

ADVANTAGE
Appropriation (A1)
Transfers
GUI Desktop
Instructional Booklet

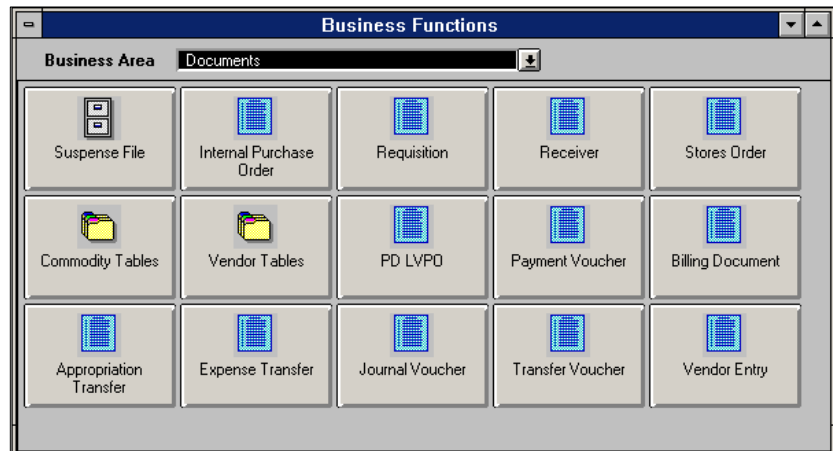
Distributed by
Financial Services
Arizona State University
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Appropriation Transfer (A1)

Appropriation Transfer (A1)	An Appropriation Transfer Document or A1 is an on-line document used to transfer non-sponsored appropriation budgets from one agency org to another agency org, e.g., CK1 1001 to WV1 1004 , or from one appropriation category to another, e.g., CK1 1001P to CK1 1001A (<i>transfer of State Personal Services from Vacancy Savings to State All Other Operating category</i>).
Guidelines:	
State Account Transfers	A1 documents permit transfer of appropriation budgets between state agency orgs, for example: to transfer from one state account to another due to reorganization: TR1 1001 to WV1 1004 .
Restrictions	<p>Users process A1 documents only on non-sponsored budgeted agency orgs and they are the only document used to transfer state budget appropriations. A1 documents are not allowed on any Cash Basis accounts. State Appropriations can only be transferred among agency orgs on the same campus, i.e., they do not permit the transfer of state appropriations between Tempe, West, Polytechnic and Downtown campus agency orgs.</p> <p>Appropriation transfers (A1 documents) are processed in like units only, i.e., from one state agency org to another state agency org but not from a state agency org to a local agency org. On local budgeted accounts, appropriation transfers can be processed only between different appropriation categories within the same agency org. (A transfer from WV51014P to WV51014E is allowed but a transfer from WV5 1014 to WV5 1010 is not permitted.)</p> <p>Net increases must equal net decreases and the total transfer-in amount must equal the total transfer-out amount.</p>
Special Approval	For additional information reference Financial Services FIN Policy 102-01.
Example	The Music Department wants to use \$6,450 in salary savings that has accrued from a vacancy to pay for needed goods and services. The position line number is 123456 (for employee 999999999) on agency org TR1 1001 and appropriation unit P (personal services). The entire amount is to be moved to appropriation unit A (all other operating expenses) on the same agency org.
The following information should be gathered prior to beginning the A1 document:	
<ul style="list-style-type: none"> At the end of an accounting period such as month end or year end when accounting periods overlap calendar periods, entering the date, accounting period, and fiscal year fields will ensure the transaction is posted to the correct fiscal month or fiscal year during times. Valid agency, org, and appropriation unit for the account to be decreased (the account from which the budget amount is to be taken, for example, TR1 1001P). The amount of the decrease in dollars only. Appropriations do not allow cents as part of the amount. Appropriate wording for the description OR for personal services lines: PeopleSoft position number, affiliate id, and the effective date to be entered in appropriate fields, for example, 123456, 1000999123, 070108. Valid agency, org, and appropriation unit for the account to be increased (the account into which the budget amount is to be moved, for example, TR1 1001A). Appropriate wording for the description. 	

Starting an A1 Document from the Business Functions Window

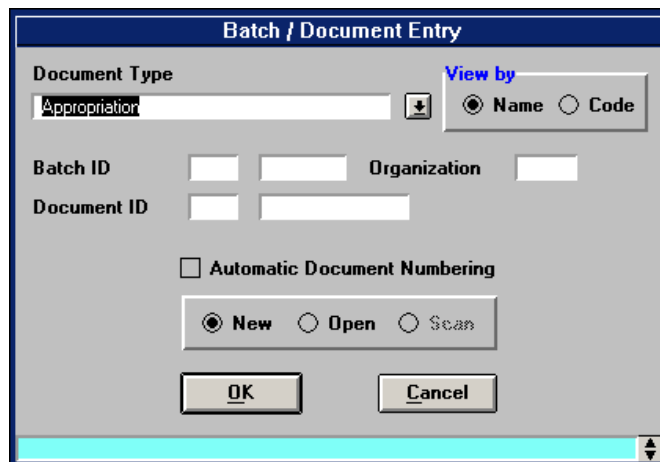
To begin an A1, click on:



A blank Document Entry Window appears.

Verify that the **Document Type** is correct, e.g., **Appropriation** for an **A1** document.

Tab to **Document ID**.

A screenshot of the "Batch / Document Entry" window. It has a title bar "Batch / Document Entry". The "Document Type" dropdown is set to "Appropriation". The "View by" section has "Name" selected. There are input fields for "Batch ID", "Organization", and "Document ID". A checkbox for "Automatic Document Numbering" is unchecked. Below it are three radio buttons: "New" (selected), "Open", and "Scan". At the bottom are "OK" and "Cancel" buttons.

