

Budget Transfer Job Aid

Updated 6/5/2025

Overview

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).

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Processing a Budget Transfer

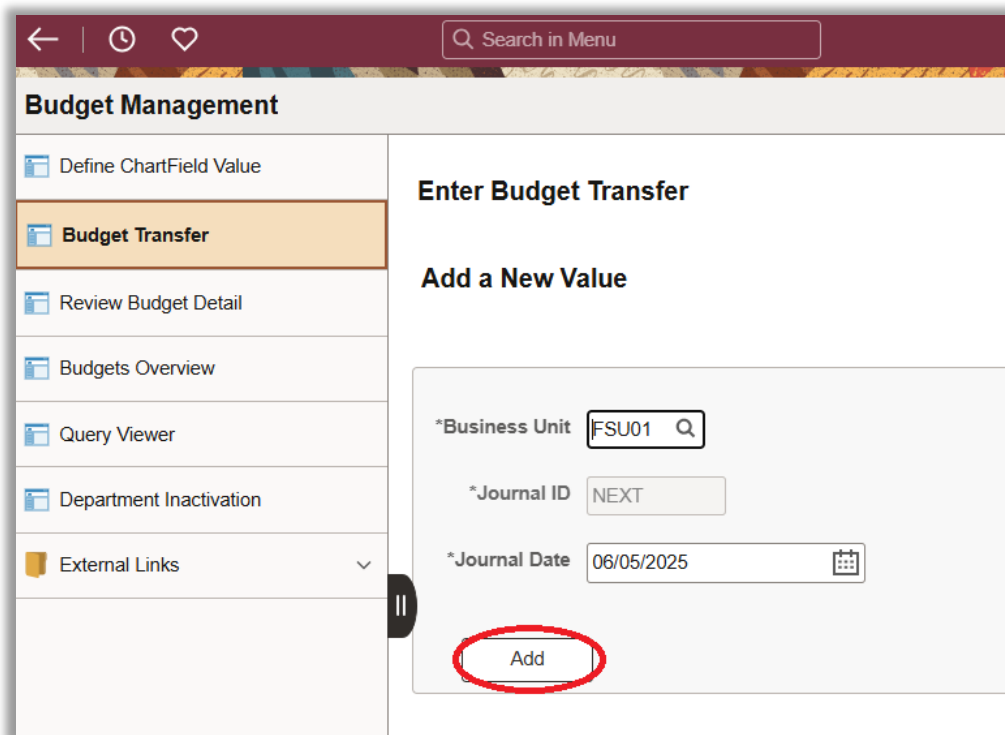
Step 1

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 > Budget Management > 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.)



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](#).

Budget Header | Budget Lines | Budget Errors

Unit FSU01 | Journal ID NEXT | Date 06/05/2025

*Ledger Group | Fiscal Year 2025 | Period 12

Control ChartField Fund Code | *Currency

Budget Header Status None | Rate Type

*Budget Entry Type | Exchange Rate

Cur Effdt

Budget Type Expense

Parent Budget Options

Generate Parent Budget(s)

Use Default Entry Event

Parent Budget Entry Type

Attachments (0)

Long Description

254 characters remaining

Alternate Description

150 characters remaining

Save | Notify | Refresh | Add | Update/Display

Step 3

Click the “Budget Lines” tab.

Enter the Dept, Fund, Account and Amount.

Enter amounts 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.

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

Unit FSU01 | Journal ID NEXT | Date 06/05/2025 | Budget Header Status None

*Process Post Journal [v] [Process]

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	Dept	Fund	Account	Amount	Ref	Jou
<input type="checkbox"/>	1	CC_BUD	2025	046000	110	720000	-1,000.00		
<input type="checkbox"/>	2	CC_BUD	2025	046000	110	740000	1,000.00		

Lines to add: 1 [+] [-] Journal Line Copy Down

From Line [] To [] [Generate Budget Period Lines]

Totals

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

[Save] [Notify] [Refresh] [Add] [Update/Display]

