

**The University of Lethbridge
Web Information System**

**Online Processing of Budget Transfer
& Journal Vouchers**

Procedure Manual
Effective February 26, 2002
Revised August, 2009

Login to the Bridge System

https://www.uleth.ca/bridge/twglxvbiS.P_WWWLogin

File Edit View Favorites Tools Help

Links UofL Staff Webmail UofL Student Webmail


User Login

University of Lethbridge

BRIDGE

HELP EXIT

User Login

 **How Does the Influenza A H1N1 Affect You at the University of Lethbridge?**
Stay up-to-date with the latest information

Username: [Forgot your username?](#)

Password: [Forgot your password?](#)

As an additional security measure, your session will automatically end if there has been no activity for 20 minutes.
To protect your privacy, please Exit and close your browser when you are finished.

[Need a username?](#)
If you don't have a username yet, create one now using our account setup assistant.

[Former student or staff?](#)
If you no longer have a username, create a new one now using our account setup assistant.

[Need help?](#)
Please call (403) 329-2490 or email us at help@uleth.ca.

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The Bridge System can be accessed from the Notice Board.

Once you click on the link you will be asked to supply your username and a password.

As a security measure your session will automatically end if there has been no activity for the 20 minutes.

Bridge Main Menu

Main Menu - Windows Internet Explorer

https://www.uleth.ca/bridge/twbkwbis.P_GenMenu?name=bmenu.P_MainMnu&msg=WELCOME+Welcome,%20Anita%20L.%20Salberg,%20to%20the%20Bridge%20

File Edit View Favorites Tools Help

Links UofL Staff Webmail UofL Student Webmail

Main Menu

University of Lethbridge
BRIDGE

Personal Information Registrar's Office and Student Services Employee Alumni Financial Services

SITE MAP HELP EXIT

Welcome, Anita L. Salberg, to the Bridge at the University of Lethbridge. Last web access on 04-Aug-2009 at 11:10 am

Personal Information
View your address(es), phone number(s), Authorized Designate or Emergency Contact information.
Update your Library privileges.
View name change and social insurance number change information.

Registrar's Office & Student Services
View the workopolisCampus ACCESS Code for CES Jobs Online; Apply for Scholarships; View your Admission Status; View your Registration Dates; Register in Courses; Display your Class Schedule; Display your Final Exam Schedule; View your Grades; View your Holds; Account Summary; Registration Fee Assessment; View your Working Copy Transcript; T2202A information; Online Parking Services; Apply for Graduation.

Employee
Enter or approve hours on Time Sheets/Exception Reports; View your pay and benefits information, leave history or balances, job information, pay stubs, T4/T4A forms.

Alumni Communications
Find a classmate; Update your alumni directory profile; Subscribe or unsubscribe to the U of L Journal and other publications; Share your news with us.

Financial Services
Process expense and professional supplement claims, budget transfers and requisitions; View iWeb reports, professional supplement balance and history; Approve documents and Upload feed files.

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Once you have successfully logged in, click on Financial Services.

Financial Services Main Menu

SCT WWW Information System - Windows Internet Explorer

https://www.uleth.ca/bridge/twbkwbis.P_GenMenu?name=bmenu.P_FinanceMnu

File Edit View Favorites Tools Help

Links UofL Staff Webmail UofL Student Webmail

SCT WWW Information System

University of Lethbridge
BRIDGE

Personal Information Registrar's Office and Student Services Employee Alumni Financial Services

RETURN TO MAIN MENU SITE MAP HELP EXIT

Financial Services

Financial Transactions
Process and approve budget transfers, journal vouchers, requisitions.

Professional Supplement Balance
View your balance and history.

Personal Reimbursements
Submit , approve and view claim history for expense claims and professional supplements.

