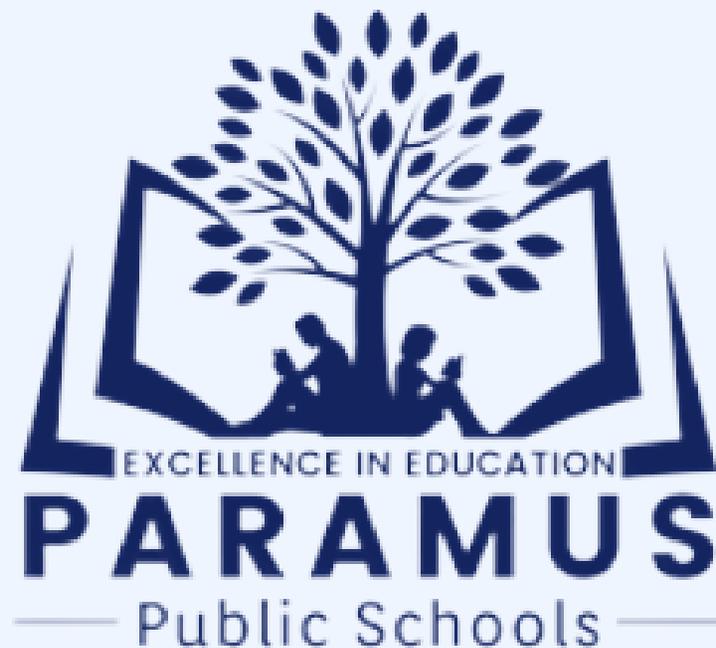


# Submitting a Budget Transfer Request 2022 Reference Guide





# The Updated Budget Transfer Form is on the Website

1. <https://www.paramus.k12.nj.us/Business-Services>

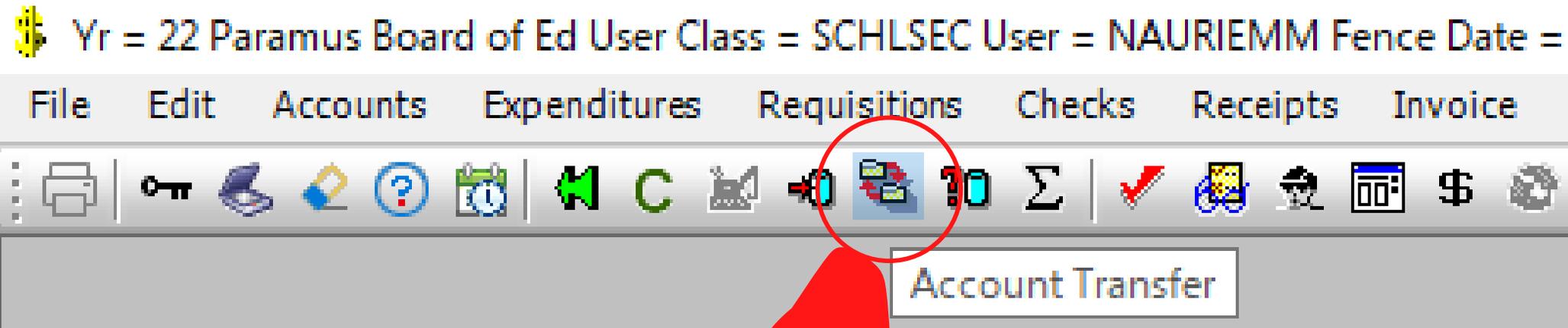
## BUDGET INFO

- [2021–22 Budget](#)
- [2021–22 Public Budget Presentation](#)
- [2020–21 Budget](#)
- [2019–20 Budget](#)
- [2018–19 Budget](#)
- [2018–19 Public Budget Presentation](#)
- [2017–18 Budget](#)
- [2017–18 Public Budget Presentation](#)
- [2016–17 Budget](#)
- [2016–17 Public Budget Presentation](#)
- [Budget Election Calendar](#)
- [Budget Transfer Request Form](#)



