

# Budget Transfers Instructions (SOP)

**Overview:** A Budget Transfer is used to reallocate the “Adjusted Budget” to offset spending and alleviate budget overages. This guide contains step-by-step instructions on how to enter a Budget Transfer using Banner or Self-Service BanWeb (SSB).

Using Banner to enter Budget Transfers has many advantages over Self-Service BanWeb (SSB), including:

- Ability to use different descriptions for each FOAPAL line.
- A higher number of FOAPAL lines to use.
- The ability to edit a Budget Transfer after it has been disapproved.

Using Self-Service BanWeb (SSB) may be used effectively for budget transfers that require minimal amounts of FOAPAL lines. However, Self-Service BanWeb (SSB) does not offer above listed advantages that Banner offers.

Depending on the budget transfer, you may choose to use either Banner or Self-Service BanWeb (SSB).

## Sections:

1	•Budget Transfer Guidelines
2	•Do's and Don'ts
3	•Terms and Definitions
4	•Processing Budget Transfers Using Banner 9
5	•Processing Budget Transfers Using Self-Service BanWeb (SSB)
6	•Checking the Status of a Budget Transfer

# Section I: Budget Transfer Guidelines

## Before Processing...

- Check account balances.
- Know what the funds will be used for.  
(Examples: conference event, printer replacement, telephone, etc.)
- Research which appropriate accounts to use.

## Guidelines

- Budget Transfers must be within the same fund.
- Budget Transfers must be within the same college or department.
- Budget Transfers should not be processed to cover an expense that was charged to an incorrect FOAPAL. For these cases, please reach out to [finance@westernu.edu](mailto:finance@westernu.edu) to process a reclassification.
- Budget Transfers may not be processed to move funds from a capital account (accounts starting with a '79') to a non-capital account.
- Budget Transfers for salaries may not be processed using Banner and Self-Service BanWeb (SSB). Please reach out to [budget@westernu.edu](mailto:budget@westernu.edu) to process a compensation transfer form.
- Budget Transfers may not be processed to move funds from revenue accounts (those that begin with a '5').
- Budget Transfers may not be processed moving funds between the Operating Fund (Fund 1100) and Non-Operating Fund.
- Budget Transfers may only be transferred into a Miscellaneous account (Account 70850) as a reserve account. Actual (YTD) activity should **not** be charged to a Miscellaneous account (Account 70850).
- Budget Transfers may not include clearing accounts – the debits and credits charged to these accounts will be cleared periodically.
- Budget Transfers must have a description of fund utilization. Budget transfers without a sufficient description will result in disapproval.

## Section II: Do's & Don'ts

### Do's:

- Be as specific as possible on the descriptions (limit of 50 characters per line).
- If a budget transfer is being processed to cover a large variety of items please note the expense type and coverage period.
- Examples of acceptable descriptions:
  - Hotel for ABC conference
  - Software license XYZ
  - Desks (Qty 3)
  - Office Depot Supplies for Q4
  - Printer for new hire
  - XYZ Registration for Professor X
  - Lab Research Supplies for ABC Project
  - Dell Monitors and Mouses (Qty 25)

### Don't:

- Be vague.
- Just enter the account number or name.
- Examples of unacceptable descriptions:
  - To cover deficit/overage
  - To cover negative amount
  - To cover office supplies
  - To cover computer supplies
  - Wrong account charged
  - Contracted Services

## Basic FOAPAL Elements

### FOAPAL

- F: Fund = Funding Source
- O: Organization = Department
- A: Account = Expense Category
- P: Program = Functional Classification
- A: Activity = Special Projects
- L: Location = Physical Location

FOAPAL is an acronym which stands for the items that make up the University's Chart of Accounts: fund, organization, account, program, activity, and location. Each code within the FOAPAL serves a different purpose.

Using the correct FOAPAL ensures that all financial information entered is recorded accurately in Banner.



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**Adopted Budget** - is the approved budget allocation given to a department for the fiscal year.

**Adjusted Budget** - is the current budget for an organization / department after one-time budget transfers are posted.

**Budget Adjustment** - is an increase or decrease to a budget account. All budget transfers are recorded within the budget adjustment column.

