FLORIDA STATE UNIVERSITY
BUDGET OFFICE

Budget Transfer Job Aid

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

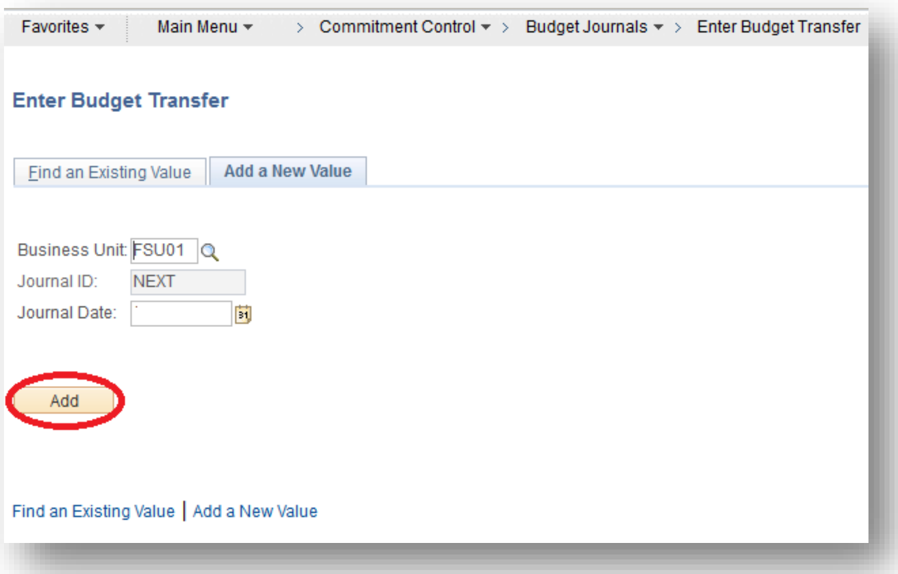
Step 1

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.)

