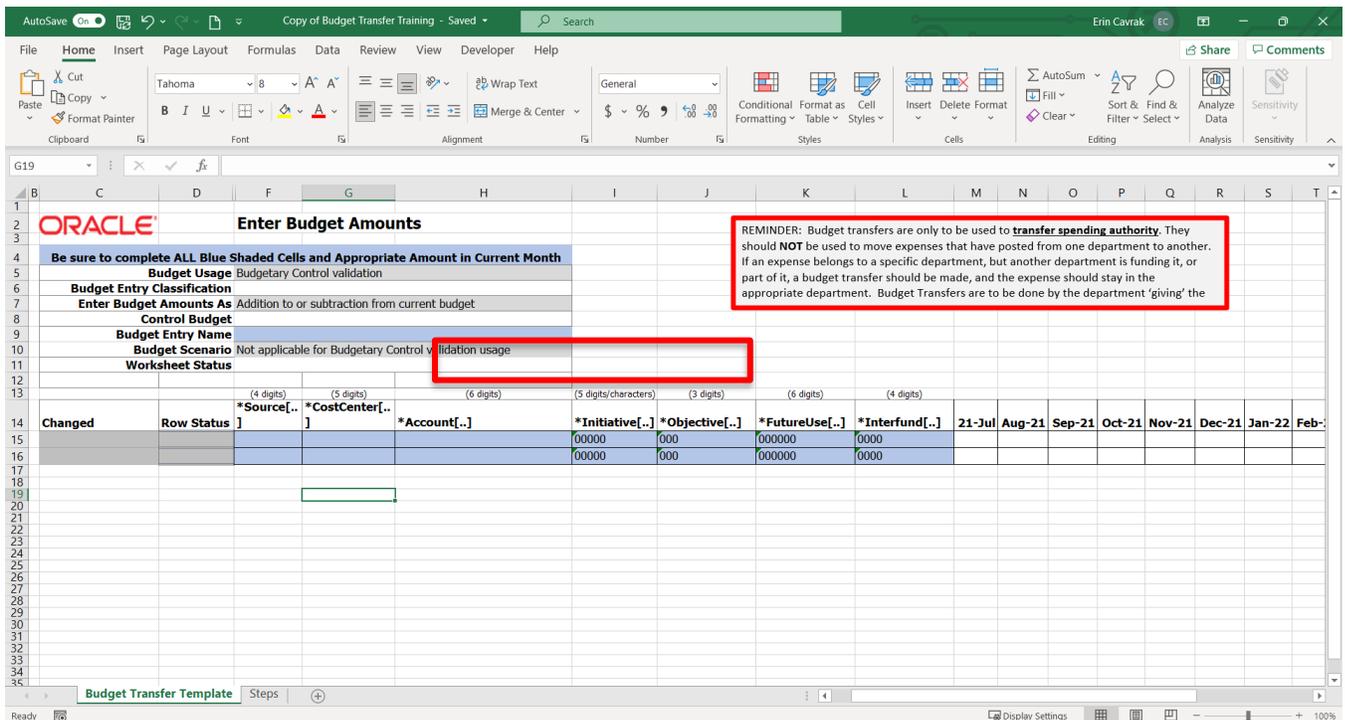


Budget Transfers & Review – Complete a Budget Transfer

For employees completing a budget transfer.

