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.

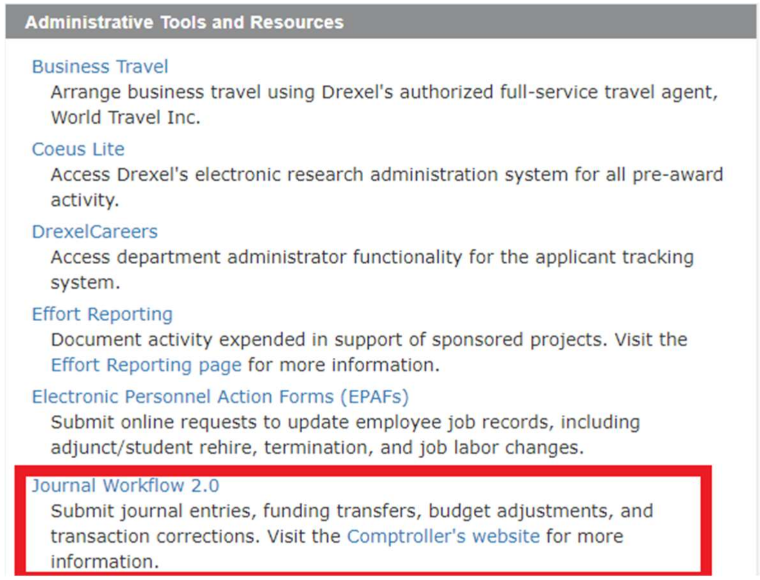
Definitions:

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.

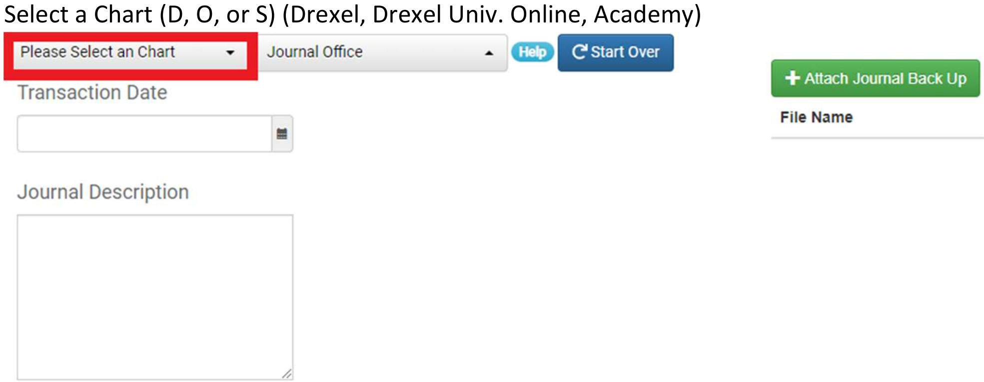
Temporary-This type of budget change will only be reflected in the current fiscal year and will not have a lasting effect across fiscal years. During the budget cycle, these will no longer appear as a budget change.

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.**

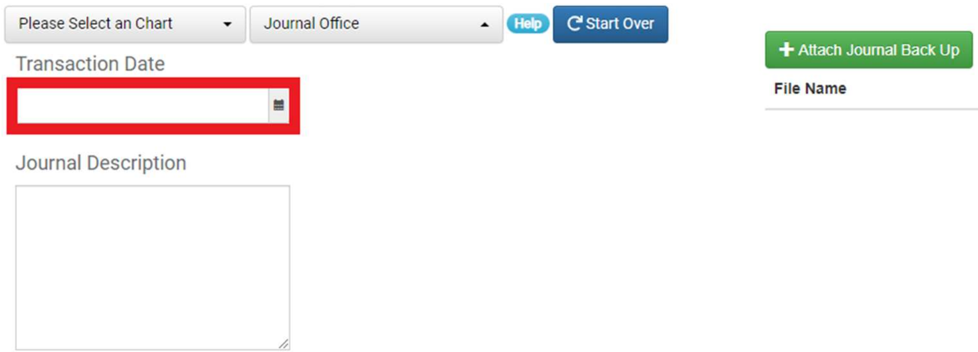


3) Select a Chart (D, O, or S) (Drexel, Drexel Univ. Online, Academy)

