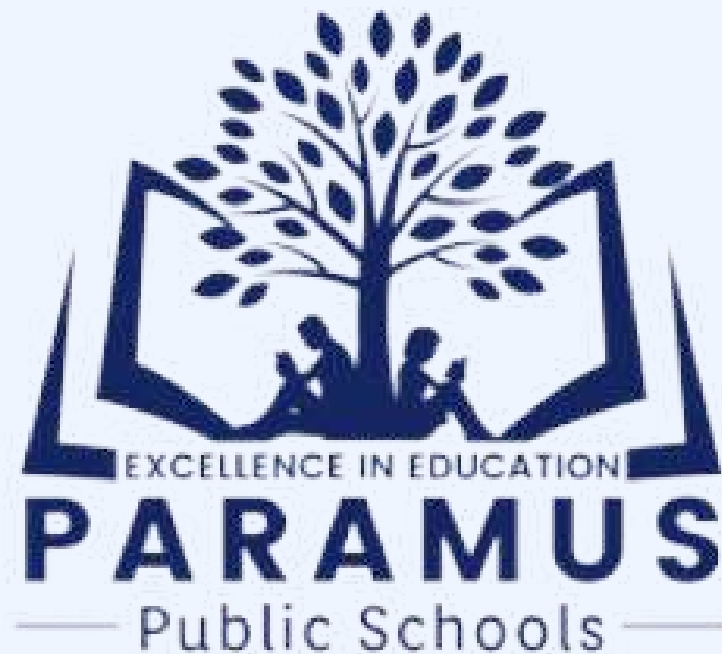


Submitting a Budget Transfer Request 2022 Reference Guide



Please fill out the updated Budget Transfer Request Form.

This must be completed in order to obtain your principal/supervisor's signature. You will later need to attach it as documentation to the transfer request in CSI

(Please reference Step 9)

[illegible]

There will only be one signature (Supervisor Requesting) required on the updated form



The Updated Budget Transfer Form is on the Website

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

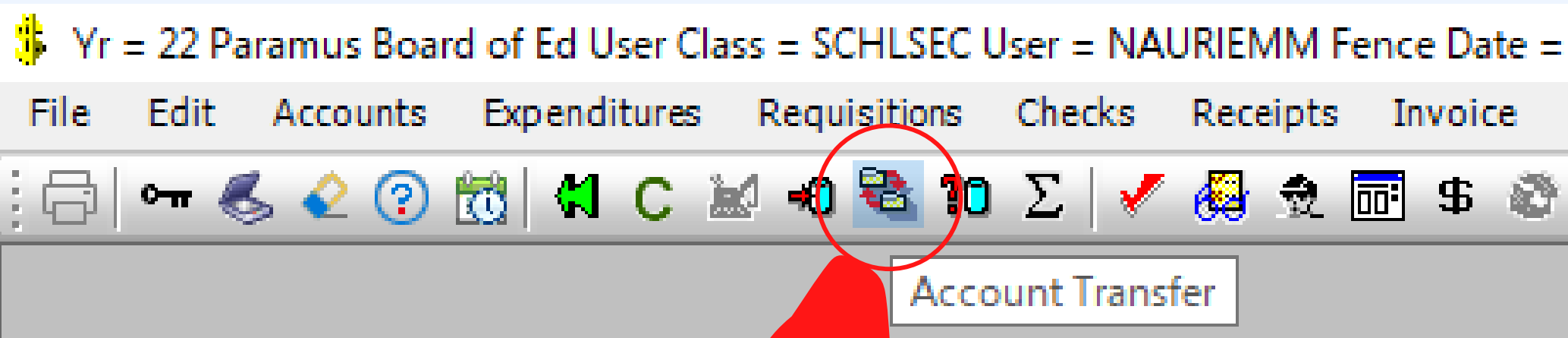
BUDGET INFO

- [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"

