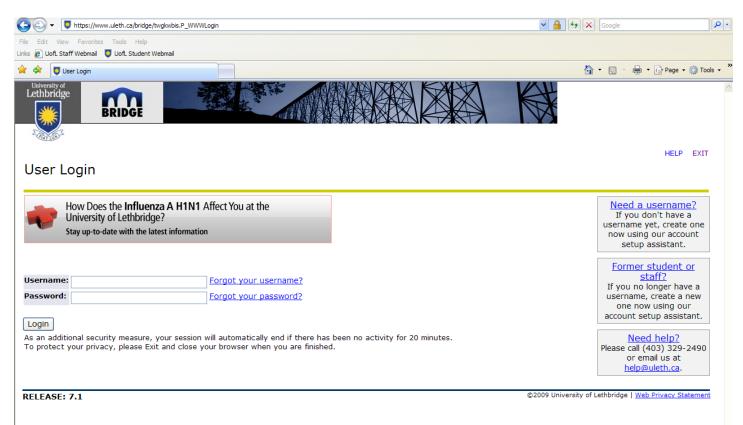
The University of Lethbridge Web Information System

Online Processing of Budget Transfer & Journal Vouchers

Procedure Manual

Effective February 26, 2002 Revised August, 2009

Login to the Bridge System

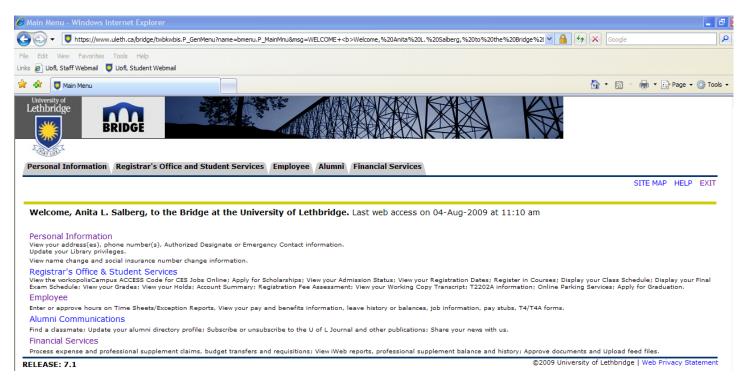


The Bridge System can be accessed from the Notice Board.

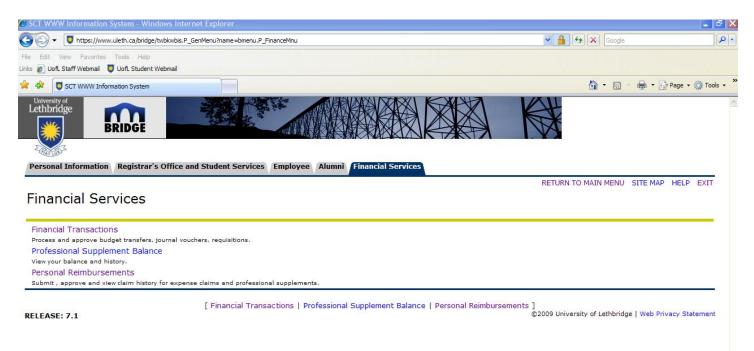
Once you click on the link you will be asked to supply your username and a password.

