WEB CLIENT
DEPARTMENT TRANSFER REQUEST
USER GUIDE

Can be used with the following browsers:
Google Chrome and Mozilla Firefox.

Grand Valley State University
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A. Creating New Department Transfer Request

1. Create the Department Transfer Request from the Department Profile template
   a. Open the web client using any browser by clicking on the following link:
      https://www.onbase16.gvsu.edu/AppNet/Login.aspx
   b. Log in with your Onbase username and password
   c. Click on the drop down arrow on the “Document Retrieval” menu.
   d. Click on “New Form.”
   e. Click on “AP-Request New Form.”
a. Click on the tile “Request New Form from Department Profile.” This will open a new window. This tile should be found on your Personal Page. If you are not sure that you are on your Personal Page click on the Personal Page icon in the top left ribbon.

b. Click the drop down arrow on “Choose Form” and select Department Transfer Request.
c. Click the drop down arrow on “Department” and select your department from the list. It is possible to start typing your department name to reduce the list.
d. Click the “submit” button. This will create a new Department Transfer Request that will be added to workflow found under the life cycle called “AP FORM COMPLETION.”
e. Go to section B. Complete the Department Check Request to finish the form.

B. Completing the Initial Side of the Department Transfer Request

1. Open Workflow

a. Click on the drop down arrow on the “Document” menu.
b. Click on “Workflow” – a new window will open.
c. Click on the life cycle AP Form Completion – this will expand the folders that are available in this workflow.

2. Complete the Initiating Side of Transfer Request

a. Click on “In Process.”
b. Click on the link that starts with “TRF” in your inbox.

c. Click the Retrieve Next Banner Doc Reference button.

d. Click the drop down arrow by the “I want to box.” Select the appropriate purpose from the list. Please see the appendix for details about each purpose.

e. Enter the explanation for the transfer request in the “Initiating Department Explanation” box. Click the box under the explanation box for more help.

f. Enter the contact name.

g. Click on the drop down arrow next to the Finalizing Department. Select from the list of department names. If you are transferring funds within your own departments FOAP’s then use the same department name as the initial department.

h. Enter your phone number.
i. Enter a description that would help you when reviewing this transfer request in Banner. Banner has a 35 character limit on the description. You can click on the checkbox below the Banner Description to see more help.

j. Complete the Initiating FOAPAL section. Some of the values may be completed if you used the Request New Form from Department Profile. You can use as many FOAP's as you need by clicking the “Add” button on the right of the FOAPAL Section header. You can edit the FOAP values if they have been prepopulated. **TIP: if you click the Validate button it will verify that you have used the correct FOAP string.** Regardless, all forms will go thru a FOAP Validation process before going to the life cycle AP Approval. If any of the FOAPAL values are incorrect the document will be returned to the folder called “Corrections” in the life cycle AP Form Completion.

![Initiating FOAPAL](image)

k. Depending on the purpose chosen in step “e” you may be required to click on the drop down arrow next to the Signature Authority box. This will display a list of people who have access in Onbase to the department that was chosen when the form was created. This does not mean they have signature authority in Banner. The name chosen will be the person who receives an email to notify them of a form needing approval in the life cycle “AP Approval.”

l. Click the Save button. This will save the changes made to the form. **TIP: Any time you make a change on a form you should click the Save button.**

m. Add Attachments – if there should be supporting information for the transfer request it can be added to Onbase by clicking on the task “Add Attachment.” This will open a user interaction window that allows you to browse to any file that is saved.

![Add Attachment](image)

i. Click the “Choose File” button in the upper left hand corner of the window.

ii. Browse to the file location for the attachment.

iii. Locate the file and click “open.”

iv. Click the “upload” icon
n. Click “Submit” Button located on the task bar. The form will move from your in process folder and go to the FOAP Validation process. If it passes the FOAP Validation process form will go to the folder in AP FORM COMPLETION ➔ FINALIZING DEPARTMENT ➔ TRANSFER REQUEST.

C. Completing the Finalizing Side of the Department Transfer Request

1. Open Workflow

   a. Click on the drop down arrow on the “Document” menu.
   b. Click on “Workflow” – a new window will open.
   c. Click on the life cycle AP Form Completion – this will expand the folders that are available in this workflow.

2. Click on Finalizing Department – Transfer Request

   a. Click on one of the Transfer Requests in the folder.
   b. Enter your name in the Contact Name (required).
   c. Enter your phone number in the Contact Number (required).
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Finalizing Department Contact and Explanation

Finalizing Contact Name: 
Finalizing Contact Number: 
Finalizing Department Explanation: 

Check this box for help on the Finalizing Department Explanation field. Do not delete where it is mailed.

Finalizing FOAPAL (Click the Add button to the right to enter your FOAP; multiple FOAPs can be added).

Add

Finalizing FOAP Total: 
Initiating FOAP Total: 

The initiating FOAP total and the finalizing FOAP total do not match. Please correct the finalizing FOAP amounts to balance.

Signature Authority

Signature Authority: 
Select the person to approve this document:

Click on Save, then click on Submit at the top of the window.

