

# BUDGET TRANSFER – FUND 120 & FUND 500



Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

## PURPOSE

The purpose of this document is to walk you through how to process a budget transfer on Fund 120/ 500.

## STEPS

### 1. Budgets > Enter Budget Transfer

#### Budgets



< BC Employee Home
BC EMP Budgets

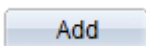
<div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <span style="font-weight: bold;">Budget Transfers</span> ^             </div> <div style="background-color: #e0f2f1; padding: 5px; margin-bottom: 5px;"> <span style="font-weight: bold;">Enter Budget Transfer</span> </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <span style="font-weight: bold;">Budget Inquiries &amp; Reports</span> v             </div> <div style="background-color: #f0f0f0; padding: 5px; margin-bottom: 5px;"> <span style="font-weight: bold;">Query Viewer</span> </div>	<h3 style="margin: 0;">Enter Budget Transfer</h3> <div style="margin-top: 10px;"> <input type="button" value="Find an Existing Value"/> <input type="button" value="Add a New Value"/> </div> <div style="margin-top: 10px;">                 Business Unit <input type="text" value="EAGLE"/> </div> <div style="margin-top: 5px;">                 Journal ID <input type="text" value="NEXT"/> </div> <div style="margin-top: 5px;">                 Journal Date <input type="text" value="01/10/2020"/> </div> <div style="margin-top: 10px; text-align: center;"> <input type="button" value="Add"/> </div>
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Business Unit = Eagle

Journal ID = Next

Journal Date = today

### 2. Click



3. Type in or Select/Click

- a. Ledger Group = "PGBUDGETS"
- b. Budget Entry Type must always be "Temporary Transfer" (default value) **DO NOT MODIFY**
- c. Long Description = type the reason you are requesting a budget transfer
- d. Attachment link = click to add relevant attachments to your transfer

4. Click the Budget Lines Tab:

- a. Fill in the following items:
- i. Dept
  - ii. Fund
  - iii. Fundsource
  - iv. Program
  - v. Function
  - vi. Property
  - vii. Account
  - viii. PC Bus Unit =GRANT
  - ix. Project
  - x. Activity = STANDARD
  - xi. Amount (Note: enter a “-” before the amount(s) on the line(s) to which you want to reduce the budget)
  - xii. **All other fields, not listed above, should remain blank**

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Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors

Unit: EAGLE    Journal ID: NEXT    Date: 02/20/2014    Budget Header Status: None  
 Approval Header Status: Not Submitted  
 \*Process: Post Journal     Submit For Approval    Process

Delete	Line	Ledger	SpeedType	PC Bus Unit	Account	Fund	Dept	Program	Project/Grant	Fund Source	Property	Function
<input type="checkbox"/>	1	PGBUDGETS		GRANT	68902	500	053321	00000	5002018	12010	00000	301
<input type="checkbox"/>	2	PGBUDGETS		GRANT	68902	500	053321	00000	5002018	12010	00000	301

Lines to add: 1   [Journal Line Copy Down](#)

Totals			
Total Lines:	2	Total Debits:	100.00
		Total Credits:	100.00

[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

5. Use the “+” button to add additional lines. Please note that all chartfields will populate in the next line. You will need to update the amount, account and description **only**. Note: All other fields need to remain the same and you will receive errors if you try to change other chartfields.
6. Click Save. Make sure that your Total Debits equals Total Credits.
7. Choose “Budget Pre-Check” in the Process box and then click the Process button. Please note that before choosing this option you must **Save** (see Step 6 above). Budget Pre-Check is a required step in the process.

**BOSTON COLLEGE**

Favorites | Main Menu > Commitment Control > Budget Journals > Enter Budget Transfer

Budget Header | Budget Lines | Budget Errors

Unit: EAGLE    Journal ID: NEXT    Date: 02/20/2014    Budget Header Status: None  
 Approval Header Status: Not Submitted

\*Process: Budget Pre-Check     Submit For Approval    **Process**

Delete	Line	Ledger	SpeedType	PC Bus Unit	Account	Fund	Dept	Program	Project/Grant	Fund Source	Property
<input type="checkbox"/>	1	PGBUDGETS		GRAN	68902	500	053321	00000	5002018	12010	00000
<input type="checkbox"/>	2	PGBUDGETS		GRAN	68902	500	053321	00000	5002018	12010	00000

Lines to add: 1            [Journal Line Copy Down](#)

**Totals**

Total Lines:	2	Total Debits:	100.00	Total Credits:	100.00
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[Budget Header](#) | [Budget Lines](#) | [Budget Errors](#)

8. Click “Yes” when you receive the message below:

**Message**

Do you want to Budget Check this transaction without posting the results? (18021,984)

9. The Budget Header Status should change to “Checked Only” if the budget check was successful:

**BOSTON COLLEGE**

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Budget Header | Budget Lines | Budget Errors

Unit: EAGLE    Journal ID: 0000493275    Date: 02/20/2014    **Budget Header Status: Checked Only**  
 Approval Header Status: Not Submitted

\*Process: Post Journal     Submit For Approval    **Process**

10. Next, choose “Approve Transfer” in the Process box click the “Submit for Approval” checkbox. **Then you must click Save** – this action will either post your Budget Transfer or route it to OSP depending on the account(s), fund and dollar amounts you choose (See criteria for workflow below).

The header will look like the following if it routed to OSP for approval:

<b>Budget Header Status:</b>	None
<b>Approval Header Status:</b>	<a href="#">Pending</a>

Header will look like the following if you were able to self-approve:

<b>Budget Header Status:</b>	None
<b>Approval Header Status:</b>	<a href="#">Approved</a>

If you were able to self-approve then choose “Post Journal” in the Process box and then click Process:

If successful the header will look like the following and the Budget Transfer is now complete.

<b>Budget Header Status:</b>	<a href="#">Posted</a>
<b>Approval Header Status:</b>	<a href="#">Approved</a>

Budget Transfers will workflow to OSP under the following conditions:

- All Fund 120 transfers
- Amount > absolute value of \$2,000
- One or more of the following accounts are used:
  - Salaries = 50000-59999 range
  - Fringe = 70011-70013 range
  - F&A = account 70130
  - Equipment = 65200-65250 range
  - Sub-award accounts = 64420- 64430 range
  - Foreign Travel = account 68903
  - Tuition Remission & Aid = 61010-62060 range
  - OSP Budget Only = account 64325
  - Recharge Accounts = 67200-67299 range
  - Participant Costs account = 68200
- If Budget Entry Type is changed to “Permanent” it will route to OSP – it should always be “Temporary” on a grant. Default value = “Temporary”. If it is changed it will route to OSP and be denied.