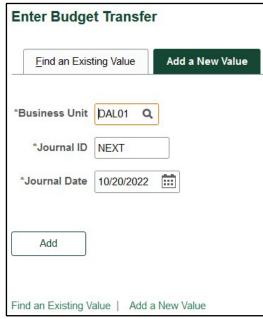# Budget Transfers: Quick Guide

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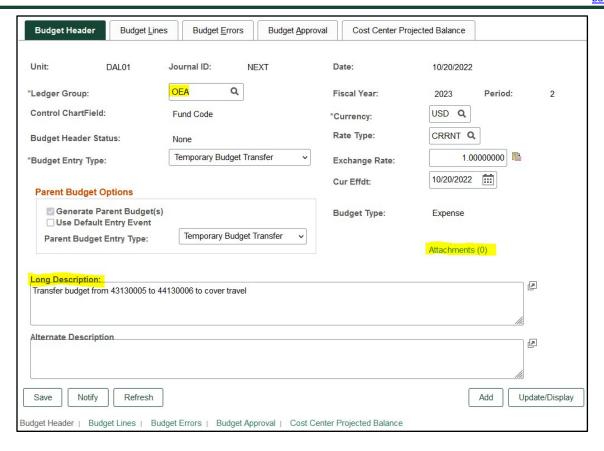
Creating a Budget Transfer

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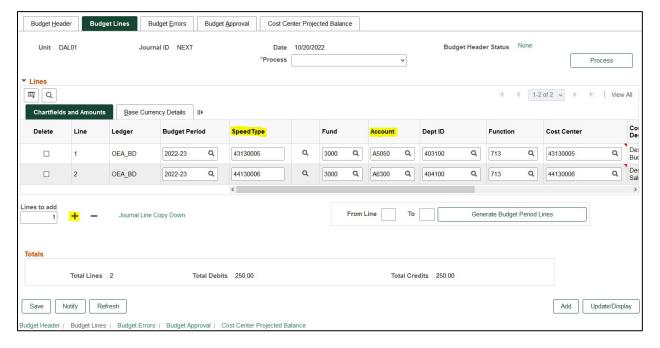

Step 2: After clicking Add, you will see a blank Budget Header page. Ledger Group will always be **OEA.** The Long Description field is for you to explain to your approvers what this transfer is for. Use the attachment link for any back up documents for this transfer (ex. Request from SFO/dept to transfer money to fund a new position).
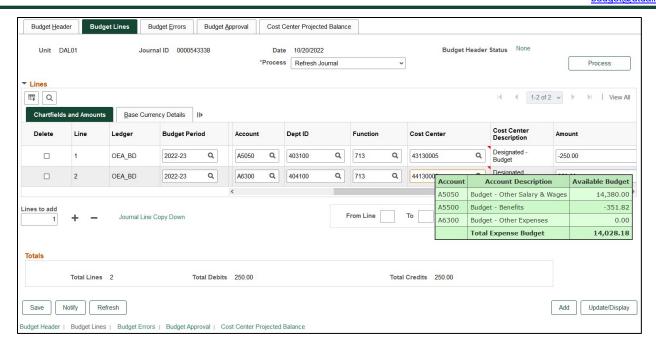
Step 3: Click on the Budget Lines tab. Input the cost center numbers you are transferring the funds between. Once you tab over the rest of the information will fill in automatically (except for Account and Amount). You will need to click on the plus to add a new line.
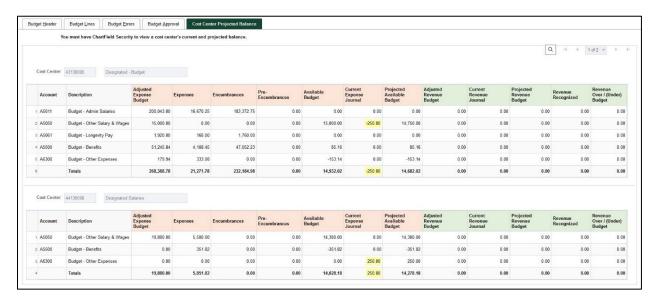

