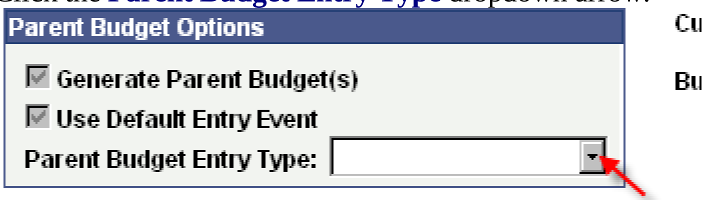
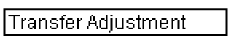
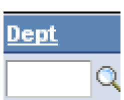
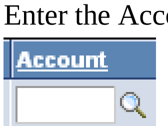
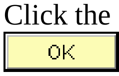
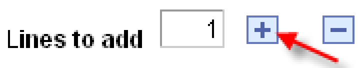
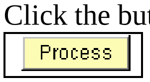
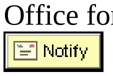
Transfers that need Budget Office to Post

1.	Click the **Commitment Control** link. Commitment Control
2.	Click the **Enter Budget Transfer** link. Enter Budget Transfer
3.	Click the **Add** button. Add
4.	Click the **Look up Ledger Group** button. *Ledger Group:
5.	Click an entry in the **Ledger Group** column. Search Results View All First 1-8 of 8 Last You should ONLY select DPT_BUD_CH if your transfer is for a department, or GRT_BUD_CH for Grant Transfers. **<u>WARNING:</u>** Never post to ALL DETAIL; DPT BUD PA;GRT BUD PA or REVENUE If your transfer requires moving cash (your transfer is between Funds) Please stop and contact the University Budget Office.

Business Unit	Ledger Group	Description
TOWSN	ALL_DETAIL	Tracking Ledger Group
TOWSN	DPT_BUD_CH	Child Department Budget
TOWSN	DPT_BUD_PA	Parent Department Budget
TOWSN	DPT_REV	Department Revenue
TOWSN	GRT_BUD_CH	Grant Child Budget
TOWSN	GRT_BUD_PA	Grant Parent Budget
TOWSN	GRT_REV	Grant Revenue
TOWSN	INITIATIVE	Initiative

6.	Verify that the Budget Entry Type says Transfer Adjustment.  Click the **Parent Budget Entry Type** dropdown arrow. 
7.	Click the **Transfer Adjustment** list item. **<u>WARNING</u>**: Never select Transfer Original. If you wish to Transfer Original Budget to another Department, you must contact the University Budget Office. 
8.	Enter your Journal Header Description into the **Long Description** field. This should be used to explain the purpose of your journal.
9.	Click the **Budget Lines** tab to begin entering the lines of your Journal. 
10.	Enter the desired information into the **Budget Period** field. This indicates what Fiscal Year you want your entry to be for - enter only the current Fiscal Year.
11.	Enter the Fund that corresponds to your department. 
12.	Enter the Department number for the first line of your Journal into the **Dept** field. 
13.	Enter the Account number into the **Account** field. 
14.	Enter the Amount of your Journal Line into the **Amount** field. If you are taking budget away, enter a minus sign at the beginning of the number. If you are adding budget, leave number whole. NOTE: You do not need commas or decimal points if transferring whole dollars (recommended).

15.	Click the **Show all columns** button to expand and show all of the chartfields. 
16.	Note that the additional chartfields are displayed.
17.	Click in the **Ref** field to enter Reference information - person processing transfer.
18.	Enter the desired information into the **Journal Line Description** field - the Journal Line Description defaults to the description on the account but should be changed.
19.	Click the **Journal Line Copy Down** link to add additional lines to your journal. 
20.	Select (or deselect) the items you wish to copy down to the next journal line. Click the **Copy Down** option.
21.	Click the **OK** button. 
22.	Click the **Insert Lines** button. Note: You may add more than one line at a time. 
23.	Now you will enter the next line of your journal (the offset of the first line).
24.	Enter the desired information into the **Dept** field.
25.	Enter the desired information into the **Account** field.
26.	Enter the desired information into the **Amount** field.
27.	Enter the desired information into the **Ref** field.
28.	Click in the **Journal Line Description** field - the Journal Line Description defaults to the description on the account but can be changed.
29.	Click the **Save** button. 
30.	Click the button.  If transferring between Operating and another object, or between departments, you will now receive a Security Error.
31.	If you want to view the error, click the **Budget Errors** tab. 
32.	Click the **Notify** button to send an email with the Journal ID in it to the University Budget Office for processing. 

33.	Type in "**UBO@towson.edu**" to send the email notification requesting them to process the journal. If you want to receive a copy of the email, you must CC yourself on this page.
34.	Enter the desired information into the **Subject** field. Enter a valid value e.g. "**Budget Journal Requires Posting**".
35.	Enter the desired information into the **Message** field. **Include an explanation for your journal.**
36.	Click the **OK** button. 
37.	**End of Procedure.**