

## Instructions for Budget Transfer (BD System)

<https://image.admin.sc.edu/GLEntry.php>

- In description field, enter Responsibility number & name and brief reason for entry
- Tab to next field and enter department, fund, object and debit or credit amount
- Tab to remarks field and enter brief remark (20 character field limit)
- Continue until entry is complete
- Totals are updated as form is completed
- When done, click on eyeglasses to check entry for errors and correct
- Once entry is correct, click on the globe to submit
- Send a signed paper copy to the Budget Office. Entry will be processed upon receipt.

The screenshot displays the Microsoft Access application window titled "Microsoft Access - [Budget Entry with Approval Authority]". The main form is titled "BD : Budget Entry" and is in "Edit Mode".

At the top left, there is a "Tracking #" field. Below it, a "Number" field contains "271" and a "Date" field contains "01-20-06". To the right, a summary table shows:

Line Count	Total Debit	Total Credit	Difference
0			

Below the summary table is a "Reason" text area. A toolbar with various icons is located below the text area, including a checkbox for "Auto Fill in New Line with Prv. Keyed".

The main data entry area is a table with the following columns: Dept, Fund, Object, Analytical, Debit, Credit, and Remark. The first row is currently empty.

The Windows taskbar at the bottom shows the Start button, a search box with the text "Launch Internet Explorer Browser Finds and displays information and Web sites on the Internet.", and several open application icons. The system clock shows "9:51 AM".