**Budget Transfer** - is the movement of budgeted funds between accounts.

**Chart of Accounts** - is a list of various accounts used for classification. Western U's chart of accounts is "W".

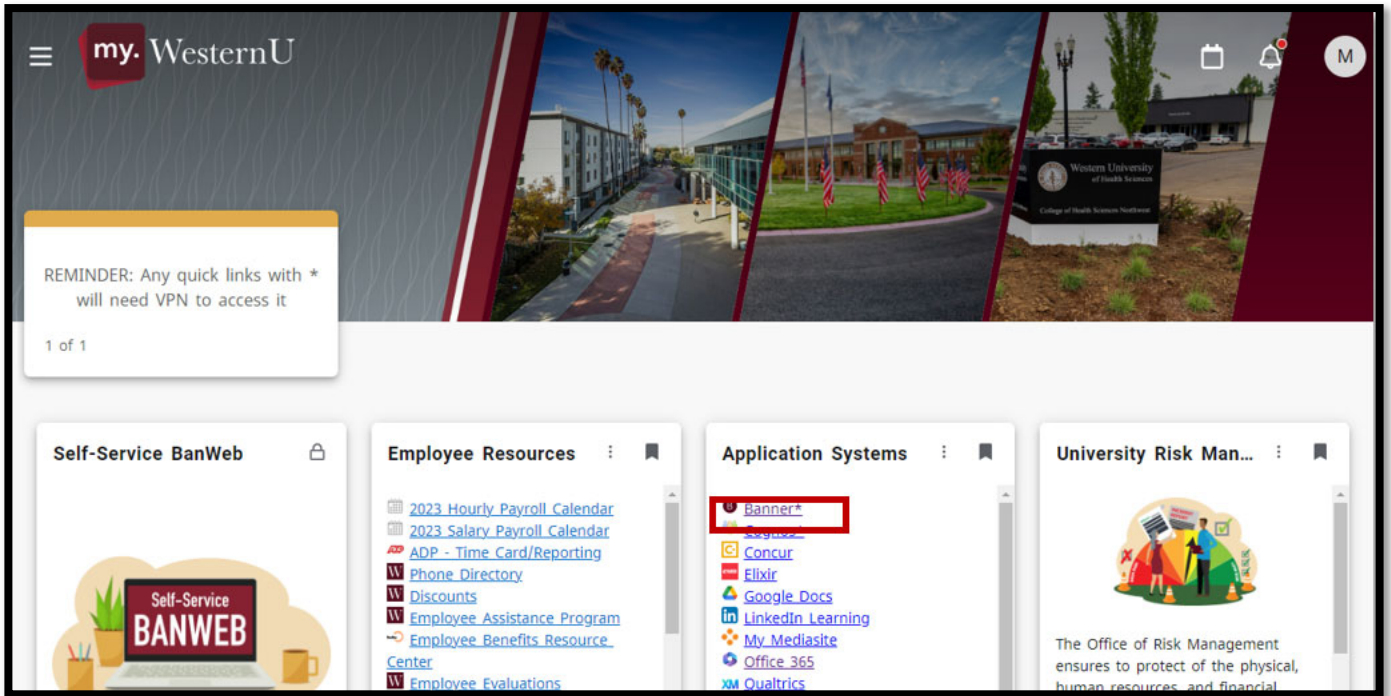
**Fiscal Period** - is a number designating to the month of the fiscal year. For example: 01 is July and 02 is August, and June is 12-14.

**Journal Type** - is the class rule the document is completed with. Budget transfers use a BD02 journal type.

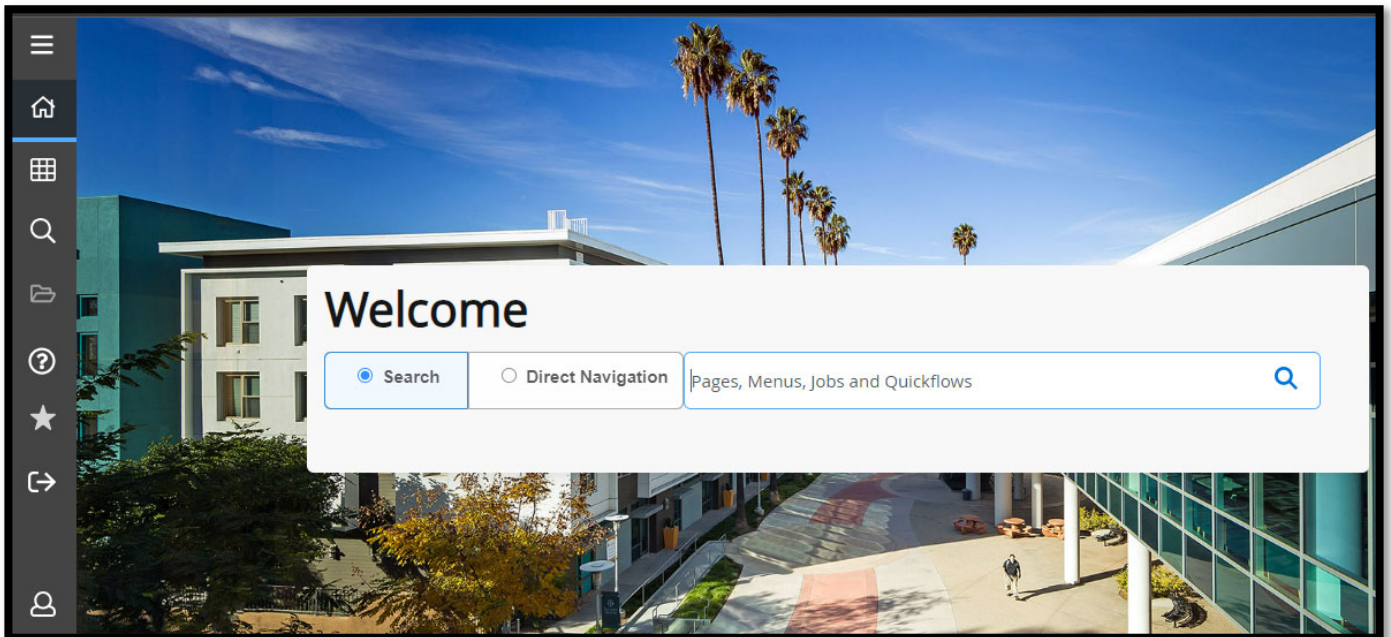
# Section IV: Processing Budget Transfers Using Banner 9

