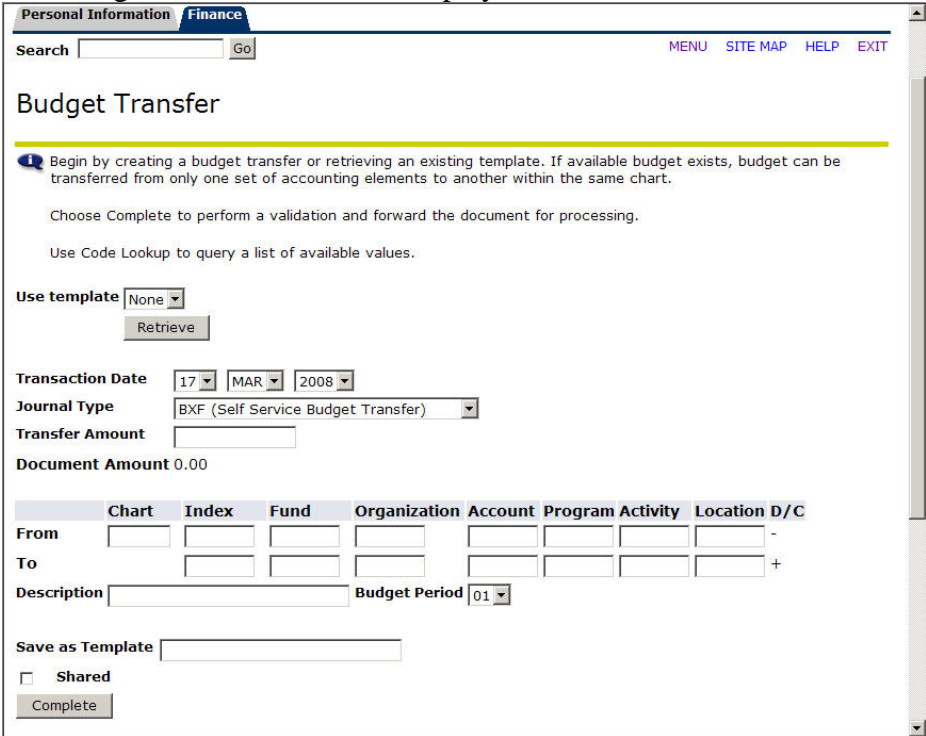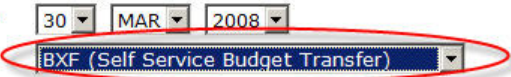# Budget Transfers Using SSB

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. 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. NOTE: If transferring for Utilities select the BXP option from the drop

		down menu.
	Transfer Amount	Enter Amount being transferred in the Transfer Amount field.
	Index	Enter the From and To Indexes

Enter the From and To Indexes

	Chart	Index	Fund	Organization	Account	Program	Activity	Location
From	N	236400						
To		236700						
Description				Budget Period	01			

Click the Complete Icon to validate the indexes.

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	N	236400							-
To		236700							+
Description				Budget Period	01				

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	D/C
From	N		200000	131710		3030			-
To			200000	131810		1010			+
Description				Budget Period	01				

Enter in Accounts

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	N		200000	131710	73003	3030			-
To			200000	131810	73004	1010			+
Description				Budget Period	01				

