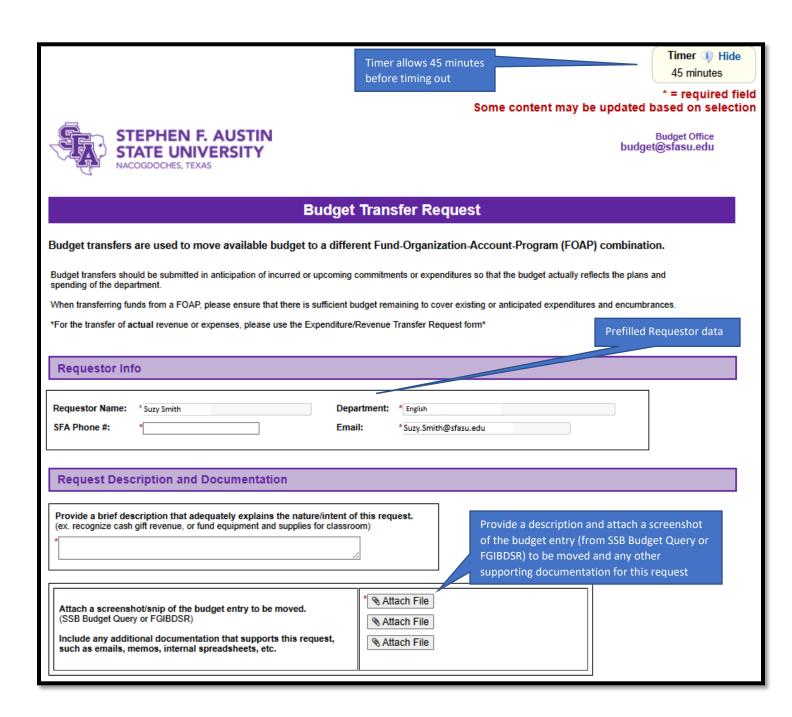


BUDGET TRANSFERS in Dynamic Forms (updated 9.17.25)

Form

Selecting request type and number of entries
Accounting Entries – Enter on Form
Accounting Entries – Bulk Entry by Excel Template
Approvals
Emails
Dynamic Forms User Portal



Selecting request type and number of entries

Select the type of Transfer from the list

Then, select from the # of entry lines for the transfer type

Select the type of Budget Transfer

- *

 Transfer Budget within the SAME Fund
- Transfer Budget between DIFFERENT Funds
- O Recognize Revenue within the SAME Fund
- Recognize Revenue between DIFFERENT Funds

Select the number of accounting entries lines needed for this request

- 20 lines of entry, or less
- O More than 20 lines of entry

Selecting the number of entries will display information and resources and the appropriate entry method for your selections (see next page)

Transfer Information and Resources

Acceptable Budget Transfers

Within the SAME Fund

Between Restricted (28xxxx - 29xxxx)

FROM Restricted (28xxxx - 29xxxx)

TO Discretionary Designated (150001, 150008, 150010)

Document Links

Discretionary Use of University Funds HOP 05-202

See Financial Reporting Guidelines for:

Funds That Can Be Used For Discretionary Purposes, and Guidelines for Expenditures from University Funds

Acceptable Account Codes

| 54xxxx | Department Gifts | 55xxxx | Department Sales & Service | | |
|--------|---------------------------------|--------|----------------------------|--------|---|
| 670081 | Adjunct Faculty Salaries | 670110 | Graduate Research Assts | 670710 | Moving Expenses |
| 670082 | Academic Affairs Supplemental | 670140 | Student Employees | 67B1 | Employee Benefits Budget Pool |
| 670090 | Graduate Teaching Assts | 670141 | Student Workstudy Wages | 71B1 | Travel Budget Pool |
| 670101 | Graduate Research Assts | 670151 | Stipends | 72B0 | Operations & Maintenance Budget Pool |
| 670102 | Addl Comp Professional Salaries | 670153 | Classified Wages | 73B0 | Capital Outlay Budget Pool |
| 670103 | Graduate Administrative Assts | 670310 | Cell Phone Allowances | 74B0 | Grant Scholarships and Fellowships Pool |

Accounting Entries – Enter on Form

Transfer Budget or Recognizing Revenue within the SAME Fund will provide 10 lines of FROM and TO entries.

Transfer Budget **or** Recognizing Revenue **between DIFFERENT Funds** will provide <u>5 lines of FROM and TO entries</u>.

