Four Steps to Create Electronic Transfer Request – Campus Version

1. Electronic Transfer Request Checklist

Items with asterisk (*) are required.

A suggestion: It will be easier if you look up the "Transfer To" Fund number in IFAS and scan any document(s) BEFORE beginning this process.

    *1. Enter your Phone Number

FAR Details:
    *2. Select FAR

Transfer Details:
    *3. Select "Transfer From" Fund Name
    4. Select Unit Budget Reporting code (optional)
    *5. Enter Amount (cannot exceed available Balance).
    *6. Enter "Transfer To" Fund Number (5 digit Fund No. **and X** e.g. 30940X).

Click "**Add Line**" for multiple transfers and/or to split a transfer to multiple funds or expense codes.

    *7. Enter Transfer Purpose

Attach Documentation:
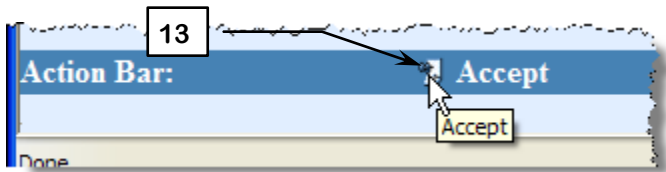   8. Click **Add Attachments** button

2. Attach Documentation
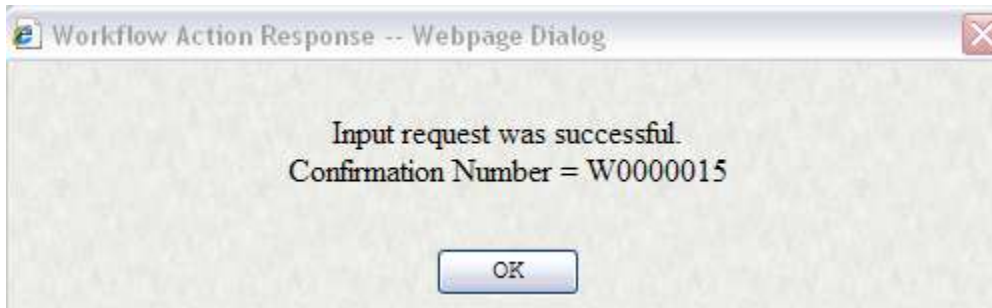
Attach Documentation:

    9. Type in description of documentation
    10. **Browse** to file
    11. **Attach document** (click only once – and be patient!)
    12. When complete, click **Accept Attachments** at the bottom

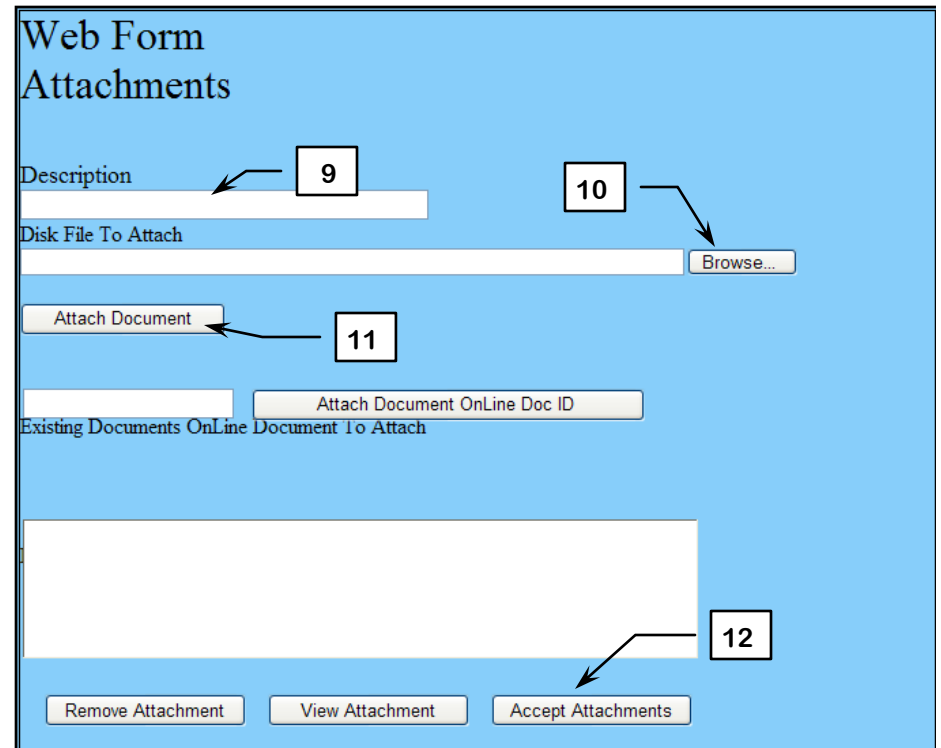When the Attachment(s) show in the list, close the Web Form Attachment window.

Web Form Attachments

Description   **9**

Disk File To Attach   **10**   Browse...

Attach Document   **11**

Attach Document OnLine Doc ID
Existing Documents OnLine Document To Attach

Back on the Transfer Request form, click "**Accept**" on the Action Bar (13).