**Step 1:** Go to the my.westernu.edu or Intranet: <https://experience.elluciancloud.com/wohs/>

**Step 2:** Click on the link 'Banner'



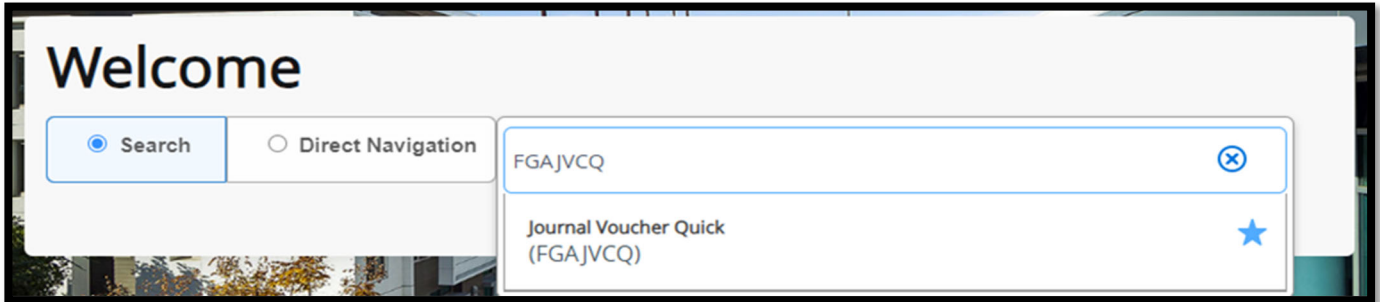
A new tab will appear to <https://pom-artemis.westernu.edu:8443/applicationNavigator/seamless>



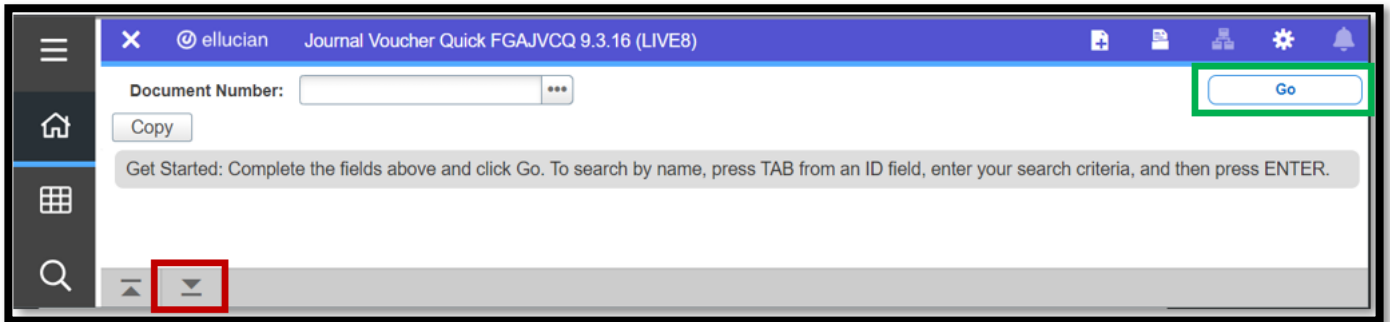
# Section IV: Processing Budget Transfers Using Banner 9

**Step 3:** Inside the search field type in the form code 'FGAJVCQ'. Click the star to add as a quick access on your Favorites on the left side of the screen bar.

FGAJVCQ: Journal Voucher Quick



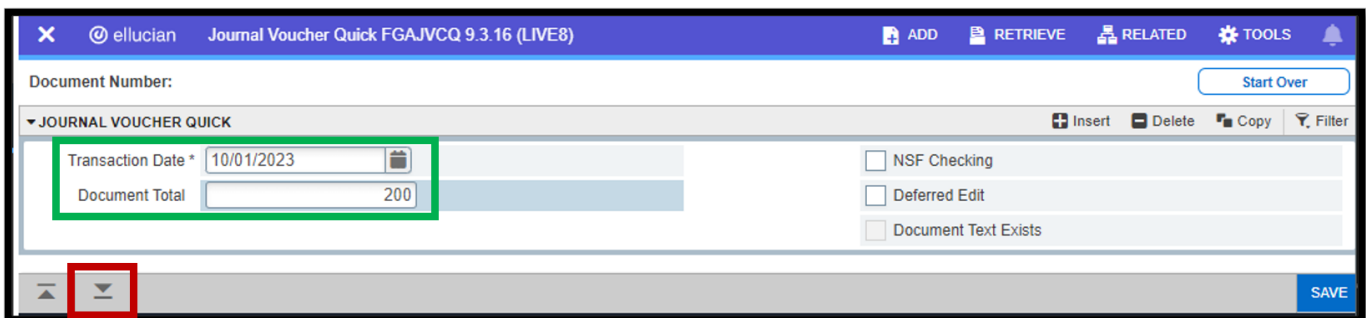
**Step 4:** Click the drop-down arrow "Next Section" at the bottom of the page or click 'Go' to automatically receive a "J document number". The number will not show up until you follow the next step.



