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**Appropriation Transfers**

An Appropriation Transfer (A1) document in an online document used to transfer non-sponsored appropriation budgets from one Agency/Org to another Agency/Org (i.e. CK11001 to WV11004) or from one appropriation category to another (i.e. CK11001P to CK11001A as a transfer of Personal Services to All Other Operating).

**A1 Guidelines**

**State Account Transfers**

A1 documents permit transfer of appropriation budgets from State Agency/Orgs.

**Restrictions**

- A1 documents are only processed on non-sponsored budgeted Agency/Orgs
- A1 documents are the only document allowed to transfer state budget appropriations
- A1 documents are not allowed on cash-basis accounts
- State appropriations cannot be transferred between campuses
- A1 documents can transfer between like units only – State to State transfers are allowed but a transfer from State to Local is not

**Special Approval**

For additional information, reference the following:

- [FIN 102-01](#): Appropriation Budget Changes
- [Financial References](#): Appropriation Budget

**Preparing the A1**

The following information should be gathered prior to beginning the A1 document.

- Accounting period and fiscal year – most relevant when at the end of accounting periods to ensure transaction is posted to the correct period
- Agency/Org and appropriation unit for transfer out
- Amount of transfer out in whole dollars only
- Appropriate description
- Agency/Org and appropriation unit for transfer in
- Amount of transfer in in whole dollars only
- Appropriate description
Completing the A1

Enter data in the following fields only (bold fields are required):

<table>
<thead>
<tr>
<th>Field Name</th>
<th>Description</th>
<th>Example</th>
</tr>
</thead>
<tbody>
<tr>
<td>App Date</td>
<td>Creation date, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Acctg Prd</td>
<td>Accounting period, leave blank unless calendar date does not coincide with accounting period</td>
<td>BLANK</td>
</tr>
<tr>
<td>Budget FY</td>
<td>Current fiscal year</td>
<td>14</td>
</tr>
<tr>
<td>Fund</td>
<td>Fund code</td>
<td>1150</td>
</tr>
<tr>
<td>Lin Act</td>
<td>Line action</td>
<td>C (to modify existing)</td>
</tr>
<tr>
<td>Agcy</td>
<td>Agency</td>
<td>TR1</td>
</tr>
<tr>
<td>Appr Unit</td>
<td>Appropriation unit</td>
<td>TR11001A</td>
</tr>
<tr>
<td>I/D Appr Amount</td>
<td>Amount of transfer</td>
<td>6450</td>
</tr>
<tr>
<td>I/D</td>
<td>Increase or Decrease</td>
<td>I</td>
</tr>
<tr>
<td>HR Description</td>
<td>Description fields used only when transferring from personal services</td>
<td></td>
</tr>
<tr>
<td>Pay Lin</td>
<td>PeopleSoft position number</td>
<td>123456</td>
</tr>
<tr>
<td>Empl ID</td>
<td>Employee affiliate ID number</td>
<td>1000999123</td>
</tr>
<tr>
<td>Mod Dte</td>
<td>Modification date</td>
<td>070113</td>
</tr>
<tr>
<td>Description</td>
<td>Description (used only when not transferring personal services; leave blank when transferring personal services)</td>
<td></td>
</tr>
</tbody>
</table>

After entering all data fields, edit the document (F7) to validate all entries and check for errors. A successful edit will move the entry to PEND1 status for department approval.

Approving an A1

Departments should approve an A1 document at Level 1.

Financial Services accountants will apply Level 4 and 5 approvals.