

How to Pre-Post a Budget Transfer - FMBB

Transaction: FMBB

1. Click on transaction FMBB or type it in blank space at top.
2. **If you get a pop-up box to enter FM area, enter SSHE**
3. Choose **Transfer** from the *Process* menu (see instructions below)
4. Input Data
5. Be sure to pick period 001



Header Data Additional Data

Process **Transfer**

Document type BGT (Budget)

Version 0

Document Date 03/20/2025

Sender

Fiscal Year 2025 Period 001

Budget Type NREC Non-Recurring Budget

Receiver

Fiscal Year 2025 Period 001

Budget Type NREC Non-Recurring Budget

Doc. Line	-/+	Fund
	-	
	+	

first line is Sender -, change to a + for Receivers

You can have multi senders, 1 receiver, 1 sender, 1 receiver or any other combination as long as the senders and receiver lines balance.

Payment Budget

Master Data Split Key Fig.

Doc. Line	-/+	Fund	Funds Center	Name of a Funds Center	Commitment Item	Functional Area	Amount (USD)	Text
	-							
	-							
	-							
	-							

Insert Funds center/Comm Item/Amount/Text and click on green check which will add the rest of the data.

6. Enter Text (Required)
7. Use  to check for errors. (located at very top of transaction)
8. When you have verified that you have no errors, click on **Prepost** located towards top of screen. You will receive a document number at the bottom grey area.