

# Understanding eTransfers



Presented By

Department of Budget & Financial Analysis

## Before We Begin!

This Training  
will be GREAT  
but first you  
have to....



# Let's Break The Ice!

- Who are you? Where do you work?



# Just Some Quick Questions.....

- Do I have access to JSU P.A.W.S?
- If not, do I know how to get access?
- Do I have authorization to do transfers for my area?
- Do I know how to perform a Budget Query?
- Do I know my F-O-A-P?
- Do I know the Account Codes to use?
- Do I know what the Budget Periods are?

These are some questions you need to ask yourself before trying to perform an eTransfer!

# First Things First!

- To get access to JSU P.A.W.S you will need to complete the JSU P.A.W.S Access Form found at this website:

<http://www.jsu.edu/finance/files/2014/08/JSU-PAWS-Finance-Access.pdf/>

- All completed forms will need to be sent to the Business Office at:

Attn: Keilani Vanish

JSU Box 17250

Jackson, MS 39217

Now That The Paperwork Is Out Of The  
Way.....

# What Does F-O-A-P Mean?

F	O	A	P
FUND	ORGANIZATION	ACCOUNT	PROGRAM
Where did the money come from?	Who is responsible for the money?	What kind of transaction is this?	How does this transaction compare to other universities?
6 Digits	6 Digits	6 Digits	2 Digits

- The **FUND** identifies the source of the revenue received, e.i. E&G, Designated or Ayers. Each Fund can be associated with many Organizations.

- The **ORGANIZATION** identifies who is responsible for managing the money, e.i. Athletics, Mathematics, Auxiliary or Housing. One Organization can be associated with many different Funds.

- The **ACCOUNT** tells what the transaction is for, e.i. Travel, Office Supplies or Food.

- The **PROGRAM** identifies the functional purpose of the transaction.





# PROGRAMS

- 10 {Instruction}
- 20 {Research}
- 30 {Public Service}
- 40 {Academic Support}
- 50 {Student Service}
- 60 {Institutional Support}
- 70 {Facilities}
- 80 {Scholarships}
- 91-94 {Auxiliaries}



## Periods

- Budget Periods change at the beginning of each month starting from 1 to 12.
- The Fiscal Year starts in July and goes through June of the following year. So Budget Periods are as follows:
  - \*1 {July}
  - \*2 {August}
  - \*3 {September}
  - \*4 {October}
  - \*5 {November}
  - \*6 {December}
  - \*7 {January}
  - \*8 {February}
  - \*9 {March}
  - \*10 {April}
  - \*11 {May}
  - \*12 {June}



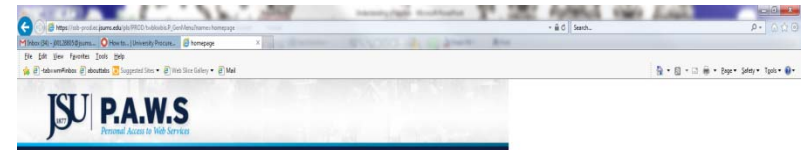
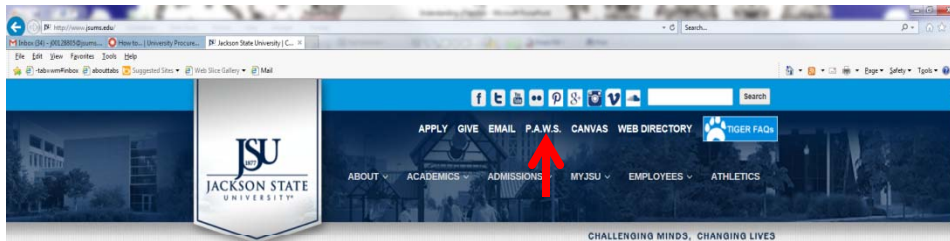
Now For The Easy Part.....