[Financial Transactions | Professional Supplement Balance | Personal Reimbursements]

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Choose Financial Transactions

Financial Transactions Menu

The screenshot shows a web browser window with the URL https://www.uleth.ca/bridge/twbkwbis.P_GenMenu?name=finsubmenu. The browser's address bar and menu bar are visible. The website header includes the University of Lethbridge logo and the 'BRIDGE' logo. A navigation bar contains links for 'Personal Information', 'Registrar's Office and Student Services', 'Employee', 'Alumni', and 'Financial Services'. The 'Financial Services' link is highlighted. Below the navigation bar, the page title is 'Financial Transactions'. A list of links is provided: 'Requisition', 'Budget Transfer', 'Multiple Line Budget Transfer', 'Approve Documents', 'View Single Document', '--- requires a document number', 'Document Listing', and 'Finance Proxy'. At the bottom of the page, there is a footer with the text 'RELEASE: 7.1' and a copyright notice '©2009 University of Lethbridge | Web Privacy Statement'.

https://www.uleth.ca/bridge/twbkwbis.P_GenMenu?name=finsubmenu - Windows Internet Explorer

File Edit View Favorites Tools Help

Links UofL Staff Webmail UofL Student Webmail

https://www.uleth.ca/bridge/twbkwbis.P_GenMenu?n...

University of Lethbridge

BRIDGE

Personal Information Registrar's Office and Student Services Employee Alumni Financial Services

RETURN TO FINANCIAL SERVICES MENU SITE MAP HELP EXIT

Financial Transactions

- Requisition
- Budget Transfer
- Multiple Line Budget Transfer
- Approve Documents
- View Single Document
- requires a document number
- Document Listing
- Finance Proxy



[Financial Transactions | Professional Supplement Balance | Personal Reimbursements]


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Choose Multiple Line Budget Transfer to enter budget transfers or journal entries.

Multiple Line Transfer Form





[Personal Information](#) | [Registrar's Office and Student Services](#) | [Employee](#) | [Alumni](#) | [Financial Services](#)

[BACK TO SUB MENU](#) | [SITE MAP](#) | [HELP](#) | [EXIT](#)

Multiple Line Transfer Form

You have incomplete documents. Click [here](#) to review them.

Date: 07-AUG-09

Type of Transaction: Budget Transfer (BD02)

Supporting Documents:

	Fund	Org	Account	Program	Activity	Amount	Description	+/(D/C)
1								-
Copy 2								+

Comments:

Add 1 row(s).

Save Complete Reset Exit

[\[Financial Transactions | Professional Supplement Balance | Personal Reimbursements \]](#)

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Incomplete Documents: To retrieve documents that have been disapproved or that have been saved and need to be submitted or resubmitted click the “here” link. Once the document is selected it can be modified and submitted for approval.

Transaction Date: The system will default to today’s date. To backdate the transfer to the previous month during the first 3 working days of the following month, use the drop down boxes to change the date.

Type of Transaction: The drop down box lists two options:

Transfer (FT01) is the Journal Entry. This type of transfer is typically used if an entry was posted to the wrong account number and you are transferring the expense or revenue to the proper account. It is also used to charge other internal departments for services and goods.

Budget Transfer (BD02) is the Budget Entry. This type of transfer is used to transfer funds within a department’s budget. For example, if a department wishes to reallocate funds from their Materials and Supplies budget to their Travel budget.

Supporting Documents: This is a mandatory field. Use the drop down box to select one of the following: No Documentation, E-mail, Faxed, Campus Mail, or PDF.

Fund, Org, Account and Program: these are all mandatory fields.



Account Lookup: If you are unsure of a particular account number there is an account lookup that can be used to try and find the appropriate account. Hint: You can also use abbreviations if you are not sure of the entire Title criteria. For example if you are looking for the account code for Subscriptions you could enter Sub in the Filter list field and the system would search for any description containing the letters Sub.


Activity: is an optional field. Some departments use activity codes for tracking purposes.

+/(D/C): For **Budget Transfers (BD02)** enter a minus sign if you wish to have funds transferred 'From' this line and enter a plus sign if you wish to have funds transferred 'to' this line.

For **Transfers (FT-01)** enter a 'C' if you wish to have the funds credited to this line and enter a 'D' if you wish to have the funds debited to this line. If the entry is between two revenue accounts use the 'C' to increase (credit) the revenue and a 'D' to decrease (debit) the revenue. If the entry is between two expense accounts use the 'C' to decrease (credit) the expense and a 'D' to increase (debit) the expense

Multiple Line Transfer Form (Continued)





Personal Information

Registrar's Office and Student Services

Employee

Alumni

Financial Services

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Multiple Line Transfer Form

You have incomplete documents. Click [here](#) to review them.

