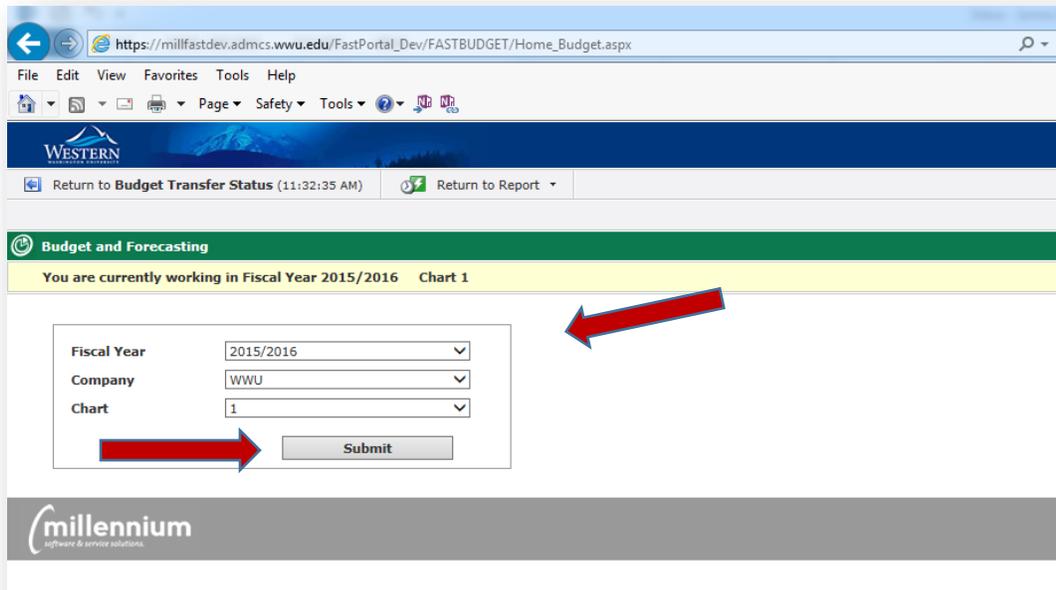


# Millennium Fast Budget Module

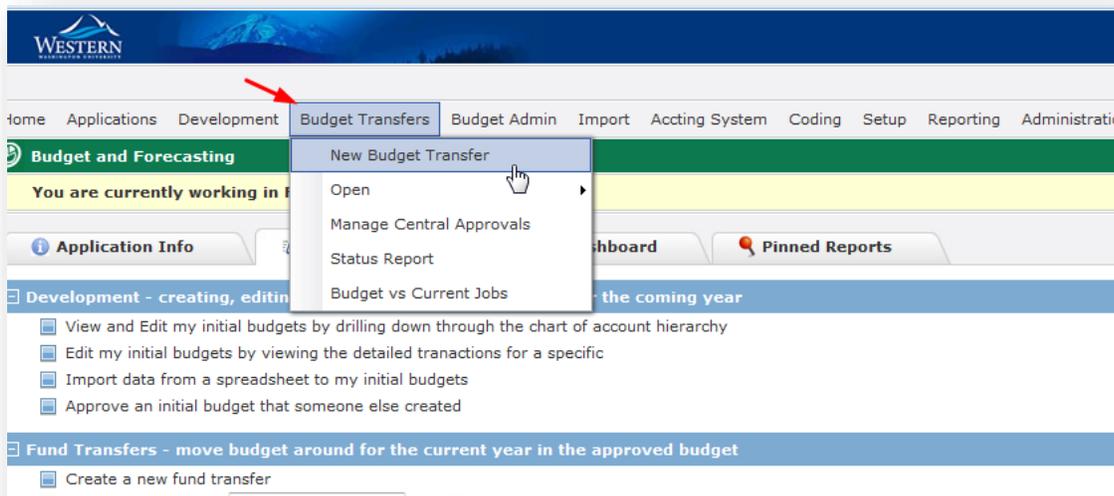
## Budget Transfer Entry

Budget Transfer steps in Millennium Budget:

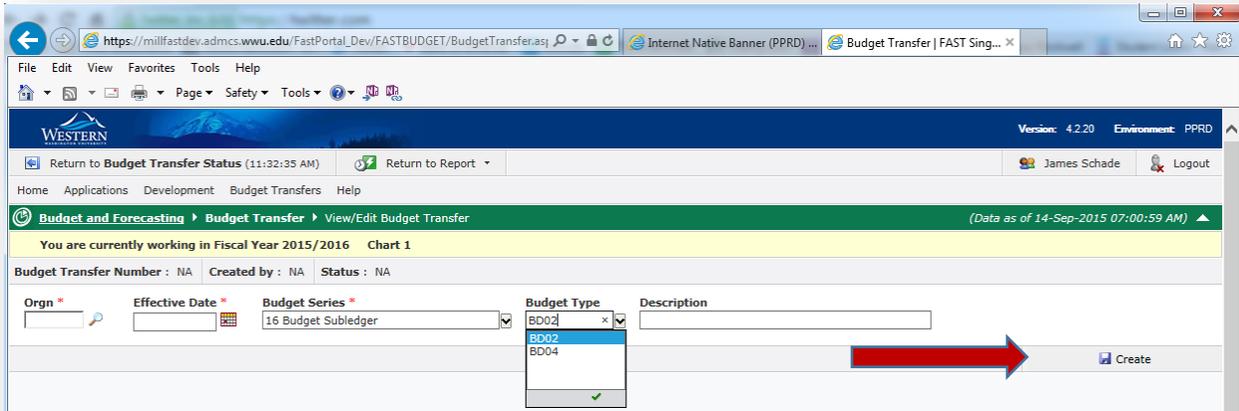
1. Log in to Millennium ([https://millfast.admcs.wvu.edu/FastPortal\\_Prod/DesktopDefault.aspx](https://millfast.admcs.wvu.edu/FastPortal_Prod/DesktopDefault.aspx))  
(Or Millennium Development for testing: [https://millfastdev.admcs.wvu.edu/FastPortal\\_Dev/DesktopDefault.aspx](https://millfastdev.admcs.wvu.edu/FastPortal_Dev/DesktopDefault.aspx))
2. Click on “Budget and Forecasting”
3. Select Fiscal Year and click “Submit”



