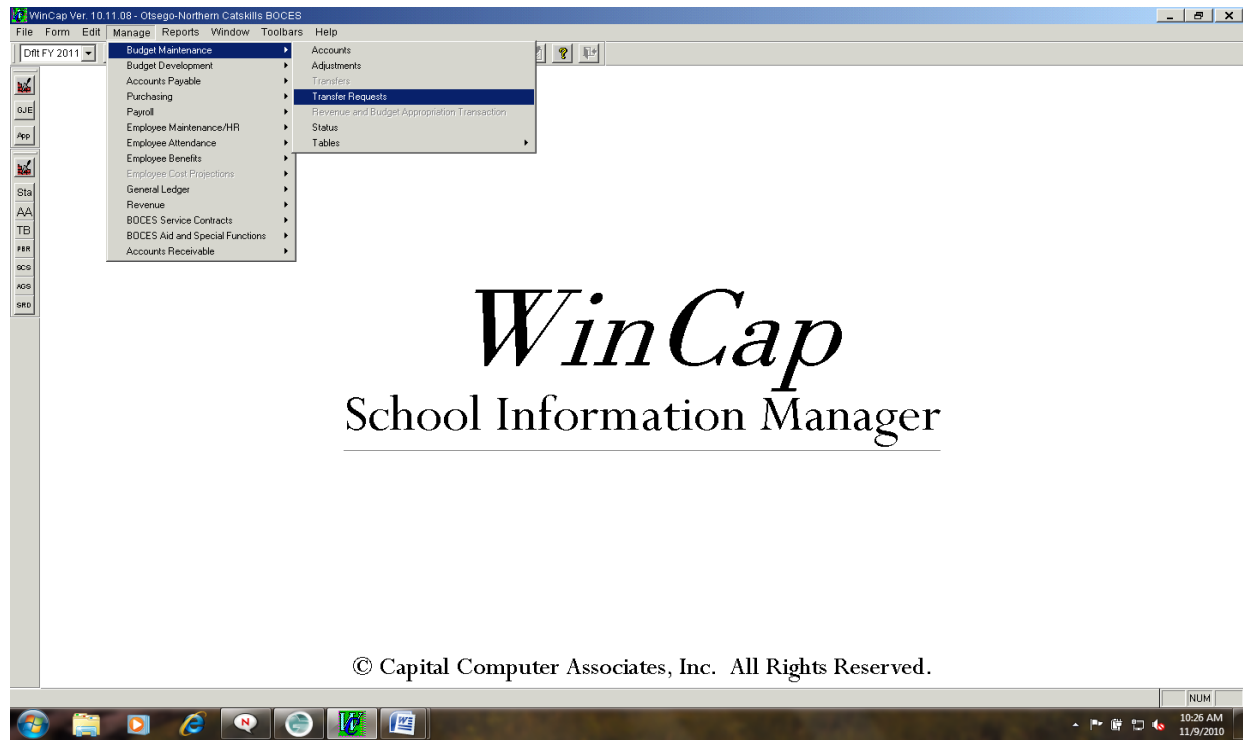


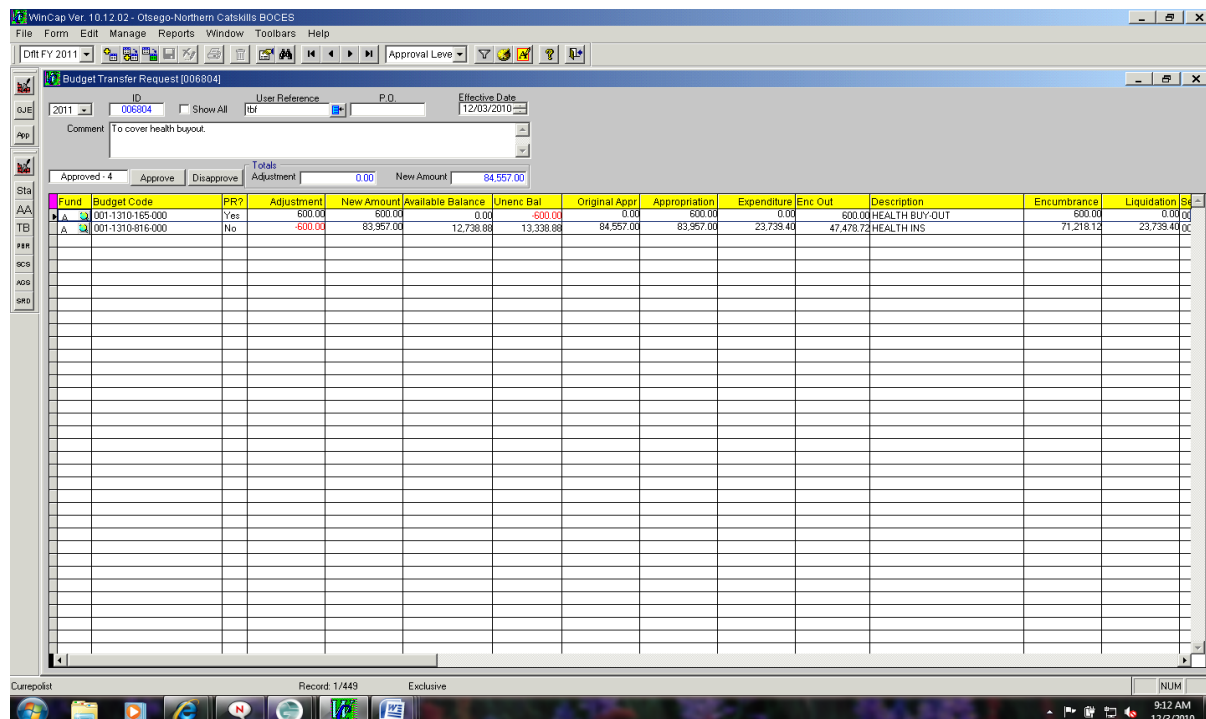
How to Approve Electronic Budget Transfer Requests:

**** Please note:** An "Approval" button has been added to the screen: it is no longer necessary to use a filter to see the budget transfer requests at your level or to use the blue options button to approve the request.

Go to:



Use the arrow button at the top to scroll transfer requests at your level to approve.



To approve request, click on the “Approve” button and then “OK”. If “Disapprove” is selected, the budget transfer request will be reversed and can **NOT** be modified.

The screenshot shows the WinCap software interface for a Budget Transfer Request. The window title is "WinCap Ver. 10.12.02 - Otsego-Northern Catskills BOCES". The main window displays a form for "Budget Transfer Request [006804]". The form includes fields for "ID" (006804), "User Reference" (tbt), "F.O.", "Effective Date" (12/03/2010), and a "Comment" field containing "To cover health buyout". Below the form are buttons for "Approve" and "Disapprove", and a "Totals" section showing "Adjustment" as 0.00 and "New Amount" as 84,557.00.

Below the form is a data table with the following columns: Fund, Budget Code, PR?, Adjustment, New Amount, Available Balance, Unent Bal, Original Appr, Appropriation, Expenditure, Enc Out, Description, Encumbrance, and Liquidation. The table contains two rows of data:

Fund	Budget Code	PR?	Adjustment	New Amount	Available Balance	Unent Bal	Original Appr	Appropriation	Expenditure	Enc Out	Description	Encumbrance	Liquidation
A	001-1310-165-000	Yes	600.00	600.00	0.00	-600.00	0.00	600.00	0.00	0.00	600.00 HEALTH BUY-OUT	600.00	0.00
A	001-1310-816-000	No	-600.00	83,957.00	12,738.88	13,338.88	84,557.00	83,957.00	23,738.40	47,478.72	HEALTH INS	71,218.12	23,738.40

A "Confirm Approve" dialog box is overlaid on the table, asking "Are you sure you want to approve budget transfer request?" with "OK" and "Cancel" buttons.

The budget transfer budget is complete after it is approved at all levels and is posted by the Treasurer.

Created 11/9/10; revised 1/24/11.