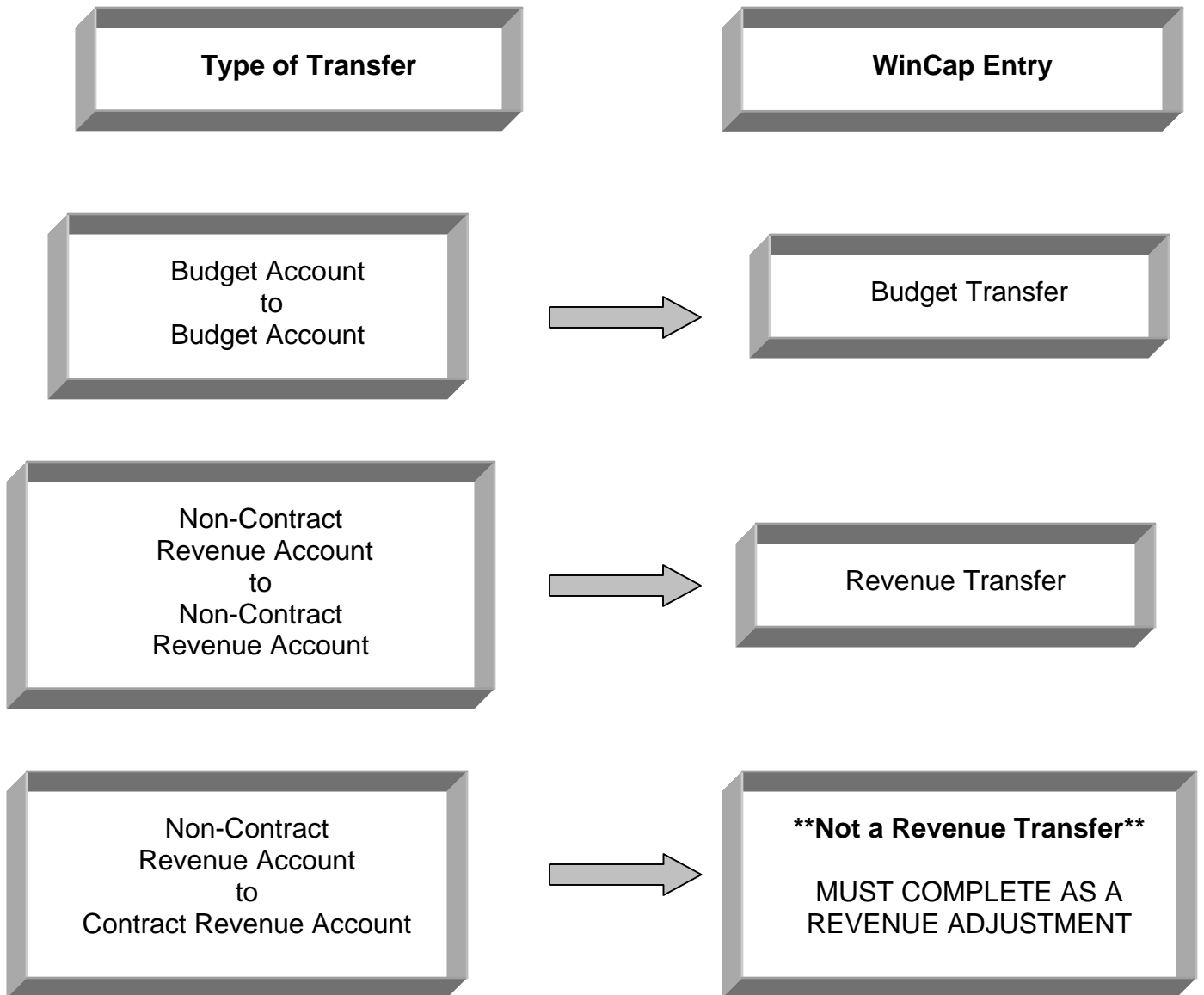# WinCap
Budget Transfers and Revenue Transfers

