

Budget Transfers

Conducted by the Budget Office

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Requesting the Budget Transfer Role

- my.fsu.edu
- Submit Request – Add/Remove Role
- Search by your Last Name
- Check Financials and click Continue
- Check Add and click Continue
- Check Both and click Continue
- Check FSU_BUDGET_TRANSFER
- Read Message and click OK
- Scroll to the bottom and click Continue



Requesting the Budget Transfer Role

- Select your “Reason for Request”
- Enter the department ID(s) you need budget transfer access to in the “Justification” box
- Click Submit
- The Budget Office will ensure the role request is routed to the appropriate DDDHC(s) for approval



Budget Transfer Module

- After your role request has been approved, you will have access to the “Add a New Value” tab in the *Enter Budget Transfer* module (OMNI-FI > Commitment Control > Budget Journals > Enter Budget Transfer).
- Click the “Add” button to enter a new transfer.

Enter Budget Transfer

[Find an Existing Value](#) [Add a New Value](#)

Business Unit:
Journal ID:
Journal Date:

[Add](#)

[Find an Existing Value](#) | [Add a New Value](#)



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Budget Transfer Module

- Enter the transfer description in the “Long Description” field.
- If the transfer is Recurring, change the “Budget Entry Type” to “Recurring Transfer.”

The screenshot displays the 'Budget Header' tab of a software interface. At the top, there are three tabs: 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below the tabs, the interface shows several input fields and a dropdown menu. The 'Unit' is set to 'FSU01', 'Journal ID' is 'NEXT', and 'Date' is '06/21/2016'. The '*Ledger Group' is 'CC_EXP_GRP'. The 'Fiscal Year' is '2016' and 'Period' is '12'. The '*Currency' is 'USD' and 'Rate Type' is 'CRRNT'. The 'Exchange Rate' is '1.00000000' and 'Cur Effdt' is '06/21/2016'. The 'Budget Header Status' is 'None'. The '*Budget Entry Type' dropdown menu is open, showing three options: 'Non-Recurring Transfer', 'Non-Recurring Transfer', and 'Recurring Transfer'. Below this, there are two checkboxes: 'Generate Parent Budget(s)' and 'Use Default Entry Event'. The 'Parent Budget Entry Type' dropdown menu is also visible. The 'Long Description' and 'Alternate Description' fields are empty. At the bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The text 'Attachments (0)' is also visible.



Recurring/Non-Recurring

- Recurring transfers are for permanent changes.
- Non-Recurring transfers are for temporary, one-time changes, and will not carry forward to next fiscal year.
- Transfers involving E&G (110, 121, 210, and 211) can be recurring or non-recurring.
- Transfers involving E&G-Carryforward (140, 126, 240, and 241), Designated, Auxiliary, Restricted, and Debt Service should only be non-recurring.



Budget Transfer Module

- Enter the transfer details on the “Budget Lines” tab.
- Each transfer line must have a Dept, Fund, Account, Amount
- The reference field (Ref) and Journal Class (most will use “XFER” for a transfer within a College, or “XSC” for a transfer between Colleges) are optional.
- Debits must equal credits.

Budget Header **Budget Lines** Budget Errors

Unit FSU01 Journal ID Date Budget Header Status Posted

Lines Personalize | Find | View All | First 1-2 of 2 Last

Chartfields and Amounts Base Currency Details

Line	Ledger	Budget Period	Dept	Fund	Account	Amount	Ref	Journal Class
1	CC_BUD	2017	191000	140	740000	-535.74		XFER
2	CC_BUD	2017	191000	140	720000	535.74		XFER

From Line To Generate Budget Period Lines

Totals

Total Lines 2	Total Debits 535.74	Total Credits 535.74
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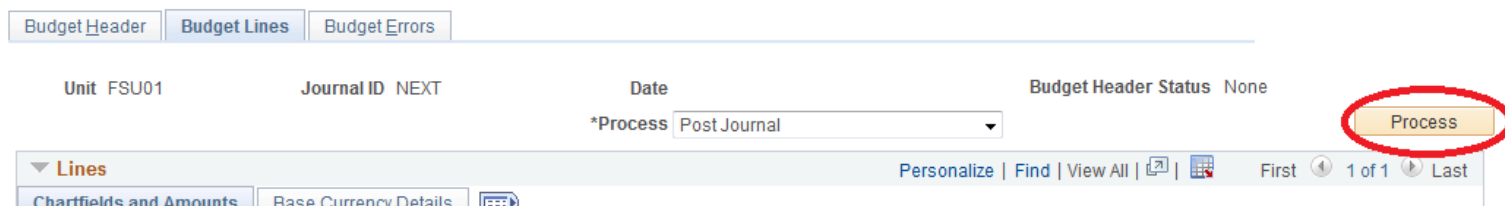
Save Return to Search Previous in List Next in List Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors



Budget Transfer Module

- When you have finished entering your transfer details, you can “Post” by clicking the “Process” button.



