

Budget Transfers: Quick Guide

Budget Transfers: Use to transfer funds between cost centers or accounts (see Use of Funds Guide for restrictions).

Creating a Budget Transfer

Step 1: Follow the path on the NavBar. 'DAL01' will always be the Business Unit for UT Dallas.

The screenshot shows the 'Enter Budget Transfer' interface. On the left is the 'NavBar: Navigator' with a sidebar containing 'Approvals', 'My Favorites', and 'Navigator'. The main menu lists 'Main Menu', 'Gemini FMS', and 'Commitment Control'. Under 'Budget Journals', there are links for 'Enter Budget Journals', 'Enter Budget Transfer', 'Import Budget Journals', and 'Mass Delete Budget Journals'. The main form area is titled 'Enter Budget Transfer' and has two tabs: 'Find an Existing Value' and 'Add a New Value'. The form contains three fields: '*Business Unit' with the value 'DAL01', '*Journal ID' with the value 'NEXT', and '*Journal Date' with the value '10/20/2022'. There is an 'Add' button at the bottom. At the bottom of the form, there are links for 'Find an Existing Value' and 'Add a New Value'.

Step 2: After clicking Add, you will see a blank Budget Header page. Ledger Group will always be **OEA**. The Long Description field is for you to explain to your approvers what this transfer is for. Use the attachment link for any back up documents for this transfer (ex. Request from SFO/dept to transfer money to fund a new position).

Budget Transfers Quick Guide

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit: DAL01 Journal ID: NEXT Date: 10/20/2022
*Ledger Group: OEA Fiscal Year: 2023 Period: 2
Control ChartField: Fund Code *Currency: USD
Budget Header Status: None Rate Type: CRRNT
*Budget Entry Type: Temporary Budget Transfer Exchange Rate: 1.00000000
Cur Effdt: 10/20/2022
Budget Type: Expense
Attachments (0)

Parent Budget Options
☒ Generate Parent Budget(s)
☐ Use Default Entry Event
Parent Budget Entry Type: Temporary Budget Transfer

Long Description:
Transfer budget from 43130005 to 44130006 to cover travel

Alternate Description

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

Step 3: Click on the Budget Lines tab. Input the cost center numbers you are transferring the funds between. Once you tab over the rest of the information will fill in automatically (except for Account and Amount). You will need to click on the plus to add a new line.

Budget Header

Budget Lines

Budget Errors

Budget Approval

Cost Center Projected Balance

Unit: DAL01 Journal ID: NEXT Date: 10/20/2022 Budget Header Status: None
*Process:
Process

Lines
Chartfields and Amounts Base Currency Details II>

Delete	Line	Ledger	Budget Period	Speed Type	Fund	Account	Dept ID	Function	Cost Center	Co De
<input type="checkbox"/>	1	OEA_BD	2022-23	43130005	3000	A5050	403100	713	43130005	De Bu
<input type="checkbox"/>	2	OEA_BD	2022-23	44130006	3000	A6300	404100	713	44130006	De Sal

Lines to add: 1 + - Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals
Total Lines: 2 Total Debits: 250.00 Total Credits: 250.00

Save Notify Refresh Add Update/Display

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

The account field will depend on which account the funds are in. You can get the account information from hovering over the cost center number on the Budget Lines tab.

Budget Transfers Quick Guide

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit: DAL01 | Journal ID: 0000543338 | Date: 10/20/2022 | Budget Header Status: None

*Process: Refresh Journal

Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	Account	Dept ID	Function	Cost Center	Cost Center Description	Amount
<input type="checkbox"/>	1	OEA_BD	2022-23	A5050	403100	713	43130005	Designated - Budget	-250.00
<input type="checkbox"/>	2	OEA_BD	2022-23	A6300	404100	713	44130006	Designated	

Lines to add: 1 + - Journal Line Copy Down

From Line: To:

Account	Account Description	Available Budget
A5050	Budget - Other Salary & Wages	14,380.00
A5500	Budget - Benefits	-351.82
A6300	Budget - Other Expenses	0.00
Total	Expense Budget	14,028.18

Totals

Total Lines: 2 | Total Debits: 250.00 | Total Credits: 250.00

Save | Notify | Refresh | Add | Update/Display

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

The amount that needs to be transferred can be found on the Cost Center Projected Balance tab. Once the amount is entered on the transfer, the current expense journal will be populated.