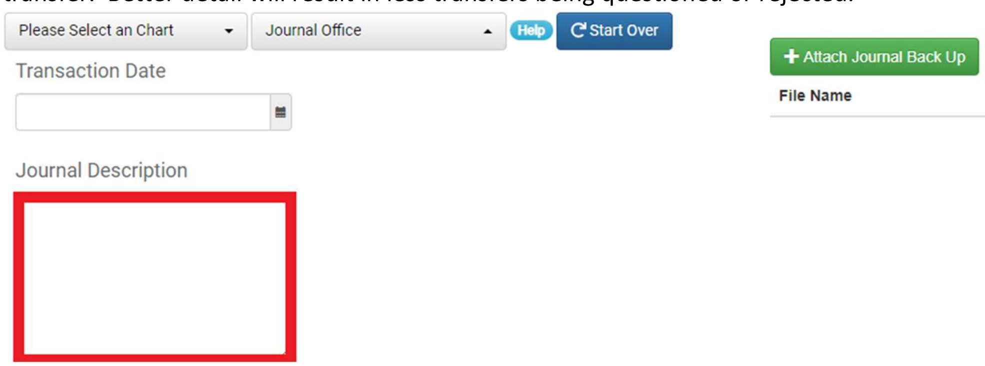


4) Select Type.

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.

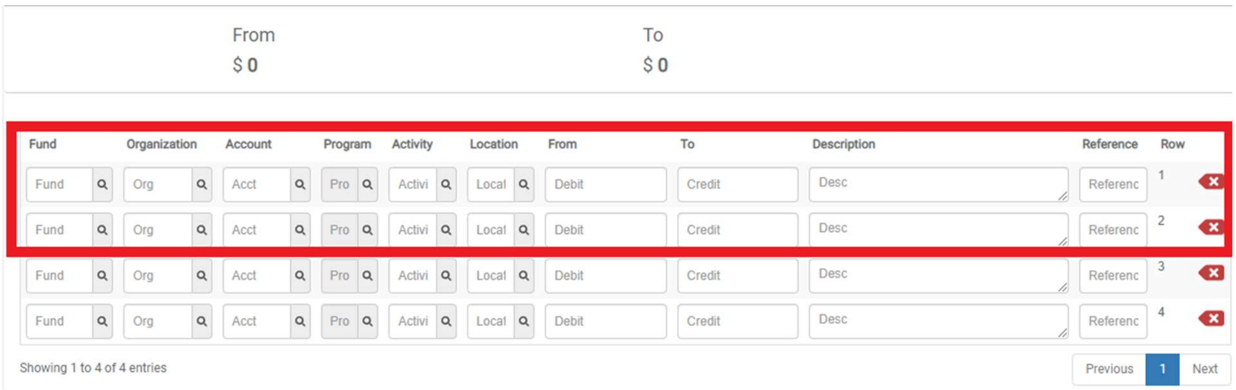


6) Enter Journal Description. Please use concise and descriptive language to define the nature of the transfer. Better detail will result in less transfers being questioned or rejected.