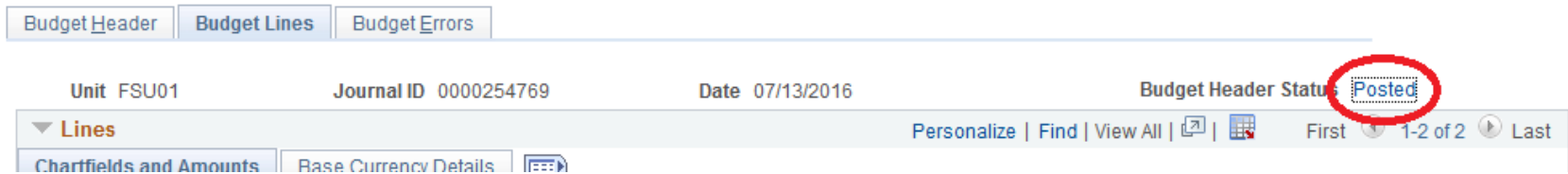
The screenshot shows the 'Budget Transfer Module' interface. At the top, there are three tabs: 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below the tabs, there are several fields: 'Unit' (FSU01), 'Journal ID' (NEXT), 'Date', and 'Budget Header Status' (None). A dropdown menu for '*Process' is set to 'Post Journal'. A yellow 'Process' button is circled in red. Below the fields, there is a 'Lines' section with a 'Personalize' button and a 'Find | View All' search bar. At the bottom, there are 'Chartfields and Amounts' and 'Base Currency Details' tabs.

- A pop-up message will appear asking if you are sure you want to post the journal. If you are sure, click the “Yes” button.



Budget Transfer Module

- The Budget Header Status for the transfer should be “Posted.”



The screenshot displays the Budget Transfer Module interface. At the top, there are three tabs: "Budget Header", "Budget Lines", and "Budget Errors". Below the tabs, the following information is shown: "Unit FSU01", "Journal ID 0000254769", "Date 07/13/2016", and "Budget Header Status Posted". The "Posted" status is circled in red. Below this, there is a "Lines" section with a dropdown arrow and a "Personalize | Find | View All | [grid icon] | [calendar icon]" menu. At the bottom, there are two tabs: "Charfields and Amounts" and "Base Currency Details".

- If your transfer shows something other than “Posted”, check for possible errors.



Budget Transfer Errors

- Security Error (S): typically results from one of the following:
 - Using an improper account (e.g., using 710000 or a GL account code – see slide 25 for a list of accounts to use)
 - Transferring between funds
 - Transferring to/from a department outside your access (must be posted by the Budget Office)
 - Using multiple funds in the same transfer (must be posted by the Budget Office)
 - Using certain accounts that must be posted by the Budget Office (see next slide)



Budget Transfer Errors

- For funds 110, 121, 210, and 211 transfers involving Salary (71xxxx), Special Categories (73xxxx), and Other (78xxxx) must be posted by the Budget Office.
- For funds 126, 140, 240, and 241, transfers involving Other (78xxxx) and Unallocated Balance (999001) must be posted by the Budget Office.



Notify

- For transfers that must be posted by the Budget Office, please use the “Notify” button and send the notification to budget@admin.fsu.edu.

Budget Header | **Budget Lines** | Budget Errors

Unit FSU01 Journal ID NEXT

▼ Lines

Chartfields and Amounts Base Currency Details

Delete	Line▲	Ledger	Budget Period	Dept▼
	1	CC_BUD	2017	

Lines to add: + - Journal Line Copy Down

Totals

Total Lines	1	Total Debits
-------------	---	--------------

Save **Notify** Refresh

Budget Header | Budget Lines | Budget Errors

Workflow Notification

Send Notification

Type names or email addresses in the To, CC, or BCC fields, using a semi-colon as a separator.
Click LOOKUP RECIPIENT to search for a name. Click DELIVERY OPTIONS to view or change the method of the send.

Notification Details

To: budget@admin.fsu.edu

CC:

BCC:

Priority: [dropdown]

Subject: <Enter Subject here>

Template: Workflow Notification

Priority: %NotificationPriority

Date Sent: 2016-07-26

Message:

Click OK to send this notification and exit this page. Click Cancel to exit this page without sending a notification.
Click Apply to send this notification and remain on this page.

