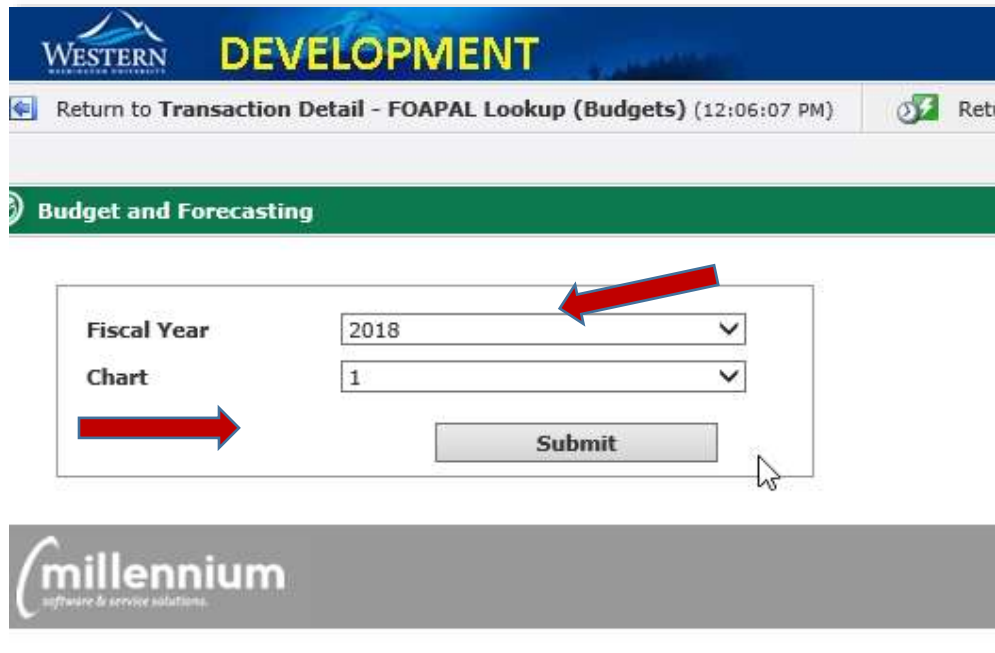


Millennium Fast Budget Module

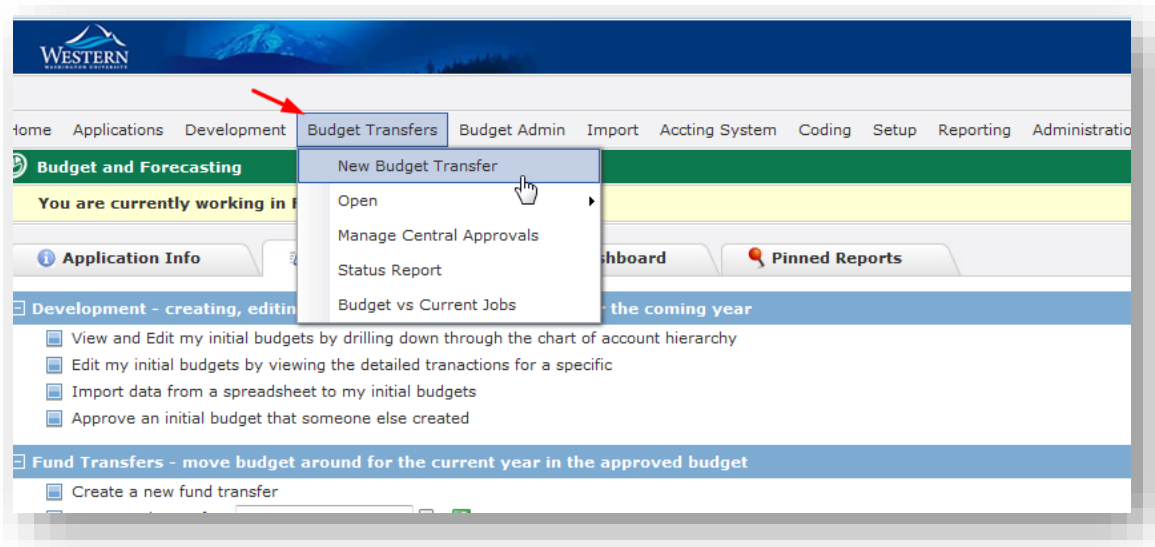
Budget Transfer Entry

Budget Transfer steps in Millennium Budget:

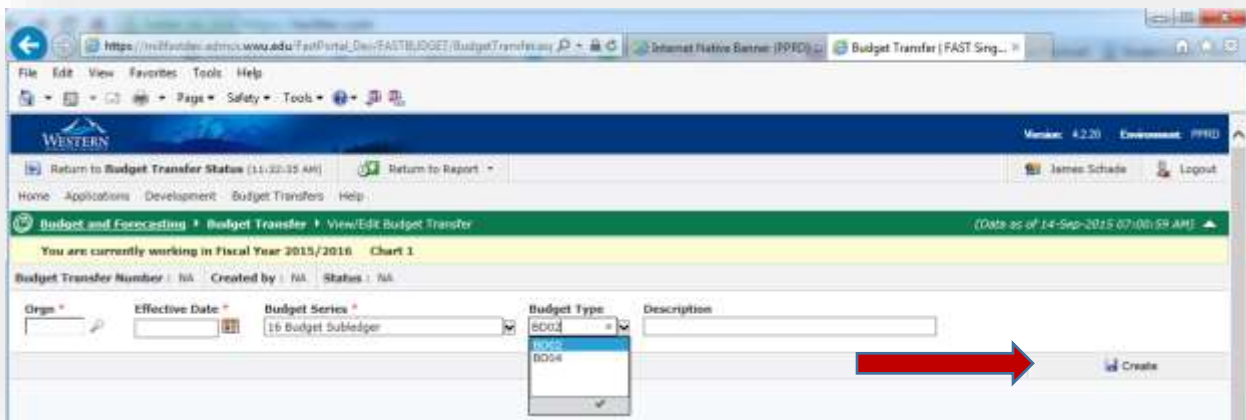
1. Log in to Millennium (https://millfast.admcs.wvu.edu/FastPortal_Prod/DesktopDefault.aspx)
(Or Millennium Development for testing: (https://millfastdev.admcs.wvu.edu/FastPortal_Dev/DesktopDefault.aspx))
2. Click on “Budget and Forecasting”
3. Select Fiscal Year and click “Submit”



4. Once the application launches, select “Budget Transfers” in the top menu and then click “New Budget Transfer” to initiate a budget transfer.



