

EXPRESS STEPS: Entering a Budget Transfer

If you need to transfer **budget dollars** to another DCC or just move **budget dollars** from one account to another within your own DCC, you can enter a **Budget Transfer**. If you need to transfer an **expense** to another DCC or Grant, you should enter a **Journal Entry**. You should **never** use a Budget Transfer if the DCC's are in different funds, e.g., Fund 10000 giving money to Fund 20000. If you are crossing funds, always use a Journal Entry. See **EXPRESS STEPS: Creating a Journal Entry**. This document provides instructions for Requesters and Budget Administrators who wish to enter a budget transfer.

There is a separate document that provides instructions for Budget Administrators who need to approve a budget transfer. See **EXPRESS STEPS: Reviewing and Approving Budget Transfers**.

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

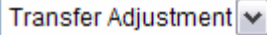
➤ To enter a budget transfer, click the following FMS menu items

- 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: Make sure to 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).

- o To enter the **Budget Lines** 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.

Budget Period
<input type="text"/>

- 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 Expenses

- Enter the **Amount** of the budget transfer. This amount will be *added* to this DCC's budget.
- 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 Business Office.


Journal Line Description
200120 Other Expenses

- At **Lines to add** , 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 Business Office.

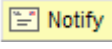
Journal Line Description
200120 Other Expenses
010038 Other Expenses

- 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**.

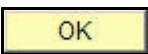
Unit: BGSUN **Journal ID:** 0000119638

- If you get a *Security Error* message or your **Budget Header Status** reads "Security Error." Don't worry. This is what should happen.

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.
- **NOTE:** If you are *Budget Administrator* entering this transfer, send the **Email Notification** to the Business Office boftrans@bgsu.edu who will post this transfer and be sure to copy the other Budget Administrator. Please indicate in your message that you *approve* this transaction.

Notification Details	
To:	lbeeman@bgsu.edu
CC:	awhite@bgsu.edu
BCC:	
Priority:	2-Med
Subject:	Budget Transfer Journal ID119638>
Template Text:	Workflow Notification Priority: %NotificationPriority
Message:	Date Sent: 2008-01-11 Please approve.

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