Self-Service Budget Transfer Tool

The budget transfer tool in Self-Service (BanWeb) allows an approved user to transfer budgeted funds from one FOAPAL to another. Self-Service includes two options for processing budget transfers: single budget transfer and multiple line budget transfers.

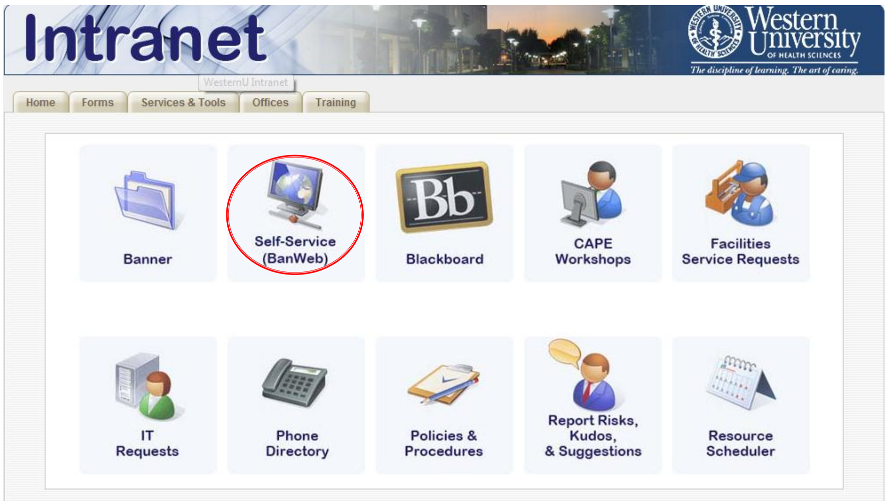
Budget Transfer Reminders

- Budget Transfers must be within the same fund.
- Budget Transfers must be within the same college or department.
- Budget Transfers must have a description of fund utilization. Budget transfers without a sufficient description will result in automatic disapproval.

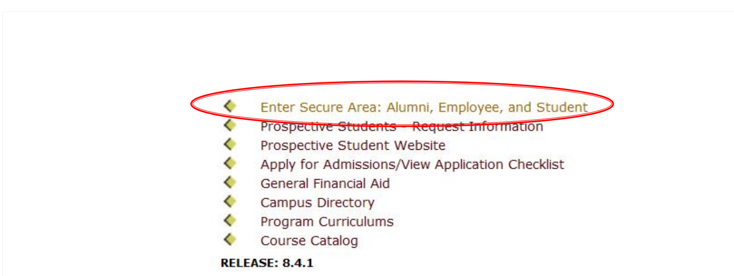
Accessing Budget Transfer Tool

Step 1: Go to the Intranet: http://intranet/

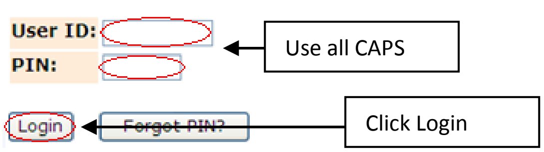
Step 2: Click on the **'Self-Service'** Icon



