

Budget Transfers

The purpose of this job aid is to explain how to manage budget transfers.

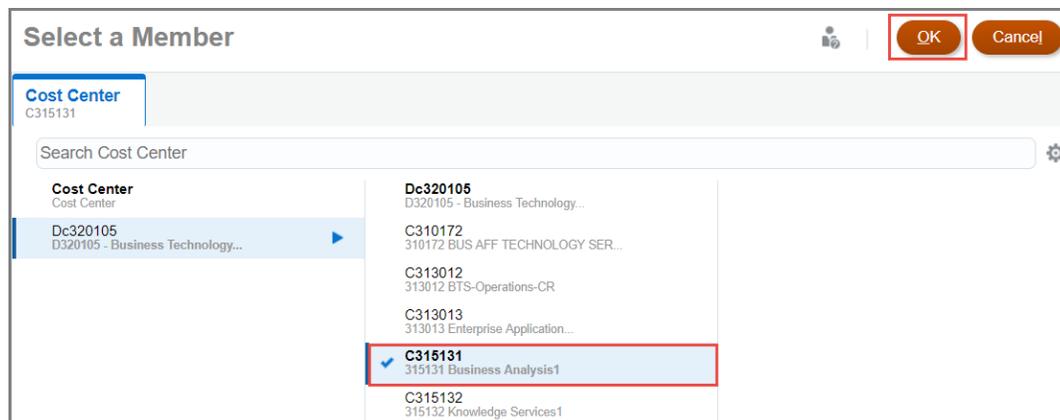
Note: Changes are updated in real time.

1. From the PBCS homepage, select the **Departmental Budget** icon.
2. Select the **Transfer Forms** icon.
3. Click **Intrafund Transfer out – Add Transfer** on the menu.
4. If necessary, change the **Cost Center** to the source cost center.



Period	Years	Scenario	Version	Data Type	Cost Center
Sep	FY20	Budget	Working	Department Working Total	C310172 : 310172 BUS AFF TECHNOLOGY SERVICES

- a. Locate the required Cost Center in the **Member** field.
- b. Once the Cost Center is found, select the cost center name from the list and click **OK**.



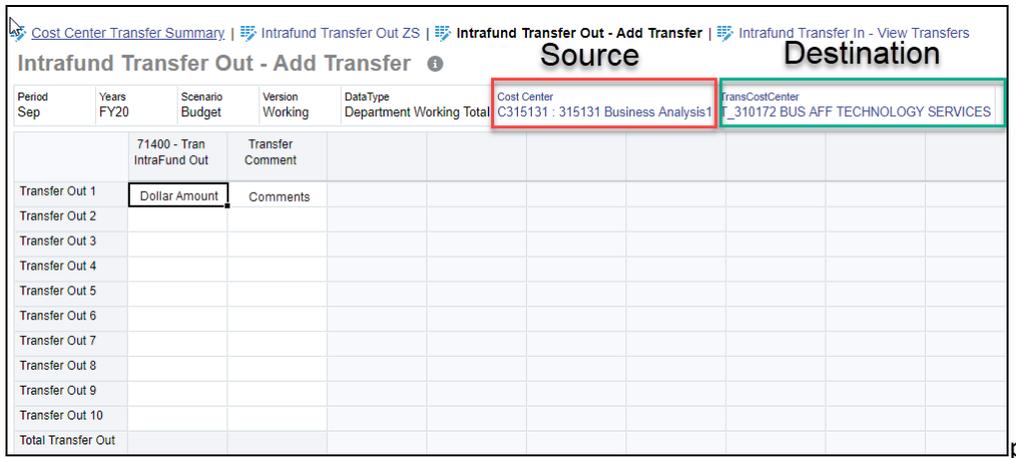
Select a Member OK Cancel

Cost Center
C315131

Search Cost Center

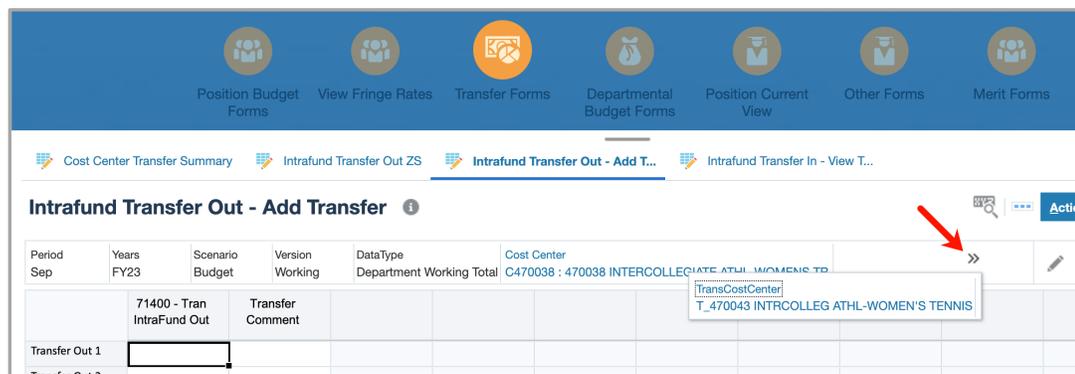
Cost Center	Member
Dc320105 D320105 - Business Technology...	Dc320105 D320105 - Business Technology...
C310172 310172 BUS AFF TECHNOLOGY SER...	C310172 310172 BUS AFF TECHNOLOGY SER...
C313012 313012 BTS-Operations-CR	C313012 313012 BTS-Operations-CR
C313013 313013 Enterprise Application...	C313013 313013 Enterprise Application...
<input checked="" type="checkbox"/> C315131 315131 Business Analysis1	C315131 315131 Business Analysis1
C315132 315132 Knowledge Services1	C315132 315132 Knowledge Services1

