



## **Training Guide**

# **Transfers**

v. July 2017

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## 1. TRANSFER MODULE BASICS

### What is the uPlan Transfer used for?

uPlan's Transfer module is used to transfer budget allocations between department and budgeted programs. Alternatively, it is used for the (re)allocation of spending authority within or between faculties/units. The transfer module applies only to funds 100 and 210.

Transfers can only be done **within** the following three budget allocation accounts:

- Base Allocation (430000)
- Temp Allocation (430010)
- Flex Allocation (430020)

### How does the Transfer module work?

Budget allocation transfers consists of three primary steps.

#### i. Authorization

Consistent with financial practices, a transfer form will be available for Faculties and Units to use to manage the authorization and documentation of budget allocation transfers.

#### ii. Outgoing Transfer

From your deptID/program, send an allocation to a Named Entity. The named entity can be yourself or another faculty/unit. A Named Entity represents a Faculty or Unit, for example 'Science\_Transfer'.

\* A **Named Entity** consists of authorized end-user(s) to manage the allocation or re-allocation of base/temp/flex **on behalf of the entire faculty/unit**. All authorized end-users share the same Named Entity identity.

#### iii. Incoming Transfer

Go to "holding area" to view an incoming budget allocation amount, and direct to specific deptID/program combination(s) within your faculty/unit.

### What is the timing of Transfer?

Transfers will occur on a monthly cycle. At the end of each month, all changes to the balances of the three allocation accounts will be reflected in:

- uPlan Forecast as a YTD actual
- PS General Ledger (actual)
- Revised Budget in PS

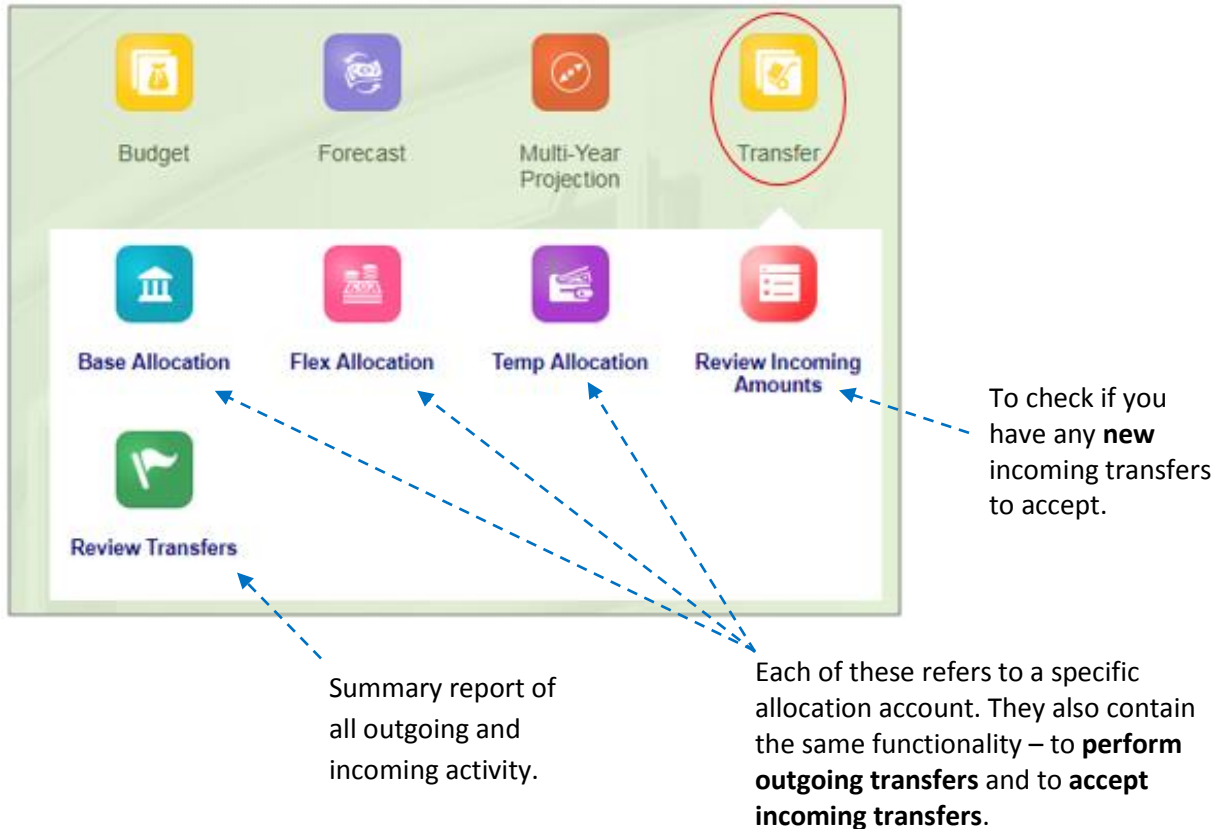
Base allocations can be transferred until early Fall, meaning uPlan will be closed for base allocations adjustments. This allows for preparation of uPlan the following year's budget. The specific date will be finalized and communicated.