Date:

07-AUG-09

Type of Transaction:

Budget Transfer (BD02)

Supporting Documents:

	Fund	Org	Account	Program	Activity	Amount	Description	+ / -(D/C)
1								-
Copy 2								+

Comments:

Add

1 row(s).

Save

Complete

Reset

Exit

RELEASE: 7.1

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Description: This field will be displayed on your iWeb transaction detail reports as the description for the transfer and therefore it is important that it is a detailed description to explain why the transfer occurred. There is maximum of 35 characters. Enter detailed information regarding the transfer. For example:

- FT01=Document number and Vendor – eg I1001185-Sodexo
- BD02=short explanation for the Transfer – eg Transfer Travel to Contracts

Copy: This button allows the user to copy the previous line. The copy feature enables the user to use less typing by editing the line rather than rekeying all the information.




Comment: The comments box is a mandatory field for a Journal Entry. The user must give a more specific reason for the transfer that can be used for audit or tracking purposes than what is listed in the Description field. Eg. Move expenses to the correct Org.

Add: Use the Add button to add more rows for additional entries required. This form will accommodate up to 30 rows of entries.

Complete: Once you are satisfied that the document is finished click the Complete button. The system will then perform all of its validation checks such as to ensure there is sufficient budget, that the index, fund, organization, account, program and activity are currently being used. The system will not reject an entry if there are insufficient funds available. It will just give you a warning message. Once the system is finished all of its edit checks a message will display that either that the document was approved and forwarded to the approval process or if there are errors with the document it will list the problems. You will then have to make the necessary corrections and complete the document again.

Once a document is completed and forwarded to posting an e-mail message is sent out to the approvers to notify them there is a document awaiting their approval.

Approve Documents



Personal Information Registrar's Office and Student Services Employee Alumni **Financial Services**

BACK TO SUB MENU SITE MAP HELP EXIT

Approve Documents

Enter Approval Parameters

User ID:

ANITA_SALBERG

Document Number:

Documents for which you are the next approver

☒

All documents which you may approve

☐

Submit Query

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This form is used by those individuals who will be approving the document.

User ID: Defaults to the Banner ID name for the individual who is accessing this form.




Document Number: If the approver knows specifically the document number that they would like to approve they can enter the number so that the system only displays this one document. This field is mandatory.

Documents for which you are the next approver: If this radial button is selected then the query will only show those documents awaiting your approval.

All documents which you may approve: If this radial button is selected the query will show all documents that you must approve even if you are not the next approver.

Submit Query: Click this button to retrieve the information based on the approval parameters.

List of Documents Awaiting Your Approval



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BACK TO SUB MENU SITE MAP HELP EXIT

Approve Documents

Queried Parameters

User ID: ANITA_SALBERG Salberg, Anita

Document Number:

Documents Shown: Next Approver

Next Approver	Type	Document No	NSF	Chg No	Sub No	Originating User	Amount	Queue Type	Approve	Disapprove	History
Y	JV	11001591			0	Heather MacDermid	30.98	DOC	Approve	Disapprove	History
Y	JV	11001676			0	Marta Paulo	30.06	DOC	Approve	Disapprove	History

Another Query

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This screen shows all documents awaiting your approval.

User ID: Defaults to the Banner ID name for the individual who is accessing this form.

Document Number: If you entered one specific document number from the previous page, this number will roll forward.

Documents Shown: If you selected “Documents for which Depending on which radial button was selected on the previous page. this will either say Next Approver if you selected “Documents for which you are the next approver” or All if you selected “All documents which you may approve”.

Next Approver: Is set to “Y” if you are the next person that must approve the document.

Type: Identifies the type of transaction i.e. JV means journal voucher and REQ means departmental requisition.

Document No.: This is the number that is used in the Banner system to track this document. The document is underlined and in blue because this means that you can drill down to see details of the document which is listed on the next page.

NSF: This indicator is set to a Y or null. If the indicator is null that means there is sufficient funds available for the transfer. If the indicator is set to Y this the approver should exit back to the Finance Menu and check their available balance using iWeb.

Chg No.: Not currently being used.