4. Once the application launches, select “Budget Transfers” in the top menu and then click “New Budget Transfer” to initiate a budget transfer.



- Enter Orgn, Effective Date\*, Budget Series (use the default “FY Budget Subledger”), Budget Type (BR02 = state funds recurring change/permanent, BR04 = state funds non-recurring change/temporary, BD02 = self sustaining funds recurring change, BD04 = self sustaining non-recurring change, BD06 = fund balance budget in all funds), and Description. Click “Create” to the right under the header.



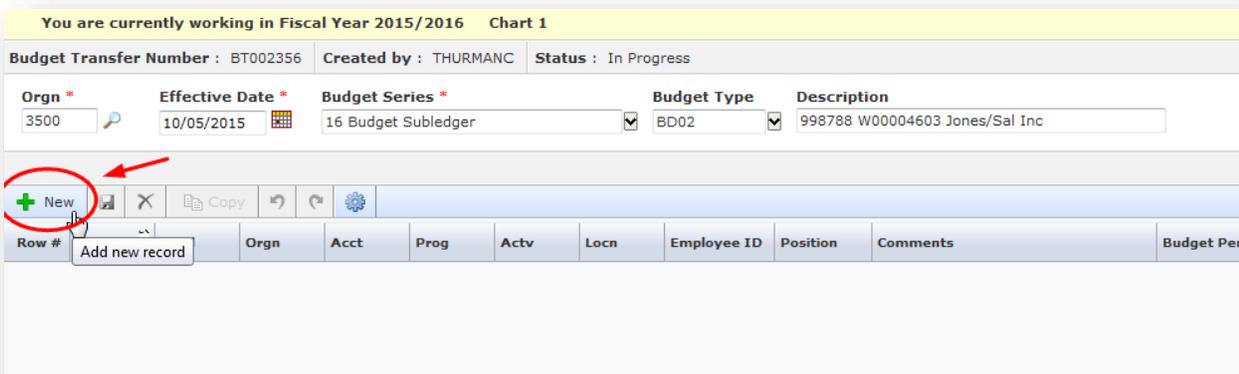
**\*Note: All effective dates must be in an open period at the time of final approval and posting.**

**For accrual period transactions, enter June 30<sup>th</sup> for the effective date.**

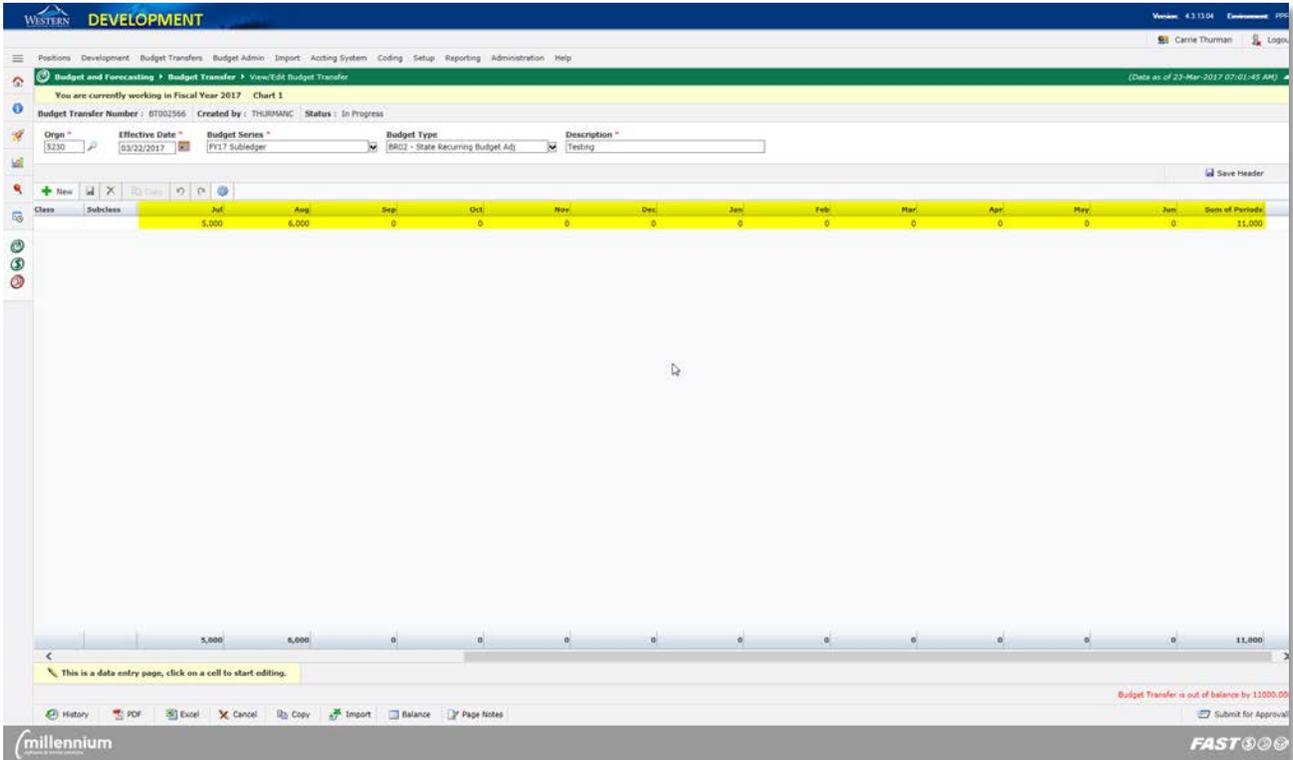
- Create your entries by clicking on “+New” in the upper left corner under the header. Enter Index, Fund, Orgn, Acct, Prog, Actv, Loc, Employee ID\* (required for all position transfers), Position (required for all position transfers), Comments, Budget Period, and the budget in periods July – June. You may budget in any month and you may have budget in more than one month. The system will total the months automatically. To increase expense budget, **including “K” transfers**, enter the number without a minus (-) sign. To decrease expense budget, including “K” transfers, enter the number with a minus sign. For budgeting revenue in self-sustaining funds, enter a number with a minus sign (-) to increase revenue and enter a number without the minus sign to decrease revenue. For example:

Expense Budget & Transfer Budget		Revenue Budget (self-sustaining funds only)	
Positive number = increase expense budget	5,000	Positive number = decrease revenue budget	7,500
Negative number = decrease expense budget	-5,000	Negative number = increase revenue budget	-7,500

Continue adding lines needed by clicking “+New.”

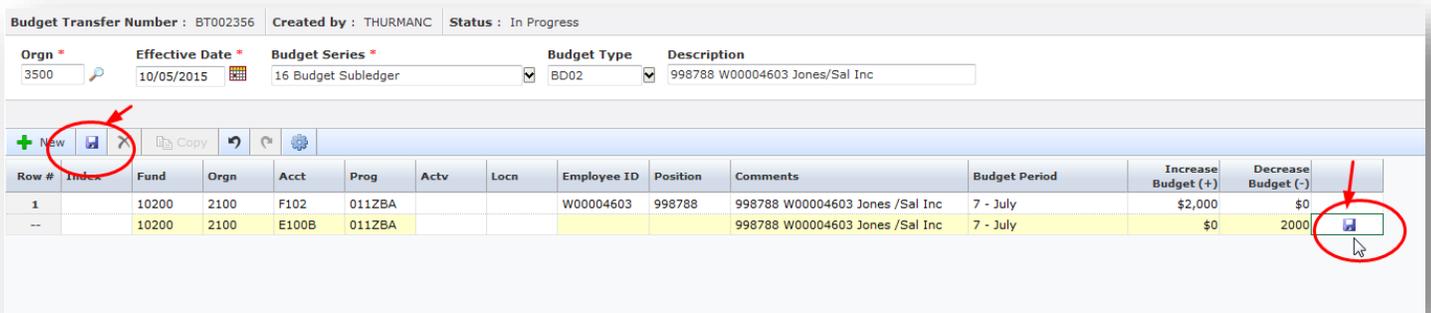


**\* For pooled positions, enter "Pooled" for Employee ID. For vacant positions, enter "Vacant" for Employee ID.**

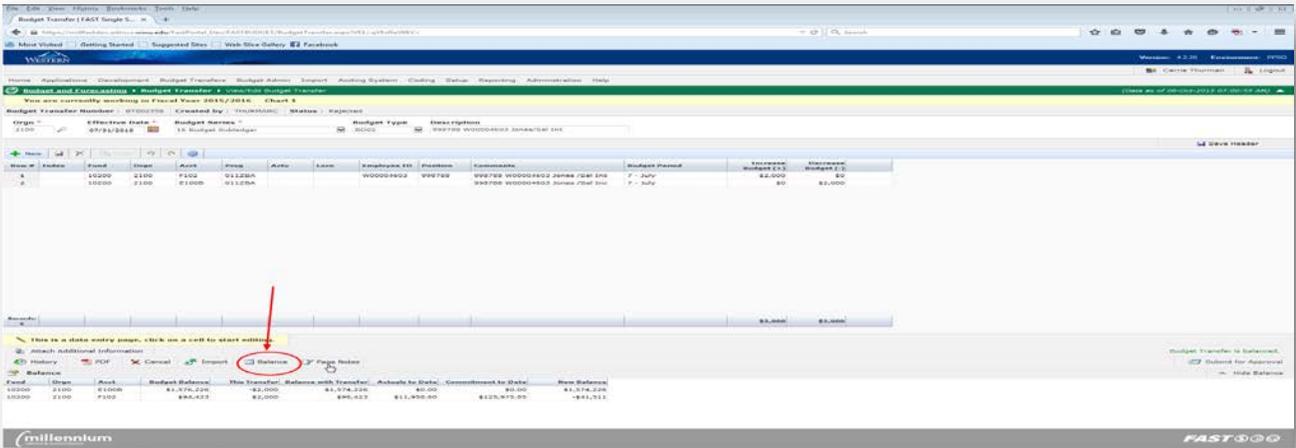


**Budget in any month – Millennium will automatically sum amounts at the end of the line and the bottom of the page.**

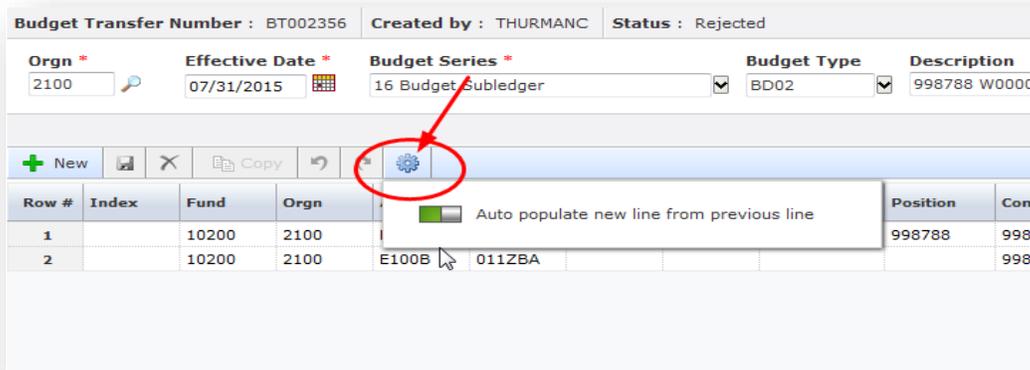
- To save your transfer lines click on the disk icon either next to "New" under the header or on the transfer line itself to the right of the "Sum of Periods" column. Once you click save, you will be able to see budget balance totals using the "Balance" feature at the bottom of the page.



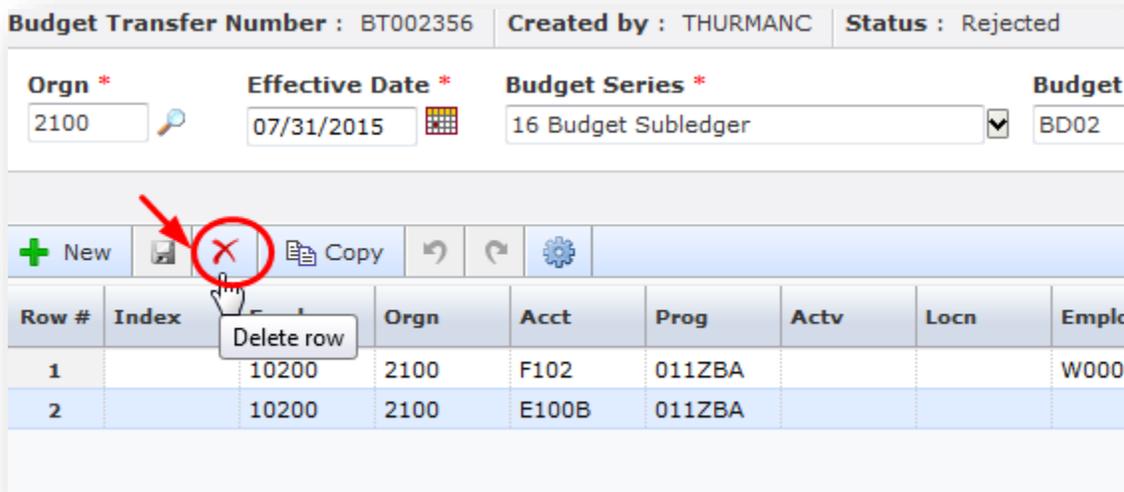
If you desire, click "Balance" after saving to see the total before and after your proposed budget transfer.