The account field will depend on which account the funds are in. You can get the account information from hovering over the cost center number on the Budget Lines tab.
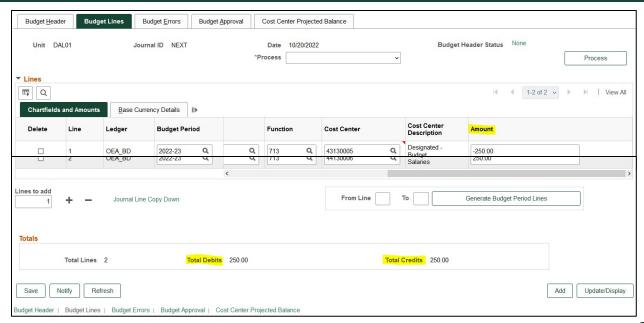
The amount that needs to be transferred can be found on the Cost Center Projected Balance tab. Once the amount is entered on the transfer, the current expense journal will be populated.
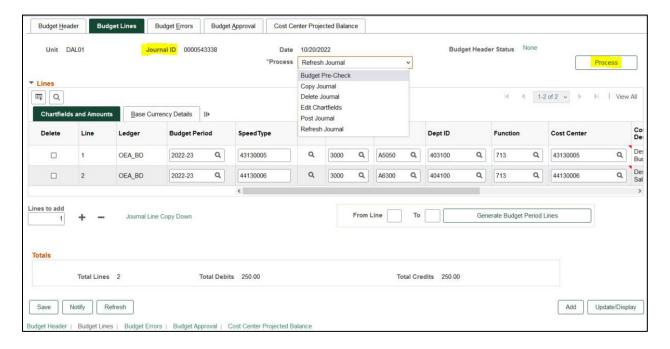

Scroll to the right to input the amount you need to transfer. The totals at the bottom must be equal. The line with the negative amount is the account you are removing the funds from. If the Debits and Credits totals do not equal, you will receive an error.
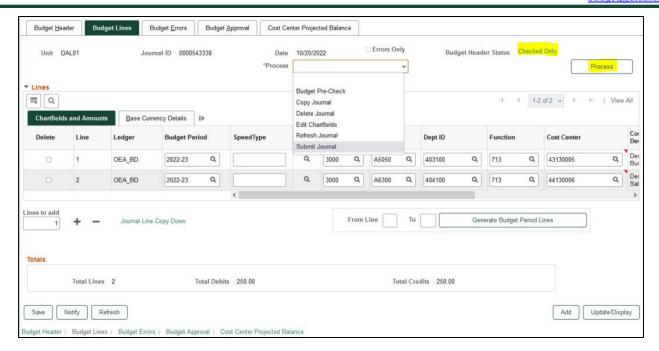
Step 4:
Save the transfer on the bottom left. Once you save the transfer, the Journal ID will populate. Next on the Budget Line tab, on the drop-down menu next to Process, select Budget Pre-check and click process. Make sure no errors pop-up after this step is complete. Processing the Budget Pre-Check usually takes 10-15 seconds.
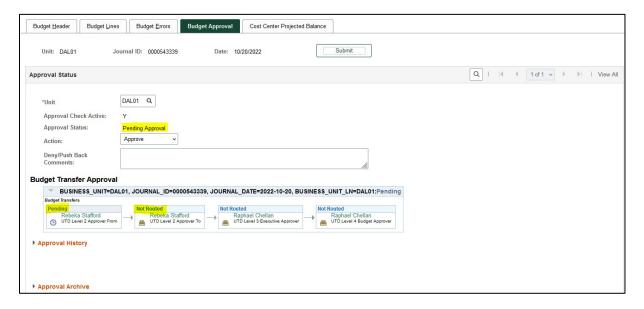

Step 5: Once you have budget checked the transfer, the Budget Header Status updates to Checked Only. In the drop-down menu, submit journal is now an option. Select Submit Journal and click process. This will submit the transfer into workflow for the approval. You can check the approval workflow on the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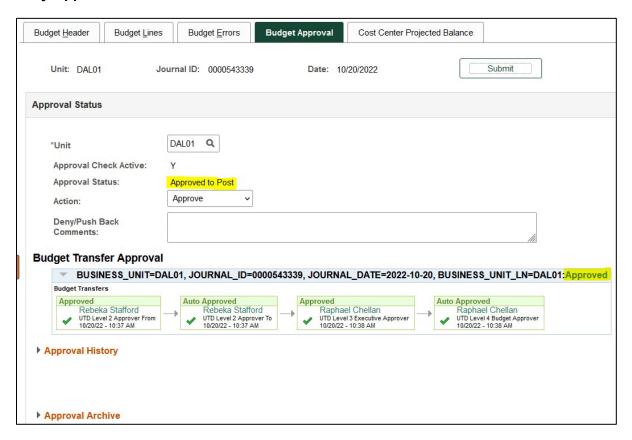
Pending Approval Workflow:

Fully Approved Workflow:

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