# eTransfer Fun Facts

- There is only one type of eTransfer: Multiple Line
- eTransfers are allowed on Budget Operational Accounts {710xxx-790xxx}, with some exceptions
- eTransfers are not allowed on Salary Account Codes {610}, Student Account Codes {650}, Fringes {690} or Utilities {730}
- eTransfers are not allowed on Revenue Account Codes {590}
- eTransfers are not allowed on Inactive Budgets
- eTransfers are not allowed between Funds or Organizations
- eTransfers are not allowed on Grant Funds {2xxxxx} or Agency Funds {8xxxxx or 9xxxxx}
- eTransfers are ONLY allowed on E&G Funds {100000}, Ayers Funds {105000}, Athletics {106000}, Auxiliary Funds {300000-308000} and Designated Funds {11xxxx-19xxxx}
- eTransfers are ONLY allowed within YOUR OWN Fund or Organization
- ALL incomplete eTransfers will be deleted at the end of each day

# Let's Log Onto Test

Go to [www.jsu.edu/](http://www.jsu.edu/)

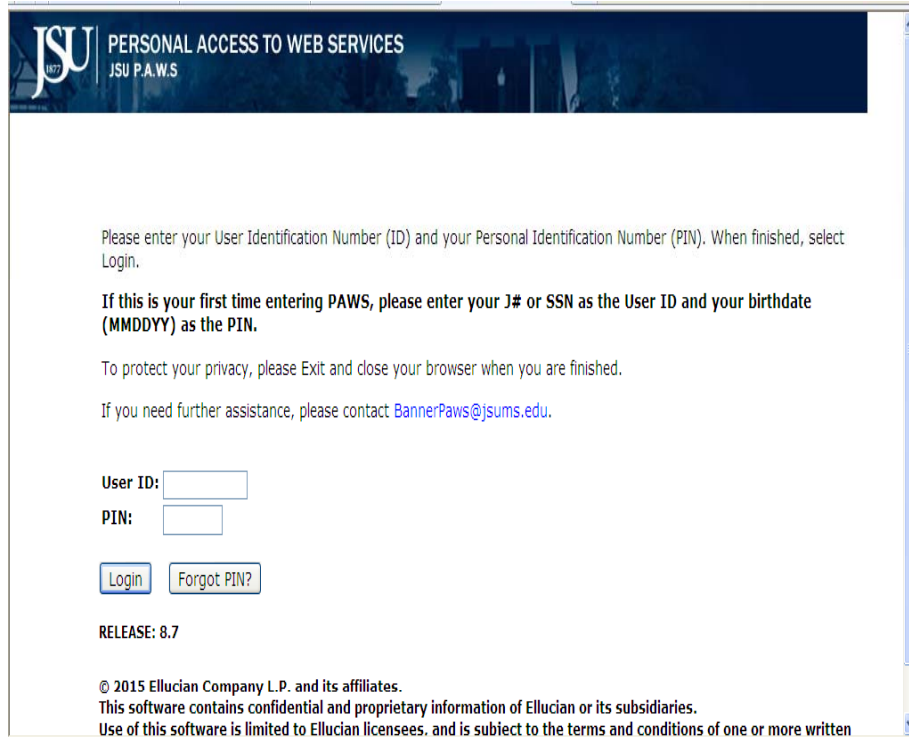


- Jackson State University's Homepage
- Enter Secure Area (JSU PAWS)
- Prospective Students
- Apply for Admission
- General Financial Aid
- Campus Directory
- Class Schedule
- Course Catalog
- Alumni and Friends
- Cayuse 424
- Canvas
- RELEASES 8.8.3

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# eTransfers

## Log Into Your JSU P.A.W.S



JSU PERSONAL ACCESS TO WEB SERVICES  
JSU P.A.W.S

Please enter your User Identification Number (ID) and your Personal Identification Number (PIN). When finished, select Login.

**If this is your first time entering PAWS, please enter your J# or SSN as the User ID and your birthdate (MMDDYY) as the PIN.**

To protect your privacy, please Exit and close your browser when you are finished.

If you need further assistance, please contact [BannerPaws@jsu.edu](mailto:BannerPaws@jsu.edu).

