

Budget Transfer

Purpose

On occasion, it may be necessary to perform a budget transfer. Budget transfers are commonly done to correct Available Balance deficits, to compensate other departments, etc.

In general, departmental users may only be given access to perform budget transfers involving Education and General (E&G) departments, DRS, Student Activities, and Athletics. Any budget transfers involving Vending must be coordinated through the Budget Office, while any budget transactions involving Contracts and Grants must be coordinated through Sponsored Research Accounting Services. Current University policy does not allow for budget transfers involving Auxiliaries.

In general, budget may be transferred:

- Within a department, between budgetary accounts (046000-110-720000 to 046000-110-740000)
- Between departments, within a budgetary account (046000-110-720000 to 001000-110-720000)
- Between departments and budgetary accounts (046000-110-720000 to 001000-110-740000)

Under no circumstances may departmental users transfer budget between funds (for instance, 110 to 140). There are special circumstances that may warrant a budget transfer between funds, but these transfers must be approved by and posted by the Budget Office.

In addition to this, all E&G budget transfers involving Salary (budgetary account 710000) must be coordinated through the Budget Office.

Users may request the Budget Transfer Role, giving them access to enter and post budget transfers, via the eORR Online Role Request link in OMNI HR. (See the "Submit an eORR Role Request" job aid for more information.) If deemed necessary, the Budget Office will approve the role request, and will assign the user rights to post transactions to the appropriate departments, funds, and accounts.

Overview

1. Log into OMNI Financials and navigate to the Enter Budget Transfer screen.
2. Enter the Budget Transfer.
3. Post the Budget Transfer.

Navigation

OMNI Portal > OMNI Financials > Commitment Control > Budget Journals > Enter Budget Transfer

Step 1

Begin by logging into OMNI Financials from the OMNI Portal. Navigate to the Enter Budget Transfer screen as described above.

The screenshot shows the OMNI Financials interface. The header includes the OMNI logo, 'ONLINE MANAGEMENT OF NETWORKED INFORMATION', and 'FLORIDA'. The user is logged in as 'Martindale, Katherine Anne' on 'Thu, Jan 15, 09'. A 'Menu' sidebar on the left lists various options, with 'Enter Budget Journals' highlighted by a green arrow. The main content area is titled 'Enter Budget Transfer' and features two tabs: 'Find an Existing Value' and 'Add a New Value'. The 'Add a New Value' tab is active. Below the tabs, there are input fields for 'Business Unit' (FSU01), 'Journal ID' (NEXT), and 'Journal Date' (01/15/2009).

Step 2

Add a new Budget Transfer by clicking the "Add" button on the "Add a New Value" tab. (If you do not have the "Add a New Value" tab, you do not have the Budget Transfer role.)

Note: The Journal Date will populate automatically. Be sure to check that it is the date you intend to use.

This screenshot is similar to the first one, showing the 'Enter Budget Transfer' screen. In this view, the 'Add' button is highlighted by a green arrow. The 'Journal Date' field now shows '01/15/2009' with a calendar icon. The 'Add a New Value' tab is selected, and the 'Add' button is visible below the input fields.

On the "Budget Header" tab, enter a Long Description for your budget transfer (for example, "Transfer 046000-110 budget from OPS to Expense to correct deficit"). Next click on the "Budget Lines" tab.

On the "Budget Lines" tab, fill in the Dept, Fund, Account and Amount. You may use the buttons to search for values or may type them directly into the fields. Be sure to use a Budgetary Account (700001-Carryforward, 710000-Salary, 720000-OPS, 740000-Expense, 760000-OCO, etc.) in the Account field.

Enter figures as negative numbers ("Credits") to reduce the budget and as positive numbers ("Debits") to increase the budget. The below example reduces the budget on 046000-110-720000 by \$1,000 and increases the budget on 046000-110-740000 by \$1,000. Note: Total Credits must equal total Debits.

Add lines as needed by clicking the sign.

When you are satisfied with what you have input, click the "Base Currency Details" tab.

