For employees completing a budget transfer.

Purpose:	Complete a budget transfer.
How to Access:	Download the Budget Transfer spreadsheet from the <u>University Budget Office</u> <u>webpage</u> .
Helpful Hints:	 Be sure to keep in mind that The Budget Transfer spreadsheet will be completed outside of Stratus. Completed spreadsheets should be submitted to the UBO maildrop <u>UBO@towson.edu</u>
Procedure:	Complete the following steps to complete a budget transfer:

- 1. From the <u>University Budget Office webpage</u>, download the Budget Transfer spreadsheet.
- 2. This will bring up an Excel spreadsheet titled "Enter Budget Amounts". **Budget Usage, Enter Budget Amount As**, and **Budget Scenario** fields will auto-populate.

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3. In the **Budget Entry Name** field, enter the journal description for the transactions.



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4. In the **Source** field, enter the 4-digit Source that maps with the Cost Center you are entering.

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5. In the **Cost Center** field, enter the 5-digit Cost Center that budget is to be moved to or from.

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6. In the **Account** field, enter the 6-digit (child) Account that the budget is to be into/out of. The child accounts are the lowest level, not where budget checking is done.

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9. For the **FutureUse** field, enter the 6-digit code. (**NOTE**: this field must be filled out, if the transaction does not have a value, default to all.)

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10. For the **Interfund** field, enter the 4-digit code. (**NOTE**: this field must be filled out, if the transaction does not have a value, default to all.)

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12. If you need to enter more than 2 rows, insert the additional lines by selecting a row, right clicking, and insert rows as needed.

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13. Enter any desired comments. (NOTE: It is recommended to include your name/initials on the file as well to easily identify who completed the form.)

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14. Once the form is complete, email the file to <u>UBO@towson.edu</u>.

NOTE: All transfers **must** be completed by the cost center that is giving the spending authority.