Budget Header | Budget Lines | Budget Errors

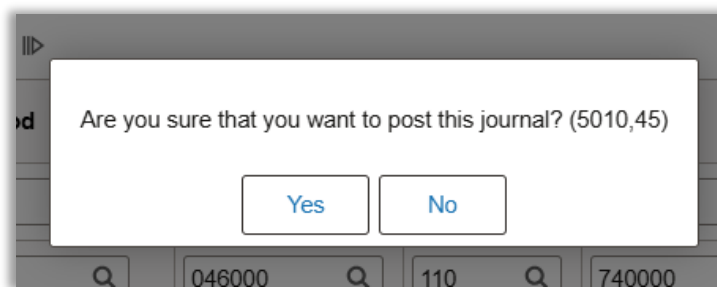
Step 4

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.

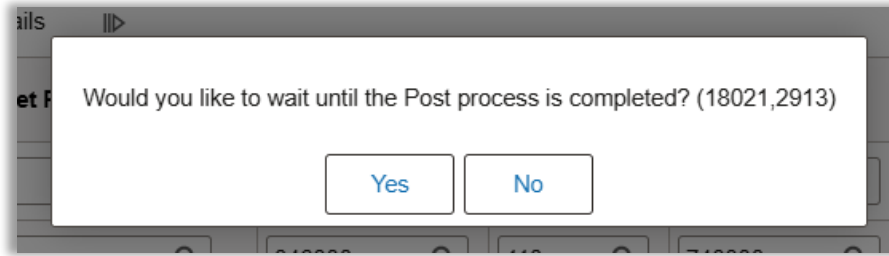
The screenshot shows the 'Budget Lines' tab in a web application. At the top, there are tabs for 'Budget Header', 'Budget Lines', and 'Budget Errors'. Below the tabs, the 'Unit' is 'FSU01' and the 'Journal ID' is '0000429666', both circled in red. The 'Date' is '06/05/2025' and 'Budget Header Status' is 'None'. A dropdown menu for '*Process' is set to 'Post Journal'. A 'Process' button is circled in red on the right side. Below this is a table with columns: Delete, Line, Ledger, Budget Period, Dept, Fund, Account, Amount, Ref, and Jou. The table contains two rows: Line 1 with a debit of -1,000.00 and Line 2 with a credit of 1,000.00. At the bottom, there are buttons for 'Save', 'Return to Search', 'Notify', 'Refresh', 'Add', and 'Update/Display'. The 'Save' button is circled in red.

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

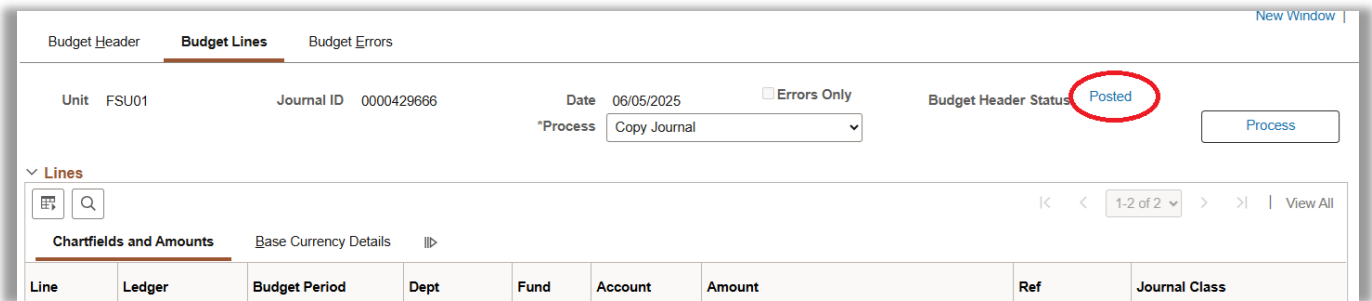


Another pop-up message will appear asking if you would like to wait until the Post process is completed. If you would like to wait until the status is updated, select “Yes”.

Note: If you select “No”, the journal will still process. You will simply be returned to the Budget Transfer screen immediately.

