TEXAS ★ STATE
UNIVERSITY
SAN MARCOS
The rising STAR of Texas

BUDGET OFFICE

FINANCE AND SUPPORT SERVICES DIVISION

FMBB Budget Transfers

The Budgeting Workbench

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Budget Office | Texas State University-San Marcos
601 University Drive | JCK 820 | San Marcos, TX 78666
512-245-2376 | budget@txstate.edu

The Budgeting Workbench

Initial Screen:

Step One:
In the Top portion of the Screen (Header Data Tab) enter the following:
- **Process** – Transfer (or click the drop down menu and choose)
- **Budget Category** – payment-should default
- **Document type** – BD01(budget adjustment) – (or click the drop down menu and choose)
- **Version** – always "0" (zero)
- **Fiscal year** – choose current year (eg, 2009)
- **Period** – "All" should default

Step Two:

In the second section enter the following:

- **First line** – enter the -/+
  - (-) is the sender / (+) is the receiver
- **Type** – choose permanent or temporary
  - Temporary – this change is for this fiscal year only
  - Permanent – this change will permanently increase/decrease your permanent budget
- **Fund** – enter the fund number
- **Funds Center** – enter the fund center
- **Commitment Item** – enter the commitment item number
- **Funded Program** – should be left blank unless you have a funded program
- **Amount** – enter the amount without a dollar sign
- **Text** – enter the reason for the transfer. For salary commitment items (670080, 670081, 670084, 670100) enter the position number being budgeted

Repeat this step for line 2

Notice: there MUST be a – AND a + on separate lines (i.e. – on line 1 and + on line 2)

Check your transaction by clicking this button

Prepost button
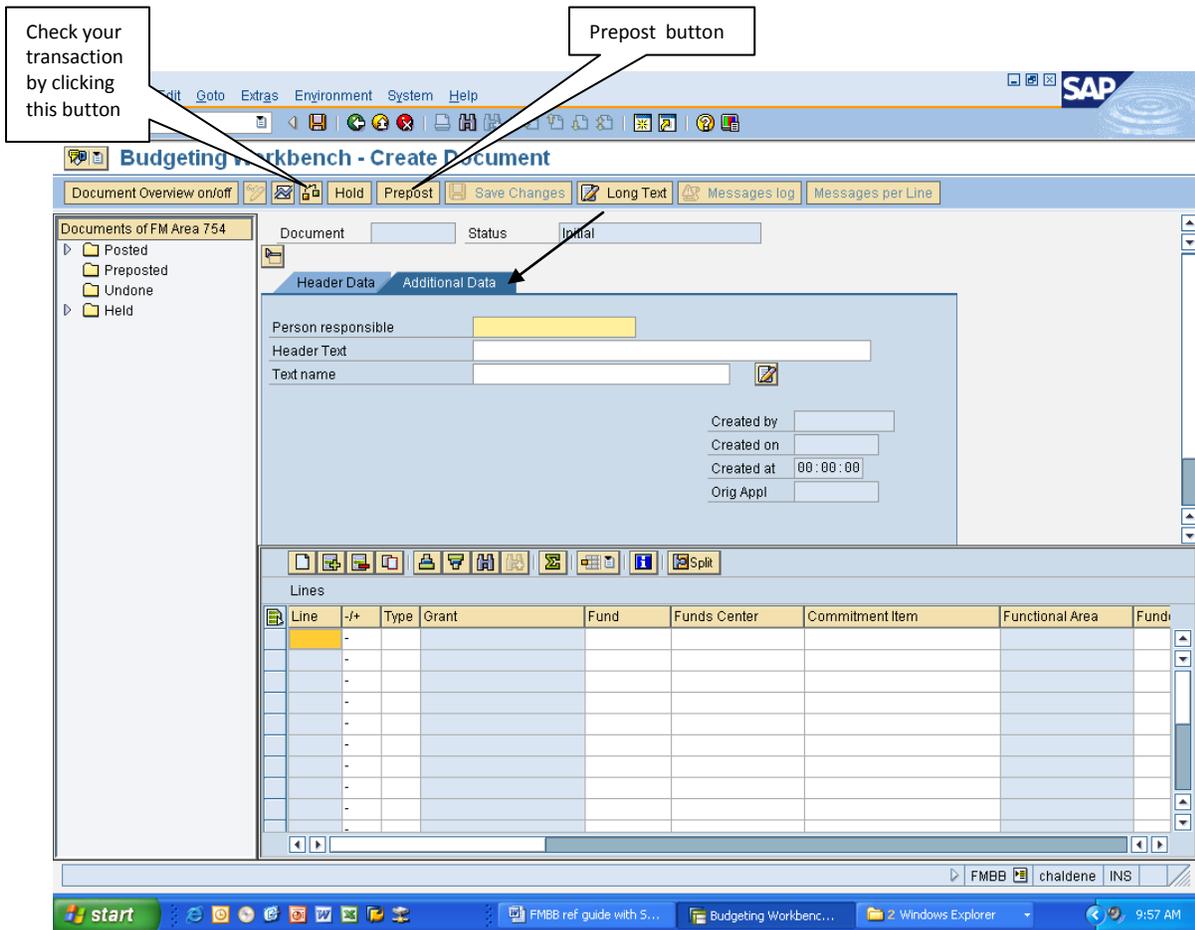
Step Three:
Additional Data Tab Entry Required:
- Click on the Additional Data tab and enter the following information:
  - **Header text** – enter the reason for the transfer

Step Four:
To complete the transaction:
- Click on the check document box on the toolbar
  - No error: Click Prepost and then Green Arrow Back
  - Errors: Call the Budget Office or send an email with a screen shot of the error to Budget@txstate.edu and we'll get right back to you.