

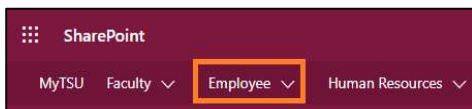


TEXAS SOUTHERN UNIVERSITY

My Finance Portal User Guide

Budget Transfer

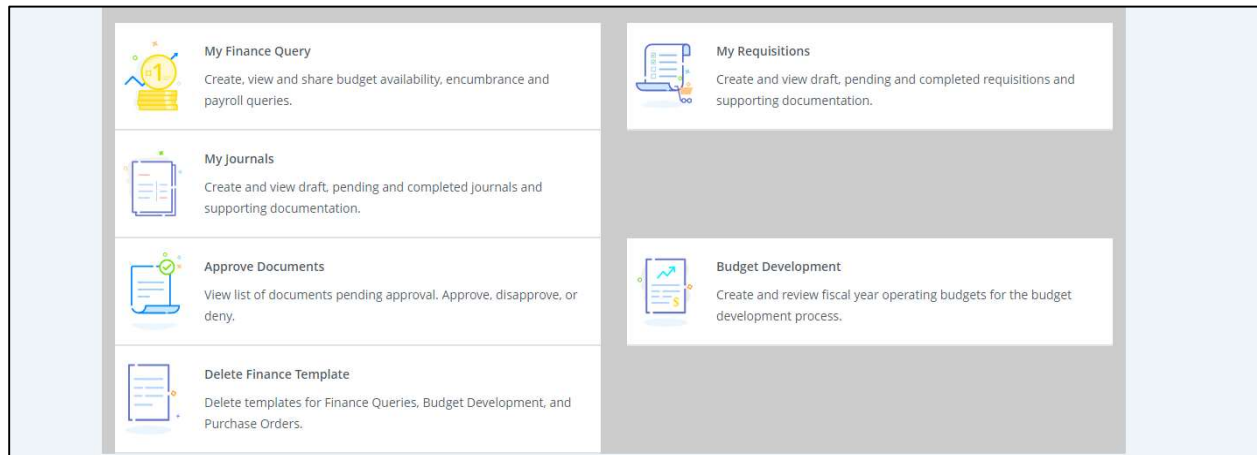
1. Navigate to MyTSU portal landing page click, ‘Employee’



2. Choose “Finance/Requisitions”



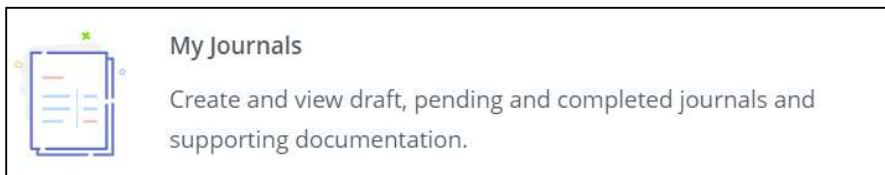
“My Finance” dashboard will launch.



My Journals

In “My Journals” you can enter budget transfer entries and attached backup documents to the entries. You can also view your entries that are pending approval or your completed and approved entries.

3. Choose “**My Journals**” widget.



4. You will be brought to the “My Journals” status dashboard.

It has three (3) sections:

- **Draft Journals** – journals that are started, but not completed.
- **Pending Journals** – journals that are completed, but not approved.
- **Completed Journals** – journals that are completed and approved.

5. Enter the following information and click “**create**”

In the following example, \$1.00 will be transferred from one **Fund, Organization, Account, Program, Activity, and Location (FOAPAL)** to another:

From: 0247-31200-**7300**-70

To: 0247-31200-**7302**-70

The screenshot shows the 'Create Journal' form with the following fields and callouts:

- 1. Transaction Date:** A date field containing '03/26/2021'.
- 2. Total for the budget transfer:** A 'Distribution Total' field containing '2.00'.
- 3. Select DBTF code from drop down:** A 'Journal Type' dropdown menu containing 'DBTF Department Budget Transfer'.
- 4. Enter transfer description:** A 'Description' text field containing 'budget transfer'.
- 5. Select budget period:** A 'Budget Period' dropdown menu containing '07'.

