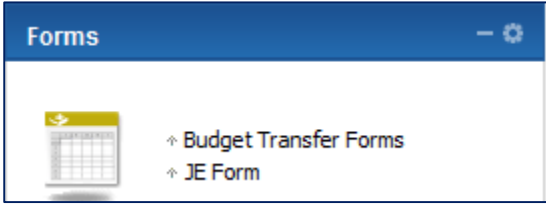
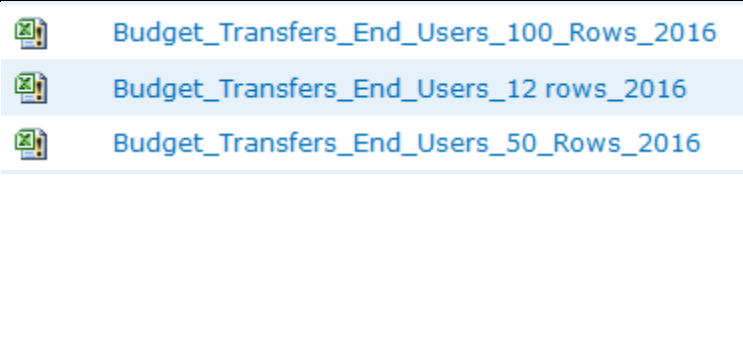
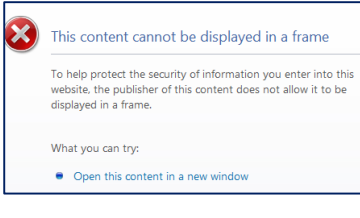
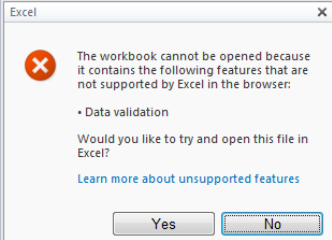
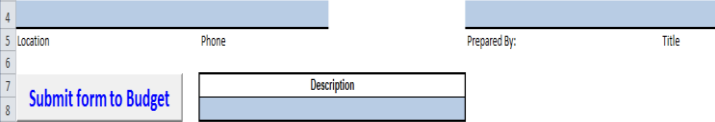
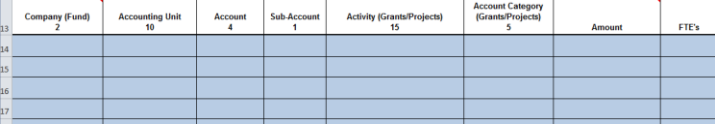



Budget Transfers

Author/Owner: Financial Services Training

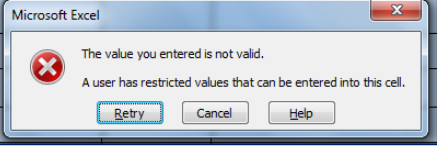
Form or Screen: Budget Transfer Forms	Updated: 02/02/16
<p>Business Use: The Budget Transfer Template is completed and submitted to the Budget Office when requesting a budget transfer. A Budget Transfer Template may be completed when there is a desire or need to redistribute the allocated budget to accommodate a change in spending priorities, to fund new positions or additional time, or redistribute unused budget resources.</p>	
<p style="text-align: center;">Tips and Guidelines for Successful Completion of Budget Transfers</p> <ul style="list-style-type: none"> • Verify adequate budget is available to transfer. • Verify accuracy of accounts and that they are active. • All transfer amounts must be entered in whole dollar amounts (no cents). • Do not insert or delete rows into form. Do not leave blank rows between rows of data entry. • Do not copy data into forms with formulas. Any information copied from another file into the form should only be pasted as “values”. • Only one company or one project (activity) can be submitted on each transfer form. • Do not enter the same account (full account string) more than once on the same form. The amount entered should be a net transfer amount for the account. • All transfers associated with Full Time (9110) or Part-time (9111) accounts should include an FTE amount or an explanation on why it is not should be provided in the Reason for Transfer section of the form. • All transfers associated with salary accounts should include a transfer for benefits (9200) accounts as well. Refer to the Budget Guidance Manual or Financial Services Resource Center for current benefit rates. 	
	<ol style="list-style-type: none"> 1. Locate the Budget Transfer Template in the Forms section of the Lawson Daily Admin LBI Dashboard or in the Forms Library of the Financial Services Resource Center.
	<ol style="list-style-type: none"> 2. There are three different forms to choose from notated in the form name as the number of rows available for data entry: <ol style="list-style-type: none"> a. 12 rows b. 50 rows c. 100 rows 3. After clicking on the form for the designated length needed, you will be prompted to enter your user id and password once again.
	<ol style="list-style-type: none"> 4. You will receive a warning that the content cannot be opened in a frame. Select “Open this content in a new window.”

