INFORMATION:

Moving the spending authority from one account to another or from one department to another requires a budget transfer. The following are guidelines for budget transfers:

- A budget transfer must be made by the ‘giving’ department
- A transfer between Contractual Help account 502003 and Operating expense account 699999 within one department does not require University Budget Office notification/approval
- A budget transfer is NOT for the moving of an expense

Budget transfers are only to be used to transfer spending authority. They should NOT be used to move expenses that have posted from one department to another. If an expense belongs to a specific department, but another department is funding it, or part of it, a budget transfer should be made, and the expense should stay in the appropriate department. Budget Transfers are to be done by the department ‘giving’ the spending authority.

You should only use the following ledgers: DPT_BUD_CH (department budget child) for transfers of expense budget in or between departments with the same fund or INITIATIVE for using the initiative chartfield to establish a budget and track a small project within your department. For Grant users only, GRT_BUD_CH (grant budget child) can be used for transfers in Grant Budgets.

If you are transferring between funds: Self to Self; Self to State; Self to Auxiliary; Auxiliary to Auxiliary; or Auxiliary to State, you should NOT use the enter budget transfer feature within PeopleSoft. You will need to contact the University Budget Office for the form that needs to be completed. Transfers between these types of departments require that revenue be adjusted, and therefore are processed by the University Budget Office.

Proceed to the next page for step by step instructions on how to enter a Budget Transfer into PeopleSoft Financials system.
How to Enter a Budget Transfer for a Department Budget in PSF 9.1 (Using a PC or MAC)

Steps from the PeopleSoft Financials 9.1 main menu:

1. Select **Commitment Control**.

2. Under the budget journals heading, select **Budget Transfer**.

3. Under the Add a New Value tab, select **Add**.
4. In the Ledger Group field, select **DPT BUD CH (Child Department Budget)** from the search tool.

5. In the parent budget entry type field, use the drop down arrow to select **Transfer Adjustment**.
6. Enter a detailed description of the transfer you are making in the Long Description box.

```
transferring funds from office supplies to in state travel for anticipated expenses through the end of the fiscal year
```

7. Click on the Budget Lines tab to begin entering your budget transfer journal.

8. Enter the current Budget Period (fiscal year).

9. Enter the 4 digit Fund and the 5 digit Department field. (If you do not know your fund code, it is located on the revenue/expense tab of your DAT report.)

10. Enter the 6 digit account number where the funds are coming from. (You may use the search tool for assistance.)

11. Enter the Amount of the transfer and include a Minus sign in front of the amount to indicate that funds are being removed from that account.

12. Click on the Show All Columns button (located above the Budget Period field) to see the rest of the fields.
13. Enter your **last name in the reference field**.

14. In the journal line description field, it is suggested that you replace the description with a **note where funds are going** (ex. Transfer to in state travel).

15. Click the **Journal Line Copy Down** link to add additional lines to your journal.

16. **Select or deselect the items** you wish to copy down for the other part of your journal entry. Click the **OK** button.
How to Enter a Budget Transfer for a Department Budget in PSF 9.1 (Using a PC or MAC)

17. **Enter the number of lines** you will need to complete your entry.

18. Click the **Insert Lines button** to add the additional lines.

19. Enter (or confirm if you copied the information down) the **Fund, Dept and Account number** fields. (Keep in mind that you are entering where the funds are **going to** this time.)

20. Enter the **Amount as a positive** since funds are being added to this account number.

21. Enter your last name as the person entering the journal in the **Reference** field.

22. In the journal line description field, it is suggested that you replace the description with **a note where funds are coming from** (ex. Transfer from office supplies).

23. Confirm that your **total debits are equal to your total credits**. (If you need to come back later to complete your entry, Click the Save button.)
How to Enter a Budget Transfer for a Department Budget in PSF 9.1 (Using a PC or MAC)

24. Click on the drop down arrow and select **Post Journal**.

25. Click on the **Process** button.

26. When you get the message asking if you would like to post the journal, choose **YES**.

27. When the **Budget Header Status** indicates that the journal has been **POSTED**, your entry is complete.
If you receive a Security Error message:

28. If you receive a Security Error message, this means that the University Budget Office must review and post your entry. You will need to send a message to the UBO. **Click the Notify button** (located next to the save button).

29. Complete the notification box as follows:
   - To: **UBO@towson.edu**
   - Enter the desired information in the **Subject** box
   - Enter the desired information in the **Message** box
   - Click **OK**. (If there is a problem with the entry, the UBO will contact you.)