Budget Transfer Rules

Legend
√ Allowed
X Not Allowed

Fund Groups
E&G/State Funds (20xxxx)
• 2100
• 2110
Designated Funds (31xxxx)
• 3100
• 3105
• 3115
Service Funds (32xxxx)
• 3200
Auxiliary Funds (47xxxx)
• 4xxx
Restricted Funds (55xxxx/56xxxx)
• 5500
• 5600

Allowable Transfers
√ E&G to E&G
**transfers using E&G fund groups 2110 are subject to approval**
√ Designated to Designated
√ Service
**Within same cost center**
*Accounting approval required**
√ Auxiliary to Auxiliary
√ Restricted to Restricted
**5500 fund codes only**
**Accounting approval required**

X Transfers outside of funds groups are not allowed.
*Exception: Transfers between designated and auxiliary requires Accounting Services approval*
BUDGET TRANSFER DETAILS

Cost Center Description Key
AO – Academic Online (same as AP)
AP – Academic Partnership (same as AO)
DT – Designated Tuition (generated from Student Tuition)
EDT – Enhanced Designated Tuition (same as Instructional Advising)
IDC – Indirect Costs (funds associated with grants)

Cost Center Transfer Rules
√ AO/AP to AO/AP
√ AO/AP to Non-AO/AP
√ EDT to EDT
√ EDT to Designated CC Funded by Central Administration
√ IDC to IDC
√ Department CC to Start Up CC
√ Provost CC to Start Up CC
√ E&G to E&G
√ Service to Service (within same cost center)
√ Designated to Designated
√ Auxiliary to Auxiliary
√ Restricted to Restricted (5500 fund codes only)
X Non-AO/AP to AO/AP
X Non-EDT to EDT
X IDC to Non-IDC
X Non-IDC to IDC
X Growth Funds to IDC
X Growth Funds to Start Up
X Start Up to Growth Funds
X Research Core to Non-Research Core
X Research 37 to Non-Research 37
X E&G to E&G Research Core
X E&G to Non-E&G
X Service to Non-Service

Chartfield Restrictions
X Any transfers using A7000 are not allowed and will not be processed.

(A7000 is an Accounting/Budgeting account code and not to be used by departments)
BUDGET TRANSFER WORKFLOW SECURITY RULES

**KK Security Rules for UTA Front Office Users Level 1**
Range 2100 to 2999 allow Intra CF Transfer only
Range 3100 to 3115
Range 3200 to 3200 allow Intra CF Transfer only
Range 4100 to 4800
Range 5500 to 5600 allow Intra CF Transfer only

**KK Security Rules for UTA Front Office Users Level 2**
Range 2100 to 2999
Range 3100 to 3115
Range 3200 to 3200 allow Intra CF Transfer only
Range 4100 to 4800
Range 5500 to 5600 allow Intra CF Transfer only

*Allow Intra CF Transfer – budget transfer lines can only contain one fund code within specified range
Example: 2100 to 2100 **only**; 3200 to 3200 **only**; 5500 to 5500 **only**

*Fund codes that route to Accounting Services for approval
Service 3200
Restricted 5500