When you need to transfer budgeted money between budget accounts or revenue accounts, you must process a budget or revenue transfer, both types of transfers must net to zero.
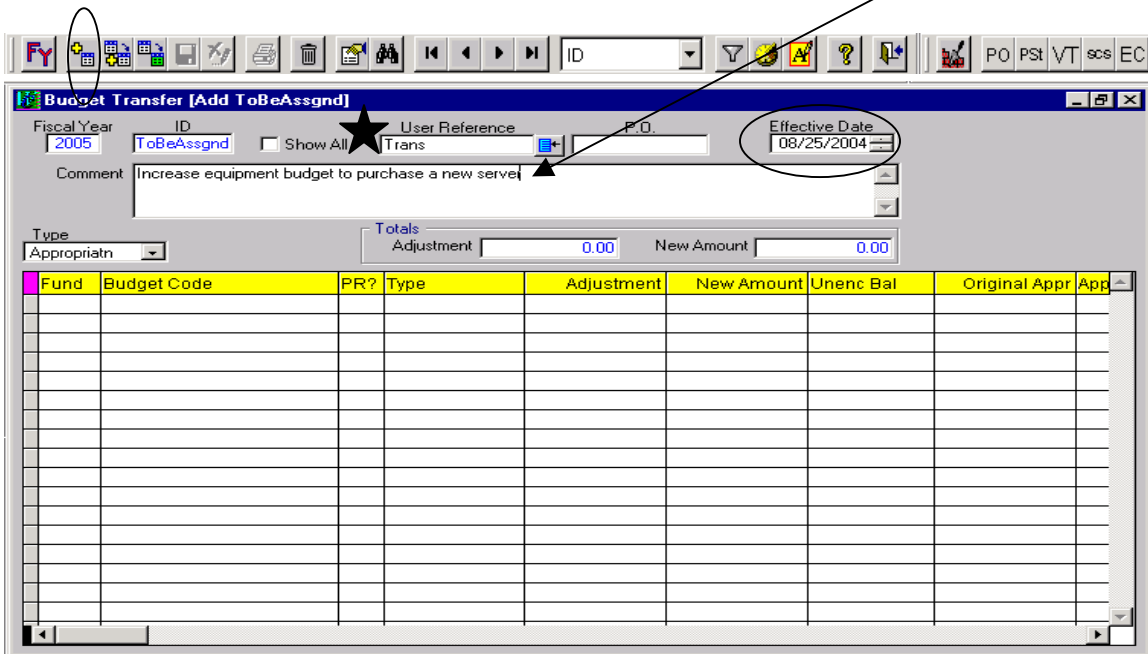
Type of Transfer	WinCap Entry
Budget Account to Budget Account	Budget Transfer
Non-Contract Revenue Account to Non-Contract Revenue Account	Revenue Transfer
Non-Contract Revenue Account to Contract Revenue Account	****Not a Revenue Transfer**** MUST COMPLETE AS A REVENUE ADJUSTMENT

Budget Account Transfers

To transfer budgeted money between budget accounts, the process is as follows:

> Manage
> > Budget Maintenance
> > > Transfers
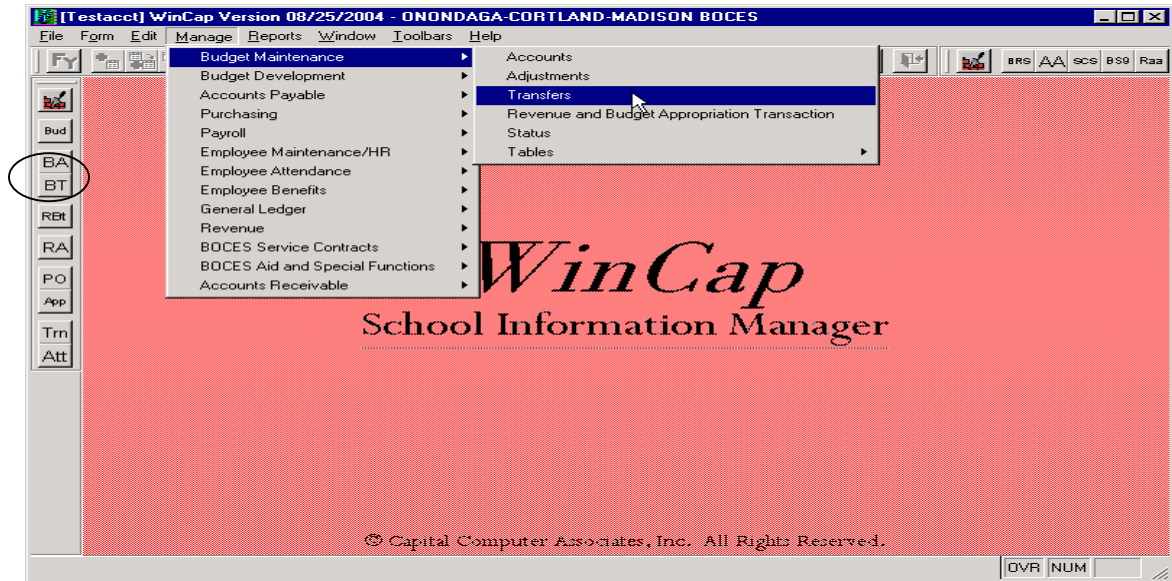
Choose the "Add" icon from the form toolbar. Enter 'Trans' as the "User Reference", the "Effective Date" of the Budget Transfer and a "Comment" that you would like attached to the Budget Transfer.
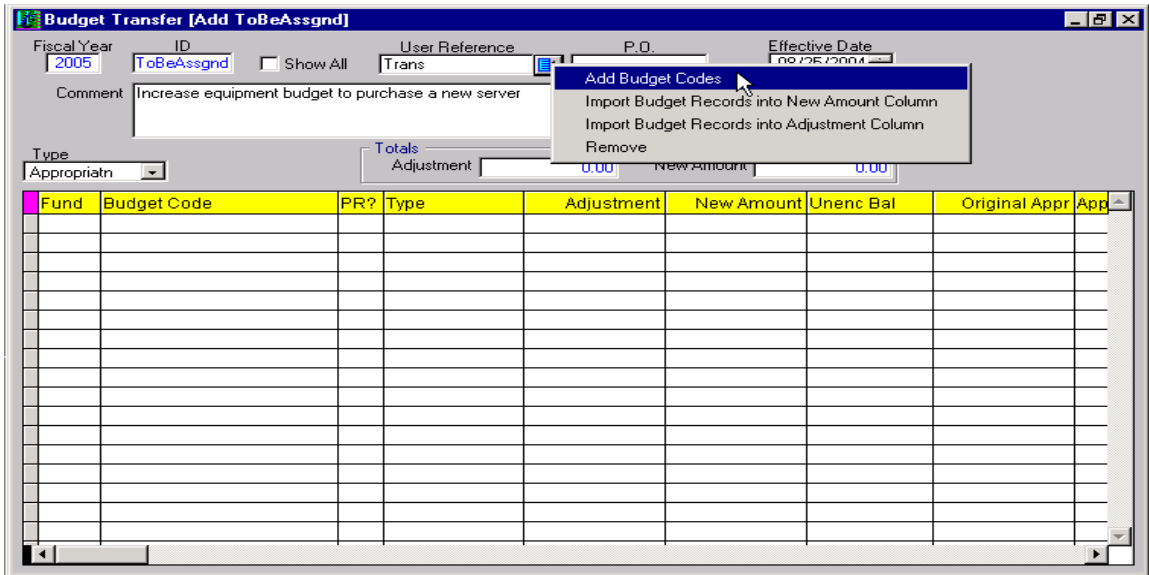
Click on the blue "Options" button. Choose 'Add Budget Codes'.

