



Budget Transfer Request Form

FAR Meeting, January 30, 2019

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Budget Transfer Request (BTR) Form

- Transfer approval process reviewed by Internal Audit
- Require documented approval of the “from” side of a transfer
- Confirmed approver lists with VP Financial Representatives
- New BTR Form launched in December 2018



Highlighted Changes...

- NEW Drop down menu for VP Area requesting the transfer
- Authorized Approvals Required from:
 - Vice Presidential Area on the FROM side of transfer
- Added a section for Internal Departmental Approvals
- Automated messages providing guidance on approvals

View of Updated Approval Sections

Transfer From VP Area:	<input checked="" type="checkbox"/>	Date :	<input type="checkbox"/>
	<i>(Choose from Drop Down Menu)</i>		<i>(X)</i>
Requested by:	<input checked="" type="checkbox"/>	<i>(Name & Job Title)</i>	
"FROM TRANSFER": Division/Area Authorized Approver Financial Representatives			
VP AREA	<input checked="" type="checkbox"/>		
Internal Department Approvals			
<i>Name</i>	<input checked="" type="checkbox"/>	<i>VP Area & Job Title:</i>	

- ✓ Transfer from VP Area (area submitting transfer request)
- ✓ Requested By Name/Title
- ✓ Auto Populates based on VP Area requesting transfer
- ✓ Internal Department Approvals

Enter the Transfer Details

If the Requestor of the transfer is in a different VP Area than the Cost Center on the FROM side of the transfer, an additional message appears to remind you of the required approvals

From Cost Center(s):				
REQUIRED "FROM" VP LEVEL APPROVAL	Cost Center	Cost Center Title	Budgetary Account	Amount
VP ACAD AFFAIRS	dqm020	Gordon Taylor / Kelly Garza / Teresa Sandoval / Quoc Nguyen		

Approval Messages based on “Transfer From VP Area”

- If the Cost Center on the FROM side of the transfer is under the same VP Area that requested the transfer (in the top section of the form), then Overlap is Verified and form can be submitted with only one set of approvals.
- If the Cost Center on the FROM side of the transfer is from a different VP Area than the one that requested the transfer, then additional approvals are needed before submitting form.



View of Overlap Check Messages...

OVERLAP CHECK:

OVERLAP CHECK VERIFIED...OK TO PROCEED WITH TRANSFER REQUEST

OR...

OVERLAP CHECK:

ONE OR MORE TRANSFER REQUESTS REQUIRE VP APPROVAL FROM THE SENDING VP DEPARTMENT... PLEASE CHECK EACH TRANSFER & CONTACT THE INDIVIDUAL IDENTIFIED IN THE COST CENTER TITLE TO CONFIRM AND DOCUMENT THEIR APPROVAL IN THE REQUESTOR'S EMAIL STRING



BTR Submittal Process...

1. Enter the transfer in PeopleSoft and add the document number on the Excel BTR form
2. Complete Excel BTR Form, found at <http://www.utsa.edu/budget/>
3. Email Completed BTR Form with any additional emails showing required VP Area approvals to budget@utsa.edu



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