

Quick Reference Guide

Budget Adjustments

MEMFIS Custom Application

Budget Adjustments, formerly known as Budget Fund Transfers, will transfer funds from one budget line to another. When using the General Fund (0011) transfers *can only occur* within the General Fund. Budget Adjustment access is based on submitting a MEMFIS User Access for Authorization Form.

LOGIN TO BUDGET ADJUSTMENTS

1. Login to MyUNiverse with your MEMFIS username and password.
2. Click Budget Adjustments in your MEMFIS channel and enter your MEMFIS username and password.

BUDGET ADJUSTMENTS HOME PAGE

The Budget Adjustments home page provides two functions.

- Create New Budget Adjustments
- Search for Budget Adjustments previously created

CREATE BUDGET ADJUSTMENT JOURNAL

Control ID – automatically populates

1. **Select** an Active Workbook (default setting).
2. Click **Create New Journal**.
3. Select the **Adjustment Type**. See definitions page 2.
4. Enter **Journal Name** (ORG initials mmddy)
5. Enter **Journal Description** (freeform field).
6. Select the **Period** (must be an open or future GL period).
7. Enter account information for Budget Adjustment by using **search criteria**: “a” or “b” described below:
 - a. Enter the Account Code(all or part), or Line, or Name
 - b. Select filter and click Load Filter (1st time users see Filter Maintenance for directions for creating filters).
8. Click **Go** (all lines associated with your search criteria will appear).
9. Select lines by placing a ✓ in the box before the line.
10. Click the **Select** button at top of the column. This creates a Worklist. To add additional lines to the Worklist repeat steps 8-11 until all lines necessary appear in the Worklist.
11. Click **Proceed**.
12. Enter amounts in appropriate **From** and **To** fields (fields must balance).
13. **Enter Adjustment Line Description**.
14. Click **Save**.
15. Click **Review for Submission**.
16. Click **Request Approval**.

First time Users proceed to #17.

Other Users skip to #22.

17. Click **Manage Approval Sets**
18. Click **New** button by Create New Approval Set
19. Enter **Approver Set Description**.
20. Select **Approver** from drop-down list.
21. Add **FYI Notifications**
 - a. Click Search button
 - b. Select name and click Add to FYI Notification List (repeat steps a – b to add others).
 - c. Click **Save** to save Approval Set.
 - d. Click **Return** to return to Select Approver screen.

Create New Approval Set

22. Select **Approver Set** from drop-down list.
 23. Click **Load** button.
 24. Click **Go** to submit for approval.
- Screen Appears that shows Status updated to Submitted.
- Click **Print** for a copy of the Budget Adjustment. *To return to Budget Adjustment Screen click the back arrow.*

ADJUSTMENTS SCREEN OTHER FUNCTION OPTIONS:

- Remove** – to remove a line or lines from the Journal.
- Add to Worklist** – enables the addition of lines.
- Delete Journal** – delete the Journal; only originator can delete; Working or Rejected status only
- Review for Submission** – enables ability to review and submit for approval.
- Save** – saves Journal for editing, review or submission later.
- Show History** – displays actions taken on Journal.
- Cancel** – removes any edits made to screen and saves Journal for action later.

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SEARCH FOR BUDGET ADJUSTMENTS

Originators have access to all Budget Adjustments they created in any status. Budget Adjustments created by others are available *only* in the "Completed" status.

Searches can be conducted by any one or combination of the following search criteria:

- Control ID
- Adjustment Type
- Period
- Originator (case-sensitive)
- Journal Name (case-sensitive; full or any part of name)
- Date Range (format dd-Mon-yyyy)

1. Enter search criteria.
2. Click **Go**.

ADJUSTMENT TYPES

BFT-T and **BFT-P** are used in the Active workbook (for the current fiscal year), or in the Retired workbook (for adjustments made during July to close the previous fiscal year).

NEW and **REV** are choices available only to budget staff. They are used during budget development for new appropriations to the university or for reversions.

RE-OTH and **RE-SAL** will be used in the Development workbook. RE-SAL would be selected if the reallocation adjustment affects a salary (i.e. a base adjustment required due to a pay grade change). All other reallocation adjustments would use RE-OTH.

ENTERING STRATEGIC GOALS

Budget Adjustment users will create the reallocation adjustment journal and submit for approval. The Budget Adjustment approvers will open and view the journal in Workflow.

Approvers have the responsibility of adding the strategic goal to the adjustment journal.

1. Login to Budget Adjustments
2. Search for adjustment journal.
3. Click the Open button.
4. Click Proceed.
5. Select Strategic Goal from the drop-down list. Strategic goals are added *ONLY* to "To" lines.
6. Click Save.
7. Return to Notification for Budget Adjustment. Open journal to ensure strategic goal is defined.
8. Approve Budget Adjustment. Budget Adjustment will route to Budget Administration

FILTER MAINTENANCE

Filter Maintenance is a tool used to make frequently used account codes available to populate a search. An example of a filter is a lump sum account that a department frequently transfers money in and out.

To set Filters follow directions below.

9. Click Filter Maintenance
10. Click Create New
11. Enter Filter Description and account segments.

Filter Description:

Workbook: 42 This will be removed

Fund:

AY:

Org:

Obj:

Prog:

Func:

Acty:

12. Click Save. Filter will display in Saved Filters.
13. Click Return to return to Budget Adjustment Journal.

Saved Filters

| My Primary | Filter Description | Change My Primary | Edit | Delete |
|------------|--------------------|---|-------------------------------------|---------------------------------------|
| N | AF students | <input type="button" value="Make Primary"/> | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |
| N | AF dept supplies | <input type="button" value="Make Primary"/> | <input type="button" value="Edit"/> | <input type="button" value="Delete"/> |

Filters may be made primary, edited or deleted from this location.

BUDGET ADJUSTMENT STATUS

- Working** – originator is working on adjustment
- Submitted** – originator submitted adjustment to approver; approver can reject, change Strategic goal and approve.
- Approved** – approver approved adjustment notification
- Rejected** – approver or budget office can reject to originator
- Processed** – budget office has processed adjustment
- Completed** – adjustment will appear in General Ledger; processed batches are daily moved to General Ledger