The Budget Code Search screen will open allowing you to query the Budget Accounts you have access to.
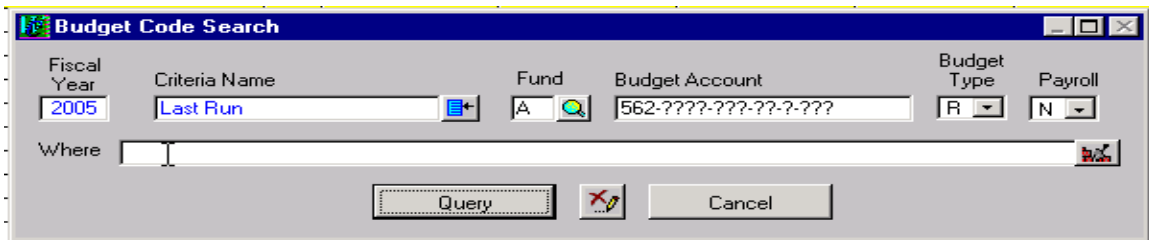
When the search screen opens with all the Budget Codes, place a check mark in the "Sel" column to select the Budget Code(s) you want to transfer to and from. Choose "OK" to bring the chosen Budget Code(s) into the Budget Transfer screen.
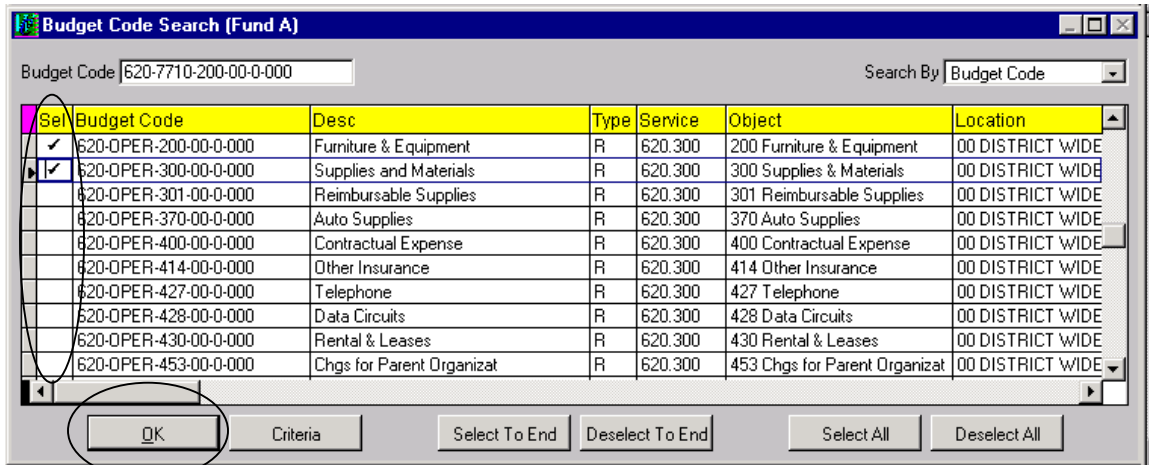
Now that the Budget Codes are in the Budget Transfer screen, make sure the "Type" of transfer is 'Appropriatn'. Enter the amount of the increase and decrease (increases are entered as a positive amount, decreases are entered with a (-) negative) in the "Adjustment" column.


The net of the Budget Transfer must balance; verify this by looking at the "Totals" box. The "Adjustment" field must be zero, you cannot save the transaction unless it nets to zero.

Choose the Save icon from the form toolbar <u>ONLY</u> if you are sure the Transfer is correct, as once a Transfer is saved, it <u>cannot</u> be modified.
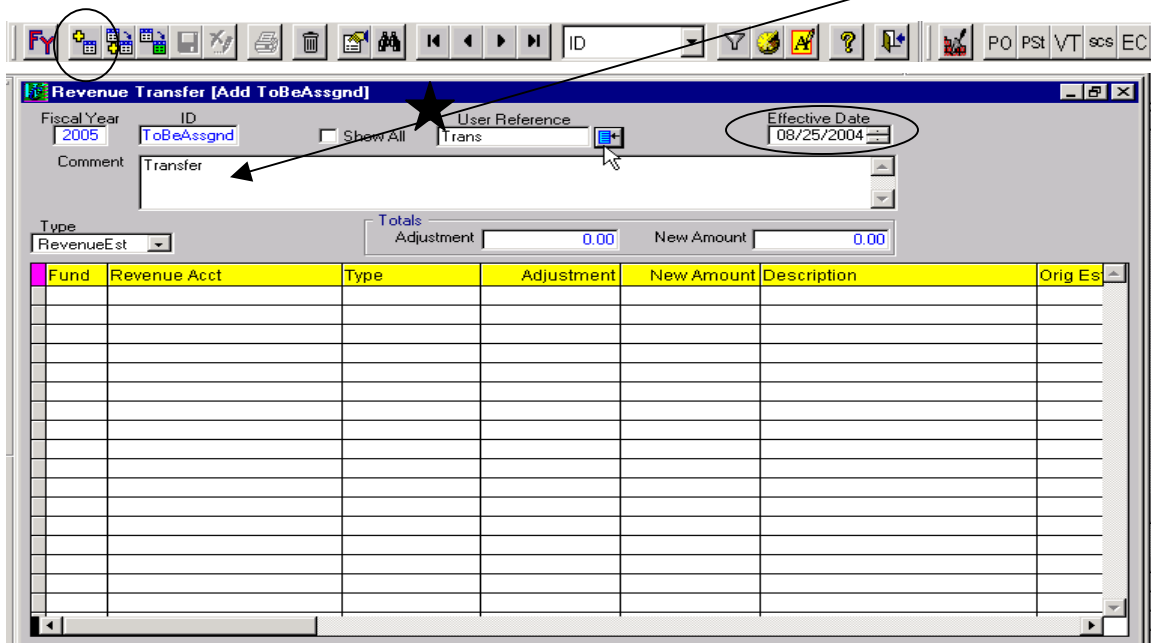
Revenue Account Transfers

