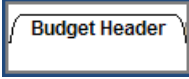


 **EXPRESS STEPS: Entering a Budget Transfer**

Commitment Control > Budget Journals > Enter Budget Transfer

- At the **Add a New Value** tab click .

- To enter the  details
 - Enter the **Ledger Group**, *CC Line AP*
 - Keep the ***Budget Entry Type** as *Transfer Adjustment*:

DO NOT CHANGE

*Budget Entry Type:

- Select the **Parent Budget Entry Type**: *Transfer Adjustment*
- Enter the **Long Description** as follows: Enter your initials so you can easily search for the budget transfers you have entered.

Long Description:

AS: Transfer \$ 475.00 to 010148 from 200120 for support for President's Day and Admissions events.

This **Long Description** will be displayed in the **Header Description** column in both DCC's monthly *Budget Summary* report (Budget Details tab).


- To enter the  details, complete the following steps.

NOTE: This example lists the DCC who is receiving the budget dollars in the first line. If you prefer to enter the DCC who is giving the budget dollars in the first line, that is fine. Just make sure your **Long Description** reads From/To.

- Select the 
- **First Line:** Enter the **Fund** and the **DCC** for the department who **will receive** the budget dollars.


- Enter the **Account** that the dollars should be transferred to. The description for this Account code will automatically be displayed in the **Journal Line Description** as shown.

Journal Line Description
Other Transfers

- Enter the **Amount** of the budget transfer. This amount will be *added* to this DCC's budget.
- Click the **Show All Columns** button  to see all the fields on this page. Move the scroll bar to the far right.
- Enter information in the **Ref** (reference) field if you want (your initials, for example).
- Enter the DCC who is giving the budget dollars in front of the description in the **Journal Line Description** field. This will serve as a cross-reference for the Controller's Office.

Journal Line Description
200120 Other Transfers

Lines to add	<input type="text" value="1"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
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- At , click the plus sign.
- **Second Line:** The values you entered on the first line are copied automatically to the second line. Enter the **Fund**, the **DCC**, and **Account** code for the donating department.
- Enter a minus sign in front of the **Amount**. This amount will be deducted from this DCC's budget.

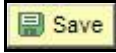
Amount
475.00
-475.00

- Enter the DCC who is receiving the budget dollars in front of the description in the **Journal Line Description** field. This will serve as a cross-reference for the Controller’s Office.

Journal Line Description

200120 Other Transfers

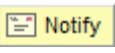
010038 Other Transfers

- Click  to save the budget transfer.
- The transfer will be assigned a **Journal ID**. Write this down now. You will need it when you send your **Email notification**.

Unit: BGSUN **Journal ID:** 0000119638

- If your **Budget Header Status** reads “None” or “Security Error”, do not worry.

Budget Header Status: None **Budget Header Status:** Security Error

- Click the  button to send an **Email Notification** to your Budget Administrator who must approve this transfer. You may enter your address as the CC (Carbon Copy). Enter a **Priority** if you wish and enter the **Subject** and **Message** as shown in this screen capture.

Notification Details

To: lbeeman@bgsu.edu

CC: awhite@bgsu.edu

BCC:

Priority: 2-Med

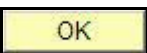
Subject: <Budget Transfer Journal ID119638>

Template: Workflow Notification

Text: Priority: %NotificationPriority

Date Sent: 2008-04-11

Message: Please approve.

- Click the  button to send the Email Notification.