Budget Transfer
# Table of Contents

Overview ........................................................................................................................................ 1

Things to Consider ........................................................................................................................ 1

Budget-Transfer Rules/Exceptions.............................................................................................. 1

Create a Budget Transfer ............................................................................................................. 2

Notify Budget Resource ................................................................................................................ 5

Find an Existing Budget Transfer ............................................................................................... 6

View CharField Values (Supplement) .......................................................................................... 8
Overview
It is sometimes necessary to transfer funds from one cost center to another cost center.

Things to Consider
- Currently, workflow is not available for the Budget Transfer form. After completing the transfer in UTShare, document creators must “Notify” their Budget Resource representative that the form is ready to process/approve.
- **Note:** If a Budget Transfer is created in UTShare, but the creator failed to notify the Budget Office, it will be deleted after 15 days of the Journal Entry Date.
- You can find the name of your Budget Resource representative at the following webpage: [https://www.uta.edu/business-affairs/budgeting/](https://www.uta.edu/business-affairs/budgeting/) (Click the Budget Resource List link to view list).
- Once the Budget Transfer is approved, the Budget Header Status changes from “None” to “Posted”. Return to the Budget Transfer page to view the transfer status.
- Do not use the Budget Transfer form to move funds to pay for services performed by another department. This type of transaction is processed on an IDT Journal.
- Do not use the Budget Transfer form to reverse or correct a paid expense.
- Expense Transfers (A7000) and Revenue Transfers (RTRFS) are not allowed.
- Transfers between or within Agency Funds (9xxxxx) are not allowed.
- Transfers involving 32xxxx, 4xxxxx, and 5xxxxx may require additional approval time.

Budget-Transfer Rules/Exceptions

<table>
<thead>
<tr>
<th>Legend</th>
<th>Different Cost Centers Types</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Transfer Allowed</td>
<td>AP – Academic Partnership</td>
</tr>
<tr>
<td>✗ Transfer Not Allowed</td>
<td>AO – Academic Online (same as AP)</td>
</tr>
<tr>
<td></td>
<td>DT – Designated Tuition (funds generated from Student Tuition)</td>
</tr>
<tr>
<td></td>
<td>EDT – Enhanced Designated Tuition (same as Instructional Advising)</td>
</tr>
<tr>
<td></td>
<td>IDC – Indirect Cost Center (funds associated with grants)</td>
</tr>
<tr>
<td></td>
<td>E&amp;G – Education and General</td>
</tr>
</tbody>
</table>

The list below will help you determine if a transfer is allowed:
- ✓ AP to AP
- ✓ AP to Non-AP
- ✓ Non AP to AP
- ✓ AP to EDT
- ✗ EDT to AP
 ✓ EDT to EDT
 ✓ EDT to Non-EDT
 ✗ AP to Restricted
 ✗ Non-EDT to EDT
 ✗ IDC to EDT
 ✗ EDT to IDC
 ✗ EDT to AP
 ✓ IDC to IDC
 ✗ Do not cross funds between “Designated” and “E&G” Cost Centers

NOTE: Crossing funds of any kind is usually not allowed unless an exception has been granted.

Create a Budget Transfer
The Budget Transfer form is used to create a new transfer or search for an existing transfer.

1. Begin by navigating to the: Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

2. The Enter Budget Transfer page is displayed. Starting from the Add a New Value page, click the Add button to create a new Budget Transfer journal:
   a. Business Unit: Leave the default (UTARL).
   b. Journal ID: Leave the default value (NEXT). The next available ID is assigned after the form is saved.
   c. Journal Date: Defaults with the current date. Do not change.

3. The Budget Header page is displayed. Most of the required fields will default with the correct information (Do not change the default values.).

4. Complete the required fields.
   a. Lookup or enter OPE (Operating Expense) in the Ledger Group field.
   b. Use the Attachments link to upload documentation that supports the transfer, i.e. approval email. Note: Support documentation is required by the Budget Office.
c. Provide a detailed explanation for the purpose of the transfer in the **Long Description** field. This field accommodates up to 254 characters including spaces.

**NOTE**: If additional remarks are necessary, you may use the **Alternate Description** field. It will accommodate up to 150 characters.

5. Click the **Save** button. **NOTE**: The **Journal ID** is now assigned, i.e. 0000198727.
   **NOTE**: Write down the Journal ID. This information is required in the **Subject** line of the notification sent to your Budget Resource representative.

6. The **Budget Lines** page is displayed. This page is used to record the details of the transfer, i.e. budget year, dollar amount, and chartfield values.
   **NOTE**: When completing the **Chartfields and Amounts** section, it may be necessary to use the horizontal scroll bar to view all fields. The order of the fields may differ among users.
NOTE: Because there is no workflow for Budget Transfers, the **Budget Header Status** will display “Security Error”, and the **Error** column will display “X”. The **Error** column can be hidden by clicking on “Personalize”, and the **Grid Customization** page is displayed. Click on “Error (frozen)”, check mark the “Hidden” box, and click OK.