uPlan will be open for transfers of Temporary and Flex allocations until late March.

## 2. OVERVIEW OF UPLAN TRANSFER MODULE

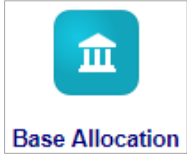
Security controls are applied to the transfer module as per each faculty/units' approved uPlan security forms. Senior Financial Officers can contact [uPlan@ualbeta.ca](mailto:uPlan@ualbeta.ca) if a security change is required.

Opening the **Transfer** Cluster expands further into five separate cards.



For illustrative purposes, only the 'Base Allocation' forms will be referenced for training.

**a. Base Allocation**



The Base Allocation card is used to action transfers. The two primary actions are:

1. Outgoing Transfer - Transfer base allocation to a Named Entity
2. Incoming Transfer - Accept a base allocation from a Named Entity, i.e. distribute to your detpID/program code

**i. Outgoing Transfer Form**

Outgoing Transfer Incoming Transfer

### T1.1 BASE Budget Allocation- Outgoing ⓘ

Years	Version	Fund	Department	Program		
2017-2018	Working	F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)		
		Allocation-- Base	Allocation- -Base	Select Receiver-- Base	Comments--Base	
		YTD-July	July	July	July	
Central Allocation	Transfer 1	1,000,000				
Outgoing Budget Allocation	Transfer 1	(10,000)	(10,000)	ALES_Transfer	Send to ALES from 900000 P0 for Salary ba	
	Transfer 2	(100,000)	(100,000)	ARTS_Transfer	Send to ARTS from 210-D900000-P0 to cov	
	Transfer 3	(20,000)	(20,000)	Business_Transfer	Sent from F210-D900000-P0 to F210-D9000	
Incoming Budget Allocation	Transfer 1	75,000	75,000		Receiving funds from Provost to cover new h	
	Transfer 2	12,000	12,000		Received from F210-D900012-P0 for project	
Amount Remaining	Total	957,000	(43,000)			
Outgoing Budget Allocation	Enter Transfer					

**Central Allocation** is the initial balance loaded to by central.

**Outgoing Budget Allocation** lists outgoing transfers from the department and program.

**Incoming Budget Allocation** - lists the amounts accepted by the department and program.

**Amount Remaining** reflects the balance available for outgoing transfers. Note this is the net sum of all Central Outgoing and Incoming allocations.

The above form can also be expanded to view prior month's activity by clicking on the '+' sign in the column header.