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

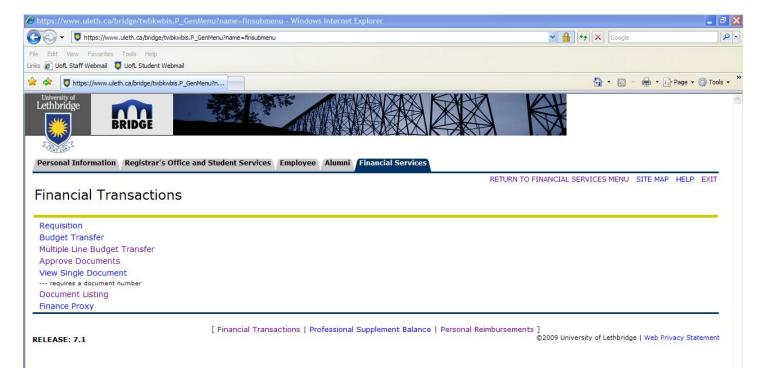
Bridge Main Menu



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



Financial Transactions Menu



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

Multiple Line Transfer Form

Lethbridge			
Personal Information Regis	trar's Office and Student Services Employee Alumni	Financial Services	
Multiple Line Tra	nsfer Form		BACK TO SUB MENU SITE MAP HELP EXIT
You have incomplete docum	ents. Click <u>here</u> to review them.		
Date:	07-AUG-09 🔳 🞯		
Type of Transaction:	Budget Transfer (BD02) 🖌 🎯		
Supporting Documents:			
Fund @ Org @ 1 Copy 2	Account Program Activity Amount Activity Activity	Description @	+/-(D/C) @ - <u>v</u> + <u>v</u>
Comments: @			
Add 1 row(s). Save Complete Reset	Exit		
RELEASE: 7.1	[Financial Transactions Professional St	upplement Balance Personal Reimbur	sements] ©2009 University of Lethbridge <u>Web Privacy Statement</u>

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 accounts use the 'C' to decrease (credit) the expense and a 'D' to increase (debit) the expense

Multiple Line Transfer Form (Continued)

Latybridge BRIDGI		
Personal Information Registr	rar's Office and Student Services Employee Alumni Financial Services	
Multiple Line Tran	ısfer Form	BACK TO SUB MENU SITE MAP HELP EXIT
You have incomplete docume	ents. Click <u>here</u> to review them.	
Date:	07-AUG-09 🔲 🗐	
Type of Transaction:	Budget Transfer (BD02) 🗸 @	
Supporting Documents:		
1 Copy 2 Comments: @ Add 1 row(s).	Account @ Program @ Activity @ Amount @ Description @	+/-(D/C) @ - \v + \v
Save Complete Reset	Exit	
RELEASE: 7.1	[Financial Transactions Professional Supplement Balance Personal Reimbur	r <u>sements</u>] ©2009 University of Lethbridge <u>Web Privacy Statement</u>

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

Lethbridge BRIDGE						
Personal Information Registrar's Office and Student S	ervices Employee Alumni Fina	ancial Services				
Approve Documents			BACK TO SUB MENU	SITE MAP	HELP	EXIT
Enter Approval Parame	ters					
User ID:	ANITA_SALBERG]				
Document Number:						
Documents for which you are the next approver	•					
All documents which you may approve	0					
Submit Query						
[Financial :	Transactions Professional Supp	lement Balance Personal Reimburs	e <u>ments</u>] ©2009 University of Lethbric	lge <u>Web Priv</u>	vacy Stat	tement

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.

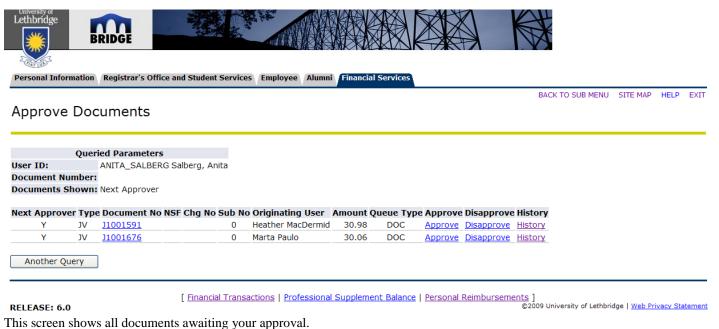
Document Number: If the approver knows specifically the document number that they would like to approve they can enter the number so that the system only displays this one document. This field is mandatory.

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



This serven shows an accuments awarding 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.

