

Budget Transfer Instructions

Step 1:

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



The screenshot displays the Lamar University Self-Service Banner interface. At the top, there is a red header with the Lamar University logo and the text "LAMAR UNIVERSITY". Below the header, a navigation bar contains tabs for "Personal Information", "Employer", "Finance", and "Parking". The "Finance" tab is currently selected. A search bar is located below the navigation bar, with the text "Search" and a "Go" button. To the right of the search bar, there are links for "RETURN TO MENU", "SITE MAP", "HELP", and "EXIT". Below the search bar, the "Finance" section is displayed, listing several options: "Budget Queries", "Encumbrance Query", "View Document", "Approve Document", "Budget Transfer", "Budget Development", and "Delete Finance Template". At the bottom of the page, there is a footer containing the text "RELEASE: 8.8.3" and "© 2018 Ellucian Company L.P. and its affiliates."

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...).

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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.

Allowable account codes are 71000-Travel, 72000-M&O, 75000-Capital, 73010-Library Capital, 74000-Contracts, and 79000-Local Expenditures.

Fund codes must match.

Use template: None

Transaction Date: 14 DEC 2018

Journal Type: DEPT (Dept Temporary Budget Adjustment)

Transfer Amount: 3000

Document Amount: 0.00

Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L 430110							-
To	430110							+

Description: Transfer Funds for Office Supplies Budget Period: 04

Save as Template

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- 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.

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Allowable account codes are 71000-Travel, 72000-M&O, 75000-Capital, 73010-Library Capital, 74000-Contracts, and 79000-Local Expenditures.

Fund codes must match.

Use template: None

Transaction Date: 14 DEC 2018
 Journal Type: DEPT (Dept Temporary Budget Adjustment)
 Transfer Amount: 3000
 Document Amount: 6,000.00

Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L	140001	30110		600			-
To		140001	30110		600			+

Description: Transfer Funds for Office Supplies Budget Period 04

Save as Template

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- 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

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Allowable account codes are 71000-Travel, 72000-M&O, 75000-Capital, 73010-Library Capital, 74000-Contracts, and 79000-Local Expenditures.

Fund codes must match.

Use template: None

Transaction Date: 14 DEC 2018
 Journal Type: DEPT (Dept Temporary Budget Adjustment)
 Transfer Amount: 3000
 Document Amount: 6,000.00

Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L	140001	30110	71000	600			-
To		140001	30110	72000	600			+

Description: Transfer Funds for Office Supplies Budget Period 04


Save as Template

Shared

- 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 J19XXXXXX. (See Example Below)
- If you see the “J” document that means you have successfully entered the transfer to Budget for approval. Congratulations!


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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.

Allowable account codes are 71000-Travel, 72000-M&O, 75000-Capital, 73010-Library Capital, 74000-Contracts, and 79000-Local Expenditures.

Fund codes must match.

✔ Document J1901358 completed and forwarded to the approval process.

Use template: None

Transaction Date: 14 DEC 2018

Journal Type: DEPT (Dept Temporary Budget Adjustment)

Transfer Amount: 3000

Document Amount: 6,000.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	L		140001	30110	71000	600			-
To			140001	30110	72000	600			+

Description: Transfer Funds for Office Supplies Budget Period: 04

Code Lookup

Chart of Accounts Code: L

Type: account

Code Criteria:

Title Criteria:

Maximum rows to return: 10

[[Budget Queries](#) | [Encumbrance Query](#) | [View Document](#) | [Approve Document](#) | [Budget Transfer](#) | [Budget Development](#) | [Delete Finance Template](#)]

RELEASE: 8.5.0.4

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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.