

DECISION GRID FOR BUDGET TRANSFERS VIA THE BUDGET MODULE

Desired Action	Elaboration	Fund Types	Decision	Examples	To initiate	Sample entry	Other Comments
Reallocate spending power <u>within</u> a fund → Permanently	The allocation is ongoing (i.e. to impact future years)	1A or 1B	Intra-Fund Permanent Budget transfer	<ul style="list-style-type: none"> To re-allocate your current budget based on more up to date information 	<ul style="list-style-type: none"> Banner form FZABTDO with TTRA transaction type Doc type = MBPA (perm) 	Budget Module Entry (TTRA): ↑: Fund A – Account X ↓: Fund A – Account Y X, Y are 7 accounts	<ul style="list-style-type: none"> Transfer should not create an over-expenditure within an account Cannot touch “restricted” account codes <ul style="list-style-type: none"> 600125 – Benefits General (1A funds only[Analysis, Planning and Budget]) 700015 telecom equipment 700016 photocopy equip 700549 backbone 7xxxxx insurance
Reallocate spending power <u>within</u> a fund → Temporarily	The allocation is one-time (i.e. to only impact the current year)	1A or 1B	Intra-Fund Temporary Budget transfer	<ul style="list-style-type: none"> To re-allocate your current budget based on more up to date information 	<ul style="list-style-type: none"> Banner form FZABTDO with TTRA transaction type Doc type = MBTA (temp) 	Budget Module Entry (TTRA): ↑: Fund A – Account X ↓: Fund A – Account Y X, Y are 7 accounts	<ul style="list-style-type: none"> Transfer should not create an over-expenditure within an account Cannot touch “restricted” account codes <ul style="list-style-type: none"> 600125 – Benefits General (1A funds only[Analysis, Planning and Budget]) 700015 telecom equipment 700016 photocopy equip 700549 backbone 7xxxxx insurance
Reallocate spending power <u>within</u> a fund → Recoveries	Internal or external recovery account(s) impacted	1A or 1B	Intra-Fund Budget transfer	<ul style="list-style-type: none"> More recoveries are in hand than anticipated, and you wish to increase your spending power accordingly. 	<ul style="list-style-type: none"> Banner form FZABTDO with TTRA transaction type Doc type = likely MBTA (temp) 	Budget Module entry (TTRA): ↑: Fund A – Account X ↑: Fund A – Account Y X is a 7 account, and Y is a 5 (revenue) or 7 (internal recovery) account	<ul style="list-style-type: none"> Must be accompanied by an explanation for increase or decrease. Increase is only approved if amount is received or assured. Cannot touch “restricted” account codes <ul style="list-style-type: none"> 600125 – Benefits General (1A funds only[Analysis, Planning and Budget]) 700015 telecom equipment 700016 photocopy equip 700549 backbone 7xxxxx insurance

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Reallocate spending power <u>within</u> a fund → Salaries	Salary account(s) impacted	1A or 1B	Intra-Fund Budget transfer	<ul style="list-style-type: none"> To update funding for new positions/terminated positions in your operating fund 	<ul style="list-style-type: none"> Must include a position number (check FZIBLPN for budget availability) Doc type can be MBTA (temporary, i.e. one-time budget) or MBPA (permanent, i.e. ongoing budget) 	Budget Module entry (TTRA): ↑: Fund A – Account X ↓: Fund A – Account Y X or Y is a 6 account.	<ul style="list-style-type: none"> Transfer should not create an over-expenditure within a position (check FZIBLPN) or an account. Cannot touch “restricted” account codes <ul style="list-style-type: none"> 600125 – Benefits General (1A funds only[Analysis, Planning and Budget]) 700015 telecom equipment 700016 photocopy equip 700549 backbone 7xxxxx insurance
Reallocate spending power <u>between</u> funds		Both funds are 1A	Inter-Fund Budget transfer	<ul style="list-style-type: none"> Faculty operating fund is contributing to a departmental operating fund 	<ul style="list-style-type: none"> Banner form FZABTDO with TTER transaction type Doc type = MBTA (temp) or MBPA (perm) 	Budget Module Entry (TTER): ↑: Fund A – Account X ↓: Fund B – Account Y X, Y are 6/7 accounts	
Reallocate spending power <u>between</u> funds		Both funds are 1B	Inter-Fund Budget transfer	<ul style="list-style-type: none"> Ancillary Services operating fund contributing to Printing Services operating fund 	<ul style="list-style-type: none"> Banner form FZABTDO with TTER transaction type Doc type = MBTA (temp) or MBPA (perm) 	Budget Module Entry (TTER): ↑: Fund A – Account X ↓: Fund B – Account Y X, Y are 7 accounts	<ul style="list-style-type: none"> 1B to 1B transfers must stay within an organizational unit, and no salary transfers are permitted.
Reallocate spending power <u>between</u> funds		One fund is 1A, the other fund is 1B	Budget Transfer is not permitted.				
Reallocate spending power <u>between</u> funds		One fund is 1A or 1B, the other fund is not 1A nor 1B	Budget Transfer is not permitted.				
Contribution of financial resources	Not associated to specific expenses or revenues <u>All</u> the funds involved are 1A fund types.	All are 1A	Budget Transfer	<ul style="list-style-type: none"> Shared expense is an advance agreement for a lump sum contribution Faculty operating fund is contributing to a departmental operating fund 	<ul style="list-style-type: none"> Banner form FZABTDO with TTER transaction type Doc type = MBTA (temp) or MBPA (perm) 	Budget Module Entry (TTER): ↑: Fund A – Account X ↓: Fund B – Account Y X, Y are 6/7 accounts	