**Budget Transfer Process**

1. Browse to**Financials > Budget Processing > Budget Transfer and Amendments**
2. **Add**
3. Complete required fields
	* Make sure Fiscal Year and Period are correct
	* Put in Dept/School Name for Short Description
4. **Accept**
5. Complete the account information for detail lines
	* Enter Org/Object
	* Enter a Short Comment
	* Enter I/D (Increase or Decrease)
	* Enter the amount
	* TAB to next line! Note that the Journal Totals at the bottom of the page will update as you tab to the next line.
6. Once the Journal Totals are equal**, Accept**
7. **Back** to return to the main screen
8. **Release**
	* To submit into workflow for approval
	* Note that you can check back on the Budget Transfer and Amendments Screen to see if your request has been approved. Once it is approved, it will no longer be visible on this screen, but will be reflected in your account totals.