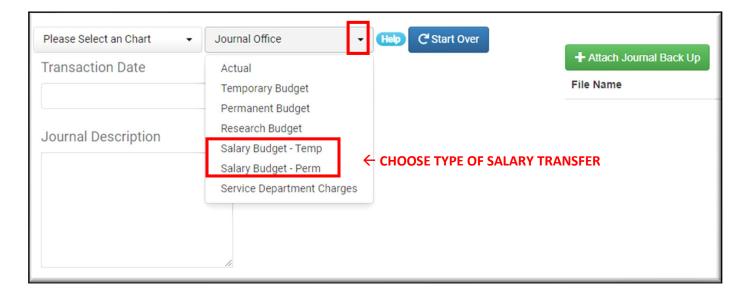# Salary Budget Transfer Workflow

Purpose: To move salary budget to permanently fund employee positions, or to temporarily move salary savings to cover deficits.

How to Start

- Select your institution's Chart
- Select type of Salary Budget Transfer
  - **TEMP** – moving salary savings to fund another position or account
  - **PERM** – move funding to budget a position for the full fiscal year

- <u>Transaction Date</u>: Enter date within a designated posting period
- <u>Journal Description</u>: Provide details for the Budget Transfer

Salary Budget - Temp Transfer

Salary Savings can be moved to cover deficits on positions or accounts

1.) Enter the Position Number
2.) Enter Fund-Org-Account
3.) Enter Amount From/To
4.) Provide a description (this detail will be displayed in Web*Finance)

NOTE: Fringe amount (Account 2910) is automatically calculated based on the Account Number

NOTE: Salary Budget Workflow verifies budgeted amount for Temp transfers from the Account total in Web*Finance

Menu ▾

	Debits		Credits	
	$ 134,500.00		$ 134,500.00	

Position	Fund	Organization	Account	Program	From	To	Description	Row	
POSN01	110001 - Ed 🔍	3742 🔍	2211 - Regu 🔍	160 🔍	100000.00	To	Move Savings to cover deficits	1	❌
POSN01	110001 🔍	3742 🔍	2910 🔍	160 🔍	34500.00	To	Move Savings to cover deficits	2	❌
POSN02	110001 - Ed 🔍	3742 🔍	2213 - Admi 🔍	160 🔍	From	40000.00	Move Savings to cover deficits	3	❌
POSN02	110001 🔍	3742 🔍	2910 🔍	160 🔍	From	13800.00	Move Savings to cover deficits	4	❌
POSN03	110001 - Ed 🔍	3105 🔍	2260 - Temp 🔍	160 🔍	Debit	20000.00	Move Savings to cover deficits	5	❌
POSN03	110001 🔍	3105 🔍	2910 🔍	160 🔍	Debit	2300.00	Move Savings to cover deficits	6	❌
Reference	110001 - Ed 🔍	3742 - Hum 🔍	4993 🔍	160 🔍	Debit	58400.00	Move Savings to cover deficits	7	❌
Reference	Fund 🔍	Org 🔍	Acct 🔍	Prog 🔍	Debit	Credit	Desc	8	❌

Showing 1 to 8 of 8 entries

➕ Add Journal Rows

Submit Journal

- If more lines are needed, select "+ Add Journal Rows" to add up to 12 lines
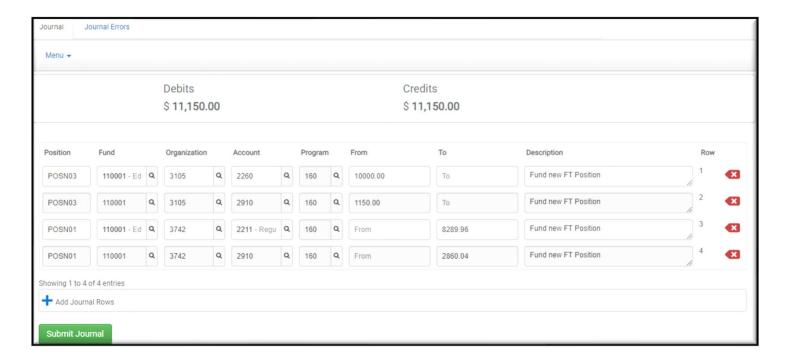
Salary Budget - Perm Transfer

Positions are required to be fully funded for the year with permanent dollars.

