

Financial Processing – Purchasing

Bursary Transfer (BBT)

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| Document Summary |
| Product Owner | Johan Schoeman |
| Editor Name | Chimoné Barends |
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| Lesson Objectives |
|  |  On completion of this lesson you should be able to: * Add a Bursary Transfer (BBT) Accounting Lines with a description.
* Add a Completer to approve & complete the Bursary Transfer (BBT)
* Submit the Bursary Transfer (BBT) transaction.
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| Lesson Scenario |
|  |  * You are the Administrative Assistant in your department. You need to create a bursary transaction to transfer funds to the Financial Support Services to pay out a bursary to a student.
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| Lesson Prerequisites |
|  | * You need to be a NWU Staff member that is registered on the KFS system as a user.
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## Main Menu

**KFS navigation:** **Main Menu >** **Administrative Transactions** **>** **Financial Processing >** **Bursary Transfer**



Figure 1


Figure 2

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| 1. | Select **Bursary Transfer** from the **Financial Processing** submenu group in the **Administrative Transactions submenu** on the **Main Menu** tab. |

1. **Document Layout**



**Tabs to be completed**

Figure 3

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| 1. | Write down the **Doc Nbr** on your original documentation so you can easily retrieve the BBT when you are performing a search. |

**3.1 Document Overview Tab**



Figure 4

* The Description (Auto generated: Org code & name + Initiator’s surname & name) – do not type in this field!
* You may enter a brief Explanation (optional).

**3.2 Accounting Lines Tab**



Figure 5

* The **Expense** section will be visible to complete while the **Income** section will be completed by the Financial Support Services. The expenditure for the service will be debited.
* In the case of the Bursary Transfer transaction you must specify the amount as the exact bursary amount that will be paid to the student.

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| 1. | Complete the **Chart**, **Account** & **Object** combination in the **Expense** section. The **Income** section will be completed by the Financial Support Services. |
| 2. | Type the **exact bursary amount** in the **Amount** field. |
| 3. | Type a descriptive explanation in the **Line Description** field that includes the student number etc. |
| 4. | Click on tinybutton-add1  |

**3.3 Notes and Attachments Tab**



Figure 6

* In this tab you are required to add notes and attachments as supporting documents to the transaction.

**3.4 Ad Hoc Recipients Tab**



Figure 7

* With the Bursary Transfer (BBT) you have to add a Completer.
* Choose the complete action since the person at the Financial Support Service Department will complete the rest of the transaction for you.

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| 1. | Click on  next to the Ad Hoc Recipients tab. |
| 2. | Choose the  action.  |
| 3. | Complete the person’s staff number/username or click on, search in the next screen for the person and return the value.  |
| 4. | Click on tinybutton-add1  |



Figure 8

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| 1. | Click on  at the bottom of the E-doc. . The document will then route to the staff member specified on the Ad Hoc Recipient tab for approval.  |
| 2. | The BBT document will automatically route to the Approver (director of the organization) for approval, no matter the value. |
| 3. | The Route Status currently shows **ENROUTE**.   |
| 4. | Click on tinybutton-show in the **Route Log** tab to follow the workflow of the document.  |
| 5. | Click buttonsmall_close to close the document. |

1. **Errors on a Bursary Transfer (BBT) occur when you?**

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| 1. | Clickbuttonsmall_submit at the bottom of the E-doc without adding a **Ad Hoc Recipient**.   |
| 2. | Click tinybutton-add1 on the **Ad Hoc Recipient** tab without completing your **Accounting Lines**. |
| 3. | Click tinybutton-add1on the **Accounting Lines** using Income Object Codes instead of **Expense** Object Codes.   |

1. **Import Accounting Lines from Excel**
* KFS line import templates allow you to import any number of accounting lines from a comma-delimited (.csv) file.
* The BBT-template is also available on the KFS-Website: [www.nwu.ac.za/kfs](http://www.nwu.ac.za/kfs)

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| 1. | Double click the Excel icon to open the **BBT-template**.  |

[](http://www.nwu.ac.za/sites/www.nwu.ac.za/files/files/financial-systems/kfs/pur/AD_CR_CCR_DV_SB_Import.xlsx)



Figure 9

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| 1. | The next step is to complete your **Accounting Lines** in the columns as indicated (Red = Required).  |
| 2. | You can enter as many lines as preferred/needed. |
| 3. | Remember to delete the heading column on the first line before saving the file in a .csv (Comma delimited).  |



Figure 10

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| 1. | Proceed to KFS |
| 2. | KFS navigation: **Main Menu >** **Administrative Transactions** **>** **Financial Processing >** **Bursary Transfer.** |
| 3. | Take the same steps as described at the beginning of the manual until you get to the point where you would manually complete the accounting lines. Instead of manually completing the lines, click on tinybutton-importlines |
| 4. | Click on **Choose File**   |
| 5. | Select the file from the folder where you saved it and click Open. Make sure you change the file types to All Files  to include the .csv files. |
| 6. | The file name is now displayed next to Choose File  |
| 7. | Click on tinybutton-add1 |

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| Lesson Summary |
| Having completed this lesson you should now be able to:* Add a Bursary Transfer (BBT) Accounting Lines with a description.
* Add a Completer to approve & complete the Bursary Transfer (BBT)
* Submit the Bursary Transfer (BBT) transaction.
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