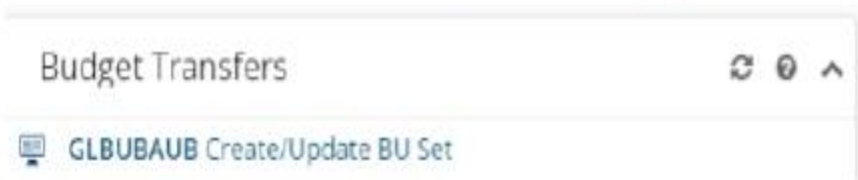
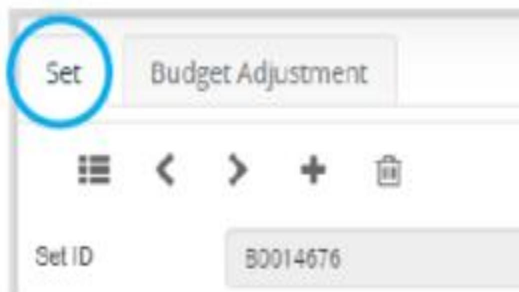
Budget Transfer

<u>SINGLE TRANSACTION BUDGET TRANSFERS:</u>

1. Log into BusinessPlus, Click on the ***"Schools/Department"*** Tab, Click on ***"Create/Update Bu Set – GLBBUBAUB"*** under the Budget Transfer category



A dialogue box will appear as shown below. Confirm that the ***Set*** Tab is selected.

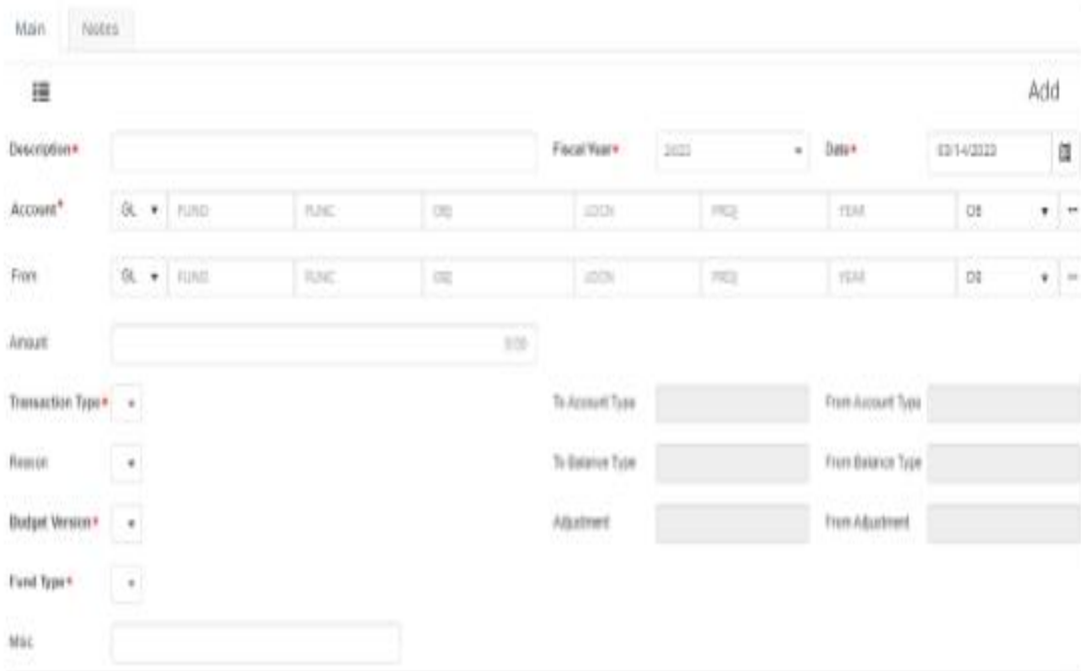


2. Click the + to place you in entry mode, then to create the batch, click the ***lighting bolt*** in the ***Set ID*** field, select BTCHIDBU from the drop-down menu to obtain the next auto-generated Set ID number, and then press ***Enter*** (on your keyboard).

3. You should receive a confirmation stating that the record is accepted.
4. Select the **"Budget Adjustment"** tab to begin the entry of your budget transfer

5. Click the *lighting bolt* in the *Reference* field, then select BUID from the drop-down menu to obtain the next auto-generated reference number.

Under the *Main* Tab:



a. *Description*: Enter a description that will support the rationale/justification for the budget transfer (30 maximum characters). Please use the *Notes* Tab to provide or expound on a rationale/justification.

b. *To* and *From*: Enter or click on the *ellipsis* to view the drop-down menu and select *Lookup Account* to obtain the fully qualified accounts (FQA) that will be adjusted. Enter specific information to filter and identify desired accounts and select *Ok* to complete the *Account Lookup* selection.

c. *Amount*: Enter the amount of the transfer.

d. ***Transaction Type***: Always select ***T Transfer and create new associations as needed from the drop-down menu.***
e. ***Reason***: Select the following from the drop down menu:
   a. ***BAPP – Board Approved***
   b. ***BUD- non-granted funded transfers***
   c. ***GRNT – Grant funded transfers***
   d. ***NONE- Do not select this option***

> **BAPP – Board Approved** transfers:
> (1) That exceeds $50,000 per transaction
> (2) Between different funds (e.g. 110 and 210)
> (3) With object 634301 for out of town travel and conferences.

> All budget transfers requesting a transfer to object ***634301 – Out of Town Travel*** should include the following information under the ***NOTES*** tab:
> 1. Conference Name
> 2. Conference Attendee(s)
> 3. Conference location
> 4. Conference dates

f. ***Budget Version***: Select the following from the drop down menu:
   e. ***BA Adjustments*** - (for non-grant funds)
   f. **GA Adjustments**- (for Grant funds)

g. ***Fund Type:*** Select ***RB Rebudget*** from the drop-down menu.
h. Press Enter (on the keyboard) to complete the transaction.

6. To confirm that the transaction is complete, a notification Record Accepted will be displayed.

The Account To line will disappear after the record accepted button is pressed.