Examples

| * | | | | | | | | |
|---|-----|------|-------|---------|---|--|--|--|
| * ② 20 lines of entry, or less More than 20 lines of entry | | | | | | | | |
| Transfer Budget within the SAME Fund Transfer FROM | | | | | | | | |
| Fund | Org | Acct | Prog | Amount | ı | | | |
| * | * | * | * | * | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | TOTAL | \$ 0.00 | | | | |
| Transfer TO | | | | | | | | |
| Fund | Org | Acct | Prog | Amount | | | | |
| | | | | | | | | |
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| | | | | | | | | |
| | | | | | | | | |
| | | | TOTAL | \$ 0.00 | | | | |
| Transfer Budget within the SAME Fund was selected. Check the box below to validate that all funds entered are the same Fund. * The SAME Fund was used for all entries. | | | | | | | | |

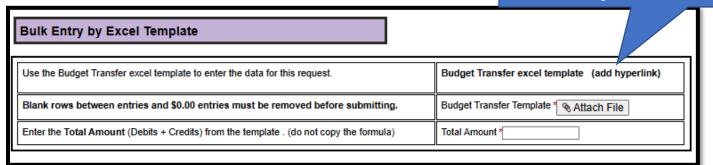
| Select the type of Budget Transfer * Transfer Budget within the SAME Fund Transfer Budget between DIFFERENT Funds Recognize Revenue within the SAME Fund Recognize Revenue between DIFFERENT Funds Select the number of accounting entries lines needed for this request * 10 lines of entry, or less More than 10 lines of entry | | | | | | |
|--|-----|------|--------|--------|--|--|
| Recognize Revenue in DIFFERENT Funds Transfer Revenue FROM | | | | | | |
| * | Org | Acct | Prog * | Amount | | |
| Fund * | Org | Acct | Prog | Amount | | |
| Recognize Revenue within DIFFERENT Funds was selected. Check the box below to validate that all funds entered are NOT the same Fund. * DIFFERENT Funds were used for these entries. | | | | | | |

Accounting Entries - Bulk Entry by Excel Template

Budget Transfers or Recognizing Revenue requests that require **MORE THAN** the provided lines of entry will be processed as a Bulk Entry and require an excel template.

The template can be found on the Budget Office website.

Attach an excel Budget Transfer template with the accounting entries



Approvals

Budget Transfers will be routed to department heads or designees for approval. Academic Affairs departments will also be routed for review by the VPAA Budget Analyst and the Dean's Office or Department Head.

Additional approvals will be required for Recognizing Revenue for transfer of \$50,000 or greater, as follows:

• \$50 K Budget Director

• \$100 K VP Finance

\$250 K
 SR VP Organizational Effectiveness

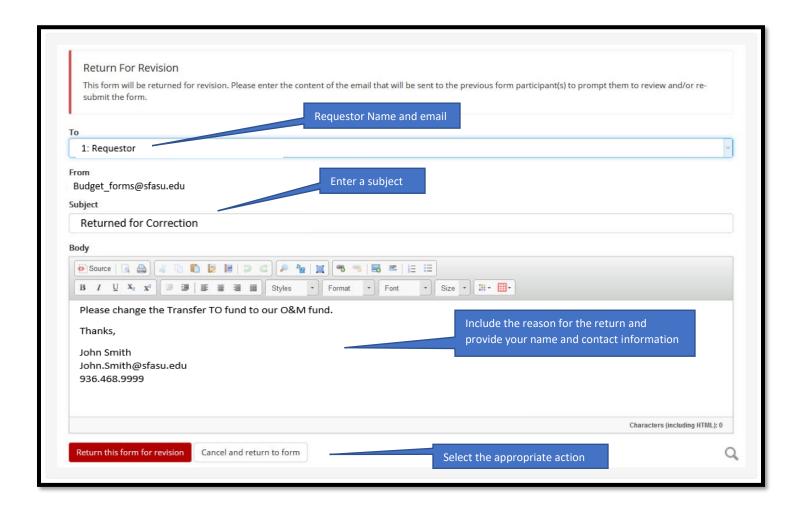
• \$2.5 M President

Return for Revision: Any reviewer/approver may return the form for revision if a correction needs to be made or if the transfer is not acceptable. Returning a form will clear the form of any other signatures after the participant the form is returned to.

Form information may only be revised by the requestor

When Return for Revision is selected, an email will pop-up. The subject and body of the email will be blank and should be completed with information from the form being returned and the reason the returning.

- To: The Requestor's name and email will be prefilled
 - Only the form owner (requestor) can revise information on a form
- **Subject**: enter 'Returned for Correction'
- **Body:** enter the reason for return, expected correction
- **Contact information**: enter your name and contact information so the requestor will know who is returning the form



Emails

The requestor will receive an email acknowledging the submission of the form. An email will also be sent once the form has been approved and Banner entries have been made.

Dynamic Forms User Portal

Located in mySFA – Finance – Budget & Finance

