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 5xxxx 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 (46% faculty, 50% 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  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>Project</th>
<th>Scenario</th>
<th>Journal Line Description</th>
<th>Reference</th>
<th>FTE</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>601300</td>
<td>THEF</td>
<td>1005</td>
<td>3032</td>
<td>5031</td>
<td>ST_A_1ME</td>
<td>BTR_BASE</td>
<td>Staff Move</td>
<td>(5,000.00)</td>
<td></td>
<td></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 submitted BTR - Please use the BTR notification email with referenced Log ID # and forward your request to cancel to DL-Budget.

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