To transfer budgeted money between revenue accounts, the process is as follows:

> Manage
>> Revenue
>>> Revenue Transfers
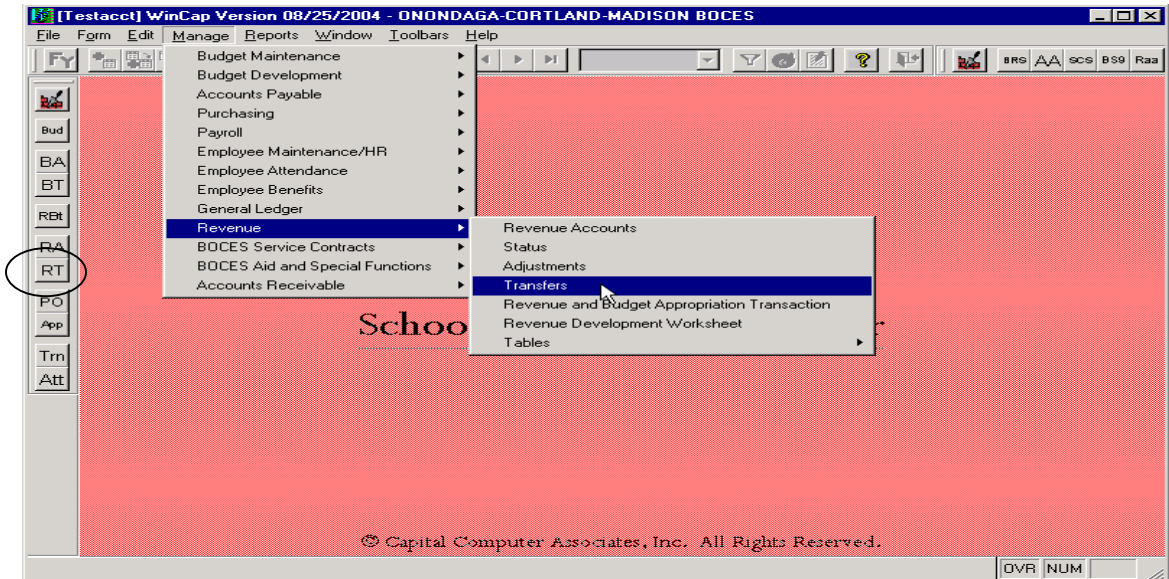
Choose the "Add" icon from the form toolbar. Enter 'Trans' as the "User Reference", the "Effective Date" of the Revenue Transfer and a "Comment" that you would like attached to the Revenue Transfer.

Click on the blue "Options" button. Choose 'Add Revenue Accounts'.

The Revenue Code Search screen will open allowing you to query the Revenue Accounts you have access to.

