WinCap Budget Transfers and Revenue Transfers

When you need to transfer budgeted money between budget accounts or revenue accounts, you must process a budget or revenue transfer, both types of transfers must net to zero.



Budget Account Transfers

To transfer budgeted money between budget accounts, the process is as follows:

Budget Maintenance

<u>M</u>anage

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	Testa				GA-CORTLAND-MADISON BOCES		
			<u>Manage</u> <u>Reports</u> <u>Window</u> <u>T</u> oolt	ars <u>H</u>			
	Fy *		Budget Maintenance		Accounts	P 📈	BRS AA SCS BS9 Raa
			Budget Development Accounts Payable		Adjustments Transfers		
	26		Purchasing		Revenue and Budget Appropriation Transaction		
	Bud		Payroll		Status		
			Employee Maintenance/HR	•	Tables •		
Λ	ВА		Employee Attendance	•7		1	
\checkmark	вт		Employee Benefits	•			
	RBt		General Ledger	•			
			Revenue	•			
	RA		BOCES Service Contracts BOCES Aid and Special Function		Vin Cara		
	PO		Accounts Receivable		WINCAD		
	Арр	-					
	Trn		Sch	\mathbf{oo}	WinCap I Information Manager	r	
	Att				<u> </u>		
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			© Capi	cal Co	omputer Associates, Inc. All Rights Reserved	•	
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Choose the "Add" icon from the form toolbar. Enter 'Trans' as the "User Reference", the "Effective Date" of the Budget Transfer and a "Comment" that you would like attached to the Budget Transfer.

FY @	™ 4 →	I D		PO PSt VT SS EC
Fiscal Year ID 2005 ToBeAssgnd Show A Comment Increase equipment budget Type	User Reference Trans to purchase a new serve		Effective Date 08/25/2004	
Appropriatn	Adjustment PR? Type	0.00 N	New Amount Unenc Bal	Original Appr App

Click on the blue "Options" button. Choose 'Add Budget Codes'.

i <u>scal Ye</u>	t Transfer [Add ToBeAss ar ID		User Reference	P.O.	Effect	tive Date		-
2005 Comm	ToBeAssgnd I Shi		Trans chase a new server	Add Budget		w Amount Colum	n	
ype opropria	tn 💌		otals Adjustment	Remove	ew Amount j	0.00		
Fund	Budget Code	PR?	Туре	Adjustment	New Amount	Unenc Bal	Original Appr A	pp
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The Budget Code Search screen will open allowing you to query the Budget Accounts you have access to.

-	🚺 Budg	et Code Search		
-	Fiscal Year 2005	Criteria Name Last Run	Fund Budget Account Image: The second	Budget Type Payroll R . N .
•	Where			9/X.
-			Query Cancel	

When the search screen opens with all the Budget Codes, place a check mark in the "Sel" column to select the Budget Code(s) you want to transfer to and from. Choose "<u>O</u>K" to bring the chosen Budget Code(s) into the Budget Transfer screen.

<u> </u>						
el	Budget Code	Desc	Туре	Service	Object	Location
~	620-0PER-200-00-0-000	Furniture & Equipment	R	620.300	200 Furniture & Equipment	00 DISTRICT WIDE
1	620-0PER-300-00-0-000	Supplies and Materials	R	620.300	300 Supplies & Materials	00 DISTRICT WIDE
	620-0PER-301-00-0-000	Reimbursable Supplies	R	620.300	301 Reimbursable Supplies	00 DISTRICT WIDE
	620-0PER-370-00-0-000	Auto Supplies	R	620.300	370 Auto Supplies	00 DISTRICT WIDE
	620-0PER-400-00-0-000	Contractual Expense	R	620.300	400 Contractual Expense	00 DISTRICT WIDE
	620-OPER-414-00-0-000	Other Insurance	R	620.300	414 Other Insurance	00 DISTRICT WIDE
	\$20-OPER-427-00-0-000	Telephone	R	620.300	427 Telephone	00 DISTRICT WIDE
	β20-0PER-428-00-0-000	Data Circuits	R	620.300	428 Data Circuits	00 DISTRICT WIDE
	620-0PER-430-00-0-000	Rental & Leases	R	620.300	430 Rental & Leases	00 DISTRICT WIDE
Τ	620-0PER-453-00-0-000	Chgs for Parent Organizat	R	620.300	453 Chgs for Parent Organizat	00 DISTRICT WIDE

Now that the Budget Codes are in the Budget Transfer screen, make sure the "Type" of transfer is 'Appropriatn'. Enter the amount of the increase and decrease (increases are entered as a positive amount, decreases are entered with a (-) negative) in the "Adjustment" column.