Sub No.: Not currently being used so it will default to 0.

Originating User: Displays who posted the entry

Amount: Displays the absolute total.




Query Type: Not currently being used and will default to DOC

Approve: Allows the user to approve the selected document. Place your cursor on the line of the transfer that you would like to approve. Click Approve. A new window will pop up and is explained later in the documentation.

Disapprove: Allows the user to reject the selected document. Place your cursor on the line of the transfer that you would like to approve. Click Disapprove. A new window will pop up and is explained later in the documentation.

History: Allows the user to see the list of individuals who still need to approve the document and who have previously approved this document.

View Document



Personal InformationRegistrar's Office and Student ServicesEmployeeAlumniFinancial Services

BACK TO SUB MENU SITE MAP HELP EXIT

Approve Documents

Queried Parameters

User ID: ANITA_SALBERG Salberg, Anita

Document Number:

Documents Shown: Next Approver

Next Approver	Type	Document No	NSF	Chg No	Sub No	Originating User	Amount	Queue	Type	Approve	Disapprove	History
Y	JV	J1001591			0	Heather MacDermid	30.98		DOC	Approve	Disapprove	History
Y	JV	J1001676			0	Marta Paulo	30.06		DOC	Approve	Disapprove	History




Another Query

If you click on J1001591

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BACK TO SUB MENU SITE MAP HELP EXIT

View Document

Journal	Sub#	Status	Trans date	Activity date	UserID	User Name	Doc Total
J1001591	0	Pending	23-JUL-2009	23-JUL-2009	HEATHER_MACDERMID	MacDermid, Heather	30.98

Seq#	Coas	FY	Pd	Rud	Index	Fund	Orgn	Acct	Prog	Actv	Locn	Proj	Total	D/C	Status
1	Correct	I0921671	Jan	31/09					04						
To	9	10	04	FT01	13206	4515	6024	8015					15.49	D	
2	Correct	I0921671	Jan	31/09					04						
From	9	10	04	FT01	11005	4502	6024	1401					15.49	C	
Total of displayed sequences:													30.98		
comment1 Transfer Thompson Ahern brokerage expense															
comment2 from General Operating to Credo grant account															
comment3															

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When you click on a specific Document No. on the Approve Document screen, this window will show the details for the document. You can only view the document since no changes can be made.

Journal: This is the number that is used in the Banner system to track this document.

Sub No.: Not currently being used so it will default to 0.

Status: The status is pending since the document has not been approved.

Trans date: This is the date entered by the originator. This date can be back dated to a date in the previous month for the first 3 working days of the following month.

Activity date: This is the date that the originator entered this document.

UserID: This is the Banner username for the individual who entered this document.

User Name: This is the name of the person who entered this document.

Doc Total: This is the absolute total for the transfer.

Revised August 2009

View Document (continued)

Line 1: (Each record of a transfer is displayed on two lines)

Seq #: One up number that uniquely identifies each line of a transfer.

Description: This is a short (maximum of 35 characters) reason for the transfer. This field will be displayed on your iWeb transaction detail reports as the description for the transfer. Use document reference #'s where applicable.

BudPd: This is the budget period which defaults based on the transaction date. For example if the date was April 15, 2009 then the budget period would be 01 since it is the first month in fiscal year.

Currency and Doc Ref#: Not currently being used.

Accr: This field defaults to null. If a document is entered after Financial Services has run the March month end process with a transaction date of March then this field will default to Y for accrual period.

Bank and Deposit: Not currently being used.

Line 2:

From/To: This field will either be FROM or TO indicate whether the funds are transferred to or from an account.

Coas: always defaults to "9".

FY: Indicates the financial fiscal year which runs from April to March.

Pd: Indicates the financial period.

Rucl: Indicates the internal rule code used by Banner.

Index: is not a mandatory field. Financial Services has set up index codes to be the same as the fund code for all research and trust funds to make it easier for users who might not remember their organization and program codes.

Fund, Orgn, Acct , Prog and Actv: transaction codes that determine where the transfer is from or to.

Locn and Proj: Not currently being used.

Total: Amount of the transfer.




D/C: This is the actual signage that will be posted into Banner.

