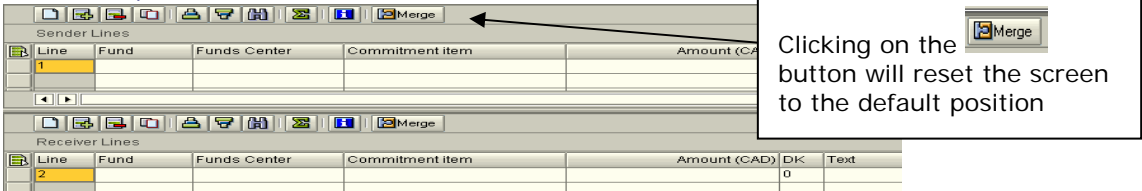# Hints & Tips for processing Budgeting Workbench documents:

1) Transfer entry screen:
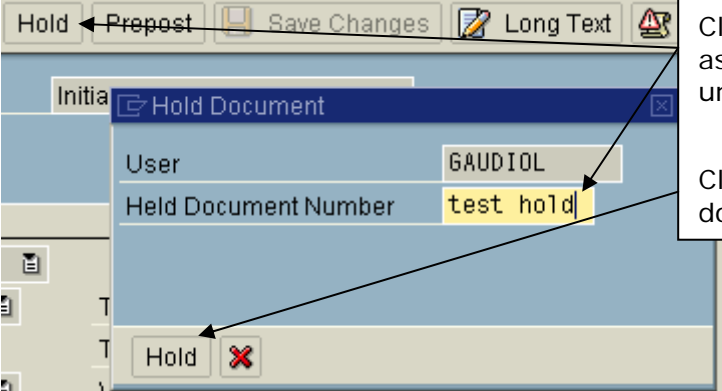
Use the [-/+] or the [Split] option to modify your input screen as follows:

|	
[-/+]	This is typically the default view and requires the user to select/change the "-" for *Sender* and "+" for the *Receiver* side
[Split]	Selecting this option, splits the entry screen into Sender and Receiver sections, as follows: Clicking on the [Merge] button will reset the screen to the default position

2) Holding a Budget document:

New feature allows the user to **Hold** a budget document prior to posting. Similar to the FI posting functionality, the user assigns a unique name to the document and retrieves it from the **HELD** folder as follows:

Hold the document:

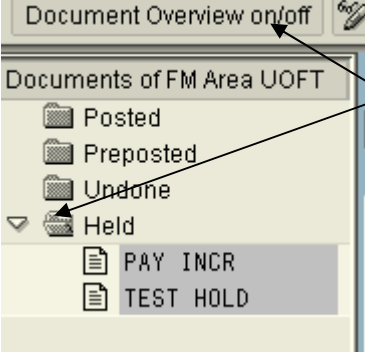Click on [Hold] and get pop up asking for the user assigned unique HELD document number.

Click on the [Hold] to save the document.

Retrieve the **HELD** document:

Retrieval of the **HELD** document is done through the [Document Overview on/off] screen. Open the folder and select the appropriate document. *HINT: can create "entry templates" to be used for multiple transactions; see* **CREATE WITH REFERENCE**

3) Create with Reference:

New feature allows the user to create a new budget document using a previously posted or Held document.

From the "Document", select **Create by Reference** and get pop up box asking for document number. *NOTE: HELD documents are also available for selection.*
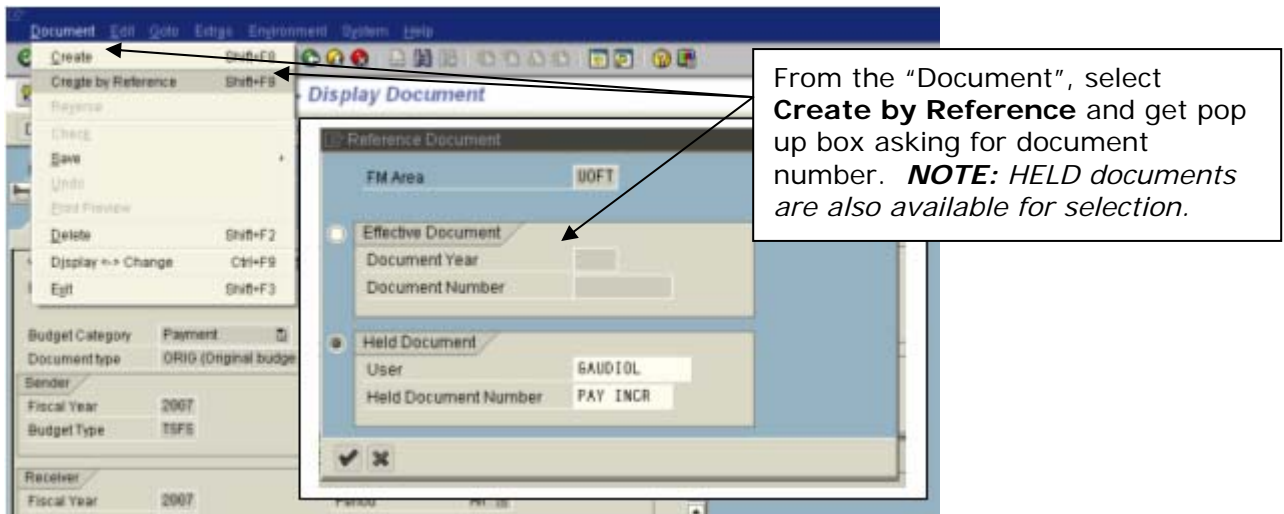
4) Reversing a budget document:

New feature allows the user to "system" reverse a budget document. Similar to the FI feature, the system will post a reversal budget document and provide an audit trail between the 2 documents.

a) Select the document to be reversed using the **Document Overview on/off** button:

Once the document is displayed, select the **Reverse** option
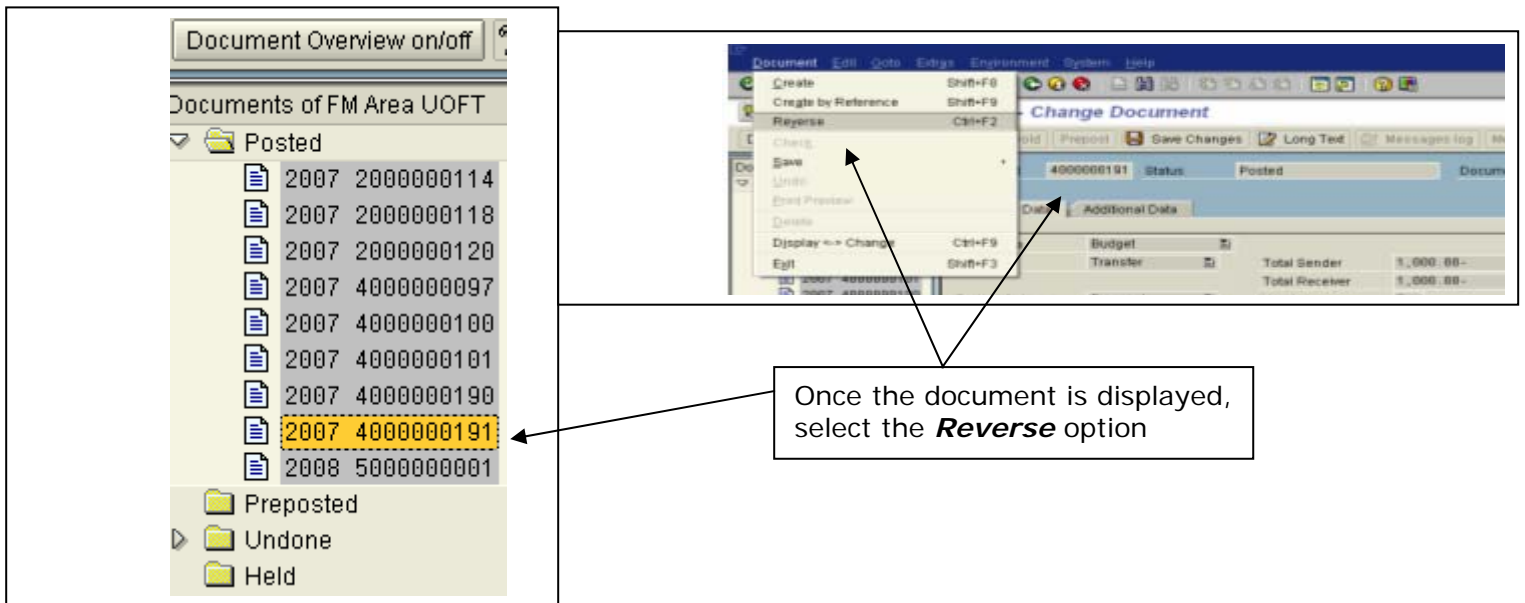
b) Reverse the document:

Budgeting Workbench - Reverse Document

"**Initial (Reversal)**" document will be displayed (not posted yet); new document date is assigned and Text field becomes available for new description. Once review is complete, Post 💾.

Document Overview on/off — Hold — Prepost — Save Changes — Lo...

Document		Status	Initial (Reversal)		

Header Data | Additional Data

Value Type	Budget			
Process	Transfer		Total Sender	1,000.00
			Total Receiver	1,000.00
Budget Category	Payment		Version	0
Document type	TRAN (Transfers)		Document Date	01.11.2006

Sender
Fiscal Year	2007	Period	All
Budget Type	TSFS		

Receiver
Fiscal Year	2007	Period	All

Lines

-/+	Line	Funds Center	Commitment item	Amount (CAD)	DK	Text
-	000001	101105	REVENUE-S	1,000.00	0	
+	000002	101104	REVENUE-S	1,000.00	0	

c) Review Reversed document:

Budgeting Workbench - Change Document

| Document Overview on/off | | | Hold | Prepost | Save Changes | Long Text | Messages log | Mess |

| Document | 4000000193 | Status | Posted (Reversal) | | Document Year | 2007 |

Header Data | Additional Data

Reversal Number   4000000191

Person responsible
Header Text
Text name

Created by   GAUDIOL
Created on   01.11.2006
Created at   13:16:49
Orig Appl

> Status shows "**Posted (Reversal)**" and on the Additional Data tab, the audit trail information is presented.

Lines

-/+	Line	Funds Center	Commitment item	Amount (CAD)	DK	Text
-	000001	101105	REVENUE-S	1,000.00	0	reversed test doc
+	000002	101104	REVENUE-S	1,000.00	0	reversed test doc