**Step 5:** The current transaction date will populate. Change the transaction date to the 1<sup>st</sup> of the current month of budget transfer. **For example, if a budget transfer is being processed on October 10, 2023, change the transaction date to October 1, 2023.**

Click or Tab to "Document Total" and type in the hash total (the total of all sequences. If the transfer amount is \$100.00, then you will have a debit and credit with this amount, and the document (hash) total is \$200.00).

Click the drop-down arrow ( ) "Next Section" at the bottom of the page.



**HINT:** Click on *Tools* on the top right corner ( ) to look at additional shortcuts.

# Section IV: Processing Budget Transfers Using Banner 9

**Step 6:** Enter the following parameters under the Journal Voucher Detail:

- Sequence is automatic
- Journal Type: BD02
- “W” Under Chart is automatic
- Fill in FOAPALS
- Amount
- Debit/Credit: Budget transfers documents require a “+/-” and not “D/C”
- Description: enter a short but specific description of what the transfer is covering
- Budget Period: **Enter budget period based on fiscal month.** For any transfers dated in the month of October 2023, the transaction date entered should be October 1<sup>st</sup>, 2023 and the budget period as ‘04’

Q1		Q2		Q3		Q4	
Period	Month	Period	Month	Period	Month	Period	Month
01	Jul	04	Oct	07	Jan	10	Apr
02	Aug	05	Nov	08	Feb	11	May
03	Sep	06	Dec	09	Mar	12	Jun

Click *Insert* or F6 shortcut to produce another blank journal voucher detail.

**Step 7:** Repeat step 6 for each line item required. Make sure to review each Journal Voucher Detail entries.

**Step 8:** Click the drop-down arrow, and then select **Complete**.

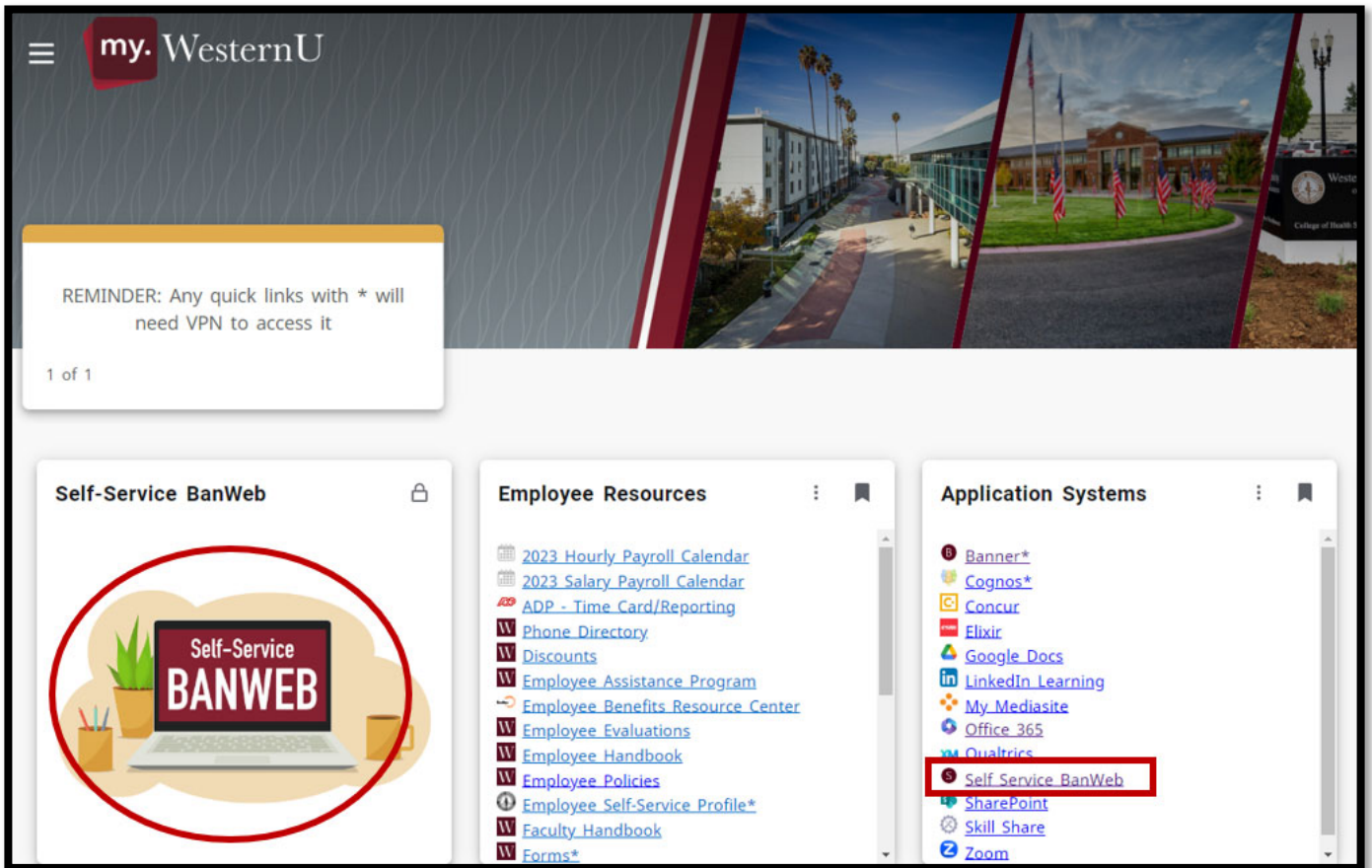
For any errors, Banner will populate an alert message on the top right of the form prompting correction before completion.