Budget Header | Budget Lines | Budget Errors | Budget Approval | **Cost Center Projected Balance**

You must have Chartfield Security to view a cost center's current and projected balance.

Cost Center: 43130005 | Designated - Budget

Account	Description	Adjusted Expense Budget	Expenses	Encumbrances	Pre-Encumbrances	Available Budget	Current Expense Journal	Projected Available Budget	Adjusted Revenue Budget	Current Revenue Journal	Projected Revenue Budget	Revenue Recognized	Revenue Over / (Under) Budget
1 A5011	Budget - Admin Salaries	200,043.00	16,670.25	183,372.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 A5050	Budget - Other Salary & Wages	15,000.00	0.00	0.00	0.00	15,000.00	-250.00	14,750.00	0.00	0.00	0.00	0.00	0.00
3 A5061	Budget - Longevity Pay	1,920.00	160.00	1,760.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4 A5500	Budget - Benefits	51,245.84	4,108.45	47,052.23	0.00	85.16	0.00	85.16	0.00	0.00	0.00	0.00	0.00
5 A6300	Budget - Other Expenses	179.94	333.08	0.00	0.00	-153.14	0.00	-153.14	0.00	0.00	0.00	0.00	0.00
6 Totals		268,388.78	21,271.78	232,184.98	0.00	14,932.02	-250.00	14,682.02	0.00	0.00	0.00	0.00	0.00

Cost Center: 44130006 | Designated Salaries

Account	Description	Adjusted Expense Budget	Expenses	Encumbrances	Pre-Encumbrances	Available Budget	Current Expense Journal	Projected Available Budget	Adjusted Revenue Budget	Current Revenue Journal	Projected Revenue Budget	Revenue Recognized	Revenue Over / (Under) Budget
1 A5050	Budget - Other Salary & Wages	19,880.00	5,500.00	0.00	0.00	14,380.00	0.00	14,380.00	0.00	0.00	0.00	0.00	0.00
2 A5500	Budget - Benefits	0.00	351.82	0.00	0.00	-351.82	0.00	-351.82	0.00	0.00	0.00	0.00	0.00
3 A6300	Budget - Other Expenses	0.00	0.00	0.00	0.00	0.00	250.00	250.00	0.00	0.00	0.00	0.00	0.00
4 Totals		19,880.00	5,851.82	0.00	0.00	14,028.18	250.00	14,278.18	0.00	0.00	0.00	0.00	0.00

Scroll to the right to input the amount you need to transfer. The totals at the bottom must be equal. The line with the negative amount is the account you are removing the funds from. If the Debits and Credits totals do not equal, you will receive an error.

Budget Transfers Quick Guide

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit: DAL01 | Journal ID: NEXT | Date: 10/20/2022 | Budget Header Status: None

*Process:

▼ Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	Function	Cost Center	Cost Center Description	Amount
<input type="checkbox"/>	1	OEA_BD	2022-23	713	43130005	Designated - Budget	-250.00
<input type="checkbox"/>	2	OEA_BU	2022-23	713	44130006	Salaries	250.00

Lines to add: 1 Journal Line Copy Down

From Line: To:

Totals

Total Lines: 2 | Total Debits: 250.00 | Total Credits: 250.00

Step 4:

Save the transfer on the bottom left. Once you save the transfer, the Journal ID will populate. Next on the Budget Line tab, on the drop-down menu next to Process, select Budget Pre-check and click process. Make sure no errors pop-up after this step is complete. Processing the Budget Pre-Check usually takes 10-15 seconds.

