

## Budget Transfers in CFS 9.2

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### Before you get started –

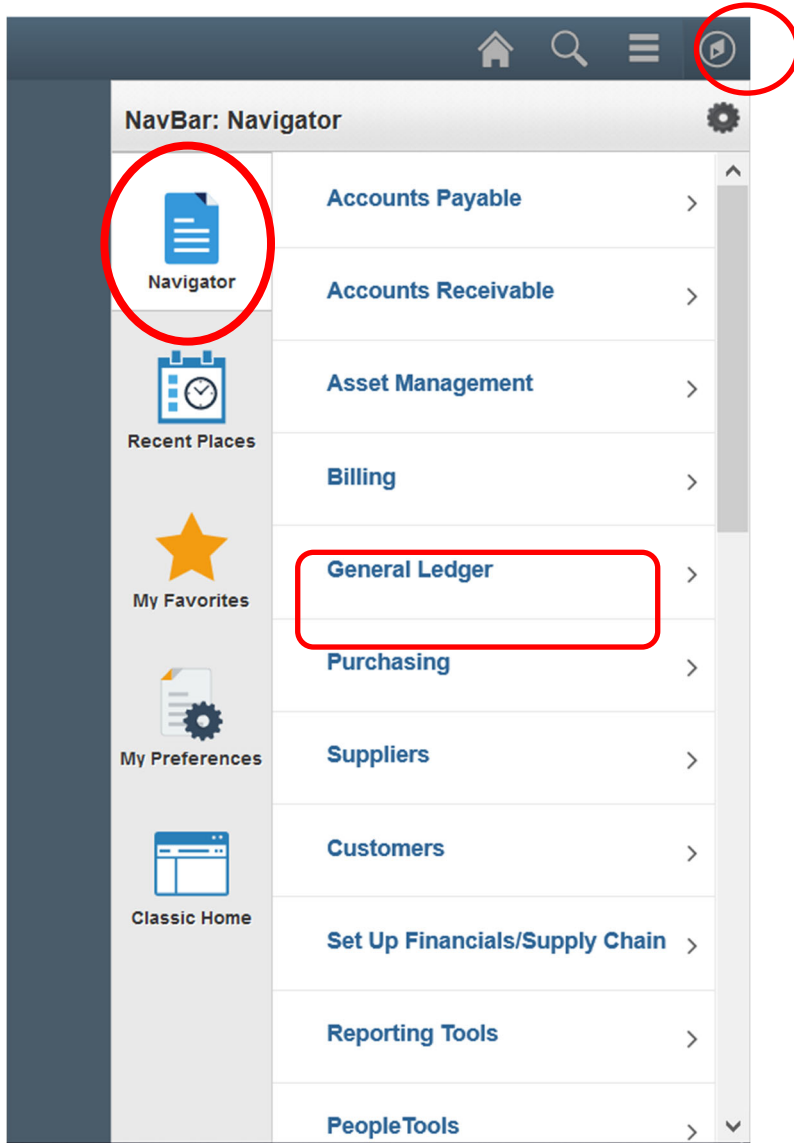
#### Points to keep in mind when creating a Budget Transfer:

- Debits and Credits should net to zero
- Never move budget out of one fund and into another, only transfer budget within the same fund.
- Do you have delegation of authority to do budget transfers for the department(s) the budget is coming out of (debits)? If not, you must obtain approval from someone who does (email is sufficient) and attach PDF documentation to the Header tab of the Journal (Click “Attachments” and “Add Attachment,” then “OK”)
- Header Long Description and Journal Line Descriptions should be descriptive. Begin the Header Long Description with your first initial and last name and then provide details regarding the transfer you are creating.
- Line Descriptions should help identify what the transfer was for, if referencing a specific employee please include their employee ID#.
- Use scenarios OBT or BBT. You can use more than one scenario in one journal entry if the totals for each scenario separately net to zero.
- Don’t create a transfer to move budget within a department unless it is for salary. If one account in a department is in a deficit, it may be better to leave it that way. This will make it clear where the deficits are at the end of the year to more accurately plan budget needs for the following year.

# Budget Transfers in CFS 9.2

## Creating a Budget Transfer

- 1.) LOG INTO CFS.
- 2.) Click on the *Navigator* at the top right of the screen, then select the navigator tab, and click through the following thread: [General Ledger > Journals > Journal Entry > Create/Update Journal Entries](#)



## Budget Transfers in CFS 9.2

3.) To add a new budget transfer, click the “add a new value” tab and use the current date then select “add”. (Note: if the previous month’s ledger has not closed you can select a date from the previous month so that the transfer will show up in that month’s reports).

### Create/Update Journal Entries

Business Unit

Journal ID

Journal Date

[Find an Existing Value](#) | [Add a New Value](#)

4.) In the “header” section long description put your first initial and last name as well as a description of what type of transfer you are conducting. Do not alter the other settings on the header page.

Unit SMCMP Journal ID NEXT Date 11/25/2020

Long Description

180 characters remaining

\*Ledger Group   Adjusting Entry

## Budget Transfers in CFS 9.2

5.) Click on the “lines” tab. You can add more lines by clicking on the “plus” button circled in red below.

6.) You can enter the debits and credits in any order you would like just remember debits (-) are where the budget is being transferred *from* and credits (positive numbers) are where the budget is being transferred *to*. Enter the account, fund, department (as well as program, class, and project if needed), as well as the amount. The amounts of total debits and total credits should be the same.

7.) For scenario, select which type of budget transfer you are making. Two of the most common scenarios are “OBT” which is a onetime budget transfer, or BBT which is a base budget transfer.

8.) Scroll to the right and type in a short description on each line that will help identify what the transfer was for in the future.

## Budget Transfers in CFS 9.2

Inter/IntraUnit \*Process Edit Journal Process

Select	Line	Amount	Stat	Stat Amt	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1	-500.00				Moving to Training/Dev	Not Distributed
<input type="checkbox"/>	2	500.00				From Supplies/Services	Not Distributed

9.) Once all necessary fields have been populated and the total debits and total credits net to zero select “edit journal” from the dropdown menu and select “process.”

Header | Lines | Totals | Errors | Approval

Unit SMCMP Journal ID NEXT Date 05/29/2014  
 Template List Change Values

Inter/IntraUnit \*Process Edit Journal Process

Select	Line	Amount	Stat	Stat Amt	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1	-500.00				Moving to Training/Dev	Not Distributed
<input type="checkbox"/>	2	500.00				From Supplies/Services	Not Distributed

10.) You will know that your journal is valid when you see a “v” in the journal status. At this point the Budget Office will review the entry and post it.

Select	Line	Scenario	Amount	Stat	Stat Amt	Reference	Journal Line Description	PC Status
<input type="checkbox"/>	1	OBT	-500.00				SupSrv Other	Not Distribute
<input type="checkbox"/>	2	OBT	500.00				Training & Prof Development	Not Distribute

Lines to add 1

Unit	Total Lines	Total Debits	Total Credits	Journal Status
SMCMP	2	500.00	500.00	V

Save Notify Refresh Add Update/Display