Once completed, the system will provide a notification message with the journal number indicating it has been completed and forwarded to the approval process. **Note: It is essential to keep the journal voucher number for recordkeeping.**

# Section V: Processing Budget Transfers Using Self-Service BanWeb (SSB)

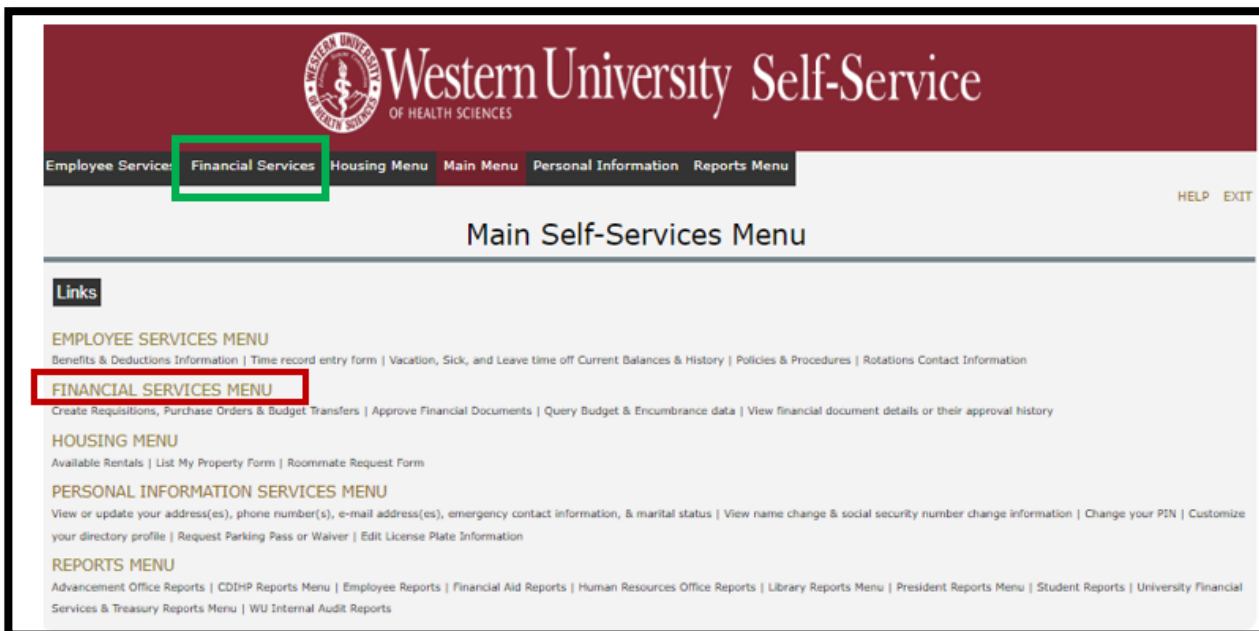
**Step 1:** Go to the my.westernu.edu or Intranet: <https://experience.elluciancloud.com/wohs/>

