

# ePM Quick Reference Guide #033

## Transfer Document Creation

### WHAT IS...

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.

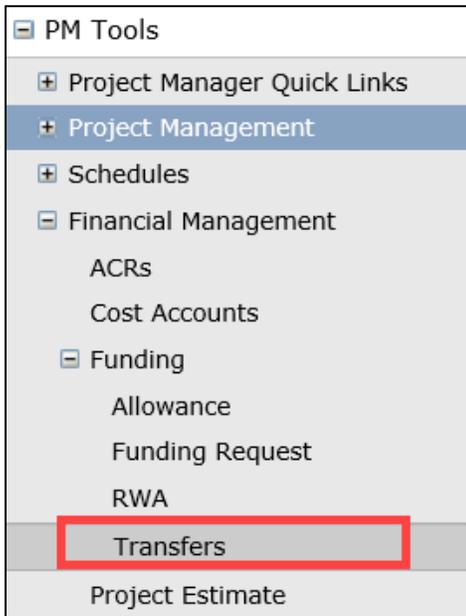
### WHO USES...

- Project Manager
- Construction Manager

### HOW TO...

#### CREATE A TRANSFER DOCUMENT

1. Log into ePM as a user with permissions to create Funding documents and navigate to the appropriate project.
2. Navigate to the Transfer Document register by clicking on PM Tools > Financial Management > Funding > Transfers.



3. The Transfer Document register displays. Click the 'New' button and a blank Transfer document displays.

# ePM Quick Reference Guide #033

## Transfer Document Creation



4. Enter a title for the document and enter a description for the transfer in the Notes field.
5. 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

The screenshot shows the 'TRANSFER: New Document' interface. At the top, there are tabs for 'General', 'Workflow', and 'Attachments'. Below the tabs, the title 'TRANSFER: New Document' is displayed with a 'Draft' status. The 'Budget Line Items' tab is selected, and the 'Budget Total Amount' is shown as 0.00. The 'ACR Column' is set to 'Pending Funding Redistribution'. Below this, there are two grids: 'FROM:' and 'TO:'. Each grid has a toolbar with 'Add', 'Remove', 'Split', and 'Update Totals' buttons. The 'FROM:' grid has one row with '1' in the quantity field. The 'TO:' grid also has one row with '1' in the quantity field. The 'Add' buttons in both grids are highlighted with red boxes.

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

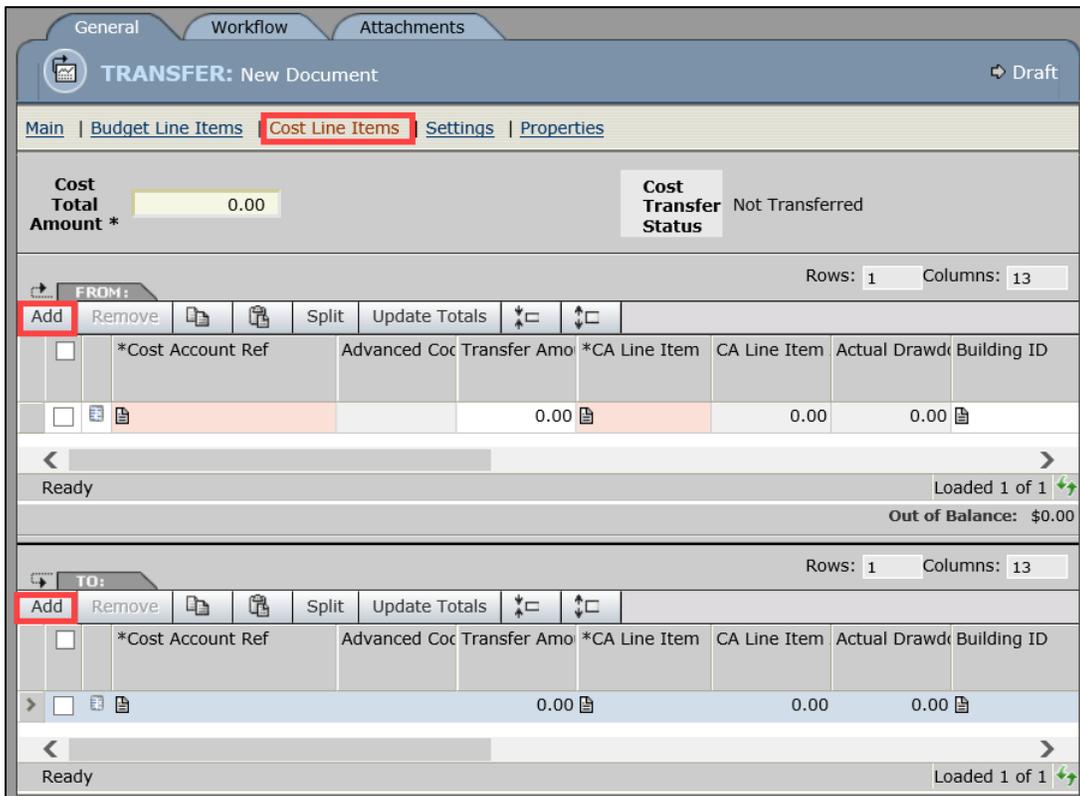
**NOTES:** Money can be transferred from one cost account to one or multiple other cost accounts. Transfer from multiple cost accounts into a single cost account is also possible.

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.

7. 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.

# ePM Quick Reference Guide #033

## Transfer Document Creation



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

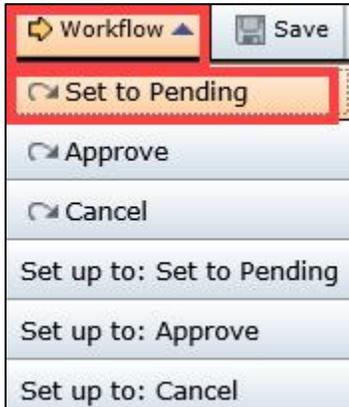
- 'CA Line Item': Since Cost Accounts can have more than one cost line item, user is able to select which one to transfer from.
- 'CA Line Item Amount': ePM will show the amount available for the CA Line Item chosen. This gives a quick insight into how much money is available for transfer.

### Execute Workflow to set the Transfer to Pending:

1. Click the arrow next to the 'Workflow' button found at the top of the screen, and select 'Set to Pending'.

## ePM Quick Reference Guide #033

### Transfer Document Creation



2. 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.
3. 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.



# ePM Quick Reference Guide #033

## Transfer Document Creation

### REFERENCES

Reference the following ePM Quick Reference Guides (QRGs) for additional information. QRGs can be accessed through the [ePM Portal](#).

- QRG 01 - Navigating ePM
- QRG 02 - Using the ePM Address Book