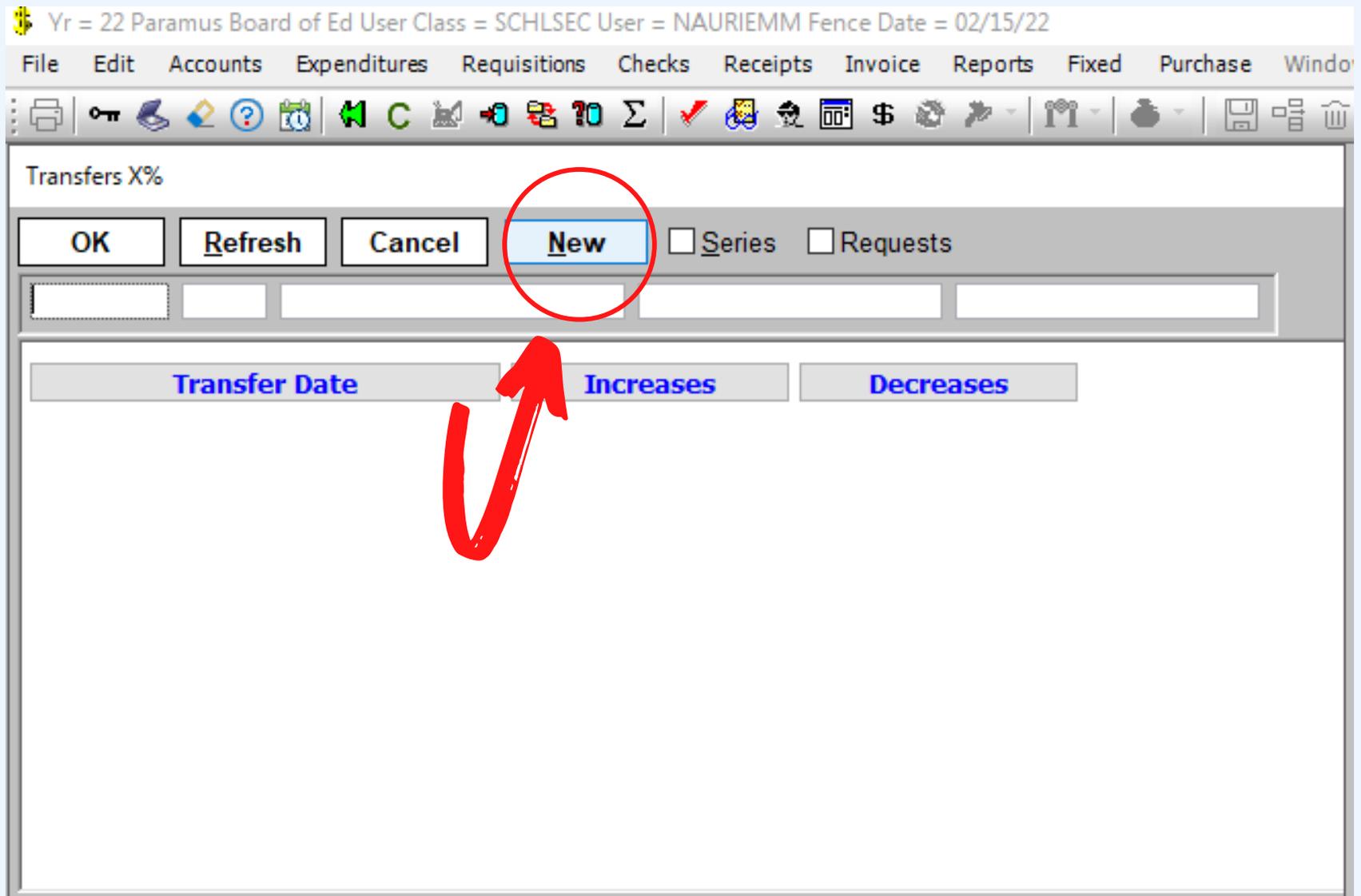
# Submitting a Budget Transfer Request

Step 1: In CSI, Click the Account Transfer Icon Below



# Submitting a Budget Transfer Request

## Step 2: Click "New"



# Submitting a Budget Transfer Request

## Step 3: To begin, click "Next Act"

-You will notice the Description cannot be changed from "Transfer Request".

Please refer to Step 7 to see how the final description should appear once updated.

