Budget Transfers

Update permanent Budget Transfers to Budget Development through the Budget Transfer process.

To determine allowable transfers on a fund, there is a Query of Fund Group, Category and Class drill down document at: http://www.depts.ttu.edu/afism/reference/codecharts/. You may drill down to the fund class which provides Transfer information. This is also available in an excel document at the same site – Guidelines of Fund Group, Category and Class.

From the Budget Prep Menu, Click on Update Budget Transfers

Banner Budget Transfer System

Welcome

Welcome to the Budget Transfer System!

The Budget Transfer System allows departments to submit transfer transactions into the Budget Prep System.

Transfer Roster:

Submit or review transfers in the Budget Transfer System. Please click on the Transfer Roster link on the left.

Transfer Reports:

Request reports of transfers in the Budget Transfer System. Please click on the Transfer Reports link on the left.

Click on the Transfer Roster to submit transfer transactions to Budget Development
Banner Budget Transfer System

Transfer Roster

Budget ID: --Select Budget ID--

Select Budget ID from drop down: TTU FY2011 Budget or TTUSA FY2011 Budget

Select Organization code from drop down menu

Enter Fund and Program and click on Display Roster
- Budget Phase will default
- Edit and Add capabilities
- Ability to add participating FOP
  - Must have access to Organization to add $ amount
  - Amount will be $0.00 if user does not have Organization authorization
  - Participating (Part) department will need to access the Budget Transfer System to complete
Click on **Add New Transfer**: 

- **This Bgt Pool**: Select Transfer Budget Pool from drop down
- **This Acct**: Select transfer Account Code
- **This Amount**: Enter Amount of transfer
  - Transfers in (Credit) use: - (minus) symbol
  - Transfers out (Debit) use: dollar amount **without** + symbol
- **Part Fund**: Enter Fund
- **Part Orgn**: Enter Organization
- **Part Acct**: Enter Account
- **Part Prog**: Enter Program
- **Part Amount**: Enter transfer amount

**NOTE**: Part = Participant
Transfer Reports

Access Transfer Reports

Select **Budget ID** from drop down: **TTU FY2011 Budget or TTUSA FY2011 Budget**

Select **Budget Phase** from drop down: **TTU FY2011 Dept Request or TTUSA FY2011 Dept Request**
Choose a Report Type

- Budget Transfer Summary Report – provides one-sided entry
- Budget Transfer Detail Report – provides all entries

Choose Report Options

- All transfers I can see
- All transfers on one ORGN Code
- All transfer on one specific FOP

Show out-of-balance transfer only – used with report type and report options

Banner Budget Transfer System

- Unable to use the Banner Budget Transfer System between charts
- Financial Accounting and Reporting (FAR) will review all transfers
  
  o Review Query of Fund Group, Category and Class document for allowable transfers on the AFISM Crosswalk page under Banner Finance tab >>Fund
  
  http://www.depts.ttu.edu/afism/referencev2/crosswalksCodecharts.asp

  o Contact FAR with questions regarding new transfers