



THE FLORIDA STATE UNIVERSITY  
BUDGET OFFICE

**Budget Transfer Job Aid**

*Questions on this Job Aid should be directed to Mary Alice Mills or Corbin deNagy*

**Purpose**

Prior to the start of each fiscal year, departments formulate an annual operating budget. Once approved, this budget is booked in the commitment control (KK) ledgers in the university’s enterprise resource planning system, OMNI. Each department’s spending is controlled by their expense budget. That is, a department cannot spend more than they have budgeted on a particular department-fund-account combination.

Annual operating budgets developed prior to the start of a fiscal year are based upon estimates and plans. As estimates become actuals and plans change, expense budgets in KK must be adjusted so that departments may continue to spend as needed.

This job aid details the steps needed to process a budget transfer.

Note: Budget transactions involving sponsored research must be coordinated through Sponsored Research Administration (SRA).

**Table of Contents**

Processing a Budget Transfer.....2

Supplemental Information.....6

    Budget Transfer Role Request.....6

    Budget Transfer Errors .....8

    Budget Transfer Accounts .....10

    Research an Existing Transfer.....11

# Processing a Budget Transfer

## Step 1

Note: Before you can process a budget transfer, you must have the Budget Transfer role. The [Budget Transfer Role Request](#) section in this job aid provides step-by-step instructions on how to request the role.

### Navigation:

*myFSU Portal > Financials > Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer*

Add a new budget transfer by clicking the “Add” button on the “Add a New Value” tab. (If you do not have the “Add a New Value” tab, you do not have the Budget Transfer role.)

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

### Enter Budget Transfer

Find an Existing Value | Add a New Value

Business Unit: FSU01

Journal ID: NEXT

Journal Date: [Calendar Icon]

**Add**

Find an Existing Value | Add a New Value

## Step 2

On the “Budget Header” tab, enter a Long Description for your budget transfer (e.g., “Transfer 046000-110 budget from OPS to Expense to correct deficit”). If your transfer is recurring, change the “Budget Entry Type” from “Non-Recurring Transfer” to “Recurring Transfer”.

Note: Transfers involving E&G (110, 121, 210, and 211) can be recurring (permanent) or non-recurring (temporary). Transfers involving E&G-Carryforward (140, 126, 240, and 241), Designated, Auxiliary, Restricted, or Debt Service should only be non-recurring. For more information regarding recurring and non-recurring adjustments, review the [Departmental Guide to Budget Adjustments](#).

Click the “Budget Lines” tab.

The screenshot shows the 'Budget Header' form with the 'Budget Lines' tab selected. The form contains the following fields and options:

- Unit: FSU01
- Journal ID: NEXT
- Date: (empty)
- \*Ledger Group: CC\_EXP\_GRP
- Fiscal Year: (empty)
- Period: (empty)
- Control ChartField: Fund Code
- \*Currency: USD
- Rate Type: CRRNT
- Exchange Rate: 1.00000000
- Cur Effdt: (empty)
- Budget Header Status: None
- \*Budget Entry Type: Non-Recurring Transfer
- Budget Type: Expense
- Attachments (0)
- Parent Budget Options:
  - Generate Parent Budget(s)
  - Use Default Entry Event
  - Parent Budget Entry Type: (empty)
- Long Description: Transfer 046000-110 budget from OPS to Expense to correct deficit
- Alternate Description: (empty)

At the bottom of the form, there are buttons for Save, Notify, Refresh, Add, and Update/Display. The 'Budget Lines' tab is highlighted in the breadcrumb navigation at the bottom.