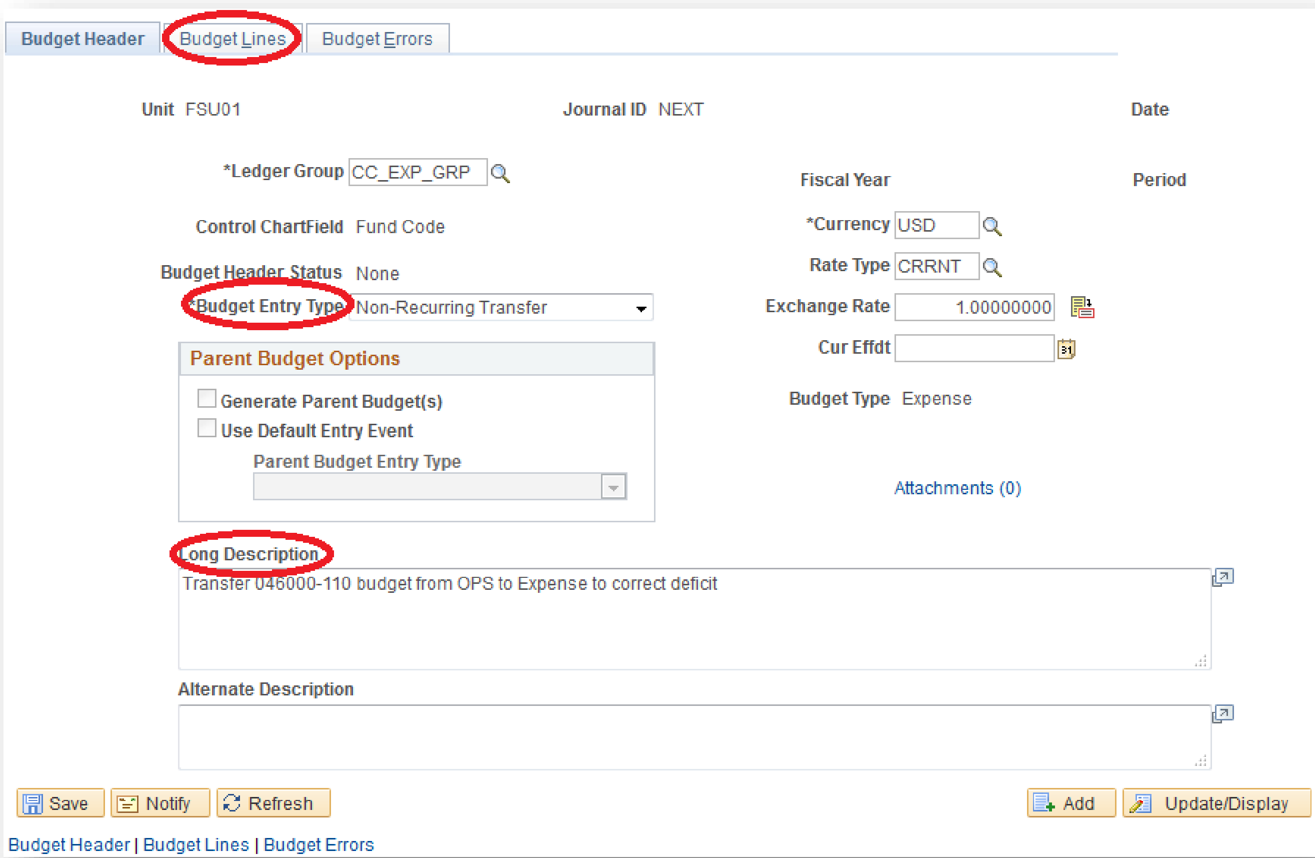


Step 2

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.



Step 3

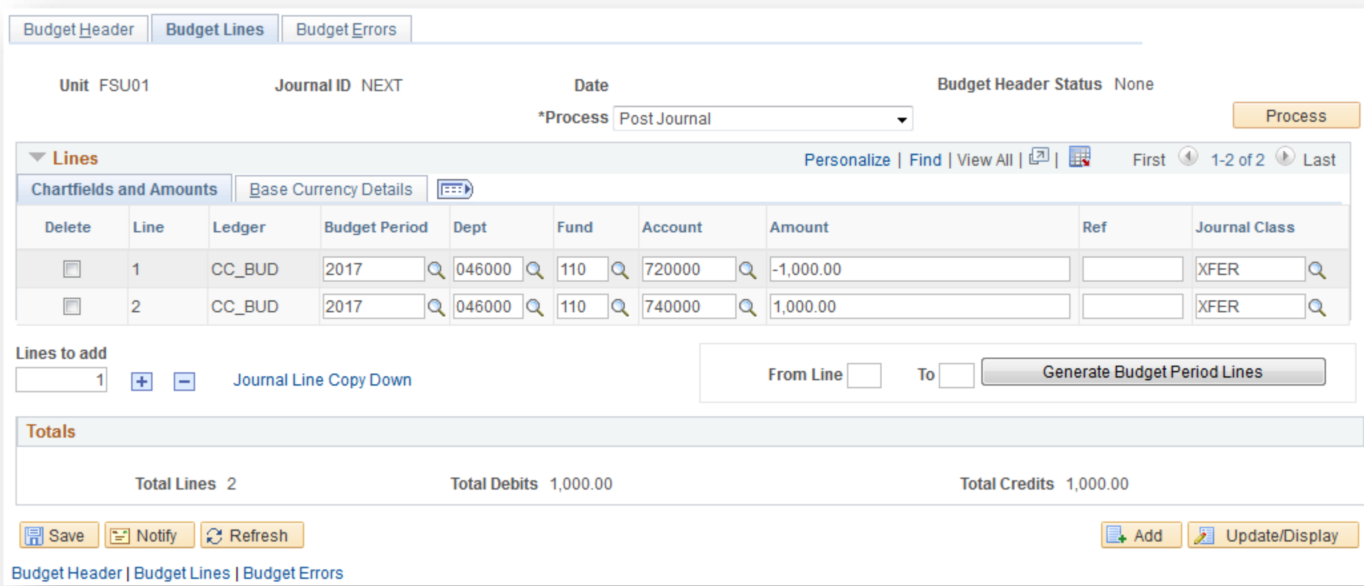
On the "Budget Lines" tab, enter the Dept, Fund, Account and Amount.

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.

<u>Note</u>: Total Credits must equal total Debits.

