Instructions for Budget Transfer (BD System)  
https://image.admin.sc.edu/GLEntry.php

- In description field, enter Responsibility number & name and brief reason for entry
- Tab to next field and enter department, fund, object and debit or credit amount
- Tab to remarks field and enter brief remark (20 character field limit)
- Continue until entry is complete
- Totals are updated as form is completed
- When done, click on eyeglasses to check entry for errors and correct
- Once entry is correct, click on the globe to submit
- Send a signed paper copy to the Budget Office. Entry will be processed upon receipt.