

## INSTRUCTIONS – BUDGET TRANSFERS AUTHORIZATION FORM

A Budget Transfer form must be completed by the requesting department in order to initiate a request to transfer budget for both unrestricted and restricted funds.

1. **Control No.:** Each Business Area should establish and maintain control numbers. This number should be comprised of the location letter and a sequential four-digit number; e.g., D-0001, etc. This number is intended to account for all budget transfer documents in sequence to avoid losing or duplicating forms. Multiple paged BTAs may use “A”, “B”, etc. to extend the control #; e.g., D-0001A, D-0001B, etc. Control # should also be typed in the “Header Text” line of transaction’s Additional Data Tab.
2. **Year:** The current fiscal or SAP year should be entered here; e.g., 2006-2007 fiscal year = 2007 SAP year.
3. **Process:** Select the appropriate budget process for the transaction you are initiating. College budget users are allowed to use **Transfer** only. District Office access also includes *Carry Over* (Carryover budget from prior year), *Enter* (Original income/budget), *Return* (Return income/budget), and *Supplement* (Supplemental income/budget).
4. **Budget Type:** Select the appropriate budget type for the transaction you are initiating. College and District Office access includes *CBMU* (College – between major G/L, unrestricted), *CBMR* (College – between major G/L, restricted), *CWMU* (College – within major G/L, unrestricted), *CWMR* (College – within major G/L, restricted). District Office access also includes *DTFR* (DO transfer), *ORG* (Original income/budget), *CISU*, *CISR* (Supplemental income/budget), *CNC* (Contingency Reserve budget), *CNNC* (Contingency Non-Consumable budget), and *POCF* (PO Carryforward budget).
5. **Sender Fund:** Enter the fund code from which you are reducing budget. This will be a five-digit code comprised of the fund application and program number; e.g. 10100 = General Fund, Basic Program.
6. **Receiver Fund:** Enter the fund code to which you are transferring budget. This will be a five-digit code comprised of the fund application and program number; e.g. 10100 = General Fund, Basic Program.
7. **Document No. (For Business Office Use Only):** This field is for the SAP document number generated by the SAP system. This is a “district wide” number that is sequential to the system, but not to a specific location.
8. **Document Date:** This field is for the date the budget transfer is being requested.
9. **Business Area:** Enter your Location Code (College or District Office).
10. **Budget Transfers Documentation (Long Text Icon):** Use this section to describe the actions that are occurring through the budget transfers. Indicate title of fund on last line of documentation section, e.g. 80008 = Bookstore.
11. **Line Items:**
  - Limit one BTA page to 20 line items. BTA may have several pages for same fund transfer.
  - For entering budget transactions, list sender (reduction) entries first (enter “-“ in the **S** column), followed by the receiver (increase) entries (enter “+“ in the **R** column). Form will automatically calculate amounts in the “total sender/receiver transactions” boxes based on the checkmarks.
  - **Fund Center:** Enter the fund center (cost center or WBS); e.g. D0260A, 10010-C7101.
  - **Commitment Item:** Enter 6-digit G/L account.
  - **Func. Area (No SAP Entry): For District Office Use Only.** This field is for the functional area (state activity) code and will be derived by the system.
  - **Funded Program (No SAP Entry): For District Office Use Only.**
  - **Amount:** Enter the US dollar amount to be transferred. Whole positive dollars only, no cents.
  - **Text:** Enter line item description information if necessary (optional).
12. **Budget Transfer Authorizations:** Signatures by the appropriate parties.
13. **Posting Documentation (For Business Office Use Only):**
  - **Data Entry Operator:** Enter the name of the person entering the transaction into SAP system.
  - **Posting Date:** Date the transfer posted in SAP.
  - **Board Action Date:** Date the Board Report ratified the transfer.
14. **Budget Review Committee (For District Budget Office Use Only):** To indicate Budget Review Committee member that reviews BTA prior to entering transaction into SAP system.
15. **Required Attachments for New Income BTA’s:** *Copy of Contract Request form with SAP Doc #, copy of Award Letter/Approval Notice, and original SFP Fund/WBS Master Data form.* Checkmark each square corresponding to the attachments.