Enter in a Description and leave the Budget Period as 01. Click Complete

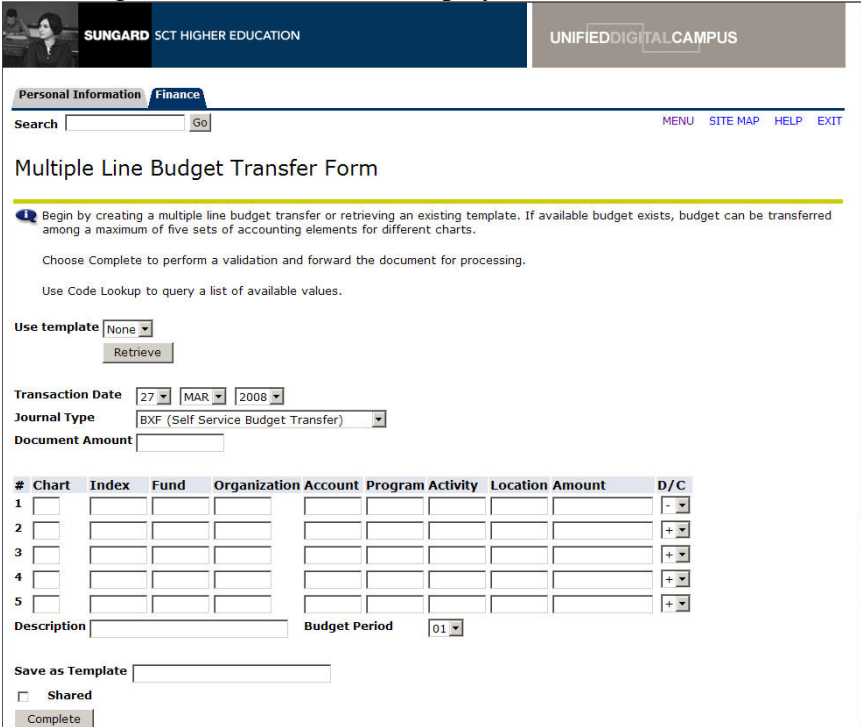|	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	N		200000	131710	73003	3030			-
To			200000	131810	73004	1010			+
Description	to cover costs			Budget Period	01				

Save as Template

☐ Shared

[Complete]

A message will display at the top of the screen that your Document has been completed.

☑ Document J0000111 completed and forwarded to the posting process.

BEWARE: Once the above message displays if you click complete again

		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. MENU SITE MAP HELP (EXIT)

2. Multiple Line Budget Transfer

	Criteria/Function	Values/Results
1.	**Log into Banner**	From the main menu, select **Finance**. From the Finance menu, click **Multiple Line Budget Transfers**
2.	**Budget Transfers**	The Budget Transfer form will display. 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
4.	**Journal Type**	The Journal type will default to the appropriate 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.
	Document Amount	Enter Amount being processed in the Document Amount field. This 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. Click the Complete Icon to validate the indexes. This will Populate the Fund, Org, and Program fields. The index will be cleared. DO NOT re-enter the index. NOTE: There will be error messages at the top. These will go away once you enter an amount.

Index table (first):

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	N	236400								- ▾
2	N	236700								+ ▾
3	N	236500								+ ▾
4	N	236300								+ ▾
5										+ ▾

Description [　　　　　　　] Budget Period 01 ▾

Index table (second, with Complete):

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	N	236400								- ▾
2	N	236700								+ ▾
3	N	236500								+ ▾
4	N	236300								+ ▾
5										+ ▾

Description [　　　　　　　] Budget Period 01 ▾

Save as Template [　　　　　　　]
☐ Shared
[Complete]

Index table (third, populated):

#	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				+ ▾
4	N		200000	131600		1010				+ ▾
5										+ ▾

Description [　　　　　　　] Budget Period 01 ▾

Enter in Accounts

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	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										+ ▾

Description [   ]   Budget Period [01 ▾]

Enter in Amounts and select from the drop-down box whether it is a Debit (+) or Credit (-)

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	N		200000	131710	73003	3030			100.00	- ▾
2	N		200000	131810	73004	1010			100.00	+ ▾
3	N		200000	131710	73003	3030			100.00	- ▾
4	N		200000	131600	73004	1010			100.00	+ ▾
5										+ ▾

Description [   ]   Budget Period [01 ▾]

Enter in a Description and leave the Budget Period as 01. Click Complete

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	N		200000	131710	73003	3030			100.00	- ▾
2	N		200000	131810	73004	1010			100.00	+ ▾
3	N		200000	131710	73003	3030			100.00	- ▾
4	N		200000	131600	73004	1010			100.00	+ ▾
5										+ ▾

Description [To cover costs]   Budget Period [01 ▾]

Save as Template [   ]
☐ Shared
[Complete]

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**	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. MENU SITE MAP HELP (EXIT)