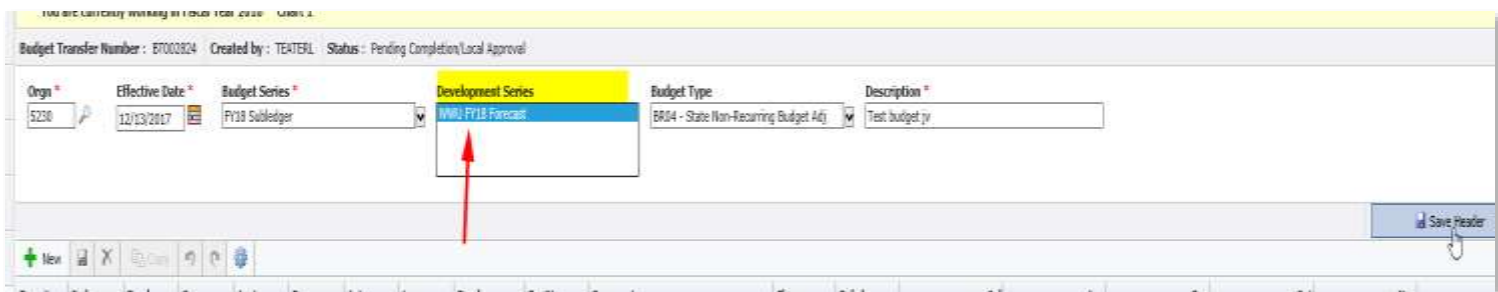
- Enter Orgn, Effective Date*, Budget Series (use the default FY “Subledger”. For example if you are performing a transfer in FY18, use “FY18 Subledger”), Development Series (leave blank unless you are forecasting), Budget Type (BR02 = state funds recurring change/permanent, BR04 = state funds non-recurring change/temporary, BD02 = self sustaining funds recurring change, BD04 = self sustaining non-recurring change, BD06 = fund balance budget in all funds), and Description. Click “Create” to the right under the header.



****Note: All effective dates must be in the present month at the time of final approval and posting.***

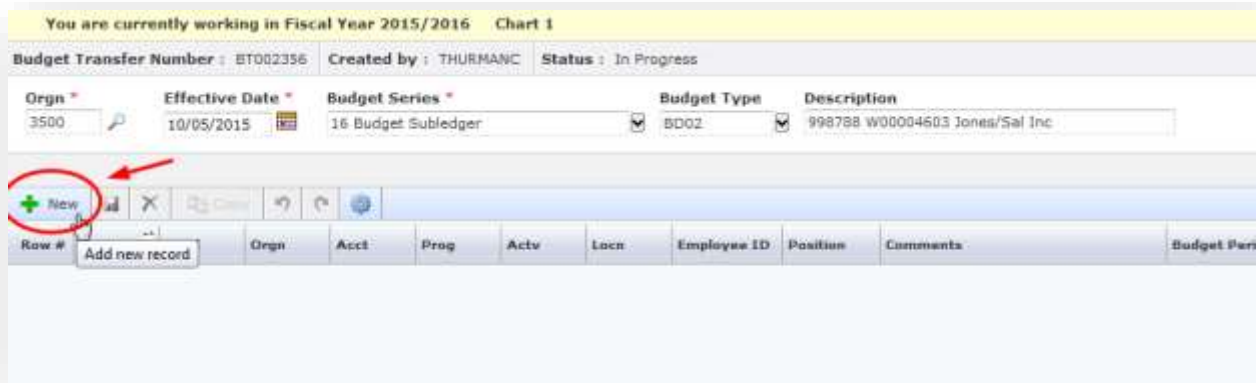
For accrual period transactions, enter June 30th for the effective date.

To simultaneously post to a development series/forecast when you post a budget transfer to Banner, select the Development Series in the header when setting up the transfer. If you do not have permission to view development, you will not see anything to select in the box. However, your budget officer can choose to select it when they perform the final approval. Make sure the series is highlighted blue when you click “create.” (Note: to unselect a series, hold the <CTRL> key down while you click on the title with your mouse). If you are adding this during approval or forgot to select it when you created the header, select the series and then click **“Save Header.”**



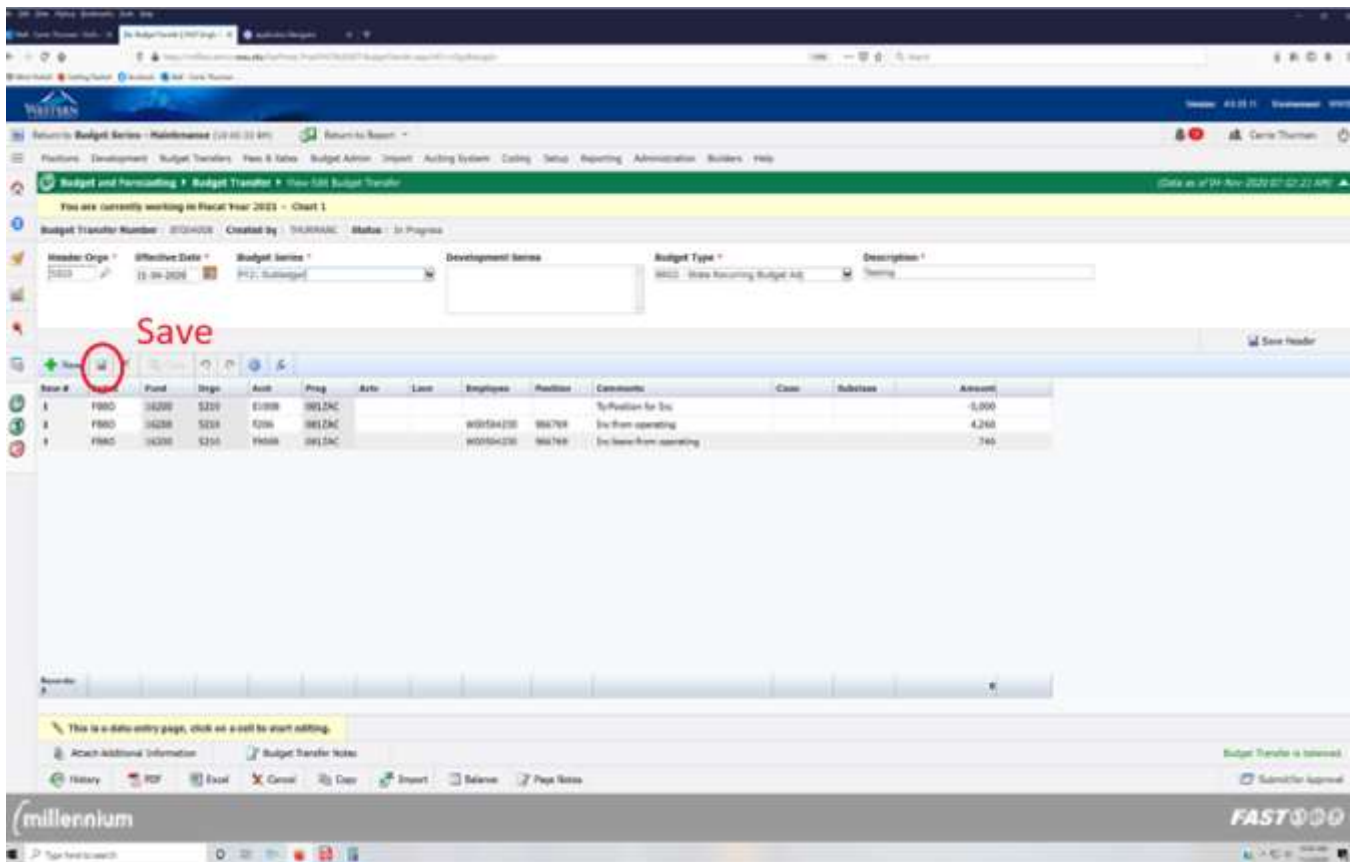
- Create your entries by clicking on “+New” in the upper left corner under the header. Enter Index, Fund, Orgn, Acct, Prog, Actv, Loc, Employee ID* (required for all position transfers), Position (required for all position and benefit transfers), Comments, and then your Amount (no cents allowed). To increase budget, enter the number without a minus (-) sign. To decrease budget, enter the number with a minus (-) sign.