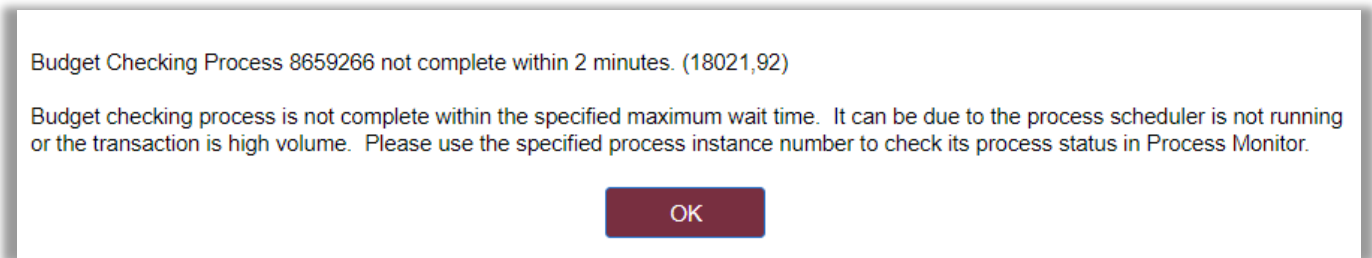


If you choose to wait until it is posted, your budget transfer should show a “Budget Header Status” of “Posted” after a few seconds. Your budget transfer is now complete.



Note: Review the section on [Budget Transfer Errors](#) if the “Budget Header Status” returns “Error”.

Note: Occasionally, there is a system delay resulting in a message indicating the process has taken longer than 2 minutes. When this occurs, the transfer has been placed in a queue and will be processed when system resources are available. You do not need to select “Process” again.

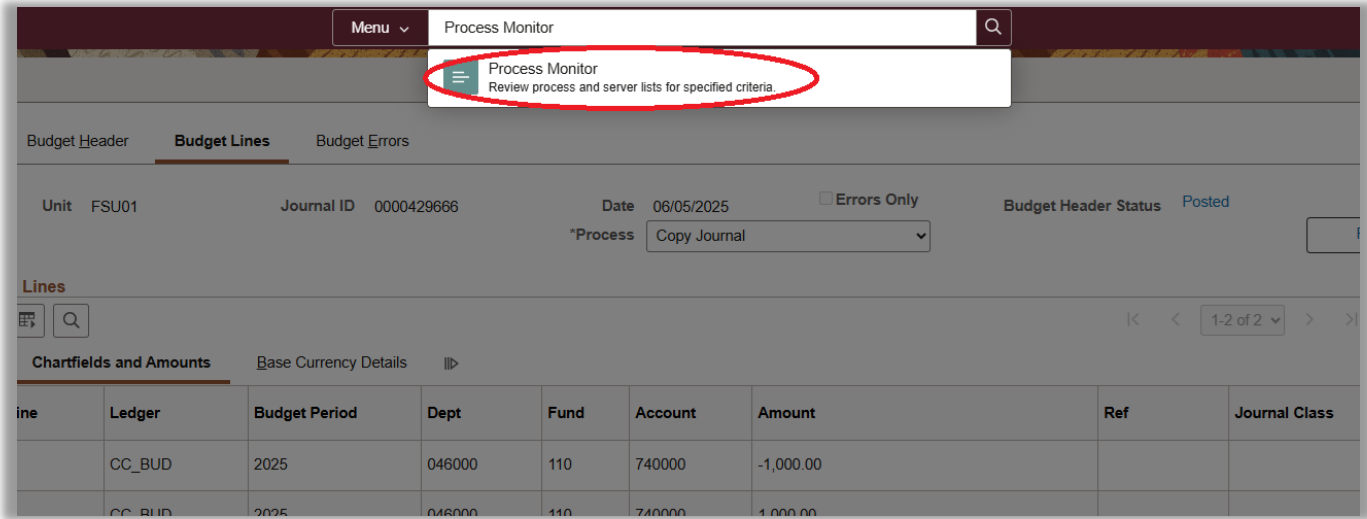


To confirm the status of the transfer:

