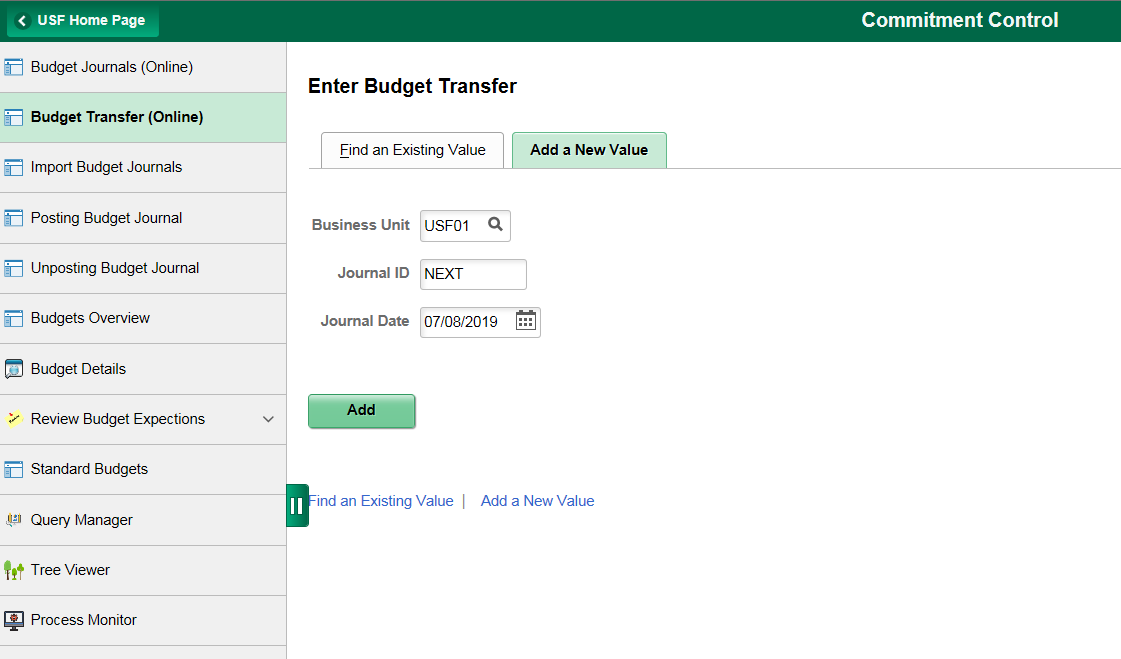
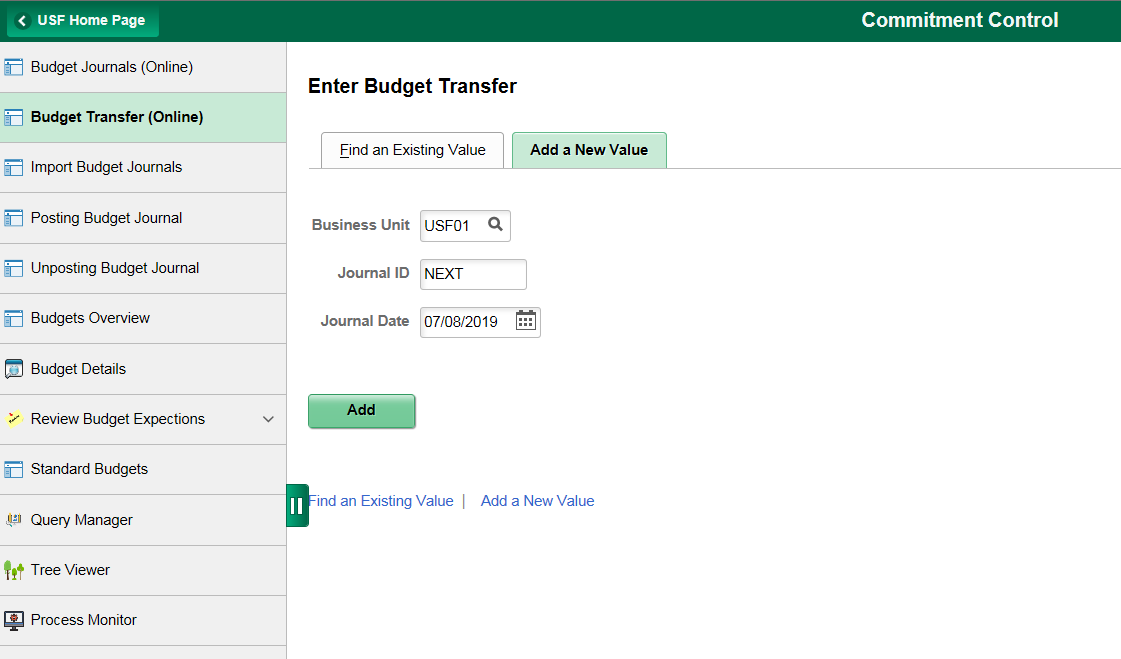
1. Log into FAST.
2. Navigate to USF Home Page>Commitment Control.



