

Electronic Budget Transfer Information

The Vice Presidents and Deans will have the capability to transfer funds between areas for which they are responsible. The Department Chairs and Directors can only process transfers within their department.

The electronic budget transfer will:

- **Only allow temporary transfers (BD04)**
- **Only process whole dollars (do not use cents)**
- **Only allow transfers between Maintenance and Operation (M&O) lines**
- **Will not process budget transfers for any salary lines, expense transfers, research or matching indexes ("R" or "M" as part of the index number), grants/restricted funds (different fund types), or between account codes that begin with the number "5" for revenue or "8" for transfer.**

If the transfer involves these lines, a paper budget transfer will need to be completed and forwarded for signatures. The transfer will be entered once the budget office receives this information.

There are two types of electronic budget transfers that can be performed in self service: **budget transfer (max of two lines)** or **multiple line budget transfer (max of five lines)**.

Instructions for Budget Transfer (Max of 2 Lines)

- **Log into My UCA**, Self Service, Finance, choose Budget Transfer (max of 2 lines).
- The **transaction date** will default in as today's date.
- The **journal type** has two choices: 1)BDDP-Departmental Budget Entry. The BDDP is for all Educational & General (E&G) index. 2)BDAX-Budget Entry Dept Auxiliary. The Budget Entry Dept Auxiliary is for all Auxiliary areas which include: Athletics, Housing, Food Service, Student Center, Radio Station, Farris Fields, HPER Recreation, Bookstore, Student Health Services, Post Office, and Parking Facilities.
- The **transfer amount** for the **Departmental Budget Entry** is the amount that will be transferred from one line to another line. For example, if you transfer \$500(-) from M&O into your travel of \$500 (+), then you would enter \$500. The system will calculate the document amount, which would be \$1,000.
- The **"From"** line, enter the chart of "U," enter the index number to move out funds D/C (-). The system will not fill in the fund, organization, or program code at this point.
- The **"To"** line, enter the index number to move in funds D/C (+). The system will not fill in the fund, organization, or program code at this point.
- Click **"Complete"** once. The system will now fill in the Fund, Organization, and Program.

- Enter the **account code** to move out funds on the D/C (-) line and enter the account code to move in funds on the D/C (+) line.
- Enter the **Description**, example, transfer funds to travel. The **Budget Period** should **always** be **"01"**.
- If a specific budget transfer is used frequently, the **Save as Template** title option must be entered before you click, complete, the second time. The template name cannot contain special characters such as: ; & / @ ?) (
- Click **"Complete"** again.
- When the document is processed, a message, such as **"Document J0018283 Completed and Forwarded to the Posting Process"** will display. If there is an error, a message will be displayed as to why this transaction is not completed. After the error(s) is corrected, click complete again. It is possible the electronic transfer may not be allowed if it involves lines mentioned in the information section of this document. If the transfer involves these lines, a paper budget transfer will need to be completed and forwarded for signatures. The transfer will be entered once the budget office receives this information.

****At the bottom of this screen, it allows a code lookup with numerous types of selection criteria, such as account, index, organization, etc. After the criteria is chosen, execute query, the query results will display at the top of the page.**

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Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template None

Transaction Date 26 OCT 2011

Journal Type BDDP (Departmental Budget Entry)

Transfer Amount

Document Amount 0.00

Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From								-
To								+
Description			Budget Period	01				

Save as Template

Shared

Code Lookup

Chart of Accounts Code U

Type account

Code Criteria

Title Criteria

Maximum rows to return 10

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