# **Budget Transfer Instructions**

## Step 1:

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

LAMAR UNIVERSITY	
Personal Information / Employee Finance Search Go	
Finance	
Finance Self-Service All Self-Service functions have been moved to the new Self-Service Platform. Budget Transfer	
RELEASE: 8.11	

## Step 2:

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

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

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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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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  Retrieve
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Use template None - Retrieve
Retrieve
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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
Complete

• 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 Queries | Encumbrance Query | View Document | Approve Document | Budget Transfer | Budget Development | Delete Finance Template ]

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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.
- If any questions regarding the Budget Transfer Process, please contact the Budget Office for additional support.