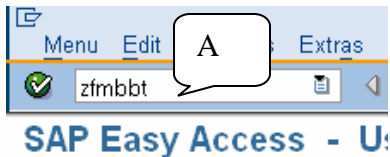


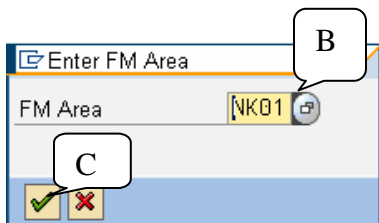
Budget Transfer

There are times when you may need to transfer funds from one fund center(s) to another fund center(s) for a number of reasons. Budget Transfers are relatively simple to process through SAP using transaction code, ZFMBBT. All budget transfers will need to be approved by the responsible party for the sending fund center(s) and ultimately by the Comptroller's Office. Once all approvals have been met, the funds will transfer. You can track the status of budget transfers through the SAP R3 report, ZFB1.

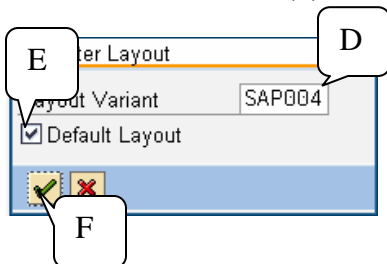
- Enter transaction code, **ZFMBBT** from the SAP Easy Access screen (A).



- Enter NK01 for FM Area (B).
- Click Enter (C).



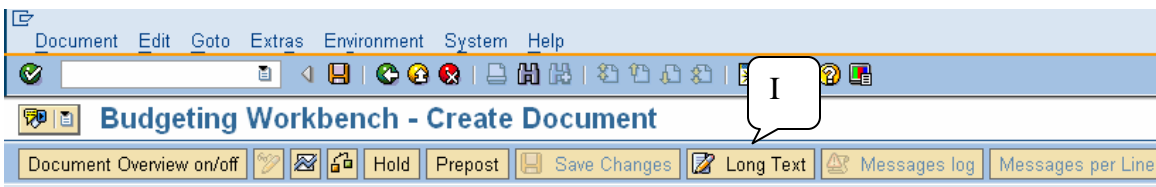
- Enter SAP004 for Layout Variant (D).
- Select Default Layout (E).
- Click Enter (F).



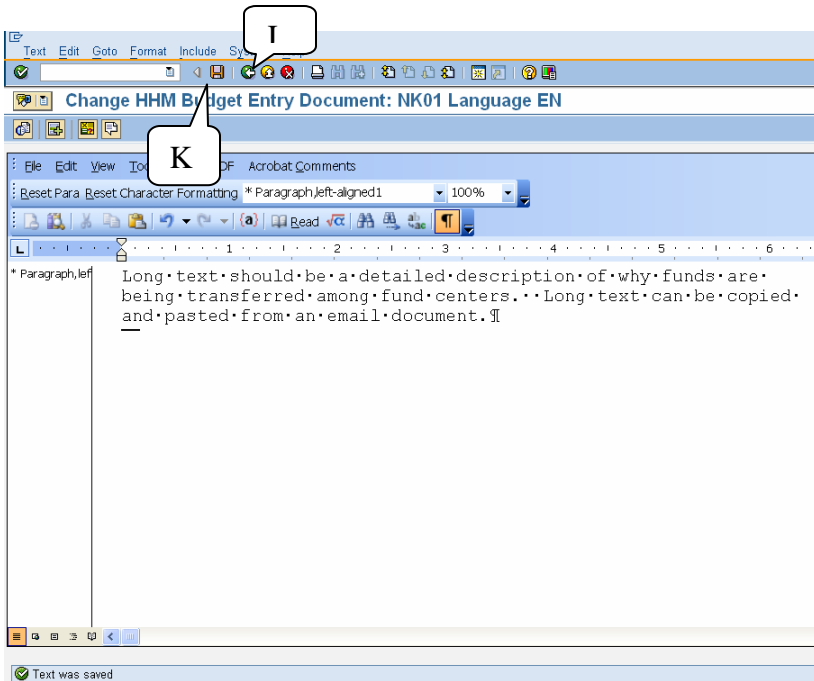
- Enter Sender and Receiver fields (G).
- Required fields are Funds Center, Commitment Item, Amount, and Text (H).

Doc. Line	Fund	Funds Center	Commitment Item	Functional Area	Funded Program	Amount (USD) DK
000001	0111000100	213030001	501100	0600	NOT RELEVANT	125.00 1
000002		213010001	501100		NOT RELEVANT	125.00 1

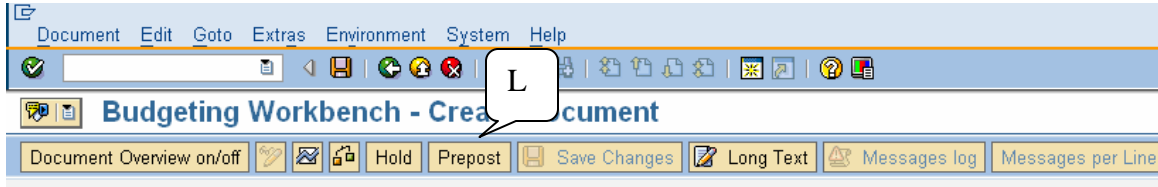
- Enter Long Text (I).



- Click Save (J).
- Click Back (K).



- Click Prepost (L)



Once you click Prepost, you will receive a document number at the bottom of your screen. Error messages can appear for various reasons. Check to be certain that all required fields have values that are correct, the SAP budgeting workbench was set to SAP004, and the Prepost button was clicked and not the Save button. If you receive a message about not sufficient funds, check ZFB1 to be certain that there are available funds to transfer. Errors that cannot be corrected by these suggestions need to be directed to the User Help Desk at x6911.