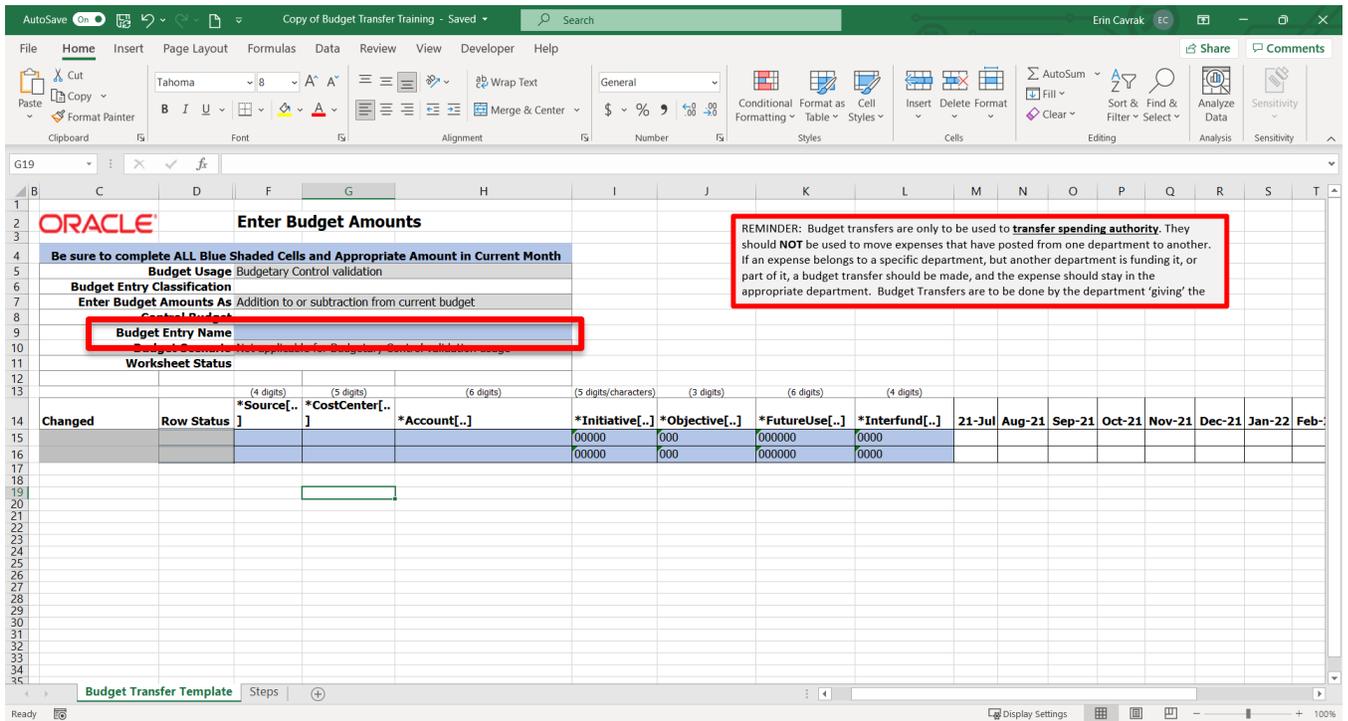
- Purpose:** Complete a budget transfer.
- How to Access:** Download the Budget Transfer spreadsheet from the [University Budget Office webpage](#).
- Helpful Hints:** Be sure to keep in mind that...
 - The Budget Transfer spreadsheet will be completed outside of Stratus.
 - Completed spreadsheets should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