5. Select the correct destination TransCostCenter. Depending on the resolution of your computer monitor, the destination cost center can be displayed two ways.
 - a. The complete source Cost Center and destination TransCostCenter.



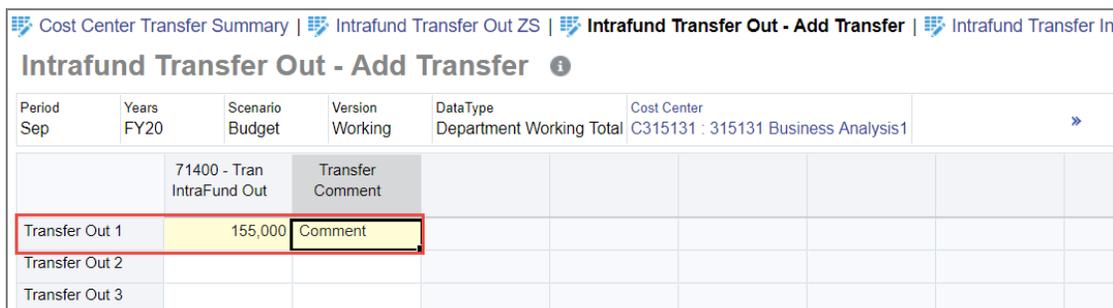
The screenshot shows the 'Intrafund Transfer Out - Add Transfer' form. The 'Source' field is highlighted in red and contains 'C315131 : 315131 Business Analysis1'. The 'Destination' field is highlighted in green and contains 'T_310172 BUS AFF TECHNOLOGY SERVICES'. Below the header, there is a table with columns for '71400 - Tran IntraFund Out' and 'Transfer Comment'. The first row, 'Transfer Out 1', has a 'Dollar Amount' field and a 'Comments' field.

- b. The complete source Cost Center and >> for destination TransCostCenter.



The screenshot shows the 'Intrafund Transfer Out - Add Transfer' form. The 'Cost Center' field is highlighted in yellow and contains 'C470038 : 470038 INTERCOLLEGIATE ATHL WOMENS TENNIS'. A dropdown menu is open, showing 'TransCostCenter T_470043 INTRCOLLEG ATHL-WOMEN'S TENNIS'. A red arrow points to the '>>' button next to the dropdown. Below the header, there is a table with columns for '71400 - Tran IntraFund Out' and 'Transfer Comment'. The first row, 'Transfer Out 1', has an empty 'Dollar Amount' field and an empty 'Comments' field.

- 6) Changed fields are highlighted in yellow, click the GO  button to save the changed cost center(s).
- 7) In the first empty Transfer Out 1 row in the “71400 – Tran IntraFund Out” column, enter the lump dollar amount of the first transfer out. Enter a comment in the “Transfer Comment” column. All cells with unsaved data will be highlighted yellow.



The screenshot shows the 'Intrafund Transfer Out - Add Transfer' form. The 'Cost Center' field is highlighted in yellow and contains 'C315131 : 315131 Business Analysis1'. Below the header, there is a table with columns for '71400 - Tran IntraFund Out' and 'Transfer Comment'. The first row, 'Transfer Out 1', has a 'Dollar Amount' field containing '155,000' and a 'Comments' field containing 'Comment'. The 'Dollar Amount' and 'Comments' fields are highlighted in yellow.

- 8) Continue adding transfer amount and comments in the consecutive row(s) as needed. **NOTE: If the source and/or destination cost center changes, then steps 4 to 6 must be repeated.**
- 9) Click the Save  button. A confirmation box is displayed, and the cells are now white.
- 10) The **Cost Center Transfer Summary, Intrafund Transfer Out ZS**, and the Departmental Budget Forms data forms are immediately updated.

Cost Center Transfer Summary							
Period	Years	Scenario	Version	Data Type		Cost Center	
Sep	FY20	Budget	Working	Department	Working Total	C315131 : 315131 Business Analysis1	
				71400 - Tran IntraFund Out	Transfer Comment	70400 - Tran IntraFund In	
T_310004 PRESIDENT'S OFFICE SPECIAL			Transfer Out 1	155,000	Comment		
				Total Transfer Out	155,000		
Total Transfer Activity					155,000	Comment	

Interfund Transfer Out						
71400 - Tran IntraFund Out					155,000	155,000
Intrafund Transfer Out						
A7000 Expense Transfers					155,000	155,000
Expense Transfers					155,000	155,000