

## Interfund Budget Transfers are for Special Situations Only

Before you prepare an Interfund transfer:

**Ask: What is the actual need for the transaction?**

Are the charges in the correct Index / FOAPAL?

Will an Accounting Transfer Voucher correct the charges?

Are salaries in the correct Index / FOAPAL ?

Will a Payroll redistribution correct the charges?



**Contact Financial Planning if you have any questions or need assistance.**

## How to create a BD04 Interfund Transfer

Interfund transfers are current year transactions between two different Unrestricted Funds

*Note: Interfund Budget Transfers are for special situations. Expenses should be charged to the appropriate Index FOPA or moved with an Accounting Transfer Voucher or Requested Payroll Redistribution if correction is needed.*

Budget transfers between funds are prepared on a paper BD04 form located on Financial Planning's website

<http://bf.memphis.edu/forms/finance.php#finplan>

There will be a minimum of four transactions on this form (*See Examples*)

Due to the Strategic Resource Investment - SRI model  
no Special Transfer Index(s) with Account Code 82610 will be used.

*Do not use the below special Indexes.*

*Code lookup results*

Title	Index	Fund	Organization	Account	Program	Activity	Location
E&G Interfund Transfers	<a href="#">295130</a>	110001	800000	<a href="#">82610</a>	4600		
IDCR Interfund Transfers	<a href="#">295131</a>	114000	800000	<a href="#">82610</a>	4600		
Cost Share Interfund Transfers	<a href="#">295132</a>	114500	800000	<a href="#">82610</a>	4600		
Chairs of Exc Cost Share Transfers	<a href="#">295133</a>	114501	800000	<a href="#">82610</a>	4600		

*Code lookup results*

Title	Account
Intrafund Transfers	<a href="#">82610</a>



Refer to [Example 1](#): Transfers between fund 110001 and 114000

Refer to [Example 2](#): Transfers between fund 110001 and 126400

*(The Accounting Office will prepare a JE to match the Budget in Account Code 82610)*

*Note:*

Fund 114000, IDCR, Index can only Transfer Funds Out

Fund 124000, TAF, Index cannot Transfer Funds In or Out

# The University of Memphis Temporary Current Year Budget Revision (BD04)

Example 1

Submit completed form to Financial Planning Office, Administration Bldg., Room 273

**Name:**  
  
**Department:**

**Fiscal Year:**

**Date:**

**Temporary Current Year/This Fiscal Year  
Request for BD04 Budget Revision**

Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)	
01	C/S Tom the Tiger	114500	216105	74000	2500	213456	2,500				
02	Tom the Tiger Instruction	110001	234118	74000	2000			2,500			
03	C/S Tom the Tiger	114500	216105	82610	2500	213456		2,500			
04	Tom the Tiger Instruction	110001	234118	82610	2000		2,500				
<b>Net Change</b>											
<input style="width: 100%; border: 1px solid black;" type="text" value="0"/> <small>(J-K)-(N-M)</small>							<b>TOTAL</b>		<b>5,000</b>	<b>5,000</b>	<b>-</b>
<b>Document Total</b>									<b>Expense</b>		<b>Revenue</b>
<input style="width: 100%; border: 1px solid black;" type="text" value="10,000"/> <small>(J+K) + (M+N)</small>											

**The Reason for requesting this revision is as follows:**  
  
 Transfer funds for Cost Share on Grant 512345, Why Tigers have Stripes

*Note: The reason for Example 1 - Department has a Grant Award agreement which included UoM Cost Share match.*

Approved	<input style="width: 95%; border: none;" type="text"/>	Date	VP Business and Finance	Date
Approved	<input style="width: 95%; border: none;" type="text"/>	Date		Date
Approved	<input style="width: 95%; border: none;" type="text"/>	Date	President	Date
Reviewed	<input style="width: 95%; border: none;" type="text"/>	Date	Director of Financial Planning	Date

For Financial Planning Use Only

BR Number:	Fiscal Year:	Entered by:	Date Entered:	Banner JV Number:

The University of Memphis  
 Temporary Current Year Budget Revision (BD04)

**Example 2**

Submit completed form to Financial Planning Office, Administration Bldg., Room 273

Name:   
 Department:

Fiscal Year:

Date:

**Temporary Current Year/This Fiscal Year  
 Request for BD04 Budget Revision**

Index	Org Title or Index Title	Fund	Org	Account Code	Program	Activity	Expense Budget Amount (+)	Expense Budget Amount (-)	Revenue Budget Amount (-)	Revenue Budget Amount (+)	
01	Tom the Tiger Instruction	110001	234118	74000	2000		8,000				
02	UM OnLine Tom the Tiger	126400	213456	74000	2100	245		8,000			
03	Tom the Tiger Instruction	110001	234118	82610	2000			8,000			
04	UM OnLine Tom the Tiger	126400	213456	82610	2100	245	8,000				
Net Change											
<input type="text" value="0"/> (J-K)-(N-M)							<b>TOTAL</b>				
Document Total							16,000	16,000	-	-	
<input type="text" value="32,000"/> (J+K) + (M+N)							<b>Expense</b>		<b>Revenue</b>		

The Reason for requesting this revision is as follows:

To support part-time instruction Position 001234 Mark King for Fall and Spring term

Note: The reason for Example 2 - Department has agreed to use Funds to support instructional needs.

Approved	<input type="text"/>	Date	VP Business and Finance	Date
Approved	<input type="text"/>	Date	President	Date
Reviewed	<input type="text"/>	Date	Director of Financial Planning	Date

For Financial Planning Use Only

BR Number:  Fiscal Year:  Entered by:  Date Entered:  Banner JV Number: