

EXPRESS STEPS: Reviewing and Approving Budget Transfers

Budget Transfers are used to transfer **budget dollars** to another DCC or just move **budget dollars** from one account to another within a DCC. **Journal Entries** are used to transfer **expenses** to another DCC or Grant. See **EXPRESS STEPS: Reviewing and Approving Journal Entries**. This document provides instructions for reviewing and approving a budget transfer *that has been entered by a Requester*.

There is a separate document that provides instructions for Requesters/Budget Administrators who need to enter a budget transfer. See **EXPRESS STEPS: Entering a Budget Transfer**. **NOTE:** If you are a Budget Administrator who has elected to enter budget transfers, the instructions for notifying the Business Office to post the transfer are included in that document.

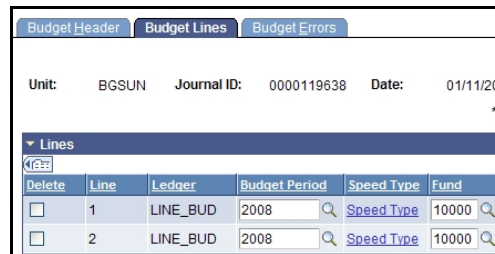
NOTE: Budget Transfers that involve a grant must be done by Restricted Funds Accounting (Grants): <http://www.bgsu.edu/offices/business/page8733.html>

➤ To review and approve a budget transfer, follow these steps

- You will receive an Email from the Requester who entered the Budget Transfer. This Email contains a hyperlink that you can click to be taken directly to the Budget Transfer document. You must be logged in to FMS, however, to do this. If you are not, log into FMS and then click the hyperlink.



- Review the Budget Transfer for accuracy. Examine the **Budget Lines**. Make certain that the **Fund**, **DCC**, and **Account** codes are correct and that the positive and negative budget dollar amounts are assigned to the appropriate DCCs.



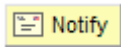
Budget Header						Budget Lines						Budget Errors					
Unit:		BGSUN		Journal ID:		0000119638		Date:		01/11/2008							
▼ Lines																	
[X] [A]																	
Delete	Line	Ledger	Budget Period	Speed Type	Fund												
<input type="checkbox"/>	1	LINE_BUD	2008	Speed Type	10000												
<input type="checkbox"/>	2	LINE_BUD	2008	Speed Type	10000												

- o Click the **Budget Header** tab and review the **Long Description**, again making certain that the description clearly indicates which DCC is receiving the budget dollars and which DCC is giving up the budget dollars and why.

<p>Long Description:</p> <p>AS: Transfer \$ 475.00 to 010148 from 200120 for support for President's Day and Admissions events.</p>
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- o If the budget transfer needs correcting, you can do this yourself or have the requester do it. If you want the requester to make the changes, you can send an Email to the requester by modifying the next step.
- o Note the **Journal ID** and write this down now. You will need it when you send your **Email notification**.

Unit: BGSUN **Journal ID:** 0000119638

- o If you are satisfied with the budget transfer, click the  button to send an **Email Notification** to the Business Office who will post this transfer. You should CC the other Budget Administrator, and if you want, yourself also. Enter a **Priority** if you wish and enter the **Subject** and **Message** as shown in this screen capture.

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon. Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view options.

Notification Details

To: boftrans@bgsu.edu

CC: lbeeman@bgsu.edu; mflynn@bgsu.edu

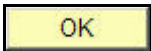
BCC:

Priority: 2-Med

Subject: <Budget Transfer Journal ID 119638>

Template Text: Workflow Notification
Priority: %NotificationPriority
Date Sent: 2008-02-07

Message: I approve; please review and post.

- o Click the  button to send the **Email Notification**.