Step 3: Click on **'Enter Secure Area: Alumni, Employee, and Student'**



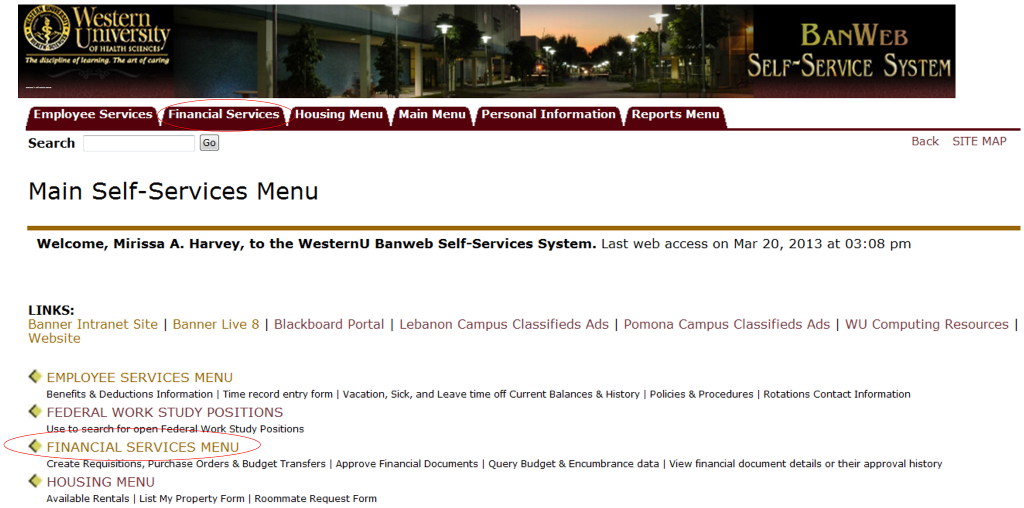
Step 4: Enter User ID & PIN



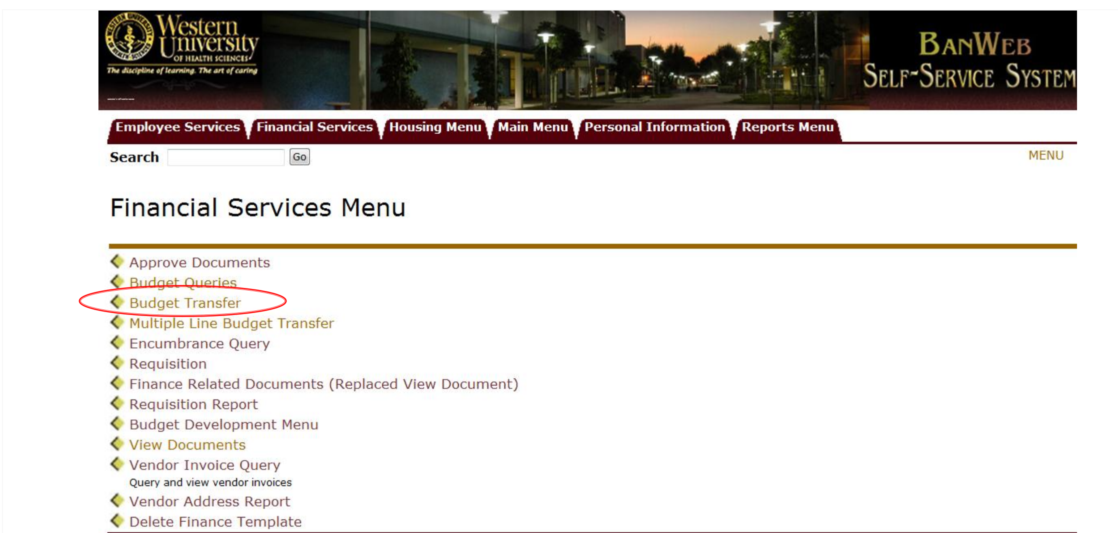
(For Login problems please call Tech Support x 5432)

Creating a Single Line Budget Transfer

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



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



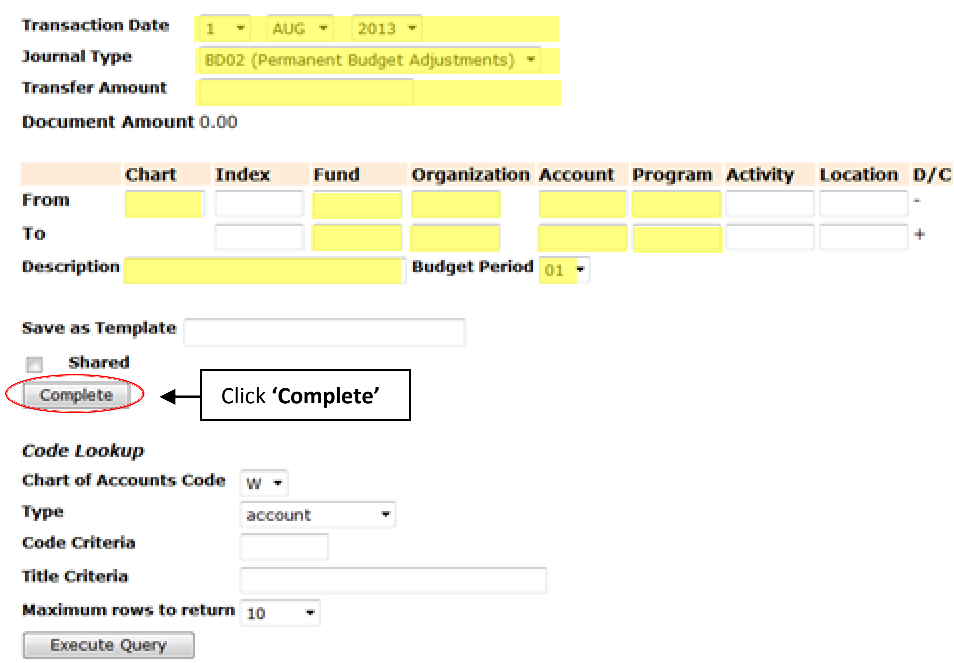
Before Processing a Budget Transfer:

- Check account balances.
- Know what the funds will be used for (Examples: Student Retreat, Printer Replacement, Telephone, etc.).
- Use proper accounts when transferring funds.

