Procedure for Making Budget Adjustments (including fund transfers)

Start Here

Define Index or FOPAL string for both sides of budget change transaction

Is your budget change within the same fund?

- Yes
  - Use Budget Change Form (located on BRP website)
  - Is the Budget Change Temporary?
    - Yes: Use rule code XXTX on the budget change form for the budget related entries (+/-)
    - No: Go to Flowchart of Transfer Account Codes to determine correct transfer account codes to use in JV
  - No: See Supervisor for Permission to Use a Rule Code for Budget Changes
  - Fill in Budget Change Form, total of entries must be balanced
  - Enter Budget Change in Banner, using completed form as guide. Use Banner screen FGA/VCD

- No
  - Use Fund Transfer Form (located on BRP website)
  - Is the Budget Change Temporary?
    - Yes: Use rule code XXPX on the budget change form for the budget related entries (+/-)
    - No: Use Budget Change Form (located on BRP website)
  - Use rule code XXTX on the budget change form for the budget related entries (+/-)
  - Fill in Budget Transfer Form total of entries must be balanced Form is on BRP website – click forms on taskbar
  - Enter Budget Change in Banner, using completed form as guide. Use Banner screen FGA/VCD
Transfer Account Codes – For Transfers Between Funds

1. **Transfer Between Other OUS Institution?**
   - Yes
     - Contact BAO if you need assistance
   - No
     - **Debt Related Transfer?**
       - Yes
         - Transfer In Use 91008; Transfer Out use 92008
       - No
         - Transfer In Use 91001; Transfer Out use 92001

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