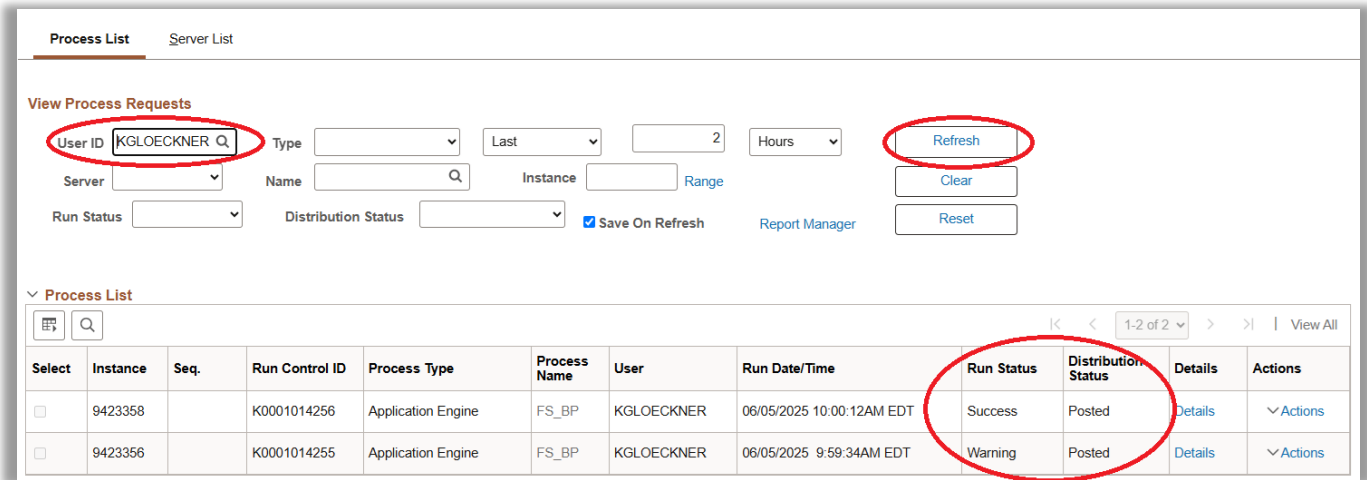
- a) Follow the steps in the [Find an Existing Value](#) section to review the Budget Header Status at a later time.

Or

- b) Search for the Process Monitor in the search bar at the top of the window.



On the “Process List” tab, enter your User ID. (This field is case sensitive, and alphabet characters must be capitalized.) Then, select “Refresh”. The transfer has posted successfully when the Run Status is listed as “Success” and the Distribution Status is “Posted.”



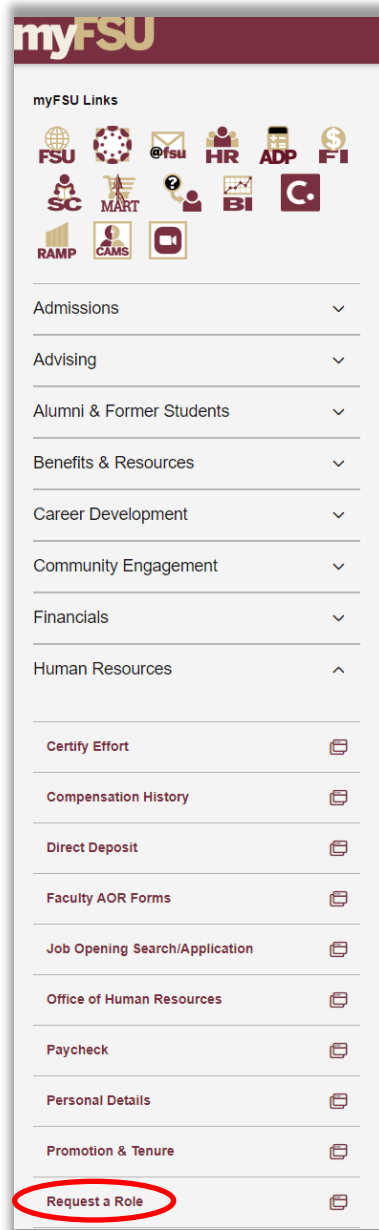
Budget Transfer Security

The ability to create budget transfer journals is governed by the FSU_BUDGET_TRANSFER role.

