

Instructions for Completing New Budget Transfer Form

The attached file contains the budget transfer template that you should begin using immediately for processing budget entries.

The following outlines the actions you should take:

1. Your first action is to perform a “save as” of this template to your hard drive and rename the file.
2. In Row 1, complete the department information- this is your responsibility name. The date is automatic and requires no entry.
3. In Row 2, enter your name after “requested by” and your telephone number.
4. In Row 3, you should enter a brief reason for the entry. Please note that this is a required field. The system will not accept an entry without a reason. **The recommendation is to enter your responsibility number followed by a brief explanation. Please do not use any special characters such as: “ ‘ % & which will cause a syntax error.**
5. The Total Debit and Total Credit do not require any action and contain formulas which will sum the respective column.
6. Next you will see the following headings:

Dept	Fund	Object	Analytical	Debit	Credit	Remark
------	------	--------	------------	-------	--------	--------

Guidelines:

- Budget actions that are permanent, i.e., recurring, should not be mixed on the same form with one-time, i.e., non-recurring budget actions.
- Budget actions that are between responsibility units should not be mixed on the same form with budget actions within a responsibility unit.
- Whole dollar amounts should be used. Do not enter any cents.
- Remarks are limited to 18 characters.
- **DO NOT** adjust the width or height of the cells or rows.
- **DO NOT SKIP LINES BETWEEN ENTRIES.**
- Develop a system for identifying and tracking your budget transfers in order to avoid duplication and as a way to follow up to ensure all actions have been processed.

Please note that the system **REQUIRES** a remark. If you have any questions, please contact your budget analyst.