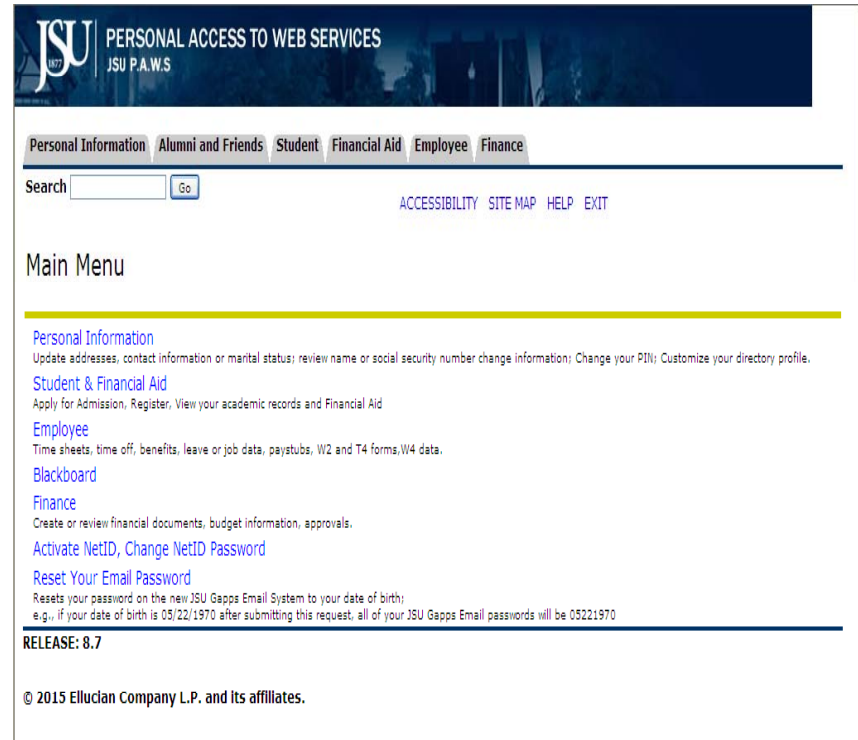
User ID:

PIN:

RELEASE: 8.7

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## Click On The Finance Tab



JSU PERSONAL ACCESS TO WEB SERVICES  
JSU P.A.W.S

Personal Information Alumni and Friends Student Financial Aid Employee Finance

Search   ACCESSIBILITY SITE MAP HELP EXIT

### Main Menu

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[Personal Information](#)  
Update addresses, contact information or marital status; review name or social security number change information; Change your PIN; Customize your directory profile.

[Student & Financial Aid](#)  
Apply for Admission, Register, View your academic records and Financial Aid

[Employee](#)  
Time sheets, time off, benefits, leave or job data, paystubs, W2 and T4 forms, W4 data.

[Blackboard](#)

[Finance](#)  
Create or review financial documents, budget information, approvals.

[Activate NetID, Change NetID Password](#)

[Reset Your Email Password](#)  
Resets your password on the new JSU Gapps Email System to your date of birth;  
e.g., if your date of birth is 05/22/1970 after submitting this request, all of your JSU Gapps Email passwords will be 05221970

