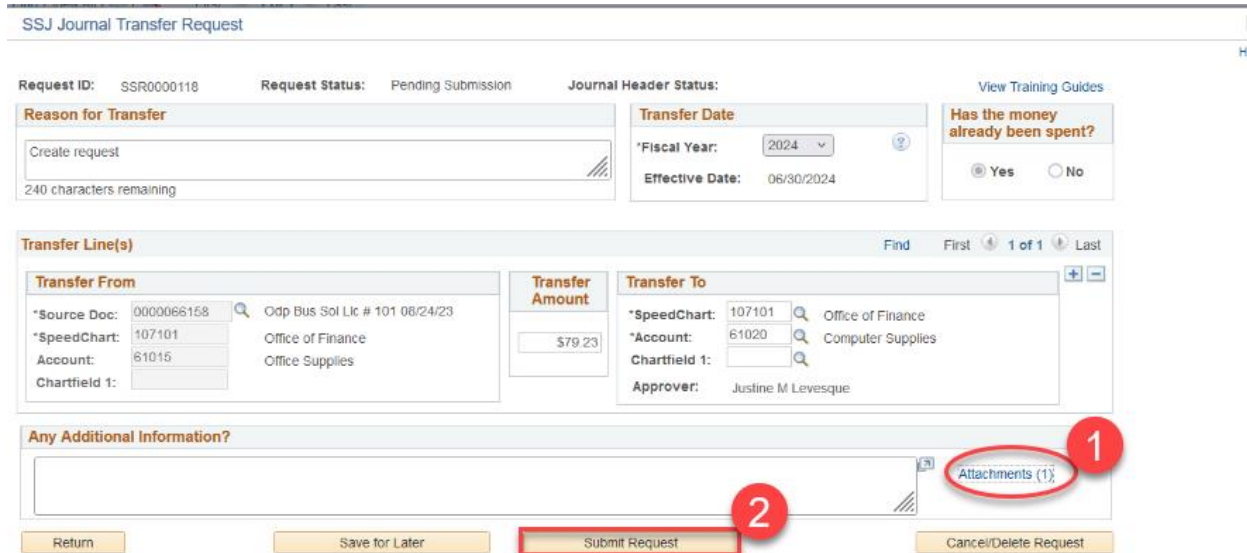
Transfer From	Transfer Amount	Transfer To
*SpeedChart: 107101 Office of Finance Approver: Justine M Levesque	\$10.00	*SpeedChart: 107202 Systems & Databases

**Any Additional Information?**  
Attachments (0)

Return Save for Later Submit Request Cancel/Delete Request

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

- Finish by clicking **Submit Request**



SSJ Journal Transfer Request

Request ID: SSR0000118    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	Transfer Amount	Transfer To
*Source Doc: 0000066158    Odp Bus Sol Lic # 101 08/24/23 *SpeedChart: 107101    Office of Finance Account: 61015    Office Supplies Chartfield 1:	\$79.23	*SpeedChart: 107101    Office of Finance *Account: 61020    Computer Supplies Chartfield 1: Approver: Justine M Levesque

**Any Additional Information?**  
Attachments (1)

Return    Save for Later    **Submit Request**    Cancel/Delete 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](mailto: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](#)