

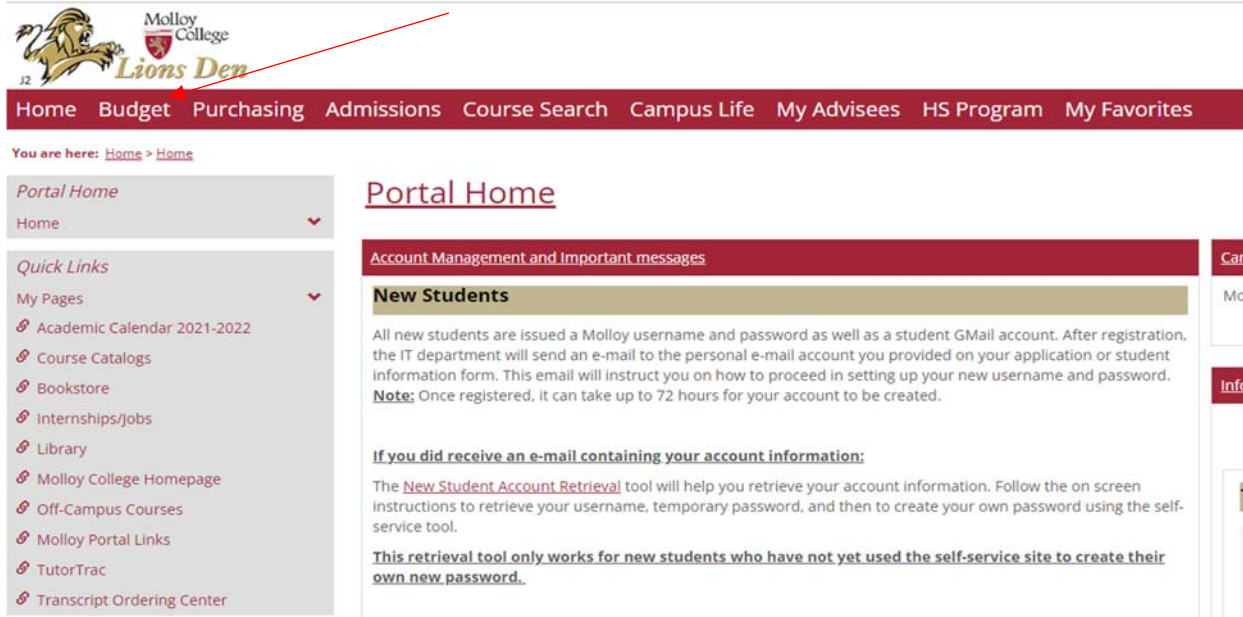
## Online Budget Module – How to do a transfer

1. The budget is accessed through Lion's Den. <https://lionsden.molloy.edu>  
Use the same login used for your computer. If you do not have access, please email Kathy Hegdahl at [KHegdahl@molloy.edu](mailto:KHegdahl@molloy.edu).

Username – Your email

Password - \_\_\_\_\_

2. Once you log in, click on the Budget tab.



The screenshot shows the Molloy College Lions Den portal. The navigation menu at the top includes Home, Budget, Purchasing, Admissions, Course Search, Campus Life, My Advisees, HS Program, and My Favorites. The 'Budget' tab is highlighted. Below the navigation menu, there is a 'Portal Home' section with a 'Home' link. A 'Quick Links' section lists various resources like the Academic Calendar, Course Catalogs, Bookstore, and Internships. The main content area is titled 'Portal Home' and features a section for 'New Students' with instructions on account creation and retrieval. A red arrow points to the 'Budget' tab in the navigation menu.

3. Select Search by worksheet under This Year's Active Budget



The screenshot shows the 'Budget' page. The navigation menu at the top includes Budget, Default Page, and Quick Links. The 'Budget' section is active, showing options for 'Budget to Prepare for Next Year' and 'This Year's Active Budget'. Under 'This Year's Active Budget', there are three links: 'Search by Line Item', 'Search by Worksheet', and 'View All Available Worksheets'. A red arrow points to the 'Search by Worksheet' link.

- Click the dropdown menu and select the current budget year and then click search.

## Budget

### This Year's Active Budget

You may search using single or multiple criteria. The more search criteria you choose, the more specific the returned results will be.

Budget

by  Range \$  To \$

- All of your current year budget worksheets will be listed. Select the budget worksheet you would like to review.

## Budget

### This Year's Active Budget

You may search using single or multiple criteria. The more search criteria you choose, the more specific the returned results will be.

Budget

Monitor activity by  Range \$  To \$

Worksheet [Display hierarchy]	Status	Available Now
<a href="#">30000 Fixed Finance</a>		
<a href="#">30000 Finance</a>		

- Select the budget worksheet you want to review. You will see all of the GL lines within the selected worksheet with totals for current year budget, actual spending, and the amount available. To see details for your expenses click on the total amount under "Already Used".