**Step 2:** Click on the 'Self-Service' Icon or the link 'Self-Service (BanWeb)'



## Creating a Single Line Budget Transfer

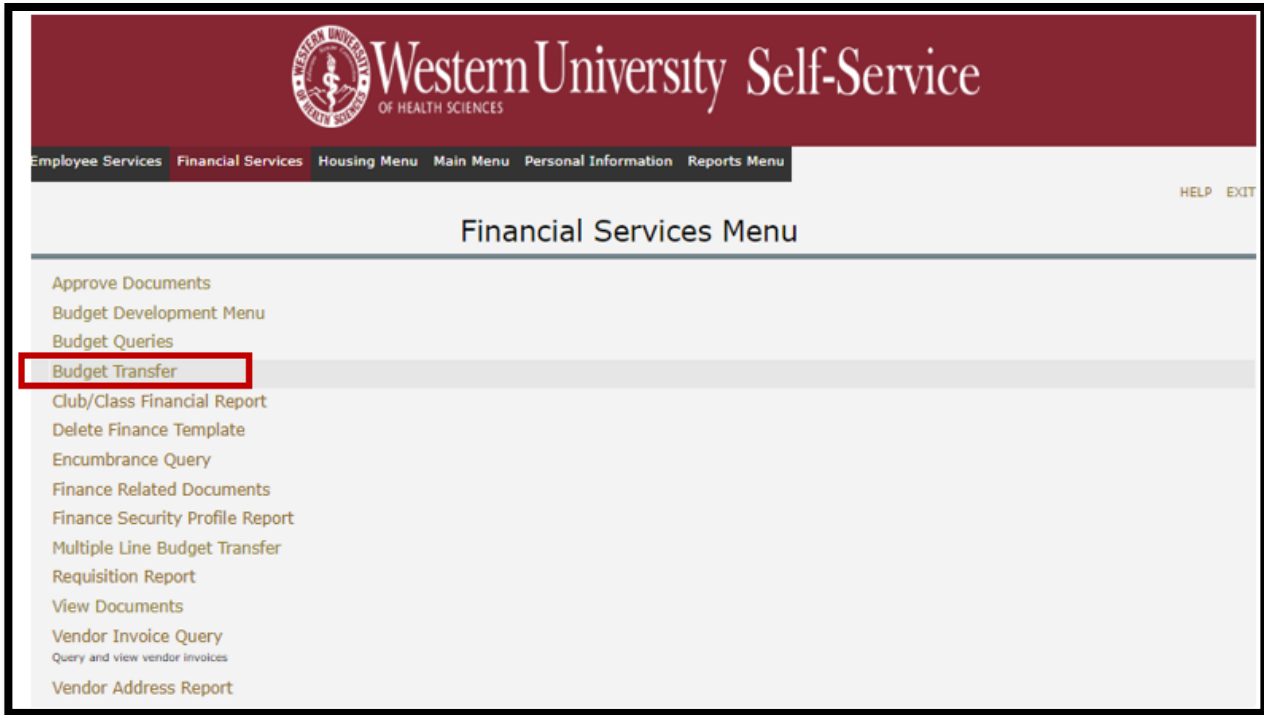
**Step 1:** Click on 'Financial Services Menu'





# Section V: Processing Budget Transfers Using Self-Service BanWeb (SSB)

**Step 2:** Click on 'Budget Transfer'



**Step 3:** Enter the following parameters:

- **Transaction Date: 1<sup>st</sup> of transaction month**
- Journal Type as BD02
- Document Amount (Transfer Amount)
- "W" Under Chart of Accounts
- From and To FOAPALs
- Description
- **Budget Period: Enter budget period based on fiscal month.** For any transfers dated in the month of October 2023, the transaction date entered should be October 1<sup>st</sup>, 2023 and the budget period as '04'.

Q1		Q2		Q3		Q4	
Period	Month	Period	Month	Period	Month	Period	Month
01	Jul	04	Oct	07	Jan	10	Apr
02	Aug	05	Nov	08	Feb	11	May
03	Sep	06	Dec	09	Mar	12	Jun

Then click, '**Complete**'

# Section V: Processing Budget Transfers Using Self-Service BanWeb (SSB)

Use template: None (dropdown) [Retrieve]

Transaction Date: 1 (dropdown), OCT (dropdown), 2023 (dropdown)

Journal Type: BD02 (Permanent Budget Adjustments) (dropdown)

Transfer Amount: [input field]

Document Amount: 0.00

	Chart	Index	Fund	Organization	Account	Program	Activity	Location	D/C
From	[input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]	-
To	[input]	[input]	[input]	[input]	[input]	[input]	[input]	[input]	+

Description: [input] Budget Period: 04 (dropdown)

Save as Template: [input]

Shared

**Complete** (circled in red)

**Code Lookup**

Chart of Accounts Code: W (dropdown)

Type: account (dropdown)

Code Criteria: [input]

Title Criteria: [input]

Maximum rows to return: 10 (dropdown)

[Execute Query]

**Note:** After the user clicks complete there will be a message with a journal voucher number stating that it has successfully gone through. **It is essential to keep the journal voucher number for recordkeeping.**

## Looking Up Accounts Using Code Lookup

Enter any known parameters and click 'Execute Query'. Below is an example on how to look-up an office supplies account by entering Office% in the title criteria field.

**Code Lookup**

Chart of Accounts Code: W (dropdown)

Type: account (dropdown)

Code Criteria: [input]

Title Criteria: Office%

Maximum rows to return: 10 (dropdown)