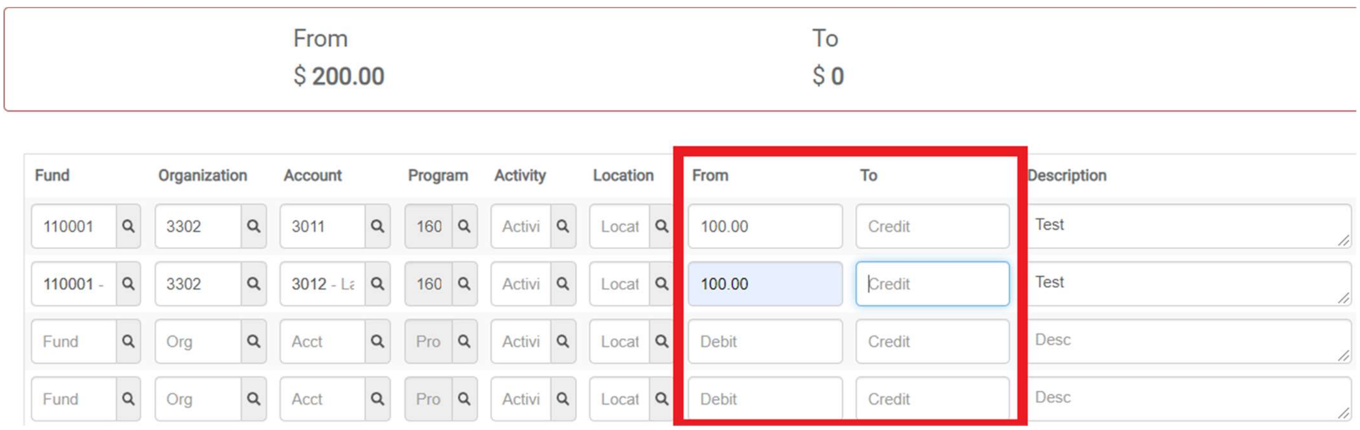


7) Budget transfers do **not** require backup documentation if appropriately described, but extensive backup is always welcome (if applicable).

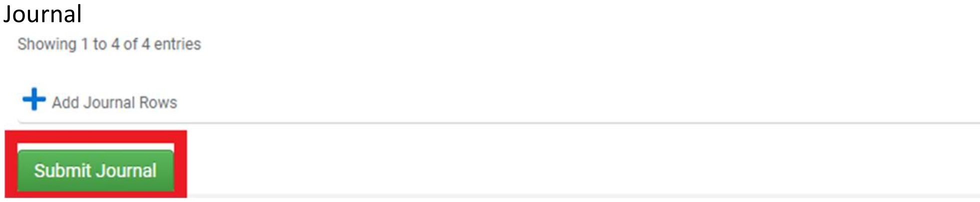
8) Enter Fund, Orgn, Account, Program, Activity, Location, Fund Amounts, and Description. (If applicable). Fund, Orgn, Account, Program, Fund Amounts, and Description are **REQUIRED** for the transfer to be complete.



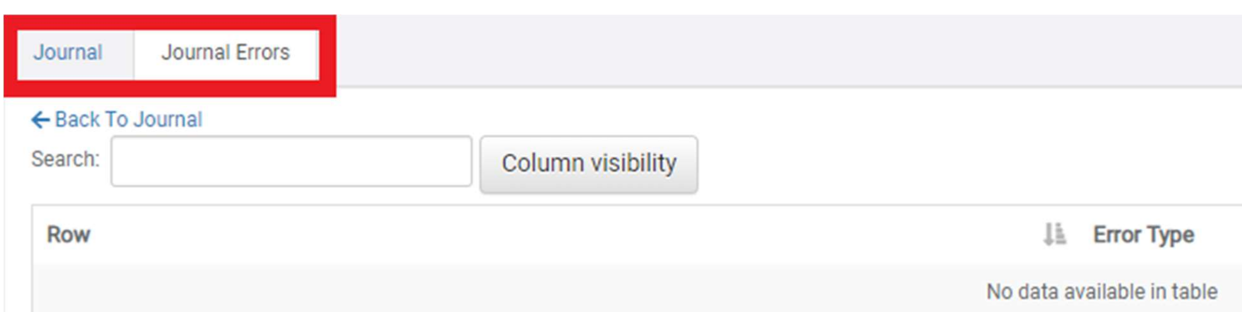
IMPORTANT: For Revenue adjustments, all entries for the Amount MUST be in the "To" or "From" column:



9) 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.



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.