Save

d. Enter an explanation that will help the Accounting Office and/or the other department involved in the transfer understand the purpose for the transfer request. Attachments can also be helpful and may be attached to the transfer request (optional).

e. Complete the Finalizing FOAPAL section. You can use as many FOAP’s as you need by clicking the “Add” button on the right of the Finalizing FOAPAL Section header. You can edit the FOAP values if they have been prepopulated. Tip: if you click the Validate button it will verify that you have used the correct FOAP string. Regardless, all forms will go through a FOAP Validation process before going to the life cycle AP Approval. If any of the FOAPAL values are incorrect the document will be returned to the folder called Corrections in the life cycle AP Form Completion.

f. Enter Signature Authority – this may be completed already. Depending on the question used for the transfer request, the Signature Authority box will be completed either by the Initiating or Finalizing department.

g. Click the “Save” button. This will save the changes made to the form. Tip: Any time you make a change on a form you should click the Save button.

h. Add Attachments – if there should be supporting information for the transfer request it can be added to Onbase by clicking on the task “Add Attachment.” This will open a user interaction window that allows you to browse to any file that is saved.

i. Click the “Choose File” button in the upper left hand corner of the window.

ii. Browse to the file location for the attachment.

iii. Locate the file and click “open.”

iv. Click the “upload” icon.
<table>
<thead>
<tr>
<th>User Interaction</th>
<th>Keywords</th>
</tr>
</thead>
<tbody>
<tr>
<td>File Path</td>
<td>Banner Doc Reference</td>
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<td>Choose File - No file chosen</td>
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</tr>
<tr>
<td>Document Types</td>
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<td>AP-Attachment</td>
<td>XX001112</td>
</tr>
<tr>
<td>File Type</td>
<td>Banner Doc Reference</td>
</tr>
<tr>
<td>Image File Format (??)</td>
<td>XX001112</td>
</tr>
<tr>
<td>Initiate Workflow</td>
<td></td>
</tr>
<tr>
<td>Document Date</td>
<td></td>
</tr>
<tr>
<td>01/08/2018</td>
<td></td>
</tr>
</tbody>
</table>
D. Approve Department Transfer Request – Needs to be done only by the department that is being charged for the funds

For more detailed instructions please refer to the AP Approval Web User Guide

a. Open the Life Cycle AP Approval

![OnBase](image)

b. Find your Department Transfer Request in the inbox list and click on it.

c. Choose Approve/Additional Approval – Task

d. Click on the drop down arrow on the Decision box and choose Final if you have signature authority in Banner for the Organization code used in the FOAP string.

![Approve Form](image)

e. Click the Save button. The form will be checked for valid signature authority and if true it will go to the change fund accountant for approval. Once the change fund accountant approves the request it will go to Accounts Payable for payment.

f. If you cannot approve the Department Transfer Request you can choose to send it back to the Initiating Department by using the Return to Initiating Department or use the Return to Finalizing Department so that corrections can be made.
E. APPENDIX

1. “I Want To” definitions

1) MOVE AN EXPENSE TO ANOTHER FOAP
   • An expense is in the wrong FOAP and needs to be fixed.
     o To move an expense that has already hit a FOAP.
       ▪ You can see it on your Eprint or through Banner INB/Self-Service.
       ▪ The expense has a Banner Doc Reference (I*******, J*******, etc.).
     o To move an expense that you are anticipating will hit a FOAP.
       ▪ You are expecting this to be processed. Processing will be put on hold until the actual expense hits your FOAP.
   • The department has purchased goods or services and needs to share the expense with another department.

2) MOVE A REVENUE (DEPOSIT) TO ANOTHER FOAP
   • A receipt (deposit) is in the wrong FOAP and needs to be fixed.
     o To move a receipt (deposit) that has already hit a FOAP.
       ▪ You can see it on your Eprint or through Banner INB/Self-Service.
       ▪ The receipt has a Banner Doc Reference (CA******, F*******, J******* etc.).
     o To move a receipt (deposit) that you are anticipating will hit a FOAP.
       ▪ You are expecting this to be processed. Processing will be put on hold until the actual receipt hits your FOAP.
   • If you have a gift that needs to be moved, please contact Gift Processing (in Development Services).

3) SPONSOR ANOTHER DEPARTMENT’S ACTIVITY/EVENT
   • A department wishes to provide broad support for an activity or event (such as a speaker, conference, luncheon, etc.) that is being organized by another department.
     o A department wants to be a co-sponsor.
     o A department wants to give a flat amount to the other department.
   • The reverse of Purpose 4.