[Outgoing Transfer](#) | [Incoming Transfer](#) | [Review Transfers](#)

### T1.1 BASE Budget Allocation- Outgoing ?

Years	Version	Fund	Department	Program						
2017-2018	Working	F210 - Operating	D900000-Hyperion Test 0	Program 0 (No Program)						
		Allocation--Base					Allocation--Base	Select Receiver--Base	Comments--Base	
		BegBalance	April	May	June	July	YTD-July	July	July	
Central Allocation	Transfer 1	1,000,000					1,000,000			
Outgoing Budget Allocation	Transfer 1					(10,000)	(10,000)	(10,000)	ALES_Transfer Send to ALES from 900000 P0 for Salary backfill fur	
	Transfer 2					(100,000)	(100,000)	(100,000)	ARTS_Transfer Send to ARTS from 210-D900000-P0 to cover empl	
	Transfer 3					(20,000)	(20,000)	(20,000)	Business_Transfer Sent from F210-D900000-P0 to F210-D900001-P0 f	
Incoming Budget Allocation	Transfer 1					75,000	75,000	75,000	Receiving funds from Provost to cover new hire	
	Transfer 2					12,000	12,000	12,000	Received from F210-D900012-P0 for project XYZ to	
Amount Remaining	Total	1,000,000				(43,000)	957,000	(43,000)		
Outgoing Budget Allocation	Enter Transfer									

**ii. Incoming Transfer Form Layout**

The Incoming Transfer form displays any incoming transfers that a faculty or support unit may have outstanding. These transfers are represented as holding balances. Note that:

- As holding balances, the allocations are NOT associated with any deptID or program code.
- **Balances need to be cleared each month**, i.e. distribute to a specific detplD and program code combination(s).
- If there are no Bae holding balances, users will not see any data in this form.

Outgoing Transfer | **Incoming Transfer**

### T2.1 BASE Budget Allocation- Incoming ⓘ

Years	Version	User			
2017-2018	Working	ALES			
			Allocation--Base	Source of Transfer--Base	Comments--Base
			July	July	July
F210 - Operating	Incoming Budget Allocation	Transfer 1	10,000	kpredy@ualberta.ca	Send to ALES from 900000 P0 for Salary backfill f
F210 - Operating	Amount Remaining	Total	10,000		

The value of base allocation in your holding area to be distributed to specific deptID/program code combination(s).

**b. Review Incoming Amounts**



Review Incoming Amounts

The **Review Incoming Amounts** card displays any incoming transfers that a faculty or support unit may have in any of the three Allocation accounts. Sample below. If there are no holding balances, users will not see any data in a column.

Through this review form, a faculty/unit can easily see if they have base, flex or temp allocations that need to be distributed (cleared) by month end to a department and program.

### T0 Review Incoming Transfers ⓘ

Years	Version	Scenario	LineItem	Department	Program
2017-2018	Working	Amount Remaining	Total	Select Department	Select Program
			Allocation--Base	Allocation--Flex	Allocation--Temporary
			July	July	July
F210 - Operating	ALES	4,000	700	15,000	
	ARTS		1,000		

c. Review Transfers



Review Transfers

The **Review Transfers** card is comprised of two read-only forms that allow users to view processed transfers for the three Allocation Accounts (Base, Temp and Flex) in the current fiscal year.

i. Review Historic Transfers

Allows for the review of transfer:

- by program of a particular fund and department
- for each allocation account (base, temp and flex)

**T3.4 Review Historic Transfers** T3.5 Review Transfers for all Departments

T3.4 Review Historic Transfers ⓘ										
Years		Version		Fund		Department				
2017-2018		Working		F210 - Operating		D900000-Hyperion Test 0				
			Allocation--Base		Comments--Base		Allocation--Temporary		Comments--Temp	
			Allocation--Flex		Comments--Flex					
Program 0	BegBalance	Central Allocation	Transfer 1	1,000,000			0			
	July	Central Allocation	Transfer 1						150,000	
		Outgoing Budget Allocation	Transfer 1	(10,000)	Send to ALES from 900000 P0 for Salary backfill funding					
			Transfer 2	(100,000)	Send to ARTS from 210-D900000-P0 to cover employee XYZ					
			Transfer 3	(20,000)	Send from F210-D900000-P0 to F210-D900001-P0 for conference funding					
		Incoming Budget Allocation	Transfer 1	75,000	Receiving funds from Provost to cover new hire					
			Transfer 2	12,000	Received from F210-D900012-P0 for project XYZ to F210-D900000-P0					



ii. Review Transfer for all Departments

- Allows the review of all transfers in all departments and programs for either fund 100 or 210.
- The form displays all departments and programs within the user’s security access.
- Departments and Programs are labelled and identified as a separate column.

T3.4 Review Historic Transfers					T3.5 Review Transfers for all Departments						
T3.5 Review Transfers for all Departments											
Years	Version	Fund									
2017-2018	Working	F210 - Operating									
					Allocation--Base	Comments--Base	Allocation--Temporary	Comments--Temp	Allocation--Flex	Comments--Flex	
D900000-Hyperion Test 0	Program 0	BegBalance	Central Allocation	Transfer 1	1,000,000		0				
		July	Central Allocation	Transfer 1					150,000		
			Outgoing Budget Allocation	Transfer 1	(10,000)	Send to ALES from 900000 PO for Salary backfill funding					
				Transfer 2	(100,000)	Send to ARTS from 210-D900000-PO to cover employee XYZ					
				Transfer 3	(20,000)	Sent from F210-D900000-PO to F210-D900001-PO for conference funding					
			Incoming Budget Allocation	Transfer 1	75,000	Receiving funds from Provost to cover new hire					
				Transfer 2	12,000	Received from F210-D900012-PO for project XYZ to F210-D900000-PO					
D900001-Hyperion Test 1	Program 0	BegBalance	Central Allocation	Transfer 1	1,000,000						
		July	Central Allocation	Transfer 1					150,000		
D900002-Hyperion Test 2	Program 0	BegBalance	Central Allocation	Transfer 1	1,000,000						
		July	Central Allocation	Transfer 1					150,000		

### 3. PERFORMING AN OUTGOING TRANSFER

For illustration, the following uses the Base Allocation. Performing an outgoing transfer of Flex and Temp is similar.

**Step 1:** Select the **source** (deptID and program) of the base allocation using the chartfield selector, or edit member.

Outgoing Transfer | Incoming Transfer | Review Transfers

**T1.1 BASE Budget Allocation- Outgoing** ⓘ

Years 2017-2018 | Version Working | Fund F210 - Operating | Department D900000-Hyperion Test 0 | Program Program 0 (No Program)

Allocation--Base | Allocation--Base | Select Receiver--Base | Comments--Base

YTD-July | July | July | July

Central Allocation	Transfer 1	1,000,000					
Outgoing Budget Allocation	Transfer 1	(10,000)	(10,000)	ALES_Transfer	Send to ALES from 900000 P0 for Salary backfill funding		
	Transfer 2	(100,000)	(100,000)	ARTS_Transfer	Send to ARTS from 210-D900000-P0 to cover employee XYZ		
	Transfer 3	(20,000)	(20,000)	Business_Transfer	Sent from F210-D900000-P0 to F210-D900001-P0 for conference funding		
Incoming Budget Allocation	Transfer 1	75,000	75,000		Receiving funds from Provost to cover new hire		
	Transfer 2	12,000	12,000		Received from F210-D900012-P0 for project XYZ to F210-D900000-P0		
Amount Remaining	Total	957,000	(43,000)				
Outgoing Budget Allocation	Enter Transfer		5,000				

**Step 2:** Enter the amount of base allocation to be transferred.

Notes:

- Base allocation transfers can only be positive. The system will take the absolute value of any number entered.
- You cannot transfer more than is available in the selected deptID/program, \$957,000 in this example.
- The minimum transfer value is \$100

**Step 3:** Select the recipient of the transfer.

- a. Click the bottom of **Select Receiver -- Base** column, and click on the drop-down menu as indicated below.
- b. From the pop-up window, select the recipient
  - You can select “yourself” as the recipient if your intention is to transfer base allocation between deptID/program combinations.

