

Examples of Budget Trfers for Cost Centers in Peoplesoft

Enter all budget transfers for cost centers to the ledger group OPE_CHILD1 using the 'B' budgetary accounts

Moving budget within a cost center (all fund codes)

To move \$100 from Operating to Wages within cost center 21000001

Cost Center	Account	Description	Amount
21000001	B4000	Maint & Oper	-100
21000001	B1200	Wages	100

Moving budget between cost centers (E&G or Auxiliary)

To move \$100 in operating from cost center 21000001 to cost center 21000002

Cost Center	Account	Description	Amount
21000001	B4000	Maint & Oper	-100
21000002	B4000	Maint & Oper	100

Moving budget between cost centers (Designated)

To transfer \$100 from cost center 31000001 to cost center 31000002

Cost Center	Account	Description	Amount
31000001	B4000	Maint & Oper	-100
31000002	B4000	Maint & Oper	100

Planning and Analysis will add the transfer budgets and request the actual funds transfer from accounting for all designated transfers.

Request institutional E&G funds

To request \$100 in institutional funds for cost center 21000001

Dept	Cost Center	Account	Description	Amount
Enter your division dept	21000019	B4000	Maint & Oper	-100
Use speedtype default	21000001	B4000	Maint & Oper	100

21000019 is the salary savings cost center. Apply reduction to account B4000.

Request institutional Designated funds

To request \$100 in institutional funds for cost center 31000001

Dept	Cost Center	Account	Description	Amount
Enter your division dept	31001109	B4000	Maint & Oper	-100
Use speedtype default	31000001	B4000	Maint & Oper	100

31001109 is the transfer clearing cost center. Apply reduction to account B4000.

100010 - President
 106001 - Res Grad Studies New Pgms
 200010 - Finance and Administration
 300005 - Health Affairs (SOM)
 410501 - Health Affairs (COHP, Nursing, SoWrk)
 400010 - Acad Afrs Stdnt Suc & P16
 600010 - Instl Advancement
 700010 - Govt & Comm Rel

Entry Types:

Transfer Adjustment

➡ Use for a **Temporary** Budget Request (Current Fiscal Year)

Transfer Original

➡ Use for a **Permanent** Budget Request (Current & Future Years)

Contact Planning & Analysis for the following adjustments:

- To set up budget for a new cost center if the cost center is self-funded and revenue needs to be entered.
- To align revenue and associated expense budgets to anticipated activity.

Send your request to BudgetRevisions@utrgv.edu and include the following:

1. Speedtype (Cost Center Number)
2. Budgetary Accounts to be increased and reduced
3. Project Manager approval