Continue adding lines needed by clicking “+New.”

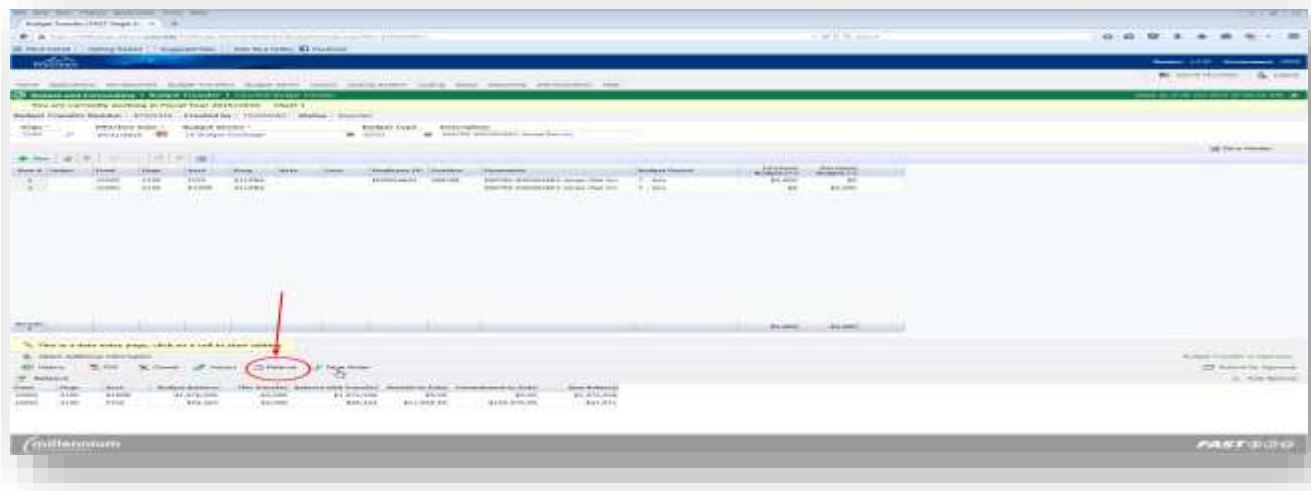


** For pooled positions, enter "POOLED" for Employee ID. For vacant positions, enter "VACANT" for Employee ID.*

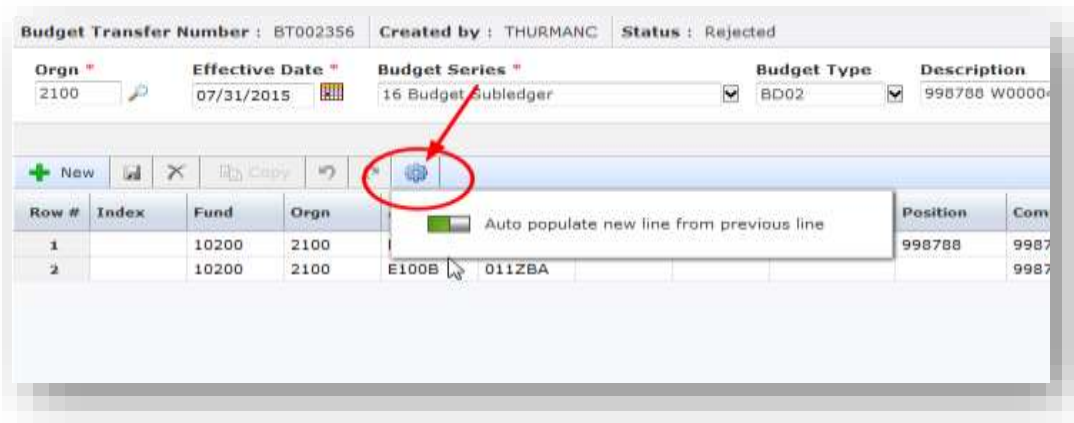
- To save your transfer lines click on the disk icon next to "New" button. Once you click save, you will be able to see budget balance totals using the "Balance" feature at the bottom of the page.



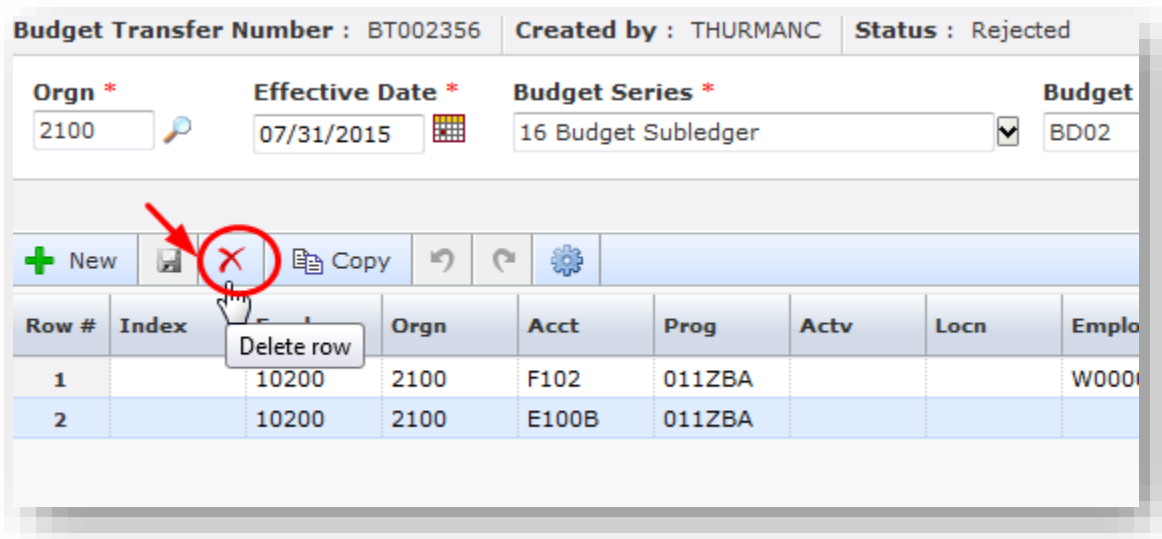
If you desire, click "Balance" after saving to see the total before and after your proposed budget transfer.



