HOW TO – TRANSFERABILITY TABLE

How do I get to the transferability table?

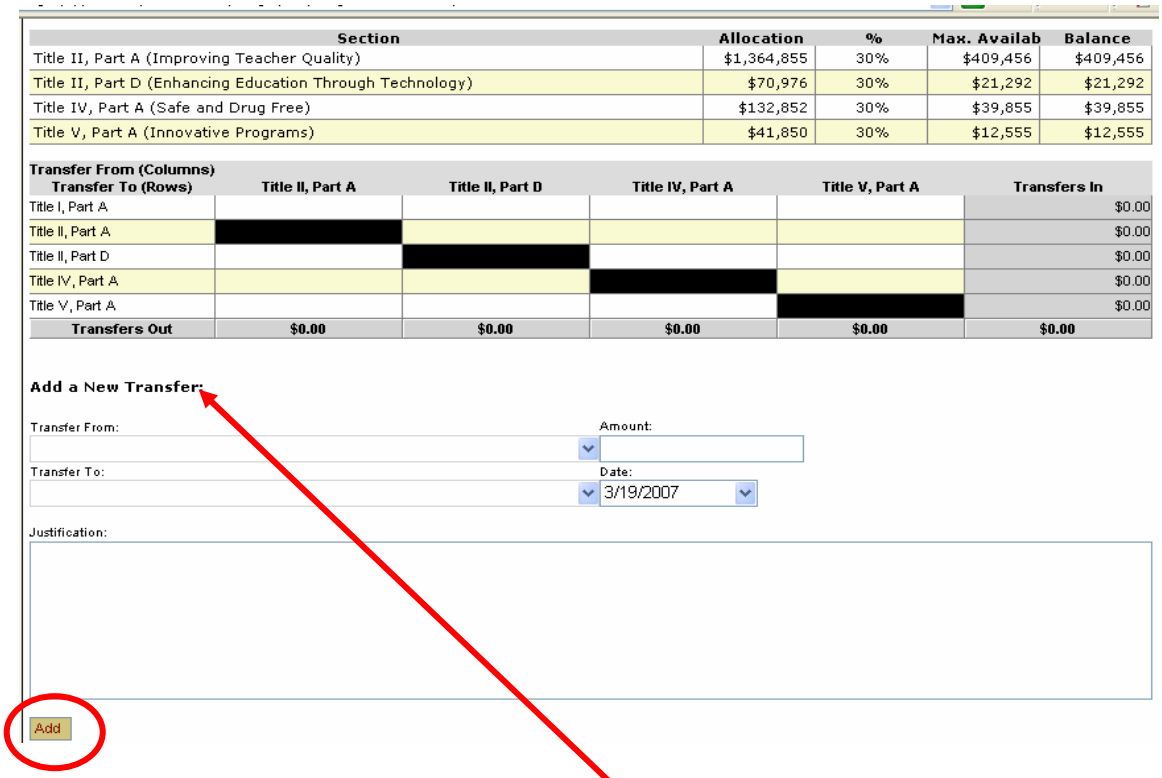
1. At the Amendment page, click transfer in or transfer out in the Funding Summary section of the budget summary page.

Funding Summary

Indirect Rate	2.39 %	Indirect Costs	$31,875
Carryover	$84,691		
Final Allocation	$1,364,855	Funds Available to Budget	$1,471,138
Transfer In	$0	Funds Budgeted	$1,471,138
Transfer Out	$0	Available Balance	$0
ReAllocation	$21,592	Budget Number	

How do I read the transferability table?

2. The program from which funds are being transferred is indicated in the columns.
3. The program in which funds are being transferred to is indicated in the rows.



Section	Allocation	%	Max. Availab	Balance
Title II, Part A (Improving Teacher Quality)	$1,364,855	30%	$409,456	$409,456
Title II, Part D (Enhancing Education Through Technology)	$70,976	30%	$21,292	$21,292
Title IV, Part A (Safe and Drug Free)	$132,852	30%	$39,855	$39,855
Title V, Part A (Innovative Programs)	$41,850	30%	$12,555	$12,555

Transfer From (Columns) / Transfer To (Rows)	Title II, Part A	Title II, Part D	Title IV, Part A	Title V, Part A	Transfers In
Title I, Part A					$0.00
Title II, Part A					$0.00
Title II, Part D					$0.00
Title IV, Part A					$0.00
Title V, Part A					$0.00
Transfers Out	$0.00	$0.00	$0.00	$0.00	$0.00

Add a New Transfer:

Transfer From: Amount:

Transfer To: Date: 3/19/2007

Justification:

Add

How do I add a new transfer?

4. Scroll to ADD A NEW TRANSFER.
5. Select from the drop down arrow the program to transfer from.
6. Type the amount to be transferred.
7. Select the program to transfer the funds to.
8. Select the date the transfer should occur.
9. Type a brief justification for why the transfer is necessary.
10. Click ‘Add”.

How do I delete a transfer?

11. Click the gray box on the right.
12. Hit the delete button on the keyboard.

Section	Allocation	%	Max. Availab	Balance
Title II, Part A (Improving Teacher Quality)	$1,364,855	30%	$409,456	$409,456
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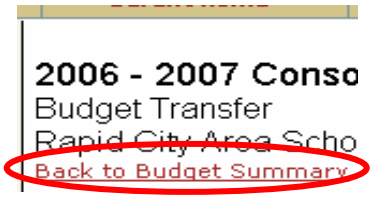
Transfer From (Columns) Transfer To (Rows)	Title II, Part A	Title II, Part D	Title IV, Part A	Title V, Part A	Transfers In
Title I, Part A					$0.00
Title II, Part A					$0.00
Title II, Part D					$0.00
Title IV, Part A					$0.00
Title V, Part A					$0.00
Transfers Out	**$0.00**	**$0.00**	**$0.00**	**$0.00**	**$0.00**

13. At the top of the page, click ‘Return to Budget Summary’ or ‘eGrant Home’ to exit the transferability table.