MEMO

DATE: March 1, 2011
TO: Campus Units
FROM: Budget & Planning
SUBJECT: ONLINE BUDGET TRANSFERS – Additional Information

**TRANSACTION DATE**
When creating an online budget transfer, the transaction date will default to the current date.

- Leave this date if you want the budget transfer to be posted during the month of that date.
  
  Example: Transaction date is 15-MAR-2011, the budget transfer will be posted during March 2011.
- If the current date is between the 1st and the 5th working days of the month and you want the budget transfer to be posted in the current processing month, backdate the transaction to the last day of the processing month.
  
  Example: Current date is 2-MAR-2011, budget transfer should be posted for February 2011, the transaction date should be backdated to 28-FEB-2011.

**BUDGET PERIOD**
This field should correspond with the transaction date and the month the budget transfer is to be posted.

<table>
<thead>
<tr>
<th>JULY</th>
<th>01</th>
<th>JANUARY</th>
<th>07</th>
</tr>
</thead>
<tbody>
<tr>
<td>AUGUST</td>
<td>02</td>
<td>FEBRUARY</td>
<td>08</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>03</td>
<td>MARCH</td>
<td>09</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>04</td>
<td>APRIL</td>
<td>10</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>05</td>
<td>MAY</td>
<td>11</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>06</td>
<td>JUNE</td>
<td>12</td>
</tr>
</tbody>
</table>

Example: Transaction date is 15-MAR-2011, budget transfer will be posted during March 2011, the budget period should be 09.

**DEBIT/CREDIT**
For budget transfers, this field should either be “+” or “−”.

+ is the “TO”
− is the “FROM”

**ACCOUNT CODES FOR E&G TRANSFERS**
E&G budget transfers use the following account codes:
- 615100 SALARY
- 625100 WAGES
- 635100 BENEFITS
- 710100 OPERATING

E&G budget transfers using any other account code will be returned.

**ONGOING E&G BUDGET TRANSFERS**
Online budget transfers are temporary (i.e., effective only for the current fiscal year) only. If an ongoing (i.e., effective for all future fiscal years) E&G budget transfer is needed, please email the following information to tracy.sorensen@usu.edu:

1. “FROM” index and account code
2. “TO” index and account code
3. Amount
4. Description