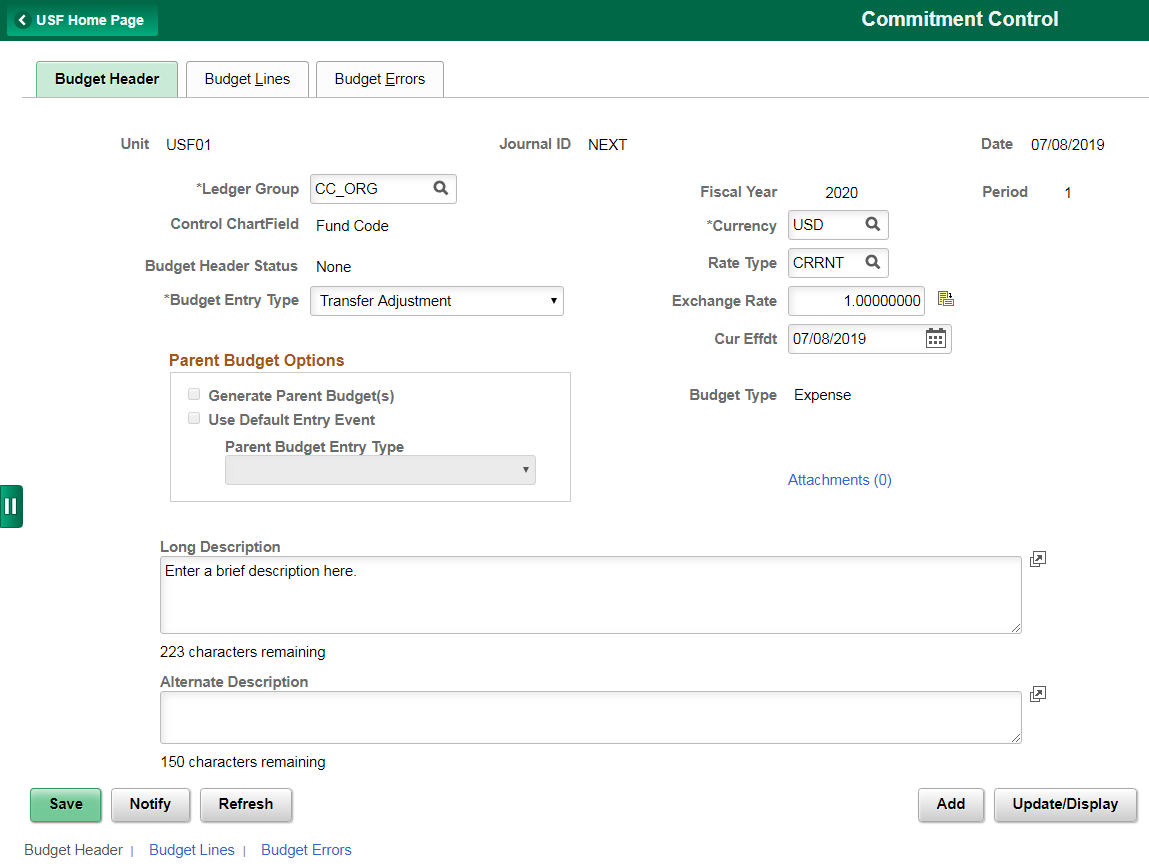
1. Click Budget Transfer (Online) from the menu bar on the left.
   1. Change the value of the “Business Unit” from TAMPA to USF01 (either by typing in USF01 or by clicking the lookup icon to select USF01).
   2. Keep the default value of the “Journal ID” as NEXT.
   3. The “Journal Date” defaults to the current date.