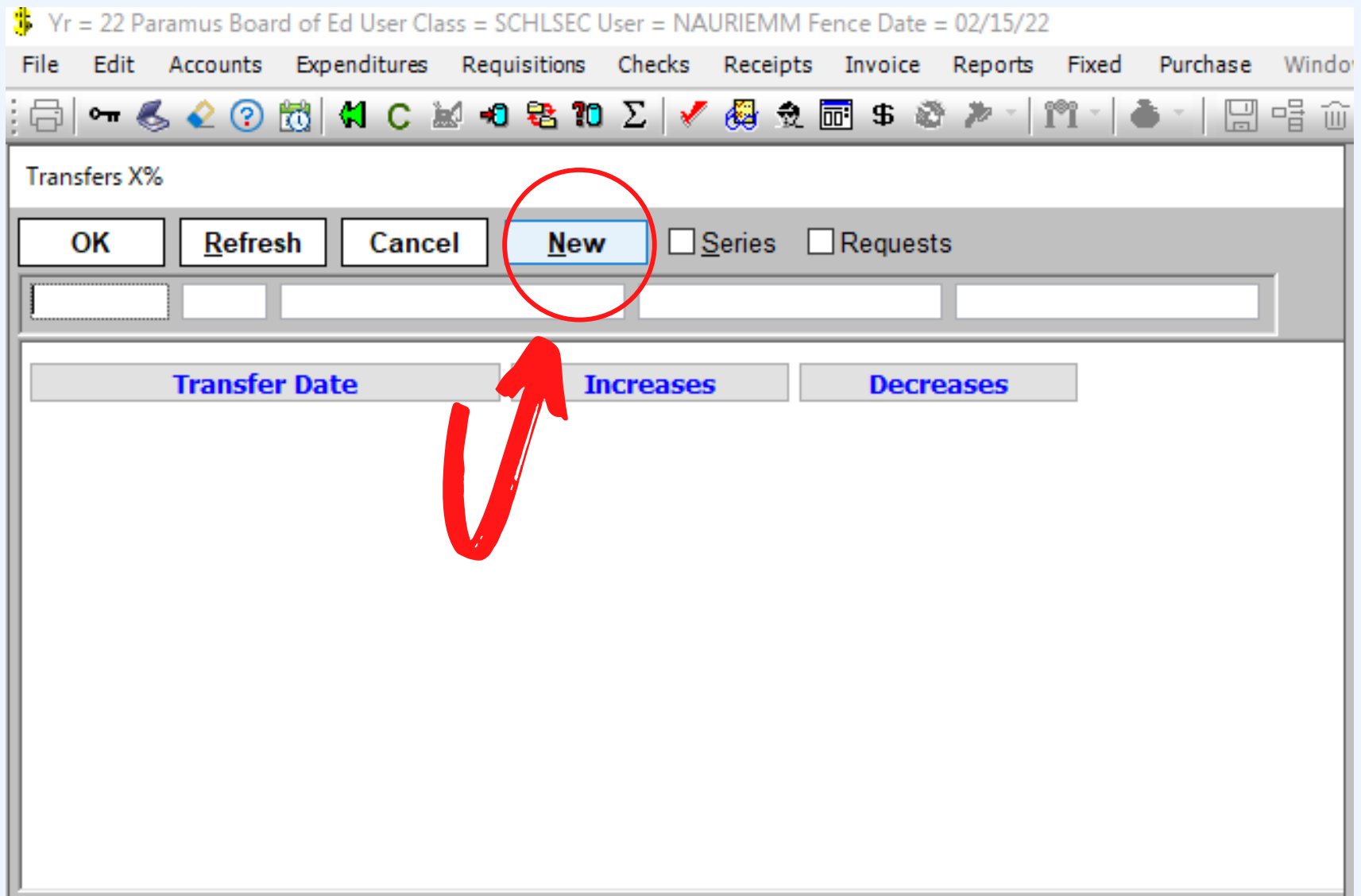
Yr = 22 Paramus Board of Ed User Class = SCHLSEC User = NAURIEMM Fence Date = 02/15/22

