

## Budget Transfer Request

To create a budget transfer request, select menu option *Budget Transfer Request Entry* (XGNL.491) from your menu and press **Enter**. On the screen that displays, type **A** at the action bar. For all general funds (funds 100-199), if the budget transfer requires a cross function transaction and the date is past that allowed for the current month as posted on the Accounting department website (<http://www.tyler.sprnet.org/Accounting/index.htm>), change the month to the next month. Once you complete all required fields, press **Enter**. **Note well:** never change the month to a past month.

```
6/20/02  FY 2      TYLER INDEPENDENT SCHOOL DISTRICT  11:51:06 TAYLORDB1
TXCUSTOM                Budget Transfer Request Entry          Ref: XGNL.491.01

A      Budget Transfer #: _____ For month JUN
Add
Change
Delete
Lookup
Print
Index      Index: 1
End                1 = Budget Transfers

Auto Next Record? N
```

On the screen that displays, type a **Title** for the budget transfer; please use the following format: BA-Fd XXX-XXX, where the first number is the Fund number and the second number is the Organization number.

At **Reason**, type a brief explanation for the need for the transfer and press **Enter** to display the screen for the budget transfer lines.

```
6/20/02  FY 2      TYLER INDEPENDENT SCHOOL DISTRICT  11:55:11 TAYLORDB1
TXCUSTOM                Budget Transfer Request Entry          Ref: XGNL.491.11
JUN BJE  452  Title: BA-Fd 204-801

Date: 6/20/02

Reason:
To correct budget deficit
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

Mode: Add      F3=Exit      F5=Reset  F12=Cancel      Cancel? N
```

For each account, type the account at **Account**, the amount at either **To** or **From**, and any additional description needed at **Description**. The description for each line item prints on the report for further documentation of the transfer request. If the total of the transactions does not balance, you will see the difference at the top right of the screen at **Total**. To change an existing line, type **C** to the left of the line and press **Enter**. To delete a line type **D**, to add a new line after a line type **A**.

```

7/22/02  FY 2      TYLER INDEPENDENT SCHOOL DISTRICT    17:23:31  YORKRAL
TXCUSTOM          Budget Transfer Request Entry      Ref: XGL.491L.11
JUN BJE    452 BA-Fd 204-801                    Total:          .00
CMD        A C C O U N T                          TO             FROM
Position To: _____
BEGIN

1.000 Account: 204.13.6329.00.801.2.24.000_____
      To: _____ From: 100_____
      Description: _____
                        F4=Index   F5=Reset   F12=Cancel   Cancel? N

```

When you have typed all desired accounts, type **E** to the left of any line and press **Enter**.

```

6/20/02  FY 2      TYLER INDEPENDENT SCHOOL DISTRICT    12:09:06  TAYLORDB1
TXCUSTOM          Budget Transfer Request Entry      Ref: XGL.491L.11
JUN BJE    452 BA-Fd 204-801                    Total:          .00
CMD        A C C O U N T                          TO             FROM
Position To: _____
BEGIN
0001.000      204.13.6329.00.801.2.24.000                100.00
0002.000      204.13.6399.00.801.2.24.000                100.00
0003.000      204.13.6499.00.801.2.24.000                100.00
0004.000 204.13.6411.00.801.2.24.000                300.00

3.000 Account: _____
      To: _____ From: _____
      Description: _____
                        F4=Index   F5=Reset   F12=Cancel   Cancel? N

```

Once you complete data entry, print the request from the action screen using **P** for print. Have the appropriate staff person sign the request and forward it to the accounting department. When you index your request, you will see the Approved column **Note well:** you cannot work with budget requests created by other staff.