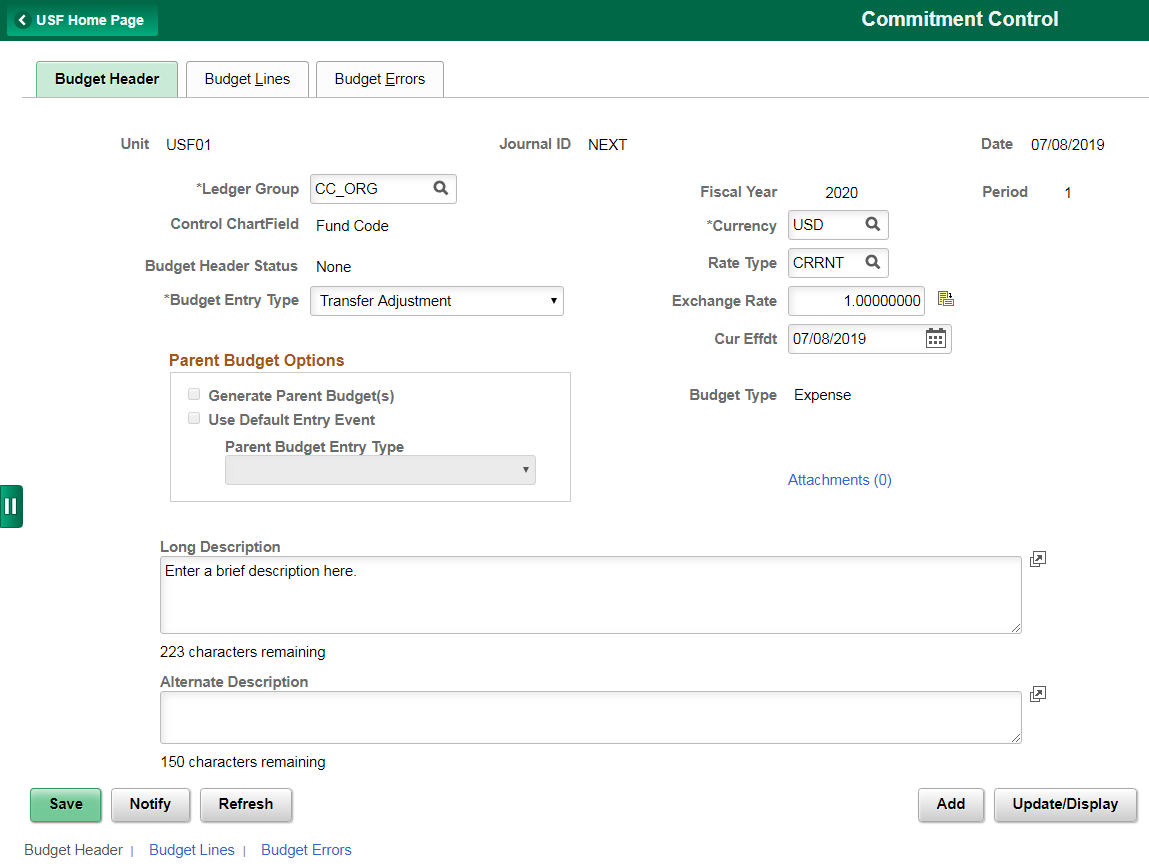
1. Click the  button



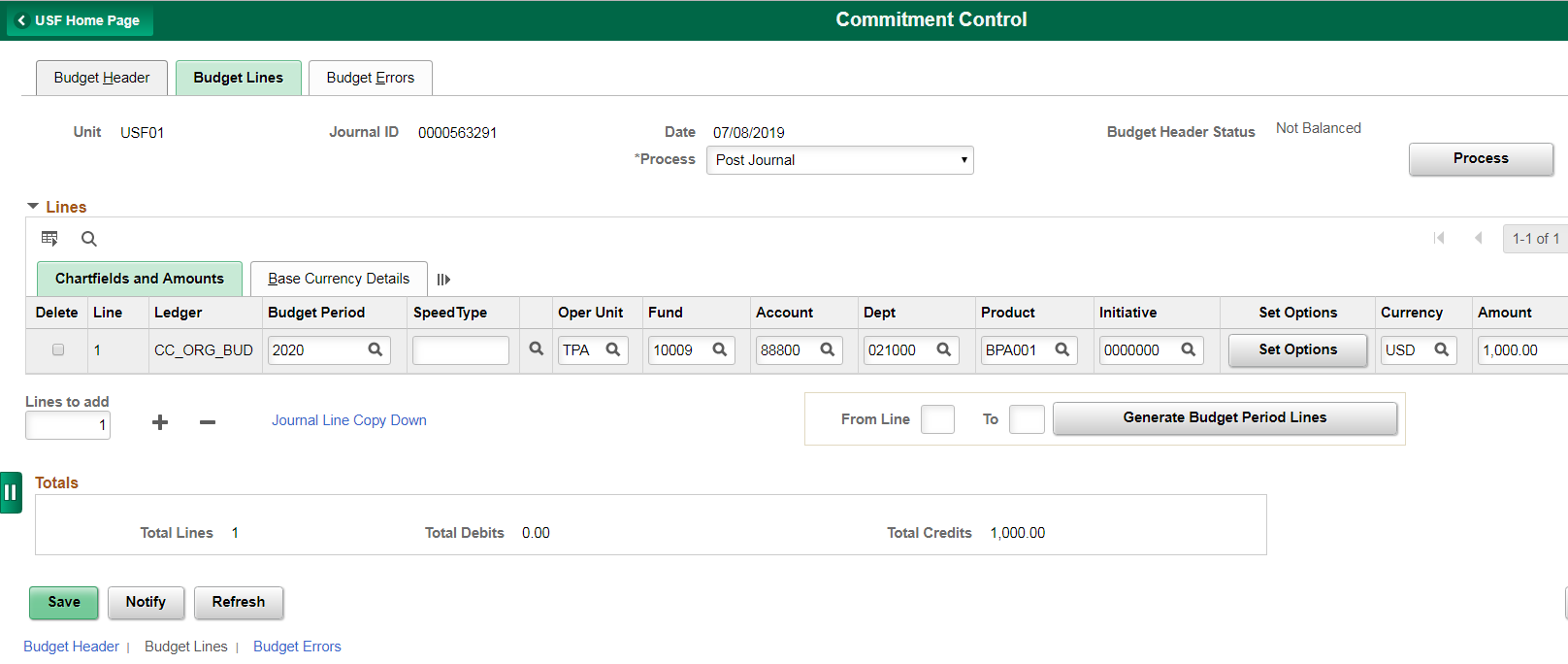
1. Enter “Ledger Group”.
   1. Select “CC\_ORG” for Expense Budget Transfers [Ledger on Budget Line tab (2nd tab) will appear as CC\_ORG\_BUD]
   2. Select “CC\_ORG\_REV” for Revenue Budget Transfers\* [Ledger on Budget Line tab (2nd tab) will appear as CC\_ORG\_BD]
   3. \*Security prevents users outside of Resource Management & Analysis (RMA) to post Revenue Budget Transfers. If you are preparing a Revenue Budget Transfer, select “CC\_ORG\_REV” and follow all of the remaining steps through posting. The final step for posting a Revenue Budget Transfer requires contacting RMA for posting by sending an email to [BPA@usf.edu](mailto:bpa@usf.edu) with the budget transfer number.
2. Enter “Long Description”
   1. Examples include:
      1. Budget Transfer from Reserves to Advertising Promotional
      2. Funding for computer and phones
      3. Funds to cover OPS support for XYZ program
      4. Transfer of funds from Reserves to cover room rental for freshman orientation



