

Budget Transfer in SAP

Social Services

In SAP, enter FMBB as the transaction.

FM Area:

Header Data Tab

Process:

Budget Category: Payment

Version: 0

Document Type: NORM

Document Date: 07/03/24

Sender

Fiscal Year:

Period: 12= June

Budget Type: NORM

Grant: NOT_REVANT

grant code:

xxxxxxxxxxxxxxxx

DO NOT ENTER when entering the supplement in SAP.

Use only when entering a requisition, PO or invoice for payment.

Receiver

Fiscal Year

Period: 12= June

Budget Type: NORM

Fund Level

Fund Center

[Click Here for Lines](#)

[Section](#)

SAP Entry Form



Social Services

Preposted Document # _____

Date Entered: _____

FY23-24

-	+	Fund	Funds Center	Commitment Item	Functional Area	Funded Program	Amount	Text
	+	1001010000	5300642000	5200171300	6000000000	NOT_RELEVANT	\$ 628,703	In Home Aide Expense Line
	+	1001010000	5300642000	5200171600	6000000000	NOT_RELEVANT	\$ -	No increase needed to Meals on Wheels Expense Line
	+							
	+	1001010000	5300642000	4300341100	6000000000	NOT_RELEVANT	\$ 121,153	Increase to the total of \$932,221 in HCCBG Revenue Line

Business Officer

Signature: _____ Date: _____

DSS Director

Signature: _____ Date: _____

Date: _____

Comments: Budget Amendment approved _____ recognizing HCCBG funds