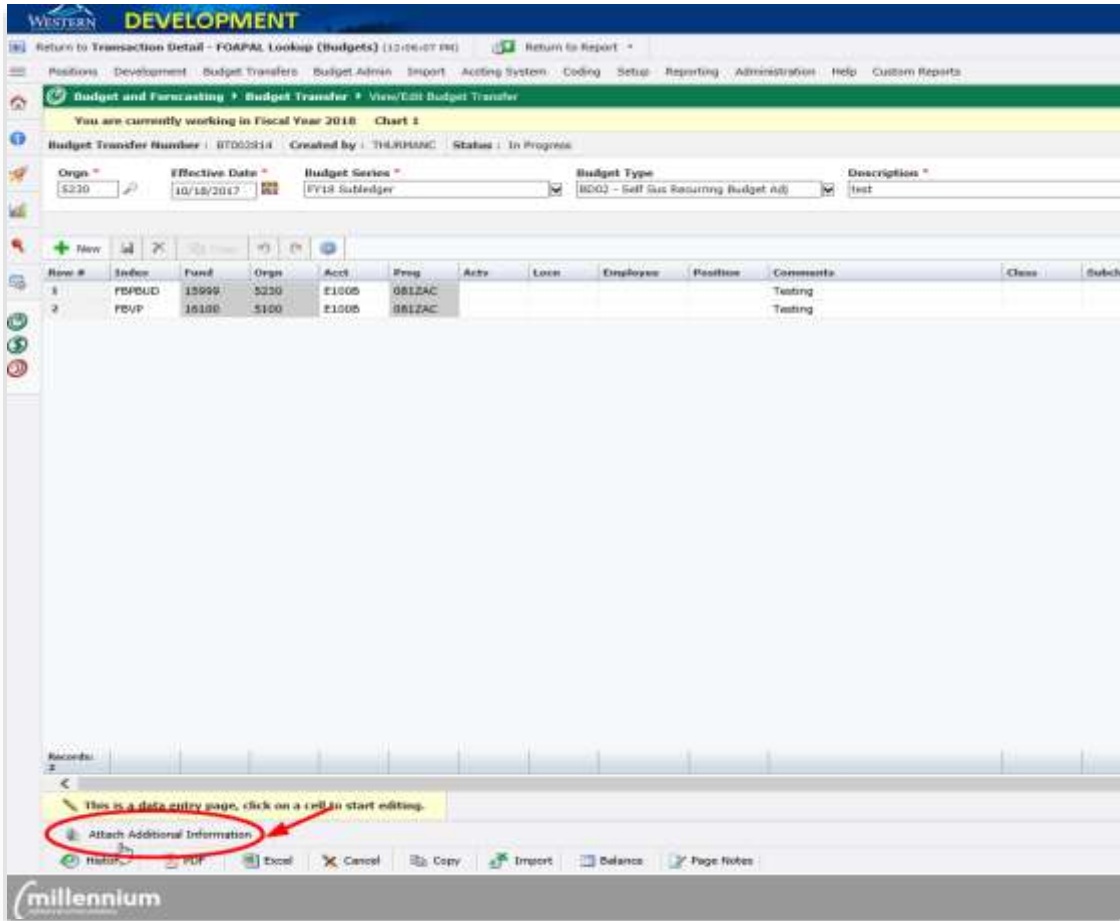
Data entry tip: If you would like to set the transfer form to auto populate from the previous line, click on the gear next to the forward button and move the bar to the right until you see green. If you use Fast Indexes, you may want to leave this feature off.



- To delete a row you've entered, click on the row and then click the red "X" next to the save button. **NOTE: CLICK SAVE AFTER DELETE.**

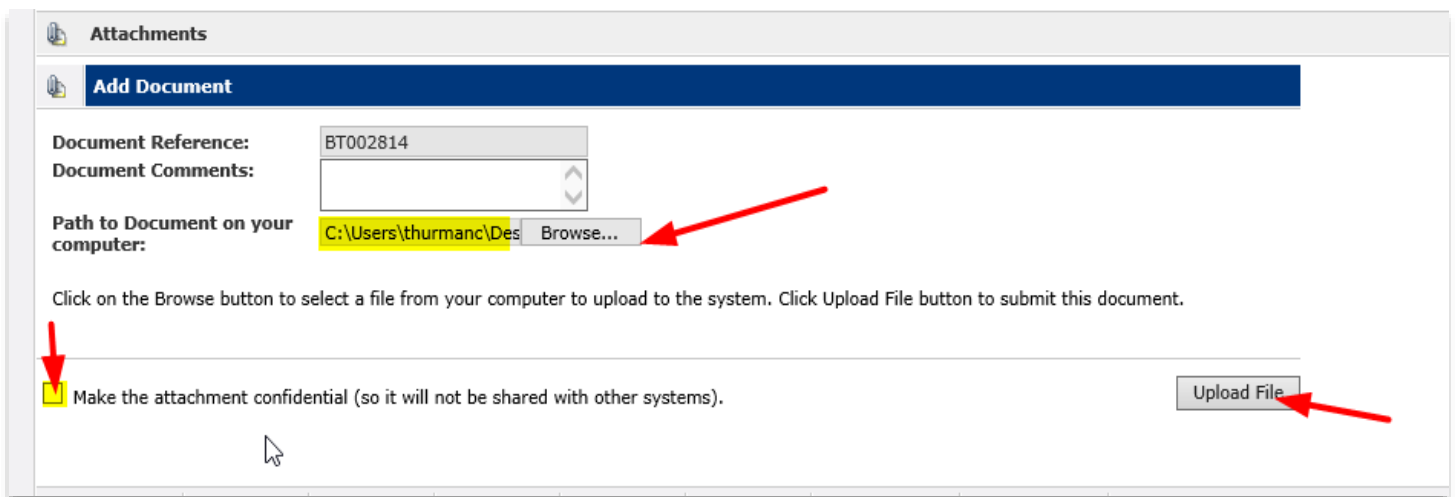


- If you would like to add an attachment to your transfer, you may do so here by clicking on the “Attach Additional Information” paperclip icon on the bottom left of the page:



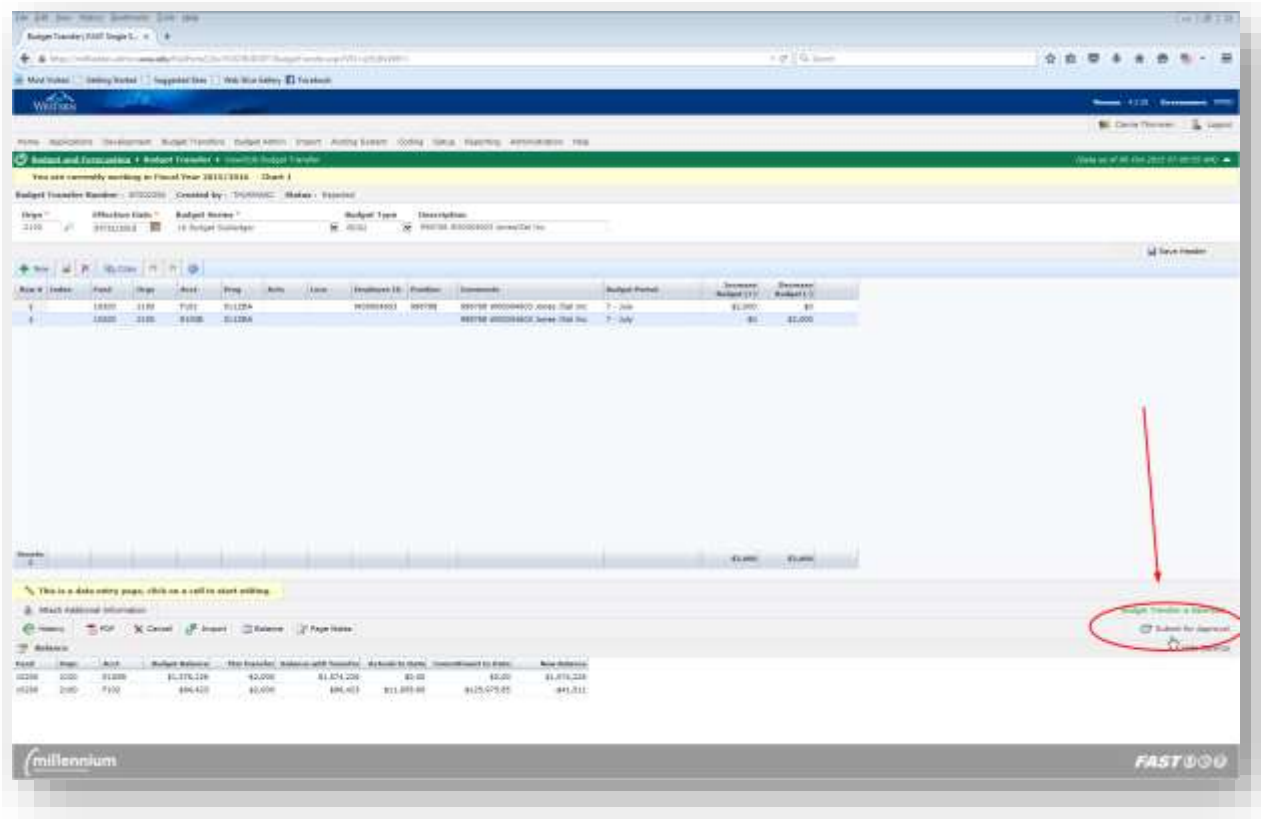
Note on attachments: we request that you use attachments judiciously and attach files that are as small as possible and contain only the information relevant to the transfer

- When the attachment dialogue box opens, enter any document comments necessary and then click “Browse...” to locate the document on your computer, select the document and click “Open.” You will see the document path populate below the comments box. If you would prefer that the document not be shared with other systems (i.e. finance), please selected the box that says “Make the attachment confidential” and then click on “Upload File.”

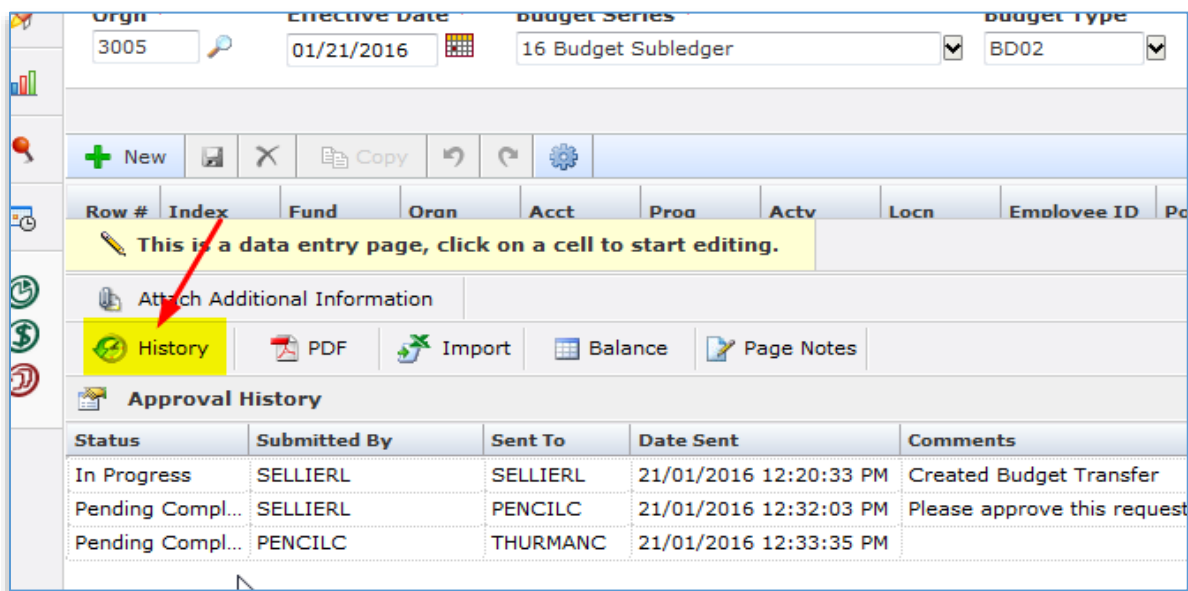


Note: if you forgot to attach a file OR you need to attach an additional file and the transfer has already been routed and/or approved, you may do so in the Status Report Screen (see step #20 below).