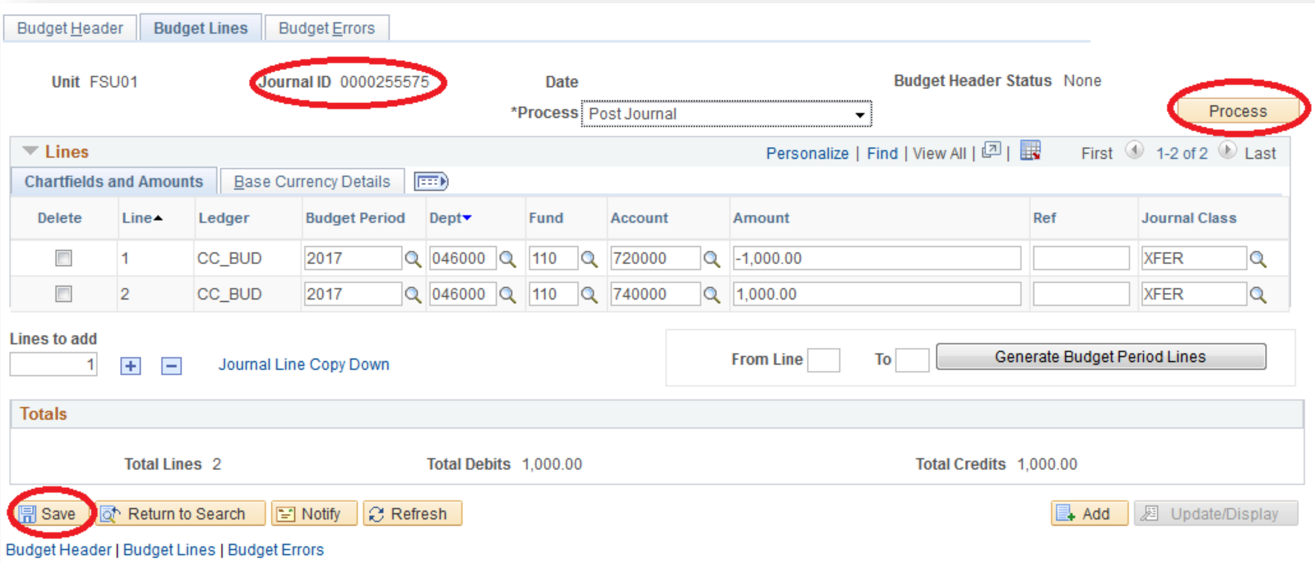
Add lines as needed by clicking the button.



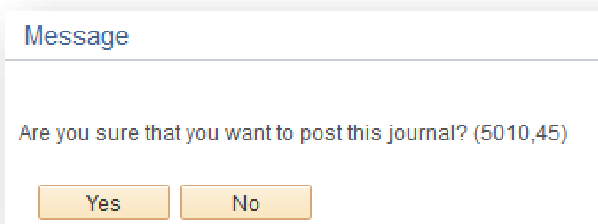
Step 4

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

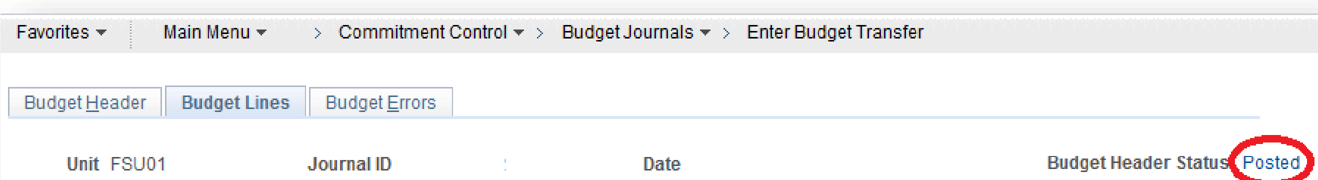
If you are ready to post the journal, click the “Process” button.



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.



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

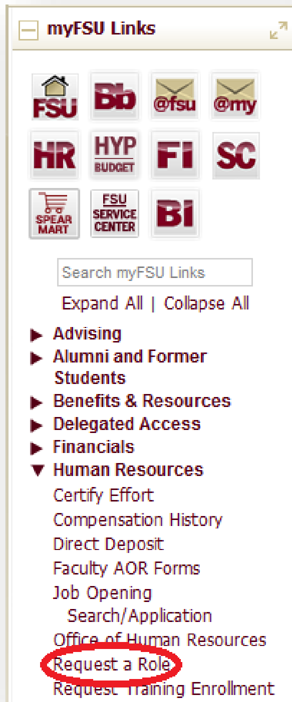


Note: Review the section on [Budget Transfer Errors] if the “Budget Header Status” is anything other than “Posted.”