Delete	Line	Ledger	Budget Period	Speed Type	Dept	Fund	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	CC_BUD	2009	Speed Type	046000	110	720000	Set Options	USD	-1,000.00
<input type="checkbox"/>	2	CC_BUD	2009	Speed Type	046000	110	740000	Set Options	USD	1,000.00

On the “Base Currency Details” tab, choose a Journal Class. To search for a Journal Class, click the button next to the blank field. Most users will use “XFER” to transfer within a College, or “XSC” to transfer between Colleges. (The same Journal Class must be used on each line.)

Finish by clicking the “Save” button at the bottom of the screen.

Unit: FSU01 Journal ID: NEXT Date: 01/15/2009 Budget Header Status: None
 *Process: Post Journal Process

▼ Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	Rate Type	Exchange Rate	Base Currency	Base Amount	Ret	*Journal Class
<input type="checkbox"/>	1	CC_BUD	2009		1.00000000	USD	-1,000.00		XFER
<input type="checkbox"/>	2	CC_BUD	2009	CRRNT	1.00000000	USD	1,000.00		XFER

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	Total Debits:	Total Credits:
2	0	1,000.00

Save Refresh

Step 3

Saving the Budget Transfer will bring you back to the “Chartfields and Amounts” tab. At this point, the Budget Transfer should have a Journal ID assigned to it. You are now ready to post the Budget Transfer.

Choose “Post Journal” from the drop-down list and click the “Process” button.

Unit: FSU01 Journal ID: 0000120867 Date: 01/15/2009 Budget Header Status: None
 *Process: Post Journal Process

▼ Lines

Chartfields and Amounts Base Currency Details

Delete	Line	Ledger	Budget Period	Speed Type	Dept	Fund	Account	Set Options	Currency	Amount
<input type="checkbox"/>	1	CC_BUD	2009	Speed Type	046000	110	720000	Set Options	USD	-1,000.00
<input type="checkbox"/>	2	CC_BUD	2009	Speed Type	046000	110	740000	Set Options	USD	1,000.00

Lines to add: 1 Journal Line Copy Down From Line: To: Generate Budget Period Lines

Totals

Total Lines:	Total Debits:	Total Credits:
2	1,000.00	1,000.00

Save Return to Search Previous in List Next in List Notify Refresh

A screen will appear asking if you are sure you want to post the journal. If you are sure, click the "Yes" button.

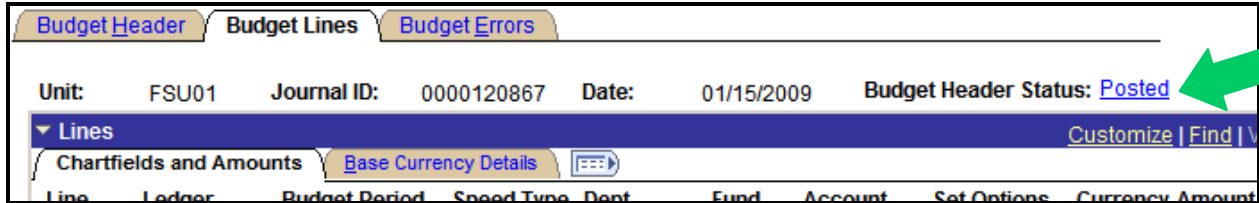


Are you sure that you want to post this journal? (5010,45)

Yes No

A green arrow points to the "Yes" button.

Your Budget Transfer should now show a Budget Header Status of "Posted."



Budget Header Budget Lines Budget Errors

Unit: FSU01 Journal ID: 0000120867 Date: 01/15/2009 Budget Header Status: [Posted](#)

Lines Customize | Find | \

Chartfields and Amounts Base Currency Details

Line	Ledger	Budget Period	Speed Type	Dept	Fund	Account	Set Options	Currency Amount
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A green arrow points to the "Posted" status.

Note: If your Budget Transfer shows something other than "Posted" as the Budget Header Status, check for possible errors.

A Budget Header Status of "Not Balanced" indicates that your Credits do not equal your Debits.

A Budget Header Status of "Error" may indicate that there is not sufficient budget on the department-fund-account combination from which you are attempting to transfer.

A Budget Header Status of "Security Error" may mean that you are attempting to transfer budget between funds, which is not allowed. It may also mean that you are attempting to post a transaction outside of your scope of authority, such as to a department that is not yours, or to the Salary budgetary account. In this situation, or any others that you cannot resolve, contact the Budget Office for assistance.