



College Financial System User Procedure

Title:

Budget Transfers

Description:

Budget Transfers can only be accomplished using the Operating Budget (the Original Budget is frozen on July 1st of each year). Further, a budget transfer at Maricopa should occur within the same fund group (Ex. Fund 110 Transfer From = Fund 110 Transfer To; Fund 2xx Transfer From = Fund 2xx Transfer To, etc). Budget transfers can be made: a) within the same CFS Charge Center; or b) within the same CFS unit; or, c) from one unit to another unit, within the same fund group. The budget transfer may be a fixed amount or a percentage of an account's balance. CFS users will now be able to enter multi-line transfers within the same batch.

CFS Prerequisites:

- *Must have Business Officer or Accounting Staff responsibility in CFS*
- *The budget amounts or journals have been entered.*

<i>Menu Path</i>
Budgets ➤ Enter ➤ Transfer

Window Name:

Budget Transfer

The screenshot shows the 'Budget Transfer (MCCCD)' window. At the top, there are fields for 'Budget' (OPERATING), 'Batch Name' (DO_SCC_020228_1 CATERING TR), 'Currency' (USD), and 'Funds Status' (Required). Below these are 'From' and 'To' sections. The 'From' section has 'Budget Organization' (700 - DO) and 'Account' (110-700-175012-53210-0000-00000). The 'To' section has 'Budget Organization' (700 - DO) and 'Account' (110-700-175012-54100-0000-00000). Below the table is an 'Account Details' section with 'From' (GENERAL OPR-DIST-SOLBOURNE 12-PROFESSIONAL SE-NON) and 'To' (GENERAL OPR-DIST-SOLBOURNE 12-GENERAL SUPPLIE-NONI), both with 'Type' set to 'Expense'. At the bottom are four buttons: 'Transfer Amounts', 'Check Funds', 'Reserve Funds', and 'View Results'. Numbered callouts 1-8 point to these elements.

- | Field Name | Description/Action |
|-------------------------------------|---|
| 1. Budget | Enter <i>Operating</i> budget.. |
| 2. Batch Name | Enter an appropriate batch name for your budget transfer.
Note: For Maricopa users, enter Batch name in prescribed format: DO_SCC_020228_1, in order to identify the college, user, and date for this Budget Transfer batch |
| 3. Currency | Enter USD |
| 4. Budget Organization | Enter the budget organization (your college 3-digit unit code; ex. 700 = District Office) <i>from</i> which funds will be transferred out. |
| 5. Account | Enter the account (Fund/Unit/Charge Center/Object Code) <i>from</i> which amounts are to be transferred. |
| 6. Budget Organization | Enter the budget organization <i>to</i> which the amounts are to be transferred. |
| 7. Account | Enter the account (Fund/Unit/Charge Center/Object Code) <i>to</i> which the amounts are to be transferred. |
| 8. Click on TRANSFER AMOUNTS | button. |

Window Name:

Transfer Amounts

Period	%	Amount	Old Balance	New Balance	Old Balance	New Balance
FEB-02		25.00	70.00	45.00	206.00	231.00

Field Name

Description/Action

9. Period

Enter the appropriate period for the budget transfer.

10. %

If a percentage is entered, the balance in the Old Balance field will be multiplied by this percentage to determine the amount of the transfer.

11. Amount

If an amount is entered, this amount will be the amount of the transfer.

12. Old Balance

View only: this is the budget balance of the account you are transferring funds from *before* the transfer.

13. New Balance


View only: this is the new budget balance *after* the transfer.


14. Old Balance

View only: this is the budget balance of the account you are transferring funds to before the transfer.

15. New Balance

View only: this is the new budget balance after the transfer.

 **Note:** Repeat steps 9-15 for any additional budget transfers. You can enter multiple-line budget transfers within the same batch. This is a new feature in CFS 11i, not available in the earlier OGF system.

Click on the  (Save) button on the toolbar menu.

After your work is saved, close this *Transfer Amounts* window, and go back to the *Budget Transfer* window in order to complete your budget transaction.

Window Name:

Budget Transfer

16. Click the **CHECK FUNDS** button. This will verify available funds for your budget journal.

17. Click the **RESERVE FUNDS** button to reserve funds for your budget journal batch.

18. Click on the **VIEW RESULTS** button to review the budgetary control transactions resulting from your funds action request.

19. Close the **VIEW RESULTS** window.

20. Close the Transfer Amounts window.

Note This step is very important!!! Do not forget to close the window; this action then generates the Create Journals Enter (CJE) program.

Note: General Ledger automatically runs the Create Journals program to create an approved budget journal after a successful funds reservation. This budget journal batch always starts with "CJE..." in the batch header, and must be posted to the GL by Accounting Staff at the District Office.



End of procedure