The department-fund-account combinations a user is allowed to process budget transfers on are determined by the security rules assigned to their user ID. Security rules are initially determined based on the information provided in the justification box of a new role request. Users needing to modify or expand budget transfer access must email budget@fsu.edu for assistance.

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

< < 1-1 of 1 > >

Name	Employee ID	Empl Record	Job Title	Department
Kenneth Gloeckner	000061981	1	9479	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.

FSU_BUDGET_TRANSFER Budget Transfer Access

Read the pop-up message regarding the required information for the Justification and click “OK”.

ADDITIONAL INFORMATION REQUIRED (20002,51)

In the Justification box on the next screen, please include the six-digit department ID(s) for which transfer access is needed. The Budget Office will ensure that the role request is routed to the appropriate DDDHC(s) for approval.

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.

General Information

*Reason for Request: *Justification: Budget Manager/Preparer for the Budget Office needs access to all Budget Office departments in 046 Area on all appropriate fund codes.

Request Status: Pending

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 Rules

Security rules are initially determined based on the information provided in the justification box of a new role request.

If you need to remove and/or add department-fund combinations to a user, you must email budget@fsu.edu for assistance. New rule requests are only completed with approval from the Dean, Director, Department Head, or Chair’s approval.

To confirm your security role and rules, run Financials query FSU_BUD_TRANSFER_ROLES. Enter your User ID and select “View Results”. (The User ID field is case sensitive, and alphabet characters must be capitalized.) Email budget@fsu.edu any questions regarding the query results.

Budget Transfer Errors

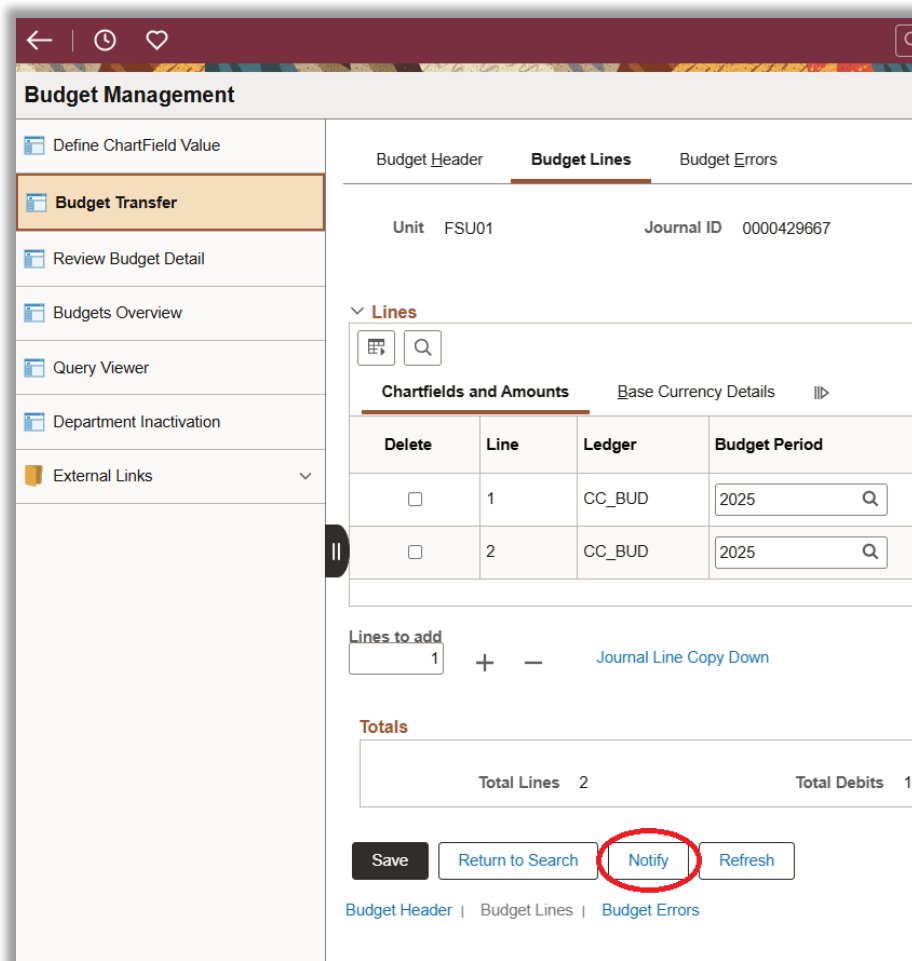
“*Not Balanced*”: Credits do not equal Debits.

