

**ADVANTAGE**  
**Appropriation (A1)**  
**Transfers**  
**Character-Based**  
**Instructional Booklet**

**Distributed by**  
**Financial Services**  
**Arizona State University**  
**January 2008**

# 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 999999999) 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:

```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
ACTION: 1 SCREEN: a1 USERID: user 11/30/07 04:18:41 PM

AAAAAA DDDDDD VV VV AAAAAA NN NN TTTTTTTT AAAAAA GGGGG EEEEE
AA AA DD DD VV VV AA AA NNN NN TT AA AA GG GG EE
AA AA DD DD VV VV AA AA NNNN NN TT AA AA GG EE
AAAAAAAA DD DD VV VV AAAAAAAAAA NN NN NN TT AAAAAAAAAA GG GGGG EEEEE
AA AA DD DD VV VV AA AA NN NNNN TT AA AA GG GG EE
AA AA DDDDDD V AA AA NN NNN TT AA AA GGGG EEEEE

FFFFFFFF IIIIIIII NN NN AAAAAA NN NN CCCCCC IIIIIIII AAAAAA LL TM
FF II NNN NN AA AA NNN NN CC II AA AA LL
FFFFFFFF II NNNN NN AA AA NNNN NN CC II AA AA LL
FF II NN NN NN AAAAAAAAAA NN NN NN CC II AAAAAAAAAA LL
FF II NN NNNN AA AA NN NNNN CC II AA AA LL
FF IIIIIIII NN NN AA AA NN NNN CCCCCC IIIIIIII AA AA LLLLLLLL

R E L E A S E 2 . 0

PLEASE ENTER YOUR USERID ABOVE TO BEGIN.
TYPE AN X NEXT TO THE OPTION YOU WISH TO PERFORM:
( ) MAIN - MAIN MENU
( ) GMSS - GENERAL MESSAGES
( ) AMSS - AGENCY MESSAGES

NUM 16:22:07 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
    
```

- Type **L** in the **ACTION** field.
- Type **A1** in the **SCREEN** field.
- Press the **ENTER** key (this will generate a blank A1 document).

```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
FUNCTION: NEW DOCID: A1 11/30/07 04:19:25 PM
STATUS: BATID: ORG: 000-000 OF 000
APPROPRIATION INPUT FORM

APP DATE: ACCTG PRD: BUDGET FY:
FUND:
LIN I/D I REVISED I/D I REVISED
ACT AGCY APPR UNIT APPR AMOUNT D APPR AMOUNT EST AMT D EST AMOUNT
-----
BUD AUTH SHORT NAME NAME
-----
PAY LIN EMPL ID MOD DTE DESCRIPTION
-----
01-
02-

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM 16:22:31 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
    
```

## Creating a unique document number for the A1 transaction

```

Winsock 3270 Telnet - adm.asu.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
FUNCTION: NEW          DOCID: A1  tr1  tr1#          11/30/07 04:19:25 PM
STATUS:              BATID:                   ORG: 000-000 OF 000
                    APPROPRIATION INPUT FORM

APP DATE:           ACCTG PRD:           BUDGET FY:
FUND:
  LIN              I/D          I REVISED      I/D          I REVISED
  ACT AGCY APPR UNIT APPR AMOUNT D APPR AMOUNT EST AMT      D EST AMOUNT
-----
                    BUD AUTH  SHORT NAME          NAME
-----
  PAY LIN  EMPL ID  MOD DTE  DESCRIPTION
-----

01-

02-

A--*HD37-TYPE BATID/DOCID & PRESS ENTER

NUM          16:22:54 IBM-3278-2
Clear      Erase EOF    New Line    PA1         PA2         PA3
ATTN      Dup          Erase Input Field Mark  Reset      SysReq
  
```

- 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).

```

Winsock 3270 Telnet - adm.asu.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
FUNCTION: NEW          DOCID: A1  TR1  TR102000001      11/30/07 04:20:04 PM
STATUS:              BATID:                   ORG: 000-000 OF 000
                    APPROPRIATION INPUT FORM

APP DATE:           ACCTG PRD:           BUDGET FY:
FUND:
  LIN              I/D          I REVISED      I/D          I REVISED
  ACT AGCY APPR UNIT APPR AMOUNT D APPR AMOUNT EST AMT      D EST AMOUNT
-----
                    BUD AUTH  SHORT NAME          NAME
-----
  PAY LIN  EMPL ID  MOD DTE  DESCRIPTION
-----

01-

02-

NUM          16:23:09 IBM-3278-2
Clear      Erase EOF    New Line    PA1         PA2         PA3
ATTN      Dup          Erase Input Field Mark  Reset      SysReq
  
