Instructions for Budget Transfer Requests (btr)

The budget transfer process has been completely automated.   Only electronically submitted budget transfers using the Fupload form will be processed.

Please indicate if the budget transfer is permanent, one-time, or an inter-fund journal entry by using the following two characters at the beginning of your spreadsheet file name:

BP = Permanent budget transfer (ex. BP_brief description_date.xls)

BT = One-time budget transfer (ex. BT_brief description_date.xls)

IF = Inter-fund journal entry that corresponds to a budget transfer (ex. IF_brief description_date.xls)

The form must be submitted in the exact format as the template.   Column header descriptions and tab description (only one tab) must remain as indicated on the template.   The account column should be kept in general number format.   The first 5 columns must be populated for each line of the transfer and please do not leave blank lines in the middle of the transfer.

Banner will not accept a formula in the amount field.   The transfer amount field must be a whole number and rounded to the nearest dollar. Fuploads for cents are processed in rare instances.

For a permanent or one-time transfer the plus (+) and minus (-) signs are used.   For an inter-fund the debit (D) and credit (C) are used for column D.

Typically, the debits and credits or plus and minus must balance to zero.   The exception is when increasing revenue and expense, both will have a plus (+) sign.   Conversely, decreasing revenue and expense, both will have a minus (-) sign.

Please submit the Fupload to the next level approver (business manager/departmental administrator/provost/vice president) as an excel sheet; a PDF will not work for Banner.   The final approver will approve and submit via email to the budget office.   The budget transfer will be reviewed by the budget office and submitted for processing if possible.

Inter-fund requests

An inter-fund transfer is needed when moving budget between two or more funds.   A quick way to identify the fund of an index is through the Banner screen FGIBDST.   Populate the index field, enter. The Fund field will automatically populate.   If the fund for one index is different from the fund of the other index, then an inter-fund request is necessary.

On the fupload, the transfer-in line 81102 and the transfer-out line 81202 is needed.   Please see the sample of a one-time fupload with the transfer-in and transfer-out lines and the separate corresponding inter-fund fupload.