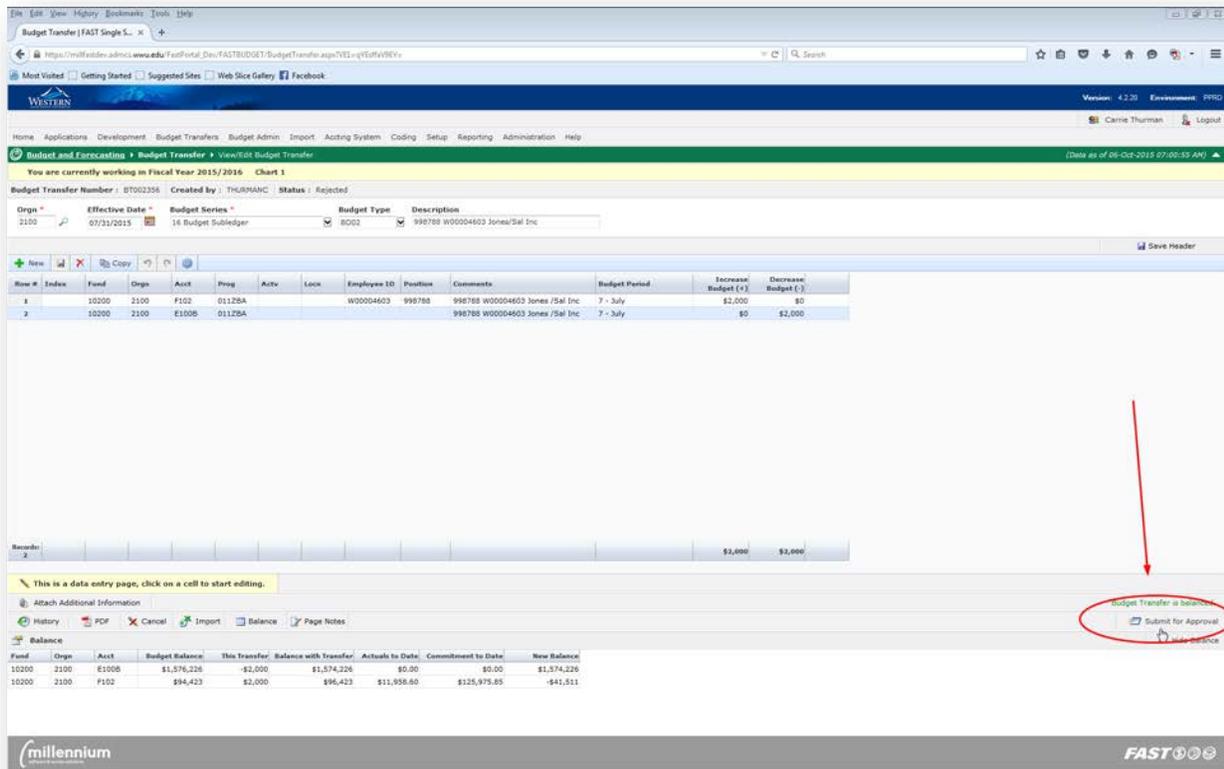
**Data entry tip:** If you would like to set the transfer form to auto populate from the previous line, click on the gear next to the forward button and move the bar to the right until you see green. If you use Fast Indexes, you may want to leave this feature off.



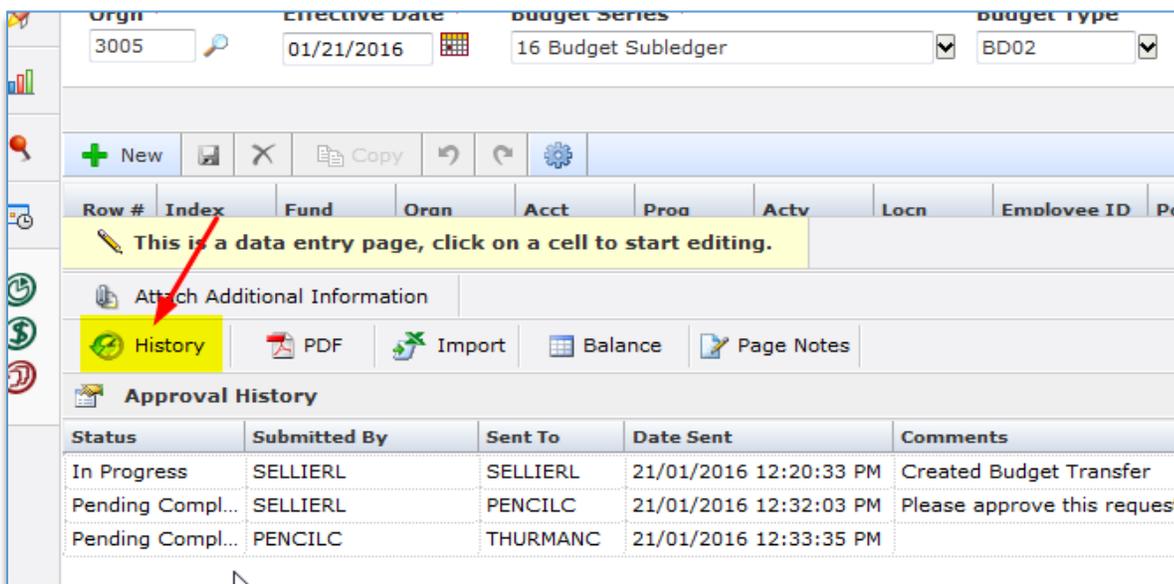
8. To delete a row you've entered, click on the row and then click the red "X" next to the save button. **NOTE: CLICK SAVE AFTER DELETE.**



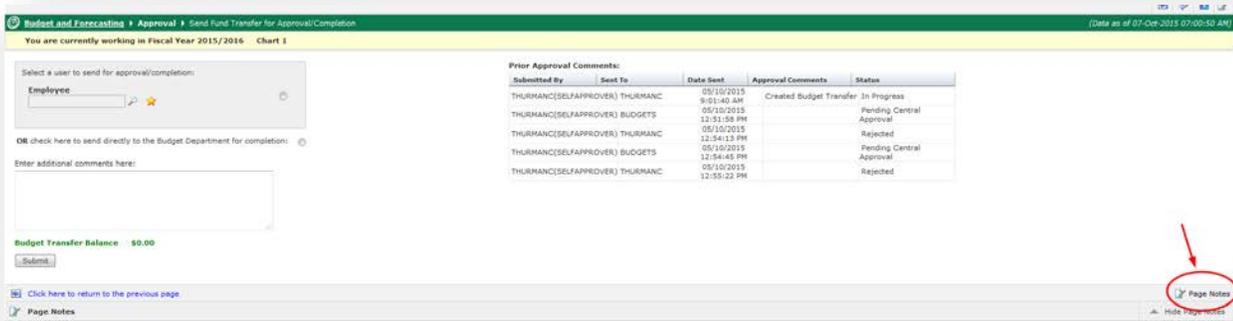
- Once you're finished, save all your work and submit for approval. The submit button is at the bottom right hand side of the screen. Note: save all lines or unsaved lines will not be forwarded to posting process when you select "Submit."



