



DPS INSTRUCTIONS FOR BUDGET TRANSFERS

Open the DPS Menu

Choose "Req" to enter requisition entry

Requisition # - Press F8, Select "Add a New Document"

Requisition Date – Press Enter

Request Type – click the drop box, select "Budget Transfer Request"

Technology Purchase – Press Enter

Vendor – should automatically populate with 077777

Date Needed – Type in today's date

Message – This field is not necessary for budget adjustments, so enter "1"

Enter through the remaining fields on the screen

Once the header information is complete, you can add line items

Press F8, Select "Add a new line item to this document" for Line 1

Enter GL Account Number

Description of Request - should automatically populate with "Budget Adjustment"

Enter Revision Amount

Note) Increases are typically positive amounts 500.00. Decreases are negative amounts -500.00. The budget adjustment must balance to a total of \$0.

Press F8, Select "Add a new line item to this document" for Line 2

Enter GL Account Number

Description of Request - should automatically populate with "Budget Adjustment"

Enter Revision Amount

Press F8, Select "Manage notes for this document"

Press F8, Select "Add new note line"

Type the justification for the budget adjustment here

Enter through the screen

Press Out, Out to exit the screens