# How to Enter and Submit a Budget Transfer

Navigation in FMS:

## Creating a new budget transfer:

- "BGSUN" should pre-populate as your Business Unit each time you create a new transfer.
- The current date will default as the Journal Date.
- Finally, click Add to start entering the new budget transfer.
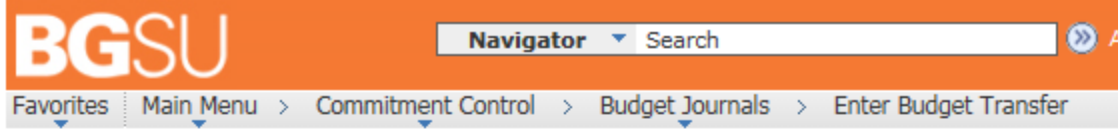
## Budget Header Tab:

- Select "CC_LINE_AP" for your ledger group. You can type this in or select from a list using the magnifying glass to the right of the dropdown box.

- Every transfer must include a description in the *Long Description* box. The *Alternate Description* box is also available for additional notes.

- As with Journal Entries, you have the ability to attach any documentation to the Budget Transfer that you think would be beneficial to the Approvers or as supporting documentation for the transaction.

## Entering Budget Lines:

- The following fields are required for every Budget Transfer:
    - Budget Period – Current Fiscal Year
    - Fund - Speedtypes are not used for Budget Transfers so you will need to enter the Fund
    - Department
    - Account
    - Amount
- Budget Transfers used only Pooled accounts for Operating Expenses
    - 53000 - Supplies
    - 54000 - Travel & Entertainment
    - 55000 - Communication
    - 56000 - Maintenance & Repair
    - 58000 - Equip-Library-Misc
    - 58988 - Operating Carry Forward
- Budget Transfers must be within the same Fund number.  (The **only** exception is Carry Forward)
- Carry Forward dollars **cannot** be transferred to other accounts.  Therefore, when moving carry forward, all lines must have an account number of 58988 (Operating) or 51989 (Personnel).
- When entering the amount for each line, a positive number represents an increase in budget and a negative number represents a decrease in budget.
    - In the example below, Dept 300000 would experience a decrease in budget of $1,000 while Dept 301000 receives an increase.
- All budget transfers must net to zero before they can be submitted. (Total Debits = Total Credits)

## Submitting a Budget Transfer for Approval:

- When you are ready to submit a transfer for review/approval, select "Submit Journal" in the *Process* drop down box which should then check the "Submit For Approval" box.

- Hit the *Process* button to submit the transfer.



- Once the transfer has been submitted, the *Approval Header Status* will change to "Pending" until final approval from the Budget Office has been given.

- To review the workflow for a budget transfer, click on the "Pending" Status and you can view the workflow path as well as the status at each approval level.

- An email notification will be sent to the creator of the transfer once it received final approval to post.