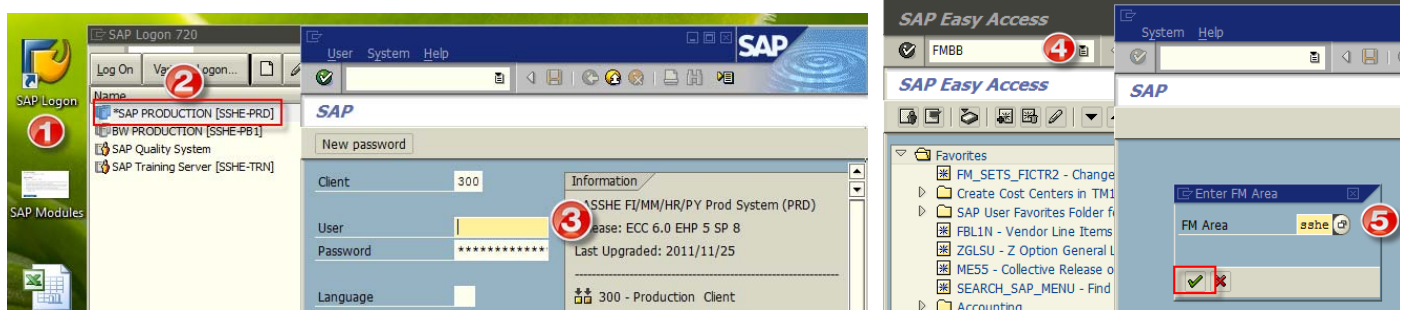


**QUICK REFERENCE**  
Pre-posting a budget transfer

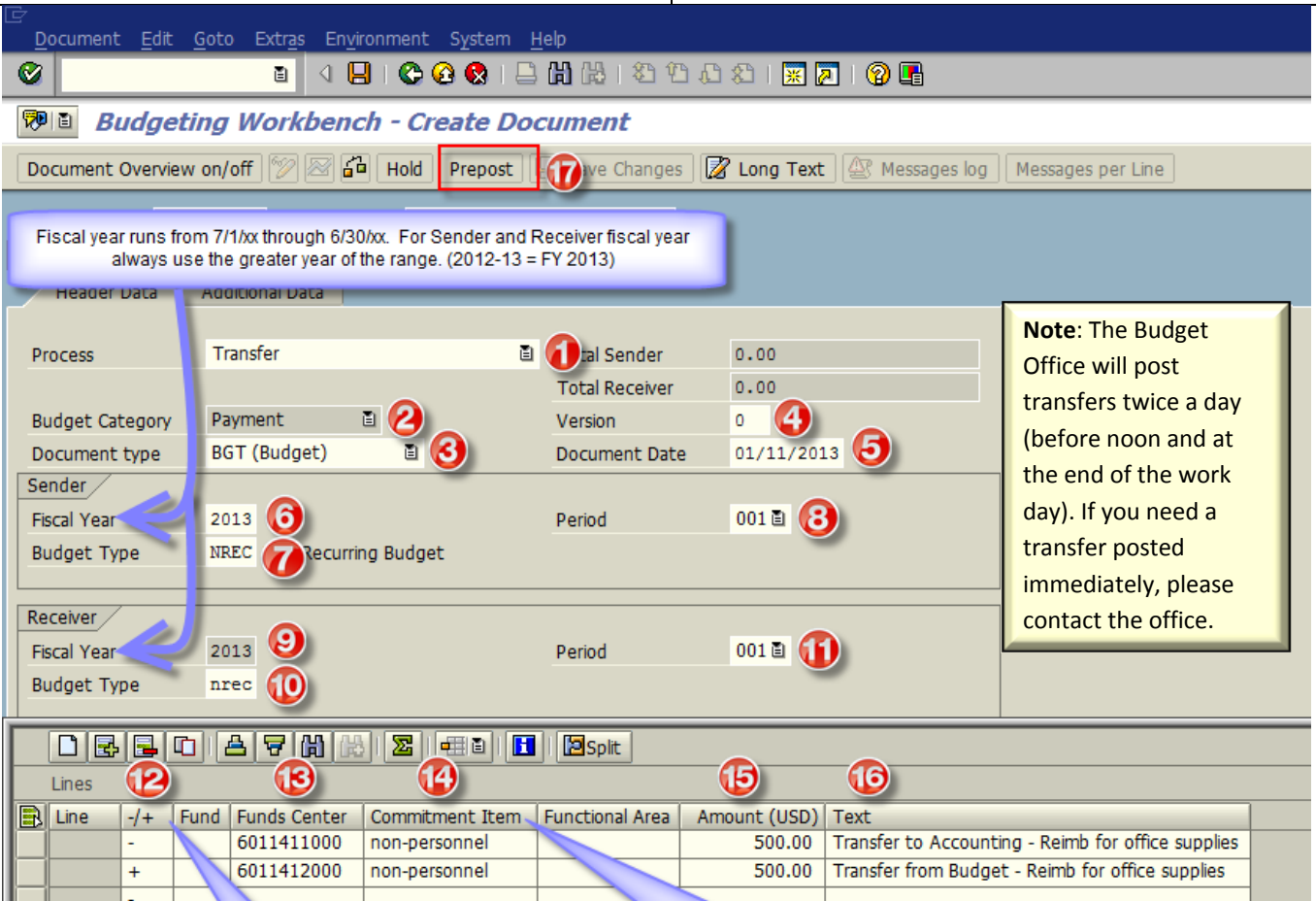
How to Pre-Post a budget transfer for funds centers beginning with 601

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Go to SAP on your desktop</li> <li>2. Double click on SAP PRODUCTION</li> <li>3. Enter USER and PASSWORD and hit enter</li> </ol> | <ol style="list-style-type: none"> <li>4. In the Direct Access field enter FMBB</li> <li>5. Enter SSHE in the FM Area and click green checkmark</li> </ol> |
|---|--|



**Pre-Post Budget Transfer**

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Select Process as <b>Transfer</b></li> <li>2. Select Budget Category as <b>Payment</b></li> <li>3. Select Document type as <b>BGT (Budget)</b></li> <li>4. Enter Version <b>0</b></li> <li>5. Enter Document Date <b>MM/DD/YYYY</b></li> <li>6. Enter Sender Fiscal Year</li> <li>7. Enter Sender Budget Type <b>NREC</b></li> <li>8. Enter Sender Period as <b>001</b></li> <li>9. Enter Receiver Fiscal Year</li> </ol> | <ol style="list-style-type: none"> <li>10. Enter Receiver Budget Type <b>NREC</b></li> <li>11. Enter Receiver Period as <b>001</b></li> <li>12. Enter - for the lines the funds are coming <b>FROM</b><br/>Enter + for the lines the funds are going <b>TO</b></li> <li>13. Enter Funds Center number</li> <li>14. Enter Commitment Item</li> <li>15. Enter Amount</li> <li>16. Enter a descriptive text for the reason of the transfer</li> <li>17. Click Prepost (SAP will provide you with a Document number located at the bottom left of screen)</li> </ol> |
|---|--|



- Indicates the funds center transferring FROM  
+ Indicates the funds center transferring TO

For Commitment Item use:  
non-personnel for operating  
510580 for student wages  
902 for operating reserves  
903 for capital reserves