

Instructions for Budget Transfer Requests (btr)

The budget transfer process has been completely automated. Only electronically submitted budget transfers using the file upload form (Fupload) designed by general accounting can be processed. The Fupload template is located on our website.

Please indicate if the budget transfer is permanent or one-time by using one of the following two sets of 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)

The form must be submitted in 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 the transfer, the plus (+) and minus (-) signs are used to indicate if increasing or decreasing budget.

Typically, the plus and minus must balance to zero. The exception is when increasing a revenue and an expense -- both will have a plus (+) sign. Conversely, when decreasing a revenue and an 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 btr will be reviewed by the budget office and submitted for processing if possible.

Interfund request

Effective January 2015, an interfund transfer (journal entry) does not need to be submitted when transferring budget between indexes of different funds. General accounting will do a monthly review of indexes and process interfunas as needed.

On the fupload, the transfer-in line and the transfer-out line are still needed. Generally, the transfer-in account code will be 81102 and the transfer-out account code will be 81202. For capital transfers, the transfer-in is 81114 and the transfer-out is 81214. Please refer to general accounting's website for the correct account code for any other transfers.

A quick way to find 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 the transfer-in and transfer-out lines are necessary.

Please see an example of a one-time transfer with the transfer-in and -out lines on the Forms and Guidelines page.