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| Objective | Create a CAPPS Appropriation Transfer Journal and Post |
| Process | KK TBD |
| Transaction | 012 & 018 Budget Transfer |
| Navigation | Main Menu>Budget Transfer>Budget Journals>Enter Budget Journals  |

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| **Step1** | Create a journal entry to be posted from the online page.  |
| **Action** | Business Unit = 03200; Journal ID = NEXT; Journal Date = Today’s Date |
|  | Press ‘Add’  |



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| **Step2** | Complete the Header information  |
| **Action** | Ledger Group (APPROP)  |
|  | Complete Long Description (optional) |
|  | Click on DLT Comments (optional based on USAS Tcode) |



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| **Action** | Click on ‘Use Standard Comments’ |



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| **Action** | Comment Type= DLT and Comment ID = DLT |
|  | This uses pre-determined DLT comments to load into Comments box. |
|  | Press OK twice and Click on Journal Lines Tab |



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| **Step3** | Budget Lines Tab: Complete Lines information and Save the Journal Entry. |
| **Action** | Add Account, Fund, Approp, AY and Amount |
|  | T-Code = 012 Transfer Out |
|  | Press ‘+’ sign to add line: Copy down feature will populate most fields |

 

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| **Action** | Complete Line 2 with information the completes the transfer-in and Save |

 

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| **Step 3** | Select the “Post Journal” process and click the Process button to Post. A message will appear ‘Are you sure that you want to post this journal? (5010,45)’ Select Yes.  |
| **Action** | Verify that the Budget Header Status = P.  |





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| **Step 4** | You may also run the posting process from the menu |
| **Navigation** | Commitment Control > Post Control Budget Journals> Request Posting |
| **Action** | Enter Run Control ID and Press Add |



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| **Action** | Change Process Frequency to ‘Always’; Enter Description; Enter Business Unit; Enter the Journal ID.  |

 

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| **Action** | Check Comm. Cntrl. Budget Processor and OK |



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| **Action** | Process Monitor: Process will go to Success. Select Go back to Request Posting |



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| **Step 6** | Return to Journal to verify it is posted.  |