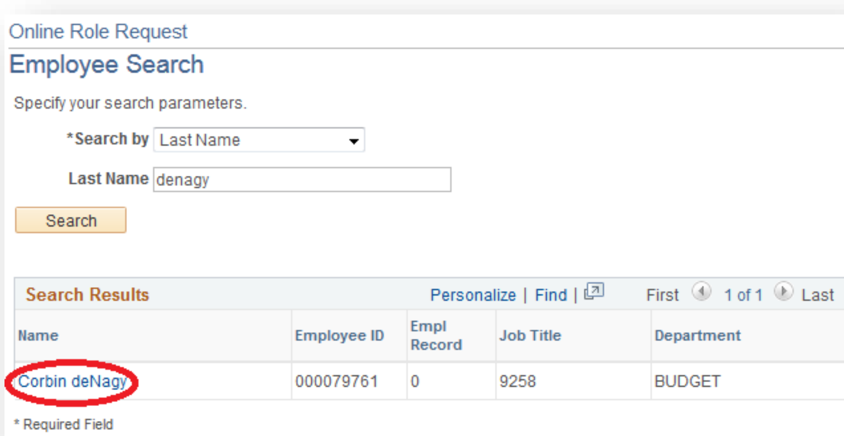
Supplemental Information

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.

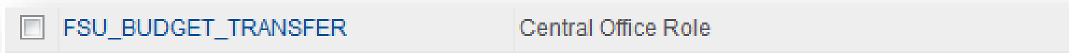


Check the "Financials" radio button and click "Continue".

Check the "Add" radio button and click "Continue".

Check the "Both" radio button and click "Continue".

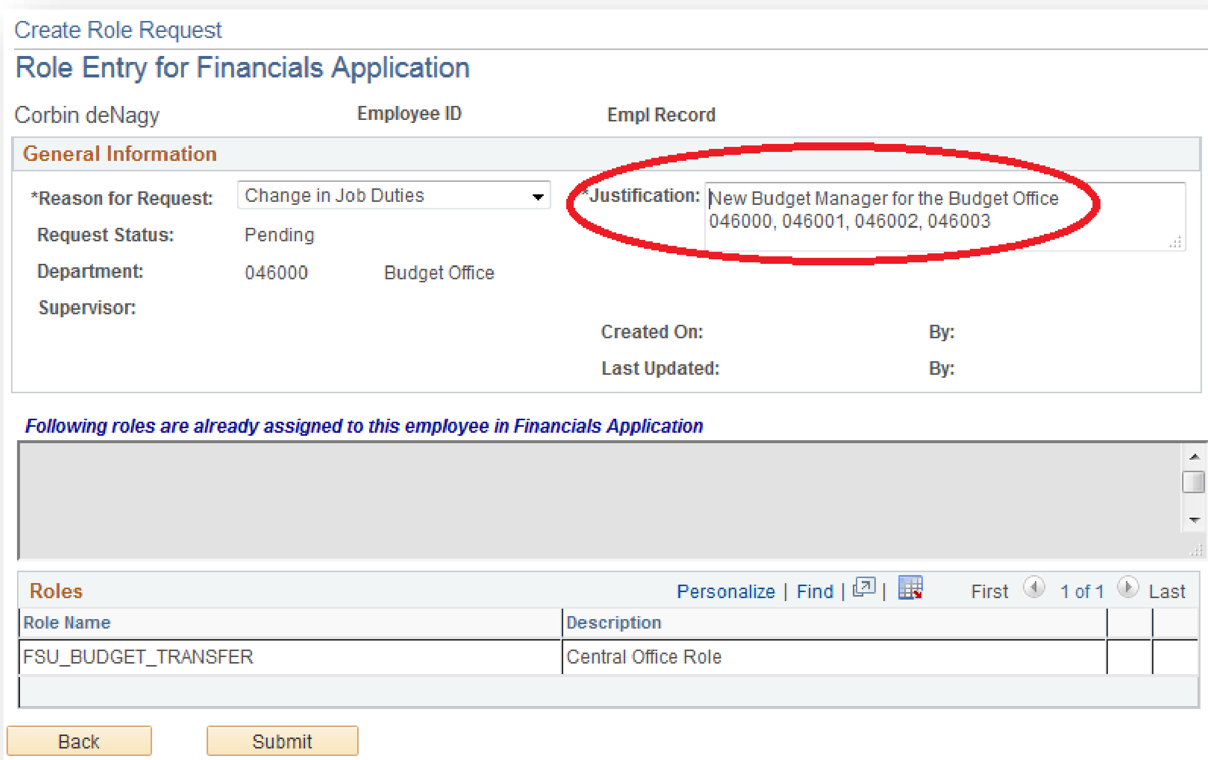
Check the "FSU_BUDGET_TRANSFER" check box.



