

Self-Service Budget Transfers

Step 1: Viewing your Accounts

Log into Banner 9 and go to **FGIBAVL**. This page shows all of the available accounts in the fund.

1. Type in the Fund, Organization, and Program numbers.
2. The Account number on this screen should be entered as 6000 so that it pulls up all available accounts.

The screenshot shows the Banner 9 interface for Budget Availability Status FGIBAVL 9.3.13 (PROD). The 'Account' field is highlighted with a red circle and contains the value '6000'. Other fields include Chart, Index, Fund, Fiscal Year, Commit Type, Organization, and Program. The 'Keys' section includes Control Fund, Control Account, Control Organization, and Control Program. A 'Pending Documents' checkbox is also visible. A footer note reads: 'Get Started: Complete the fields above and click Go. To search by name, press TAB from an ID field, enter your search criteria, and then press ENTER.'

3. Press Go

Things to remember:

- If you do not have access to make changes to the account, please email the Budget Office requesting access.
- You are looking for accounts with money in them to transfer to accounts that are in the negative.
- You only have access to the funds and orgs within your areas.
- You are not able to transfer between funds on Banner Self-Service.
- There are accounts that you can move yourself and accounts that you are not able to move without the help of someone in the Budget Office.
- If you have multiple **funds** that have negative accounts in them, you will have to repeat these steps for each of the funds.

Please take note of the following four accounts. These are the accounts that individuals ARE allowed to move in Banner Self-Service.

OKAY TO MOVE IN BANNER SELF-SERVICE

- 6200 (Graduate Assistants)
- 6300 (Student Salaries)
- 6400 (Non-Student Wages and Allowances)
- 7000 (Travel)
- 7200 (Maintenance and Operations a.k.a. M&O)

If you have a positive amount in one of the above accounts, you can freely move that money from it and into a negative account that is also listed above.

For example:

7000 (Travel) = -\$100

7200 (M&O) = \$2000

You can move the money from 7200 to 7000 making the new amounts:

7000 (Travel) = \$0

7200 (M&O) = \$1900

If this is the case, please skip to *Step 2: Making the Transfer* instructions below.

***Please note that if you don't have enough money in your accounts to cover all negative accounts, that negative amount will roll over into the next year. Please try to get and keep your accounts as close to balanced as possible. ***

However, there may be accounts listed that you can't move through Banner Self-Service. Below are some examples:

NOT ABLE TO MOVE IN BANNER SELF-SERVICE

- 6100 (Staff Salaries)
- 6500 (Fringe Benefits)
- 7400 (Utilities)
- 7500 (Scholarship and Grants)
- Etc.. (any account that is not listed on the "okay to move" list above)

If you have a negative amount in an account that can't be moved through Banner Self-Service, please email someone in the Budget Office letting them know from where you would like to move the money from. For example:

7200 (M&O) = \$5,000

7500 (Scholarships and Grants) = -\$1,000

You would email the Budget Office asking that \$1,000 be moved from your 7200 into your 7500 to make the account balanced. There are exceptions, but the Budget Office will let you know whether or not they were able to complete the transfer for you.

Step 2: Making the Transfer on Banner Self-Service

1. Go to Banner Self-Service and login
2. Click the "Finance" tab then "Budget Transfer."
3. Enter the Transaction Date, Journal Type, and Transfer Amount. Journal Type = BDS (Self-Service Budget Adjustments)
4. **Make sure you put M in the Chart box.**
5. Enter the "From" account info. Fund, Organization, Account, and Program Code.
6. Enter the "To" account info. Fund, Organization, Account, and Program Code.
7. Put a Description for the transfer.
8. Choose a number for the Budget Period Dropdown. September = 1, October = 2, November =3, December = 4, January = 5, February = 6, March = 7, April =8, May = 9, June = 10, July =11, August = 12
9. Click "Complete" Example below.

Budget Transfer

Begin by creating a budget transfer or retrieving an existing template. If available budget exists, budget can be transferred from only one
Choose Complete to perform a validation and forward the document for processing.
Use Code Lookup to query a list of available values.

Use template

Transaction Date
Journal Type
Transfer Amount
Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	M		11111	1000	7000	00			-
To			11111	1000	7200	00			+
Description	Cleanup Accounts		Budget Period		12				

Save as Template
 Shared

Repeat for each fund that has a negative account balance.

If you have any questions, please reach out to the [Budget Office](#).