Step-by-Step Guide to Budget Transfer Forms

The Budget Transfer Form allows you to prepare a budget transfer moving dollars from one FOAPAL to another. The form is accessible from the Create Expense or Budget Transfer link of the WINGS Express Finance menu. There are 2 types of budget transfers:

- BT2 Permanent Budget Adjustment (this fiscal year & future years)
- BT4 Temporary Budget Adjustment (this fiscal year only)

1. Optionally, you may start creating a Transfer from an existing Journal Voucher by typing the Jxxxxxx number into the UseCopy input box & clicking the Retrieve button underneath. This will populate the form with information which you may then edit before clicking Complete to create a new Journal Voucher.

2. Optionally, you may create a Transfer from a template that you created at an earlier time by using the drop-down UseTemplate field.

3. **Transaction Date** defaults to the current date. Banner uses this to derive the fiscal year and accounting period. (You may use the drop-down lists to change the date to another open accounting period if/as needed.)

4. **Journal Type**: use the drop-down list to select BT4 Temporary Budget Adjustment for our example.

![Budget Transfer Form Screenshot]

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5. **Document Amount** is the total dollar amount for the form (hash total). In our example, we will move budget of $1000 for Travel from 215220 to 215230. For example, if we enter $1000 on line 1 of the FOAPAL information and $1000 on line 2, the Document Amount will be $2000. **Enter $2000** as the document amount. [Tip: since this is a required field, saving to input last ensures that your voucher won’t complete until you are ready. If you initially type in $1 for the hash total, the next time you click Complete, Banner will show the $1 hash total and calculate the total of the transactions you input in rows 1-5 below. You can then replace the $1 amount with the calculated hash total figure Banner calculated.]

6. FOAPAL fields: **enter “W” in Chart field**. (This will always be “W” for WSU). **Enter your organizations (215220 and 215230) in the Index fields** on lines 1 and 2. (below) Note: There is a limit of 5 lines per form. If more than 5 lines are needed, multiple forms must be created and each balanced separately.

7. **Click complete**. Using the index field allows the fund, organization, and program fields to populate automatically after you click enter. (below)
8. **Enter the account code (740000 for Travel Budget Pool) and transaction amount ($1000).** Note: If you do not know the account code, see the Code Lookup section to review how to find this information. For expense transfers, you may not use “budget pool” accounts.

![Expense/Revenue Transfer Form Example]

9. **Select the appropriate D/C indicator.** For expense accounts (600000-899999) a “-” is a credit. In other words, the budget is being moved away from this org. A “+” is a debit. That is, this is an org accepting the more budget. For Revenue Accounts (500000 – 599999) please contact the Budget Office, since revenue account budget entries cannot be done via WINGS Express Finance.

![D/C Indicator Example]

10. **Type in a Description** that adequately describes the expense transfer. This 35-character required description will appear in budget queries and approvals so everyone who can access this information knows why the expense transfer was done. Keep in mind that not all approvers of the document may be able to see all of the FOAPAL lines, based on their...
fund/org security. Detailed descriptions are very important.

11. **Budget Period** should be selected from the drop-down list to be in sync with the Transaction Date period above. Here, October is period 04 of our fiscal year which starts in July, so we select **04**.

12. The **Document Text** link can be used to input more details about this Journal Voucher. Click the link, then **input your text in the Print box**. Then **click Save**, then **click Exit Document/Item Text Page**.
13. If you wish to save this Journal Voucher as a template which you can retrieve later, type in a Template Name (below). We recommend that templates be saved as *Personal* to be used only by the user who created it. Shared templates can be retrieved by any WINGS Express Finance user and changed. So, please do not check the “shared” box when saving your template.
14. **Click the Complete button** to complete the Budget Transfer and forward it for approvals. A journal entry number should appear at the top once the transfer has been completed.

If an error message appears, go back into your form and correct/enter the information for which the error message is asking. Since I saved this as a personal template the form also indicates that the “Template (Personal)” has been saved. (below)
Note: If you prepare vouchers involving other areas on campus for which you do not have fund/org access to query/view their FOAPALs, you may wish to print/save this screenshot which shows all of the FOAPAL lines input. Later, when you View the Document via WINGS Express Finance you will see only the FOAPAL lines for areas you have access to.