7. In the **Budget Period** field, enter the current budget period, i.e. 2019.
8. Click in the **SpeedType** field and enter the 6-digit Cost Center, i.e. 310157, that you will be moving money “FROM” or “TO” (The order does not matter.). Press Enter or Tab out of the field to auto-populate the chartfield values, e.g. Fund, Dept, Cost Center, etc.

   NOTE: Cost Share SpeedTypes, i.e.. CS200114, will not work on the transfer form with the OPE Ledger. You must manually enter the correct values in the appropriate fields (If necessary, refer to the instruction on how to “View ChartField Values” in this job aid). Cost Share chartfield strings contain a Project ID + Cost Center

9. In the **Account** field, enter the budget account that you will be moving money “FROM” or “TO”, i.e. A1200 (Wages), A4000 (Operating Expenses).
10. In the **Amount** field, enter the amount of the transfer.

   NOTE: The account where funds are being moved “FROM” (debit entry) should be indicated with a negative dollar amount, i.e. - $3,000.00. The account where funds are being transferred “TO” (credit entry) should be indicated with a positive dollar amount, i.e. $3,000.00. The total Debits and Credits must equal.

11. Click the **Add Row** button (+) to add a new line.

   NOTE: When a new line is inserted, the chartfield values from the line above will auto-populate to the new row. If you are transferring funds “FROM” or “TO” a different Cost Center, use the SpeedType field to auto-populate chartfield values; update the account and amount field accordingly. To delete a line, select the checkbox next to the line you want to remove and click the delete button (-).

12. Repeat steps 7-11 until all transfer lines are entered. NOTE: Make sure all debit(s) and credit(s) are equal.

13. Click the **Save** button.

14. Write down the Journal ID. This information is required in the **Subject** line of the notification sent to your Budget Resource representative.

### Notify Budget Resource

1. Click the **Notify** button located at the bottom of the Budget Transfer page.
2. The **Send Notification** page is displayed

![Send Notification Page](image)

3. Enter the Budget Resource representative email address in the **To** field e.g. `xxxx@uta.edu`
4. Click the **Delivery Options** link and verify that the **Email** check box is selected. Click **OK** to return the **Send Notification** page
   
   **NOTE:** If desired, you can use the **CC** (carbon copy) field to send a copy of the notification to yourself for tracking purposes or to other individuals that should be aware of the transfer (optional).
5. In the **Subject** field, enter the **Journal ID** number (required by the Budget Office).
6. Enter any relevant remarks in the **Message** field (optional).
7. Click **OK** to send the notification and to return to the Budget Transfer page.

**REMINDER:** Do not forget to “Notify” your Budget Resource representative. Unprocessed transfers older than 15 days will be deleted.

**NOTE:** Your Budget Resource representative will process and post your transfer. If there are issues with the form, e.g. invalid chartfield values, insufficient funds, transfer not allowed, your resource representative will email you back with comments. You will be required to make the necessary corrections and send the “Notification” again.

**Find an Existing Budget Transfer**

Once the Budget Transfer is approved, the Budget Header Status changes from “None” to “Posted”. Return to the Budget Transfer page to view the form status.
1. Begin by navigating to **Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer**

2. The **Enter Budget Transfer** page is displayed. The **Find an Existing Value** tab is used to search for an existing budget transfer form by **ID**, **Data Status**, or the **Empl ID of the person** who entered the transfer.

   NOTE: By default, the User ID field defaults with your Empl ID. If you are not the creator of the transfer document, remove your Empl ID from the User ID field.

![Enter Budget Transfer page](image)

3. Enter the required search parameter and click **Search**.

   NOTE: If you cleared or removed the **Business Unit**, make sure to retype **UTARL** in this field.

   - If you searched by the specific Journal ID number, the Budget Transfer page is displayed. You can view the status of the transfer from the Budget Header page.

![Budget Header](image)

   - Depending on your search criteria, you may see a **Search Results** table which also displays the Budget Header Status.

![Search Results](image)
View ChartField Values (Supplement)

If necessary, you may use the SpeedTypes page to view or find Chartfield values.

1. Begin by navigating top to **Main Menu > Set Up Financials /Supply Chain > Common Definitions > Design ChartFields > Define Values > Speed Types**
2. The **SpeedTypes** search page is displayed.

3. Complete the required fields.
   a. Make sure “UTARL” is defaulting in the **SetID** field.
   b. Enter the **Cost Center** or **Project Number** in the **SpeedType Key** field.
      
      **NOTE:** Cost Share SpeedType (SpeedChart) begins with “CS”, i.e. **CS200116**.
   c. Select **Universal (All Users)** from the **Type of SpeedType** drop-down menu.
   d. Click **Search**.