Other visible fields include 'Transaction Date *', 'Redistribution', 'NSF Checking', 'Deferred Edit', 'Bank Code', 'Currency', and a 'CREATE' button at the bottom.

Budget Periods - TSU's fiscal year start in September and ends in August. Therefore, the budget period is determined as follows

- 01 = September
- 02 = October
- 03 = November
- 04 = December ... 12 = August

6. Select the FOAPAL you want to take budget **from**. In this example: 0247-31200-7300-70

The screenshot shows the 'Add accounting' form with the following fields and values:

- Sequence Number : 1
- Status :
- Journal Type * : DBTF Department Budget Transfer
- Chart * : C Texas Southern University
- Index : Choose Index
- Fund : 0247 TSU Current Treasury Fund
- Organization : 31200 Information Technology & Systems
- Account : 7300 Consumables
- Program : 70 Institutional Support
- Location : Choose Location
- Activity : Choose Activity
- Project : Choose Project

Buttons at the bottom: SAVE, ADD ACCOUNTING

7. Scroll down and enter **Amount, Debit/Credit** indicator

The screenshot shows the 'Add accounting' form with the following fields and values:

- Sequence Number : 1
- Status :
- Choose Activity
- Choose Project
- Percent
- Amount * : 1.00
- Debit/Credit * : - Minus
- Document Reference
- Description * : budget transfer
- Budget Period : 07
- Bank : Choose Bank Code
- Accrual Indicator
- Deposit
- Currency : Choose Currency Code

Buttons at the bottom: SAVE, ADD ACCOUNTING

Annotations:

- Enter "- Minus" to take the funds from the FOAPAL (pointing to the Debit/Credit field)
- Click Add Accounting to enter the 2nd FOAPAL. (pointing to the ADD ACCOUNTING button)

8. When you click **Add Accounting**, the screen for the 2nd FOAPAL entry will open. Enter the FOAPAL information which you want to transfer budget **to**.

In the example: 0247-31200-7302-70

The screenshot shows a web form titled "Add accounting" with a close button (X) in the top right corner. The form contains the following fields and values:

- Sequence Number : 2
- Status :
- Journal Type * : DBTF Department Budget Transfer (dropdown menu)
- Chart * : C Texas Southern University (dropdown menu)
- Index : Choose Index (dropdown menu)
- Fund : 0247 TSU Current Treasury Fund (dropdown menu)
- Organization : 31200 Information Technology & Systems (dropdown menu)
- Account : 7302 Computer Supplies (dropdown menu)
- Program : 70 Institutional Support (dropdown menu)
- Location : Choose Location (dropdown menu)
- Activity : Choose Activity (dropdown menu)
- Project : Choose Project (dropdown menu)

At the bottom of the form, there are two buttons: "SAVE" on the left and "ADD ACCOUNTING" on the right.

9. Scroll down and enter **Amount, Debit/Credit** indicator

The screenshot shows the 'Add accounting' form with the following fields and annotations:

- Amount ***: A text box containing '1.00'.
- Debit/Credit ***: A dropdown menu with '+ Plus' selected.
- Debit/Credit indicator annotation**: A callout box pointing to the dropdown with the text: "Enter '+ Plus', to add funds to the FOAPAL entered."
- SAVE button annotation**: A callout box pointing to the 'SAVE' button with the text: "Click Save."

Other visible fields include: Sequence Number: 2, Status, Choose Activity, Choose Project, Percent, NSF Override, Description: budget transfer, Budget Period: 07, Bank, Accrual Indicator, Deposit, and Currency.

10. When you click **Save**, you will be brought to the summary page.

You can review the information you had just entered here.

