Budget Transfer Instructions

Step 1:

- Log in to Self-Service Banner
- Click on the Finance Tab
- Click on Budget Transfer

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Finance

Finance Self-Service
All Self-Service functions have been moved to the new Self-Service Platform.
Budget Transfer

RELEASE: 8.11

Step 2:

Complete the following 5 fields, in order (very important!):

- <u>Transfer Amount</u> – amount you wish to transfer to another account pool. (NO dollar sign, or commas!)
- <u>Chart</u> – ALWAYS "L".
- <u>Index</u> – fill out the "From:" and "To:" index fields. (MUST be from same fund)
- <u>Description</u> – a brief, yet specific, description the purpose of your transfer.
- <u>Budget Period</u> – fiscal year period, September – August, corresponding to month (September = Budget period 01, October = Budget period 02, and so on…).

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Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one set of accounting elements to another within the same chart.

Allowable account codes are 71000-Travel, 72000-M&O, 75000-Capital, 73010-Library Capital, 74000-Contracts, and 79000-Local Expenditures.

Fund codes must match.

Use template None ▾
[Retrieve]

Transaction Date   14 ▾   DEC ▾   2018 ▾
Journal Type   DEPT (Dept Temporary Budget Adjustment) ▾
Transfer Amount   3000
Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L	430110							-
To		430110							+

Description Transfer Funds for Office Supplies   **Budget Period** 04 ▾

Save as Template [ ]
☐ **Shared**
[Complete]

- Once ALL 5 fields are filled out, hit Complete.

Step 3:

- You will notice that once you hit complete from Step 2, it takes away your index and populated the Fund, Org, and Program. That is what we want to happen, DO NOT repopulate the index field. For this step all you need to do is add in the budget account pools that you want to transfer from, and transfer to.

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Fund codes must match.

Use template None ▾
[Retrieve]

Transaction Date   14 ▾   DEC ▾   2018 ▾
Journal Type   DEPT (Dept Temporary Budget Adjustment) ▾
Transfer Amount   3000
Document Amount 6,000.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L		140001	30110		600			-
To			140001	30110		600			+

Description Transfer Funds for Office Supplies   **Budget Period** 04 ▾

Save as Template [ ]
☐ **Shared**
[Complete]

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Fund codes must match.

Use template None ▾
　　　　[Retrieve]

Transaction Date	14 ▾	DEC ▾	2018 ▾
Journal Type	DEPT (Dept Temporary Budget Adjustment) ▾		
Transfer Amount	3000		
Document Amount	6,000.00		

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L		140001	30110	71000	600			-
To			140001	30110	72000	600			+

Description Transfer Funds for Office Supplies **Budget Period** 04 ▾

Save as Template [____]
☐ **Shared**
[Complete]

- Once the 2 account fields are entered, hit Complete.

Step 4:

- After you hit complete, you will get a green check with a "J" document number that looks like this J19XXXXXX. (See Example Below)
- If you see the "J" document that means you have successfully entered the transfer to Budget for approval. Congratulations!

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Fund codes must match.

✔ Document J1901358 completed and forwarded to the approval process.
[Another Transfer]
Use template None ▾
　　　　[Retrieve]

Transaction Date	14 ▾	DEC ▾	2018 ▾
Journal Type	DEPT (Dept Temporary Budget Adjustment) ▾		
Transfer Amount	3000		
Document Amount	6,000.00		

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L		140001	30110	71000	600			-
To			140001	30110	72000	600			+

Description Transfer Funds for Office Supplies **Budget Period** 04 ▾

[Complete]

Code Lookup
Chart of Accounts Code	L ▾
Type	account ▾
Code Criteria	[____]
Title Criteria	[____]
Maximum rows to return	10 ▾

[Execute Query]

[Budget Queries | Encumbrance Query | View Document | Approve Document | Budget Transfer | Budget Development | Delete Finance Template]

RELEASE: 8.5.0.4

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Key Notes:

- If you continue to get an error message, go back to step 2 and review the fields that you have populated and confirm proper order of operations.
- ALL budget transfers are reviewed by the Budget Office. In the event a transfer is disapproved, the department will be contacted with information regarding its disapproval.
- If any questions regarding the Budget Transfer Process, please contact the Budget Office for additional support.