

Budget Transfer Procedure – Banner 7

From time to time, a department may need to transfer Operating Budget amounts from one account line to another. This is done in order to cover purchase requisitions that have been entered on an account line which lack enough funds to cover that requisition as well as other expenses or encumbered items already on that line.

Oracle Developer Forms Runtime - Web: Open > FGIBDST

File Edit Options Block Item Record Query Tools Help

Organization Budget Status: FGIBDST 7.2 (TEST)

Chart: C
 Fiscal Year: 07
 Index:

Query Specific Account
 Include Revenue Accounts
 Commit Type: Both

Organization: WB2020 Office of the Business Manager
 Fund: 111000 General Funds Regular
 Program: 60 Institutional Support
 Account:
 Account Type:
 Activity:
 Location:

Account	Type	Title	Adjusted Budget	YTD Activity	Commitments	Available Balance
641010	L	ERS Retirement	31,012.00	0.00	0.00	31,012.00
641020	L	ERS RetirementHealth	4,062.00	0.00	0.00	4,062.00
642010	L	TIAA/CREF	31,741.00	0.00	0.00	31,741.00
644010	L	FICA Biweekly	39,000.00	0.00	0.00	39,000.00
645000	L	Assessed Fringe Benefit	19,806.00	0.00	0.00	19,806.00
647010	L	Medical Insurance	130,735.00	0.00	0.00	130,735.00
647030	L	Dental Insurance	7,438.00	0.00	0.00	7,438.00
647040	L	Vision Insurance	1,517.00	0.00	0.00	1,517.00
711030	E	Repairs and Maintenance Agreeer	0.00	0.00	100.00	-100.00
714030	E	Office Expense	2,000.00	379.61	153.04	1,467.35
714040	E	Dues and Subscriptions	539.00	0.00	0.00	539.00
714290	E	Mileage Allowance	875.00	0.00	0.00	875.00
Net Total:			-789,941.00	-1,034.81	253.04	

Dup Item for Detail, Count Query for Orgn. Summary, Dup Rec for Encum. List
 Record: 5/16

It is first necessary to determine the amount needed to be transferred from budget one line to another. While looking at the FGIBDST screen Available Balance column, determine the available amount on the line you would like to transfer from as well as the line you would like to transfer to (where the Purchase Requisition will be entered). Be sure to consider the amount to be left available on the line you are transferring from and what is needed on the line you want to transfer to. Ex. Line 714040 Due and Subscriptions needs an additional \$100 to cover a new subscription that was not originally budgeted for, you may want to move \$100 from account 714030 (where you have a positive balance available) to account 714040.

The Budget Transfer Form can be completed and sent to the Business Office. You can print out the Budget Transfer form (from the next page) and write in ink the needed information as stated below. The form itself is shown here:

- On the Budget Transfer Form, first write your name and department name in the “From” line and then enter today’s date on the date line. Please initial next to your name.
- Enter the related Purchase Requisition number(s) in the section below the date line.
- Next, on the first line of the transfer section of the form, enter the Organization (Department) number, Fund, Program, amount to be transferred, and the Account number where you would like to move the funds from.
- On the line below that, enter in the same fields the information on the account where you will be moving the funds to.

It is always possible that you may need to move \$ from multiple account lines to one account line or move \$ from one account line to multiple lines. Just make sure that both the “From” and the “To” columns on the transfer form are in balance (i.e. that your total transferred “From” amount = the total transferred “To” amount).

Once the transfer document is complete, it may be a good idea to keep a copy for your records. Send the original to the Business Office to the Attention of Ruth Barrington.

Once the document is received, it will be reviewed and depending on the situation, any requisition numbers listed on the form may be overridden by the Business Manager so that the requisition(s) can be processed by Purchasing as soon as possible.

The document will then be processed on Banner Finance and once completed, you will see the completed transfers show on the FGIBDST screen.

If you have any questions, please contact Kent Gates in the Business Office at X 1114.