4) ASK DEPARTMENTS TO SPONSOR MY EVENT/ACTIVITY
   • A department is seeking broad support for an activity or event (such as a speaker, conference, luncheon, etc.) that it is organizing.
     o A department is seeking a co-sponsor.
     o A department is seeking flat amounts from a co-sponsor (although these flat amounts may vary).
   • The reverse of Purpose 3.
5) **TRANSFER FUNDING/BUDGET TO ANOTHER FOAP**
- The dean’s office or divisional office wants to provide broad support to a unit.
- The dean’s office or divisional office needs to fund a deficit in a unit’s general fund or other FOAPs.
- A center or office, such as Center for Scholarly and Creative Excellence, Office of Undergraduate Research and Scholarship, Padnos International Center and Pew Faculty Teaching Learning Center, wants to provide support/funding for another department.
- *Similar in nature to Purpose 3 and the reverse of Purpose 6.*

6) **REQUEST FUNDING/BUDGET FROM ANOTHER FOAP**
- A department is seeking broad support, typically from the dean’s office or divisional office.
- A department needs a transfer to fund a deficit in its general fund or other FOAPs.
- A department is requesting professional development funds from the dean’s office.
- *Similar in nature to Purpose 4 and the reverse of Purpose 5.*

7) **PAY ANOTHER DEPARTMENT FOR GVSU GOODS OR SERVICES**
- Your department has received goods or services from another GVSU department and needs to pay that department.
- You are registering for an event hosted by another GVSU department.

8) **CHARGE ANOTHER DEPARTMENT FOR GVSU GOODS OR SERVICES**
- A department (such as Information Technology, Telecommunications, Institutional Marketing, Event Services, Facilities Services, University Promotions, Alumni Relations, or Motor Pool) provides goods or services to other departments on a routine basis and is charging other departments for these goods or services.

9) **REFUND A DEPARTMENT FOR GOODS AND SERVICES PREVIOUSLY CHARGED**
- A department previously selected Purpose 8 to charge another department for goods or services and now needs to refund that department.
2. Accounting Treatment of the FOAP’s

<table>
<thead>
<tr>
<th>PAY ANOTHER DEPARTMENT FOR GVSU GOODS OR SERVICES</th>
<th>SPONSOR ANOTHER DEPARTMENT’S ACTIVITY/EVENT</th>
<th>ASK DEPARTMENTS TO SPONSOR MY ACTIVITY/EVENT</th>
</tr>
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<tbody>
<tr>
<td><strong>Initiating Dept. Required:</strong></td>
<td><strong>Initiating Dept. Required:</strong></td>
<td><strong>Initiating Dept. Required:</strong></td>
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<tr>
<td>FOAP</td>
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<td>FO P</td>
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<tr>
<td>Contact Name/ Phone Number</td>
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<td>Explanation</td>
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<td><strong>Receiving Dept. Required:</strong></td>
<td><strong>Receiving Dept. Required:</strong></td>
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<td>FOAP</td>
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<td>Initiating Dept. DR</td>
<td>Initiating Dept. DR or - budget</td>
<td>Initiating Dept. CR or + budget</td>
</tr>
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<td>Receiving Dept. CR</td>
<td>Receiving Dept. CR or + budget</td>
<td>Receiving Dept. DR or - budget</td>
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<td><strong>Flows to:</strong></td>
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<tr>
<td>Data Control Desk</td>
<td>Accountant associated with first DR entry OR</td>
<td>Accountant associated with first DR entry OR</td>
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<td>Budget Office if both sides general fund</td>
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<td>CHARGE ANOTHER DEPARTMENT FOR GVSU GOODS OR SERVICES PREVIOUSLY CHARGED</td>
<td>REFUND A DEPARTMENT FOR GVSU GOODS OR SERVICES PREVIOUSLY CHARGED</td>
<td>MOVE AN EXPENSE TO ANOTHER FOAP</td>
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<tr>
<td>Data Control Desk</td>
<td>Data Control Desk</td>
<td>Accountant associated with first DR entry</td>
</tr>
<tr>
<td>MOVE A RECEIPT TO ANOTHER FOAP</td>
<td>REQUEST FUNDING/BUDGET FROM ANOTHER FOAP</td>
<td>TRANSFER FUNDING/BUDGET TO ANOTHER FOAP</td>
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<td>Existing Banner Description</td>
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<td>Accountant associated with first DR entry OR Budget Office if both sides general fund</td>
<td>Accountant associated with first DR entry OR Budget Office if both sides general fund</td>
</tr>
</tbody>
</table>
3. Change Password

To change your password, click on the top drop down arrow that normally says document. Select user, a mailbox appears in the second drop down window. Click the second drop down arrow and select Change Password.

4. Custom Query

Custom Query is another method to use for looking up information in OnBase.

Click one the second drop down arrow. This will open the menu. Select Custom Queries.
Select AP Transfer Requests. This will allow you to enter values into a keyword or multiple keywords to search for a transfer request. Remember that the wild card in OnBase is the *(asterisk).
5. Add Attachments outside of workflow

- Click the second drop down arrow
- Select Import Document
- Click the Choose File button to browse your computer to find the electronic file.
- Browse your file locations until you find the correct file. Select the file.
- Click Open. The file should display in OnBase and the file location window should close.
- Choose Business & Finance from the Document Type Groups.
- Choose AP-Attachment from the Document Types.
- Enter the Banner Doc Reference of the item you wish to have an attachment added.
- Click the Upload icon to have the document saved into OnBase.
6. How to Print a Form
   - Click the form to have it open in the view window
   - Right click on the form to open a menu
   - Choose the Print option from the menu