

**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**

\*Process Budget Pre-Check Process

---

▼ Lines Personalize | Find | View All | | First 1-2 of 2 Last

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Account	Fund	Dept	Function	Project	Cost Center	Se
<input type="checkbox"/>	1	OPE_BUD	2020	200007	A1200	2100	210000	100		200007	Se
<input type="checkbox"/>	2	OPE_BUD	2020	310544	A4000	3100	625110	200		310544	Se

Lines to add From Line  To  Generate Budget Period Lines

---

**Totals**

Total Lines 2 Total Debits 0.00 Total Credits 0.00

**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