13

Action Bar: Accept
Accept

Done

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Remove Attachment   View Attachment   Accept Attachments

Confirmation:

Workflow Action Response -- Webpage Dialog

Input request was successful.
Confirmation Number = W0000015

OK

When this procedure is complete, review your transfer request:

3. Review Transfer Request

In the Main Window:
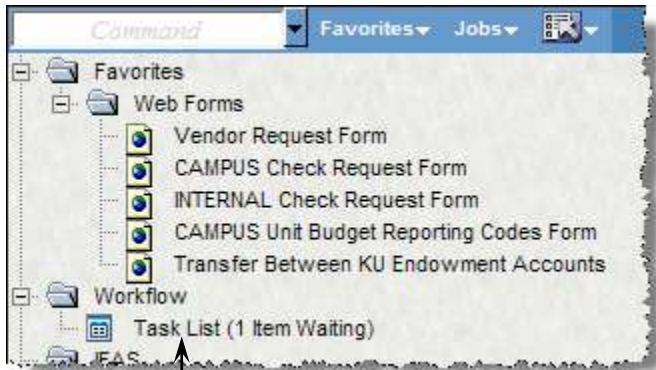
Click the Task List to open the Review window. It may take a couple of minutes for the item to appear in the Task List. Click Refresh on Internet Explorer to check.

In the right pane, check for accuracy:
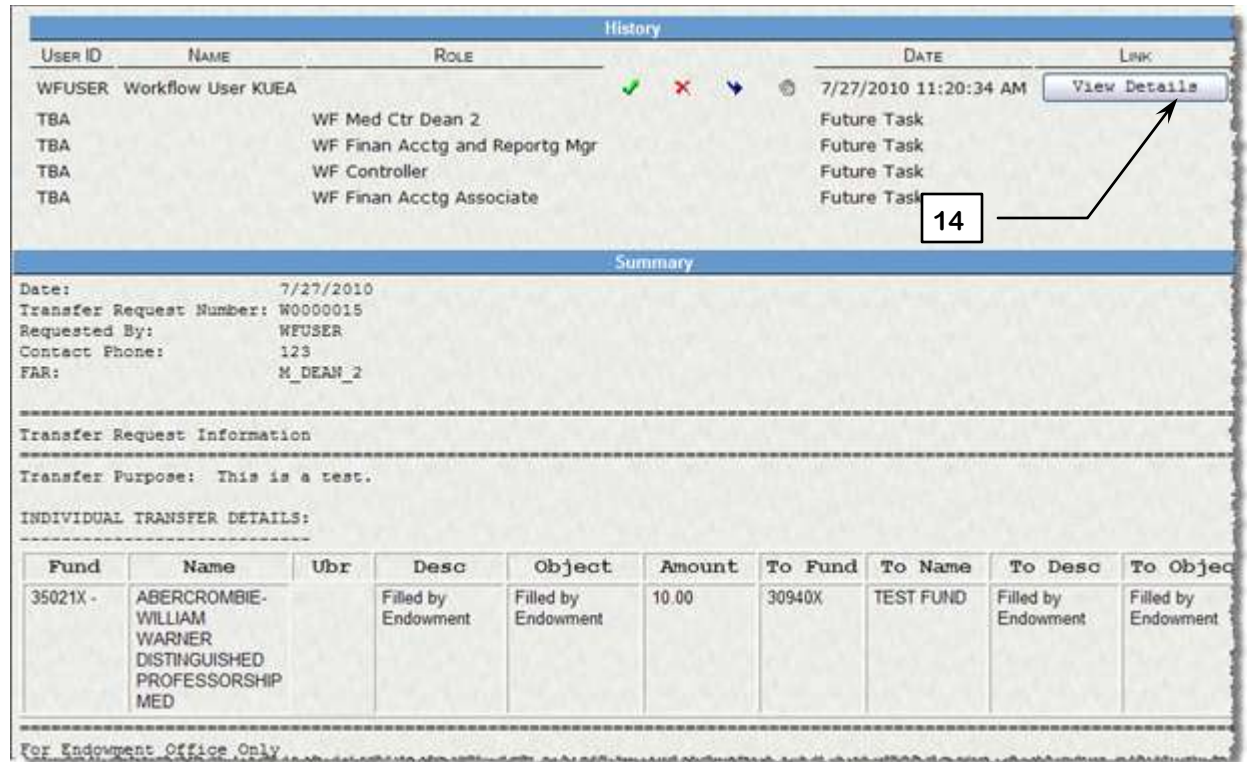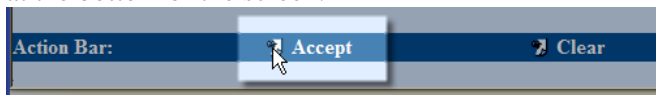- Fund Number (from)
- Ubr Description (if entered)
- Amount
- To Fund Number
- Correct FAR
- Correct Attachments

If changes need to be made, click the **View Details** button (14) to return to the filled in Transfer Request form.

Reminder:
After editing, be sure to click **Accept** in the Action Bar at the bottom of the screen:

Do not click Approve at the top right.

4. Approve and Submit Request

To approve and submit the transfer request in the Left Pane:

15. Check all transactions that you wish to approve.

16. Click the checkbox icon to approve.

17. Enter any comments for the FAR in the **Comments** box and click **Submit**. These comments will be available for everyone in the approval path to see.

Feedback showing you have successfully processed the transfer request confirms the request is now being routed to the next person in the approval path.

Task List Items Awaiting Processing - ID Assignments

Model/Version: Transfer Request Webform - 1

15

☐ All Pending Tasks

TrReqNum
☐ W0000007
☐ W0000010

✔ ✘ ➧

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SunGard Bi-Tech Task List - Windows Internet Explorer

Log Out	Show Role Tasks	Set Out Of Office	✔ Successfully Processed 1 Approval Request(s).

Comments

Data that you want the FAR to know about this transaction

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Limit comments to 255 characters

Submit   Cancel