Budget Transfers Using SSB

This document will demonstrate two types of budget transfers

- 1. Single line Budget Transfer
- 2. Multiple line Budget Transfer

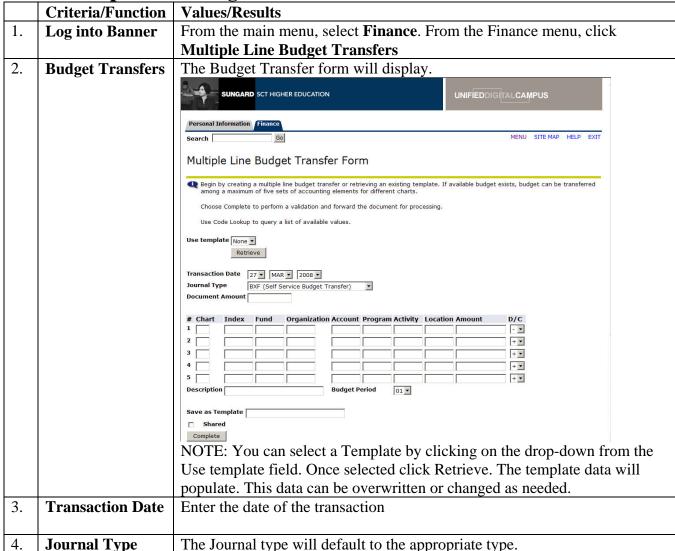
1. Single Line Budget Transfers

	Criteria/Function	Values/Results										
1.	Log into Banner	From the main menu, select Finance . From the Finance menu, click Budget										
		Transfers										
2.	Budget Transfers	The Budget Transfer form will display.										
		Personal Information Finance										
		Search Go MENU SITE MAP HELP EXIT										
		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.										
		Choose Complete to perform a validation and forward the document for processing.										
		Use Code Lookup to query a list of available values.										
		Use template None •										
		Retrieve										
		Transaction Date 17 MAR 2008 2										
		Journal Type BXF (Self Service Budget Transfer)										
		Transfer Amount Document Amount 0.00										
		Document Amount 0.00										
		Chart Index Fund Organization Account Program Activity Location D/C										
		то +										
		Description Budget Period 01 V										
		Save as Template										
		□ Shared										
		Complete										
		NOTE: You can select a Template by clicking on the drop-down from the										
		Use template field. Once selected click Retrieve. The template data will										
		populate. This data can be overwritten or changed as needed.										
3.	Transaction Date	Enter the date of the transaction. This should be today's date.										
4.	Journal Type	The Journal type will default to the appropriate type.										
٠.	Journal Type											
		Transaction Date 30 ▼ MAR ▼ 2008 ▼										
		Journal Type BXF (Self Service Budget Transfer)										
		Transfer Amount										
		Document Amount 0.00										
		NOTE: If transferring for Utilities select the BXP option from the drop										

		down menu.											
T	Transfer Amount	Enter Aı	mount b	eing trai	nsferred	in the Transf	er Am	ount fi	eld.				
I	ndex	Enter the From and To Indexes											
					\						Employees a work		
		From	Chart	Index	Fund	Organization	Accou	nt Prog	ram Acti	vity	Location		
		53.000000	N	236400				_	_ _				
		То	i c	236700	J. J		<u></u>						
		Descriptio	n			Budget Perio	01						
		Click the	e Comp	lete Icor	ı to valic	late the index	es.						
			Chart	Index	Fund	Organization A	ccount	Program	Activity	Loca	ation D/C		
		From	N	236400							-		
		To		236700							+		
		Descriptio	n			Budget Period	01 🔻						
		Save as To	emplate										
		☐ Share	ed	-									
		Complete											
		This wil	l Donul	oto tha E	und Om	and Ducama	m fiald	a The	indov	···:11	ha		
			-			g, and Program	m neid	is. The	maex	WIII	be		
		cleared.	DO NC) re-ent	ter the in	idex.	-						
			Chart	Index	Fund	Organization A	count P	rogram	Activity	Locat	tion D/C		
		From	N		200000	131710	3	030			-		
		То			200000	131810	1	010			+		
		Descriptio	n	-10		Budget Period 0	1 🔻						
		Enter in	Aggour	• • •									
		Enterm	Accour	its		_							
			Chart	Index	Fund	Organization A			Activity	Loca	tion D/C		
		From	N		200000	131710 73		030		<u> </u>			
		То	62		200000	Annual Land		010			+		
		Description	n			Budget Period 0	1 🔻						
		Enter in	a Descr	ription a	nd leave	the Budget P	Period a	as 01. (Click (Com	plete		
			Chart	Index	Fund	Organization Ac				_			
		From	N	Index	200000			30	ctivity	Locati			
		То			200000			010			=+		
		C1000 101 B021	n to cover	costs	1200000	Budget Period 01	- 10 Marie 1 M	,10					
		1.0	100 COVE	23369		_ 101	_						
		Save as Te	emplate										
		☐ Share	ed										
		Complete	-										
			_										
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			_		at the to	p of the scree	n that	your D	ocume	ent h	as		
		been cor	npleted	•									
		✓ Docur	ment J000	0111 com	pleted and	forwarded to the	posting	process	5.				
			DΕ. Ωπα	o the ob	ovo maa	aaga dianlarra	if von	oliolz :	oomn1	ata a:	aoin		
		DEWAL	CE. OIIC	e me ab	ove mes	sage displays	11 you	CHCK (comple	ne aş	gam		

