Budget Transfers

Conducted by the Budget Office
Corbin deNagy
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_BUDGETTRANSFER
• 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.
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.”
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 Transfer Module

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

• 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.”

• 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 two slides)
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) must be posted by the Budget Office.
Budget Transfer Errors

- The **Unallocated Balance Budget Transfer Form** must be submitted for transfers from Unallocated Balance (999001).

- The **Non-E&G Budget Adjustment Form** must be submitted for transfers from Addition to Fund Balance (999002).

- Transfers from 999001 and 999002 must be posted by the Budget Office.
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 Transfer Errors

• **Error (E):** One or more department-fund-account combinations 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
Budget Journals

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

<table>
<thead>
<tr>
<th>Description</th>
<th>Type</th>
<th>Funds</th>
</tr>
</thead>
<tbody>
<tr>
<td>Recurring Original</td>
<td>Permanent</td>
<td>E&amp;G only</td>
</tr>
<tr>
<td>Non-Recurring Original</td>
<td>Temporary</td>
<td>Any</td>
</tr>
<tr>
<td>Recurring Adjustment</td>
<td>Permanent</td>
<td>E&amp;G only</td>
</tr>
<tr>
<td>Non-Recurring Adjustment</td>
<td>Temporary</td>
<td>Any</td>
</tr>
</tbody>
</table>
Budget Journals

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

• To increase your revenue and/or expense budget, departments must submit the Non-E&G Budget Adjustment Form.
RESOURCES
Budget Adjustment Resources

• Departmental Guide to Budget Adjustments

• Budget Transfer Job Aid

• All are available on the Budget Office Training and Resources website.
Personalize Display

![Image of the Personalize Display interface]

- **Unit**: FSU01
- **Journal ID**: NEXT
- **Date**: 07/02/2015
- **Budget Header Status**: None
- **Budget Header**: Budget Lines

### Lines

<table>
<thead>
<tr>
<th>Delete</th>
<th>Line</th>
<th>Ledger</th>
<th>Budget Period</th>
<th>SpeedType</th>
<th>Fund</th>
<th>Dept</th>
<th>Account</th>
<th>Set Options</th>
<th>Currency</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>CC_BUD</td>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>USD</td>
<td></td>
</tr>
</tbody>
</table>

- **Lines to add**
  - **Line Copy Down**
  - **Generate Budget Period Lines**

- **Totals**
  - **Total Lines**: 1
  - **Total Debits**: 0.00
  - **Total Credits**: 0.00
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**

- Tab Chartfields and Amounts (frozen)
- Delete (frozen)
- Line (frozen)
- Ledger (frozen)
- Budget Period (frozen)
- Dept
- Fund
- Account
- Amount
- Ref
- Journal Class
- Tab Base Currency Details
  - Currency
  - Rate Type
  - Exchange Rate
  - Set Options
  - Speed Type
  - Speed Type
  - Base Currency
  - Base Amount
  - Cumulative Begin Date
  - End Date
  - Journal Line Description

**Sort Order**

- Line
- Dept (desc)

**Options**

- OK
- Cancel
- Preview
- Copy Settings
- Share Settings
- Delete Settings
Personalize Display
Attachments

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

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

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
## Budget Transfer Accounts

<table>
<thead>
<tr>
<th>Salary</th>
<th>Special Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>710200 - Budget Faculty</td>
<td>730010 - Regional Data Center</td>
</tr>
<tr>
<td>710299 - Budget Faculty Benefits</td>
<td>730100 - Salary Incentive CJIP</td>
</tr>
<tr>
<td>710300 - Budget A&amp;P</td>
<td>730300 - Risk Mgmt Insurance</td>
</tr>
<tr>
<td>710399 - Budget A&amp;P Benefits</td>
<td>730700 - Library Resources</td>
</tr>
<tr>
<td>710400 - Budget USPS</td>
<td>730800 - Stdt Financial Aid</td>
</tr>
<tr>
<td>710499 - Budget USPS Benefits</td>
<td>730810 - Budget Differen Need Based Aid</td>
</tr>
<tr>
<td>710900 - Budget Other Salary</td>
<td>730830 - Fee Waivers</td>
</tr>
<tr>
<td></td>
<td>730860 - Inst of Government</td>
</tr>
<tr>
<td></td>
<td>730880 - Virgil Hawkins Fellowship</td>
</tr>
</tbody>
</table>

### OPS/Expense/OCO

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>720000 - OPS</td>
<td></td>
</tr>
<tr>
<td>740000 - Expense</td>
<td></td>
</tr>
<tr>
<td>760000 - OCO</td>
<td></td>
</tr>
</tbody>
</table>

### Other

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>999001 - Budget Unallocated Balance</td>
<td></td>
</tr>
<tr>
<td>999002 - Budget Addition to Fund Balance</td>
<td></td>
</tr>
</tbody>
</table>

### Non-Operating Transfer*

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>780000 - Budget FCO</td>
<td></td>
</tr>
<tr>
<td>780010 - Budget Debt Svc</td>
<td></td>
</tr>
<tr>
<td>780110 - Budget Inter-Agn Transf</td>
<td></td>
</tr>
<tr>
<td>780140 - Budget Transfers</td>
<td></td>
</tr>
<tr>
<td>780150 - Budget I&amp;S Inter-Agn Transf</td>
<td></td>
</tr>
<tr>
<td>780160 - Budget OH Assessment Intra-Fnd</td>
<td></td>
</tr>
<tr>
<td>780170 - Budget OH Assessment Inter-Fnd</td>
<td></td>
</tr>
</tbody>
</table>

*Not an exhaustive list of 78xxxx accounts
The End

• Questions?

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  - cdenagy@admin.fsu.edu