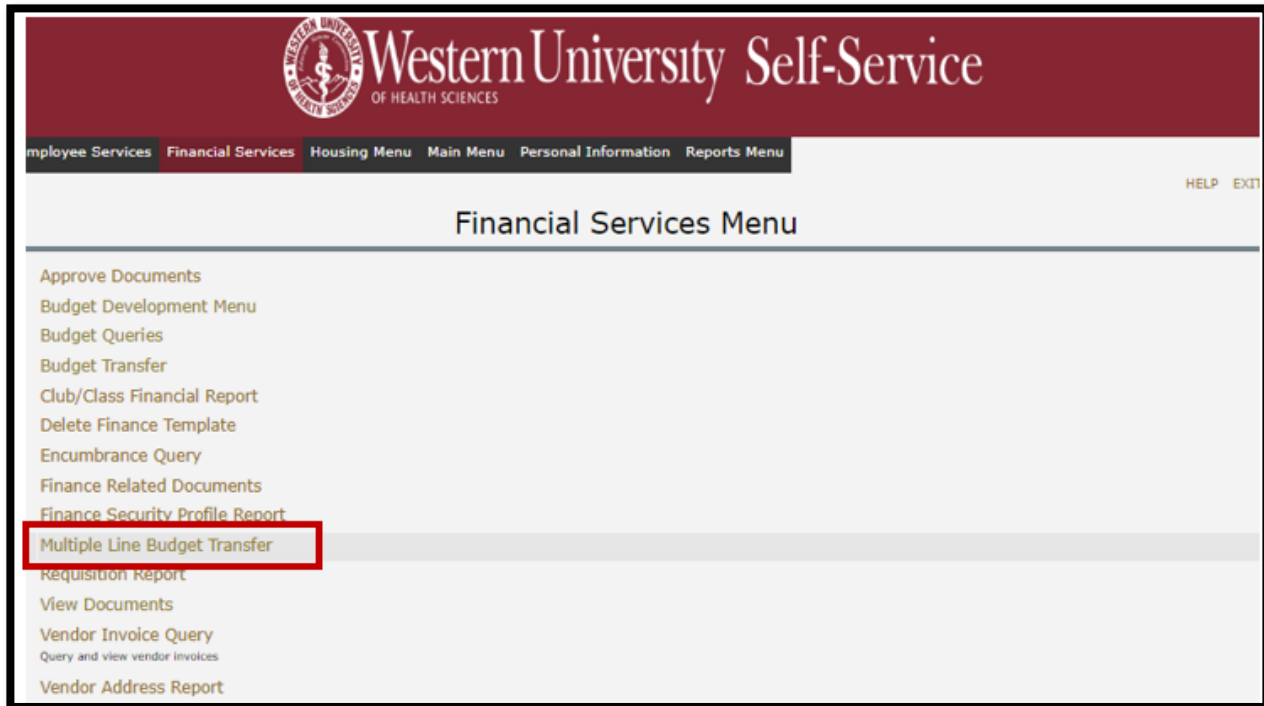
[Execute Query]

Code lookup results	
Chart W	
Account Code	Title
71560	Office Supplies

# Section V: Processing Budget Transfers Using Self-Service BanWeb (SSB)

## Multiple Line Budget Transfer

The Multiple Line Budget Transfer option is the same as the Budget Transfer form except that it allows the user to use up to five FOAPALS.



Enter the following parameters:

- **Transaction Date: 1<sup>st</sup> of transaction month**
- Journal Type as BD02
- Document Amount (Absolute Value of all Lines)
- "W" Under Chart of Accounts
- From and To FOAPALS
- Amount
- Credit or Debit
- Description
- **Budget Period: Enter budget period based on fiscal month.** For any transfers dated in the month of October 2023, the transaction date entered should be October 1<sup>st</sup>, 2023 and the budget period as '04'.

Q1		Q2		Q3		Q4	
Period	Month	Period	Month	Period	Month	Period	Month
01	Jul	04	Oct	07	Jan	10	Apr
02	Aug	05	Nov	08	Feb	11	May
03	Sep	06	Dec	09	Mar	12	Jun

Then click, **'Complete'**

# Section V: Processing Budget Transfers Using Self-Service BanWeb (SSB)

Use template

Transaction Date

Journal Type

Document Amount

#	Chart	Index	Fund	Organization	Account	Program	Activity	Location	Amount	D/C
1	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value=""/>
2	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="+"/>
3	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="+"/>
4	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="+"/>
5	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="+"/>