## Budget

Part of the [\[redacted\]](#) worksheet for Jul 2021 - Jun 2022

	Available now	Already used	Total encumbered	Total budget
Overall	\$15,637	\$12,158	\$2,732	\$29,529

TIP: To go back in Lion's Den you have to use the 'cancel, go back' link on the upper right side, do not use the arrow back on top.

7. If you see a big red X (like the one in the graphic below) you are required to transfer funds to cover the over budget amount.

over by (\$1,520)	having spent \$1,719.92	encumbered \$0.00	out of \$200	
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8. To do a budget transfer, click on the line you would like to transfer money into.


10-02-30000-71409 <b>E-JOURNAL PURCHASES</b>	
10-02-30000-71401 <b>BOOK PURCHASES</b>	
10-02-30000-71310 <b>COMPUTER HARDWARE/PERIPHERALS</b>	
10-02-30000-71306 <b>SOFTWARE SUPPORT</b>	


9. This window will open. Select **Add to this budget**



### Budget

30000 Finance Worksheet  
Part of the Finance worksheet for Jul 2021 - Jun 2022

 COMPUTER HARDWARE/PERIPHERALS  
10-02-30000-71310

 [Add to this budget](#)  
[View adjustment history](#)


 No Comments/Attachments

 [Add a comment](#)  [Add a file](#)


10. Enter the amount in the “How Much” field – (enter whole dollars only), and then click “Look for a transfer”


### Budget


30000 Finance Worksheet  
Part of the Finance worksheet for Jul 2021 - Jun 2022


 COMPUTER HARDWARE/PERIPHERALS  
10-02-30000-71310

Adding more money to COMPUTER HARDWARE/PERIPHERALS


 How much money do you need? \$

 Where can you find this money? [Look for a transfer](#) to cover some or all of this increase (optional)

 When do you need this money?   This need is permanent. Include this increase in next year's budget.

 Why do you need this money?

**Review your request**  
This request is for a \$0.00 increase to the Jul 2021 - Jun 2022 allotment for COMPUTER HARDWARE/PERIPHERALS  
This would result in an adjusted COMPUTER HARDWARE/PERIPHERALS budget of

Available now (\$70)	Spending \$69.74	Budget \$0	
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11. You can search by account name (towards the left) or by clicking on the worksheet on the right. Enter the amount you want to transfer from this line.



Where

can you find this money?

Search or browse for a line item that can spare money for this transfer to **COMPUTER HARDWARE/PERIPHERALS**

Search for a line item by

Line item name

Line item code  
 and/or

Minimum available budget  
 and/or

\$

Search line items

Or browse your worksheets for a line item

30000 Finance has \$15,637 remaining budget

12. You will see a list of accounts with the amount available to transfer. Select an account with enough funds available to cover the transfer and enter the total you want to move. You can select more than one line in this screen if total funds are not available in a single line. then select “Add to your request”

<input type="checkbox"/>		Available	Spending	Budget
<input type="checkbox"/>	10-02-30000-71902 POSTAGE	\$1,280	\$3,719.86	\$5,000
<input type="checkbox"/>	10-02-30000-73204 EQUIPMENT REPAIRS & MAINT	\$0	\$0.00	\$0
<input type="checkbox"/>	10-02-30000-72902 OFFICIAL FEES	\$0	\$0.00	\$0
<input type="checkbox"/>	10-02-30000-74101 CONFERENCE FEES	\$0	\$0.00	\$0
<input type="checkbox"/>	10-02-30000-71302 SOFTWARE	\$0	\$0.00	\$0
<input type="checkbox"/>	10-02-30000-72909 MEMBERSHIPS	\$0	\$0.00	\$0
<input type="checkbox"/>	10-02-30000-79920 CHARITABLE CONTRIBUTIONS	\$0	\$0.00	\$0
<input type="checkbox"/>	10-02-30000-71306 SOFTWARE SUPPORT	\$0	\$0.00	\$0
<input type="checkbox"/>	10-02-30000-75115 CATERING - DEPARTMENTAL	\$0	\$0.00	\$0
<input type="checkbox"/>	10-02-30000-71202 OUTSIDE PRINTING & REPRO	\$0	\$0.00	\$0
<input checked="" type="checkbox"/>	10-02-30000-72299 OTHER CONTRACTED SERVICES	Over budget (\$1,520)	\$1,719.92	\$200

Add to your request

13. You are required to enter a response in the “Why” field. This should be a description of the transfer, ie. “to cover budget”. Then select Make adjustment now.

14. If you are the transfer preparer and approver, the transfer happens immediately. If you do not have approver authorization you will need to notify the approver to go into Lion's Den to approve the transfer.