

Transfer Document Creation

What are Transfer Documents?

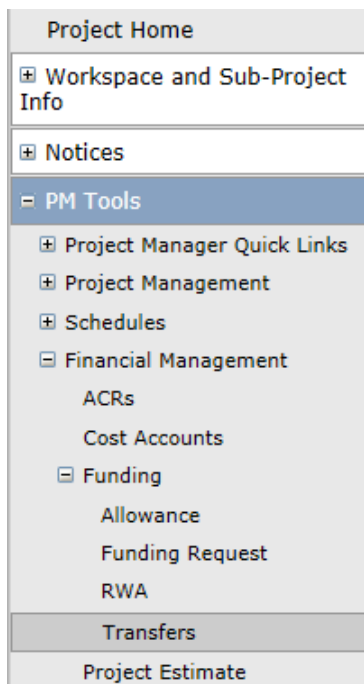
The Transfer document is used to move budget and forecasted money between cost accounts within a project. They can involve either cost or budget. Both budget and cost transfers move money from one account to another but do not increase overall budget or cost.

Who Will Use This?

- √ Construction Manager
- √ Project Manager

Steps to Create a Transfer Document

1. Log into ePM as a user with the Transfer Creator security role, then navigate to the appropriate project.
2. Navigate to the Transfer Document register by clicking on PM Tools > Financial Management > Funding > Transfers. The Transfer Document register displays.



- Click the 'New' button and a blank Transfer document displays.

- To create a budget transfer, click on the 'Budget Line Items' page. Notice there are two grids, one to identify where to transfer money *From*, and one to identify where to transfer money *To*. In the 'From' grid, click the 'Add' button, then enter an 'Item Description', choose the Cost Account to move money from in the field called 'Cost Account Ref', enter a 'Transfer Amount', and then optionally enter additional information about 'Building ID', 'CSI Code', etc.

- Similarly, in the 'To' grid, enter at least an Item Description, Cost Account Ref, and Transfer Amount. Then click the 'Save' button.

Notes:

- Money can be transferred from one cost account to one or multiple other cost accounts. Transfer from multiple cost accounts into a single cost account is also possible.
 - The transfer must be a net zero transaction (for example, cannot transfer \$1,000 from Contingency, but only transfer \$500 to Masonry). It is possible, however, to transfer \$1,000 from Contingency, and transfer \$500 to Masonry and \$500 to Steel.
6. Although not required, it is recommended that if money is transferred on the Budget Line Items page, it should also be transferred on the Cost Line Items page in order to keep forecasted amounts accurate.

The screenshot shows the 'TRANSFER: Contingency Transfer for Steel Work (0003)' screen. At the top, there are tabs for 'General', 'Workflow', 'Activity Log', and 'Attachments'. Below the title bar, there are navigation links: 'Main | Budget Line Items | Cost Line Items | Settings | Properties'. The 'Cost Total Amount' is set to \$1,000.00, and the 'Cost Transfer Status' is 'Not Transferred'. The 'FROM' section contains a table with one row:

*Cost Account	Advanced Code	Transfer Amount	*CA Line Item	*CA Line Item Am	*Book Type	Item Note
Contingency	Construction-01-08-BA51- OTHER SUPPL. MBL 2	1,000.00	1	50,000.00	Closed	

The 'TO' section contains a table with one row:

*Cost Account	Advanced Code	Transfer Amount	*CA Line Item	*CA Line Item An	*Book Type	Item Note
* Steel	Construction-04-09-BA51	0.00	1	100,000.00	Closed	

At the bottom right of the 'TO' section, it says 'Out of Balance: \$'.

The grids on the Cost Line Items page work the same way, but the fields are laid out slightly differently. There is no Item Description on the Cost Line Items page. Choose the Cost Account. Also, on the Cost Line Items page there are two additional fields

- 'CA Line Item': Since Cost Accounts can have more than one cost line item, user is able to select which one to transfer from.
- 'CA Line Item Amount': ePM will show the amount available for the CA Line Item chosen. This gives a quick insight into how much money is available for transfer.

