

Quick Entry

NOTE: Only one entry per cost center per budget journal is required in FMP. The details can be entered into the Description.

Transfer budget and equity between cost centers
(A budget journal automatically induces an equity journal unless you specify "MOVE BUDGET ONLY" on the budget journal.
Enter in VNet one record for each cost center/speedtype that is Math's (H0110, H0111, H0474).

1. Get a new record in Quick Entry

2. Budget journal Doc type.

Status: _____

Document Type: Speed Type: Sub Account: Project Status: Sponsor:

3. Speedtype

Type the vendor name in the Vendor box below, then click on "Select Vendor" to pull out closest match(es):

4. Format: Transfer (to/from) <speeds> (for/per) <reason>
\$ _____ B5XXX
\$ _____ B5XXX
\$ _____ B5XXX
(Give amounts of each budget node budgeted)

Vendor:

Description: Transfer to 39856, 41332, 39366, 39365, 41150 per contracts FY08.
\$-56000 B5009

5. Choose any of the nodes. voice #: _____
6. Total amount transferred to or from this cost center (negative is transferred to, positive is transferred from this cost center--should be the opposite of the ORG Budget journal)

Note the opposite signs.

PS Account: L3-MAINTENANCE AND OPERATIONS

7. Qty = 1.

8. Your initials.

9. Document number of the budget journal.

Amount: Quantity: Value must be '1' or greater

Encumbrance Amt: Enc. Date:

Entered By:
Date Entered:
Document #:
Reference #:
PO Num:
Line #:

Purchase Agent Note:

10. Enter the rest of the lines on new records, one for each cost center.

For moving BUDGET ONLY between cost centers, this amount is zero.

Search for PS Account number using the description
(You can search by Key Word or Full Search)

Type the description the box below then click on "Full Search"

Record Num:
TR Num:
Creator Name:

Modifier Name:

Quick Entry

A few more lines of this journal...

Status: _____

Document Type:

Speed Type:

Sub Account:

Project Status:

Sponsor:

Project Year:

Type the vendor name in the Vendor box below,
then click on "Select Vendor" to pull out closest match(es):

Vendor:

Select Vendor

Invoice #:

Inv. Date:
(mm/dd/yy)

Description:

PS Account : L3-MAINTENANCE AND OPERATIONS

[Click here for more information](#)

Value must be '1' or greater

Amount

Quantity

Encumbrance Amt

Enc. Date

Entered By:

Date Entered:

Document #:

Reference #:

PO Num:

Line #:

Purchase Agent Note:

Search for PS Account number using the description

(You can search by Key Word or Full Search)

Type the description the box below then click on "Full Search"


Record Num:

TR Num:

Creator Name:

Modifier Name:

Commitment Control

 Header BU: 00730 Fiscal Year: 2008 Acctg Period: 1	University of Houston System BUDGET JOURNAL ENTRY DETAIL	Run Date: 09/21/2007 Run Time: 11:42:46
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These top three lines are the example above.

Journal ID: 0001521656 **Budget Entry Type:** Adjustment **Ledger Group:** ORG
Date: 09/21/2007 **Edit / Hdr Status:** None **Created By:** 0087981
Description: Transfer funds from Math IDC PI to honor some offer letter contracts to allow usage. We will replace the funds when the funding comes from NSM. (18084) **Rost Date:**

Line #	Account	Fund	DeptId	Prog	Project	Bdgt Ref.	Stat Code	Stat Amt.	Line Ref	Line Description	Amount
1	B5009	2072	H0110	B1033	NA	BP2008		0	18084	Transfer per contracts FY08	-56,000.00
2	B5009	2072	H0110	B1809	NA	BP2008		0	39856	Azencott disc FY08 Y2 of 2	16,000.00
3	B5009	2072	H0110	B3695	NA	BP2008		0	41332	Christoforou disc FY08 Y1 of 3	10,000.00
4	B5009	2072	H0110	B3653	NA	BP2008		0	39366	Caboussat travel FY08 Y3 of 3	5,000.00
5	B5009	2072	H0110	B3652	NA	BP2008		0	39365	Tomforde disc FY08 Y2 of 3	10,000.00
6	B5009	2072	H0110	B1852	NA	BP2008		0	41150	Bodmann disc FY08 Y1 of 3	15,000.00

Example

When moving budget only, the description should start with, "MOVE BUDGET ONLY, NOT EQUITY:"

9/21/07
 Mary - Please enter in VNet ASAP & Recheck to me.
 [Signature]

Totals for Journal: 0001521656 **Total Lines:** 6 **Total Debits:** 56,000.00 **Total Credits:** 56,000.00

Signatures _____ **Date** _____

Approval: _____

Created By: 0087981 **Date Printed:** 09/21/2007 **Journal. Dt.:** 09/21/2007