Budget Department Transfer (BDT)
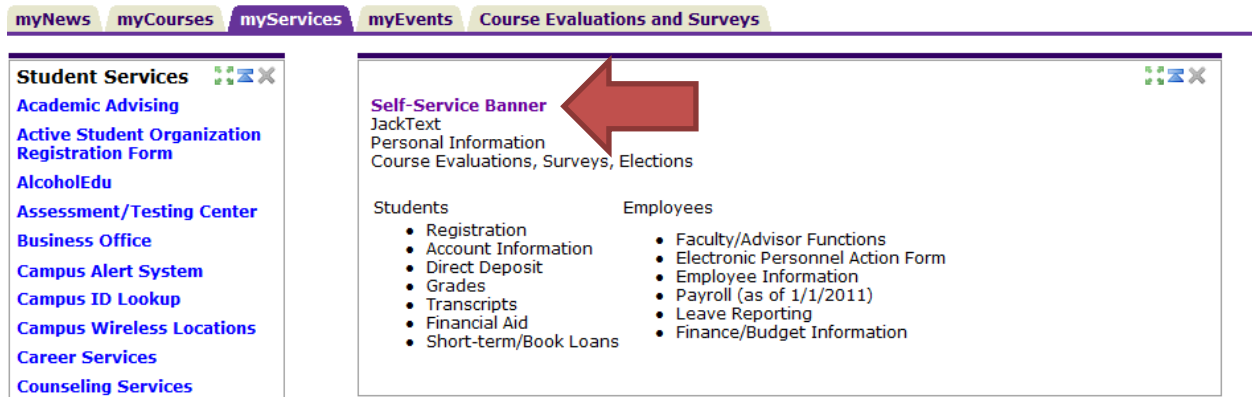
❖ *This type of Budget Transfer is used when a department would like to move multiple budgets within the same fund and organization (i.e. transfer $1,000 fromO&M (72B0) to Travel (71B1) for two different fund and org combinations)*
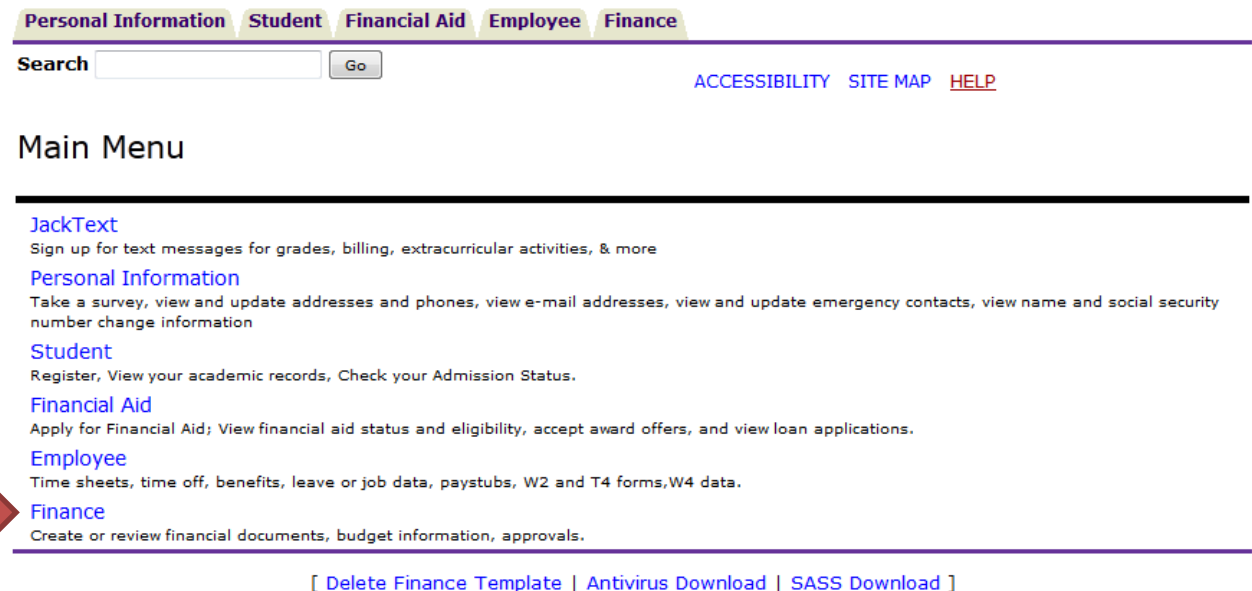
1. Log in to **mySFA**, choose the "**myServices**" tab, and click "**Self-Service Banner**"

2. In the Main Menu screen, choose "**Finance**"

3. In the Finance Menu, choose "**Budget Transfer**"

Finance

Budget Queries
Encumbrance Query
Approve Documents
View Document
Budget Transfer
Multiple Line Budget Transfer
Budget Development
Delete Finance Template

[Budget Queries | Encumbrance Query | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer
| Budget Development | Delete Finance Template]

RELEASE: 8.6

4. Begin entering your Budget Transfer data. We will use the $1,000 transfer from O&M (72B0) to Travel (71B1) as an example in the screen shot below.

- Transaction Date: Automatically defaults to today's date
- Journal Type: BDT
- Transfer Amount: Total of all transaction amounts
- Enter "From" and "To" information (see detail below)
- Description: Brief description of the reason for the transfer (i.e. transfer O&M funds to cover travel or transfer O&M funds to cover student wages)
- Budget Period: 01
- Enter Template Name to save as a template, if desired.
- Do not check "Shared"
- Click "Complete"

Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

Use template [None   ▼]
[Retrieve]

Transaction Date [26 ▼] [AUG ▼] [2013 ▼]
Journal Type [BDT (Departmental Budget Transfer) ▼]
Document Amount [6000]

- Enter "S" in the "Chart" field
- Enter Fund, Org, Account, and Program you wish to transfer "from" with a (-) sign.
- Leave "Activity" & "Location" fields blank

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	S		107550	XXXXX	72B0	100			1000	- ▼
2			107550	XXXXX	71B1	100			1000	+ ▼
3			150002	XXXXX	72B0	100			2000	- ▼
4			150002	XXXXX	71B1	100			2000	+ ▼
5										+ ▼

Description [transfer O&M funds to cover trave]   **Budget Period** [01 ▼]

Save as Template [_____]
☐ Shared
[Complete]

Always 01

- Enter Fund, Org, Account, and Program you wish to transfer "to" with a (+) sign.
- Leave "Activity" & "Location"

Code Lookup
Chart of Accounts Code [S ▼]
Type [account ▼]
Code Criteria [_____]
Title Criteria [_____]
Maximum rows to return [10 ▼]
[Execute Query]

5. Once the transfer is complete, a message should appear at the top of the screen that reads "Document JXXXXXXX completed and forwarded to the approval process"
   - If you do not see this message, your transfer has not been completed.

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Choose Complete to perform a validation and forward the document for processing.

Use Code Lookup to query a list of available values.

✓ Document J0001865 completed and forwarded to the approval process.

[Another Transfer]