**STEP 1**

Select the Financials card.

**STEP 2**

Select the Budget Execution card.
STEP 3

Select the second card.

STEP 4

Select the appropriate POV options.
STEP 5

Select the arrow any time that you configure your POV options.

STEP 6

Right click where you would like to add a BC by selecting "Add Control Budget Entry.". Note that you cannot remove a BC field once it has been added.
**STEP 7**

You can now right click again and select Interorg Adjustment or Intraorg Adjustment and fill out the fields accordingly.

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**STEP 8**

Make sure that you fill out the justification with the following information:
Date/NetID/Sending Activity ORG to Receiving Activity ORG/ Amount/ Reason

*Note that your department may have different justification information. You can ask your SAA for guidance.*

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**STEP 9**

Click Launch. You have now completed the transfer and should receive a success message.