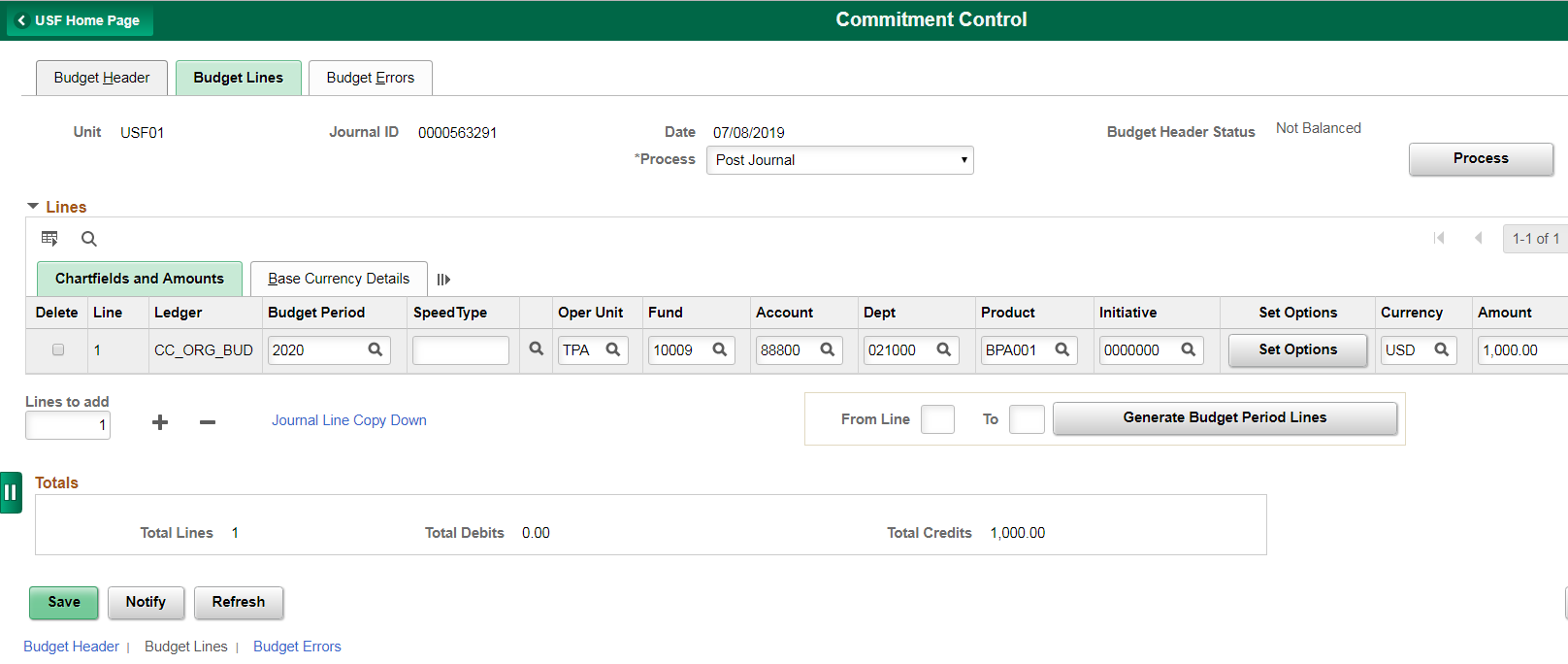
1. Click on the  tab.



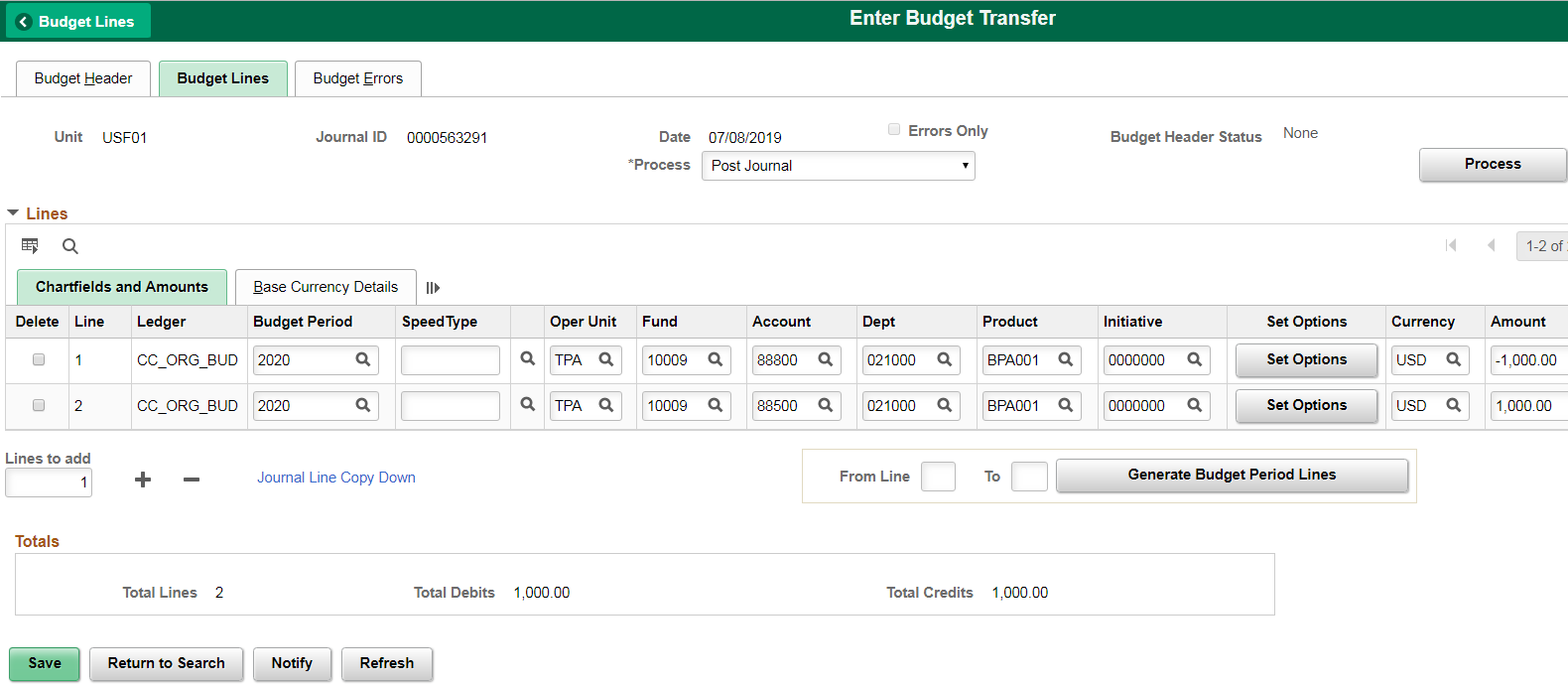
1. Enter the Chartfield information and amounts
   1. “Budget Period” is the 4 digit fiscal year (e.g. for fiscal year 2019/2020, Budget Period is 2020)
   2. Users only have security to post budget transfers for current budget period
   3. “Account” field is a 5 digit value that begins with 8
      1. Budget Accounts for Expenses start with 88
      2. Budget Accounts for Revenues start with 84, 85 or 86