```

## Preparing an A1 Document

```

Winsock 3270 Telnet - adm.asu.edu
Connect  Close  Exit  Edit  Print Screen  Setup  Help
FUNCTION:          DOCID: A1  TR1  TR102000001  02/14/08 10:43:44 AM
STATUS:           BATID:          ORG:          000-000 OF 000
                  APPROPRIATION INPUT FORM

APP DATE:          ACCTG PRD: 04 08          BUDGET FY: 08
FUND: 1150

LIN ACT AGCY APPR UNIT I/D APPR AMOUNT D APPR AMOUNT EST AMT D EST AMOUNT
-----
                BUD AUTH SHORT NAME          NAME
-----
PAY LIN  EMPL ID  MOD DTE  DESCRIPTION
-----
01-  c  tr1  tr11001a  10000          i
                                ps to operations
02-  c  tr1  tr11001p  10000          d
123456  1000999123  070108

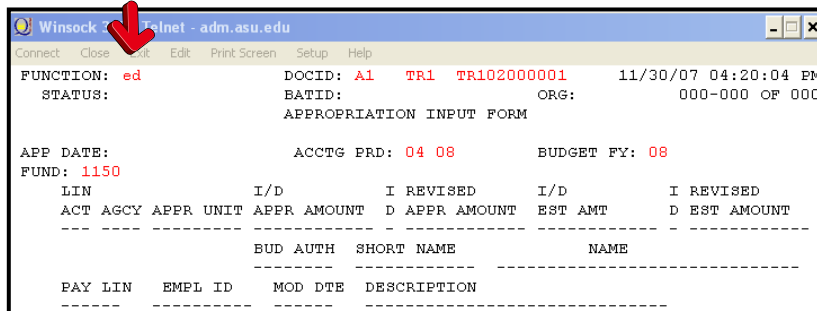
NUM 10:47:28 IBM-3278-2
Clear Erase EOF New Line PA1 PA2 PA3
ATTN Dup Erase Input Field Mark Reset SysReq
    
```

**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



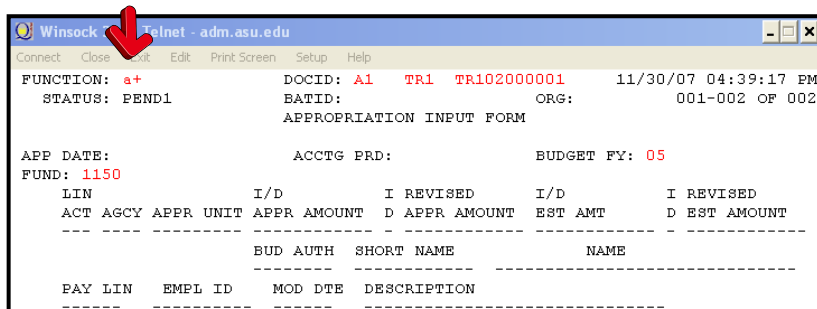
```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
FUNCTION: ed          DOCID: A1 TR1 TR102000001 11/30/07 04:20:04 PM
STATUS:              BATID:                ORG:                000-000 OF 000
                    APPROPRIATION INPUT FORM

APP DATE:          ACCTG PRD: 04 08          BUDGET FY: 08
FUND: 1150

  LIN      I/D      I REVISED      I/D      I REVISED
ACT AGCY APPR UNIT APPR AMOUNT D APPR AMOUNT EST AMT  D EST AMOUNT
-----
                    BUD AUTH  SHORT NAME      NAME
                    -----
PAY LIN  EMPL ID  MOD DTE  DESCRIPTION
-----
    
```

- 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



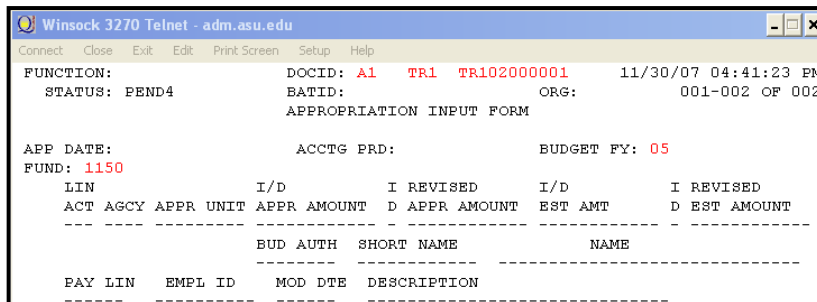
```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
FUNCTION: a+         DOCID: A1 TR1 TR102000001 11/30/07 04:39:17 PM
STATUS: PEND1      BATID:                ORG:                001-002 OF 002
                    APPROPRIATION INPUT FORM

APP DATE:          ACCTG PRD:                BUDGET FY: 05
FUND: 1150

  LIN      I/D      I REVISED      I/D      I REVISED
ACT AGCY APPR UNIT APPR AMOUNT D APPR AMOUNT EST AMT  D EST AMOUNT
-----
                    BUD AUTH  SHORT NAME      NAME
                    -----
PAY LIN  EMPL ID  MOD DTE  DESCRIPTION
-----
    
```

- 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.



```

Winsock 3270 Telnet - adm.asu.edu
Connect Close Exit Edit Print Screen Setup Help
FUNCTION:           DOCID: A1 TR1 TR102000001 11/30/07 04:41:23 PM
STATUS: PEND4      BATID:                ORG:                001-002 OF 002
                    APPROPRIATION INPUT FORM

APP DATE:          ACCTG PRD:                BUDGET FY: 05
FUND: 1150

  LIN      I/D      I REVISED      I/D      I REVISED
ACT AGCY APPR UNIT APPR AMOUNT D APPR AMOUNT EST AMT  D EST AMOUNT
-----
                    BUD AUTH  SHORT NAME      NAME
                    -----
PAY LIN  EMPL ID  MOD DTE  DESCRIPTION
-----
    
```

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