## **BUDGET TRANSFER ENTRY**





Budget Transfer Status W = WIP (Work in Progress) S = Submitted B = Batch H = History D = Denied

## 5. Click Add

The budget transfer history is viewable. It is very similar to the requisition and purchase order screens. You can expand the details by clicking on the + signs or double clicking the on the entry. You can sort the columns, export to excel, etc.

2 records displayed	Create Date:
Done	

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Potal Lines         Line ≠       Account       Description       Debit Ant       Credit Ant         1       199E 41 6398 00 727 0 99 000       Example Budget Transfer       0.00       1,000.00       0.00         2       199E 41 6398 01 727 0 99 000       Example Budget Transfer       1,000.00       0.00         PApproval         Date       Time       Status       Approver       Comments         09/26/2010       9.39/31 PM       Approved       DONNA R CLINE       AUTO APPROVAL - Entered By DONNA R CLINE Date 09/26/2010 Time 8/39/31 PM By rule, if the person who enters/modifies the budget transfer is an authorized approver, the system creates an auto approval.	denial. This process is essentially the same process used for entering purchase requisitions.
Done	

## **Budget Transfer Requirements**

General Fund (199) - Only request transfers from one object to another and the PICS should remain the same. Special circumstances may exist and we can discuss your needs. The Board of Trustees adopts the budget at the functional level. All transfers from one function to another must be submitted to the Board for approval. I will discuss this type of request with you on a case by case basis. This information will be submitted to the Cabinet and they approve/deny the request to add it to the next Board meeting agenda.

Federal Funds (2XX) - Federal funds are approved at the object level and by the type of expenditure. You may request transfers from one function to another, but may not request transfers from one object to another. Special circumstances may exist and should be discussed with the grant director or coordinator. Approval must be granted by the person in charge of the grant. In some cases amendments must be submitted to TEA and amendments do have due dates. Discuss your possible need for grant changes as early as possible as this process takes time and planning. They cannot always be submitted and if submitted, they may not be approved by TEA.

Meet with your federal and state program Directors/Coordinators regularly. They can provide you with the assistance you need.