# Creating and Submitting a Budget Transfer

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>Access and Open <a href="#">OFC Budget Transfer Template</a> in University Forms &amp; Documents.</td>
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</table>
| 2.   | Enter **Journal Name**.  

**Journal Name**: 90900 10.26.16 SS 1  
*YOU MUST* use this naming convention: 5 digit ‘FROM’ Dept ID (space) date [use periods] (space) your initials (space) # of transfers you have emailed for this specific Dept ID on this day  

Ex: 90900 10.26.16 SS 1  
- **From Department** - 90900  
- **Date** – 10.26.16  
- **Submitter initials** - SS  
- **# of transfers submitted for 90900 on 10.26.16 by SS** – 1  

For instance if KD submitted 3 transfers from Department 94000 on 7/22/16 the file names would have sequential numbers, and look like this:  

- **1st Transfer**: 94000 7.22.16 KD 1  
- **2nd Transfer**: 94000 7.22.16 KD 2  
- **3rd Transfer**: 94000 7.22.16 KD 3  

**Note**: Using the naming convention will allow you to find your Budget Transfers in the system. |
| 3.   | Enter Reason for Transfer in the **Journal Header Description** field.  

**Journal Header Description**:  
*Provide the reason for the Budget Transfer here. Include all relevant information, including EAF#, TALEO#, PCNs, etc. This field is 240 characters.*
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<td>4.</td>
<td>Select the <strong>Transfer Type</strong> from the drop down menu.</td>
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<td></td>
<td>![Image of drop down menu]</td>
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| 5.   | Enter **Fund/Department/Cost Center/Account Rollup FROM** lines.  
*Note:* The 1st line MUST be a From (Debit) line. This line will trigger the approval workflow based on the 5 digit Department ID. |
|      | ![Image of spreadsheet example]  
*Note:* A transfer may have only ONE ‘FROM’ Fund/Department, but may have multiple From Cost Center/Budget Accounts. |
| 6.   | Enter **Fund/Department/Cost Center/Account Rollup TO** lines.  
*Note:* The 1st line on the form must NOT be a ‘To’ (Credit) line. |
|      | ![Image of spreadsheet example] |
| 7.   | Enter **From** OR **To** amount for each line.  
*Note:* Only one amount per line, either ‘From’ or ‘To.” And all amounts entered as positive numbers. |
| 8.   | Check the Budget Available in the **From Fund/Dept/Cost Center/Account(s)** prior to submitting.  
Budgets may be checked from the Dashboard. Refer to Reporting training documents for specific instructions. |
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| 9.   | Email the transfer spreadsheet and any backup documentation to: **Budget_Office@boisestate.edu**  

*Note:* Attachments must be submitted with the Transfer Spreadsheet. They cannot be added once the transfer is in Fusion.  

Budget Office staff will upload transfers and attachments to Oracle Fusion, and will trigger workflow approvals to the ‘From’ department approvers.