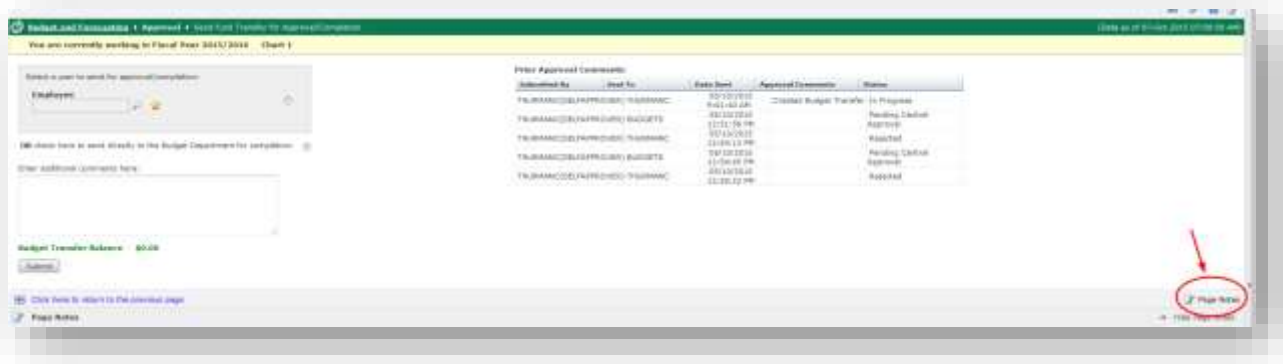
- Once you have saved your work and uploaded any attachments, you are ready to submit the transfer for approval. The submit button is at the bottom right hand side of the screen. Note: save all lines before clicking on “Submit for Approval.” Unsaved lines are not be forwarded to approval.



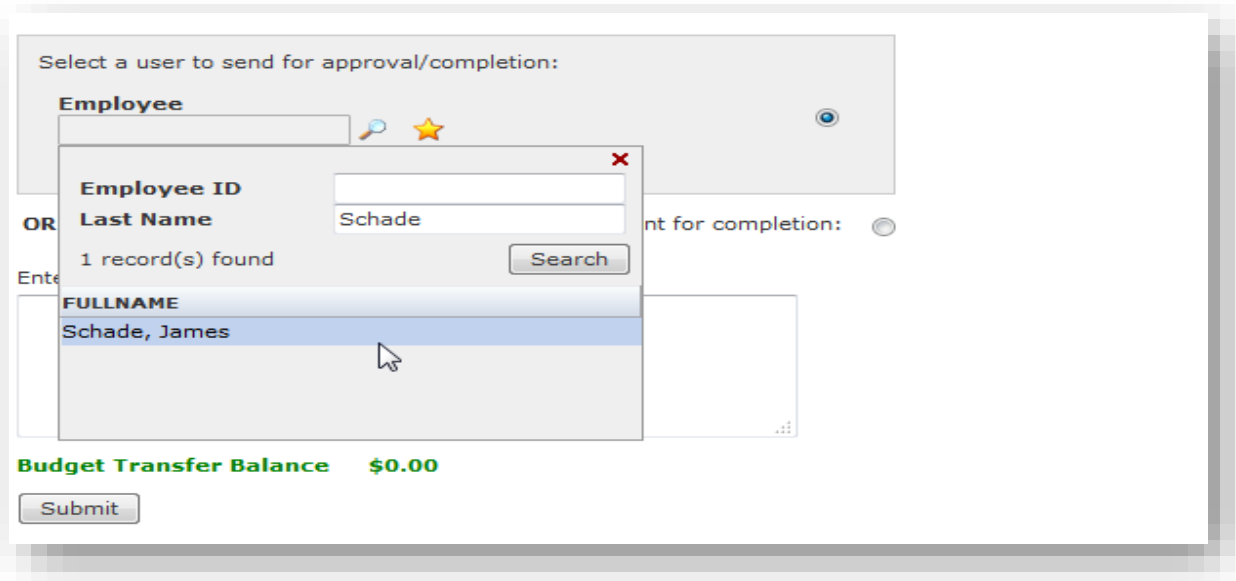
You may also view the approval history before submitting by clicking on the “History” tab at the bottom left of the transfer screen.



- 12 Approval routing: follow your Division’s routing instructions found under “Page Notes” at the bottom of the Approval screen. Click on “Page Notes” to see the notes.



- 13 To route the transfer, click on the magnifying glass to search for approvers by Last Name or Employee ID. Once the list loads, select an approver by clicking on individual’s name.



Tip: If this is someone you will often send transfers to, you may add as a favorite by clicking the yellow star next to the magnifying glass.

- 14 Add any comments needed in the “Enter additional comments here” box and then click “Submit” to send the transfer to the approver.

Select a user to send for approval/completion:

Employee
 🔍 ★

OR check here to send directly to the Budget Department for completion:

Enter additional comments here:

Budget Transfer Balance \$0.00

[Click here to return to the previous page](#)

15 You can see the approval/routing history for the transfer on the right hand side of the approval page.

Budget and Forecasting > Approval > Fund Fund Transfer for Approval/Completion

You are currently working in Fiscal Year 2015/2016 - Chart 1

Select a user to send for approval/completion:

Employee
 🔍 ★

OR check here to send directly to the Budget Department for completion:

Enter additional comments here:

Budget Transfer Balance \$0.00

[Click here to return to the previous page](#)

Prior Approval Comments:

Submitted By	Sent To	Date Sent	Approval Comments	Status
THURNANCI(SELFAPPROVER) THURNANCI		05/10/2015		
THURNANCI(SELFAPPROVER) THURNANCI		8:01:40 AM	Created Budget Transfer	In Progress
THURNANCI(SELFAPPROVER) BUDGETS		05/10/2015		Pending Central Approval
THURNANCI(SELFAPPROVER) THURNANCI		12:01:00 PM		Rejected
THURNANCI(SELFAPPROVER) THURNANCI		05/10/2015		Rejected
THURNANCI(SELFAPPROVER) BUDGETS		12:54:13 PM		Pending Central Approval
THURNANCI(SELFAPPROVER) BUDGETS		12:54:45 PM		Pending Central Approval
THURNANCI(SELFAPPROVER) THURNANCI		05/10/2015		Rejected
THURNANCI(SELFAPPROVER) THURNANCI		12:55:22 PM		Rejected
THURNANCI(SELFAPPROVER) BUDGETS		07/10/2015		Pending Central Approval

16 If you are the last approver prior to budget office completion, please select “OR check here to send directly to the Budget Department for completion” under the gray approver box and then click “Submit.”

Budget and Forecasting ▶ **Approval** ▶ Send Fund Transfer for Approval/Completion

You are currently working in Fiscal Year 2015/2016 Chart 1

Select a user to send for approval/completion:

Employee

🔍 ★

OR check here to send directly to the Budget Department for completion:

Enter additional comments here:

Budget Transfer Balance \$0.00

17 If an approver rejects the transfer you submitted, you will be notified via email and can go to the Budget Transfers menu to select the rejected transfer and make any changes necessary before resubmitting. Go to “Budget Transfers”, “Open”, and “Rejected” and then select the rejected transfer to make changes and resubmit. If the Budget Office rejects a transfer, a note will be made in the comments as to why it was returned.