### Step 3

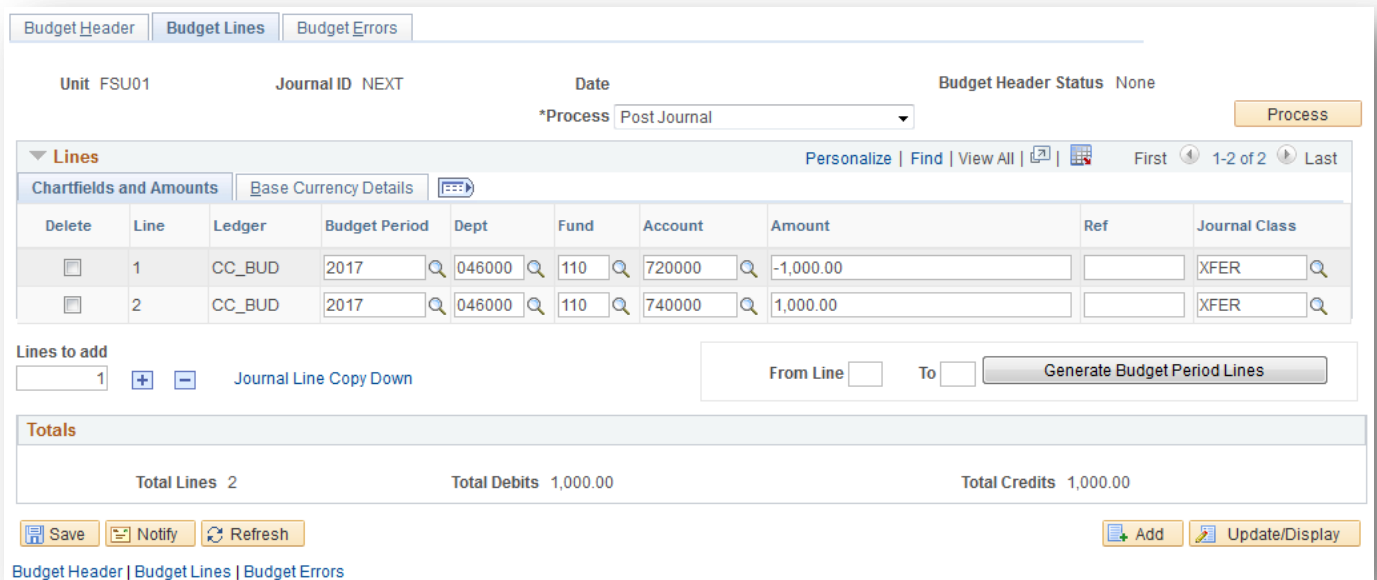
On the “Budget Lines” tab, enter the Dept, Fund, Account and Amount.

Enter figures as negative numbers (“Credits”) to reduce the budget and as positive numbers (“Debits”) to increase the budget. The example below reduces the budget on 046000-110-720000 by \$1,000 and increases the budget on 046000-110-740000 by \$1,000.

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.

Note: Total Credits must equal total Debits.

Add lines as needed by clicking the  button.



The screenshot displays the 'Budget Lines' tab of a financial system. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below these, the 'Unit' is set to 'FSU01' and the 'Journal ID' is 'NEXT'. The 'Date' field is empty, and the 'Budget Header Status' is 'None'. A dropdown menu for '\*Process' is set to 'Post Journal', with a 'Process' button to its right. The main area is titled 'Lines' and contains a table with columns: Delete, Line, Ledger, Budget Period, Dept, Fund, Account, Amount, Ref, and Journal Class. Two lines are listed: Line 1 with a debit of -1,000.00 and Line 2 with a credit of 1,000.00. Below the table, there is a 'Lines to add' section with a '1' in a box, plus and minus buttons, and a 'Journal Line Copy Down' button. To the right, there are 'From Line' and 'To' fields, and a 'Generate Budget Period Lines' button. At the bottom, there is a 'Totals' section showing 'Total Lines 2', 'Total Debits 1,000.00', and 'Total Credits 1,000.00'. At the very bottom, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'.

Delete	Line	Ledger	Budget Period	Dept	Fund	Account	Amount	Ref	Journal Class
<input type="checkbox"/>	1	CC_BUD	2017	046000	110	720000	-1,000.00		XFER
<input type="checkbox"/>	2	CC_BUD	2017	046000	110	740000	1,000.00		XFER

Total Lines 2      Total Debits 1,000.00      Total Credits 1,000.00

## Step 4

When you are finished entering your transfer information, click the “Save” button. This will generate a Journal ID for your transfer.