Budget Transfers

	<p>5. Click the “Yes” button on the next Excel warning. You may be asked to verify your credentials again.</p>
<p>NOTE: It is recommended that you create a special folder on your computer to save all the budget transfers submitted. A good practice would be to create a folder for each fiscal year.</p>	<p>6. Save a copy of the form in your Budget Transfers folder giving it a unique name. (Best Practice: Location #_Month/Year_Number. (Example: If transfer is for location 0450 in September of 2013 and it is the first transfer of the month, the file will be saved as 0450_0913_1. If more than one transfer is submitted in the month, increase the last number by one for each transfer.)</p>
	<p>7. Budget submission information and description must be completed for each transfer in rows 4-8 of the form in the blue shaded boxes. In row 4: Enter the Location Number followed by the school or department name. Enter the telephone number of the person completing the transfer form. Enter the Name of the person completing the form followed by their title. In row 8: Enter a brief description (no longer than 30 digits, including spaces) describing what the transfer is for.</p>
	<p>8. Enter the detail lines of the budget transfer starting on row 14 in the blue shaded spaces.</p> <p>Do not skip rows when entering data.</p>
 <p>NOTE: Only one company number can be used for each form and transfers cannot cross companies.</p>	<p>9. The required number of digits for each field is displayed directly below the field name.</p>

Budget Transfers

Author/Owner: Financial Services Training

<table border="1"> <thead> <tr> <th>Accounting Unit 10</th> <th>Account 4</th> <th>Sub-Account 1</th> <th>Activity (Grants/Projects) 15</th> </tr> </thead> <tbody> <tr> <td>100450003</td> <td></td> <td></td> <td></td> </tr> </tbody> </table> 	Accounting Unit 10	Account 4	Sub-Account 1	Activity (Grants/Projects) 15	100450003				<p>10. In some cases, form validation is in place that will generate an error when the correct number of digits is not entered.</p>																								
Accounting Unit 10	Account 4	Sub-Account 1	Activity (Grants/Projects) 15																														
100450003																																	
<table border="1"> <thead> <tr> <th>Accounting Unit 10</th> <th>Account 4</th> <th>Sub-Account 1</th> <th>Activity (Grants/Projects) 15</th> <th>Account Category (Grants/Projects) 5</th> </tr> </thead> <tbody> <tr> <td>3004500030</td> <td>9610</td> <td>0</td> <td>440100104500030</td> <td>90610</td> </tr> </tbody> </table> <p style="text-align: center;">Year/Project</p> <p>NOTE: The first seven digits of the Activity designate the year and project. Only one project number can be used for each form and transfers cannot cross projects or year.</p>	Accounting Unit 10	Account 4	Sub-Account 1	Activity (Grants/Projects) 15	Account Category (Grants/Projects) 5	3004500030	9610	0	440100104500030	90610	<p>11. The first two digits of the Accounting Unit designate the type of funding and budget management. If the first two digits are 30 or greater (indicating funding is related to a grant or special initiative) the Activity and Account Category numbers must also be entered. If the first two digits are less than 30, this will not be required.</p>																						
Accounting Unit 10	Account 4	Sub-Account 1	Activity (Grants/Projects) 15	Account Category (Grants/Projects) 5																													
3004500030	9610	0	440100104500030	90610																													
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Company (Fund) 2	Accounting Unit 10	Account 4	Sub-Account 1	Activity (Grants/Projects) 15	Account Category (Grants/Projects) 5	Amount	FTE's																										
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Account Category (Grants/Projects) 5	Amount	FTE's																															
Sum Total:	0.00	0.50																															
<table border="1"> <tr> <td>28</td> <td>Reason for Transfer:</td> <td>Budget Transfer to fund new .50 wood crafts teacher.</td> </tr> <tr> <td>29</td> <td></td> <td></td> </tr> </table>	28	Reason for Transfer:	Budget Transfer to fund new .50 wood crafts teacher.	29			<p>14. Enter an explanation for the transfer in the "Reason for Transfer" rows 28-29. This should be a more detailed description or justification for the transfer.</p>																										
28	Reason for Transfer:	Budget Transfer to fund new .50 wood crafts teacher.																															
29																																	

Budget Transfers

Author/Owner: Financial Services Training

4				
5	Location	Phone	Prepared By:	Title
6				
7	Description			
8	Submit form to Budget			

Click the “Submit form to Budget” button at the top of the form. This action will automatically create a message to the Budget mailbox and attach the form with the message.

Send	To...	budget@dpsk12.org
	Cc...	
Subject:	Budget Transfer Request for	
Attached:	0450_0913_1.xlsm (417 KB)	

Budget Transfer Request for 0450_0913_1

15. Copy the school principal, or manager responsible for the budget. It will be assumed that the party copied has approved the transfer

The subject line of the e-mail message will automatically be created with “Budget Transfer Request for”. Complete the subject line by entering the form name, using the naming convention noted in step 5.

Attach any scanned PDF files with pertinent backup calculations, reference information or other approvals to the same e-mail.