Submitting a Budget Transfer Request 2022 Reference Guide

EXCELLENCE IN EDUCATION

PARAMUS

— Public Schools —

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)

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

Budget Transfer Request

School Name: _____

Date: _____

Account Number	Account Title	Transfer From	Transfer To
TOTAL TRANSFER		-	-

Proposed Rational of Transfer:

Approved by Principal/Supervisor: _____   Date: _____

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
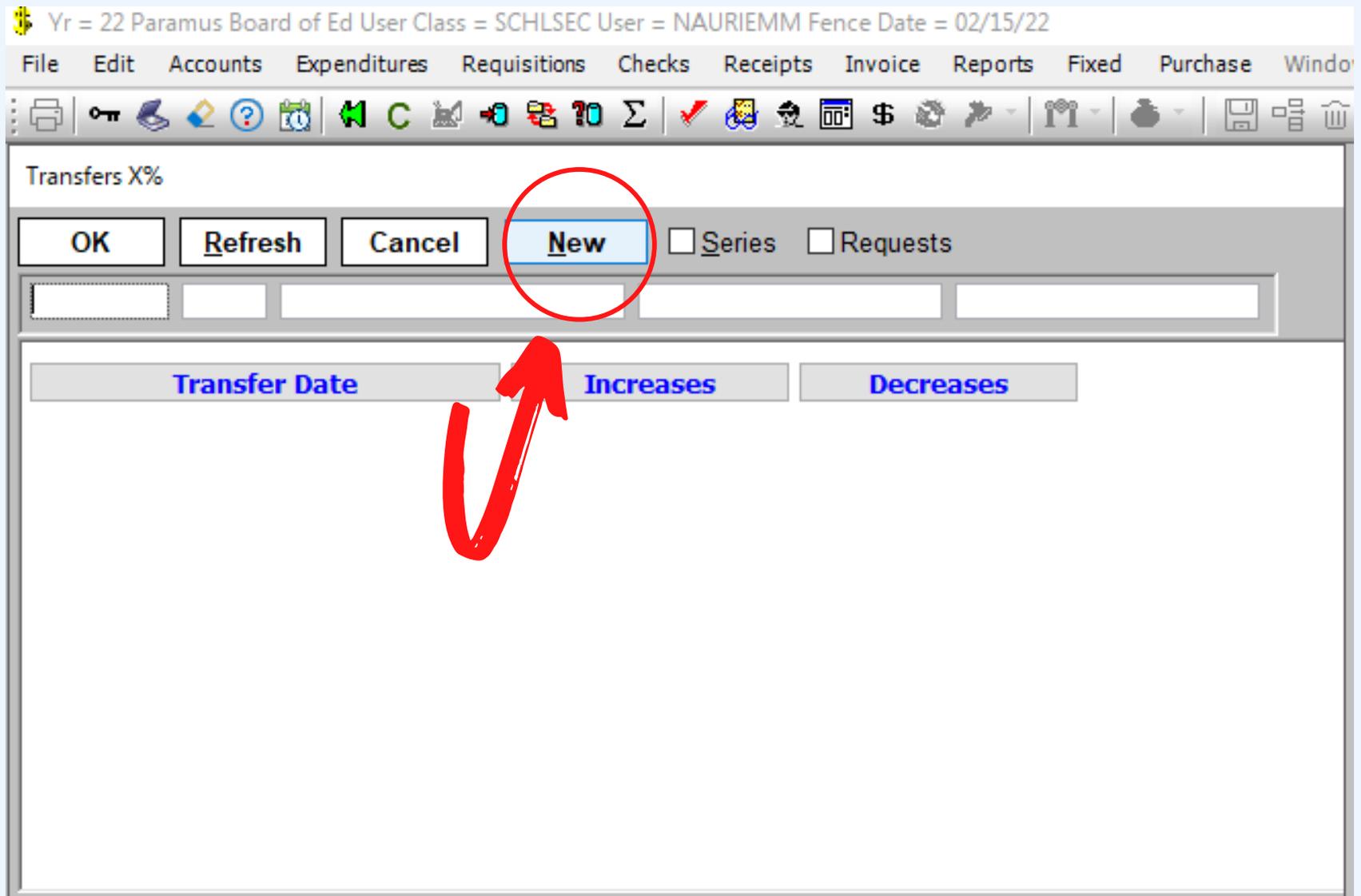- Budget Election Calendar
- Budget Transfer Request Form

