ADVANTAGE Appropriation (A1) Transfers Character-Based Instructional Booklet

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Financial Services
Arizona State University
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Appropriation Transfer (A1)

Appropriation Transfer (A1)  An Appropriation Transfer Document or A1 is an on-line document used to transfer non-sponsored appropriation budgets from one agency org to another agency org, e.g., CK1 1001 to WV1 1004, or from one appropriation category to another, e.g., CK1 1001P to CK1 1001A (transfer of State Personal Services from Vacancy Savings to State All Other Operating category).

Guidelines:

State Account Transfers  A1 documents permit transfer of appropriation budgets between state agency orgs, for example: to transfer from one state account to another due to reorganization: TR1 1001 to WV1 1004.

Restrictions  Users process A1 documents only on non-sponsored budgeted agency orgs and they are the only document used to transfer state budget appropriations. A1 documents are not allowed on any Cash Basis accounts. State Appropriations can only be transferred among agency orgs on the same campus, i.e., they do not permit the transfer of state appropriations between Tempe, West, Polytechnic and Downtown campus agency orgs.

Appropriation transfers (A1 documents) are processed in like units only, i.e., from one state agency org to another state agency org but not from a state agency org to a local agency org. On local budgeted accounts, appropriation transfers can be processed only between different appropriation categories within the same agency org. (A transfer from WV51014P to WV51014E is allowed but a transfer from WV5 1014 to WV5 1010 is not permitted.)

Net increases must equal net decreases and the total transfer-in amount must equal the total transfer-out amount.

Special Approval  For additional information reference Financial Services FIN Policy 102-01.

Example  The Music Department wants to use $6,450 in salary savings that has accrued from a vacancy to pay for needed goods and services. The position line number is 123456 (for employee 9999999999) on agency org TR1 1001 and appropriation unit P (personal services). The entire amount is to be moved to appropriation unit A (all other operating expenses) on the same agency org.

The following information should be gathered prior to beginning the A1 document:

- At the end of an accounting period such as month end or year end when accounting periods overlap calendar periods, entering the date, accounting period, and fiscal year fields will ensure the transaction is posted to the correct fiscal month or fiscal year during times.
- Valid agency, org, and appropriation unit for the account to be decreased (the account from which the budget amount is to be taken, for example, TR1 1001P.
- The amount of the decrease in dollars only. Appropriations do not allow cents as part of the amount.
- Appropriate wording for the description OR for personal services lines: PeopleSoft position number, affiliate id, and the effective date to be entered in appropriate fields, for example, 123456, 1000999123, 070108.
- Valid agency, org, and appropriation unit for the account to be increased (the account into which the budget amount is to be moved, for example, TR1 1001A.
- Appropriate wording for the description.
Starting an Appropriation Transfer Document (A1)

Accessing the A1 Document:

- Type L in the ACTION field.
- Type A1 in the SCREEN field.
- Press the ENTER key (this will generate a blank A1 document).
Creating a unique document number for the A1 transaction

- Ensure that NEW appears in the FUNCTION field.
- Tab to the field after the DOCID (A1).
- Type your three-character AGENCY CODE (e.g., TR1).
- Type the three-character AGENCY CODE again followed by the # (TR1#) in the second field for automatic numbering.
- Press the ENTER key.
- A unique document number will appear (e.g., TR102000001).
Preparing an A1 Document

Enter data in the following fields only (bolded fields are required):

**APP DATE**
Leave blank. The system will generate during processing. **Exception:** If at month end or year end where the calendar date may not coincide with the accounting period close date; the date, period and year fields should be entered to ensure the transaction is recorded into the correct accounting period.

**ACCTG PRD**
Optional. If left blank, defaults to the accounting period associated with the transaction date.

**BUDGET FY**
Type the current fiscal year (e.g., 08 for fiscal year July 1, 2007-Jun 30, 2008).

**FUND**
Type the appropriate Fund for the Agency(s).

**LIN ACT**
Type **C** to modify existing appropriation units.

**AGCY**
Type the Agency to/from which the money is being transferred.

**APPR UNIT**
Type a valid appropriation unit as defined by the Appropriation (APP2) table.

**I/D APPR AMOUNT**
Type the amount of the transfer-(no decimal or cents).

**ID**
Type I to increase or D to decrease the appropriation unit.

**HR Description Fields**
Used only when transferring from personnel services.

**PAY LIN**
Type in the six digit PeopleSoft Position Number.

**EMP ID**
Type in the employee’s 10 digit Affiliate ID number.

**MOD DTE**
Type in the modification date of the pay line.

**DESCRIPTION**
Type an appropriate description (e.g., why the funds are being transferred). When transferring personnel services, the description field is not entered. Instead, the HR Description fields are completed.

Note: A1 documents should be approved at Level 1 and then closed. Financial Services Accountant approvals are required at Levels 4 and 5, therefore, the A1 will remain in the Suspense File until all approval levels are applied and final processing occurs.
Editing, Approving & Closing an A1

- Press the **HOME** key.
- Edit the document: type **ED** (for edit) in the **FUNCTION** field.
- Press the **Enter** Key or Press the **F7** key.
- The screen will refresh with messages related to the edit process

- Press the **HOME** Key.
- Approve the document: type **A+** (status needs to be PEND1 to approve).
- Press the **ENTER** key or press the **F12** key.

- Close the document: press the **F3** key to close the document (status should be PEND4).