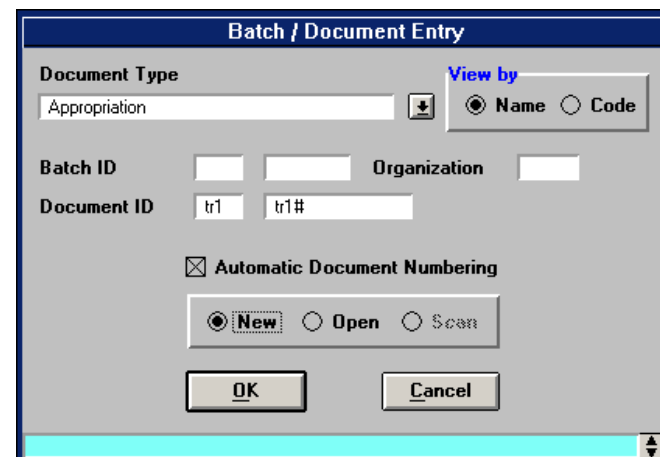
Type the three-character agency (**TR1**) in the first box after Document ID.

This is the agency of the account not benefiting from the transfer or the A1 account from which the transfer is to be made.

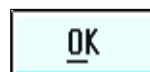
Type the three-character agency again followed by the # (**TR1#**) in the second box after Document ID.

Click on Automatic Document Numbering.

Ensure that **New** is marked. (If not, click the New button).

A screenshot of the "Batch / Document Entry" window. The "Document Type" is "Appropriation". The "Document ID" field now contains "tr1" in the first box and "tr1#" in the second box. The "Automatic Document Numbering" checkbox is now checked. The "New" radio button remains selected.

Click on the OK button:



Completing an A1 Document

A blank A1 document appears.

Verify that the agency is correct and that the document ID is complete.

Fill in the blank A1 according to the following examples and instructions.

Complete only the fields indicated.

Enter data in the following fields only (**bolded fields are required**):

Date of Record

Leave blank. The system will generate during processing. **Exception:** If at month end or year end where the calendar date may not coincide with the accounting period close date; the date, accounting period and budget year fields should be entered to ensure the transaction is recorded into the correct accounting period.

Accounting Period

Optional. If left blank, defaults to the accounting period associated with the transaction date.

Budget FY

Type the current fiscal year (e.g., **08** for fiscal year July 1, 2007-Jun 30, 2008).

Fund

Type the appropriate Fund for the Agency(s).

Action

Using the drop-down menu, select **Modify** (to modify existing appropriation units).

Agency

Type the agency from which the money is being transferred.

Appropriation Unit

Type a valid appropriation unit as defined by the Appropriation (APPR) table.

Inc/Dec Appropriation Amt

Type the amount of the transfer-out (**no decimal or cents**).

I/D

Type **D** for decrease.

Description Fields:

Used only when transferring from personnel services.

H/R Line #

Type in the **six** digit PeopleSoft Position Number.

Emp ID

Type in the employee's 10 digit **Affiliate** ID number.

Date

Type in the modification date of the pay line.

-OR-

Description

Type an appropriate description (e.g., why the funds are being transferred). When transferring personnel services, the description field is not entered. Instead, the Description fields are completed.

The completed A1 screen should look like this.

Completing an A1 Document

Click the insert line icon



to insert a line and continue this document.

The second screen of the A1 document appears.

Fill in the blank A1 screen for the transfer in portion of the A1 according to the following examples and instructions. Complete only the fields indicated.

Batch: Document: A1 TR1 TR102000005

Date of Record: / / Accounting Period: / Budget FY: 04

Fund: 1150

Action: Modify Agency: Appropriation Unit:

Inc / Dec Appropriation Amt: I/D: Revised Appropriation Amt:

Inc / Dec Estimated Amount: I/D: Revised Estimated Amt:

Budget Authority: None / No Change

Name: Short Name:

Description Fields:

H/R Line #: Emp ID: Date:

- OR -

Description:

Action

Using the drop-down menu, select **Modify** (to modify existing appropriation units).

Agency

Type the agency to which the money is being transferred.

Appropriation Unit

Type a valid appropriation unit, as defined by the Appropriation (APPR) table.

**Increase/Decrease
Appropriation Amt**

Type the amount of the transfer-in (**no decimal or cents**).

I/D

Type **I** for increase.

Description Fields:

Used only when transferring from personnel services.

H/R Line #

Type in the **six** digit PeopleSoft Position Number.

Emp ID

Type in the employee's 10 digit **Affiliate** ID number.

Date

Type in the modification date of the pay line.

-OR-

Description

Type an appropriate description (e.g., why the funds are being transferred). When transferring personnel services, the description field is not entered. Instead, the Description fields are completed.

The completed A1 screen should look like this.

Batch: Document: A1 TR5 TR502000005

Date of Record: / / Accounting Period: 04 / 08 Budget FY: 08

Fund: 1150

Action: Modify Agency: TR1 Appropriation Unit: TR11001A

Inc / Dec Appropriation Amt: 10000 I/D: I Revised Appropriation Amt:

Inc / Dec Estimated Amount: I/D: Revised Estimated Amt:

Budget Authority: None / No Change

Name: Short Name:

Description Fields:

H/R Line #: Emp ID: Date:

- OR -

Description: PS TO OPERATIONS

Note: A1 documents should be approved at Level 1 and the window closed. Financial Services Accountant approvals are required at Levels 4 and 5. Therefore, the A1 will remain in the Suspense File until all approval levels are applied and final processing occurs.