

## Budget Adjustment Form Instructions

The Budget Adjustment Form should be used when transferring funds from one general fund budget line to another, or when correcting line items. General funds dollars may be transferred between departments, programs, or classes. Using the Budget Adjustments Form will produce a permanent reallocation of funds.

### When not to use the form:

To process a one-time budget transfer or an expenditure (expense) transfer, use the Journal Entry Form located on the Financial Services website. One-time and expense transfers are temporary and will not affect permanent budget line items.

### Instructions:

Please refer to your Budget Activity Report for a detailed description of your budget lines.

Enter the name of the person who prepared the form.

#### When transferring funds:

- ▶ Enter the Deptid, Prog, Class, Scode, Line Number, and Debit or Credit.
- ▶ If an appointment is being decreased or increased, indicate the appropriate FTE.
- ▶ You must give a reason/explanation for all transfers.

**Debit** the line if funds are being transferred **to** another line.

**Credit** the line if funds are to be received **from** another line.

**Note:** If funds are being transferred between chartfields, the Budget Services Office will automatically process a Journal Entry. Departments will receive a copy of the Journal Entry for their records.

#### When correcting line items:

- ▶ You must enter the Deptid and Line Number.
- ▶ Then only indicate other items that require changing. Other items will include Line Description, Line Holder (Employee Name), Line Status, and FTE.

Line Status is indicated with an A (Active) or O (Open). All lines must have a status.

If a new line is being created, the Budget Services Office will assign a new line number. However, you must indicate all necessary items to including Deptid, Prog, Class, Scode, Line Description/Line Holder, FTE, and Debit or Credit.

Have the form signed by the appropriate Director, Supervisor, or Department Administrator. **Only submit the form to your Senior Officer if funds are being transferred.** Be sure to keep a copy for your files.

All completed and signed forms are to be submitted to the Budget Services Office at 1161 Administration Building for processing. You can view all processed transfers in the Budget System, located on the Budget Services Office website.

Questions regarding budget transfers and line items should be directed to the Budget Services Office at ext. 3-5412.