Submitting a Budget Transfer Request

Step 1: In CSI, Click the Account Transfer Icon Below
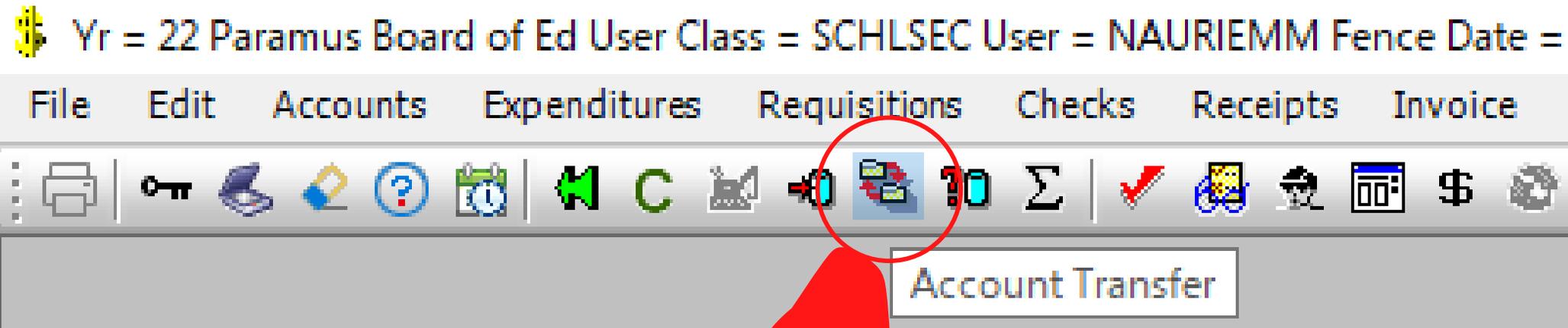
Submitting a Budget Transfer Request

Step 2: Click "New"

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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.

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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.

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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.

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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.

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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.

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Step 7: Click "Update".

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

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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

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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.

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

Submitting a Budget Transfer Request

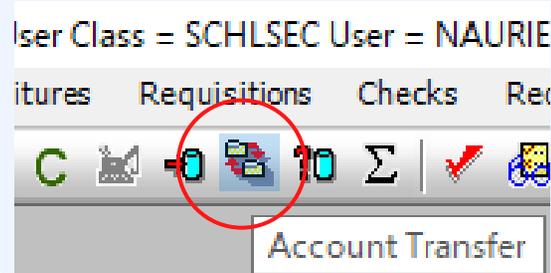Step 10: Click Save, and exit out of the Transfer Request. The transfer is now ready pending approval.

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.

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Account Transfer

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

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.

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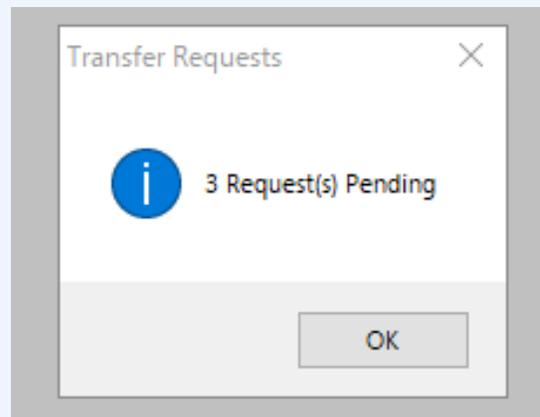
If you have any questions regarding the Transfer please contact the Business Office.