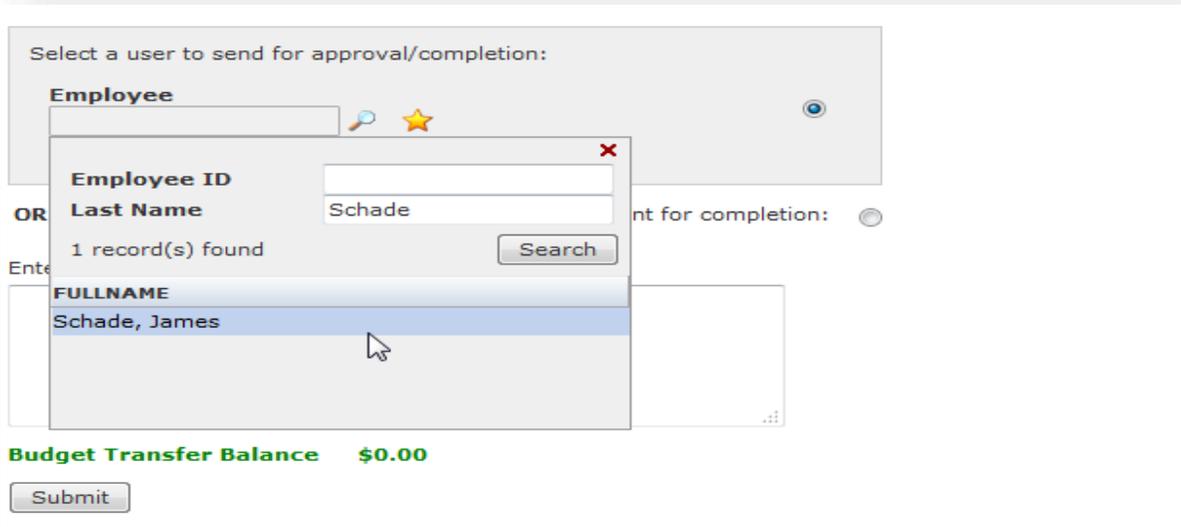
You may also view the approval history before submitting by clicking on the "History" tab at the bottom left of the transfer screen.



10. Approval routing: follow your Division’s routing instructions found under “Page Notes” at the bottom of the Approval screen. Click on “Page Notes” to see the notes.



11. To route the transfer, click on the magnifying glass to search for approvers by Last Name or Employee ID. Once the list loads, select an approver by clicking on individual’s name.



*Tip:* If this is someone you will often send transfers to, you may add as a favorite by clicking the yellow star next to the magnifying glass.

12. Add any comments needed in the “Enter additional comments here” box and then click “Submit” to send the transfer to the approver.

Select a user to send for approval/completion:

**Employee**  
Schade, James

OR check here to send directly to the Budget Department for completion:

Enter additional comments here:

**Budget Transfer Balance \$0.00**

**Submit**

[Click here to return to the previous page](#)

13. You can see the approval/routing history for the transfer on the right hand side of the approval page.

Budget and Forecasting > Approval > Send Fund Transfer for Approval/Completion

You are currently working in Fiscal Year 2015/2016 Chart 1

Select a user to send for approval/completion:

**Employee**  
Schade, James

OR check here to send directly to the Budget Department for completion:

Enter additional comments here:

**Budget Transfer Balance \$0.00**

**Submit**

[Click here to return to the previous page](#)

Prior Approval Comments:				
Submitted By	Sent To	Date Sent	Approval Comments	Status
THURMANC(SELFAPPROVER)	THURMANC	05/10/2015 9:01:40 AM	Created Budget Transfer	In Progress
THURMANC(SELFAPPROVER)	BUDGETS	05/10/2015 12:51:58 PM		Pending Central Approval
THURMANC(SELFAPPROVER)	THURMANC	05/10/2015 12:54:13 PM		Rejected
THURMANC(SELFAPPROVER)	BUDGETS	05/10/2015 12:54:45 PM		Pending Central Approval
THURMANC(SELFAPPROVER)	THURMANC	05/10/2015 12:55:22 PM		Rejected
THURMANC(SELFAPPROVER)	BUDGETS	07/10/2015		Pending Central

14. If you are the last approver prior to budget office completion, please select “OR check here to send directly to the Budget Department for completion” under the gray approver box and then click “Submit.”

Budget and Forecasting > Approval > Send Fund Transfer for Approval/Completion

You are currently working in Fiscal Year 2015/2016 Chart 1

Select a user to send for approval/completion:

Employee

OR check here to send directly to the Budget Department for completion:

Enter additional comments here:

Budget Transfer Balance \$0.00

Submit

15. If an approver rejects the transfer you submitted, you will be notified via email and can go to the Budget Transfers menu to select the rejected transfer and make any changes necessary before resubmitting. Go to “Budget Transfers”, “Open”, and “Rejected” and then select the rejected transfer to make changes and resubmit. If the Budget Office rejects a transfer, a note will be made in the comments as to why it was returned.