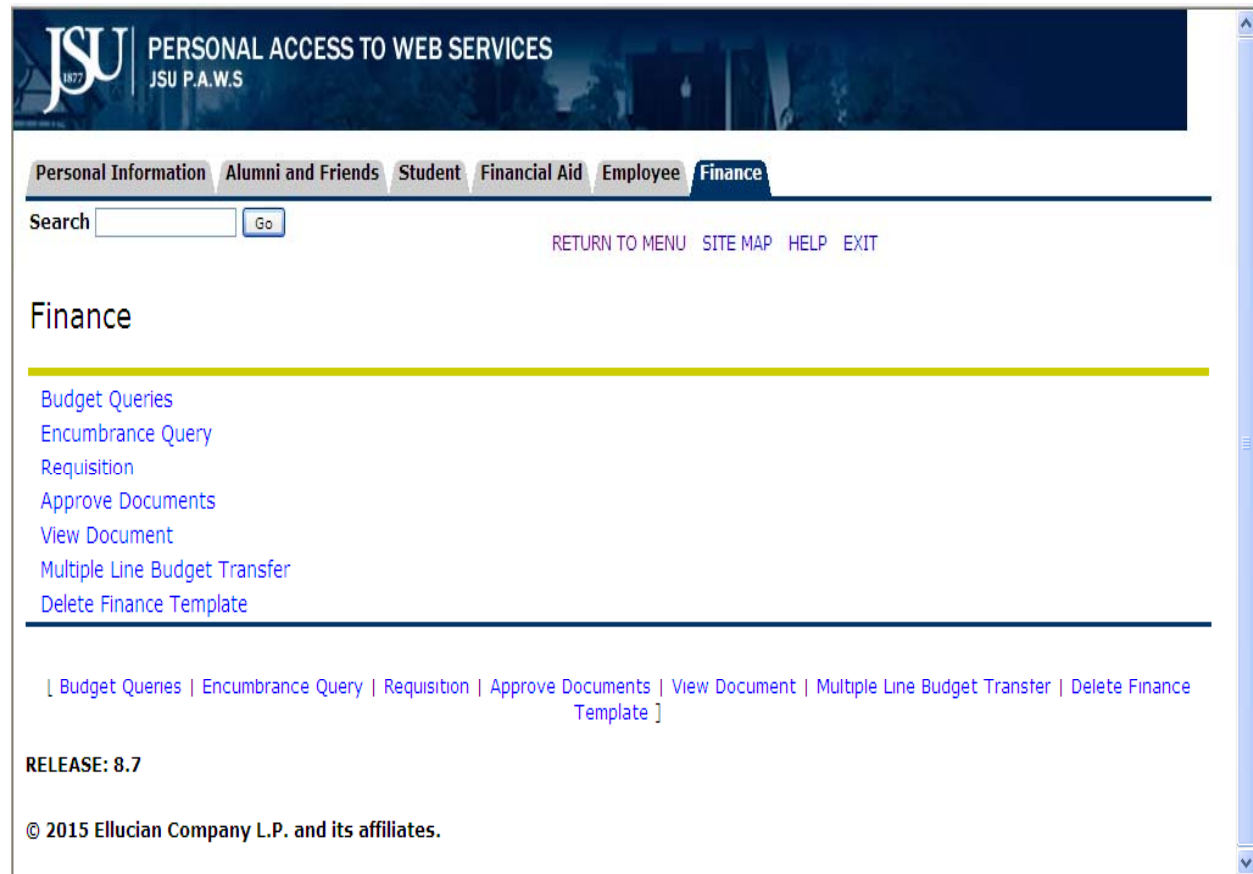
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RELEASE: 8.7

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# eTransfers 101

- Log Into Your JSU P.A.W.S Account
- Click the Finance Tab
- Select the link for the Multiple Line Budget Transfer



The screenshot displays the JSU P.A.W.S (Personal Access to Web Services) interface. At the top, the JSU logo and the text 'PERSONAL ACCESS TO WEB SERVICES JSU P.A.W.S' are visible. Below this is a navigation menu with tabs for 'Personal Information', 'Alumni and Friends', 'Student', 'Financial Aid', 'Employee', and 'Finance'. The 'Finance' tab is currently selected. A search bar with a 'Go' button is located below the navigation menu. To the right of the search bar are links for 'RETURN TO MENU', 'SITE MAP', 'HELP', and 'EXIT'. The main content area is titled 'Finance' and contains a list of links: 'Budget Queries', 'Encumbrance Query', 'Requisition', 'Approve Documents', 'View Document', 'Multiple Line Budget Transfer', and 'Delete Finance Template'. A horizontal line separates this list from the footer. The footer contains a breadcrumb trail: '| Budget Queries | Encumbrance Query | Requisition | Approve Documents | View Document | Multiple Line Budget Transfer | Delete Finance Template |'. Below the breadcrumb trail, it says 'RELEASE: 8.7' and '© 2015 Ellucian Company L.P. and its affiliates.'

You will need to fill in the parameters for your Multiple Line Budget Transfer. Your date and Journal Type {ZB04} will automatically populate when you get ready to start a new Online Budget Transfer. When filling in the Transfer Amount, notice that it states “Document Amount”, this means you will have to add the amount you are transferring from and to and place it here, for example: \$1.00 from 710005 + \$1.00 to 752030= \$2.00 in Document Amount. You must also select whether you are Adding {+} or Subtracting {-} the monies.

### Fill in your Amount & F-O-A-P

### Select Plus {+} or Minus {-} beside your amounts

Use Code Lookup to query a list of available values.

