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**BUDGET PREP Users  
Special Instructions for  
Fixed Funding Transfers to Fleet Operations and DFCM**

If the Division of Finance transferred fixed funding from your agency to

- 1) Fleet Operations in order to purchase a new vehicle or vehicle upgrade, or
- 2) DFCM for a planning or construction project,

you should still include the transferred amounts as part of your fixed funding for budget purposes. Thus, this funding should be included in Budget Prep for your agency.

By including these transfer amounts for budgeting purposes, agency base budgets will not be negatively impacted. However, the amount of fixed funding reported for budgeting purposes will differ from the amount reported in FINET by the amount of the transfer.

In order to balance revenues with expenditures for budget reporting, you will need to manually enter a related expenditure in Budget Prep to offset the transferred funding included in your budget reports. This is accomplished in Budget Prep as follows:

**From the Main Screen:**

Click on “Add Categories”  
Select “E TR Transfers” from the list and double click

**From the Main Screen:**

Select the “E TR Transfers” row and double click  
Click on “Add Objects”  
Click on “Expenditure Code Maintenance”  
Select “E TR Transfers” from the list  
Click on “Add Object”

**From the Expenditure Code Entry Screen:**

Enter the following information:

Category -	<b>TR</b>		
Name -	<b>TRANSFERS</b>		
Object -	<b>8700</b>	<b>or</b>	<b>8800</b>
Name -	<b>TRANSFERS TO FLEET</b>	<b>or</b>	<b>TRANSFERS TO DFCM</b>

Click on “Save”  
Click on “Quit”  
Click on “Cancel”

**From Objects Screen:**

Click on “Add an Object”  
Enter 8700 or 8800  
Select “Add”  
Enter the amount of the transfer in the appropriate fiscal year (typically “Actual”)  
Click on “Save”