

BANNER FINANCE SELF-SERVICE

BUDGET TRANSFERS PROCEDURES DOCUMENTATION

MISSOURI STATE UNIVERSITY

U-Link

Financial Services
Missouri State University
901, South National Avenue
Springfield, MO-65897
(417) 836-5632

BannerFinance@MissouriState.edu

www.MissouriState.edu/FinancialServices/BannerFinance

www.MissouriState.edu/Ulink

1. Budget transfers and Multiple Line Budget Transfers can be done only if you have transfer authority in the legacy system.
2. If you need access, fill out Banner Authorization form and send to Financial Services.
3. NO ONE is allowed to make a Permanent Adopted Budget or Permanent Budget Adjustment. Please contact your cost center's Budget Analyst for further information on this process.
4. Transfers can be done only within the A02000-General Operating Fund

Transaction Date	30	JUN	2008
Journal Type	BD04 (Temporary Budget Adjustment)		
Transfer Amount	200		
Document Amount	0.00		

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	U		A02000	059901	732	062			-
To			A02000	059901	734	062			+
Description	Transfer from Supp to Servcs				Budget Period	12			

Save as Template

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To view a list of Cost Centers and assigned Budget Analysts go to the webpage below:

<http://www.MissouriState.edu/FinancialServices/34245.htm>

5. Single Line Budget Transfer:

Transaction Date	30	JUN	2008
Journal Type	BD04 (Temporary Budget Adjustment)		
Transfer Amount			
Document Amount	0.00		

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

Save as Template

☐ **Shared**

Temporary Budget Adjustment only

6. Multiple Line Budget Transfer:

Transaction Date		30	JUN	2008						
Journal Type		BD01 (Permanent Adopted Budget)								
Document Amount										
#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1										-
2										+
3										+
4										+
5										+
Description					Budget Period					
					01					
Save as Template										
☐ Shared										
Complete										