Budget Transfer Instructions

Step 1:

- Log in to Self-Service Banner
- Click on the Finance Tab
- Click on Budget Transfer
Step 2:

Complete the following 5 fields, in order (very important!):

- **Transfer Amount** – amount you wish to transfer to another account pool. (NO dollar sign, or commas!)
- **Chart** – ALWAYS “L”.
- **Index** – fill out the “From:” and “To:” index fields. (MUST be from same fund)
- **Description** – a brief, yet specific, description the purpose of your transfer.
- **Budget Period** – fiscal year period, September – August, corresponding to month (September = Budget period 01, October = Budget period 02, and so on...).

- Once ALL 5 fields are filled out, hit Complete.
Step 3:

- You will notice that once you hit complete from Step 2, it takes away your index and populated the Fund, Org, and Program. That is what we want to happen, DO NOT repopulate the index field. For this step all you need to do is add in the budget account pools that you want to transfer from, and transfer to.

- Please note, you can only transfer budgets to account pools listed:
  71000 – Travel
  72000 – Other Expenditures
  75000 – Capital
  73010 – Library Capital
  74000 – Contracts
  79000 – Local Expenditures

- Once the 2 account fields are entered, hit Complete.
Step 4:

- After you hit complete, you will get a green check with a “J” document number that looks like this J19XXXXX. (See Example Below)
- If you see the “J” document that means you have successfully entered the transfer to Budget for approval. Congratulations!
Key Notes:

- If you continue to get an error message, go back to step 2 and review the fields that you have populated and confirm proper order of operations.
- ALL budget transfers are reviewed by the Budget Office. In the event a transfer is disapproved, the department will be contacted with information regarding its disapproval.
- Salary account pools are NOT allowed to be transferred through the Self-Service process. Rather, a Budget Change Request Form would need to be submitted to the Budget Office and properly evaluated.
- If any questions regarding the Budget Transfer Process, please contact the Budget Office for additional support.