The screenshot shows the summary page for accounting sequence number 2. It includes a success message: "Accounting sequence number 2 saved successfully". Below this is a table with the following data:

Sequence	Status	Type	Chart	Percent	Amount	Debit/Credit	Index	Fund	Organization	Account	Program	Activity	Location
1	✓	DBTF	C	--	1.00	- Minus	--	0247	31200	7300	70	--	--
2	✓	DBTF	C	--	1.00	+ Plus	--	0247	31200	7302	70	--	--

Additional annotations include a callout box pointing to a toolbar with the text: "Additional Options. See below for explanations." and a "Submit Journal" button.

Icons:



Click to edit the header information (transaction date, budget transfer description etc.) of the budget transfer.



Click to add backup documents to your transfer.



Click to download the transfer information on your computer as a csv or a pdf document.

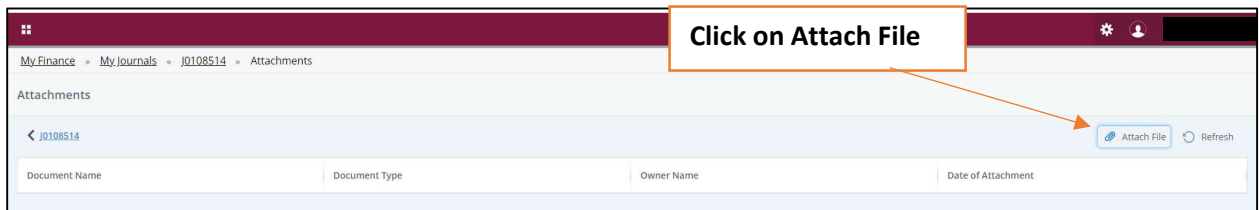


Click to Copy, Reverse, Delete the budget transfer you just entered.

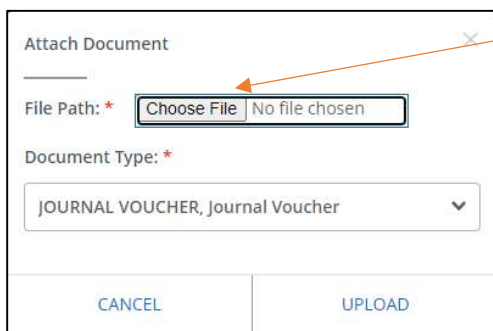
11. To add an attachment to your budget transfer, click on the paperclip icon. It will bring up the attachment window.



12. Click on **Attach File**.



13. **Attach Document** dialog box will open.



Click **Choose File** to select the document you want to attach.

14. Click **Upload** once you have your document attached.

Attach Document

File Path: *

Document Type: *
JOURNAL VOUCHER, Journal Voucher

CANCEL UPLOAD

15. If your upload was successful, you will get a message that says **File uploaded successfully**.


My Finance • My Journals • J0108514 • Attachments

Attachments

File uploaded successfully

Attach File Refresh

Document Name	Document Type	Owner Name	Date of Attachment
BUDGET TRANSFER SCREENSHOTS.DOCX	JOURNAL VOUCHER	GIGI ELLUCIAN CLIPP	03/29/2021

If you have more than 1 attachment, click on **Attach File** again and go through the same steps. If you want to delete an attachment, click on the  icon.

Delete Document

Do you want to delete document 'NEXUS PO.DOCX'?

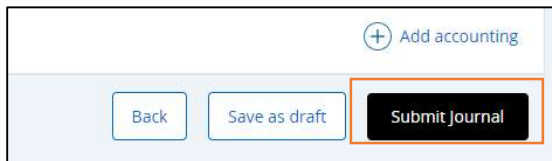
NO YES

16. When the confirmation page to deletion comes up, click **Yes**.

17. Once you are done attaching documents, click on the document number to go back to the summary page.



18. Click Submit Journal to complete your budget transfer.



Contact a representative in the Division of Administration and Finance for detailed explanation.

tsu.edu/about/administration/finance/contact-us

Technical support is available 24/7 by emailing IT Service Center: itservicecenter@tsu.edu or submitting a case: <http://itservicecenter.tsu.edu>

As always, we appreciate your support as we continue to improve the tools that ensure "Excellence in Achievement."

