University Budget Office

Budget Transfer Instructions for the Department Budget Analyst

These instructions are intended for Budget Analysts across campus to request a Budget Transfer using the Budget Transfer Template. The University Budget Office (UBO) Budget Analyst then posts the Budget Transfer into CFS (Common Financial System) and lets the requester know (via e-mail) when it is completed (typically within one business day).

Download the **Budget Transfer Template** from the University Budget Office: http://www2.humboldt.edu/budget/sites/default/files/documents/forms/BudgetTransferTemplate.xls.

The default 'Revised' budget scenario (see column 11) is used by all Business Units.

Transfers between multiple trust accounts should be processed using the Trust Transfer Request form: http://www2.humboldt.edu/forms/sites/forms/files/Trust%20Transfer%20Request%20TEMPLATE.pdf.

1. Open the **Budget Transfer Template** in Excel and **click** the "**Enable Content**" button to activate the macros used in the template.
2. Considerations Before entering information into the template:
    a. Use only the yellow colored cells.
    b. **Journal Date** defaults to the current date and must be within the current, open accounting period.
    c. Budget transfers must be made within the same fund.
    d. Do not skip rows. If there are four line items, they should appear consecutively in lines one through four.
    e. Create a minimum of two lines and a sum total amount of zero dollars. A positive amount equates to the "transfer to" and a negative amount indicates the "transfer from."
    f. Chartfield items must be valid (already exist in CFS).
    g. Consider using one Budget Transfer Template for multiple budget transfers. There is no limit to the number of transfers in a single template.
3. **Select** the **Business Unit** from the dropdown list. Only one Business Unit is allowed per Budget Transfer Template.
4. **Enter** the **Journal Line Reference** in cell C8. The **Journal Line Reference** format is **HSUusername_NNN**. The HSU username must be in all capital letters and the NNN of the first budget transfer should be '001.' Subsequent transfers should be incremented by one (ex. 002, 003, etc.). Each budget transfer **Journal Line Reference** must be unique and cannot be longer than 10 characters. This field will be the transfer reference. All University Budget Office transactions will start with UBO.
5. **Enter** the **Journal Line** in cell D8. This is the title of your transfer and may be 1-30 characters in length.

6. On **Line 1 enter** information for the first part of the budget transfer:
    a. **Fund** (required).
    b. **Department** (required) and should only be those within the realm of responsibility of the Budget Analyst.
    c. **Account** (required). Accounts that begin with 601 (salaries) or 603 (benefits) are governed by divisional policy and It is generally permissible to transfer budget into salary and benefit accounts, but not out of them.
    d. **Monetary Amount** (required). Enter only whole dollars (exception: Sponsored Programs Foundation).
    e. **Program** (optional) may be left blank (not '0' zero). Programs starting with 'RS' are restricted and budget can only be transferred within (not in and not out of) that particular restricted program. The sum of an 'RS' program's transfers should be zero. If you have an exception, contact the University Budget Office before completing the budget transfer.
    f. **Class** (optional) may be left blank (not '0' zero).
    g. **Project** (optional) may be left blank (not '0' zero).
    h. **Line Description** (optional appears in Questica only. Exception: Sponsored Programs).
7. **Repeat Step 6** as many times as necessary in order to complete the budget transfers.
8. **Verify** that the **Check Total** in cell E8 equals **0.00**. The sum total amount of all transfers within this template must equal zero.
9. (**PC users only**. MAC users skip to Step11) **Click** the '**Edit Check**' button.
10. A successful budget transfer returns a congratulatory message box (click OK) and generates a data file (.dat) that can be ignored by the requester.
11. An unsuccessful budget transfer needs to be modified according to the error message. Make the correction, then run the 'Edit Check' again.
12. **Email** the **successfully checked Budget Transfer Template** to **budget@humboldt.edu.**
13. Outlook Users can press the silver bar above the 'Edit Check' button (at the bottom of cell I2) to submit the transfer and have a copy of the template in "Sent Mail".