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.



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

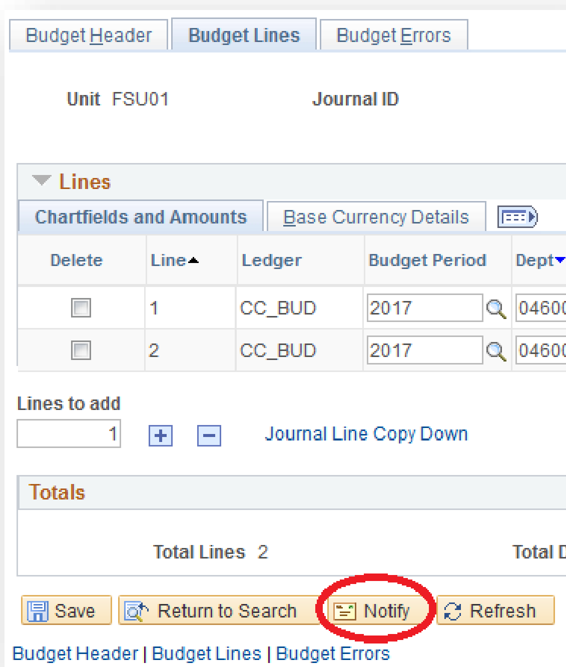
"*Not Balanced*": Credits do not equal Debits.

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

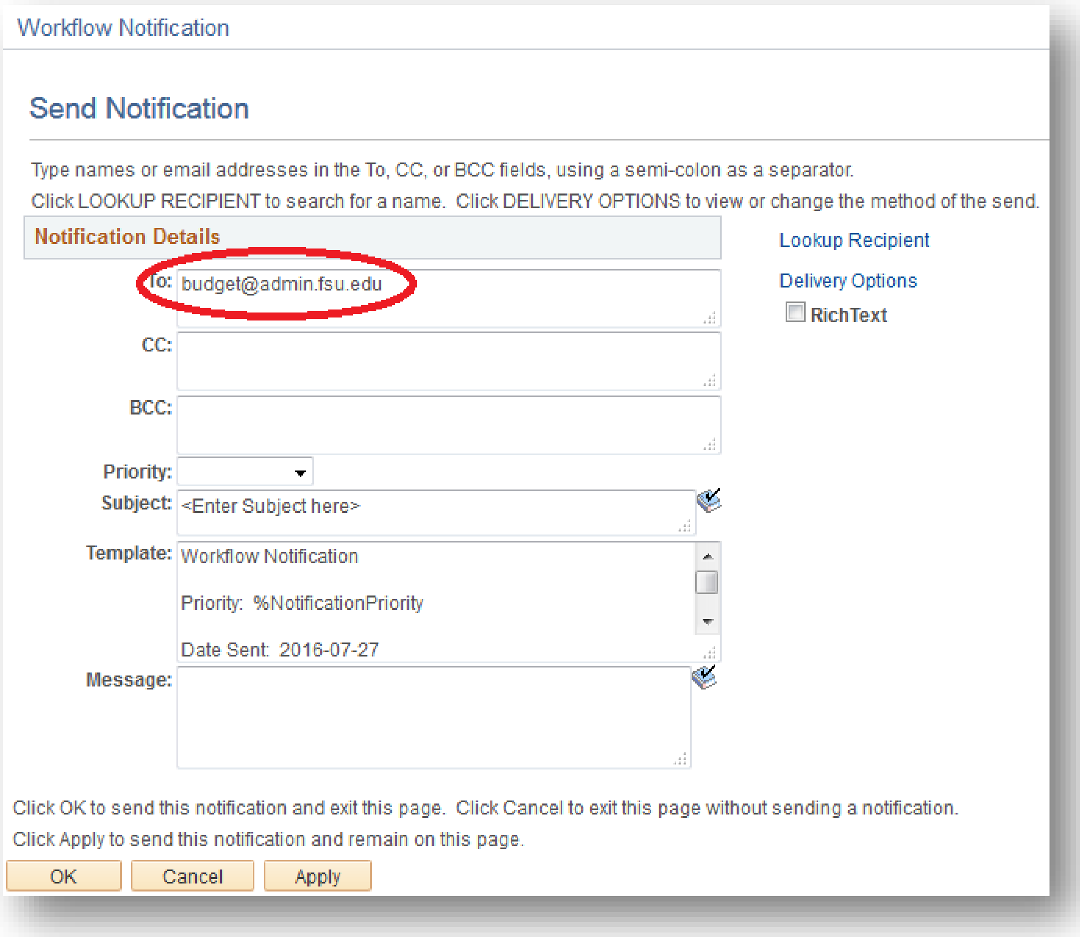
"*Security Error*":

- 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.



