BUDGET TRANSFER FORM INSTRUCTIONS

Tab - Requester Information, Approver Information and Journal Description

Requester Extension - Indicate phone extension
Scenario - Select a scenario. BTR_BASE Budget Transfer Request must be approved by a Division Financial Manager
Header Description - Indicate any pertinent information about the transfer, such as why the transfer/correction/adjustment is requested or needed. Please provide back-up documentation supporting the request if needed.
Approver Name - Select an approver from the list
Approver Extension - Indicate phone extension

Tab - Transfer Information

Chartfields
- Account: Required valid and active value when completing the transfer form. Must be 6 characters
- 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: Optional when completing the transfer form. Must be valid and active value and 8 characters
- 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
- Journal Line Ref: 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., -30000) and Transfer to must be entered as positive (i.e., 30000). Total MUST equal Zero.

Tab - Signature and Comments

Requester Signature - System autofill preparer name
Requester Comment - Optional. For additional notes from the Requester to the Approvers or to the Budget Office
Approver Signature - System autofill approver name
Approver Comment - Optional. For additional notes from the Approver to the Preparer when REJECT BTR request or to the Budget Office
Budget Operations Signature - System autofill Budget Office Processor name
Budget Operations Comment - Optional. For additional notes from the Budget Office Processor to the Approver or to the Preparer

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