Completing a Budget Transfer

This instruction guide provides step-by-step instructions for completing a KK Budget Transfer from one department to another. In State Appropriation Funds, you can transfer budget
 - From OPS (650000) to Other (700000) or
 - From Salaries (600000) to OPS or Other

Transfers from OPS or Other to Salaries should be done only in special circumstances. At the college level, budget can be transferred between departments.

1. Click **Main Menu**.

2. Click the **Commitment Control** menu.

3. Click the **Budget Journals** menu.

4. Click the **Enter Budget Transfer** menu.

5. Click the **Add** button.

Searching
Values may be entered into the ChartFields manually, by using the **Look up** button or by using the **Type Ahead** feature.

6. Click the **Look up Ledger Group** icon.

7. Click the desired link (e.g., **Appropriations)** from the Search Results list.

8. Ensure that **Transfer Adjustment** is selected in the Budget Entry Type field.

9. State the purpose of the transfer in the Long Description field.

10. Click the **Budget Lines** tab.

Budget Lines Tab
11. Enter a valid value (e.g., "**2011**") into the **Budget Period** field.

12. Enter a valid value (e.g. "**600000**") into the **Account** field.

13. Enter a valid value (e.g. "**101**") into the **Fund** field.

14. Enter a valid value (e.g. "**1601**") into the **Dept** field.

15. Select the desired department (e.g. **16010000)** from the Type Ahead dropdown list.

16. Enter a valid value (e.g. "**CRRNT**") into the **Bud Ref** field.
    Note: Budget must stay within the same Bud Ref and not transferred between CYFWD and CRRNT.

17. Enter a valid value (e.g. "**-1000.00**") into the **Amount** field.
    Note: The Amount ChartField from which you are transferring should always be a negative number.

18. Click the **Journal Line Copy Down** link.

19. De-select the checkboxes for the ChartFields to which you will enter in new data on the next screen.

20. Click the **OK** button.

21. If more than 1, enter the number of lines you wish to add in the **Lines to add** field

22. Click the **Insert Lines** button.

23. Enter valid data into all necessary ChartFields.

24. Click the **Process** button.

25. Click the **Yes** button.

26. Confirm the Budget Header Status indicates "Posted".

27. Click the **Return to Search** button.

28. Click the **Clear** button.

If you need help with…

• Technical issues, contact the UF Help Desk:
    - 392-HELP
    - helpdesk@ufl.edu

• Policies and Directives,
    - Contact the University Budget Office at 392-2402

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