“*Error*”: There is insufficient 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 Accounts](#) 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.
- 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.

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



A Share Option Page pop-up window will appear. Select “Edit email” in the pop-up window.

Share Option Page ✕

Primary Message

250 characters remaining

▼ **Email Specific**

Email Subject

Enter Budget Transfer Notification

Email Body

Primary Message will be copied to email body. Click Edit email to make changes.

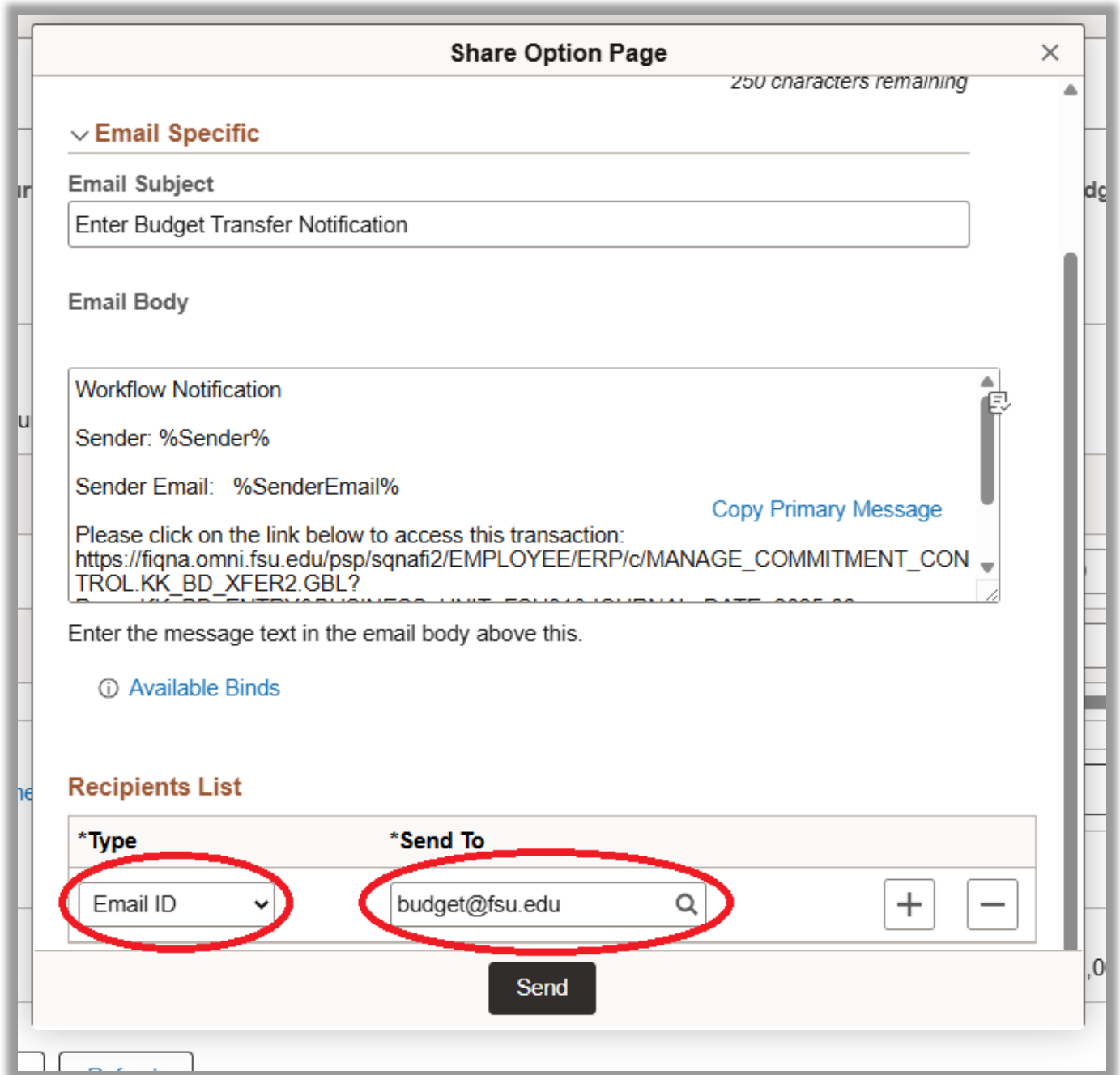
[Edit email](#)