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

Transfers X%

OK Refresh Cancel **New** ☐ Series ☐ Requests

Transfer Date Increases Decreases

The image shows a screenshot of a budget transfer request software interface. At the top, there is a status bar with the text "Yr = 22 Paramus Board of Ed User Class = SCHLSEC User = NAURIEMM Fence Date = 02/15/22". Below this is a menu bar with options: File, Edit, Accounts, Expenditures, Requisitions, Checks, Receipts, Invoice, Reports, Fixed, Purchase, and Window. A toolbar with various icons is located below the menu bar. The main window is titled "Transfers X%". It contains a row of buttons: OK, Refresh, Cancel, and New. The "New" button is circled in red. To the right of the "New" button are two checkboxes labeled "Series" and "Requests". Below these buttons is a row of five empty text input fields. At the bottom of the window, there are three buttons labeled "Transfer Date", "Increases", and "Decreases". A large red arrow points from the bottom of the window up to the "New" button.

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

☐ Increase ☒ Decrease ☐ Show All

New Adj. Budget New Funds Available

\$0.00 \$0.00

Date Description

03/30/22 Transfer Request

Update Next Act New Xfer

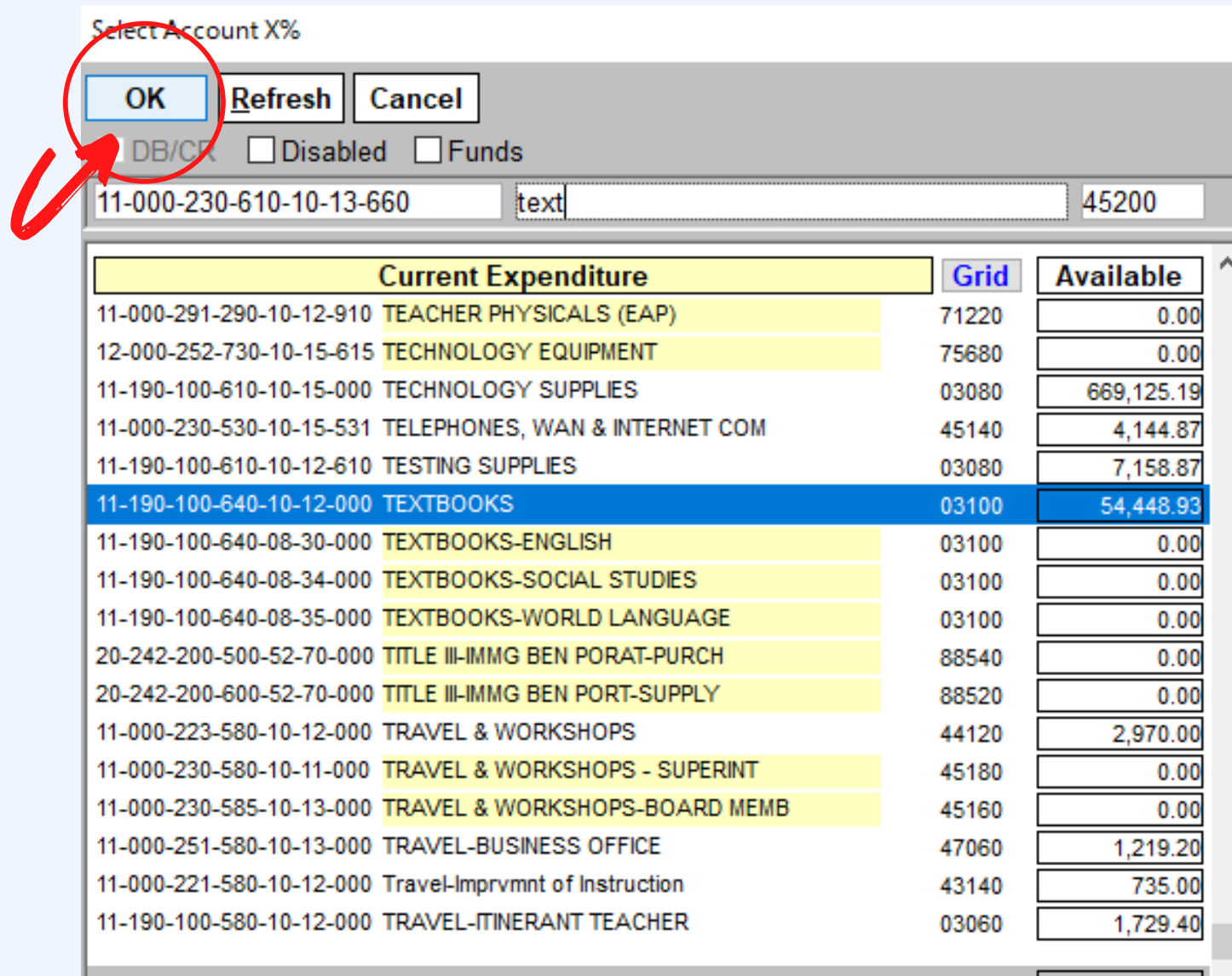
Account	Description	Increase	Decrease

\$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%

OK Refresh Cancel

☐ DB/CR ☐ Disabled ☐ Funds

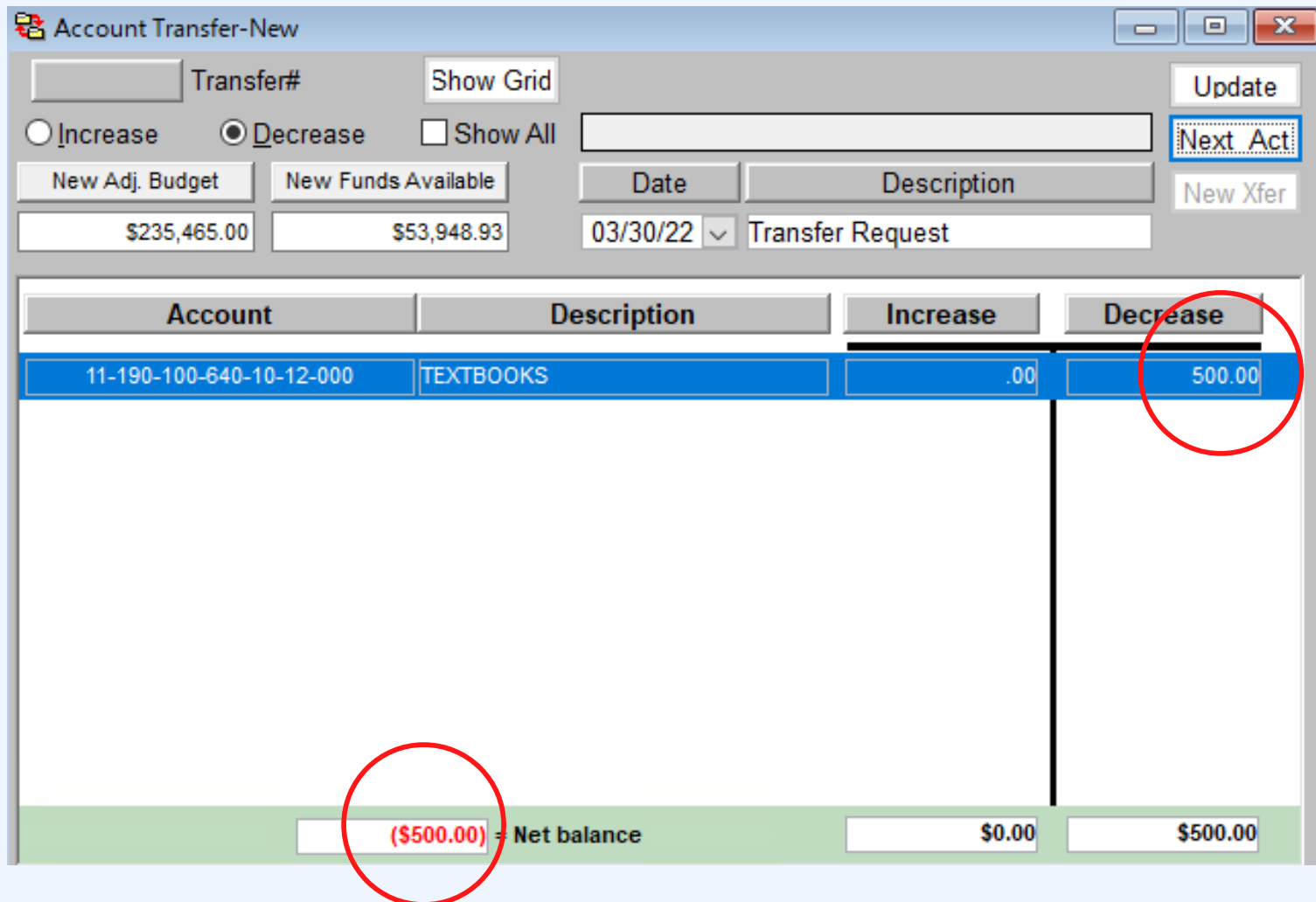
11-000-230-610-10-13-660 text 45200

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'. Below these are radio buttons for 'Increase' and 'Decrease', with 'Decrease' selected. There are also buttons for 'Update', 'Next Act', and 'New Xfer'. The 'New Adj. Budget' field shows '\$235,465.00' and 'New Funds Available' shows '\$53,948.93'. The 'Date' field shows '03/30/22' and the 'Description' field shows 'Transfer