Description  Budget Period

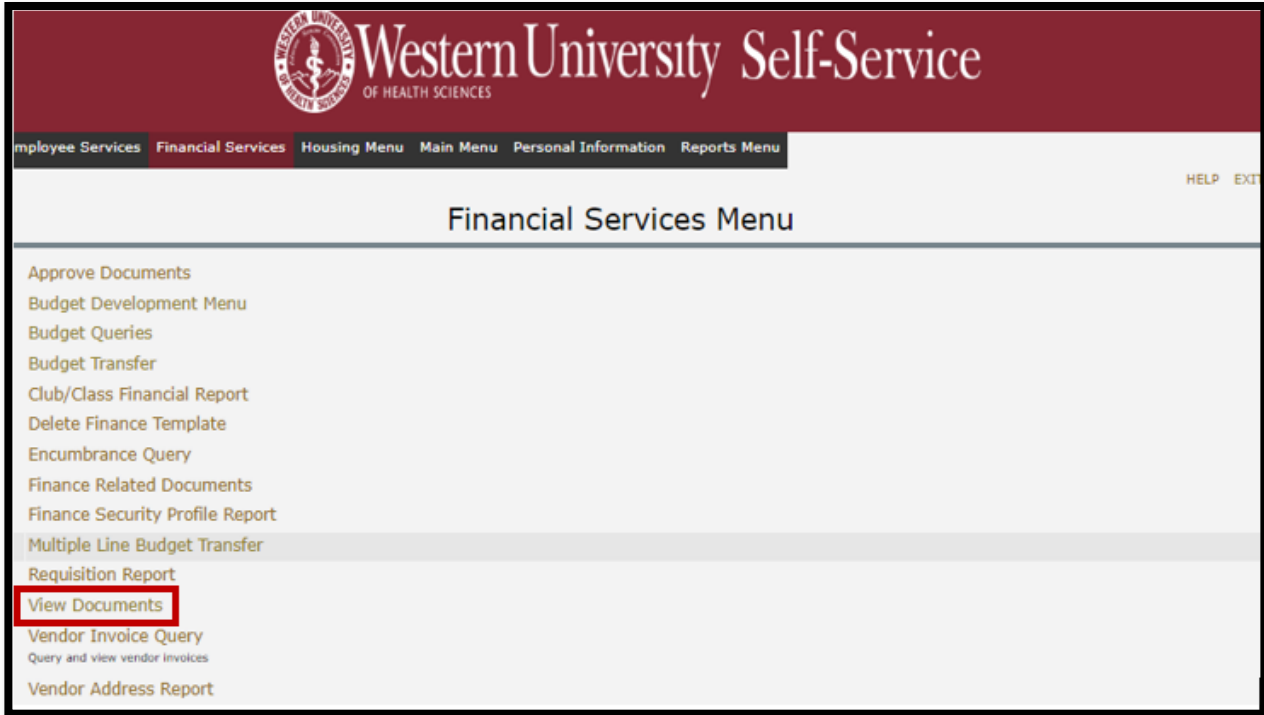
Save as Template

Shared

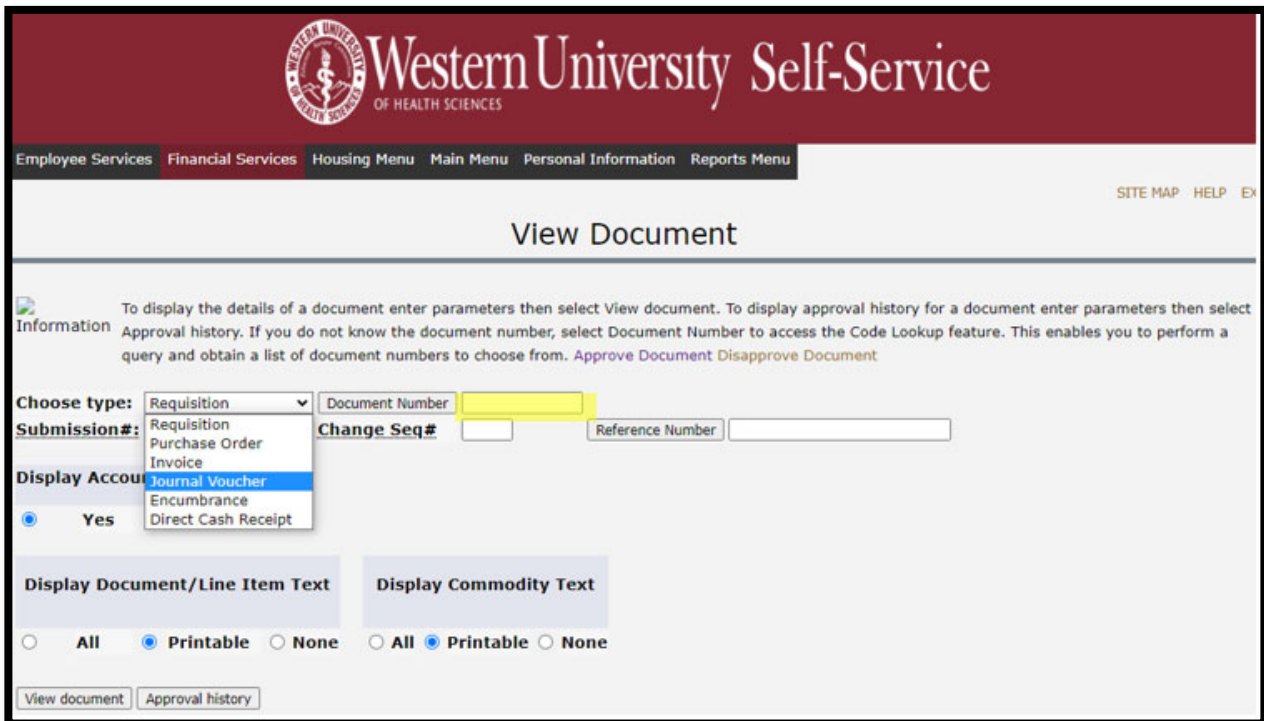
**Note:** After the user clicks complete there will be a message with a journal voucher number stating that it has successfully gone through. **It is essential to keep the journal voucher number for recordkeeping.**

# Section VI: Checking the Status of a Budget Transfer

**Step 1:** Under the 'Financial Services Menu' in Self-Service, click on 'View Documents'



**Step 2:** Select 'Journal Voucher' and input the Document Number.



**Note:** If the Journal Voucher number was not retained, clicking on the 'Document Number' button in the above screenshot and inputting the user's ID in the appropriate field will display a history of all budget transfers processed by the corresponding user.

## Section VI: Checking the Status of a Budget Transfer

**Step 3:** The resulting screen will detail the budget transfer. A Status of **'Pending'** indicates that the budget transfer is likely still under review. A Status of **'Posted'** indicates that the budget transfer has been completed and will be reflected in the Adjusted Budget.

<i>Journal Voucher Header</i>		
Journal	Sub.#	Status
J0106005	0	Pending
Document Text:		