

Self-Service Banner - Finance Budget Transfers - User Guide

Gaining Access

1. Make sure you have authorized Fund/Organization access in Banner.

Obtain access by completing and submitting a FOAPAL Authorization Request to the Office of Financial Services. Online form link is available on the Banner Finance Documentation page which may be accessed from the Work Resources tab of My.MissouriState.edu in the Finance Assistance section.

You must be an Approver of the Fund/Organization to perform a Budget Transfer for it.



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Note that the Finance Options folder will only be displayed once you have been granted authorized Fund/Organization access.

These same options are also accessible from the menu at the bottom of any of the SSB pages.

Only Temporary Budget Adjustment Transfers may be performed from these options and only within the A02000 or A92000 General Operating Funds.

Please contact your [Budget Analyst](#) to perform transfers outside of these parameters.

[Budget Queries | Encumbrance Query | Requisition | Purchase Order (West Plains Only) | Approve Documents | View Document | Budget Transfer | Multiple Line Budget Transfer | Budget Development | Delete Finance Template]

Depending upon your authorization, you may not see or have access to all of these options.

Performing a Budget Transfer

1. Specify Budget Transfer information and click Complete.

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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.

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 25 OCT 2012

Journal Type BD4 (Temporary Budget Adjustment for SSB)

Transfer Amount 100.00

Document Amount 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	U		A02000	052000	732	062			-
To			A02000	052000	734	062			+
Description	Transfer for additional services			Budget Period	04				

Save as Template

☐ Shared

Complete

Code Lookup

Chart of Accounts Code U

Type account

Code Criteria

Title Criteria SUP%

Maximum rows to return 10

Execute Query

The transaction date and associated budget period (number of months into the Fiscal Year starting with July=1) must be within an open month and period. The BD4 Temporary Budget Adjustment for SSB Transfer is the only available Journal Type for the Budget Transfer option. Enter the amount to be transferred. Upon completion, the document amount will compute as twice the transfer amount. A Fund, Organization, Account (budget category level) and Program code is required, and you must be an authorized Approver over both the "From" and "To" FOAPALs specified. Sufficient available budget is required in the "From" budget in order to complete the transfer. You have the option to save and retrieve a Budget Transfer Template if you wish.

Code Lookup Query options are also available to help identify appropriate FOAPAL codes.

Performing a Multiple Line Budget Transfer

1. Specify Multiple Line Budget Transfer information and click Complete.

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Multiple Line Budget Transfer Form

Begin by creating a multiple line budget transfer or retrieving an existing template. If available budget exists, budget can be transferred among a maximum of five sets of accounting elements for different charts.

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 25 OCT 2012

Journal Type BD4 (Temporary Budget Adjustment for SSB)

Document Amount 200.00

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	U		A02000	052000	732	062			100.00	-
2	U		A02000	052000	734	062			50.00	+
3	U		A02000	052000	736	062			50.00	+
4										+
5										+

Description Transfer for services and other Budget Period 04

Save as Template

☐ Shared

Complete

Code Lookup

Chart of Accounts Code U

Type account

Code Criteria

Title Criteria OTH%

Maximum rows to return 10

Execute Query

The Multiple Line Budget Transfer functions in the same manner as the Budget Transfer above except that it allows transfers between up to five FOAPALs. For each Multiple Line Transfer, the pluses (transfers to) must equal the minuses (transfers from). These amounts must offset one another and add in total to the Document Amount which must be entered by the user.

Code Lookup Query options are again available to help identify appropriate FOAPAL codes.