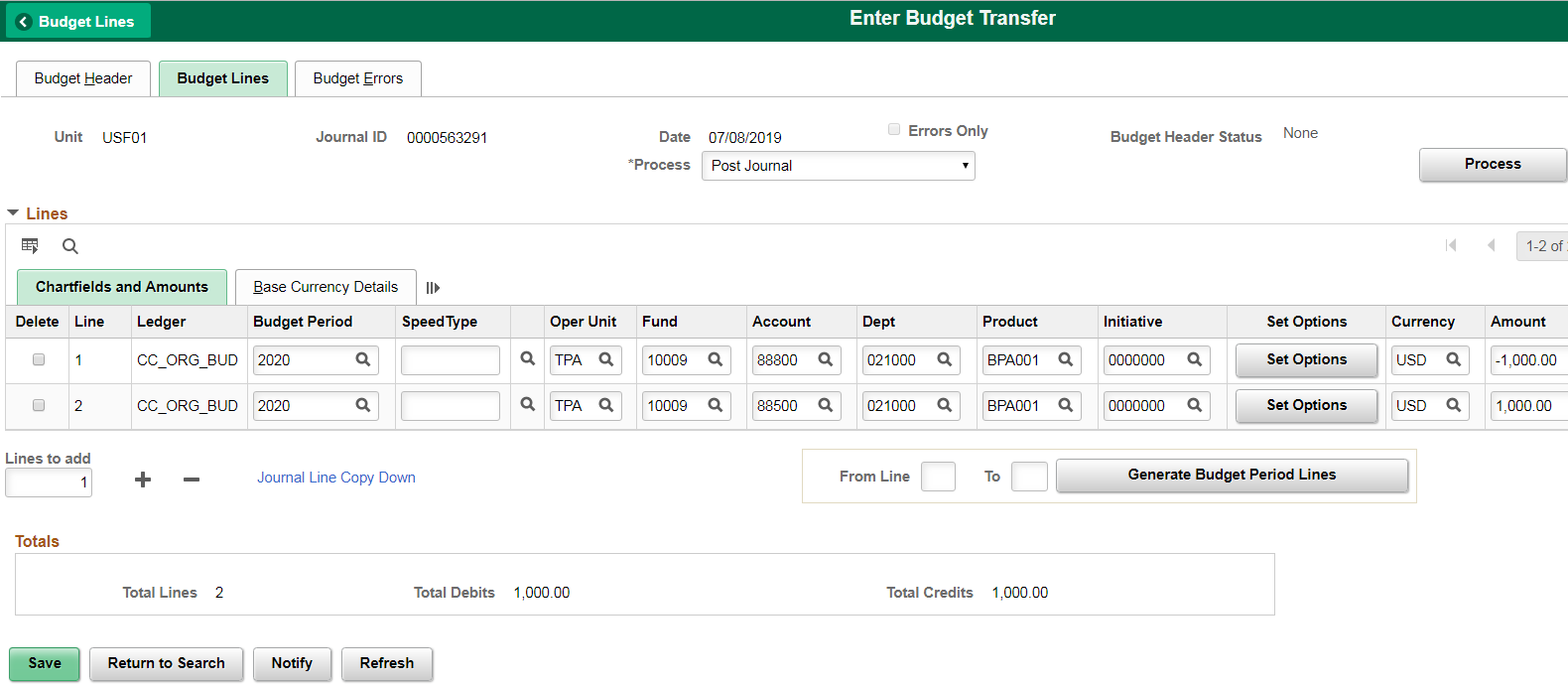
1. Click the save button to generate a Journal ID. Make note of the Journal ID. This will allow you to come back and finish your journal if you are interrupted.
2. Click the button below the line(s) to add additional line(s).



