BUDGET TRANSFER
(FMBB - Create Budget Transfer)

WHY:
This transaction code allows you to move budget authority from one account to another. This is appropriate if the two accounts are in the same business area.

HOW:

1. Log on to myUK. Click on the IRIS application (also called the “live system” or “R3”)

2. On the SAP Easy Access Screen, type in FMBB in the white transaction box and press Enter. (Be sure to save as a favorite!)

![Image of SAP Easy Access]

![Image of myUK login page]
3. Four boxes should automatically populate: Process, Budget Category, Document Date and Fiscal Year.

4. In the VERSION box, you will enter 0 (zero).
5. In the Document Type Box, you will enter BT Budget Transfer.

6. On the first line, you will enter the account information where the funds are coming FROM (where the budget currently resides).
   
a.  `-/+`: This will be a minus sign

b.  Type: Choose nonrecurring or recurring
   
   i. Recurring changes the budget forever. Non recurring changes the budget until June 30 of the current fiscal year.

   ii. If the funds you are moving are NONRECURRING, your budget transfer must also be nonrecurring

c.  Grant: Use this column if the funding is coming from a grant. If not, leave this column blank.

d.  Fund: ENTER NOTHING (unless the funding is coming directly from a fund and not a funds center or cost center)

e.  Funds Center: Enter the account where the budget/funds currently reside.

f.  Commitment Item: Enter the gl account number where the budget/funds currently reside.
g. Functional Area: ENTER NOTHING

h. Funded Program: ENTER NOTHING

i. Amount: Enter the amount of budget to be transferred. DO NOT USE a negative sign.

j. Text: If you are moving budget for a position, you must enter the position number in the Text box.

7. Enter the information for the account the budget/funding should go TO on the 2nd line.

   a. -/+: This should be a + plus sign.

   b. Type: This is the same for both lines.

   c. Funds Center: Enter the account where the budget/funds are going TO.

   d. Enter the gl account number where the budget/funds are going TO.

   All other bullet points are the same for Step 6 and Step 7.

8. After both lines are entered, press Enter. If everything entered is appropriate, you will received a green check note at the bottom of your screen.
9. Next, click on the Long Text button at the top of the screen.

10. A blank screen will come up. Type a description of why the transfer is being completed. A few examples:

   a. Unit A is supporting Unit B by allowing them $500 budget authority for the XYZ Conference.

   b. Transferring Fund Balance to account which generated the fund balance.

   c. Moving budget for position XXXXXXXX from account 1234567 to account 8901234.

11. After typing the description, click on the orange diskette to save the Long Text.
12. You will get a note at the bottom that says “Text Saved”

13. Click on the Green back arrow

14. Click on the Check Document button.

15. If there are any errors, you will receive a note at the bottom of the screen. If not, you will receive a No Errors Detected message.
16. After receiving a No Errors Detected message, click on the PrePost button. This will submit the document for approval (according to the Approver table for the accounts listed).

17. After you click Prepost, SAP will give you a Document number at the bottom of the screen.