Execute Workflow to set the Transfer to Pending:

5. Click the arrow next to the 'Workflow' button found at the top of the screen, and select 'Set to Pending'. An 'Execute Workflow' dialog box displays, showing who will receive a notice to approve the document (the 'To' box), who will be copied (the 'Cc' box), what action the recipient should take, the message the recipient will see when notified, the priority of this process, and the date

the subsequent action is due. These fields are editable- additional users can be notified or copied, the custom message, priority and due date can be changed.

6.

Execute Workflow

Set to Pending
To complete the workflow action and notify people, select recipients and click "Execute". If you don't wish to notify people, click "Execute" with no recipients selected (Note: 'HCC' recipients cannot be removed).

To:

Cc:

Hcc:

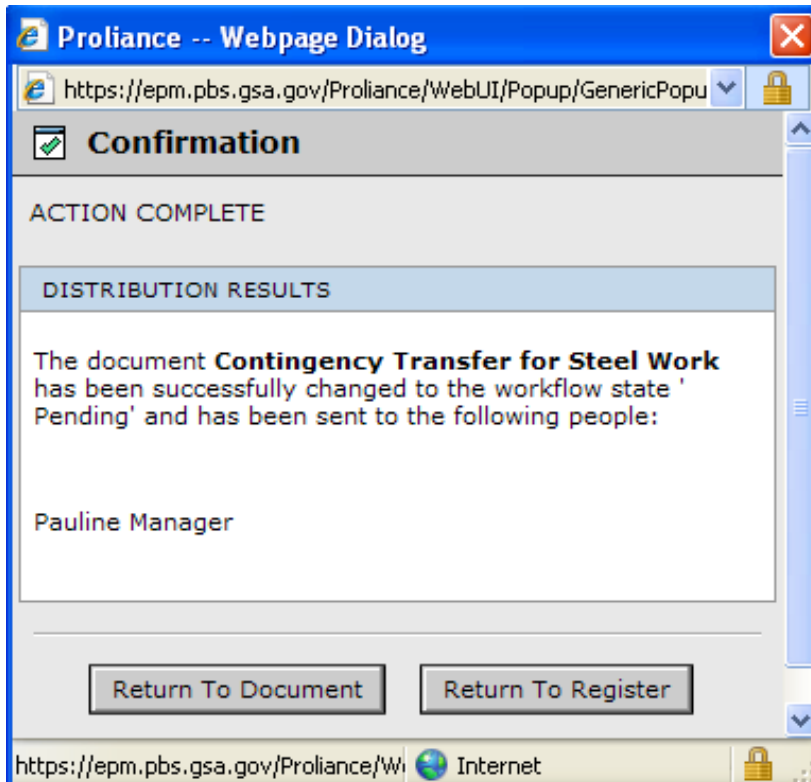
Recipient Action:

Custom Message:

Priority:

Due Date:

6. Click 'Execute'. If successful, ePM displays an 'Action Complete' message showing to whom notification has been sent. User now has the choice of returning to the Transfer Document itself or to the Register which shows all Transfer documents on this project.



Tips

✓ Required fields are marked with an asterisk.

✓ Use the 'Forward' button if collaboration required from other users.

✓ Values on the Financial Summary and Settings pages are read only.

✓ Click on the Activity Log tab to view the audit trail of the document.

✓ Clicking the online help button provides generic help related to transfers, NOT for the specific uses of GSA's Transfer Documents.



✓ Click on the Financial Summary page throughout the workflow process to view the assignment of Transfer dollars to various ACR columns.

✓ To explode or collapse sections in a document, click on the double headed arrow buttons:



✓ Notices with yellow icons require action; blue means a document was forwarded; white means user was cc'd.

✓ For additional help and support, contact the ePM Regional Point of Contact: