

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.

The screenshot shows the Banner Finance Budget Transfer Form. At the top, there are input fields for 'Use copy' (Enter JV Number) and 'Use template' (None), with 'Retrieve' buttons. Below these are 'Transaction Date' (7 OCT 2010) and 'Journal Type' (J16 (Expense/Revenue Transfer)). The 'Document Amount' dropdown is highlighted with a red circle, showing options: J16 (Expense/Revenue Transfer), BT2 (Permanent Budget Adjustments), and BT4 (Temporary Budget Adjustments). Below this is a table with columns: #, Chart, Index, Fund, Organization, Account, Program, Activity, Location, Amount, and D/C. There are also fields for 'Description', 'Budget Period' (01), and 'Document Text'. At the bottom, there are 'Save as Template', 'Shared', 'Complete', and 'Code Lookup' sections.

- 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.]
- 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.

Use copy Use template

Copy Text

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W	215220								-
2	W	215230								+
3										+
4										+
5										+

Description Budget Period [Document Text](#)

Save as Template

Shared

Code Lookup

Chart of Accounts Code

Type

Trusted sites | Protected Mode: Off

- Click complete.** Using the index field allows the fund, organization, and program fields to populate automatically after you click enter. (below)

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220		60005				-
2	W		190000	215230		60005				+
3										+
4										+
5										+

Description: _____ Budget Period: 01 Document Text: [Document Text](#)

8. **Enter the account code (740000 for Travel Budget Pool) and transaction amount (\$1000).** (below) 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.

Use copy: Enter JV Number _____ Use template: None

Retrieve. Copy Text Retrieve

Transaction Date: 7 OCT 2010
 Journal Type: BT4 (Temporary Budget Adjustments)
 Document Amount: 2000

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	740000	60005			1000	-
2	W		190000	215230	740000	60005			1000	+
3										+
4										+
5										+

Description: _____ Budget Period: 01 Document Text: [Document Text](#)

Save as Template: _____
 Shared Complete

Code Lookup
 Chart of Accounts Code: W
 Type: account

Done Trusted sites | Protected Mode: Off

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.

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.

Transaction Date: 7 OCT 2010
Journal Type: BT4 (Temporary Budget Adjustments)
Document Amount: 2000

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	740000	60005			1000	-
2	W		190000	215230	740000	60005			1000	+
3										+
4										+
5										+

Description: Support NACUBO travel 10/10
Budget Period: 04
[Document Text](#)

Save as Template:
 Shared

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**.

Document/Commodity Text

Enter Document Text, Print:

Support Smith's travel for NACUBO conference
October 2010.

Enter Document Text, No Print:

[\[Exit document/item text page \]](#)

RELEASE: 8.1

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.

Transaction Date 7 OCT 2010
 Journal Type BT4 (Temporary Budget Adjustments)
 Document Amount 2000

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	740000	60005			1000	-
2	W		190000	215230	740000	60005			1000	+
3										+
4										+
5										+

Description Support NACUBO travel 10/10 Budget Period 04 Document Text

Save as Template TravelConference

Shared

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)

Revenue Accounts 500000-599999: For J16 actuals a + decreases revenue [debit], a - increases revenue [credit]. For BT2 & budgets please contact the Office of Budget Planning & Resource Analysis, this office will prepare & process the budget entry.

Choose Complete to perform a validation & forward the document for processing.

Document J0095319 completed and forwarded to the approval process.

Template TravelConference (Personal) saved.

Use copy Enter JV Number Use template None

Copy Text

Transaction Date 7 OCT 2010
 Journal Type BT4 (Temporary Budget Adjustments)
 Document Amount 2000

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	W		190000	215220	740000	60005			1000	-
2	W		190000	215230	740000	60005			1000	+
3										+
4										+
5										+

Description Support NACUBO travel 10/10 Budget Period 04 Document Text

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.