Request'. Below this is a table with columns 'Account', 'Description', 'Increase', and 'Decrease'. The first row shows '11-190-100-640-10-12-000' for the account, 'TEXTBOOKS' for the description, '.00' for the increase, and '500.00' for the decrease. At the bottom, there is a green bar with a 'Net balance' field showing '(\$500.00)', a '\$0.00' field, and a '\$500.00' field.

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

Net balance: (\$500.00) \$0.00 \$500.00

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.

YF - 44 TEST TEST PARAMUS BOARD OF ED USER LIAB - BUESEL USER - C3000L FENCE LINE - 03/17/22

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

Account Transfer New

Transfer# Show Grid

☐ Increase ☒ Decrease ☐ Show All

New Adj. Budget New Funds Available

\$-818.00 \$-818.00

Date Description

03/17/22 Transfer Request

Update Next Act New Xfa

Account	Description	Increase	Decrease
11-000-001-010-10-00-000	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

Update Next Act New Xfer

\$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

Update Next (Save the current transfer) New Xfer

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 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

5792 Transfer# Show Grid Update

☒ Increase ☐ Decrease ☐ Show All

New Adj. Budget New Funds Available

\$96,500.00 \$7,658.87

Date Description

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

Next Act 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 the 'Account Transfer-New' application window. The menu bar includes 'Edit', 'Accounts', 'Expenditures', 'Requisitions', 'Checks', 'Receipts', 'Invoice', 'Reports', 'Fixed', 'Purchase', 'Window', and 'Help'. The toolbar contains various icons, with the 'Note' icon circled in red. The main form area shows the 'Transfer#' field with the value '5795', a 'Show Grid' button, and an 'Update' button. Below