1. From the [University Budget Office webpage](#), 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.

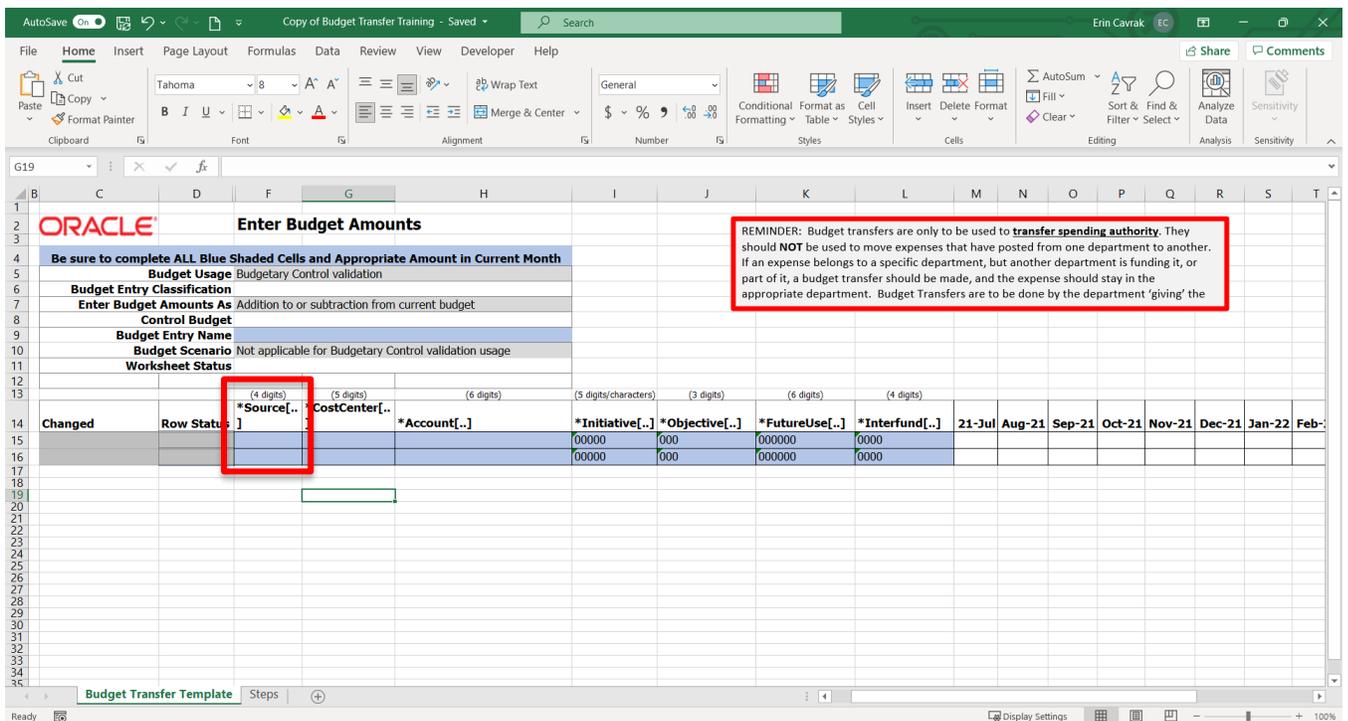


3. In the **Budget Entry Name** field, enter the journal description for the transactions.

Budget Transfers & Review – Complete a Budget Transfer



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



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

Budget Transfers & Review – Complete a Budget Transfer

ORACLE Enter Budget Amounts

Be sure to complete ALL Blue Shaded Cells and Appropriate Amount in Current Month

Budget Usage Budgetary Control validation

Budget Entry Classification

Enter Budget Amounts As Addition to or subtraction from current budget

Control Budget

Budget Entry Name

Budget Scenario Not applicable for Budgetary Control validation usage

Worksheet Status

Changed Row Status *Source[.] *CostCenter[.] Account[.] *Initiative[.] *Objective[.] *FutureUse[.] *Interfund[.] 21-Jul Aug-21 Sep-21 Oct-21 Nov-21 Dec-21 Jan-22 Feb-

00000 000 000000 0000 00000 000 000000 0000

REMINDER: Budget transfers are only to be used to transfer spending authority. They should NOT be used to move expenses that have posted from one department to another. If an expense belongs to a specific department, but another department is funding it, or part of it, a budget transfer should be made, and the expense should stay in the appropriate department. Budget Transfers are to be done by the department 'giving' the

- 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.

ORACLE Enter Budget Amounts

Be sure to complete ALL Blue Shaded Cells and Appropriate Amount in Current Month

Budget Usage Budgetary Control validation

Budget Entry Classification

Enter Budget Amounts As Addition to or subtraction from current budget

Control Budget

Budget Entry Name

Budget Scenario Not applicable for Budgetary Control validation usage

Worksheet Status

Changed Row Status *Source[.] *CostCenter[.] Account[.] *Initiative[.] *Objective[.] *FutureUse[.] *Interfund[.] 21-Jul Aug-21 Sep-21 Oct-21 Nov-21 Dec-21 Jan-22 Feb-

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- For the **Initiative** field, enter the 5-digit code. (**NOTE:** this field must be filled out, if the transaction does not have a value, default to all.)

