Escape Budget/Financial

Paperless Budget Transfers

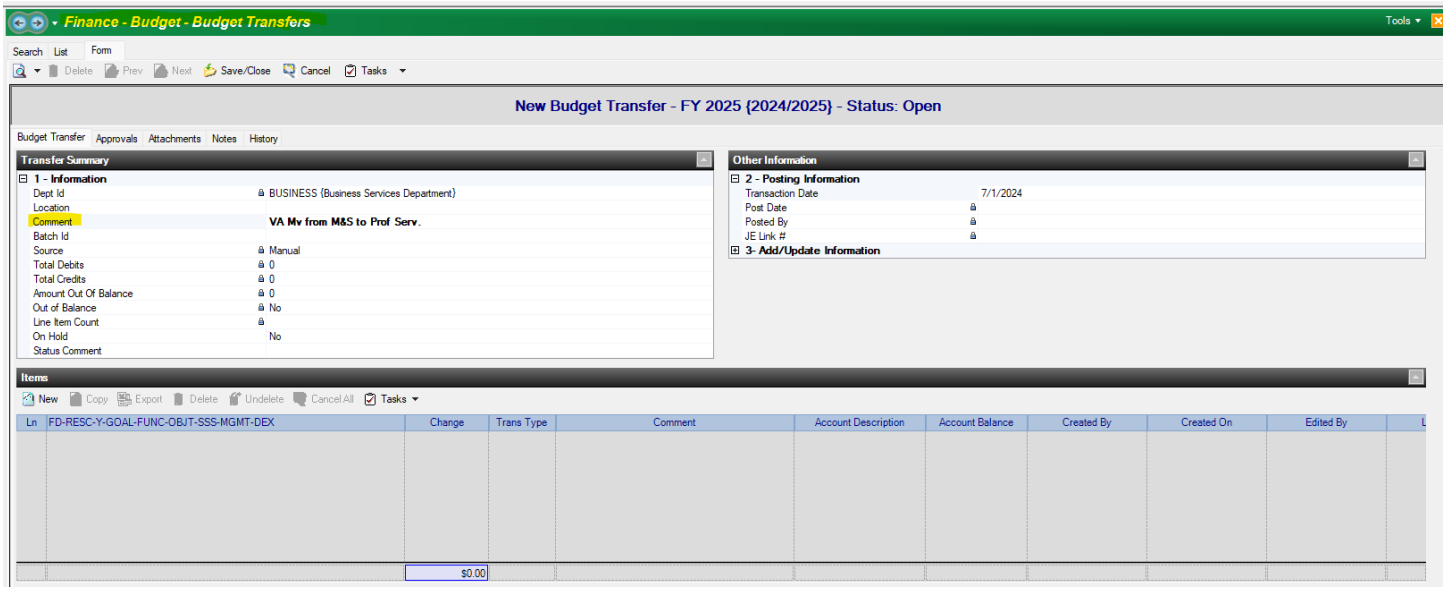
You will now enter your requests for Budget Transfers directly into Escape and submit them for approval, making the process electronic and more efficient.

To Enter a New Budget Transfer Request,
Finance - Budget - Budget Transfers activity
(Quick Start = BT)

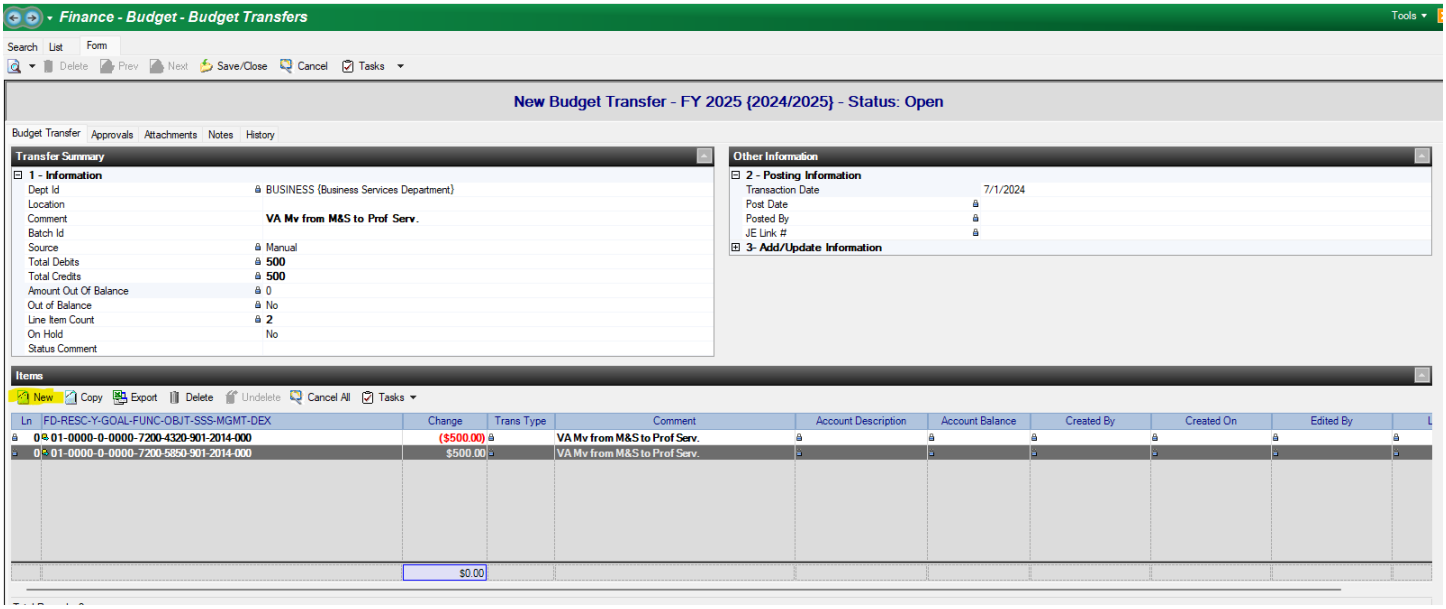
Remember that help is available via the TOOLS - How To button. This will take you to the Fiscal User Guide - Budget Transfer section.

To Search for existing Budget Transfers, enter your criteria and select GO.
Select "Site Budget Transfer" from the drop down.
OR to enter a NEW Budget Transfer - select NEW.
Enter your Comment (reason for your transfer request).
Verify the Transaction Date (this is the effective date of the transfer).

*The budget transfer below is only an example.



Select New in the Items section to enter the accounts you want to transfer to and from. Enter the account using your shortcuts and enter the amount you want to change for this account (plus or minus). Then hit ENTER or New again to select the next account to change budget for (plus or minus). You can enter as many accounts as you need to as long as your transfer in equals the transfer out (debits equal credits). You can also add any backup you have via the Attachments tab of the Budget Transfer.



You may Save/Close this until you are ready to Submit for approval. To Submit, you will use the **Tasks - Submit** button. This will send the Budget Transfer on its way down the approval path, notifying the first approver and so on (just like your requisitions do).

The identified approval path will be noted in the APPROVALS tab of the Budget Transfer where you can see all those that need to review/approve the request as well as which have already approved it and where it is currently.

Once the Budget Transfer is approved, a notification will be sent to the Document Originator stating that the transfer has been posted. Once posted, the status of the Transfer will change to POSTED and the budget is moved.
You can review the status of the Transfer and/or run a Snapshot report from the Transfers activity at any point in the Transfers life cycle.