these are radio buttons for 'Increase' and 'Decrease', and a 'Show All' checkbox. The 'New Adj. Budget' field shows '\$96,500.00' and the 'New Funds Available' field shows '\$7,658.87'. The 'Date' field is set to '03/30/22' and the 'Description' field contains '\$NAURIEMM >2022-03-30'. A 'Document Display/Copy/Scan' dialog box is open, showing a message 'No Documents are Linked to GL / Transfer 5795'. The dialog has buttons for 'Scan', 'Copy', 'Note' (circled in red), 'Delete', and 'Refresh'. Below these buttons is a table with columns 'File Name', 'Created', 'Modified', and 'Document Type'. To the right of the dialog, a 'Linked Text File1' window is open, showing the text 'For purchase of instructional supplies.' and a 'Save' button 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. The 'Transfer#' field is set to 5795. The 'Date' is 03/30/22, and the 'Description' is 'SNAURIEMM >2022-03-30'. The 'New Adj. Budget' is \$96,500.00, and the 'New Funds Available' is \$7,658.87. The 'Note' button in the 'Document Display/Copy/Scan' dialog is circled in red. The 'Save' button in the 'Linked Text File1' dialog is also circled in red, with a large red arrow pointing to it. The 'Save' button is highlighted with a blue border. The 'Next Act' button is also visible. The 'Document Display/Copy/Scan' dialog shows 'No Documents are Linked to GL / Transfer 5795' and has buttons for 'Scan', 'Copy', 'Note', 'Delete', and 'Refresh'. The 'Generic GL / Transfer Documents' checkbox is unchecked. The 'File Name', 'Created', 'Modified', and 'Document Type' columns are visible in the dialog. The 'Account Transfer-New' window has a menu bar with 'Edit', 'Accounts', 'Expenditures', 'Requisitions', 'Checks', 'Receipts', 'Invoice', 'Reports', 'Fixed', 'Purchase', 'Window', and 'Help'. The 'Accounts' menu is open, showing a list of accounts. The 'Net balance' is \$0.00, and the 'Total' is \$500.00.

