Budget Reallocation and Transfer of Funds E-Docs

- The _Budget Reallocation_ document should be used to: 1) move dollars among appropriation (budgeted) accounts. For example, among General Fund or among MSUE/AgBioResearch accounts; 2) set up account budgets on non-appropriated accounts (grants, auxiliary accounts, non-credit instruction accounts, etc.).

- Regarding moving dollars among appropriated (budgeted) accounts on the Budget Reallocation document: If the amount of budget needed by object code is known, then reallocate budget into those object codes. Use object code 7054, Unallocated Appropriations Budget, when funds are being reallocated and a placeholder is needed as the budget is not ready to be spent. Once an amount is known for a position or funding need, a Budget Reallocation document is entered to move budgeted funds to the appropriate object code that will be charged for the expense(s).

- The Transfer of Funds document should be used to:

  o Move dollars between accounts in different funds. For example, General Funds need to be moved to a Plant Fund account to provide funding for a renovation project. The funds will be moved on a Transfer of Funds document: FROM the General Fund account (object code 6101), TO the Plant Fund account (object code 4101).

  o Move dollars between accounts in the same non-appropriated fund. For example, a Designated Fund account is sponsoring an event with another Designated Fund account. The funds will be moved on a Transfer of Funds document: FROM the account contributing (object code 6101), TO the account hosting the event (object code 4101).

  o Fund sub-accounts in non-appropriated funds. For example, you have just started sub-accounting an Auxiliary Fund account and would like to set up beginning balances for your sub-accounts (note: carry forward balances do not need to be transferred from year to year). The funds will be moved into sub- accounts on a Transfer of Funds document: FROM the account without the sub- account (object code 6101), TO the account with the appropriate sub-account(s) (object code 4101).

  o Note: The General Ledger Pending Entries in the above examples will show a credit to cash (object code 1100) for the FROM account, and a debit to cash (object code 1100) for the TO account.

- On the _Transfer of Funds_ document, please only use 6101 (Transfer Out) on the FROM line and only use 4101 (Transfer In) on the TO line. Do not use object codes 6101 and 4101 on the _Budget Reallocation_ document - these are only for use on "Transfer of Funds" transactions.

9/3/2014