Status: If there is insufficient funds available for the pooled budget this field will indicate that the status is NSF. For any funds that we do not set up budgets i.e. carryover fund, research funds, etc. this status indicates that the expenses exceed the revenue for the current fiscal year. The approver should exit back to the Finance Menu and check their available balance using iWeb.

Total of Displayed Sequences: This amount is the absolute total of all funds transferred.

Comment 1, 2 and 3: Give a more detailed explanation for the transfer than the Description field. This field is mandatory for journal entries.

Approve Document



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BACK TO SUB MENU SITE MAP HELP EXIT

Approve Documents

Queried Parameters

User ID: ANITA_SALBERG Salberg, Anita

Document Number:

Documents Shown: Next Approver

Next Approver	Type	Document No	NSF	Chg No	Sub No	Originating User	Amount	Queue	Type	Approve	Disapprove	History
Y	JV	J1001591			0	Heather MacDermid	30.98		DOC	Approve	Disapprove	History
Y	JV	J1001676			0	Marta Paulo	30.06		DOC	Approve	Disapprove	History




Another Query

Click Approve

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Document Pending Approval

 Document J1001591 has a transaction date in a closed period.
Upon completion of all approvals, the transaction date will be changed and the document will be posted in the current open period.

Document Number: J1001591 Type: JV

Chng Num: Sub Num: 0

Amount: 30.98

Comment: This document has been approved.

Approve Document Cancel




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To approve a document the approver needs to click the Approve Document button.

Disapprove Document



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BACK TO SUB MENU SITE MAP HELP EXIT

Approve Documents

Queried Parameters
User ID: ANITA_SALBERG Salberg, Anita
Document Number:
Documents Shown: Next Approver

Next Approver	Type	Document No	NSF	Chg No	Sub No	Originating User	Amount	Queue Type	Approve	Disapprove	History
Y	JV	J1001591			0	Heather MacDermid	30.98	DOC	Approve	Disapprove	History
Y	JV	J1001676			0	Marta Paulo	30.06	DOC	Approve	Disapprove	History

Another Query




Click Disapprove

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Document Pending Approval

Document Number: J1001591 **Type:** JV
Chng Num: **Sub Num:** 0
Amount: 30.98
Comment: Please use account code 6011 in sequence #2

Disapprove DocumentCancel

RELEASE: 5.0




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If the approver wishes to reject this document please add a comment to explain why the document was disapproved. An e-mail message will be sent back to the originator notifying them that the document was disapproved and it will include your comment of why it was disapproved. If the approver disapproved the document because of an error the originator can now go back into the Budget Transfer/Journal Entry or the Multiple Budget Transfer/Journal Entry form and retrieve the original document and make the necessary changes which will again flow through the approval process once it is completed.

The comment will be displayed on View Document which will be explained later.

View History



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Approve Documents

Queried Parameters

User ID: ANITA_SALBERG Salberg, Anita

Document Number:

Documents Shown: Next Approver

Next Approver	Type	Document No	NSF	Chg	No Sub	No	Originating User	Amount	Queue	Type	Approve	Disapprove	History
Y	JV	J1001591			0		Heather MacDermid	30.98		DOC	Approve	Disapprove	History
Y	JV	J1001676			0		Marta Paulo	30.06		DOC	Approve	Disapprove	History




Another Query

Click History

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View Document

Document Approval Status and History

Doc Number [J1001591](#) Doc Type [Journal Voucher](#)

Originator: Heather MacDermid

Approvals Required

Queue	Description	Level	Approvers
OP	FINANCIAL SERVICES - OPERATING 1		Anita Salberg Paul Makin

Approvals Recorded

Queue	Level	Date	User
FASJ	1	23-JUL-2009	Arlan Schultz
RES	1	06-AUG-2009	Mark Sera

Queue	Level	Date	User	Comments
FA	1	10-AUG-2009	Margot O'Donnell	This document was approved and posted after the original period had closed.

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The history option will display the approval status and approval history for the document.

Document No.: This is the number that is used in the Banner system to track this document.




Doc Type: Indicates the type of transaction i.e. Journal voucher or departmental requisition

Originator: Displays who posted the entry.

Approvals Required: Indicates the name of approvers that still need to approve the document before it is posted in the system. The document information will not be included on the iWeb reports until all of the approvals are completed.