If you are ready to post the journal, click the “Process” button.

The screenshot shows the 'Budget Lines' tab of a budget journal entry. The 'Journal ID' is 0000255575, and the 'Budget Header Status' is 'None'. The '\*Process' dropdown menu is set to 'Post Journal'. The 'Process' button is circled in red. Below the table, the 'Save' button is also circled in red.

Delete	Line	Ledger	Budget Period	Dept	Fund	Account	Amount	Ref	Journal Class
<input type="checkbox"/>	1	CC_BUD	2017	046000	110	720000	-1,000.00		XFER
<input type="checkbox"/>	2	CC_BUD	2017	046000	110	740000	1,000.00		XFER

Totals: Total Lines 2, Total Debits 1,000.00, Total Credits 1,000.00

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

The dialog box is titled 'Message' and contains the text: 'Are you sure that you want to post this journal? (5010,45)'. There are two buttons: 'Yes' and 'No'.

After a few seconds, your budget transfer should show a “Budget Header Status” of “Posted.” Your budget transfer is now complete.

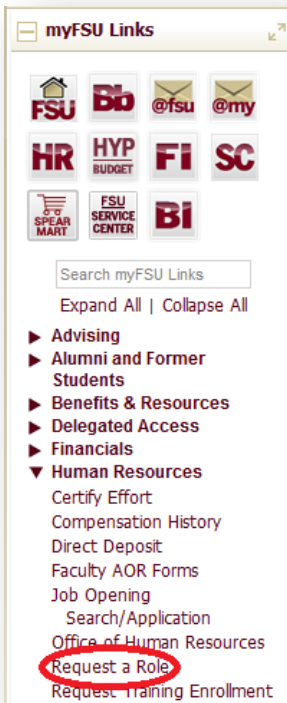
The screenshot shows the 'Budget Lines' tab of the budget journal entry. The 'Budget Header Status' is now 'Posted', which is circled in red. The 'Journal ID' is still 0000255575.

**Note:** Review the section on [Budget Transfer Errors](#) if the “Budget Header Status” is anything other than “Posted.”

## Supplemental Information

### Budget Transfer Role Request

Before being able to access the Budget Transfer module, you must have the FSU\_BUDGET\_TRANSFER role. Go to your myFSU Portal, expand Human Resources, and click “Request a Role”.



Search by your last name, first name, or employee ID. Click your name in the Search Results.

Online Role Request

### Employee Search

Specify your search parameters.

\*Search by

Last Name

Search Results		Personalize	Find	First	1 of 1	Last
Name	Employee ID	Empl Record	Job Title	Department		
<a href="#">Corbin deNagy</a>	000079761	0	9258	BUDGET		

\* Required Field

Check the “Financials” radio button and click “Continue”.

Check the “Add” radio button and click “Continue”.

Check the “Both” radio button and click “Continue”.

