Process: The following outlines the process to prepost a FMBB, budget transfer, between funds and funds centers using the FMBB upload template.

<table>
<thead>
<tr>
<th>What to Do</th>
<th>Who</th>
<th>How to Do It</th>
</tr>
</thead>
</table>
| 1 Establish or transfer budgeted dollars between fund, funds centers, and funded programs. | Business office staff | - Complete the following fields of the [FMBB upload template](#) as they pertain to the particular transfer of funds in the lines area.  
  - Business Process  
  - Document Type  
  - Period  
  - Fiscal Year  
  - Person Responsible  
  - Header Text (Limit of 50 characters)  
  - Line Item Number  
  - Line Item Sign (when appropriate)  
  - Budget Type (REC/NREC)  
  - Funded Program  
  - Fund  
  - Funds Center  
  - Commitment Item  
  - Amount  
  - Item Text (including CUL when appropriate, limit of 50 characters)  
  - Use transaction code ZFMBB to upload budget document template into SAP. ([QRC](#) is available for assistance)  
  - Print copy of document using transaction code FMBB.  
  - If applicable, complete a journal voucher with fund/fund center information through Step 6 in the Create Journal Voucher process.  
  - Include cross reference information on the FMBB and the journal voucher. |
| 2 Obtain internal approvals for the FMBB form and journal voucher (if applicable). | Business office | - Route hard copy for department head/director (or designee) and dean/adm officer (or designee) for approval. |
| 3 Audit the FMBB form and journal voucher (if applicable). | Responsible financial officer | - Visually audit for debit/credit balance, fund/funds center numbers, commitment items, funded program, and approval signatures.  
  - Contact preparer for auditing issues.  
  - Route the FMBB and journal voucher (if applicable) to Budget & Fiscal Planning/FREH via campus mail. |
<table>
<thead>
<tr>
<th>Step</th>
<th>Task Description</th>
<th>Responsible Department</th>
<th>Instructions</th>
</tr>
</thead>
</table>
| 4    | Audit the FMBB and journal voucher (if applicable).  | Budget & Fiscal Planning                   | • Visually audit for debit/credit balance, fund/funds center numbers, commitment items, appropriate signatures, correct process and document type, and consistent periods and document date.  
  • If there are audit issues, mark the document as undone and return the document to the business office for correction. |
| 5    | Send the FMBB and the journal voucher (if applicable) to Accounting Services. | Budget & Fiscal Planning                   | • Route to Accounting via interoffice/campus mail. |
| 6    | Review and post the document.                        | Accounting Services                        | • Audit the FMBB for the appropriate periods and determine if a JV is required.  
  • If a JV is included, review for correct transfer GLs and correct debits and credits.  
  • Post both documents. |
| 7    | Retain the document.                                 | Accounting Services                        | • Send document(s) to FREH Central Files for scanning. |