Use template None

Transaction Date 2 JUN 2015

Journal Type ZB04 (Online Budget Transfer)

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="button" value="v"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="button" value="v"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="button" value="v"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="button" value="v"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="button" value="v"/>

Description  Budget Period 01

Save as Template

Shared

Use Code Lookup to query a list of available values.

Use template None

Transaction Date 2 JUN 2015

Journal Type ZB04 (Online Budget Transfer)

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="button" value="v"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="button" value="v"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="button" value="v"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="button" value="v"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="button" value="v"/>

Description  Budget Period 01

Save as Template

Shared



Be sure to provide a complete description, check your Budget Period and ALL entered data and click “Complete”. Be mindful, if you click “Complete” more than once, the system will process your eTransfer as many times as you click it.

**Remember:** Your Budget Periods must match the current month of the Fiscal Year we are in. If you are unsure which Period, refer back to the PowerPoint slide on Budget Periods.

Use template

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	- <input type="text"/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	+ <input type="text"/>

Description

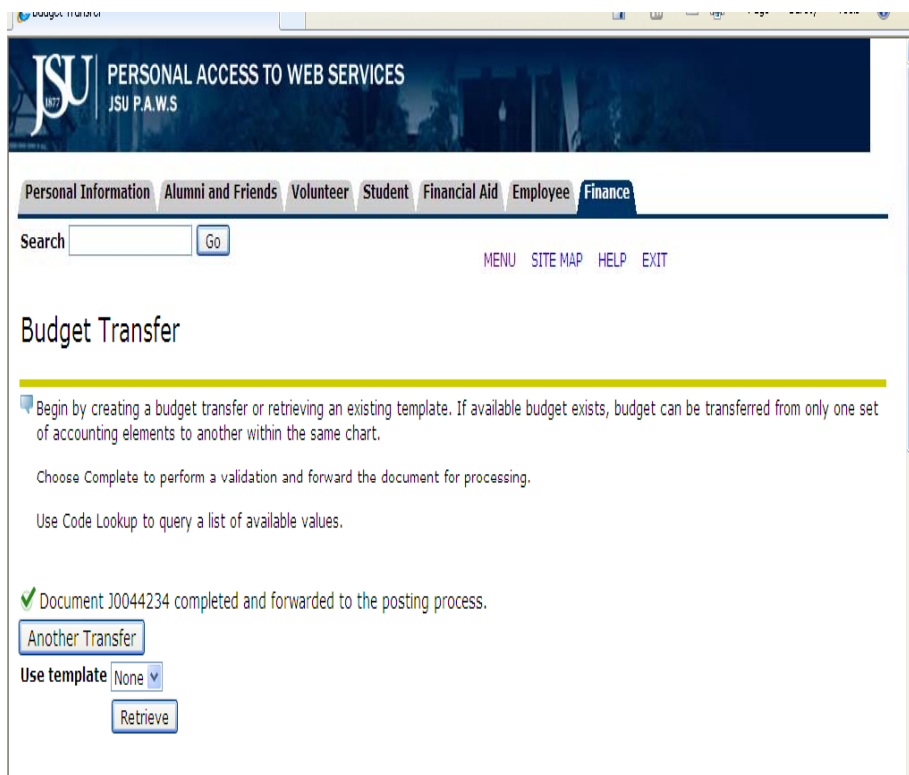
Budget Period

Save as Template

Shared

If you complete the Multiple Line Transfer with no errors you will receive a J-number but if there are errors, you will receive an error message that will let you know what needs to be corrected for that Transfer to go through to the Approval Queue.

**ATTENTION:** If you need a copy for your records, **PLEASE** make one! I will not have copies to send you!



- Once your eTransfer is Completed with no errors, it will go through the approval process.
- The approver in the department will get an email that a document is waiting to be approved.
- Budget Transfer approval queues are set up like the requisition queues {Automatically Routed for Approval}.
- Please be sure to look at your Approval Queue to make sure it is correct!
- And That Is It!!!

Are there any Questions, Comments or Concerns?



# Thank You for attending!

Everyone will receive a copy of this PowerPoint after the training, so make sure you have checked in on the computer in the back of the room!