		another budget transfer will occur. NOTE: If you do not know the FOAP you can use the Code LookUp Query on the page. Please refer to the Code Lookup Desk Procedure for instructions.
5.	Templates	If you would like to save as a template enter in template name in the Save as Template field.
13.	Exit	You can either perform another transfer or EXIT.

2. Multiple Line Budget Transfer



	Transaction Date 30 ▼ MAR ▼ 2008 ▼										
	Journal Type BXF (Self Service Budget Transfer)										
	Transfer Amount										
	Document Amount 0.00										
	NOTE: If transferring for Utilities select the BXP option from the drop										
	down menu.										
Document	Enter Amount being processed in the Document Amount field. This amount										
Amount	should be the SUM of all the transfers in the amount field. For example, if										
	you are transferring \$100 from index 236400 to index 236700 the sum of										
	the transfer would be \$200. So, the sum you are processing is \$100 in index										
	236400 and \$100 in index 236700.										
Index	Enter the From and To Indexes and enter N in the Chart fields.										
	Chart Index Fund Organization Account Program Activity Location Amount D/O										
	1 N 236400 -										
	2 N 236700 +										
	3 N 236500 +										
	4 N 236300 +										
	Description Budget Period 01 V										
	Click the Complete Icon to validate the indexes.										
	# Chart Index Fund Organization Account Program Activity Location Amount D/C										
	1 N 236400 - V										
	2 N 236700 + V										
	3 N 236500 + •										
	4 N 236300 + V										
	Description Budget Period 01 V										
	Save as Template Shared Complete										
	This will Populate the Fund, Org, and Program fields. The index will be cleared. DO NOT re-enter the index.										
	# Chart Index Fund Organization Account Program Activity Location Amount D/C										
	1 N 200000 131710 3030 - •										
	2 N 200000 131810 1010 + •										
	3 N 200000 131710 3030 + 3 4 N 200000 131600 1010 + 3										
	4 N 200000 131600 1010 + v										
	Description Budget Period 01 V										
	NOTE: There will be error messages at the top. These will go away once you enter an amount.										
	Jou enter an amount.										

		Enter in Accounts									
		# Chart	Index	Fund	Organizatio	n Account	Program	Activity L	ocation /	Amount	D/C
		1 N		200000	131710	73003	3030				- 🔻
		2 N		200000	131810	73004	1010				+ 🔻
		3 N		200000	131710	73003	3030				+ •
		4 N		200000	131600	73004	1010				+ 🔻
		5									+ •
		Descriptio	n T			Budget P	eriod	01 🔻			# ## ## ## ## ## ## ## ## ## ## ## ## #
		+ Chart			Organizatio		_		ocation	Amount 100.00	D/C
			-								
		3 N	-	200000	131710	73003	3030			100.00	
		4 N		200000	131600	73004	1010			100.00	+ •
		5		1		Budget P					+ 🔻
			n a Des	-		ve the I	Budget			Click Cor	•
		# Chart	Index	Fund 200000		73003		am Activit	Locat	ion Amount	D/C
				200000		73004				100.00	+ 5
		3 N		200000	131710	73003	3030		_	100.00	
		4 N	l	200000	131600	73004	1010			100.00	+
		5									+
		A message will display at the top of the screen that your Document has been completed. Document J0000113 completed and forwarded to the posting process. BEWARE: DO NOT CLICK COMPLETE AGAIN. If you click complete again after seeing the above message another budget transfer will occur. NOTE: If you do not know the FOAP you can use the Code LookUp Query on the page. Please refer to the Code Lookup Desk Procedure for instructions.									
5.	Templates		would l		save as a	templat	e enter	in tem	plate n	ame in the	e Save
13.	Exit										
		You can	n eithe	r perfo	rm anoth	er trans	fer or E	EXIT.	MENU SI	TE MAP HELP	EXIT