1.) Enter the Position Number
2.) Enter Fund-Org-Account
3.) Enter Amount From/To
4.) Provide a description (this detail will be displayed in Web*Finance)

NOTE: Fringe amount (Account 2910) is automatically calculated based on the Account Number

NOTE: Salary Budget Workflow verifies the budgeted amount for Perm Transfers by the Position or Account moving funding in the "From" field.
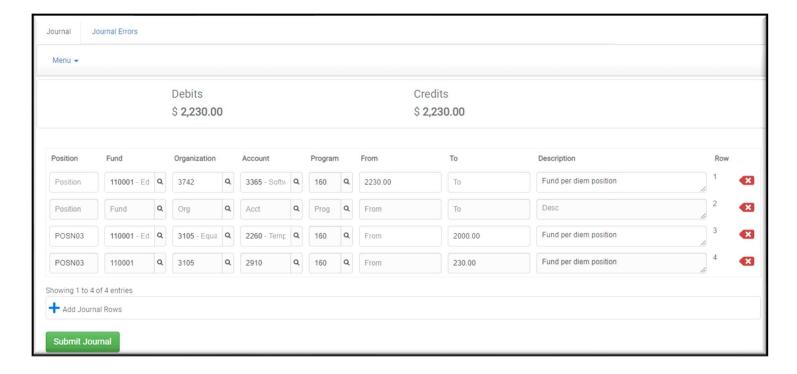
- **Moving FROM Position**: funding must exist on that position's cost center in Web*Salary

Position	Fund	Organization	Account	Program	From	To	Description	Row
POSN03	110001 - Ed	3105	2260	160	10000.00	To	Fund new FT Position	1
POSN03	110001	3105	2910	160	1150.00	To	Fund new FT Position	2
POSN01	110001 - Ed	3742	2211 - Regu	160	From	8289.96	Fund new FT Position	3
POSN01	110001	3742	2910	160	From	2860.04	Fund new FT Position	4

Debits $ 11,150.00   Credits $ 11,150.00

Showing 1 to 4 of 4 entries

+ Add Journal Rows

Submit Journal

NOTE: Position Number is required if moving budget from a salary account

NOTE: Pay attention to Fringe Rates if moving budget between positions with different rates

- o Ex: Moving from a Temp position (11.5% fringe) to a FT position (34.5% fringe)

- **Moving FROM Operating**: funding must exist in that cost center's account in Web*Finance

Position	Fund	Organization	Account	Program	From	To	Description	Row
Position	110001 - Ed	3742	3365 - Softw	160	2230.00	To	Fund per diem position	1
Position	Fund	Org	Acct	Prog	From	To	Desc	2
POSN03	110001 - Ed	3105 - Equa	2260 - Temp	160	From	2000.00	Fund per diem position	3
POSN03	110001	3105	2910	160	From	230.00	Fund per diem position	4

Debits $ 2,230.00   Credits $ 2,230.00

Showing 1 to 4 of 4 entries

+ Add Journal Rows

Submit Journal

NOTE: Position Number is <u>not</u> required if pulling from a non-salary account

Submit Journal

Select the "Submit Journal" entry once position/funding information has been entered and the Debits/Credits are equal

<u>Common Errors</u>:

- **Temp Transfers**:
    - Insufficient Budget for Transfer:
        - Check the Account's "Remaining Balance" in Web*Finance
- **Perm Transfers**:
    - Insufficient Budget for Transfer:
        - From Position: Check the Position's "Adjusted Budget" in Web*Salary
        - From Operating: Check the Account's "Remaining Balance" in Web*Finance
    - No Matching Fringe:
        - A position number is required if moving from a salary account