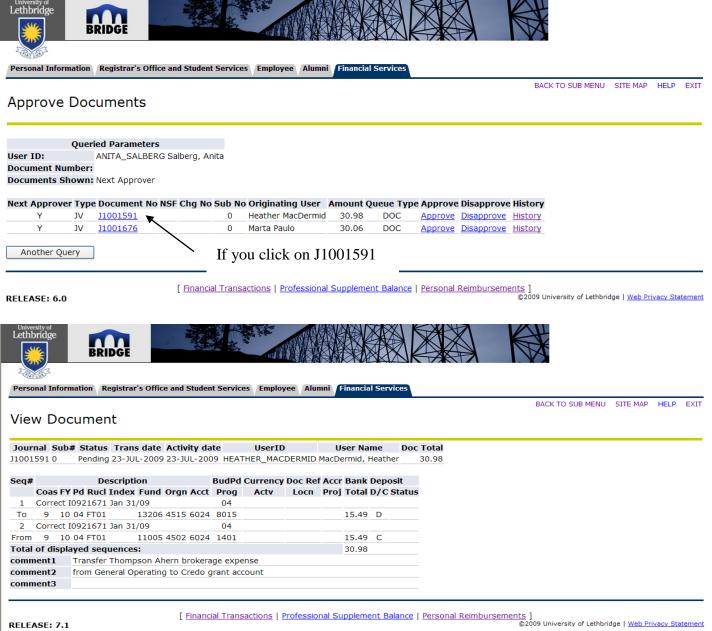
Query Type: Not currently being used and will default to DOC

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



RELEASE: 7.1

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.

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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	Quer	ied Param												
ser ID: ocument I	umber:		BERG Salbe	erg, Anita										
		Next Appr	over											
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Y	JV	<u>J1001676</u>		0	Marta Paulo	30.0	6 DOC	Approve	<u>Disapprove</u>	History				
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University of ethbridge	B		- Ma		sactions Profe	essional Supple	ment Balar		Reimbursem	©2009 Unive	rsity of Lethbrid			
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University of ethbridge Versonal Info OOCUMO Docume Upon co be chan ocument M hng Num: mount:	ent J1001 mpletion ged and Aumber:	Registrar's ending 591 has a of all appr the docum J1001591 30.98	Office and S Approv ransaction o ovals, the tr ent will be po	itudent Servio al date in a clo ransaction d osted in the	sactions Profe	Alumni Finar	ment Balar		Reimbursem	©2009 Unive				

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

Disapprove Document

Lethbridge BRIDGE
Personal Information Registrar's Office and Student Services Employee Alumni Financial Services BACK TO SUB MENU SITE MAP HELP EXIT Approve Documents
Queried Parameters User ID: ANITA_SALBERG Salberg, Anita Document Number: Documents Showa: Next Approver
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 Image: State
[Financial Transaction Click Disapprove RELEASE: 6.0 [Financial Transaction
University of Lethbridge BRIDGE
Personal Information Registrar's Office and Student Services Employee Alumni Financial Services BACK TO SUB MENU SITE MAP HELP EXIT
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 Document Cancel

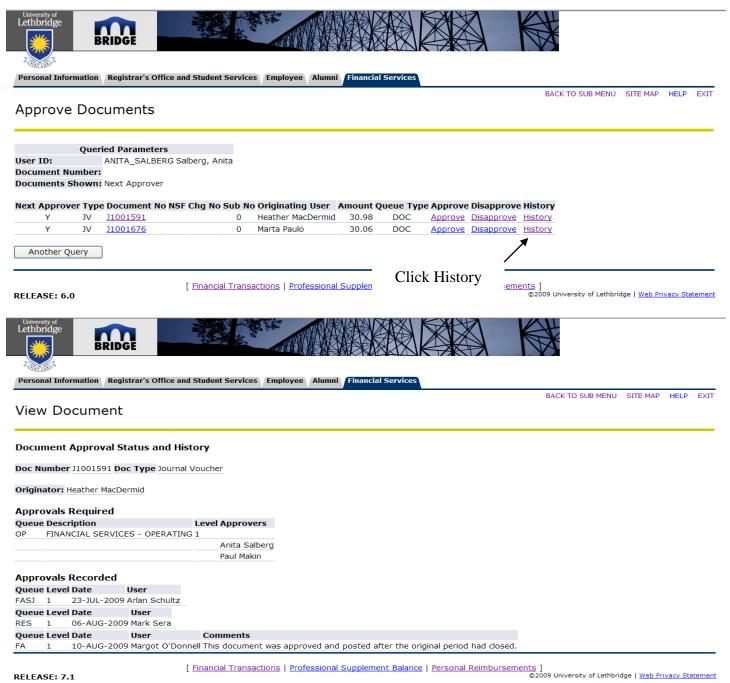
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If the approver wishes to reject this document please add a comment to explain why the document was disapproved. An e-mail message will be sent back to the originator notifying them that the document was disapproved and it will include your comment 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