Yr = 22 Paramus Board of Ed User Class = SCHLSEC User = NAURIEMM Fence Date = 02/15/22

File Edit Accounts Expenditures Requisitions Checks Receipts Invoice Reports Fixed Purchase Window

Account Transfer-New

Transfer# Show Grid Update

Increase  Decrease  Show All

New Adj. Budget New Funds Available Date Description

\$0.00 \$0.00 03/30/22 Transfer Request

Account	Description	Increase	Decrease
---------	-------------	----------	----------

\$0.00 = Net balance \$0.00 \$0.00

# Submitting a Budget Transfer Request

Step 4: Choose the first account that you will be decreasing from (will be the "from" account on your transfer request form). Select "OK"  
*-You will notice that all of the budget accounts assigned to you will appear.*

Select Account X%

DB/CR  Disabled  Funds

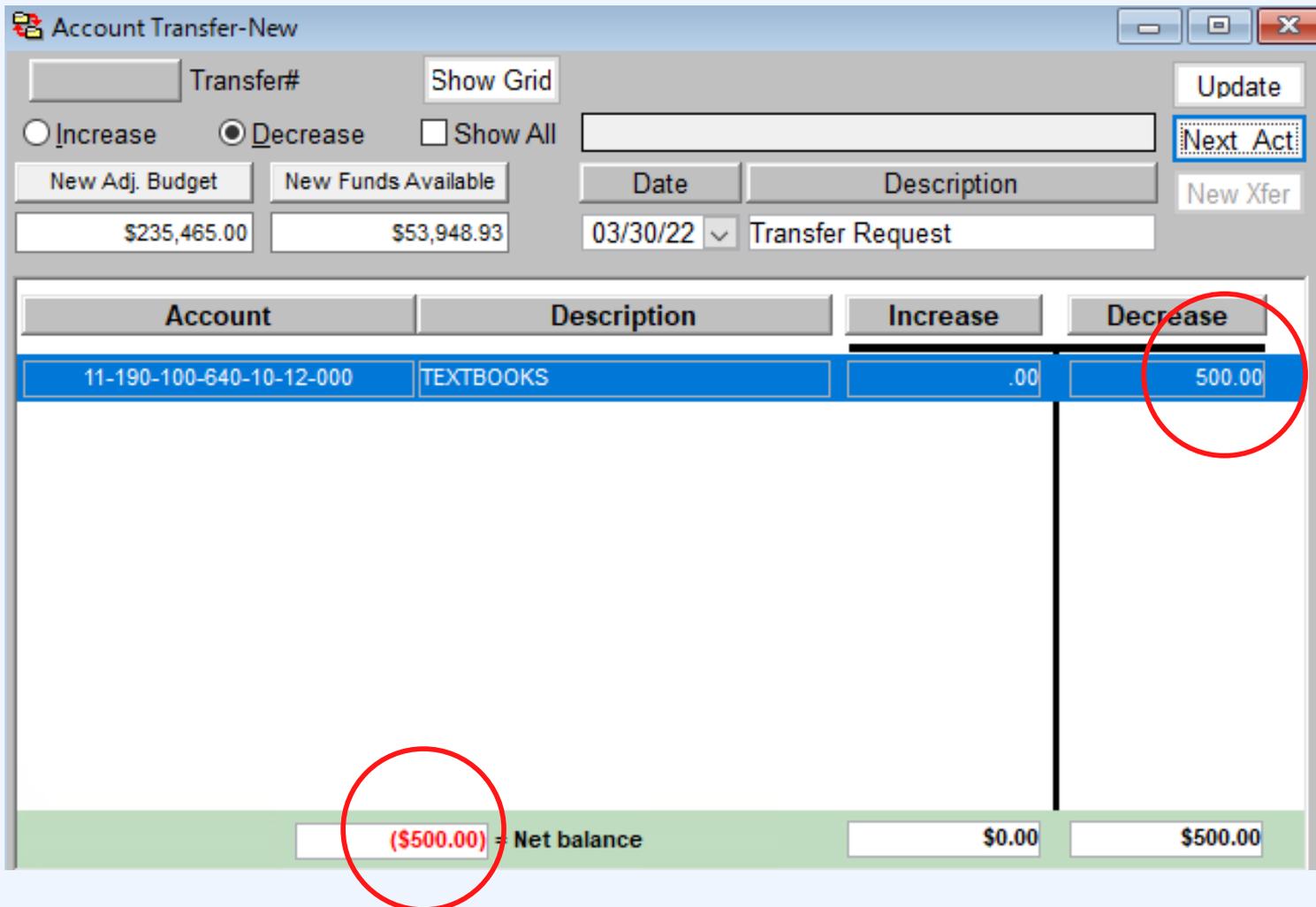
11-000-230-610-10-13-660    text    45200

Current Expenditure		Grid	Available
11-000-291-290-10-12-910	TEACHER PHYSICALS (EAP)	71220	0.00
12-000-252-730-10-15-615	TECHNOLOGY EQUIPMENT	75680	0.00
11-190-100-610-10-15-000	TECHNOLOGY SUPPLIES	03080	669,125.19
11-000-230-530-10-15-531	TELEPHONES, WAN & INTERNET COM	45140	4,144.87
11-190-100-610-10-12-610	TESTING SUPPLIES	03080	7,158.87
11-190-100-640-10-12-000	TEXTBOOKS	03100	54,448.93
11-190-100-640-08-30-000	TEXTBOOKS-ENGLISH	03100	0.00
11-190-100-640-08-34-000	TEXTBOOKS-SOCIAL STUDIES	03100	0.00
11-190-100-640-08-35-000	TEXTBOOKS-WORLD LANGUAGE	03100	0.00
20-242-200-500-52-70-000	TITLE III-IMMG BEN PORAT-PURCH	88540	0.00
20-242-200-600-52-70-000	TITLE III-IMMG BEN PORT-SUPPLY	88520	0.00
11-000-223-580-10-12-000	TRAVEL & WORKSHOPS	44120	2,970.00
11-000-230-580-10-11-000	TRAVEL & WORKSHOPS - SUPERINT	45180	0.00
11-000-230-585-10-13-000	TRAVEL & WORKSHOPS-BOARD MEMB	45160	0.00
11-000-251-580-10-13-000	TRAVEL-BUSINESS OFFICE	47060	1,219.20
11-000-221-580-10-12-000	Travel-Imprvmt of Instruction	43140	735.00
11-190-100-580-10-12-000	TRAVEL-ITINERANT TEACHER	03060	1,729.40

# Submitting a Budget Transfer Request

Step 5: Enter the dollar amount the account will be decreased by.

*-You will notice the account was decreased by \$500.00; This will display a negative net balance of \$500.00 on the bottom of your Account Transfer screen to let you know the transfer request is negative.*



The screenshot shows the 'Account Transfer-New' window. At the top, there are fields for 'Transfer#' and 'Show Grid', along with 'Update' and 'Next Act' buttons. Below these are radio buttons for 'Increase' and 'Decrease', and a 'Show All' checkbox. There are also fields for 'New Adj. Budget' (\$235,465.00), 'New Funds Available' (\$53,948.93), 'Date' (03/30/22), and 'Description' (Transfer Request). A 'New Xfer' button is also present.

Account	Description	Increase	Decrease
11-190-100-640-10-12-000	TEXTBOOKS	.00	500.00

At the bottom of the window, a summary row shows: (\$500.00) = Net balance, \$0.00, and \$500.00. The values '500.00' in the 'Decrease' column and '(\$500.00)' in the 'Net balance' field are circled in red.

# Submitting a Budget Transfer Request

NOTE: If there are not enough funds in the account, you will receive a **RED WARNING**, signifying the amount requested to transfer To/From exceeds the amount budgeted in the respective account. You will not be able to perform the transfer at this point. The amount of the transfer will need to be adjusted to be less or equal to.

The screenshot shows a software window titled "Account Transfer-New" with a menu bar (File, Edit, Accounts, Expenditures, Requisitions, Checks, Receipts, Invoice, Reports, Fixed, Purchase, Window, Help) and a toolbar. The window contains the following fields and controls:

- Transfer#: [Empty]
- Show Grid: [Button]
- Update: [Button]
- Radio buttons:  Increase,  Decrease
- Show All:
- Next Act: [Button]
- New Adj. Budget: \$ 410.00 (highlighted in red)
- New Funds Available: \$ 473.72 (highlighted in red)
- Date: 03/17/22
- Description: Transfer Request
- New Xfer: [Button]

Account	Description	Increase	Decrease
11-000-771-610-10-20-000	OFFICE GENERAL SUPPLIES	00	500.00

# Submitting a Budget Transfer Request

Step 6: Select "Next Act" to choose the "TO" account which you want the amount of funds increased by and transferred into. You can enter multiple budget accounts with different dollar amounts however it will need to balance to \$0.

