

Executive Level Process – Transfer Offsets (Step 7)

Enter Transfer Offsets

The Executive Level Administrator will budget their transfers as part of the process. This step is to ensure that they have accounted for all transfers they are sending out to where they are going. This allows the receiving The Executive Level Administrator to be sure to account for them coming in and include them as part of their budgets. Likewise, the Executive Level Administrator must ensure they have accounted for all of their incoming transfers as well.

This is the most challenging process as it depends on 2 or more parties at any point in time and can change with great frequency. Communication is the best tool to facilitate this process and completing the form 8. Unit – Transfer Offset to account for everything.

About the Transfer Offset Form

This form is used to enter amounts for the corresponding Unit to which Transfers are being made. The Form should appear listing all Budgeted Transfers for your selected department. The Allocated Transfer column will be red as there are no Offsets to balance to the Budgeted Transfers. You will make an entry that is less than equal to the Budgeted Transfer for the first row and see that the Allocated Transfer cell for that entry will still remain red. Then you will enter the full amount of the Budgeted Transfer and see that the Allocated Transfer cell background will turn grey. The goal is to get all of the cell backgrounds from red to grey by entering values in one or more Units to which Transfers are being made. Once you are done with data entries, Click Save. After Clicking Save The amount in Budgeted Transfer should now equal the amount shown for Allocated Transfers.

1st Draft - Transfer Offset Input		2nd Draft - Transfer Offset Input (Optional)		UV_Unit: FAS_21		
	2012					
	Actual					
	Final					
	YearTotal					
	T99 - Total Transfers	Budgeted Transfers	Allocated Transfers	10 - The College - Transfers	11 - Precollegiate Education - Transfers	12 - Urban Education Institute - Transfers
232111 - Chicago Review Sales And Royalty Income	25234	10000	10000	10000		
251001 - Digital Media Archives Misc Income	3890	5000	5000	3000	2000	
251002 - Central Photocopying	-44177	-20000	-20000	-20000		
251003 - Language Center Photocopying	1248	1000	1000	500	100	400



Demo: Enter Transfer Offsets

Exercise: Enter Transfer Offsets

This exercise is used to enter amounts for the corresponding Unit to which Transfers are being made. The Form should appear listing all Budgeted Transfers for your selected department. The Allocated Transfer column will be red as there are no Offsets to balance to the Budgeted Transfers. You will make an entry that is less than equal to the Budgeted Transfer for the first row and see that the Allocated Transfer cell for that entry will still remain red. Then you will enter the full amount of the Budgeted Transfer and see that the Allocated Transfer cell background will turn grey. The goal is to get all of the cell backgrounds from red to grey by entering values in one or more Units to which Transfers are being made. Once you are done with data entries, Click Save. After Clicking Save the amount in Budgeted Transfer should now equal the amount shown for Allocated Transfers.

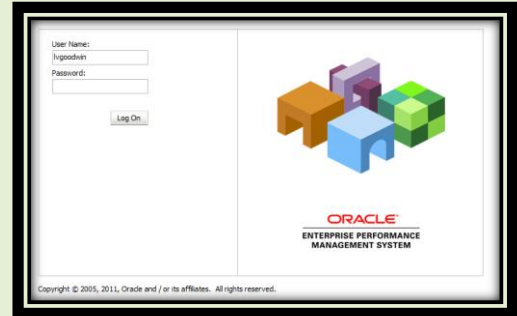
What to do

What you will see

1

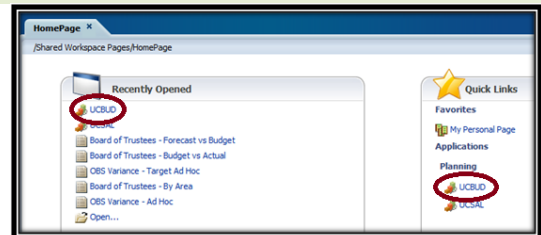
Login to Delphi Planning:

- At the designated website, Click on the User Name text box and enter your cnet id.
- Click in the Password text box and enter your cnet password.
- Click the Log On button.



2

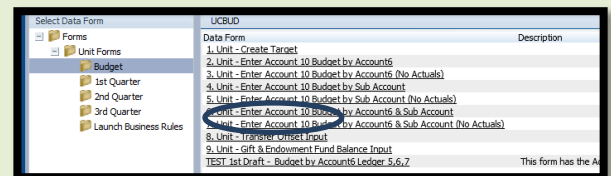
- Click the UCBUD link on the Home Page under the Recently Opened or Quick Links section.



3

Open the Budget Form – 8. Unit – Transfer Offset Input

- From the View Pane on the left side of the screen, Double Click to expand the Forms folder
- Double Click to expand the Unit Forms folder
- Click on the Budget folder
- From the Content Pane on the right side of the screen, Click the link to open the form named *8. Unit – Transfer Offset Input*



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Enter values in the columns going across to offset the transfers then click Save. The background of the Allocated Transfer cells should change from red to gray when they balance.

Note: This process will need to be repeated when you modify the transfers into your budget.

	2012		Budgeted Transfers	Allocated Transfers	10 - The College Transfers	11 - Precollege Education Transfers	12 - Urban Education Institute Transfers
	Actual	Final					
			199 - Total Transfers				
132111 - Chicago Review Sales And Royalty Income			25234	10000	10000	10000	
251001 - Digital Media Archives Mfg Income			3890	5000	5000	3000	2000
251002 - Central Photocopying			-44177	-2000	-2000	-3000	
251003 - Language Center Photocopying			1248	1000	1000	500	400