WESTERN

Home Applications Development Budget Transfers Budget Admin Import Acting System Coding Setup Reporting Administration Help

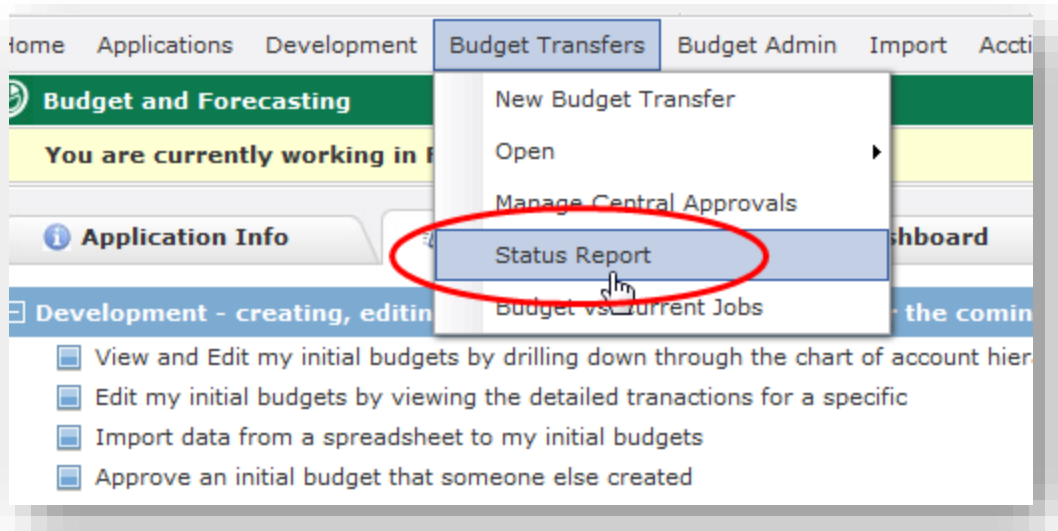
Budget and Forecasting ▶ Approval

You are currently working in

BT002356-2100-998788 W0000460

Page Notes
For approvals click here

18 To see a list of all budget transfers and their statuses, go to “Budget Transfers” on the main menu and then select “Status Report.”



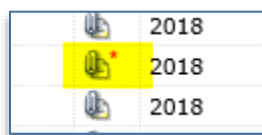
19 Select report options and click on “Execute Report.” (Note: to see all transfers you’ve initiated, enter your Employee ID and leave all other fields blank)



Report Sample:

Line #	Budget Status	Budget Transfer #	Account	Description	Year	Dept	Status	Effective Date	Created By	Data Entered	Submitted By	Approval Status	Data Recd	Approval Comments
1	10 Budget Subledger	07000341	W	Tuition	2018	5000	Complete	08/10/2018	THORPWC	08/10/2018	THORPWC	COMPLETED	08/10/2018	
2	10 Budget Subledger	07000347	W	W205 Tu	2018	5003	Complete	08/09/2018	THORPWC	08/09/2018	THORPWC	COMPLETED	08/09/2018	
3	10 Budget Subledger	07000328	W	W205	2018	5023	Complete	08/08/2018	THORPWC	08/08/2018	THORPWC	COMPLETED	08/08/2018	
4	10 Budget Subledger	07000318	W	Sub	2018	3800	In Progress	08/02/2018	THORPWC	08/02/2018	THORPWC	THORPWC	08/10/2018	Original Budget Trans
5	10 Budget Subledger	07000322	W	1D FTE Charge Inv	2018	6900	Complete	08/17/2017	THORPWC	08/18/2017	THORPWC	COMPLETED	08/15/2017	
6	10 Budget Subledger	07000378	W	RECOVER KNOWLEDGE SPECIALIST PAY	2018	1100	Rejected	07/13/2018	THORPWC	11/23/2018	THORPWC	THORPWC	11/31/2018	
7	10 Budget Subledger	07000324	W	FTE Reduction	2018	5900	Complete	08/10/2018	THORPWC	08/10/2018	THORPWC	COMPLETED	08/10/2018	
8	10 Budget Subledger	07000326	W	W2022 Reclaim Pay	2018	7100	Complete	08/10/2018	THORPWC	08/10/2018	THORPWC	COMPLETED	08/10/2018	
9	10 Budget Subledger	07000347	W	W2021 Reclaim Pay	2018	7100	Complete	08/10/2018	THORPWC	08/10/2018	THORPWC	COMPLETED	08/10/2018	
10	10 Budget Subledger	07000319	W	Hourly Adjustment	2018	7300	Complete	08/09/2018	THORPWC	08/09/2018	THORPWC	CANCELLED	08/10/2018	Cancelled Budget Tran
11	10 Budget Subledger	07000319	W	RECLAIM Hourly	2018	7200	Complete	08/10/2018	THORPWC	08/10/2018	THORPWC	COMPLETED	08/10/2018	

20 To view a file attachment in the Status Report screen, select the paperclip associated with the transfer line. Any paperclip with a red star to the right indicates there is a file attached.



21 If you would like to attach a file to the transfer here, click on the paperclip associated with the transfer line, click “Browse...,” navigate to the file, select the file, and then click “Open.” You will see the file path appear in the box to the left. Add any comments, select sharing option and then click “Upload File.”

You are currently working in Fiscal Year 2018 Chart 1

Filter Options Report Results Help + More

Effective Date = 10/18/2017

Row #	Budget Series	Budget Transfer #	Favorite	Description	Year	Orgn	Budget Type	Status	Effective Date
1	FY18 Subledger	BT002824	★	test	2018	5230	BR02	Canceled	10/18/2017
2	FY18 Subledger	BT002825	★	test	2018	5230	BD02	Canceled	10/18/2017
3	FY18 Subledger	BT002823	★	Classified Agreements	2018	5230	BR02	Complete	10/18/2017

22 If you would like to delete an attached file associated with a transfer, click on the paperclip associated with the transfer and attachment, click the red “x” next to the file you’d like to delete and say “yes” to the delete warning.

4	FY18 Subledger	BT002821	★	FY18 Base Pro-Staff Adj	2018				
5	FY18 Subledger	BT002822	★	Control Case Funding	2018				

Records: 2

This is a data entry page, click on a cell to start editing.

