



Special Income Fund 124

Financial Services Workshop

Presented by:
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Learning Objectives

- Review the Book Transfer process
- Gain a better understanding of allocating funds for Personnel using the Book Transfer process
 - Review of Pointer Lines
 - 2-Step Process to Open/Update Positions
 - 3-Step Process to Open/Update Engineer/Custodian Overtime Buckets

Learning Objectives Cont'd

- Gain a better understanding of allocating funds for Non-Personnel using the Book Transfer process
 - 2-Step Process for purchases
 - What happens when an Oracle Budget Transfer is initiated from a budget line created by a Book Transfer?
 - Process to attach a SIPAAA Activity to a budget line created by a Book Transfer
- Review Cross Segment Transfers

Book Transfer Process

- Book Transfers are initiated in the Internal Accounts Management System (IAMS)
- The Book Transfer tool provides schools more flexibility in transferring Internal Account funds to Oracle budgets.

Book Transfer Process cont'd

- **Fixed components**
 - Unit
 - Fund (124)
 - Grant (002239 – Internal Accounts Book Transfers)
- **Variable Components**
 - Account Number
 - Program Number

Book Transfer Process to Open/Update Positions

- To “Open” or “Update” most positions, there is a **2-Step** process:
 - **Step 1:** Complete a **Book Transfer** to transfer funds to the **Pointer Lines**
 - **Step 2:** Use **Oracle Position Control** to “Open” or “Update” your position

Book Transfer Process to Open/Update Positions cont'd

- **Step 1:** Complete a **Book Transfer** to transfer funds to the **POINTER LINES**
 - **Regular Positions Pointer:** Unit-124-**51300**-290001-002239
 - **Bucket Positions Pointer:** Unit-124-**51320**-290001-002239
 - **Benefits Pointer:** Unit-124-**51330**-290001-002239

What is a Pointer Line?

- A budget line in which funds are loaded to open positions; where funds are recovered from closed positions; and where funds are released/removed when encumbrance adjustments run.

Why do Pointer Lines Exist?

- Pointer lines exist primarily to provide:
 - Flexibility to open positions
 - A placeholder for unencumbered funds
 - To reduce the number of transfers needed – **FUNDS ONLY NEED TO BE AVAILABLE IN POINTER LINES, NOT EACH NORMAL LINE**

Book Transfer Process to Open/Update Positions cont'd

- **Step 2:** Once funds are online and available in your Oracle Budget, use **Oracle Position Control** to “Open” or “Update” your position.
- Funds loaded to the pointer lines for the purpose of opening/updating positions will be dispersed to the appropriate salary and benefit normal lines.

Book Transfer Process to Open/Update Engineer/Custodian Overtime Buckets due to Facility Rental

- To “Open” or “Update” **Engineer/Custodian** Overtime Buckets in which the Engineer/Custodian is being paid from revenues generated from the rental of your facility there is a **3-Step** process:
 - **Step 1:** Complete a **Book Transfer**
 - **Step 2:** Use the **Oracle Budget Transfer** module to transfer funds into **Grant 142100**
 - **Step 3:** Use **Oracle Position Control** to open/update your Engineer Overtime Bucket

Book Transfer Process to Open/Update Engineer/Custodian Overtime Buckets due to Facility Rental Cont'd

- **Step 1: Complete a Book Transfer**
 - **Bucket Appropriation:** Unit-124-51320-290001-002239
 - **Benefits (Medicare @ 1.45%):** Unit-124-51330-290001-002239

Book Transfer Process to Open/Update Engineer/Custodian Overtime Buckets due to Facility Rental Cont'd

- **Step 2:** Use the **Oracle Budget Transfer** module to transfer funds to **Grant 142100**
 - **From:** Unit-124-51320-290001-002239
 - **To:** **Unit-124-51320-290001-142100**

 - **From:** Unit-124-51330-290001-002239
 - **To:** **Unit-124-51330-290001-142100**
- **Justification:** Transferring funds to open Engineer Overtime Bucket due to facility rental.

Book Transfer Process to Open/Update Engineer/Custodian Overtime Buckets due to Facility Rental Cont'd

- **Step 3:** Use **Oracle Position Control** to “Open” or “Update” your **Engineer/Custodian** Overtime Bucket
- There is a standard budget line that should be used to open **Engineer/Custodian** Overtime Buckets

Unit-124-52400-254905-142100

Book Transfer Process to Allocate Non-Personnel Funds

- To allocate **Non-Personnel** funds to your Oracle budget, there is a **2-Step** process:
 - **Step 1:** Complete a **Book Transfer** to the appropriate spending line
 - **Step 2:** Create your **Purchase Order**

What happens when an Oracle Budget Transfer is initiated from a budget line created by a Book Transfer?

- Funds **cannot** be transferred from budget lines created by book transfers due to lack of **SIPAAA Activity** attachment
- **Exception:** Miscellaneous budget lines created by book transfers

Unit-124-57940-Program-002239

What is the process to attach a SIPAAA Activity to a budget line created by a Book Transfer?

- If a budget line has been created by a **Book Transfer** and funds need to be transferred from that line, contact:

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Fund 124 Cross Segment Transfers

- The following **Cross Segment Transfers** are **allowable** in Fund 124:

From Grant

To Grant

002239

142100

002239

904003

Fund 124 Cross Segment Transfers cont'd

- The following Cross Segment Transfers are not allowable in Fund 124:

From Grant

000121

000123

002239

142100

904003

To Grant

000123/002239/142100/904003

000121/002239/142100/904003

000121/000123

000121/000123

000121/000123

Questions





For Questions regarding Fund 124 contact:

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Thank You!