Budget Transfers & Review – Complete a Budget Transfer

Oracle Budget Transfer Template

Enter Budget Amounts

Be sure to complete ALL Blue Shaded Cells and Appropriate Amount in Current Month

Budget Usage: Budgetary Control validation

Budget Entry Classification: Addition to or subtraction from current budget

Enter Budget Amounts As: Control Budget

Budget Entry Name: Budget Scenario (Not applicable for Budgetary Control validation usage)

Worksheet Status

| Changed | Row Status | *Source[...] | *CostCenter[...] | *Account[...] | *Initiative[...] | *Objective[...] | *FutureUse[...] | *Interfund[...] | 21-Jul | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb- |
|---------|------------|--------------|------------------|---------------|------------------|-----------------|-----------------|-----------------|--------|--------|--------|--------|--------|--------|--------|------|
| | | | | | 00000 | 000 | 000000 | 0000 | | | | | | | | |
| | | | | | 00000 | 000 | 000000 | 0000 | | | | | | | | |

8. For the **Objective** field, enter the 3-digit code. (**NOTE:** this field must be filled out, if the transaction does not have a value, default to all.)

Oracle Budget Transfer Template

Enter Budget Amounts

Be sure to complete ALL Blue Shaded Cells and Appropriate Amount in Current Month

Budget Usage: Budgetary Control validation

Budget Entry Classification: Addition to or subtraction from current budget

Enter Budget Amounts As: Control Budget

Budget Entry Name: Budget Scenario (Not applicable for Budgetary Control validation usage)

Worksheet Status

| Changed | Row Status | *Source[...] | *CostCenter[...] | *Account[...] | *Initiative[...] | *Objective[...] | *FutureUse[...] | *Interfund[...] | 21-Jul | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb- |
|---------|------------|--------------|------------------|---------------|------------------|-----------------|-----------------|-----------------|--------|--------|--------|--------|--------|--------|--------|------|
| | | | | | 00000 | 000 | 000000 | 0000 | | | | | | | | |
| | | | | | 00000 | 000 | 000000 | 0000 | | | | | | | | |

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.)

Budget Transfers & Review – Complete a Budget Transfer

ORACLE Enter Budget Amounts

Be sure to complete ALL Blue Shaded Cells and Appropriate Amount in Current Month

Budget Usage Budgetary Control validation

Budget Entry Classification

Enter Budget Amounts As Addition to or subtraction from current budget

Control Budget

Budget Entry Name

Budget Scenario Not applicable for Budgetary Control validation usage

Worksheet Status

| Changed | Row Status | *Source[...] | *CostCenter[...] | *Account[...] | *Initiative[...] | *Objective[...] | *FutureUse[...] | *Interfund[...] | 21-Jul | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb- |
|---------|------------|--------------|------------------|---------------|------------------|-----------------|-----------------|-----------------|--------|--------|--------|--------|--------|--------|--------|------|
| | | | | | 00000 | 000 | 000000 | 0000 | | | | | | | | |
| | | | | | 00000 | 000 | 000000 | 0000 | | | | | | | | |

REMINDER: Budget transfers are only to be used to transfer spending authority. They should NOT be used to move expenses that have posted from one department to another. If an expense belongs to a specific department, but another department is funding it, or part of it, a budget transfer should be made, and the expense should stay in the appropriate department. Budget Transfers are to be done by the department 'giving' the

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.)

ORACLE Enter Budget Amounts

Be sure to complete ALL Blue Shaded Cells and Appropriate Amount in Current Month