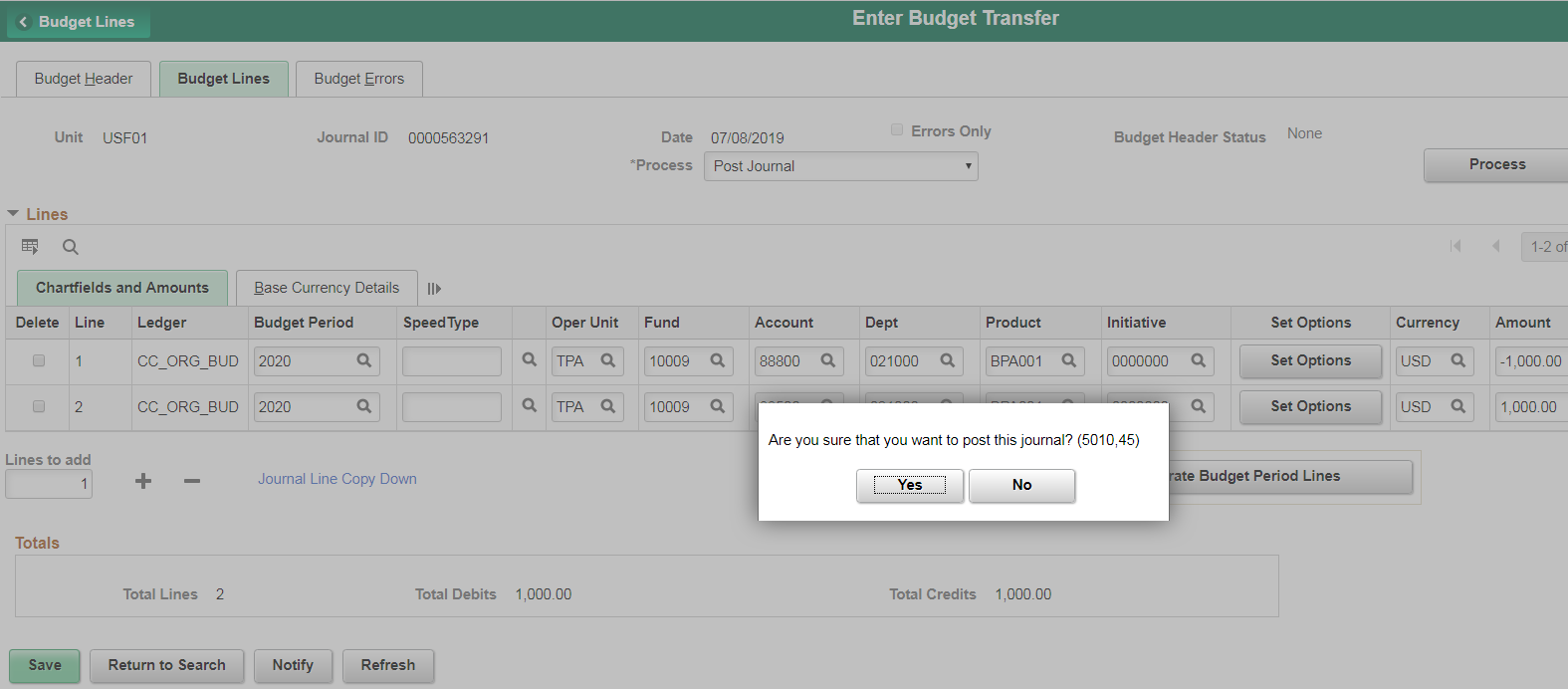
1. Total Debits must equal Total Credits.
   1. Positive amounts will increase your budget; Negative amounts will decrease your budget.
   2. In this example, Budget is moved from 88800 (Other Operating Expenses) to 88500 (Repairs/Maintenance/Renovation).



