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 Other (700000) to OPS (650000) or
- From Salaries (600000) to OPS (650000) or Other (700000)

You cannot transfer budget between the following ledgers:
- From Other (700000) to Salaries (600000) or
- From Other OPS (650000) to Salaries (600000)

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

Navigation

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. (Optional)
10. Click the Budget Lines tab.
11. Enter a valid value (e.g., "2015") into the **Budget Period** field.

12. Enter a valid value (e.g. "700000") into the **Account** field.

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

14. Enter a valid value (e.g. "3307") into the **Dept** field.

15. Select the desired department (e.g. **33070000**) 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. Scroll to the right, if needed.

18. 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.
19. Click the **Journal Line Copy Down** link. (See Figure 2)

![Figure 2. Journal Line copy Down link](image)

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

21. Click the **OK** button.

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

23. Click the **Insert Lines** button.

![Lines to add](image)

24. Enter valid data into all necessary ChartFields.
25. Click the **Process** button.

26. Click the **Yes** button.

27. Confirm the Budget Header Status indicates “Posted”.

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

29. 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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