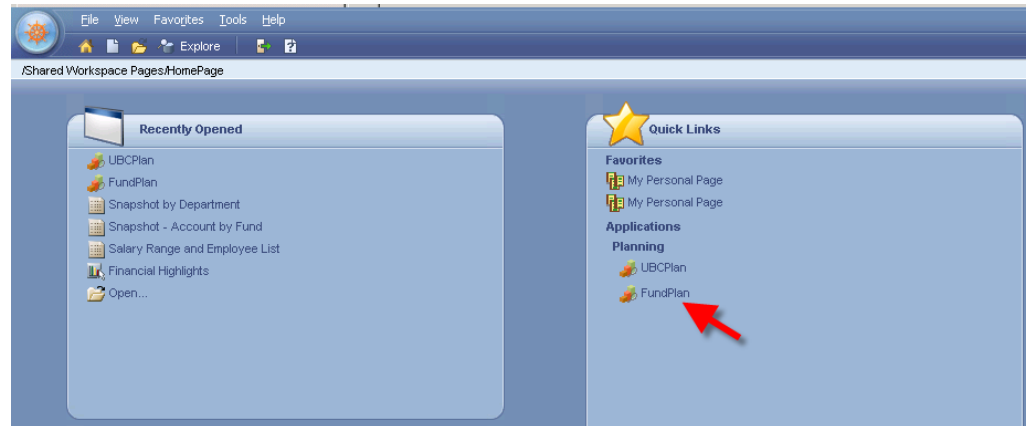




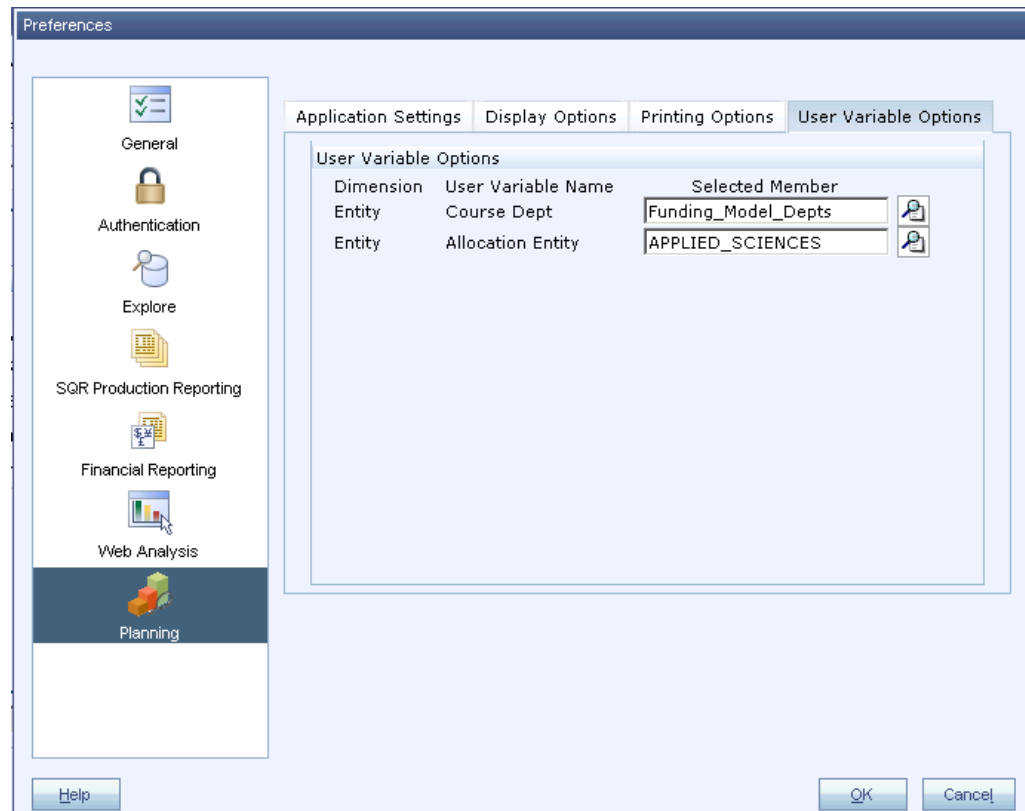
Hyperion Planning – Interfund Transfer Instructions

