



GVSU Business & Finance Department Procedures Manual

Section: Business and Finance **Section Number:** 307
Subject: Transfer Request Procedures
Date: December 2014

Journal entries, interdepartmental charges and budget transfers between or within University departments should be generated using the Transfer Request process in On-Base.

If a department needs to move more than five line items/transactions, or the request is complicated or cumbersome in nature, the department may email their accounting department/budget office contact for assistance.

The basic flowchart for a Transfer Request is as follows:

1. The Initiating Department creates a new Transfer Request form, selects the Purpose, identifies the Receiving Department, completes the Initiating Department Section and Submits to workflow.
 - The Initiating and Receiving Departments can be the same.
2. The Receiving Department receives an email, reviews the Transfer Request form, completes the Receiving Department Section, Saves and Sends to Accounting.
 - The Receiving Department can return to the Initiating Department, if necessary.
3. The Accounting Department/Budget Office reviews the Transfer Request form, Approves and Routes to Banner.
 - The Accounting Department/Budget Office can return to either the Initiating or Receiving Department, if necessary.

A detailed user's guide is available at www.gvsu.edu/busfin/obxferguide.