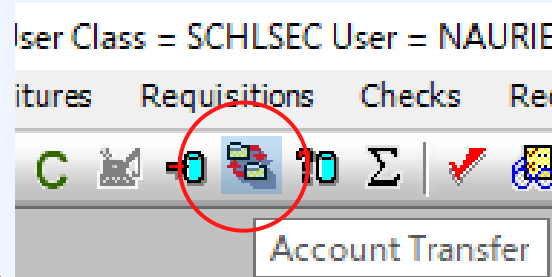
Please Note: Your transfer will **not** be approved unless a detailed description for the reason of the transfer is entered in CSI.

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	
Requests					
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	

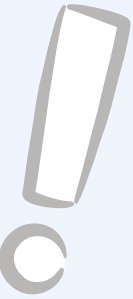
Making Changes or to Check on a Pending Transfer Request

- 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

The screenshot shows the 'Account Transfer-5792' window. The menu bar includes File, Edit, Accounts, Expenditures, Requisitions, Checks, Receipts, Invoice, Reports, Fixed, Purchase, and Windows. The toolbar contains various icons, with a red circle highlighting the 'Edit' icon (a key) and another red circle highlighting the 'Trash Can' icon. The main form area includes a 'Transfer#' field with the value '5792', a 'Show Grid' button, and radio buttons for 'Increase' and 'Decrease' (the latter is selected). There are also 'New Adj. Budget' and 'New Funds Available' fields with values '\$6,500.00' and '\$7,658.87' respectively. A 'Request Transfer Current budget year' button is present. Below these are 'Date' and 'Description' fields with values '03/30/22' and '\$NAURIEMM >2022-03-30'. On the right side, there are three buttons: 'Update', 'Next Act', and 'New Xfer', with a red circle highlighting the 'Update' button. At the bottom, there is a table with columns 'Account', 'Description', 'Increase', and 'Decrease'.

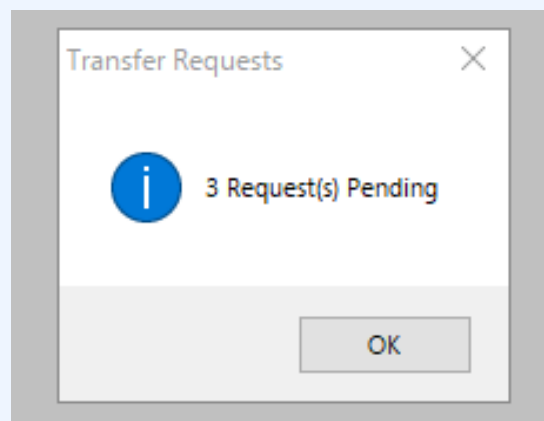
Account	Description	Increase	Decrease
11-190-100-610-10-12-610	TESTING SUPPLIES	500.00	.00
11-190-100-640-10-12-000	TEXTBOOKS	.00	500.00

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.



OK	Refresh	Cancel	New	<input type="checkbox"/> Series	<input checked="" type="checkbox"/> Requests
Transfer Date		Increases		Decreases	
Requests					
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.