Attach Additional Information

Attachments

Document Reference ID : BT002814

Type	File Name	Comments	Date	Confidential	
	Budget_Transfer_Template.xls		19-Oct-2017		
	All_Positions.xls		19-Oct-2017		

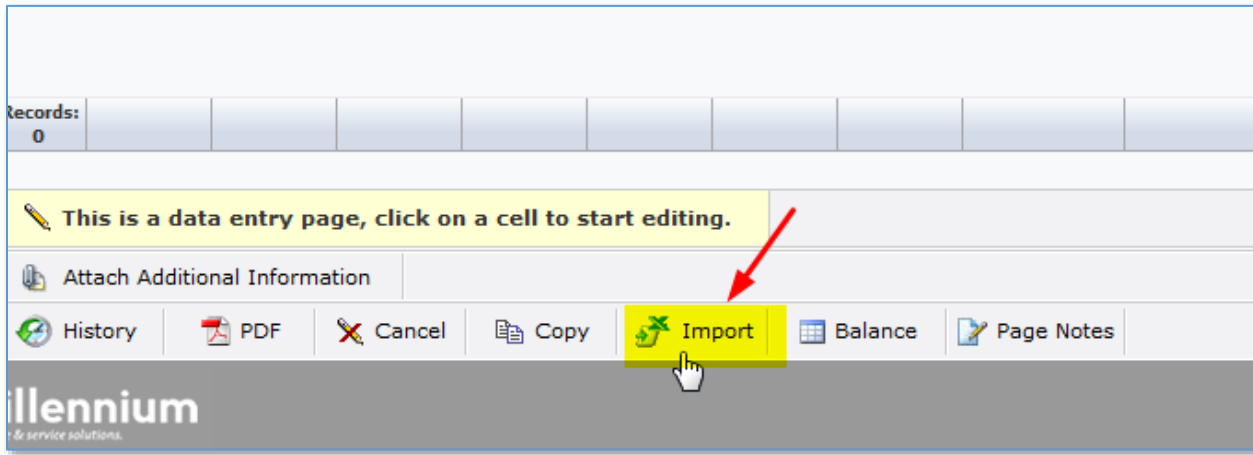
Message from webpage

Are you sure you want to delete this record?

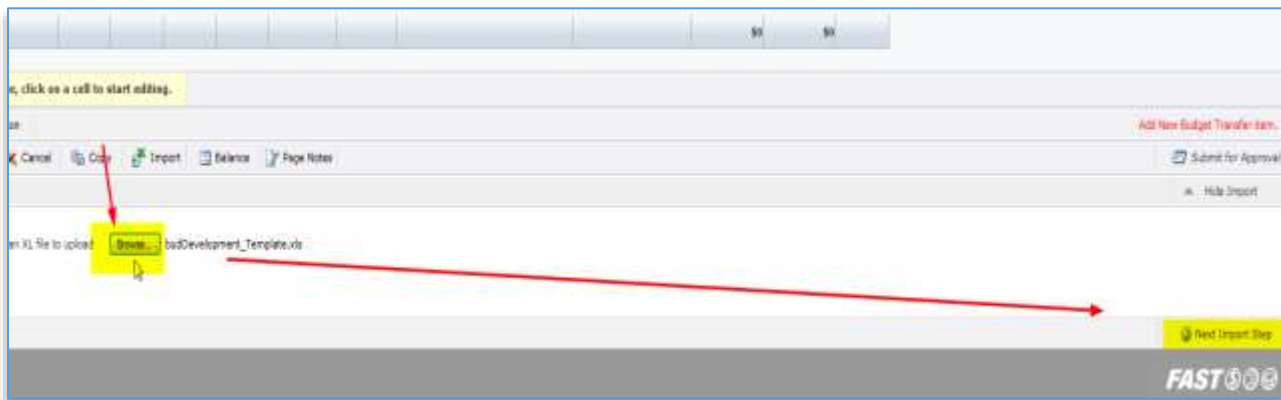
OK Cancel

Budget Transfer steps in Millennium Budget Using Upload

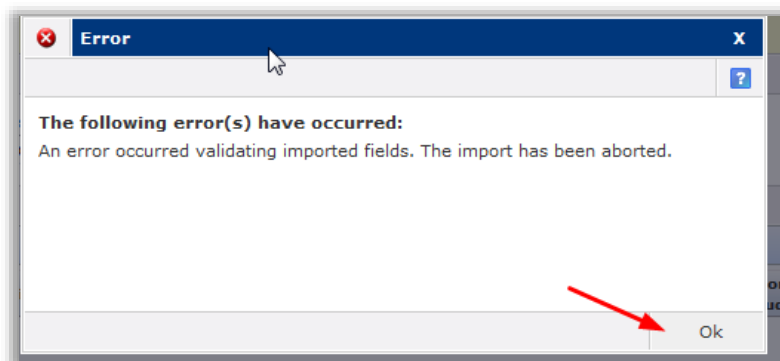
1. Prepare upload excel transfer (<https://budgetoffice.wvu.edu/budget-transfers>) and save to a location on your computer.
2. Follow steps 1-5 above for transfers
3. Once your header is created, click on “Import” at the bottom of the transfer screen

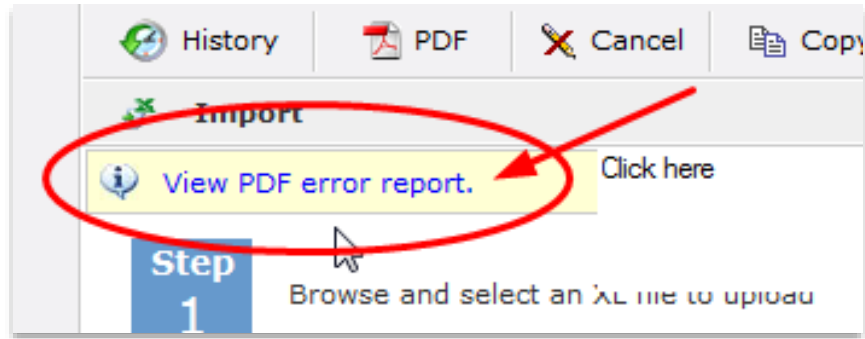


4. Click on Browse, navigate to and select the excel sheet you saved, and then click on “Next Import Step” (bottom right) to begin the upload process. The system will analyze your upload for chart of account compliance and then, if all codes are valid, the lines from the excel sheet will be loaded into the transfer screen.



5. If there is an error in a FOAPAL code or other data, the transfer system will generate an error report. Fix the error on the excel upload and repeat the upload (steps 3 and 4). The error will be highlighted in pink.





Error Report Example:

Excel import errors:													
Item	INDEX	FUND	ORGN	ACCT	PRG	ACTV	LOCNTXT	EMPLOYEE NUMBER	TXTPOSITIONCODE	TXTCOMMENTS	Inc Exp Bud or Dec Rev Bud	Dec Exp Bud or Inc Rev Bud	
1		10200	2136	ZZZZ	D81ISM		W01269301		999786	ABA Classifed Posn Temp Adj	8926	0	

6. After upload is complete, submit for approval (steps 9-15 above).

*****FTE NOTE: We will be adjusting permanent budget FTE only. Please contact us at budget.office@wwwu.edu with the position number and the new budgeted FTE and we will make the change in the budget module****