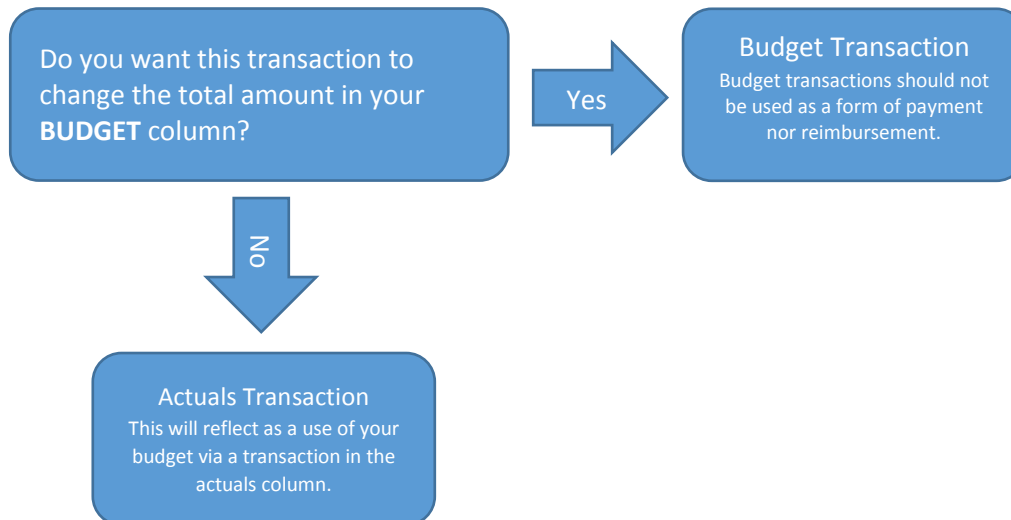


Budget transfer vs. Actuals transfer?

Historically departments have processed budget transfers to account for expenses that are shared between departments or divisions for one reason or another. Currently, there is no clear distinction for departments to know which method is the most appropriate. Doing budget transfers is easier for departments.



Follow up questions for departments if transaction will be actuals.

Where is the original expense transaction?

Who will be paying for the expense (Fund, Dept)? Provide budget contact for each department.

Is this an expense incurred by another department to which your department is contributing?

(Yes= transfer out 670000; transfer in 570000 by recipient)

Is your department the recipient of the service or goods received?

(Yes= expense needs to be reflected in your dept actuals)

Is this your department's expense which was incurred by a different department?

(Yes= expense will need to be moved to your dept actuals from the paying dept's actuals)