

Budget Transfers: Frequently Asked Questions

What is the difference between a Budget Transfer and a Journal Entry?

A budget transfer moves budgeted dollars from one chartfield to another, while a journal entry moves expenditures that have already been made from one chartfield to another. The Budget Office processes the former, the Finance Department the latter.

Can I transfer budgeted dollars between funds?

No. Transfers are only allowed within a single fund.

When I look at my Budget-to-Actuals report, I see that I have overspent in some areas but underspent in others. Will I need to request a transfer to balance these out?

No, you are obligated to balance only the fund's bottom line.

If I transfer dollars to a salary account, e.g., 513300-Extended Hours, do I need to transfer dollars for fringe benefits?

Yes. Fringe benefits are always charged to your budget for all salary expenses. Remember, though, that the health benefit is added only for regular FTE salary