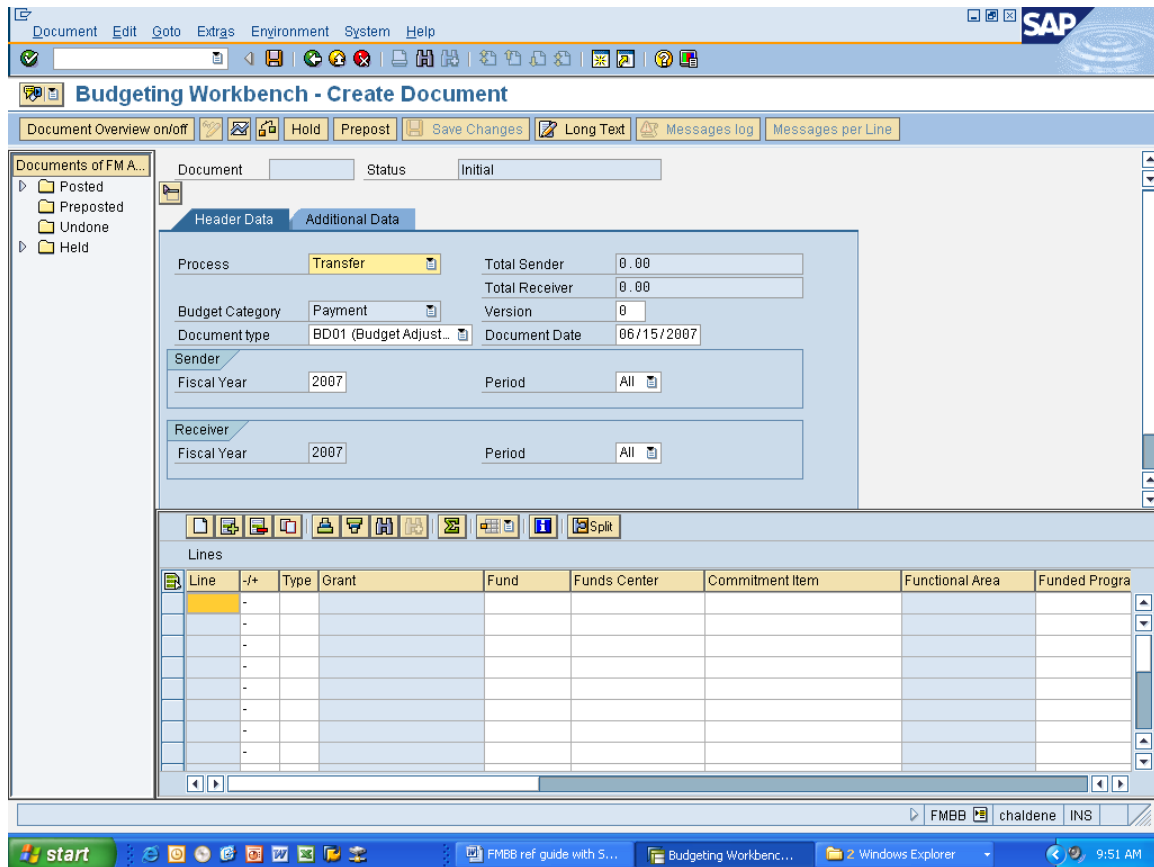


FMBB Budget Transfers

The Budgeting Workbench

The Budgeting Workbench

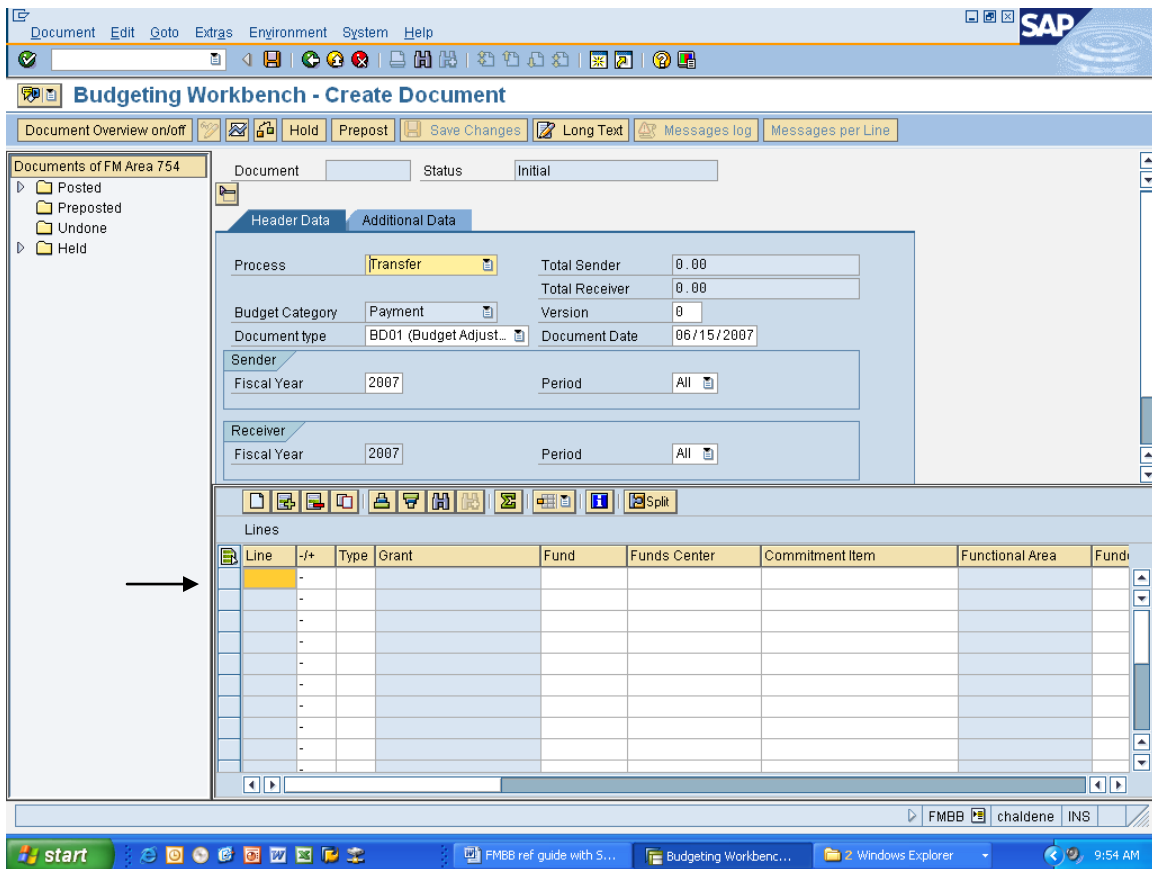
Initial Screen:



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



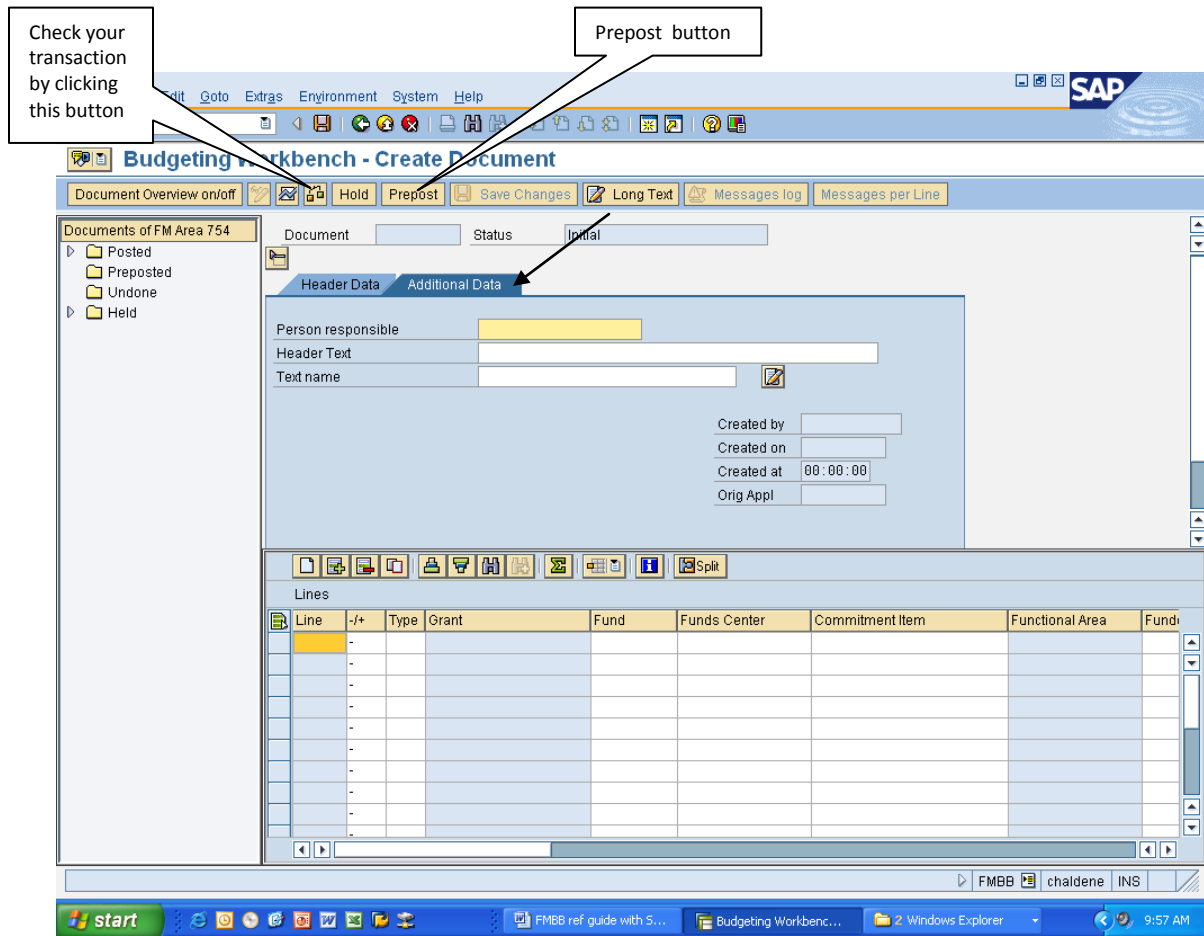
Step Two:

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)



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.