When the search screen opens with all the Revenue Accounts, place a check mark in the "Sel" column to select the Revenue Account(s) you want to transfer to and from. Choose "OK" to bring the chosen Revenue Account(s) into the Revenue Transfer screen. Keep in mind that you cannot transfer with the following revenue accounts: 2252,2253,or 2254 as these are contract revenue accounts.
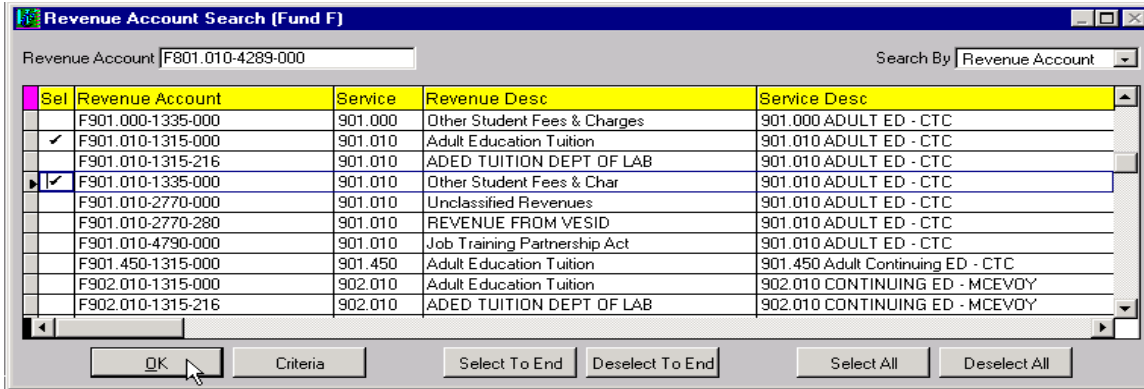
Now that the Revenue Accounts are in the Revenue Transfer screen, make sure the "Type" of transfer is 'RevenueEst'. Enter the amount of the increase and decrease (increases are entered as a positive amount, decreases are entered with a (-) negative) in the "Adjustment" column.
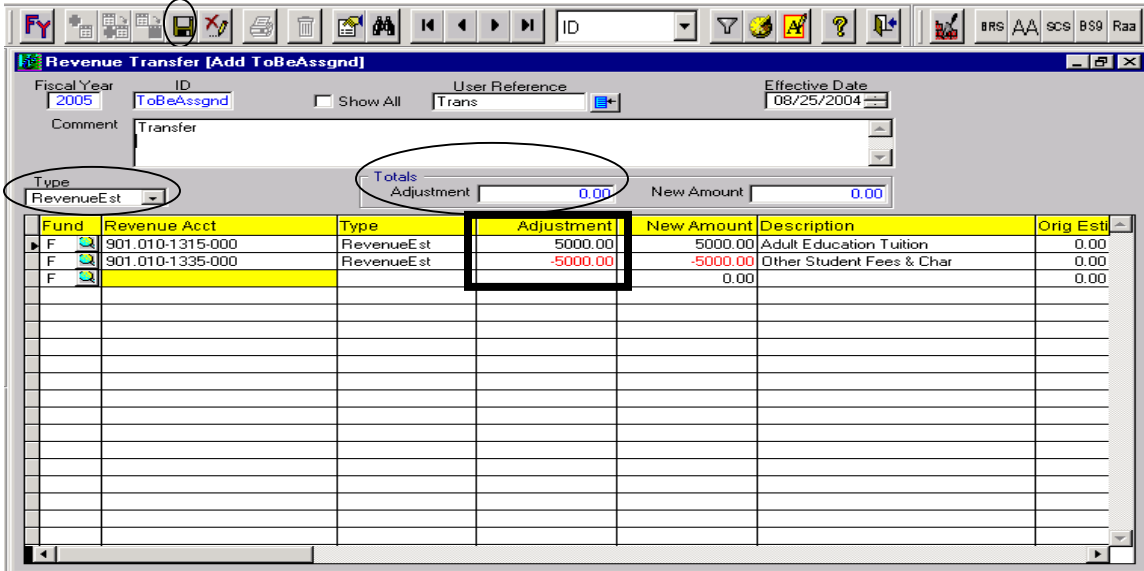
The net of the Revenue Transfer must balance; verify this by looking at the "Totals" box. The ''Adjustment'' field must be zero, you cannot save the transaction unless it nets to zero.

Choose the Save icon from the form toolbar ONLY if you are sure the Transfer is correct, as once a Transfer is saved, it cannot be modified,