1. Initial Setup

- a. Open the FundPlan application

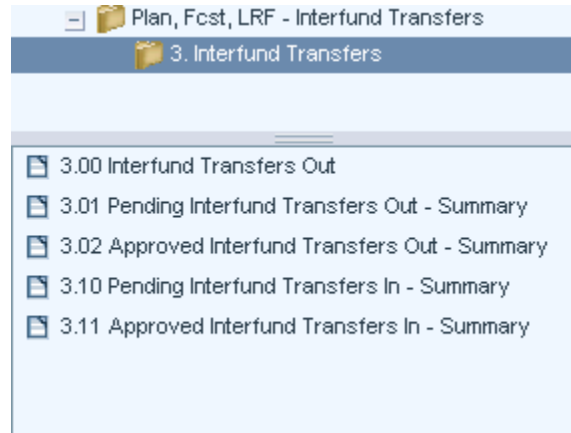


- b. From the File menu select Preferences
- c. Select "Planning" on the left side of the Preferences pop-up window
- d. Select the last tab: User Variable Options
- e. Select a Course Dept and an Allocation Entity
- f. Click **OK**

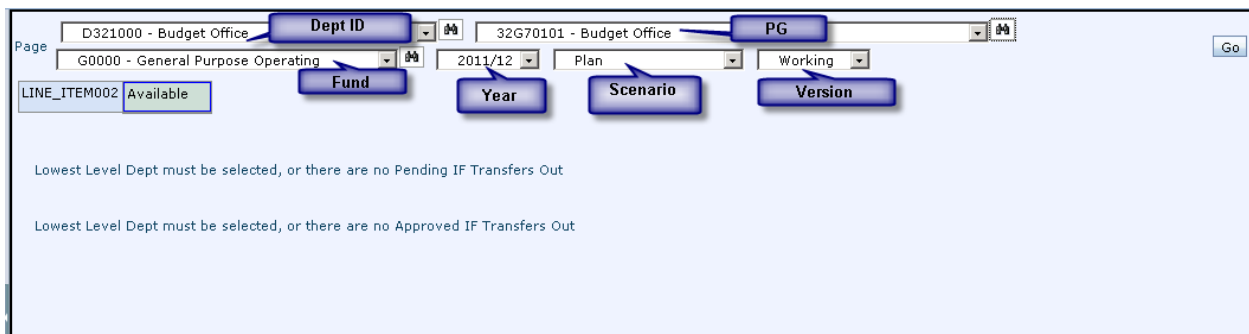




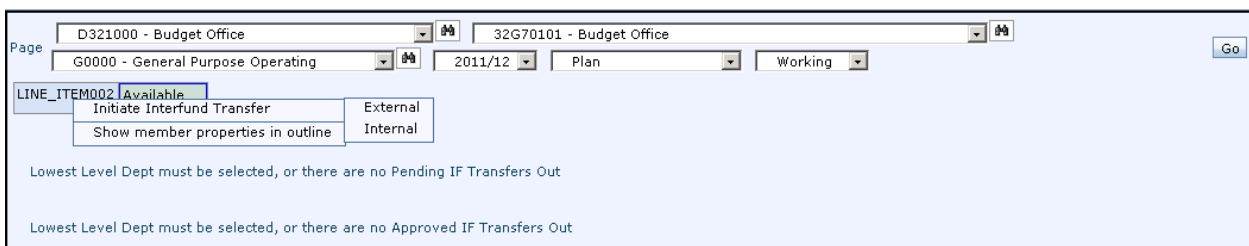
- Expand the **Forms** folder, then the **Plan, Fcst, LRF – Interfund Transfers** folder and select form **3.00 Interfund Transfers Out**



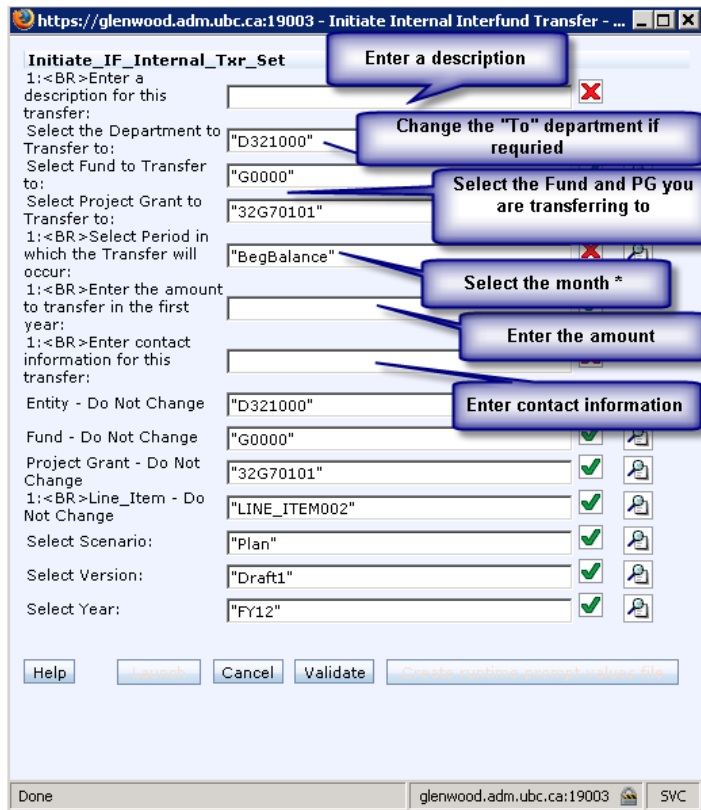
- On the form, select the chartfield you want to transfer the fund **FROM** and click **“GO”**