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Budget Transfer [Add ToBeAssgr	nd]					<u>_ 문 ×</u>
Fiscal Year ID 2005 ToBeAssgnd □ Show	All	<u>User Reference</u> Trans	P.O.	Effec 08/2	tive Date 25/2004 🕂	
Comment Increase equipment budge	t to pu	rchase a new serve	:Г		<u> </u>	
					v	
Appropriatn	$\langle \langle \rangle$	Totals Adjustment	0.00	ew Amount	66000.00	
Eund Budget Code	PR?	Туре	Adjustment	New Amount	Unenc Bal	Original Appr App 🔺
A 2 620-OPER-200-00-0-000	No	Appropriatn	10000.00	43000.00		30000.000.00
A 2 620-OPER-300-00-0-000	No	Appropriatn	-10000.00	23000.00	23000.00	30000.000.00
		•		0.00		
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The net of the Budget Transfer must balance; verify this by looking at the "Totals" box. The "Adjustment" field must be zero, you cannot save the transaction unless it nets to zero.

Choose the Save icon from the form toolbar <u>ONLY</u> if you are sure the Transfer is correct, as once a Transfer is saved, it <u>cannot</u> be modified.

Revenue Account Transfers

To transfer budgeted money between revenue accounts, the process is as follows:



<u>M</u>anage Revenue Revenue Transfe

Choose the "Add" icon from the form toolbar. Enter 'Trans' as the "User Reference", the "Effective Date" of the Revenue Transfer and a "Comment" that you would like attached to the Revenue Transfer.

Fy 🔒		A 14 4	I	• 7	3 🖻 ? 📭	PO PSt VT SS EC
Fiscal Year 2005 Comment	Transfer [Add ToBeAssg ID ToBeAssgnd		er Reference	\langle	Effective Date 08/25/2004	_ & ×
Type RevenueEst		Type	Adjustment	New Amount	0.00	Orig Es 🛆
						▼ ▼

Click on the blue "Options" button. Choose 'Add Revenue Accounts'.

Revenue Transfer [Add ToB				_8
Fiscal Year ID 2005 ToBeAssgnd Comment Transfer	Show All Trans	Reference	Add Revenue Accounts Remove	
Type RevenueEst 🔽	Totals Adjustment	0.00	New Amount 0.1	00
Fund Revenue Acct	Туре	Adjustment	New Amount Description	Orig Esti

The Revenue Code Search screen will open allowing you to query the Revenue Accounts you have access to.

🚺 Reven	ue Code Search	1				_ 🗆 🗵
Fiscal Year 2005	Criteria Name Last Run	<u></u>	Fund	Revenue Account	Servi	ce
Where						8 %
		Query	×,	Cancel		

When the search screen opens with all the Revenue Accounts, place a check mark in the "Sel" column to select the Revenue Account(s) you want to transfer to and from. Choose "OK" to bring the chosen Revenue Account(s) into the Revenue Transfer screen. Keep in mind that you cannot transfer with the following revenue accounts: 2252,2253,or 2254 as these are contract revenue accounts.

Sel	Revenue Account	Service	Revenue Desc	Service Desc
	F901.000-1335-000	901.000	Other Student Fees & Charges	901.000 ADULT ED - CTC
1	F901.010-1315-000	901.010	Adult Education Tuition	901.010 ADULT ED - CTC
	F901.010-1315-216	901.010	ADED TUITION DEPT OF LAB	901.010 ADULT ED - CTC
1	F901.010-1335-000	901.010	Other Student Fees & Char	901.010 ADULT ED - CTC
	F901.010-2770-000	901.010	Unclassified Revenues	901.010 ADULT ED - CTC
	F901.010-2770-280	901.010	REVENUE FROM VESID	901.010 ADULT ED - CTC
	F901.010-4790-000	901.010	Job Training Partnership Act	901.010 ADULT ED - CTC
	F901.450-1315-000	901.450	Adult Education Tuition	901.450 Adult Continuing ED - CTC
	F902.010-1315-000	902.010	Adult Education Tuition	902.010 CONTINUING ED - MCEVOY
	F902.010-1315-216	902.010	ADED TUITION DEPT OF LAB	902.010 CONTINUING ED - MCEVOY

Now that the Revenue Accounts are in the Revenue Transfer screen, make sure the "Type" of transfer is 'RevenueEst'. Enter the amount of the increase and decrease (increases are entered as a positive amount, decreases are entered with a (-) negative) in the "Adjustment" column.

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Revenu	ue Transfer [Add	ToBeAssgnd]					_ & ×
Fiscal Yea 2005	ar ID ToBeAssgnd	🖵 Show A	Use II Trans	r Reference		Effective Date 08/25/2004	
Comme	nt Transfer						
Type RevenueE	st		tals Adjustment	0.00) New Amount [0.00	
Fund	Revenue Acct	Туре		Adjustment	New Amount	Description	Orig Esti 🔶
	901.010-1315-000	Reven	ueEst	5000.00	5000.00	Adult Education Tuition	0.00
	901.010-1335-000	Reven	ueEst	-5000.00		Other Student Fees & Char	0.00
F 🔍					0.00		0.00
						L	

The net of the Revenue Transfer must balance; verify this by looking at the "Totals" box. The "Adjustment" field must be zero, you cannot save the transaction unless it nets to zero.

Choose the Save icon from the form toolbar <u>ONLY</u> if you are sure the Transfer is correct, as once a Transfer is saved, it <u>cannot</u> be modified,