

# University of St. Thomas

## Budget Transfer

1. Pull-down a list of available templates

2. Enter the Transaction Date (This will default to the current date)

3. Select the Journal Type. "BD5 Temporary Budget Adjustment"

4. Enter the Transfer Amount. This is the amount that will be transferred from one FOAPAL to another FOAPAL

5. Chart is "T"

6. Enter the "Index" number

8. Enter a description of the transfer

9. Click the "Complete" button. Next you will need to scroll down and enter the detailed account codes to transfer from and to, then you will need to click complete again and you should receive a "Jxxxxxxx" doc number.

10. You must enter a detailed account

You will need to change the Budget Period depending on the current month (i.e. July = 01, Aug = 02, etc)

Once you hit the "Complete" button these numbers will default

This line is where you want to transfer the budget **FROM**

This line is where you want to transfer the budget **TO**

You may choose to Save your Budget Transfer as a Template. Enter the name by which you want to save this transaction. You may save it as personal or shared. A personal template can be retrieved and used only by the person who created it. A shared template can be retrieved and used by other Web users.

Use template: None (dropdown), Retrieve (button)

Transaction Date: 4 (dropdown), MAR (dropdown), 2003 (dropdown)

Journal Type: BD5 (Temporary Budget Adjustment)

Transfer Amount: (input field)

Document Amount: 0.00 (Calculated hash total of the amount being transferred)

	Chart	Index	Fund	Orgn	Account	Program	Activity	Location	D/C
From									-
To									+

Description: (input field)

Budget Period: 01 (dropdown)

Save as Template: (input field)

Shared

Complete (button)