

Non-Salary Budget Transfer Workflow

The instructions below are a guide to assist with performing non-salary-oriented budget transfers. There are multiple categories with which to complete this task. For inquiries regarding these instructions, please reach out to a [Budget Office Representative](#) or budget@drexel.edu. For a list of acceptable account codes, visit the [Comptroller's Website](#).

Types of Non-Salary Budget Transfers:

1) Non-Salary – Perm

Most transfers will be made within this category. This form should be utilized to permanently transfer funds from a non-salary account code to another whether that be within the same Cost Center or between different Cost Centers.

2) Non-Salary – Perm Revenue

This form should be utilized to increase Revenue and Expense or decrease Revenue and Expense. Most transfers within this form will not be Net Tuition Revenue (NTR) related.

Note: This form requires at least one type of Revenue Account to process. In addition, all amounts must reside in the "To/From Column." See instructions below for further details.

3) Non-Salary – Perm Recovery

This form should be utilized to increase Expense and Expense Recovery or decrease Expense and Expense Recovery.

Note: This form requires at least one type of Expense Recovery Account to process.

4) Non-Salary – Temp

Temporary version of Non-Salary Perm. See "Definitions" section of this document for Perm vs. Temp.

5) Non-Salary – Temp Revenue

Temporary version of Non-Salary Perm Revenue. See "Definitions" section of this document for Perm vs. Temp.

Note: This form requires at least one type of Revenue Account to process. In addition, all amounts must reside in the "To/From Column." See instructions below for further details.

6) Non-Salary – Temp Recovery

Temporary version of Non-Salary Perm Recovery. See "Definitions" section of this document for Perm vs. Temp.

Note: This form requires at least one type of Expense Recovery Account to process.

Definitions:

Permanent-This type of budget change has a lasting effect across fiscal years. During the budget cycle, these will reflect all budget changes up to the start of the annual budget process open date.

Temporary-This type of budget change will only be reflected in the current fiscal year and will not have a lasting effect across fiscal years. During the budget cycle, these will no longer appear as a budget change.

How to Perform a Transfer:

- 1) Log into [Drexel Connect](#) and navigate to the “Employee Tab.”
- 2) Log into the Journal Workflow utilizing the link within “Administrative Tools and Resources.” **Please note: The workflow requires connectivity to the VPN and will not let a login occur otherwise.**

Administrative Tools and Resources

- [Business Travel](#)
Arrange business travel using Drexel's authorized full-service travel agent, World Travel Inc.
- [Coeus Lite](#)
Access Drexel's electronic research administration system for all pre-award activity.
- [DrexelCareers](#)
Access department administrator functionality for the applicant tracking system.
- [Effort Reporting](#)
Document activity expended in support of sponsored projects. Visit the [Effort Reporting page](#) for more information.
- [Electronic Personnel Action Forms \(EPAFs\)](#)
Submit online requests to update employee job records, including adjunct/student rehire, termination, and job labor changes.
- [Journal Workflow 2.0](#)**
Submit journal entries, funding transfers, budget adjustments, and transaction corrections. Visit the [Comptroller's website](#) for more information.

- 3) Select a Chart (D, O, or S) (Drexel, Drexel Univ. Online, Academy)

Please Select an Chart | Journal Office | Help | Start Over

+ Attach Journal Back Up

Transaction Date

File Name

Journal Description

- 4) Select Type.

- Actuals
 - Non-Salary
 - Service Department Charges
- Non-Research Budgets
 - Salary - Perm
 - Salary - Temp
 - Non-Salary - Perm**
 - Non-Salary - Perm Revenue**
 - Non-Salary - Perm Recovery**
 - Non-Salary - Temp
 - Non-Salary - Temp Revenue
 - Non-Salary - Temp Recovery
- Research Budget

- 5) Enter Transaction Date. Please be mindful of adjustments after the last day of the fiscal year as the University adheres to a strict year end close timeline.

Please Select an Chart | Journal Office | Help | Start Over

Transaction Date

Journal Description

+ Attach Journal Back Up

File Name

- 6) Enter Journal Description. Please use concise and descriptive language to define the nature of the transfer. Better detail will result in less transfers being questioned or rejected.

Please Select an Chart | Journal Office | Help | Start Over

Transaction Date

Journal Description

+ Attach Journal Back Up

File Name

- 7) Budget transfers do **not** require backup documentation if appropriately described, but extensive backup is always welcome (if applicable).

Please Select an Chart | Journal Office | Help | Start Over

Transaction Date

Journal Description

+ Attach Journal Back Up

File Name

- 8) Enter Fund, Orgn, Account, Program, Activity, Location, Fund Amounts, and Description. (If applicable). Fund, Orgn, Account, Program, Fund Amounts, and Description are **REQUIRED** for the transfer to be complete.

From										To	
\$ 0										\$ 0	
Fund	Organization	Account	Program	Activity	Location	From	To	Description	Reference	Row	
Fund	Org	Acct	Pro	Activi	Local	Debit	Credit	Desc	Referenc	1	
Fund	Org	Acct	Pro	Activi	Local	Debit	Credit	Desc	Referenc	2	
Fund	Org	Acct	Pro	Activi	Local	Debit	Credit	Desc	Referenc	3	
Fund	Org	Acct	Pro	Activi	Local	Debit	Credit	Desc	Referenc	4	

Showing 1 to 4 of 4 entries

Previous 1 Next

IMPORTANT: For Revenue adjustments, all entries for the Amount MUST be in the "To" or "From" column:

From										To	
\$ 200.00										\$ 0	

Fund	Organization	Account	Program	Activity	Location	From	To	Description
110001	3302	3011	160	Activi	Local	100.00	Credit	Test
110001 -	3302	3012 - L	160	Activi	Local	100.00	Credit	Test
Fund	Org	Acct	Pro	Activi	Local	Debit	Credit	Desc
Fund	Org	Acct	Pro	Activi	Local	Debit	Credit	Desc

9) Submit Journal

Showing 1 to 4 of 4 entries

+ Add Journal Rows

Submit Journal

10) Errors can occur for several reasons. If an error occurs, Journals are not cancelled, but there is a tab to toggle back and forth to correct the entry if an error occurs.

Journal | Journal Errors

← Back To Journal

Search: Column visibility

Row	Error Type
No data available in table	

Common Errors:*Insufficient Budget for Transfer*

- The Cost Center does not have the required budget to complete the transfer. Reference Web*Finance for further information.

You must use at least 1 Revenue Account for this Journal Type

- A Revenue adjustment requires at least 1 Revenue Account be included.

All entries must be made entirely from the "To" or "From" column for this Type of Journal Entry.

- A Revenue adjustment requires that all amounts be entered in the "To" or "From" column.

You must use at least 1 Transfer Account for this Journal Type

- An Expense Recovery adjustment requires at least 1 Transfer (Recovery) Account be included.