WESTERN UNIVERSITY

Home Applications Development Budget Transfers Budget Admin Import Acting System Coding Setup Reporting Administration Help

Budget and Forecasting > Approval > Budget Transfers

You are currently working in

Page Notes

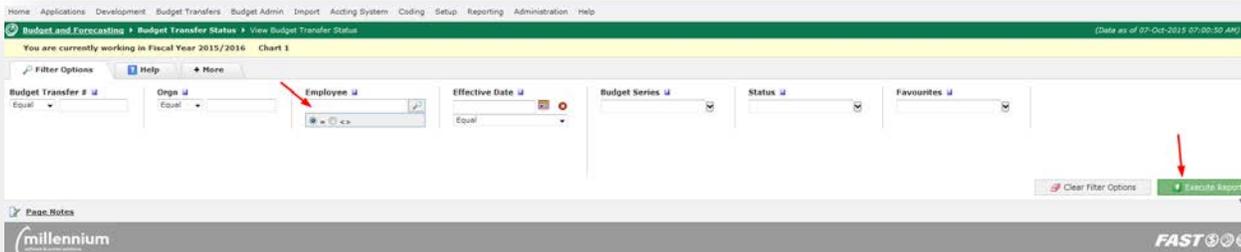
For approvals click here

BT002356-2100-998788 W0000460

16. To see a list of all budget transfers and their statuses, go to “Budget Transfers” on the main menu and then select “Status Report.”



17. Select report options and click on “Execute Report.” (Note: to see all transfers you’ve initiated, enter your Employee ID and leave all other fields blank)

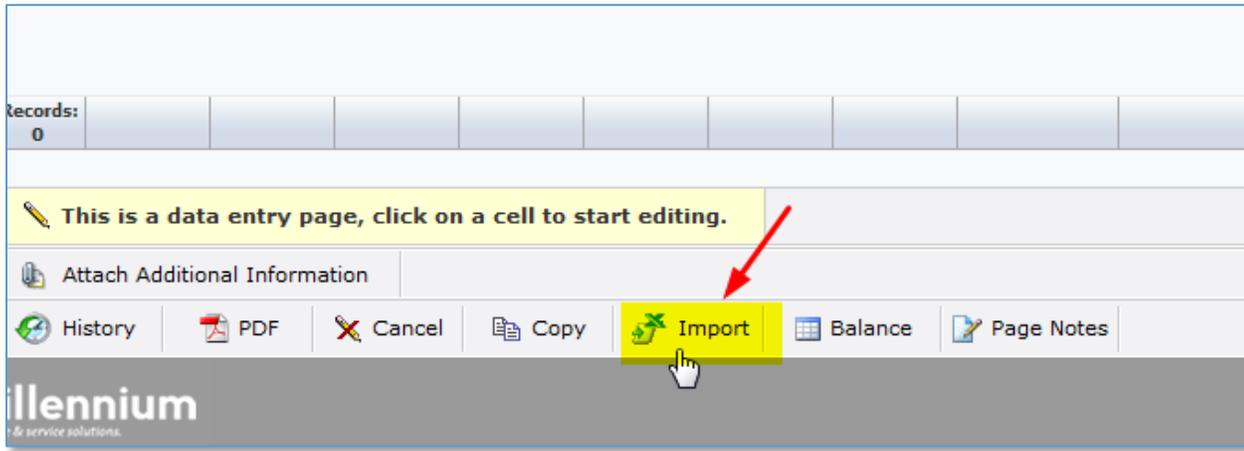


Report Sample:

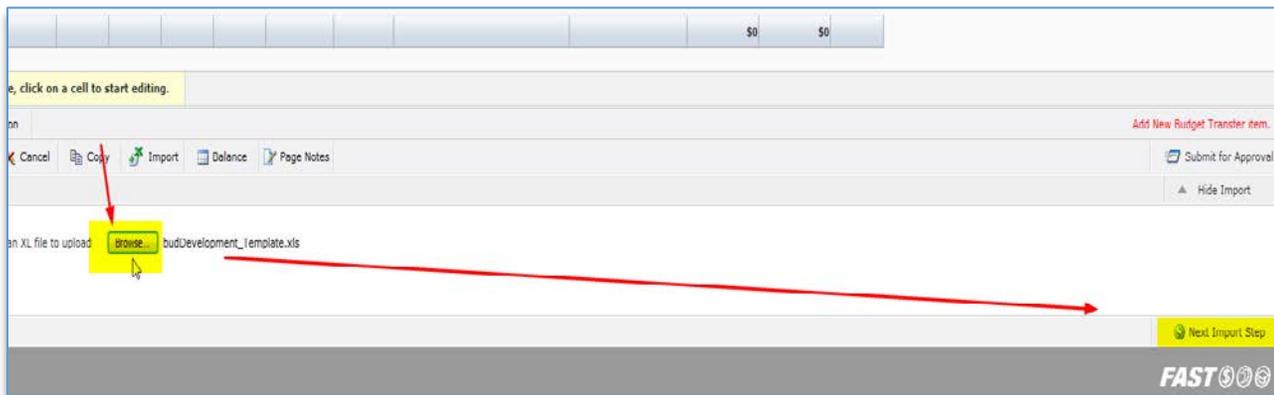
Row #	Budget Series	Budget Transfer #	Favourite	Description	Year	Orgs	Status	Effective Date	Created By	Date Created	Submitted By	Approval Queue	Date Sent	Approval Comments
1	16 Budget Subledger	BT002251	★	Testing	2016	3500	Complete	09/10/2015	THURMANC	09/10/2015	THURMANC	COMPLETED	09/10/2015	
2	16 Budget Subledger	BT002252	★	WGS5 Tx	2016	3525	Complete	09/09/2015	THURMANC	09/09/2015	THURMANC	COMPLETED	09/09/2015	
