**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.

**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 48% faculty, 52% 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.
  - 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**
  - 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:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Fund</th>
<th>Dept</th>
<th>Program</th>
<th>Class</th>
<th>Scenario</th>
<th>Journal Line Desc</th>
<th>Reference</th>
<th>FTE</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>601200</td>
<td>THEFD</td>
<td>1001</td>
<td></td>
<td>20321</td>
<td>BTR_1TIMI</td>
<td>Staff Move</td>
<td>(3,000.00)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>601200</td>
<td>THEFD</td>
<td>1002</td>
<td></td>
<td></td>
<td>BTR_1TIMI</td>
<td>Staff Move</td>
<td>1</td>
<td>3,000</td>
<td></td>
</tr>
<tr>
<td>Required</td>
<td>Required</td>
<td>Optional</td>
<td>Optional</td>
<td>Optional</td>
<td>Required</td>
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<td>Optional</td>
<td>Required</td>
<td>Required</td>
</tr>
</tbody>
</table>

**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.