Account Transfer-New

Transfer#  Show Grid

Increase  Decrease  Show All

New Adj. Budget: \$96,500.00 New Funds Available: \$7,658.87 Date: 03/30/22 Description: Transfer Request

Account	Description	Increase	Decrease
11-190-100-640-10-12-000	TEXTBOOKS	.00	500.00
11-190-100-610-10-12-610	TESTING SUPPLIES	500.00	.00

\$0.00 = Net balance \$500.00 \$500.00

# Submitting a Budget Transfer Request

Step 7: Click "Update".

-You will notice on the bottom the Net Balance should be 0 as both the Increase and Decrease amounts match

Account Transfer-New

5792 Transfer# Show Grid

Increase  Decrease  Show All

New Adj. Budget: \$96,500.00 New Funds Available: \$7,658.87

Date: 03/30/22 Description: \$NAURIEMM >2022-03-30

Account	Description	Increase	Decrease
11-190-100-640-10-12-000	TEXTBOOKS	.00	500.00
11-190-100-610-10-12-610	TESTING SUPPLIES	500.00	.00

\$0.00 = Net balance \$500.00 \$500.00

Update Next Save the current transfer

# Submitting a Budget Transfer Request

Step 8: Once the transfer is updated, you will notice a Transfer # assigned. The description will automatically change from "Transfer Request" to your username and the date of the transfer as highlighted in pink below.

*-As this still cannot be changed, you will now need to enter a note for your Transfer Request*

Account Transfer-New

<b>5792</b>	Transfer#	Show Grid	Update
<input checked="" type="radio"/> Increase	<input type="radio"/> Decrease	<input type="checkbox"/> Show All	Next Act
New Adj. Budget	New Funds Available	Date	Description
\$96,500.00	\$7,658.87	03/30/22	<b>\$NAURIEMM &gt;2022-03-30</b>
			New Xfer

# Submitting a Budget Transfer Request

Step 9: Please Note it is at this final stage where you can enter a NOTE (written description of the transfer) in CSI and upload/scan a document to support the transfer. This is where you will attach your Budget Transfer Request Form.

The screenshot displays a software interface for budget transfers. The main window, titled 'Account Transfer-New', shows a transfer for amount 5795. It includes fields for 'New Adj. Budget' (\$96,500.00) and 'New Funds Available' (\$7,658.87). A table lists accounts with columns for 'Date' and 'Description'. The date is 03/30/22 and the description is \$NAURIEMM >2022-03-30. A 'Document Display/Copy/Scan' window is open, showing 'No Documents are Linked to GL / Transfer 5795' and buttons for 'Scan', 'Copy', 'Note', 'Delete', and 'Refresh'. The 'Note' button is circled in red. A 'Linked Text File1' window is also open, containing the text 'For purchase of instructional supplies.' and a 'Save' button, which is also circled in red. The bottom of the main window shows a summary: '\$0.00 = Net balance', '\$500.00', and '\$500.00'. The top menu bar includes 'Edit', 'Accounts', 'Expenditures', 'Requisitions', 'Checks', 'Receipts', 'Invoice', 'Reports', 'Fixed', 'Purchase', 'Window', and 'Help'. The toolbar contains various icons, with a question mark icon circled in red.

Please Note: Your transfer will **not** be approved unless a detailed description for the reason of the transfer is entered in CSI.

# Submitting a Budget Transfer Request

Step 10: Click Save, and exit out of the Transfer Request. The transfer is now ready pending approval.

The screenshot displays the 'Account Transfer-New' window with the following details:

- Transfer#: 5795
- Transfer Type:  Increase
- New Adj. Budget: \$96,500.00
- New Funds Available: \$7,658.87
- Date: 03/30/22
- Description: \$NAURIEMM >2022-03-30

The 'Document Display/Copy/Scan' dialog box shows:

- Message: No Documents are Linked to GL / Transfer 5795
- Buttons: Scan, Copy, Note (circled in red), Delete, Refresh
- Checkbox:  Generic GL / Transfer Documents
- Table Headers: File Name, Created, Modified, Document Type

The 'Linked Text File1' window contains the text: 'For purchase of instructional supplies.' and a 'Save' button circled in red. A red arrow points to this 'Save' button.

