

**BUDGET TRANSFER WORKFLOW**

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

- Requester Extension - Required. Indicate phone extension.
- 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 O&E accounts to salary accounts a set-aside benefits recommended (43% faculty, 48% 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 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** 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 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.

Please contact Jennifer Chung x3634 for any questions.