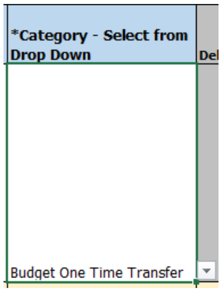
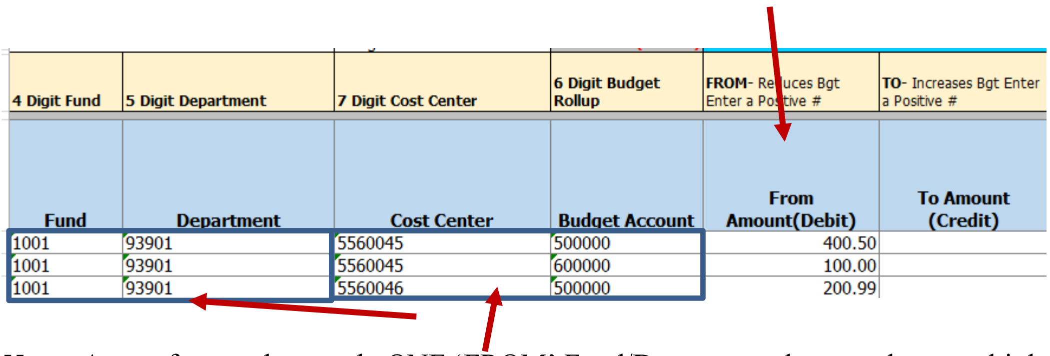
Creating and Submitting a Budget Transfer

Step	Action
1.	Access and Open OFC Budget Transfer Template in University Forms & Documents.
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. Please be as descriptive as possible. 240 character limit. **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.

Step	Action
4.	Select the **Transfer Type** from the drop down menu.



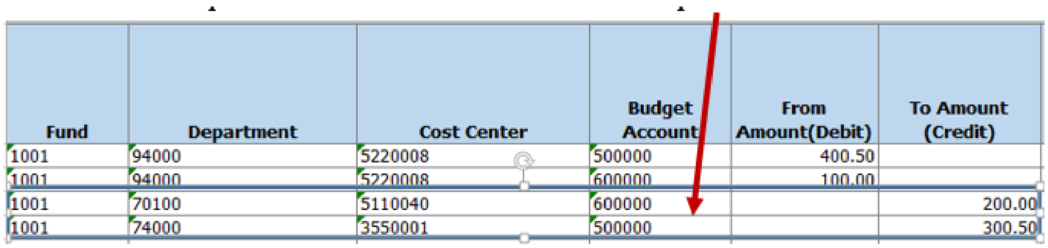
Step	Action
5.	Enter **Fund/Department/Cost Center/Account Rollup FROM** lines. ***Note*****:** The 1st line MUST be a From (Debit) line. This line will trigger the approval workflow based on the 5 digit Department ID.



4 Digit Fund	5 Digit Department	7 Digit Cost Center	6 Digit Budget Rollup	FROM- Reduces Bgt Enter a Positive #	TO- Increases Bgt Enter a Positive #
Fund	Department	Cost Center	Budget Account	From Amount(Debit)	To Amount (Credit)
1001	93901	5560045	500000	400.50	
1001	93901	5560045	600000	100.00	
1001	93901	5560046	500000	200.99	

Note: A transfer may have only ONE 'FROM' Fund/Department, but may have multiple From Cost Center/Budget Accounts.

Step	Action
6.	Enter **Fund/Department/Cost Center/Account Rollup TO** lines.



Fund	Department	Cost Center	Budget Account	From Amount(Debit)	To Amount (Credit)
1001	94000	5220008	500000	400.50	
1001	94000	5220008	600000	100.00	
1001	70100	5110040	600000		200.00
1001	74000	3550001	500000		300.50

Note**:** The 1st line on the form must NOT be a 'To' (Credit) line.

Step	Action
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.	Enter a line description for each line. If you do not enter a line description, one will be added by your Budget Analyst.

Step	Action
9.	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.
10.	Email the transfer spreadsheet and any backup documentation to: **budgetandplanning@boisestate.edu** **** Please include the Journal Name (90900 on 10.26.16 by SS –** 1), **in the Subject line of the email and include only one Journal per email. Including only one Journal per email allows us to better insure all are processed correctly.** ***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.