

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 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 seperate 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.
 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** 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.
- 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	

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 Processer name.
 Budget Operations Comment - Optional. For additional notes from the Budget Office Processer 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.