Approvals Recorded: Indicates the name of the approvers who have already approved the document.

View Document Query



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View Document

View Single Document

Document type	Journal Voucher	Document Number:	J1001591
Submission#:		Change Seq#:	

View documentApproval history

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If you would like to view one specific document you can query the document using this form.

Document Type: Indicates the type of transaction i.e. journal voucher, requisition, invoice, etc.




Document Number: This is the number that is used in the Banner system to track this document.

Submission#: Not currently being used.

Change Seq#: Indicates the change order number for purchase orders that have been revised.

View Document/Approval History: The two options are that you can view the document details or you can choose to see the approvers for the document. Click either the View document or Approval history button.

View Document



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BACK TO SUB MENU | SITE MAP | HELP | EXIT

View Document




View Single Document

Document type: Document Number:
Submission#: Change Seq#:

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If you select view document



Personal Information | Registrar's Office and Student Services | Employee | Alumni | **Financial Services**

BACK TO SUB MENU | SITE MAP | HELP | EXIT

View Document

Journal	Sub#	Status	Trans date	Activity date	UserID	User Name	Doc Total
J1001591	0	Pending	23-JUL-2009	23-JUL-2009	HEATHER_MACDERMID	MacDermid, Heather	30.98

Seq#	Coas	FY	Pd	Rucl	Index	Fund	Orgn	Acct	BudPd	Currency	Doc Ref	Accr	Bank	Deposit
1	Correct	I0921671	Jan	31/09					04					
To	9	10	04	FT01		13206	4515	6024	8015				15.49	D
2	Correct	I0921671	Jan	31/09					04					
From	9	10	04	FT01		11005	4502	6024	1401				15.49	C
Total of displayed sequences:													30.98	
comment1 Transfer Thompson Ahern brokerage expense														
comment2 from General Operating to Credo grant account														
comment3														

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Display document details.

Journal: This is the number that is used in the Banner system to track this document.

Sub No.: Not currently being used so it will default to 0.

Status: The status is pending since the document has not been approved.

Trans date: This is the date entered by the originator. This date can be back dated to a date in the previous month for the first 3 working days of the following month.

Activity date: This is the date that the originator entered this document.

UserID: This is the Banner username for the individual who entered this document.

User Name: This is the name of the person who entered this document.

Doc Total: This is the absolute total for the transfer.

View Document (continued)

Line 1: (Each record of a transfer is displayed on two lines)

Seq #: One up number that uniquely identifies each line of a transfer.

Description: This is a short (maximum of 35 characters) reason for the transfer. This field will be displayed on your iWeb transaction detail reports as the description for the transfer.

Budget Period: defaults based on the transaction date. For example if the date was April 15, 2009 then the budget period would be 01 since it is the first month in fiscal year.

Currency and Doc Ref#: Not currently being used.

Accr: This field defaults to null. If a document is after Financial Services has run the March month end process with a transaction date of March then this field will default to Y for accrual period.

Bank and Deposit: Not currently being used.

Line 2:

From/To: This field will either be FROM or TO indicate whether the funds are transferred to or from an account.

Coas: - always defaults to "9".

FY: Indicates the financial fiscal year which runs from April to March.

Rucl: Indicates the internal rule code used by Banner.

Index field: is not a mandatory field. Financial Services has set up index codes to be the same as the fund code for all research and trust funds to make it easier for users who might not remember their organization and program codes.

Fund, Orgn, Acct , Prog and Actv: the codes which determine where the transfers are being transferred from or to.

Locn and Proj: currently not being used.

Total: Amount of the transfer.

D/C: This is the actual signage that will be posted into Banner.

Status: If there is insufficient funds available for the pooled budget this field will indicate that the status is NSF. For any funds that we do not set up budgets i.e. carryover fund, research funds, etc. this status indicates that the expenses exceed the revenue for the current fiscal year. The approver should exit back to the Finance Menu and check their available balance using iWeb.

Total of Displayed Sequences: This amount is the absolute total of all funds transferred.

Comment 1, 2 and 3: Give a more detailed explanation for the transfer than the Description field. The comment 1 is mandatory for journal entries.

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