Budget Transfers via Self-Service Banner

With the introduction of Self-Service Banner Finance, Business Managers have the option of performing one-time transfers of discretionary budgets between their organizations and/or budget pools.

**Types of Transfers:**

*Budget Transfer* – Transfer between 2 budget lines (FOAPs).

*Multiple Line Budget Transfer* – Transfers between 5 or less budget lines (FOAPs). One-time transfers between more than 5 FOAPs and base budget transfers will continue to be performed by the Office of Planning and Budget.

**Documentation**

Please remember to keep a copy of any documentation that will help you explain or remember what the transfer was for.

**Support**

Business Managers are responsible for the transfers they execute. If you make a mistake and are not sure how to fix it, please contact us to help you correct the transfer.

For any questions about Self-Service Banner budget transfers or to have our office perform a budget transfer for you, please contact:

Sharon Li  
Senior Budget Analyst  
pli7@usfca.edu x5175


Budget Transfers via Self-Service Banner

Budget Transfer

Required Fields

Transaction Date: Default is today’s date. Change if necessary.

Journal Type: Default is B04 (Web One-Time Budget Transfer).

Transfer Amount: Amount to be moved in whole dollars (i.e. no cents).

Chart: S

Fund: 110000 – Unrestricted Operating only. For assistance with restricted designated and endowment funds, please contact Mona Cannon mcannon@usfca.edu; for restricted grant funds, please contact Lynne Coulson lcoulson@usfca.edu; for all other restricted funds, please contact Frank Wasilewski fmwasilewski@usfca.edu.

Organization: 6-digit organization. Users can transfer within/between any unrestricted organizations they are responsible for and have Finance system access.

Account: 6-digit account. Users can transfer within/between student salary accounts (68xxxx) and expenditure accounts (7xxxxx).

Program: 4-digit account. No restrictions.

Description: 35 character limit. This field (or any other field) cannot be edited after the transaction has been completed.

Budget Period: Default is 01. Please change to the current fiscal month (01-June, 02-July, 03-August, 04-September, etc.).

Save as Template (optional): Enter template name. Please do not click Shared.

Use template

Transaction Date: 19 JUL 2007

Journal Type: B04 (Web Temporary Budget Transfer)

Transfer Amount: 10.00

Document Amount: 20.00

Chart: S

Organization: 360001

Account: 700000

Program: 1600

Activity: 1600

Location: -

D/C: +

Description: Transfer to cover Conference Budget Period: 02

Save as Template

Shared

Complete

OPB (LM132)

09/12/2013
Multiple Line Budget Transfer

**Required Fields**

**Transaction Date:** Default is today’s date. Change if necessary.

**Journal Type:** Default is B04 (Web One-Time Budget Transfer).

**Document Amount:** This differs from the transfer amount. This is the sum of all lines to be transferred in whole dollars (i.e. no cents).

**Chart:** $S$

**Fund:** 110000 – Unrestricted Operating only. For assistance with restricted designated and endowment funds, please contact Mona Cannon mcannon@usfca.edu; for restricted grant funds, please contact Lynne Coulson lcoulson@usfca.edu; for all other restricted funds, please contact Frank Wasilewski fmwasilewski@usfca.edu.

**Organization:** 6-digit organization. Users can transfer within/between any unrestricted organizations they are responsible for and have Finance system access.

**Account:** 6-digit account. Users can transfer within/between student salary accounts (68xxxx) and expenditure accounts (7xxxxx).

**Program:** 4-digit account. No restrictions.

**Description:** 35 character limit. This field (or any other field) **cannot** be edited after the transaction has been completed.

**Budget Period:** Default is 01. Please change to the current fiscal month (01-June, 02-July, 03-August, 04-September, etc.).

**Save as Template** (optional): Enter template name. Please do not click Shared.

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**Transaction Date:**

- **22 APR 2013**

**Journal Type:**

- B04 (Web Temporary Budget Transfer)

**Document Amount:**

- 2400.00

--- Sum of amounts below

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</table>

**Description:** Cover Student Salaries

**Budget Period:**

- 10

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**Save as Template**

- **Shared**

**Complete**