Recipients List

*Type	*Send To		
<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;">▼</div>	<div style="border: 1px solid #ccc; padding: 2px; display: flex; justify-content: space-between;"><input style="width: 90%;" type="text"/>🔍</div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">+</div>	<div style="border: 1px solid #ccc; width: 20px; height: 20px; margin: 0 auto; display: flex; align-items: center; justify-content: center;">-</div>

Send

Select “Email ID” from the “Type” drop-down menu and enter budget@fsu.edu as the “Send To”:



Share Option Page 250 characters remaining

▼ Email Specific

Email Subject
Enter Budget Transfer Notification

Email Body

Workflow Notification
 Sender: %Sender%
 Sender Email: %SenderEmail%
[https://fiqna.omni.fsu.edu/psp/sqnafi2/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CON
TROL.KK_BD_XFER2.GBL?](https://fiqna.omni.fsu.edu/psp/sqnafi2/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CONTROL.KK_BD_XFER2.GBL?)
 Please click on the link below to access this transaction:
 https://fiqna.omni.fsu.edu/psp/sqnafi2/EMPLOYEE/ERP/c/MANAGE_COMMITMENT_CON
TROL.KK_BD_XFER2.GBL?
 PLEASE_ENTER_BUSINESS_UNIT_FYU01010101M_DATE_2025-09

Enter the message text in the email body above this.

[Available Binds](#)

Recipients List

*Type	*Send To
Email ID ▼	budget@fsu.edu 🔍

Send

A member of the Budget Office will review your post request!

Budget Transfer Accounts

Budgetary Account	Budgetary Account Descr
710200	Budget Faculty
710299	Budget Faculty Benefits
710300	Budget A&P
710399	Budget A&P Benefits
710900	Budget Other Salary
720000	OPS
730010	Regional Data Center
730100	Salary Incentive CJIP
730300	Risk Mgmt Insurance
730700	Library Resources
730800	Std Financial Aid
730810	Budget Differen Need Based Aid
740000	Expense
760000	OCO
780010	Debt Service
999001	Budget Unallocated Balance

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.

Research an Existing Transfer

Recommended Queries

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 > Budget Management > Query Viewer

The screenshot shows the 'Query Viewer' interface. At the top, there is a search bar with the text 'Search in Menu'. Below this, the 'Query Viewer' title is displayed. A search instruction reads: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' The search criteria are set to '*Search By' 'Query Name' and 'begins with' 'FSU_BUD_JRNL_%_TYPE_PROMPT'. A 'Search' button and a link to 'Advanced Search' are visible. Below the search area, the 'Search Results' section shows '*Folder View' set to '-- All Folders --'. A 'Query' section contains a table with two results:

Query Name	Description	Owner	Folder	Run to HTML	Run to Excel	Run to XML	Schedule	Definitional References	Add to Favorites
FSU_BUD_JRNL_NO_TYPE_PROMPT	Budget Journal Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite
FSU_BUD_JRNL_W_TYPE_PROMPT	Budget Journal Query	Public		HTML	Excel	XML	Schedule	Lookup References	Favorite

Enter your specific information in the fields or enter % to search all possible results. Then select “View Results.”