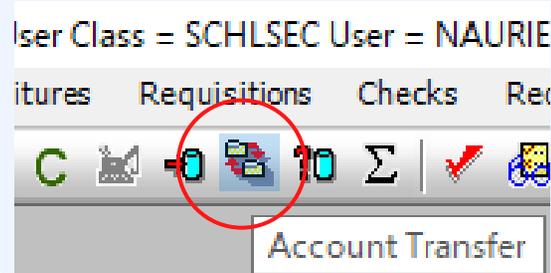
Please Note: Your transfer will **not** be approved unless a detailed description for the reason of the transfer is entered in CSI.

# Making Changes or to Check on a Pending Transfer Request

1. Go to the Account Transfer Icon

2. Check the Box for "Requests"

-Your most recent transfer will appear at the bottom. If it does not, hit refresh.



Transfers X%

OK Refresh Cancel New  Series  Requests

	Transfer Date	Increases	Decreases	
<b>Requests</b>				
5792	\$NAURIEMM >2022-03-30	11-190-100-610-10-12-610	11-190-100-640-10-12-000	\$500.00
5795	\$NAURIEMM >2022-03-30	11-190-100-610-10-12-610	11-190-100-640-10-12-000	\$500.00

# Making Changes or to Check on a Pending Transfer Request

- You can modify the transfer request and delete an account line by using the TRASH CAN and add a new account by clicking Next Act. You can also add a note or scan a document if you forgot to add one earlier.
- You can also check the NOTE TAB in the document display ICON to see if the approver has a requested budget account line change or added a comment.
- Make sure you CLICK UPDATE once changes have been made

File Edit Accounts Expenditures Requisitions Checks Receipts Invoice Reports Fixed Purchase Windows

Account Transfer-5792

5792 Transfer# Show Grid

Increase  Decrease  Show All

New Adj. Budget New Funds Available

\$6,500.00 \$7,658.87

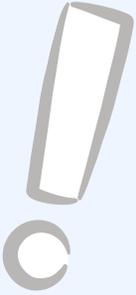
Date Description

03/30/22 \$NAURIEMM >2022-03-30

Update Next Act New Xfer

Account	Description	Increase	Decrease
11-190-100-610-10-12-610	TESTING SUPPLIES	500.00	.00
11-190-100-640-10-12-000	TEXTBOOKS	.00	500.00

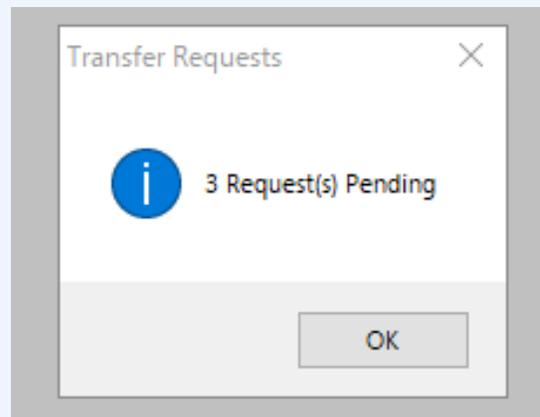
Once your Transfer Request has been approved, it will no longer appear on the bottom of the Account Transfer screen under your Requested Transfers. The funds are now available in the account.



The screenshot shows a software interface with a header bar containing buttons for 'OK', 'Refresh', 'Cancel', and 'New'. There are also checkboxes for 'Series' (unchecked) and 'Requests' (checked). Below the header is a search bar. The main area displays a table with columns for 'Transfer Date', 'Increases', and 'Decreases'. A pink header row is labeled 'Requests'. The table contains three rows of data:

Transfer Date	Increases	Decreases		
5792	\$NAURIEMM >2022-03-30	11-190-100-610-10-12-610	11-190-100-640-10-12-000	\$500.00
5795	\$NAURIEMM >2022-03-30	11-190-100-610-10-12-610	11-190-100-640-10-12-000	\$500.00
5797	\$NAURIEMM >2022-03-31	11-000-221-580-10-12-000	11-000-221-390-10-12-000	\$500.00

If you have any pending transfer requests, an alert will appear each time you enter CSI. Once your request has been approved this message will no longer appear.



If you have any questions regarding the Transfer please contact the Business Office.