BUDGET TRANSFER WORKFLOW

Tab - Requestor Information, Approver Information and Journal Description

Requester Extension - Required. Indicate phone extension.

Senario - Select a senario. 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 O&E accounts to salary accounts a set-aside benefits recommended (52% faculty, 54% staff and managers; subject to change).

Fund
Required **valid and active value** when completing the transfer form. Must be 5 characters.
Budget Transfers must be between the same fund codes.
Fund transfers between different fund codes should be done via accounting transfer (Expenditure Transfer Request).

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 tranfers with Graduate Initiative (GI) Program 20xx and Student Success (SSI) Program 81xx. Please contact the GI/SSI Program Coordinator, Raymond Juanico for budget tranfers 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
To contact Budget Office for further 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.

Reference
Optional. Maximum 10 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.

Transfer Information:							Total:				0.00
Account(6)	Fund(5)	Dept(5)	Program(4)	Class(5)	Project(8)	Scenario(BTR_1TIME, BTR_BASE)	Journal Line Description(30)	Reference(10)	FTE	Amount
601300	THEFD	10001		20321		BTR_1TIME	Staff Move			(3,000.00)
601300	THEFD	10002				BTR_1TIME	Staff Move		1	3,000.00
Required	Required	Required	Optional	Optional	Optional	Required	Optional	Optional	Optional	Required

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 explainations to the Budget Office.

Budget Operations Signature - Systems autofill the Budget Office Processer name.

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

Please contact Jennifer Chung x3634 for any questions.