3	16 Budget Subledger	BT002253	★	WGS5	2016	3525	Complete	09/09/2015	THURMANC	09/09/2015	THURMANC	COMPLETED	09/09/2015	
4	16 Budget Subledger	BT002254	★	test	2016	3500	In Progress	09/28/2015	THURMANC	09/28/2015	THURMANC	THURMANC	09/28/2015	Created Budget Tran
5	16 Budget Subledger	BT002255	★	LD FTE Change Viva	2016	3320	Complete	09/01/2015	THURMANC	09/15/2015	THURMANC	COMPLETED	10/02/2015	
6	16 Budget Subledger	BT002256	★	998788 W00004803 Jones/Saf Inc	2016	2100	Rejected	07/31/2015	THURMANC	10/05/2015	THURMANC	THURMANC	10/07/2015	
7	16 Budget Subledger	BT002257	★	FTE Sedston	2016	3500	Complete	09/15/2015	THURMANC	09/15/2015	THURMANC	COMPLETED	09/15/2015	
8	16 Budget Subledger	BT002258	★	999322 Beckman	2016	7100	Complete	09/10/2015	THURMANC	09/10/2015	THURMANC	COMPLETED	09/10/2015	
9	16 Budget Subledger	BT002259	★	999322 Beckman Fix	2016	7100	Complete	09/10/2015	THURMANC	09/10/2015	THURMANC	COMPLETED	09/10/2015	
10	16 Budget Subledger	BT002260	★	Murray Adjustments	2016	7200	Cancelled	09/09/2015	THURMANC	09/09/2015	THURMANC	CANCELED	09/10/2015	Cancelled Budget Tran
11	16 Budget Subledger	BT002261	★	999993 Murray	2016	7200	Complete	09/10/2015	THURMANC	09/10/2015	THURMANC	COMPLETED	09/10/2015	