Creating a Single Line Budget Transfer Continued

Step 3: Enter the following parameters:

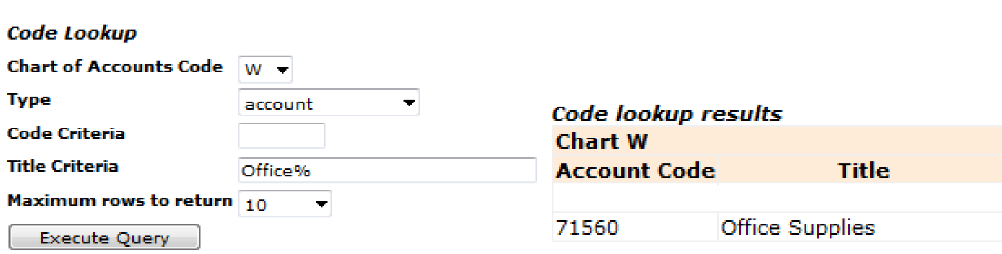
- Transaction Date
- Journal Type as BD02
- Document Amount (Transfer Amount)
- W Under Chart of Accounts
- From and To FOAPALs
- Description
- Budget Period as 01



Note: After the user clicks complete there will be a message with a journal voucher number stating that it has successfully gone through.

Looking Up Accounts Using Code Lookup

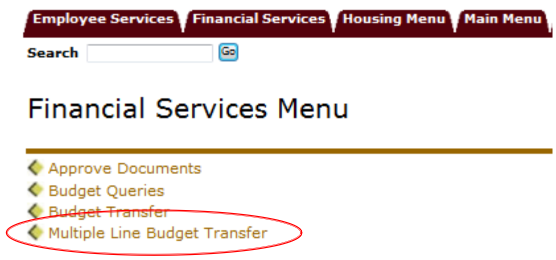
Enter any known parameters and click 'Execute Query'. Below is an example on how to look-up an office supplies account by entering Office% in the title criteria field.



Multiple Line Budget Transfer

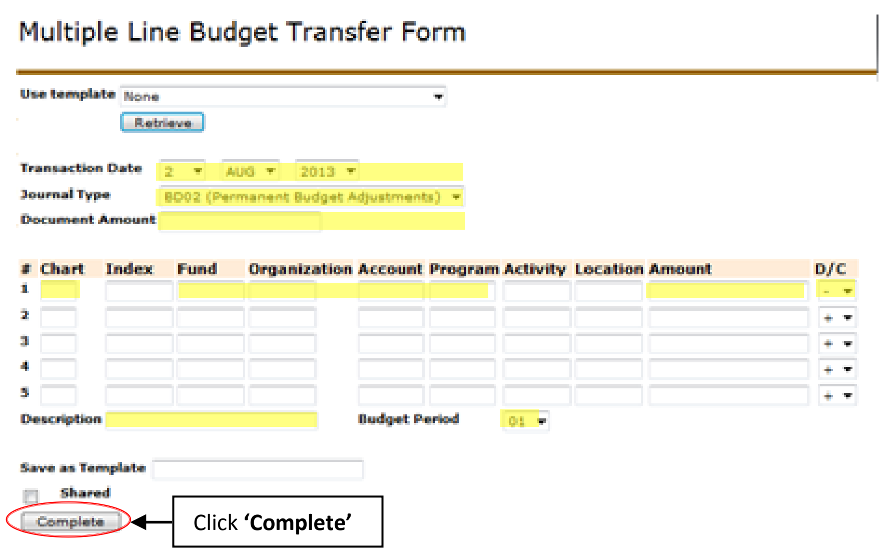
The Multiple Line Budget Transfer option is the same as the Budget Transfer form except that it allows the user to use up to five FOAPALs.

Step 1: Click on the Multiple Line Budget Transfer from the Finance Menu



Step 2: Enter the following parameters:

- Transaction Date
- Journal Type as BD02
- Documented Amount (Absolute Value of all Lines)
- W Under Chart of Accounts
- From and To FOAPALs
- Amount
- Credit or Debit
- Description
- Budget Period as 01

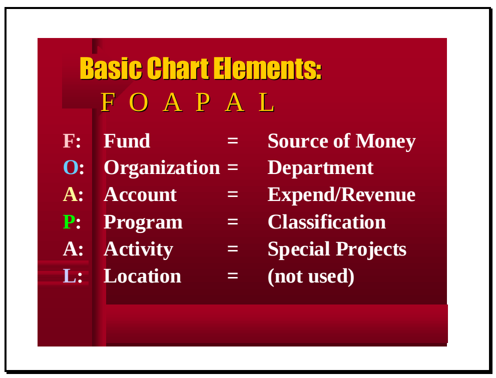


Note: After the user clicks complete there will be a message with a journal voucher number stating that it has successfully gone through.

Budget Transfer Approval

The budget transfer will post to the ledger once all approvers have approved the budget transfer.

Terms & Definitions



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

Adopted Budget - is the original budget allocation given at the beginning of the fiscal year prior to any budget transfers.

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, 02 is August, and Year End is 14.

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