# BUDGET TRANSFER WORKFLOW

## Tab - Requestor Information, Approver Information and Journal Description


  - **Scenario** - Select a scenario. BTR_BASE Budget Transfer Request must be approved by a Division Financial Manager.

  - **Header Description** - Required. Indicate any pertinent information about the transfer, such as why the transfer/correction/adjustment is requested or needed. Please provide as much details supporting the request.

  - **Approver Name** - Select an approver from the list (source: Delegation of Authority).

  - **Approver Extension** - Required. Indicate phone extension.

## Tab - Transfer Information

- **Fields:**
  - **Account** - Required valid and active value when completing the transfer form. Must be 6 characters.
  - **No 5xxxxx Accounts:**
    - Account 602001 and 602002 transfer-in only and to cover deficit.
  - **Budgets move from OE&E accounts to salary accounts,** a set-aside benefits recommended 51% faculty, 53% staff and managers (subject to change). Please use account 603090- Benefits - Other for benefits contribution on a separate line.
  - **Fund** - Required valid and active value when completing the transfer form. Must be 5 characters.
  - **Budget Transfers must be between the same fund codes.**
  - **Dept. ID** - Required valid and active value when completing the transfer form. Must be 5 characters.
  - **Program** - Optional when completing the transfer form. Must be valid and active value and 4 characters. Program codes required for transfers with Graduate Initiative (GI) Program 20xx and Student Success (SSI) Program 81xx. Please contact the GI/SSI Program Coordinator, Raymond Juanico for budget transfers going in to a program code or to remove a program code from an existing budgets.
  - **Class** - Optional when completing the transfer form. Must be valid and active value and 5 characters.
  - **Project** - Do not use this field. Please contact Projects Coordinator, Raymond Juanico for transfers instructions.
  - **Journal Line Desc** - Indicate any pertinent information about the transfer to assist reader why the budget transfer is made. Enter the description with NO COMMAS. Maximum 30 characters.
  - **FTE** - If FTEs should be charged Total FTEs do not have to equal to zero.
  - **Amount** - Enter the Amount of the transaction that needs to be transferred. Transfer From must be entered as negative (i.e., -3,000.00) and Transfer To must be entered as positive (i.e., 3,000.00). Total MUST equal Zero.

<table>
<thead>
<tr>
<th>Account(6)</th>
<th>Fund(5)</th>
<th>Dept(5)</th>
<th>Program(4)</th>
<th>Class(5)</th>
<th>Project(8)</th>
<th>Scenario(BTR_1TIME, BTR_BASE)</th>
<th>Journal Line Description(55)</th>
<th>Reference(10)</th>
<th>FTE</th>
<th>Amount</th>
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</thead>
<tbody>
<tr>
<td>601300</td>
<td>THEFD</td>
<td>10091</td>
<td>20321</td>
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<td>BTR_1TIME</td>
<td>Stuff Move</td>
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<td>5,000.00</td>
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</tbody>
</table>

**Required:** Required | Optional: | Optional: | Required: | Required: |

**NOTE:** BTR Upload Template file name maximum 149 characters. Hyphen, dot, underscore and colon are allowed. Please KEEP the BTR upload template in its original format for a successful upload.

## Tab - Signature and Comments

- **Requester Signature** - Systems autofill the Requester name.

  - **Requester Comment** - Optional. For additional notes from the Requester to the Approvers or to the Budget Office.

  - **Approver Signature** - Systems autofill the Approver name.

  - **Approver Comment** - Optional. For additional notes when the Approver returns the BTR to the Requester or provides explanations to the Budget Office.

  - **Budget Operations Signature** - Systems autofill the Budget Office Processor name.

  - **Budget Operations Comment** - Optional. For additional notes from the Budget Office Processor to the Approver or to the Requester.

### To CANCEL BTR

- A Requester is able to cancel/delete a BTR that has not been sent to the Approver yet.

### To Email to DL- Budget

- If a BTR has been sent through, the Requester/Approver will use the same email notification along with the referenced BTR ID # to request cancellation/deletion of a BTR.

Please contact Joe Lipnisky x7392 or Jennifer Chung x3634 for any questions.

Last Updated 7/13/2021