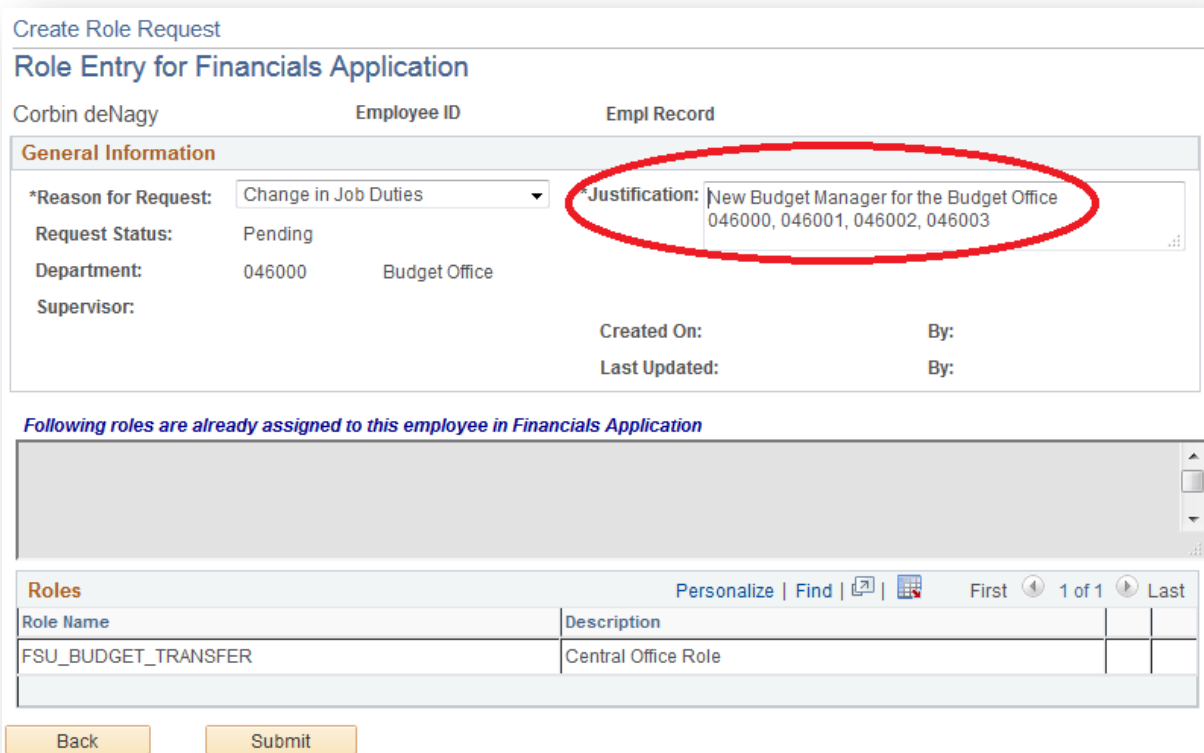
Check the “FSU\_BUDGET\_TRANSFER” check box.



Read the pop-up message and click “OK”.

Scroll to the bottom of the page and click “Continue”.

Select the “Reason for Request” and enter the justification including the six-digit department ID(s) for which transfer access is needed.

A screenshot of a web form titled "Create Role Request" and "Role Entry for Financials Application". The form shows user information for Corbin deNagy, Employee ID, and Empl Record. Under "General Information", the "Reason for Request" is "Change in Job Duties" and the "Justification" field is circled in red, containing the text "New Budget Manager for the Budget Office 046000, 046001, 046002, 046003". Other fields include "Request Status: Pending", "Department: 046000 Budget Office", and "Supervisor:". At the bottom, there is a "Roles" table with one entry: "FSU\_BUDGET\_TRANSFER" with description "Central Office Role". Buttons for "Back" and "Submit" are at the bottom left.

Click “Submit”.

Your role request will route to your supervisor for approval. The Budget Office will ensure that the role request is routed to the appropriate Dean, Director, Department Head, Chair (DDDHC) for approval. The Budget Office will contact you after the role has been fully approved and access has been established.

## Budget Transfer Errors

“*Not Balanced*”: Credits do not equal Debits.

“*Error*”: There is not sufficient budget on the department-fund-account combination from which you are attempting to transfer.

“*Security Error*”:

- Using an improper account (e.g., using 710000 or a GL account code). Review the [Budget Transfer Account](#) section in this job aid for a list of accounts available to use in a budget transfer.
- 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. Review the [Departmental Guide to Budget Adjustments](#) for specifics on what must be posted by the Budget Office. Note that the [Unallocated Balance Budget Transfer Form](#) must be submitted for transfers involving Unallocated Balance (999001) and the [Non-E&G Budget Adjustment Form](#) must be submitted for transfers involving Addition to Fund Balance (999002).

If the transfer must be posted by the Budget Office, click the “Notify” button.