FSU_BUD_JRNL_NO_TYPE_PROMPT -

Journal ID %
 Account %
 Dept 046000
 Fund %
 Ref %
 Year 2024
 *Jrnl Date (from) 07/01/2023
 *Jrnl Date (to) 03/12/2024
 View Results

Row	Journal ID	Date	Entry Type
-----	------------	------	------------

FSU_BUD_JRNL_W_TYPE_PROMPT - B

Journal ID %
 Account %
 Dept 046000
 Fund %
 Ref %
 Year 2024
 *Entry Type Recurring Transfer
 View Results

Row	Journal ID	Date	Entry Type
-----	------------	------	------------

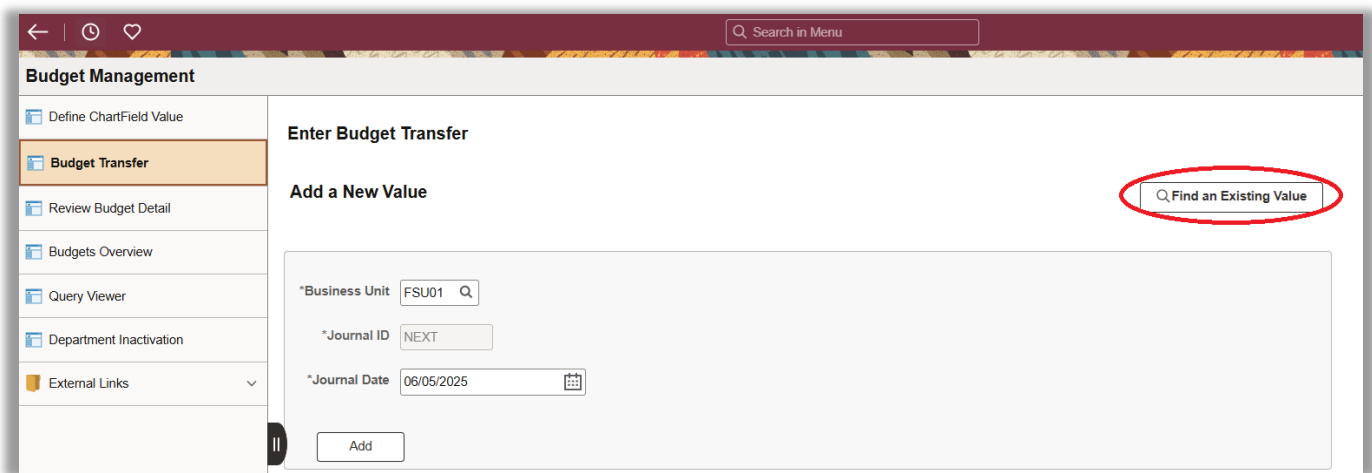
Find an Existing Value

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

Navigation:

myFSU Portal > Financials > Budget Management > Budget Transfer

Click on the “Find an Existing Value” tab.



The Business Unit and your User ID will automatically populate.

Enter Budget Transfer

Find an Existing Value

▼ **Search Criteria**
Enter any information you have and click Search. Leave fields blank for a list of all values.

🕒 Recent Searches ✎

*Business Unit	=	▼	<input type="text" value="FSU01"/>	🔍
Journal ID	begins with	▼	<input type="text"/>	
Journal Date	=	▼	<input type="text"/>	📅
UnPost Sequence	=	▼	<input type="text"/>	
Budget Header Status	=	▼	<input type="text"/>	▼
Description	begins with	▼	<input type="text"/>	
User ID	begins with	▼	<input type="text" value="KGLOECKNER"/>	🔍

^ Show fewer options

Case Sensitive

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