

Movement of Appropriation Authority Quick Guide

NOTE: All entries are always against KK_SEG and always use a Budget Transfer or Interunit Budget Transfer Journal

Transaction Type	Definition	Journal Process	Budget Entry Type	Chartfields to be changed between lines	Examples	How to Reappropriate
Interchange	<p>Movement of appropriation authority between statutory appropriations within the same BU and fund, within or across programs.</p> <p>Movement within the same level 2 program is unlimited.</p> <p>Movement between level 2 programs is subject to 5-4-3 limitation</p>	Budget Transfer	Interchange	Program and/or account	<ul style="list-style-type: none"> • Movement between State Operations categories (Contractual Services, Travel, etc) • Movement between Local Assistance appropriations within the same Level 2 program • Movement between different programs within a BU and fund (5-4-3 limitation) • Movement from the Unsegregated account code to a proper account code • Movement of capital appropriations within same fund and CCP. 	The donor and recipient appropriation must be reappropriated separately for both to continue.
Departmental Suballocation	Movement of appropriation authority between budgetary departments within a Business Unit within the same fund and for the same purpose as appropriated.	Budget Transfer	Departmental Suballocation	Department	Suballocations between SUNY/CUNY campuses or PBCs.	Only the donor appropriation must be reappropriated.
Apportionment	Movement of a lumpsum appropriation authority to a particular fund, account or BU where the budget bill language is not specific. Also, to be used to reserve segregated funds.	Budget Transfer (if within BU)	Apportionment	Fund, program and/or account	<ul style="list-style-type: none"> • Multiple fund appropriations • Paybills <p>Movement from Segregated balance to Reserved balance</p>	Only the donor appropriation must be reappropriated.

Apportionment	Movement of a lumpsum appropriation authority to a particular fund, account or BU where the budget bill language is not specific. Also, to be used to reserve segregated funds.	Interunit Budget Transfer (between BUs)	Apportionment	BU, department, fund, program and/or account	Movement from MSC01 lumpsum appropriation to agency BU	Only the donor appropriation must be reappropriated.
Transfer	Movement of appropriation authority between appropriations in different BUs, funds and/or accounts and must be specifically authorized in State statute.	Budget Transfer (if within BU)	Transfer	Fund and/or account	Movement between funds (State Operations to Aid to Localities)	The recipient appropriation must be specifically reappropriated.
Transfer	Movement of appropriation authority between appropriations in different BUs, funds and/or accounts and must be specifically authorized in State statute.	Interunit Budget Transfer (between BUs)	Transfer	BU, department, fund and/or account	Paybills	The recipient appropriation must be specifically reappropriated.
Consolidation Transfer	Movement of appropriation authority pursuant to the Flexibility language included in State Operations appropriations	Budget Transfer (if within BU)	Consolidated Transfer	Program	Movement of appropriation authority for consolidation purpose administered within the same BU	The recipient appropriation must be specifically reappropriated.
Consolidation Transfer	Movement of appropriation authority pursuant to the Flexibility language included in State Operations appropriations	Interunit Budget Transfer (between BUs)	Consolidated Transfer	BU, department, program	Movement of appropriation authority for consolidation purpose administered in a different BU	The recipient appropriation must be specifically reappropriated.
Suballocation	Movement of appropriation authority between Business Units within the same fund and for the same purpose as appropriated and must be specifically authorized in State statute.	Interunit Budget Transfer	Suballocation	BU, department		Only the donor appropriation must be reappropriated.