- Initiate the transfer
 - Right-click on **“LINE_ITEM###”**
 - Scroll over the pop-up menu **“Initiate Internal Transfer”**
 - A further menu pops-up; click on **Internal** or **External** (Select Internal if you have write access to the budget of both the Sending and Receiving departments)



5. The transfer rule is launched



The screenshot shows a web browser window titled "https://glenwood.adm.ubc.ca:19003 - Initiate Internal Interfund Transfer - ...". The form is titled "Initiate_IF_Internal_Txr_Set" and contains several sections with callout boxes:

- Enter a description:** Points to the first text input field.
- Change the "To" department if required:** Points to the "Transfer to:" dropdown menu containing "D321000".
- Select the Fund and PG you are transferring to:** Points to the "Select Fund to Transfer to:" dropdown menu containing "G0000" and the "Select Project Grant to Transfer to:" dropdown menu containing "32G70101".
- Select the month *:** Points to the "Select Period in which the Transfer will occur:" dropdown menu containing "BegBalance".
- Enter the amount:** Points to the "1:
Enter the amount to transfer in the first year:" text input field.
- Enter contact information:** Points to the "1:
Enter contact information for this transfer:" text input field.

Below these sections are several dropdown menus with checkboxes and magnifying glass icons:

- Entity - Do Not Change: "D321000"
- Fund - Do Not Change: "G0000"
- Project Grant - Do Not Change: "32G70101"
- 1:
Line_Item - Do Not Change: "LINE_ITEM002"
- Select Scenario: "Plan"
- Select Version: "Draft1"
- Select Year: "FY12"

At the bottom of the form are buttons for "Help", "Launch", "Cancel", "Validate", and "Create online prompt values file". The browser's status bar shows "Done", "glenwood.adm.ubc.ca:19003", and "SVC".

*** If your transfer is related to your Forecast, then you must select a month that is still open.**

Note:

- Do not change the values starting with "Entity – Do not change" and below
- For system values (e.g. Fund, PG) you can click on the magnifying glass and search for the value until you become familiar with the system terminology.



6. Click Validate

https://glenwood.adm.ubc.ca:19003 - Initiate Internal Interfund Trans...

All the runtime prompt values are valid

Initiate_IF_Internal_Txr_Set

1:
Enter a description for this transfer: Deom

Select the Department to Transfer to: "D321000" ✓

Select Fund to Transfer to: "RXXXX" ✓

Select Project Grant to Transfer to: Enter PG consistent with Fund selected ✓

1:
Select Period in which the Transfer will occur: Nov ✓

1:
Enter the amount to transfer in the first year: 1000 ✓

1:
Enter contact information for this transfer: John Smith 2-2255 ✓

Entity - Do Not Change: "D321000" ✓

Fund - Do Not Change: "RXXXX" ✓


Buttons: Help, Execute, Cancel, Validate, Create runtime prompt values file

Appears on validation

Confirms that values entered are valid

Done | glenwood.adm.ubc.ca:19003 | SVC

7. Click Execute

The executed transfer appears on the form (you may have to wait a few seconds and click the refresh button )

Page: D321000 - Budget Office | 32G70101 - Budget Office

Page: G0000 - General Purpose Operating | 2011/12 | Plan | Draft1

LINE_ITEM003 Available

Lowest Level Dept must be selected, or there are no Pending IF Transfers Out

	IF Txr Out Desc.	IF Txr Out Contact.	IF Txr Out Status.	IF Txr Out Amount.
November	X_D321000 - Budget Office Deom	John Smith 2-2255	Approved	1000



8. This Interfund Transfer will now appear on your income statement in UBCPlan (in this case of our Plan for FY12 for the month of November)

CurrVersion: Draft1

Page	G0000 - General Purpose Operating	D321000 - Budget Office
	32G70101 - Budget Office	PC_DEFAULT - PC_DEFAULT - Default Program Code

	FY12									
	Plan									
	Draft1									
	July	August	September	October	November	December	January	February	March	-TotalYear
ALOGPO - R-GPO Funding Allocation										
-Revenue Budget (A)										
-All sources of revenues (A)										
+All expenses (A)										
TROUT - T-Transfers Out					-1,000					-1,000
-Interfund Transfers (A)					-1,000					-1,000
Statement of Revenue & Expense (A)					-1,000					-1,000