		Allocation-- Base	Allocation-- Base	Select Receiver-- Base	Comments--Bas
		YTD-July	July	July	July
Central Allocation	Transfer 1	1,000,000			
Outgoing Budget Allocation	Transfer 1	(10,000)	(10,000)	ALES_Transfer	Send to ALES from 900000 P0 for Salary backfill fun
	Transfer 2	(100,000)	(100,000)	ARTS_Transfer	Send to ARTS from 210-D900000-P0 to cover emplo
	Transfer 3	(20,000)	(20,000)	Business_Transfe	Sent from F210-D900000-P0 to F210-D900001-P0 fo
Incoming Budget Allocation	Transfer 1	75,000	75,000		Receiving funds from Provost to cover new hire
	Transfer 2	12,000	12,000		Received from F210-D900012-P0 for project XYZ to
Amount Remaining	Total	957,000	(43,000)		
Outgoing Budget Allocation	Enter Transfer		5,000	ARTS_transf	

Entries

Search

Name

- Clear User
- ALES\_Transfer
- ARTS\_Transfer**
- Augustana\_Transfer
- Business\_Transfer


**Step 4:** Complete Comments field.

This becomes the documentation for the transfer. As such, it will need to have **sufficient details** for your internal tracking. For example, source of funding, where it is going to and the purpose.

Incoming Budget Allocation	Transfer 1	75,000	75,000		Receiving funds from Provost to cover new hire
	Transfer 2	12,000	12,000		Received from F210-D900012-P0 for project XYZ
Amount Remaining	Total	957,000	(43,000)		
Outgoing Budget Allocation	Enter Transfer		5,000	ARTS_Transfer	From 654321-0 to ARTS  to hire summer student.

From 654321-0 to ARTS| to hire summer student.

Save Cancel

Click  after completing comments.

**Step 5:** Review the details of the outgoing transfer. To action the transfer, click on 

**Step 6:** Advise the recipient they have been transferred an allocation.

Particularly, if the recipient is another faculty or unit, - they will need to action the transfer by distribution within their deptID/program. See below section.

## 4. ACCEPTING AN INCOMING TRANSFER

Accepting a transfer is the process of directing the allocation from your holding area to a specific deptID and program combination(s).

From the Base Allocation card, select 'Incoming Transfer'. The form displays a summary of the month's transfer activity for entity.

In the below example, Business has \$8,000 in its holding area the need to be distributed to a deptID/program code combination(s).

Years		Version	User			
2017-2018		Working	Business			
				Allocation--Base	Source of Transfer--Base	Comments--Base
				July	July	July
F210 - Operating	Incoming Budget Allocation	Transfer 1		20,000	jcchu@ualberta.ca	Sent from F210-D900000-P0 to D900001-P0 for conference fun
	Outgoing Budget Allocation	Transfer 1		(12,000)		Received from F210-D900012-project XYZ to F210-D900000-
F210 - Operating	Amount Remaining	Total		8,000		

To distribute, say \$5,000 of the balance:

**Step 1:** Right-click on the \$8,000. From the pop-up window, select 'Allocation Release – Base'

Years		Version	User			
2017-2018		Working	Business			
				Allocation--Base	Source of Transfer--Base	Comments--Base
				July	July	July
F210 - Operating	Incoming Budget Allocation	Transfer 1		20,000		D900000-P0 to conference fun
	Outgoing Budget Allocation	Transfer 1		(12,000)		210-D900012-F 210-D900000-F
F210 - Operating	Amount Remaining	Total		8,000		


- Allocation Release - BASE
- Edit
- Adjust
- Comments
- Supporting Detail
- Change History
- Attachments
- Lock/Unlock Cells
- Analyze

**Step 2:** The following window will open to complete the transfer.




Complete the four fields as follows:

a. Enter the **Amount to be transferred**

b. **Select Department** by clicking on  to the right of this field.

This will open the 'Select a Member' window for you to choose the deptID.

c. **Select Program** by clicking on  to the right of this field.

This will open the 'Select a Member' window for you to choose the program code.

d. In the Comment box, type in details on the transfer.

This becomes the formal documentation for the transfer. As such, it will need to have **sufficient details for your internal tracking**.

E.g. *\$5,000 base from 700500-0 to 700800-0 for salary supplement on Position X.*

e. Review the transfer detail. To complete the transfer click on 