OK Cancel Apply



Budget Transfer Errors

- Error (E): One or more department-fund-account combination doesn't have sufficient budget to transfer.
- Run Budgets Overview or Budget Details and verify the department-fund-account combination you selected is correct. (Detailed job aids for Budgets Overview and Budget Details are available on the [Budget Office Training and Resources website](#).)



BUDGET ADJUSTMENTS



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Budget Journals

- The Budget Office has the ability to process Budget Journals, which are typically used to increase a department's budget.

Description	Type	Funds
Recurring Original	Permanent	E&G only
Non-Recurring Original	Temporary	Any
Recurring Adjustment	Permanent	E&G only
Non-Recurring Adjustment	Temporary	Any



Budget Journals

- Example: An auxiliary department receives an unplanned contract, which brings in additional revenue. The department now requires additional budget for new expenses.



Budget Journals

- The Budget Office will not increase budget:
 - If the department has sufficient budget available
 - Without justification (e.g., new contract brings in additional revenue and requires increased spending)
 - If the department will not have sufficient cash to warrant additional budget
- The department's Budget Manager must request additional budget from the Budget Office. Send the increase amount by budgetary account (e.g., 710200, 740000, etc.) and justification to budget@admin.fsu.edu.



RESOURCES



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Budget Adjustment Resources

- Overview of Budget Transfers
- Departmental Guide to Budget Adjustments
- Job Aid
- All are available on the Budget Office Training and Resources website.



Personalize Display

Favorites > Main Menu > Commitment Control > Budget Journals > Enter Budget Journals

Budget Header | Budget Lines | Budget Errors

Unit FSU01

Journal ID NEXT

Date 07/02/2015

Budget Header Status None

*Process Post Journal

Process

▼ Lines Personalize Find | View All | [Print] [Grid] First 1 of 1 Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Dept	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	CC_BUD	2016					Set Options	USD	

Lines to add

1 + - Journal Line Copy Down

From Line To Generate Budget Period Lines

Totals

Total Lines	1	Total Debits	0.00	Total Credits	0.00
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Save | Notify | Refresh

Add | Update/Display

Budget Header | Budget Lines | Budget Errors



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Personalize Display

Lines

Personalize Column and Sort Order

To order columns or add fields to sort order, highlight column name, then press the appropriate button.
Frozen columns display under every tab.

Column Order		Sort Order	
Tab Chartfields and Amounts (frozen)	<input checked="" type="checkbox"/>	Line	<input checked="" type="checkbox"/>
Delete (frozen)	<input checked="" type="checkbox"/>	Dept (desc)	<input checked="" type="checkbox"/>
Line (frozen)	<input checked="" type="checkbox"/>		
Ledger (frozen)	<input checked="" type="checkbox"/>		
Budget Period (frozen)	<input checked="" type="checkbox"/>		
Dept	<input type="checkbox"/>		<input type="checkbox"/>
Fund	<input type="checkbox"/>		<input type="checkbox"/>
Account	<input type="checkbox"/>		<input type="checkbox"/>
Amount	<input type="checkbox"/>		<input type="checkbox"/>
Ref	<input type="checkbox"/>		<input type="checkbox"/>
Journal Class	<input type="checkbox"/>		<input type="checkbox"/>
Tab Base Currency Details	<input type="checkbox"/>		<input type="checkbox"/>
>>			
Currency	<input type="checkbox"/>		<input type="checkbox"/>
Rate Type	<input type="checkbox"/>		<input type="checkbox"/>
Exchange Rate	<input type="checkbox"/>		<input type="checkbox"/>
Set Options	<input type="checkbox"/>		<input type="checkbox"/>
Speed Type	<input type="checkbox"/>		<input type="checkbox"/>
SpeedType	<input type="checkbox"/>		<input type="checkbox"/>
Base Currency	<input type="checkbox"/>		<input type="checkbox"/>
Base Amount	<input type="checkbox"/>		<input type="checkbox"/>
Cumulative Begin Date	<input type="checkbox"/>		<input type="checkbox"/>
End Date	<input type="checkbox"/>		<input type="checkbox"/>
Journal Line Description	<input type="checkbox"/>		<input type="checkbox"/>

OK Cancel Preview Copy Settings Share Settings Delete Settings



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Personalize Display

[Favorites](#) > [Main Menu](#) > [Commitment Control](#) > [Budget Journals](#) > [Enter Budget Journals](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