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

Lethbridge BRIDGE				
Personal Information Registrar's Office and Student Services Employee Alumni Financial Services				
View Document	BACK TO SUB MENU	SITE MAP	HELP	EXIT
View Single Document Document type Journal Voucher Document Number: J1001591 Submission#: Change Seg#:				_
View document Approval history				
[Financial Transactions Professional Supplement Balance Personal Reimburseme RELEASE: 7.1	<u>nts</u>] ©2009 University of Lethbrid	lge <u>Web Priv</u>	vacy Stat	tement

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.

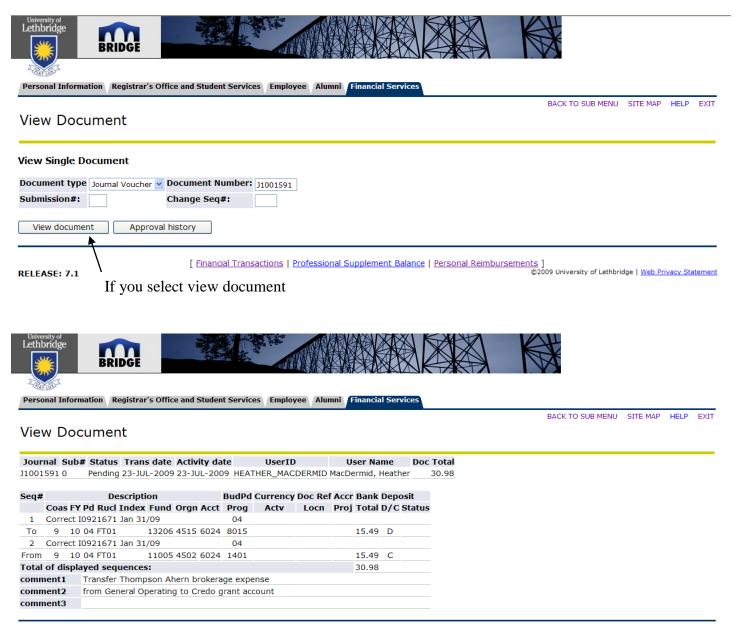
Document Number: This is the number that is used in the Banner system to track this document.

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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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.

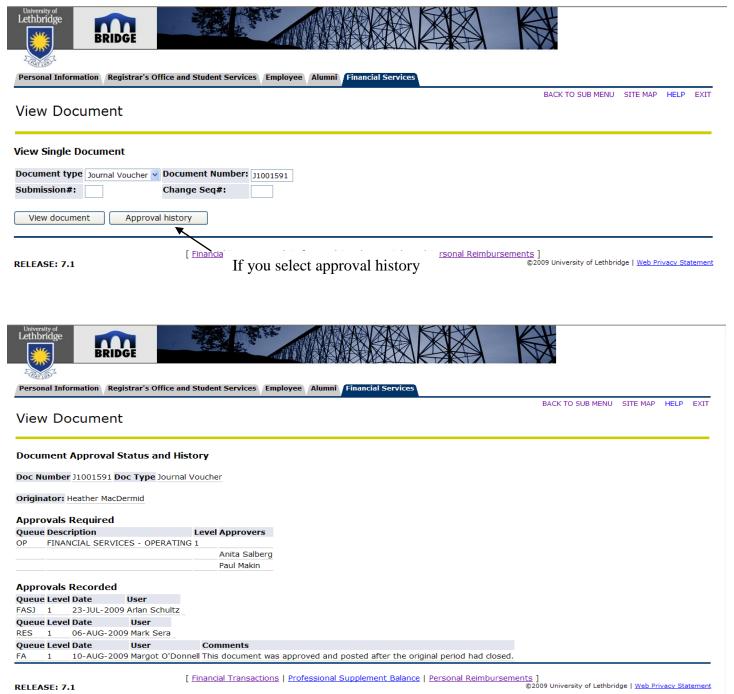
D/C: This is the actual signage that will be posted into Banner.

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.

View Approval History



View the list of approvers.

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. If the document was disapproved the comments will be included.