1. **SCOPE:**

The online version of this procedure is official. Therefore, all printed versions of this document are unofficial copies.

* 1. This work instruction outlines the process used to transfer appropriations between/within funds, fund centers and/or commitment items in SAP for Saint Louis Public Schools.
1. **RESPONSIBILITY:**
	1. Budget Analyst
2. **APPROVAL AUTHORITY:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Date

* 1. Cabinet Representative
	2. Executive Director of Budget
1. **DEFINITIONS:**
	1. SLPS – Saint Louis Public Schools
	2. SAP – Information system used by SLPS
	3. FR58 – Transfer Budget
	4. FR59 – Change Budget Documents
2. **WORK INSTRUCTION:**
	1. Budget Analyst confirms that required approvals are attached, account coding is correct, and funds are available.
	2. Forward to Budget Director and/or Grants Director for approval.
	3. Log on to SAP
	4. Double click on FR58.
	5. Enter Sender Fund and Receiver Fund; all other parameters should be defaulted. Enter.
	6. Select appropriate S(Sender) or R(Receiver) radio button.
	7. Enter Funds Center, Commitment Item and Amount; Sender and Receiver totals must balance.
	8. Click the “Check” icon to check for errors.
	9. If required, resolve errors, and then save.
	10. Record the SAP document number, located at the bottom of the screen, on the hard copy of the Transfer Request.
	11. Log the transaction in the Tracking File, completing all details requested. (Since this is a shared file you might get a message indicating this is a “Read Only” file. Click the NOTIFY message. When this file is free you will be notified by the EXCEL icon flashing on the bottom of the computer screen).
	12. Save updates to the Tracking File and record the budget document number on the hard copy of the Transfer Request.
	13. Double click on FR59.
	14. Enter the SAP document number. Enter.
	15. Click on the Hat icon. Enter the budget document number on the Text line. Enter.
	16. Click on the Paper and Pencil icon. Enter detailed reason for transfer.
	17. Save.
	18. Print document.
	19. Save.
	20. Notify requestor once process is complete.
3. **ASSOCIATED DOCUMENTS:**
	1. Request for Transfer of Appropriations
	2. Excel Tracking File
4. **RECORD RETENTION TABLE:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Identification** | **Storage** | **Retention** | **Disposition** | **Protection** |
| Transfers | Budget Drive |  |  | Secure Internal Network |
|  |  |  |  |  |

1. **REVISION HISTORY:**

|  |  |  |
| --- | --- | --- |
| **Date:** | **Rev.** | **Description of Revision:** |
| 05/11/09 | A | 1st Revision |
| 06/13/12 | B | 2nd Revision |
|  |  |  |

**\*\*\*End of procedure\*\*\***