A workflow notification pop-up window will appear. Enter budget@admin.fsu.edu in the "To:" field and click "OK".



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

Budget Transfer Accounts

Budgetary Account	Budgetary Account Descr
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).

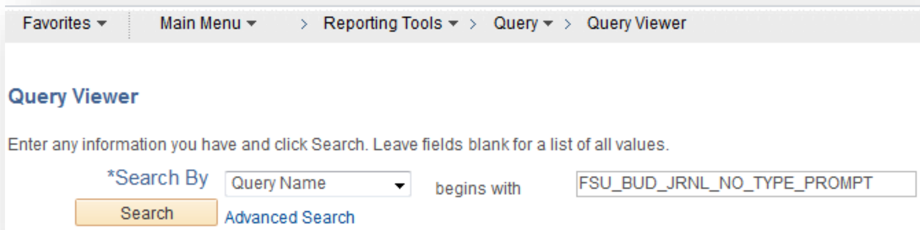
Research an Existing Transfer

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

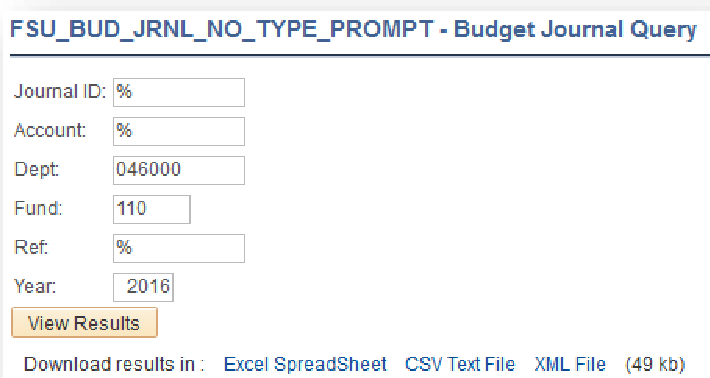
FSU_BUD_JRNL_NO_TYPE_PROMPT
FSU_BUD_JRNL_W_TYPE_PROMPT

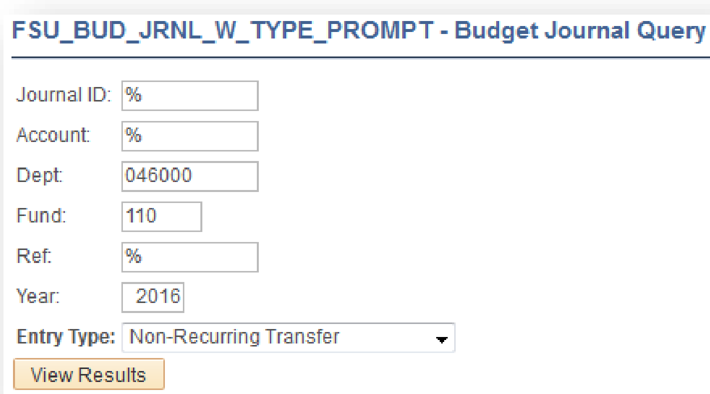
Navigation:

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



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



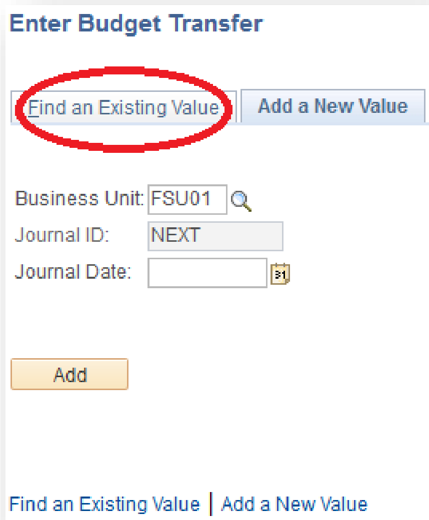


You can also research transfers by using the "Find an Existing Value" tab in the *Enter Budget Transfer* module.

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.