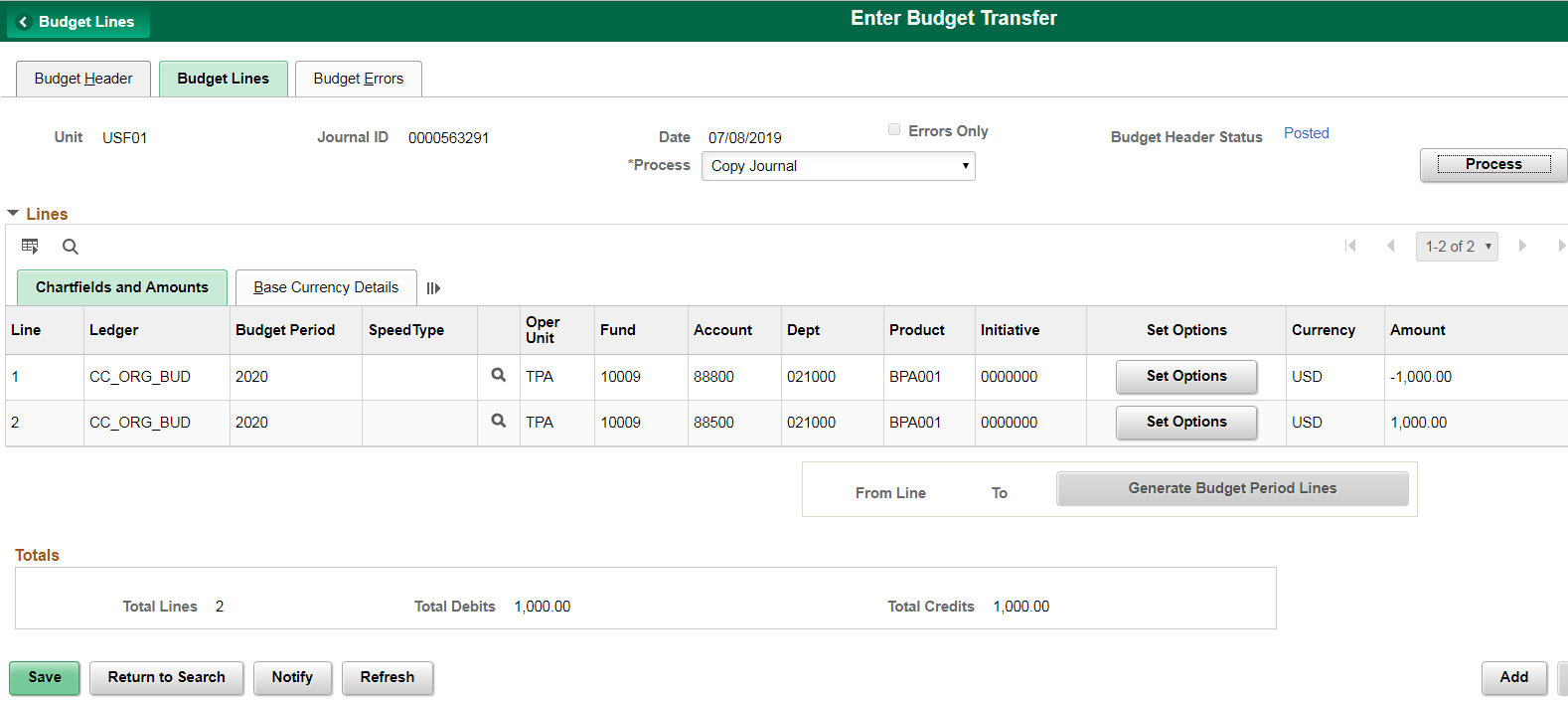
1. Verify chartfield strings are correct.
2. Verify Total Debits = Total Credits.
3. For Expense Budget Transfers, click the  button.



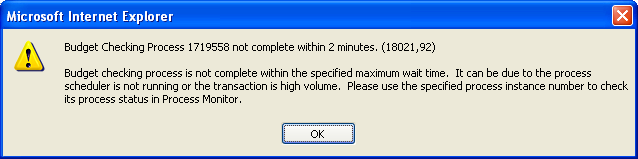
1. Click the  button to post this journal.



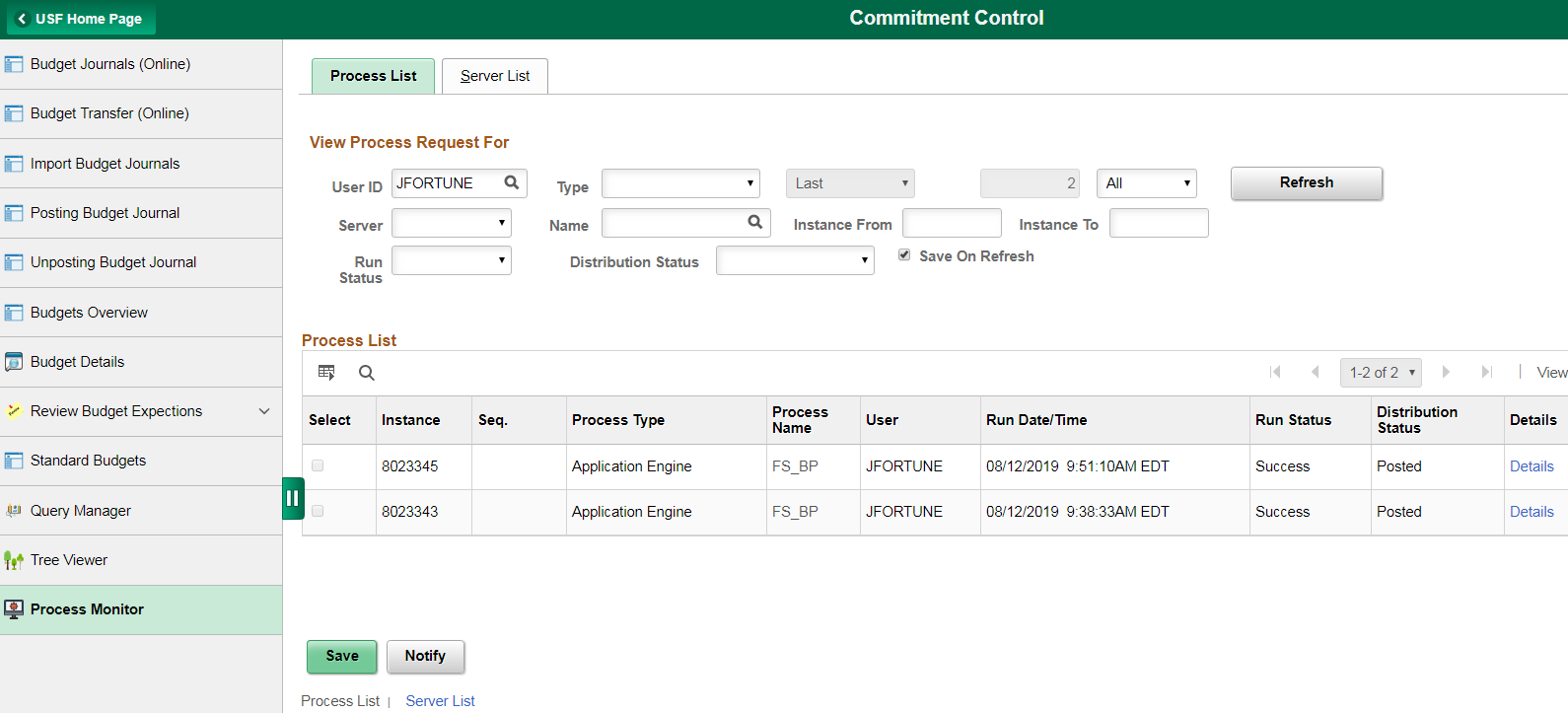
1. If the posting process is completed within 2 minutes, this screen will appear:
   1. The Budget Header Status has changed from “None” to “Posted”.



