

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



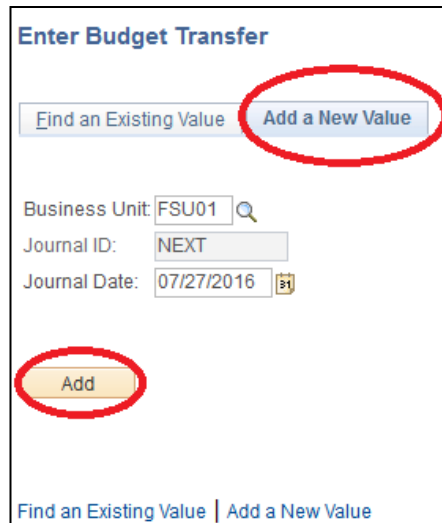
Requesting the Budget Transfer Role

- 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](#)



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'. The main form contains the following fields and controls:

- Unit:** FSU01
- Journal ID:** NEXT
- Date:** 06/21/2016
- *Ledger Group:** CC_EXP_GRP (with a search icon)
- Fiscal Year:** 2016
- Period:** 12
- Control ChartField:** Fund Code
- *Currency:** USD (with a search icon)
- Rate Type:** CRRNT (with a search icon)
- Exchange Rate:** 1.00000000 (with a search icon)
- Cur Effdt:** 06/21/2016 (with a calendar icon)
- Budget Header Status:** None
- *Budget Entry Type:** A dropdown menu with options: Non-Recurring Transfer (selected), Non-Recurring Transfer, and Recurring Transfer.
- Parent Budget Entry Type:** A dropdown menu with a search icon.
- Generate Parent Budget(s)
- Use Default Entry Event
- Budget Type:** Expense
- Attachments (0):** A link to view attachments.
- Long Description:** A large text area for the main description.
- Alternate Description:** A smaller text area for an alternative description.

At the bottom of the form, there are buttons for 'Save', 'Notify', 'Refresh', 'Add', and 'Update/Display'. Below the buttons, there is a breadcrumb trail: 'Budget Header | Budget Lines | Budget Errors'.



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.

The screenshot displays the 'Budget Lines' tab of a software interface. At the top, there are tabs for 'Budget Header', 'Budget Lines' (which is selected and circled in red), and 'Budget Errors'. Below the tabs, the 'Unit' is FSU01, 'Journal ID' is blank, 'Date' is blank, and 'Budget Header Status' is 'Posted'. A 'Lines' section contains a table with columns: Line, Ledger, Budget Period, Dept, Fund, Account, Amount, Ref, and Journal Class. The table has two rows: Line 1 with a debit of -535.74 and Line 2 with a credit of 535.74. Below the table is a 'Totals' section with 'Total Lines 2', 'Total Debits 535.74' (circled in red), and 'Total Credits 535.74' (circled in red). At the bottom, there are navigation buttons: Save, Return to Search, Previous in List, Next in List, Notify, Refresh, Add, and Update/Display.

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

Totals

Total Lines 2 Total Debits 535.74 Total Credits 535.74



Budget Transfer Module

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



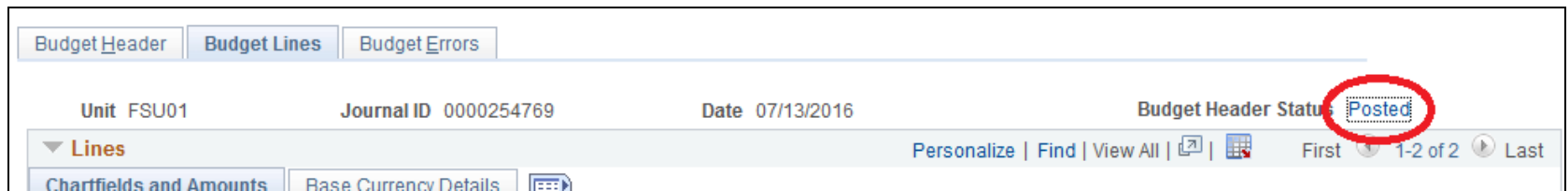
The screenshot displays the 'Budget Transfer Module' interface. At the top, there are three tabs: 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below the tabs, the 'Unit' is set to 'FSU01', 'Journal ID' is 'NEXT', and 'Date' is blank. The 'Budget Header Status' is 'None'. A dropdown menu for '*Process' is set to 'Post Journal'. A yellow 'Process' button is circled in red. Below the main form, there is a 'Lines' section with a 'Personalize' button and navigation controls for 'First', '1 of 1', and 'Last'. At the bottom, there are links for 'Chartfields and Amounts' and 'Base Currency Details'.

- 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 word "Posted" is circled in red. Below this information, 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: "Chartfields 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 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.



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.

The screenshot shows the 'Budget Lines' tab in a software application. At the top, it displays 'Unit FSU01' and 'Journal ID NEXT'. Below this is a 'Lines' section with a table containing one entry: Line 1, Ledger CC_BUD, Budget Period 2017. At the bottom of the interface, there are three buttons: 'Save', 'Notify', and 'Refresh'. The 'Notify' button is circled in red.

The screenshot shows a 'Send Notification' dialog box. The 'To' field contains the email address 'budget@admin.fsu.edu', which is circled in red. Other fields include 'CC:', 'BCC:', 'Priority:', and 'Subject:'. The 'Message' field is empty. At the bottom, there are 'OK', 'Cancel', and 'Apply' buttons.



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



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



RESOURCES



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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

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 | First 1 of 1 Last

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Fund	Dept	Account	Set Options	Currency	Amount
	1	CC_BUD	2016	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Set Options	USD	<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
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Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors



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)	Line
Delete (frozen)	Dept (desc)
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	
SpeedType	
Base Currency	
Base Amount	
Cumulative Begin Date	
End Date	
Journal Line Description	

Hidden
 Frozen

Descending

OK Cancel Preview Copy Settings Share Settings Delete Settings



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

▼ **Lines** Personalize | Find | View All | First 1 of 1 Last

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

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

Lines to add [Journal Line Copy Down](#)

From Line To

Totals

Total Lines 1 Total Debits 0.00 Total Credits 0.00

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



Attachments

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

The screenshot displays the 'Budget Header' form in the OMNI system. The form is divided into several sections: 'Unit' (FSU01), 'Journal ID' (NEXT), and 'Date'. Below these are fields for '*Ledger Group' (CC_EXP_GRP), 'Fiscal Year', and 'Period'. Further down are 'Control ChartField', 'Fund Code', '*Currency' (USD), and 'Rate Type' (CRRNT). The '*Budget Entry Type' is set to 'Non-Recurring Transfer'. The 'Exchange Rate' is 1.00000000, and 'Cur Effdt' is empty. The 'Budget Type' is 'Expense'. A section titled 'Parent Budget Options' contains checkboxes for 'Generate Parent Budget(s)' and 'Use Default Entry Event', along with a 'Parent Budget Entry Type' dropdown. At the bottom right, the 'Attachments (0)' field is circled in red. A 'Long Description' text area is located at the bottom of the form.



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

Journal ID	Date	Entry Type	Line #	Ledger	Budget
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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

Journal	Line #	Ledger	Budget
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- Closing
- Non-Recurring Adjustment
- Non-Recurring Original
- Non-Recurring Transfer
- Recurring Adjustment
- Recurring Original
- Recurring Transfer
- Roll Forward



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

The End

- Questions?
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