Budget Usage Budgetary Control validation

Budget Entry Classification

Enter Budget Amounts As Addition to or subtraction from current budget

Control Budget

Budget Entry Name

Budget Scenario Not applicable for Budgetary Control validation usage

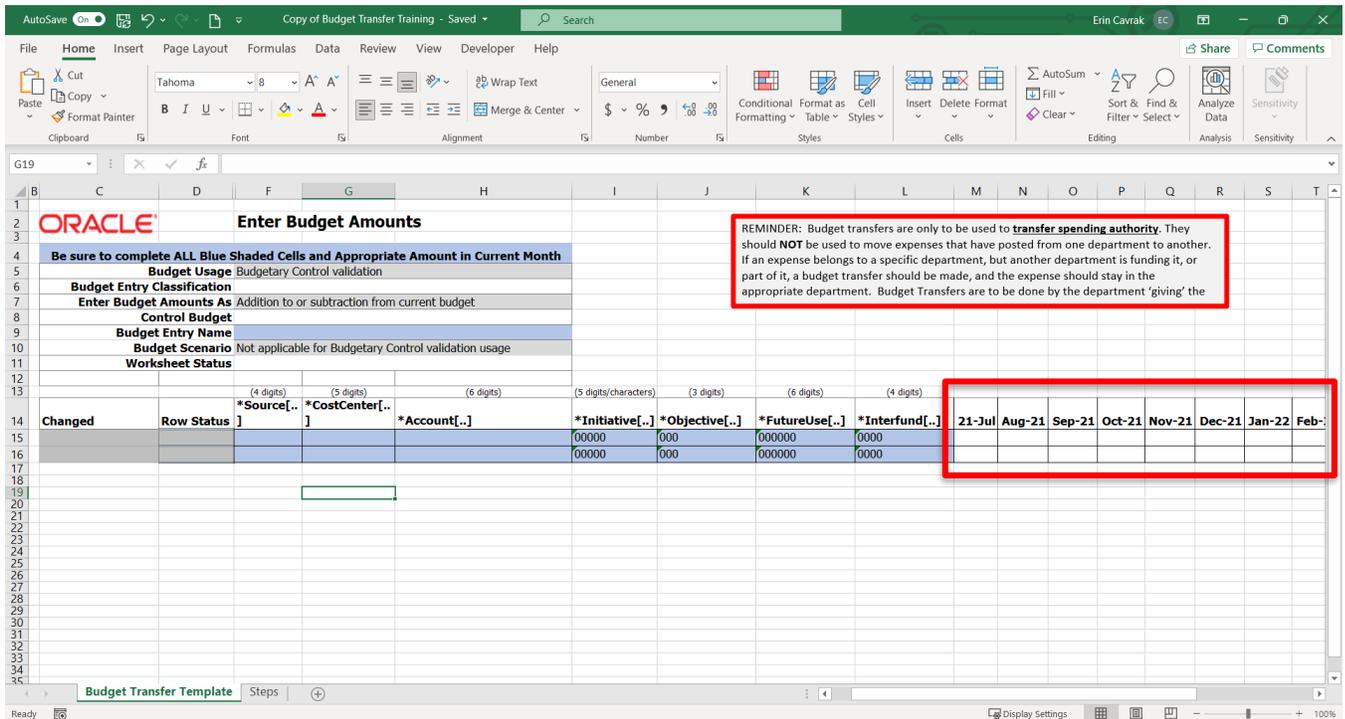
Worksheet Status

| Changed | Row Status | *Source[...] | *CostCenter[...] | *Account[...] | *Initiative[...] | *Objective[...] | *FutureUse[...] | *Interfund[...] | 21-Jul | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb- |
|---------|------------|--------------|------------------|---------------|------------------|-----------------|-----------------|-----------------|--------|--------|--------|--------|--------|--------|--------|------|
| | | | | | 00000 | 000 | 000000 | 0000 | | | | | | | | |
| | | | | | 00000 | 000 | 000000 | 0000 | | | | | | | | |