1. If the budget journal could not be posted within 2 minutes, you will be prompted with a screen similar to the one below:



1. Click the  button.
2. Navigate to USF Home Page>Commitment Control>Process Monitor
   1. To access the Process List tab, click the  button until the journal posting is completed (the Run Status becomes Success and Distribution Status becomes Posted).



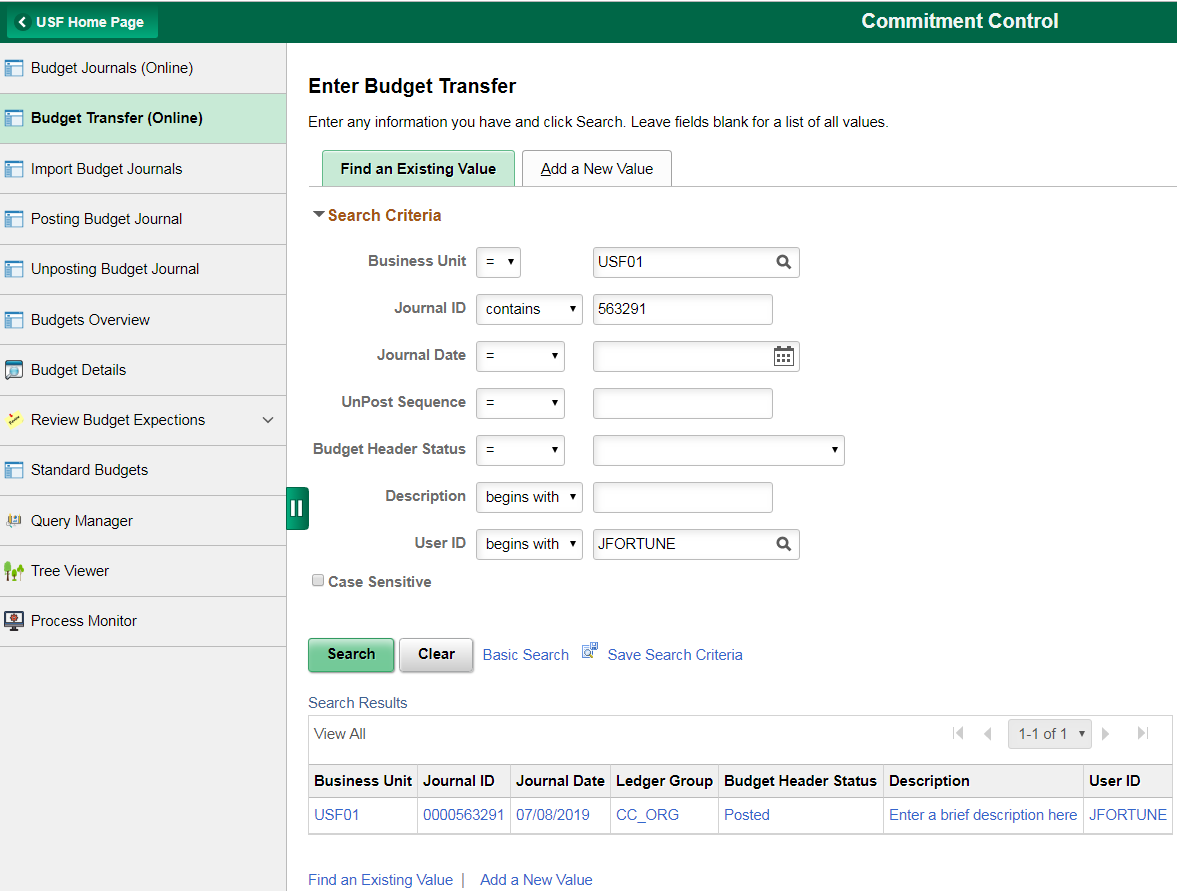
1. After your budget journal is posted, it cannot be modified.

**To review a completed budget journal or to pull-up an incomplete journal and continue working**

1. Log into FAST.
2. Navigate to USF Home Page>Commitment Control.



1. Click Budget Transfer (Online) from the menu bar on the left.
   1. Click the “Find an Existing Value” tab.
   2. Enter Business Unit = USF01, and enter the journal number to review or to work on.
   3. Click the  button.



1. Click on the search result.
2. Notice that the Budget Header Status is “Posted”.
   1. If you saved and have not posted your journal you would see “None” instead.
   2. At this point you can complete your previous journal by moving to Step #8 and finish all steps until the journal is posted at Step #15.

You may call RMA at 974-2393 or email [BPA@usf.edu](mailto:BPA@usf.edu) for additional assistance.