The screenshot shows a web interface for budget management. At the top, there are three tabs: "Budget Header", "Budget Lines", and "Budget Errors". Below the tabs, the "Unit" is set to "FSU01" and the "Journal ID" is blank. A section titled "Lines" is expanded, showing a table with columns: "Delete", "Line", "Ledger", "Budget Period", and "Dept". The table contains two rows: Line 1 with Ledger "CC\_BUD", Budget Period "2017", and Dept "04600"; and Line 2 with Ledger "CC\_BUD", Budget Period "2017", and Dept "04600". Below the table, there is a "Lines to add" section with a text input containing "1", plus and minus buttons, and a "Journal Line Copy Down" button. A "Totals" section shows "Total Lines 2" and "Total D". At the bottom, there are four buttons: "Save", "Return to Search", "Notify" (circled in red), and "Refresh". The footer of the interface reads "Budget Header | Budget Lines | Budget Errors".



A workflow notification pop-up window will appear. Enter [budget@admin.fsu.edu](mailto:budget@admin.fsu.edu) in the “To:” field and click “OK”.

**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: 2016-07-27

**Message:**

**Lookup Recipient**

**Delivery Options**

RichText

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**

A member of the Budget Office will review your transfer and process.

## Budget Transfer Accounts

<b>Budgetary Account</b>	<b>Budgetary Account Descr</b>
710200	Budget Faculty
710299	Budget Faculty Benefits
710300	Budget A&P
710399	Budget A&P Benefits
710400	Budget USPS
710499	Budget USPS Benefits
710900	Budget Other Salary
720000	OPS
730010	Regional Data Center
730100	Salary Incentive CJIP
730300	Risk Mgmt Insurance
730700	Library Resources
730800	Stdt Financial Aid
730810	Budget Differen Need Based Aid
730830	Fee Waivers
730860	Inst of Government
730880	Virgil Hawkins Fellowship
740000	Expense
760000	OCO
780000	Budget FCO
780010	Budget Debt Svc
780100	Transfer Budget
780110	Budget Inter-Agn Transf
780140*	Budget Transfers
780150	Budget I&S Inter-Agn Transf
780160	Budget OH Assessment Intra-Fnd
780170	Budget OH Assessment Inter-Fnd
780200	Budget Tr Gift/Fee Match
780300	Budget Indirect Costs
999001	Budget Unallocated Balance
999002	Budget Addition to Fund Balanc

If you are unsure how a GL account maps to these budgetary accounts, use the GL Account Roll Ups job aid, which can be found on the Budget Office [Training & Resources page](#).

Contact a member of the Budget Office if you are unsure which budgetary account to use.

\* Budget must be booked in 780140 in order to use GL account 780120 (transfer out from departments to fund construction projects) or 780102 (cash transfers out between FSU departments for allocations/distributions that do not involve the exchange of goods or services).

## Research an Existing Transfer

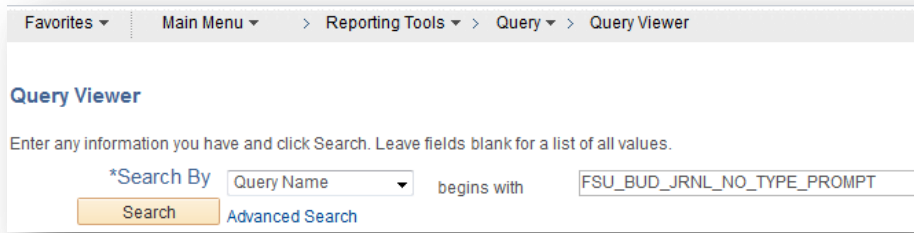
Use the following queries to research budget transfers and other budget adjustments:

FSU\_BUD\_JRNL\_NO\_TYPE\_PROMPT

FSU\_BUD\_JRNL\_W\_TYPE\_PROMPT

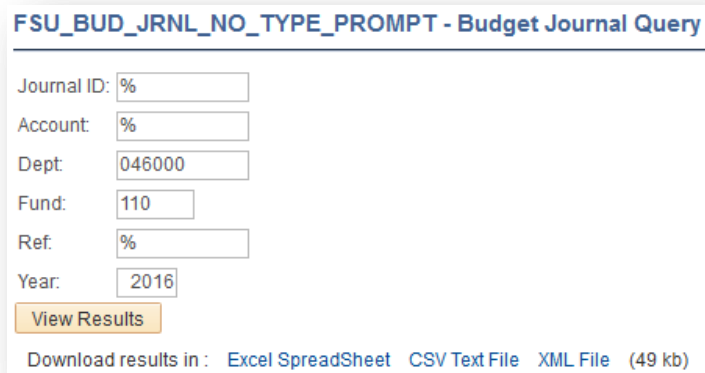
### Navigation:

*myFSU Portal > Financials > Main Menu > Reporting Tools > Query > Query Viewer*

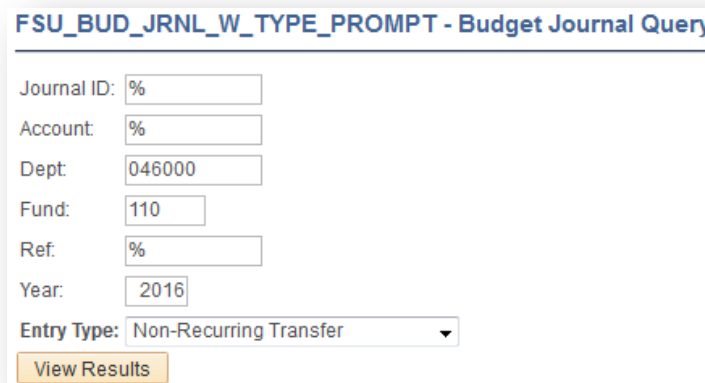


The screenshot shows the 'Query Viewer' interface. At the top, there is a breadcrumb trail: 'Favorites > Main Menu > Reporting Tools > Query > Query Viewer'. Below this, the title 'Query Viewer' is displayed. A message reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are as follows: '\*Search By' is set to 'Query Name' (indicated by a dropdown arrow), and 'begins with' is set to 'FSU\_BUD\_JRNL\_NO\_TYPE\_PROMPT'. There are two buttons: 'Search' and 'Advanced Search'.

Enter your specific information in the fields or enter % to search all possible results.



The screenshot shows the 'FSU\_BUD\_JRNL\_NO\_TYPE\_PROMPT - Budget Journal Query' form. It contains the following fields: 'Journal ID: %', 'Account: %', 'Dept: 046000', 'Fund: 110', 'Ref: %', and 'Year: 2016'. Below the fields is a 'View Results' button. At the bottom, there is a link to 'Download results in: Excel Spreadsheet CSV Text File XML File (49 kb)'.



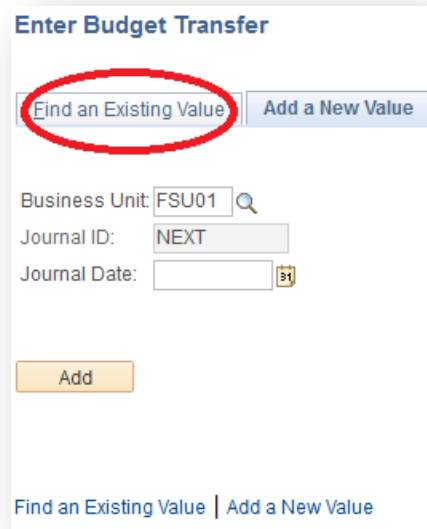
The screenshot shows the 'FSU\_BUD\_JRNL\_W\_TYPE\_PROMPT - Budget Journal Query' form. It contains the following fields: 'Journal ID: %', 'Account: %', 'Dept: 046000', 'Fund: 110', 'Ref: %', and 'Year: 2016'. Below the fields is an 'Entry Type' dropdown menu set to 'Non-Recurring Transfer'. At the bottom, there is a 'View Results' button.

You can also research transfers by using the “Find an Existing Value” tab in the *Enter Budget Transfer* module.

**Navigation:**

*myFSU Portal > Financials > Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer*

Click on the “Find an Existing Value” tab.



The Business Unit and your User ID will automatically populate.

Enter your search criteria and click “Search”. Note: your search is limited to 300 results.