Unit FSU01

Journal ID NEXT

Date 07/02/2015

Budget Header Status None

*Process

[Process](#)

▼ **Lines**

[Personalize](#) | [Find](#) | [View All](#) | [Print](#) | [Grid](#) | [First](#) | 1 of 1 | [Last](#)

[Chartfields and Amounts](#) | [Base Currency Details](#) | [Help](#)

Delete	Line	Ledger	Budget Period	Dept	Fund	Account	Amount	Ref	Journal Class
<input type="checkbox"/>	1	CC_BUD	2016 <input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Lines to add

[+](#) [-](#) [Journal Line Copy Down](#)

From Line To [Generate Budget Period Lines](#)

Totals

Total Lines 1

Total Debits 0.00

Total Credits 0.00

[Save](#) [Notify](#) [Refresh](#)

[Add](#) [Update/Display](#)

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)



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Attachments

- Departments are encouraged to attach any supporting documentation (e.g., memos or emails) to budget transfers in OMNI.

Budget Header | Budget Lines | Budget Errors

Unit FSU01 Journal ID NEXT Date

*Ledger Group CC_EXP_GRP

Fiscal Year Period

Control ChartField Fund Code *Currency USD

Rate Type CRRNT

Budget Header Status None Exchange Rate 1.00000000

*Budget Entry Type Non-Recurring Transfer Cur Effdt

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Budget Type Expense

Attachments (0)

Long Description

Alternate Description



Queries

FSU_BUD_JRNL_NO_TYPE_PROMPT

Budget Entry Type is not a prompt, but pulls in query results

FSU_BUD_JRNL_NO_TYPE_PROMPT - Budget Journal Query

Journal ID
Account
Dept
Fund
Ref
Year

[View Results](#)

Journal ID	Date	Entry Type	Line #	Ledger	Budget
------------	------	------------	--------	--------	--------

FSU_BUD_JRNL_W_TYPE_PROMPT

Budget Entry Type is a prompt and pulls in query results, but the prompt is a drop down and you can only select one at a time

FSU_BUD_JRNL_W_TYPE_PROMPT - Budget Journal Query

Journal ID
Account
Dept
Fund
Ref
Year

Entry Type
[View Res](#)

- Closing
- Non-Recurring Adjustment
- Non-Recurring Original
- Non-Recurring Transfer
- Recurring Adjustment
- Recurring Original
- Recurring Transfer
- Roll Forward

Journal	Date	Line #	Ledger	Budget
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Budget Transfer Accounts

<u>Salary</u>	<u>Special Category</u>
710200 - Budget Faculty	730010 - Regional Data Center
710299 - Budget Faculty Benefits	730100 - Salary Incentive CJIP
710300 - Budget A&P	730300 - Risk Mgmt Insurance
710399 - Budget A&P Benefits	730700 - Library Resources
710400 - Budget USPS	730800 - Std Financial Aid
710499 - Budget USPS Benefits	730810 - Budget Differen Need Based Aid
710900 - Budget Other Salary	730830 - Fee Waivers
	730860 - Inst of Government
	730880 - Virgil Hawkins Fellowship
<u>OPS/Expense/OCO</u>	<u>Non-Operating Transfer*</u>
720000 - OPS	780000 - Budget FCO
740000 - Expense	780010 - Budget Debt Svc
760000 - OCO	780110 - Budget Inter-Agn Transf
<u>Other</u>	780140 - Budget Transfers
999001 - Budget Unallocated Balance	780150 - Budget I&S Inter-Agn Transf
999002 - Budget Addition to Fund Balance	780160 - Budget OH Assessment Intra-Fnd
	780170 - Budget OH Assessment Inter-Fnd



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*Not an exhaustive list of 78xxxx accounts

Unallocated Balance - 999001

- Used with funds 126, 140, 240 and 241 only
- Unbudgeted carryforward funds

Funds Available at 7/1	Budget Entry	Unallocated Balance
\$10,000	\$7,000	\$3,000

- Departments can transfer budget from 999001 to another budgetary account, if needed. The transfer must be posted by the Budget Office.



Addition to Fund Balance - 999002

- Used with non-E&G funds only
- Unbudgeted revenues

Account	Budget Entry
Revenue	\$20,000
Expense	\$15,000
Addition to Fund Balance	\$5,000

- Departments can transfer from 999002 to another budgetary account, if needed. The transfer does not need to be posted by the Budget Office



The End

- Questions?
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 - 645-0050
 - cdenagy@admin.fsu.edu



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