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit: DAL01 | Journal ID: 0000543338 | Date: 10/20/2022 | Budget Header Status: None

*Process:

▼ Lines

Chartfields and Amounts | Base Currency Details

Delete	Line	Ledger	Budget Period	SpeedType	Dept ID	Function	Cost Center	Cost Center Description
<input type="checkbox"/>	1	OEA_BD	2022-23	43130005	3000	A5050	403100	713
<input type="checkbox"/>	2	OEA_BD	2022-23	44130006	3000	A6300	404100	713

Lines to add: 1 Journal Line Copy Down

From Line: To:

Totals

Total Lines: 2 | Total Debits: 250.00 | Total Credits: 250.00

Step 5: Once you have budget checked the transfer, the Budget Header Status updates to Checked Only. In the drop-down menu, submit journal is now an option. Select Submit Journal and click process. This will submit the transfer into workflow for the approval. You can check the approval workflow on the last tab of the budget transfer.

Budget Transfers Quick Guide

Budget & Financial Planning
budget@utdallas.edu

Budget Header | **Budget Lines** | Budget Errors | Budget Approval | Cost Center Projected Balance

Unit: DAL01 Journal ID: 0000543338 Date: 10/20/2022 ☐ Errors Only Budget Header Status: **Checked Only** **Process**

*Process:

Lines

Chartfields and Amounts Base Currency Details **1:2 of 2** View All

Delete	Line	Ledger	Budget Period	SpeedType	Dept ID	Function	Cost Center	Co	Der	
<input type="checkbox"/>	1	OEA_BD	2022-23		3000	A5050	403100	713	43130005	Der Bur
<input type="checkbox"/>	2	OEA_BD	2022-23		3000	A6300	404100	713	44130006	Der Sal

Lines to add: **+** **-** Journal Line Copy Down From Line To **Generate Budget Period Lines**

Totals

Total Lines: 2 Total Debits: 250.00 Total Credits: 250.00

Save **Notify** **Refresh** **Add** **Update/Display**

Budget Header | Budget Lines | Budget Errors | Budget Approval | Cost Center Projected Balance

Pending Approval Workflow:

Budget Header | Budget Lines | Budget Errors | **Budget Approval** | Cost Center Projected Balance

Unit: DAL01 Journal ID: 0000543339 Date: 10/20/2022 **Submit**

Approval Status **1 of 1** View All

*Unit: **Approval Check Active:** Y **Approval Status:** **Pending Approval** **Action:** **Deny/Push Back Comments:**

Budget Transfer Approval

BUSINESS_UNIT=DAL01, JOURNAL_ID=0000543339, JOURNAL_DATE=2022-10-20, BUSINESS_UNIT_LN=DAL01:Pending

Budget Transfers

Pending **Not Routed** **Not Routed** **Not Routed**

Rebekah Stafford Rebekah Stafford Raphael Chellan Raphael Chellan

UTD Level 2 Approver From UTD Level 2 Approver To UTD Level 3 Executive Approver UTD Level 4 Budget Approver

Approval History **Approval Archive**

Fully Approved Workflow:

Budget Header	Budget Lines	Budget Errors	Budget Approval	Cost Center Projected Balance
Unit: DAL01 Journal ID: 0000543339 Date: 10/20/2022 <input type="button" value="Submit"/>				
Approval Status				
*Unit: <input type="text" value="DAL01"/> <input type="button" value="Q"/>				
Approval Check Active: Y				
Approval Status: Approved to Post				
Action: <input type="button" value="Approve"/>				
Deny/Push Back Comments: <input type="text"/>				
Budget Transfer Approval				
▼ BUSINESS_UNIT=DAL01, JOURNAL_ID=0000543339, JOURNAL_DATE=2022-10-20, BUSINESS_UNIT_LN=DAL01: Approved				
Budget Transfers				
<div><div>Approved ✓ Rebeka Stafford UTD Level 2 Approver From 10/20/22 - 10:37 AM</div> → <div>Auto Approved ✓ Rebeka Stafford UTD Level 2 Approver To 10/20/22 - 10:37 AM</div> → <div>Approved ✓ Raphael Chellan UTD Level 3 Executive Approver 10/20/22 - 10:38 AM</div> → <div>Auto Approved ✓ Raphael Chellan UTD Level 4 Budget Approver 10/20/22 - 10:38 AM</div></div>				
► Approval History				
► Approval Archive				

Step 6: Once the budget transfer has been fully approved, budget transfers automatically post at noon and 5pm each weekday.