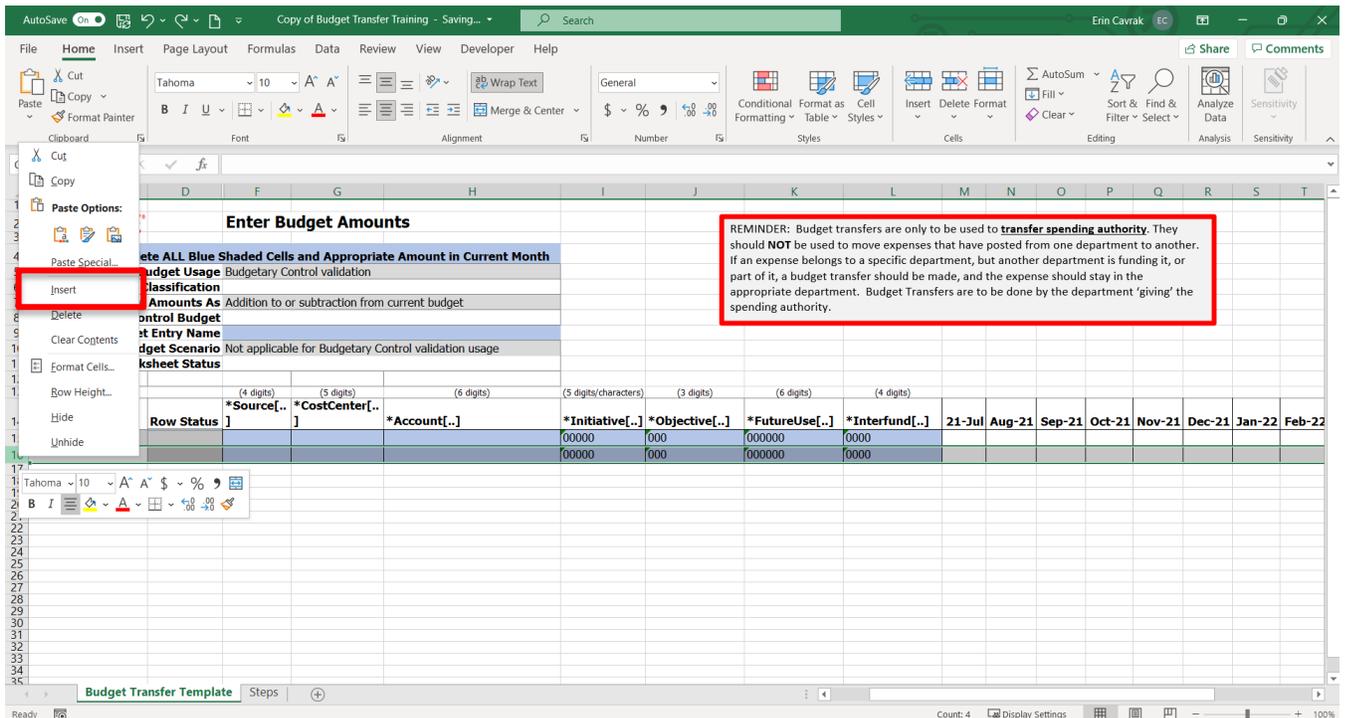
REMINDER: Budget transfers are only to be used to transfer spending authority. They should NOT be used to move expenses that have posted from one department to another. If an expense belongs to a specific department, but another department is funding it, or part of it, a budget transfer should be made, and the expense should stay in the appropriate department. Budget Transfers are to be done by the department 'giving' the

11. Enter the amount you are transferring in the applicable month.

Budget Transfers & Review – Complete a Budget Transfer



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.



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.)

Budget Transfers & Review – Complete a Budget Transfer

REMINDER: Budget transfers are only to be used to transfer spending authority. They should NOT be used to move expenses that have posted from one department to another. If an expense belongs to a specific department, but another department is funding it, or part of it, a budget transfer should be made, and the expense should stay in the appropriate department. Budget Transfers are to be done by the department 'giving' the

| *Account[...] | *Initiative[...] | *Objective[...] | *FutureUse[...] | *Interfund[...] | 21-Jul | Aug-21 | Sep-21 | Oct-21 | Nov-21 | Dec-21 | Jan-22 | Feb-22 | Mar-22 | Apr-22 | May-22 | Jun-22 | Comment |
|---------------|------------------|-----------------|-----------------|-----------------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|--------|---------|
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| | 00000 | 000 | 000000 | 0000 | | | | | | | | | | | | | |

14. Once the form is complete, email the file to UBO@towson.edu.

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