QUICK REFERENCE
Pre-posting a budget transfer

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

1. Go to SAP on your desktop
2. Double click on SAP PRODUCTION
3. Enter USER and PASSWORD and hit enter

4. In the Direct Access field enter FMBB
5. Enter SSHE in the FM Area and click green checkmark

Pre-Post Budget Transfer

1. Select Process as Transfer
2. Select Budget Category as Payment
3. Select Document type as BGT (Budget)
4. Enter Version 0
5. Enter Document Date MM/DD/YYYY
6. Enter Sender Fiscal Year
7. Enter Sender Budget Type NREC
8. Enter Sender Period as 001
9. Enter Receiver Fiscal Year
10. Enter Receiver Budget Type NREC
11. Enter Receiver Period as 001
12. Enter – for the lines the funds are coming FROM
13. Enter + for the lines the funds are going TO
14. Enter Funds Center number
15. Enter Commitment Item
16. Enter Amount
17. Enter a descriptive text for the reason of the transfer
18. Click Prepost (SAP will provide you with a Document number located at the bottom left of screen)

Note: The Budget Office will post transfers twice a day (before noon and at the end of the work day). If you need a transfer posted immediately, please contact the office.