Working with State and F&A Budget Transfers

Key Points to Remember

- There must be sufficient budget balance available in each object code to cover the transfer.
- Moving state funds between divisions is not allowed (ex. Between academic affairs and health affairs.)
- Budgets within the 1310 object code must stay within 1310 object code on a permanent basis.
- F&A accounts cannot have a 1310 budget.
- Screen 0BT in FRS is used for budget transfers to/from non-personnel objects and within 14xx objects on state and F&A accounts.
- Each budget transfer prepared using NBX must be either flexibility or non-flexibility budget transfers, not both. Flexibility budget transfers require additional justification.
- Fringe benefits must be included when moving budget from non-personnel object codes. For non-state accounts a statement is needed indicating if there is sufficient budget in the fringe benefit object codes to cover fringe benefits for existing personnel and for the additional personnel.
- Budget transfers for graduate students, who are enrolled with the graduate insurance program, must include a budget for the health insurance costs (if you are moving the dollars from non-personnel object codes).
- Permanent employees require permanent budget on all state and F&A accounts.
- Be sure to provide a full explanation of why the funds are being transferred. Do not state 'to cover deficits', or 'to cover operational department expenses' (be more specific). For example, transferring funds to cover new telephone system or to cover expenses associated with (name of) program.
- Budget transfers for temporary employment including contractual services, must state what services will be provided. For example - to cover duties in vacant positions, to assist personnel due to increased workload, to assist with a new (?) program, to assist faculty with course work, to cover duties or assist personnel in research, to assist with computer personnel, to provide teaching, to provide consultation on (?), etc.
- Non-personnel object codes are categorized at the X000 class object level (i.e. 2000 or 3000) while personnel object codes are categorized at the 1XX0 minor object level (i.e. 1210, 1310).
- If two or more separate budget transfers are required to complete a transaction due to flexibility / non-flexibility transfer and/or temporary / permanent transfers, indicate in the justification that another budget transfer will follow so that it will provide an audit trail and to alert the next approver. Indicate the form number(s) in the justification when possible.
- It is recommended that you keep your NBX inbox clear of unneeded posted budget transfers by archiving them. This will enable you to easily view the status of the budget transfers recently submitted.