## Budget Transfer steps in Millennium Budget Using Upload

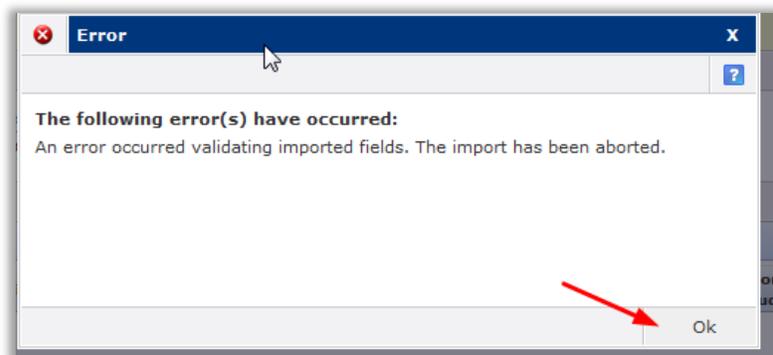
1. Prepare upload excel transfer (<https://budgetoffice.wvu.edu/budget-transfers>) and save to a location on your computer.
2. Follow steps 1-5 above for transfers
3. Once your header is created, click on “Import” at the bottom of the transfer screen

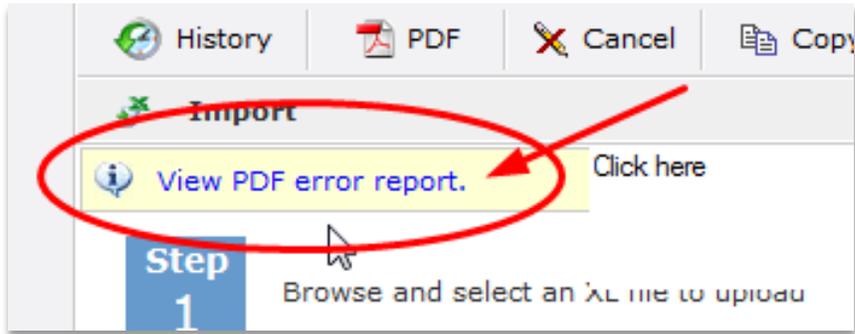


4. Click on Browse, navigate to and select the excel sheet you saved, and then click on “Next Import Step” (bottom right) to begin the upload process. The system will analyze your upload for chart of account compliance and then, if all codes are valid, the lines from the excel sheet will be loaded into the transfer screen.



5. If there is an error in a FOAPAL code or other data, the transfer system will generate an error report. Fix the error on the excel upload and repeat the upload (steps 3 and 4). The error will be highlighted in pink.





Error Report Example:

Excel import errors:														
Item	INDEX	FUND	ORGN	ACCT	PROG	ACTV	LOCNTXT	EMPLOYEE NUMBER	TXTPOSITIONCODE	TXTCOMMENTS	Inc Exp Bud or Dec Rev Bud	Dec Exp Bud or Inc Rev Bud		
1		10200	2136	ZZZZ	D81ISM			W01269301	999786	ABA Classited Posn Temp Adj	8926	0		

6. After upload is complete, submit for approval (steps 9-15 above).

**\*\*\*FTE NOTE: We will be adjusting permanent budget FTE only. Please contact us at [budget.office@www.edu](mailto:budget.office@www.edu) with the position number and the new budgeted FTE and we will make the change in the budget module\*\***