

## Self-Service Budget Transfer Tool

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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

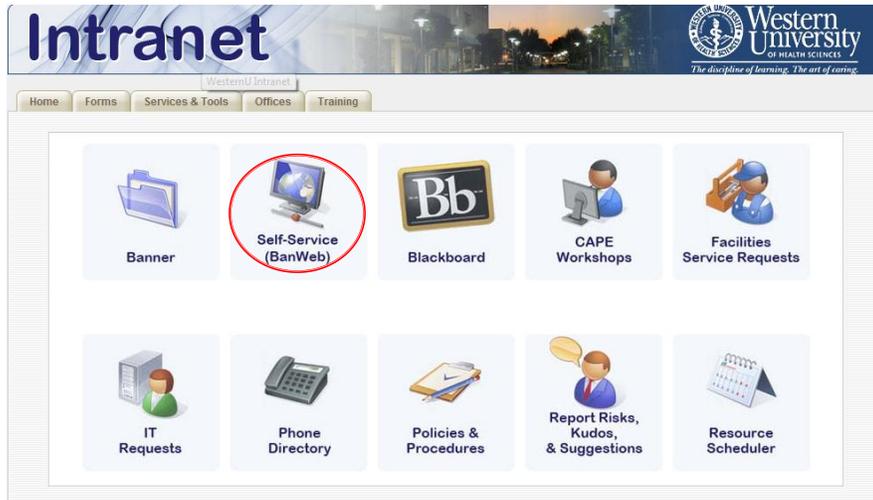
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- Budget Transfers must be within the same fund.
- Budget Transfers must be within the same college or department.
- Budget Transfers must have a description of fund utilization. Budget transfers without a sufficient description will result in automatic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

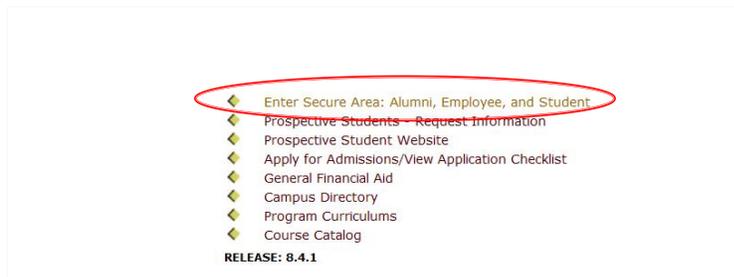
# Accessing Budget Transfer Tool

**Step 1:** Go to the Intranet: <http://intranet/>

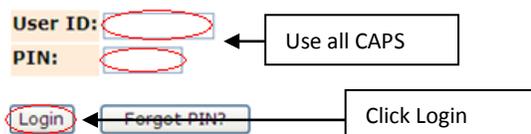
**Step 2:** Click on the 'Self-Service' Icon



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



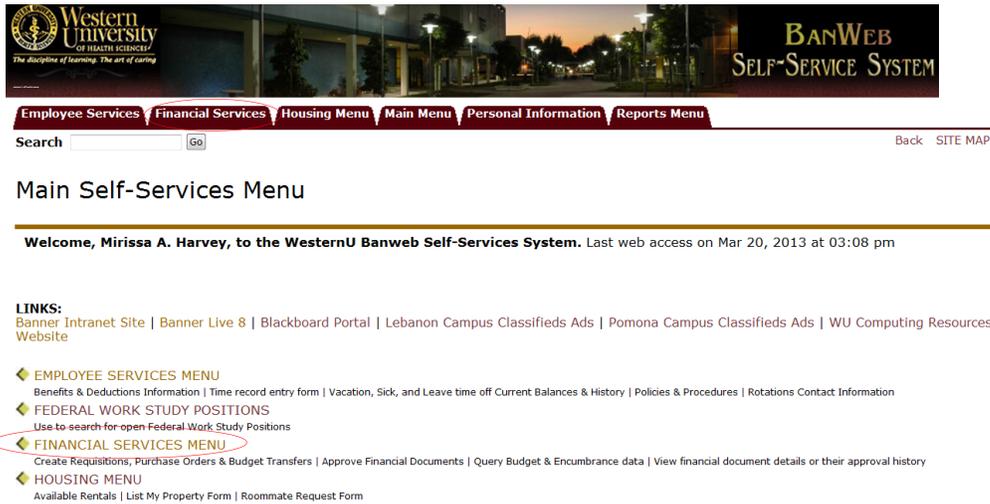
**Step 4:** Enter User ID & PIN



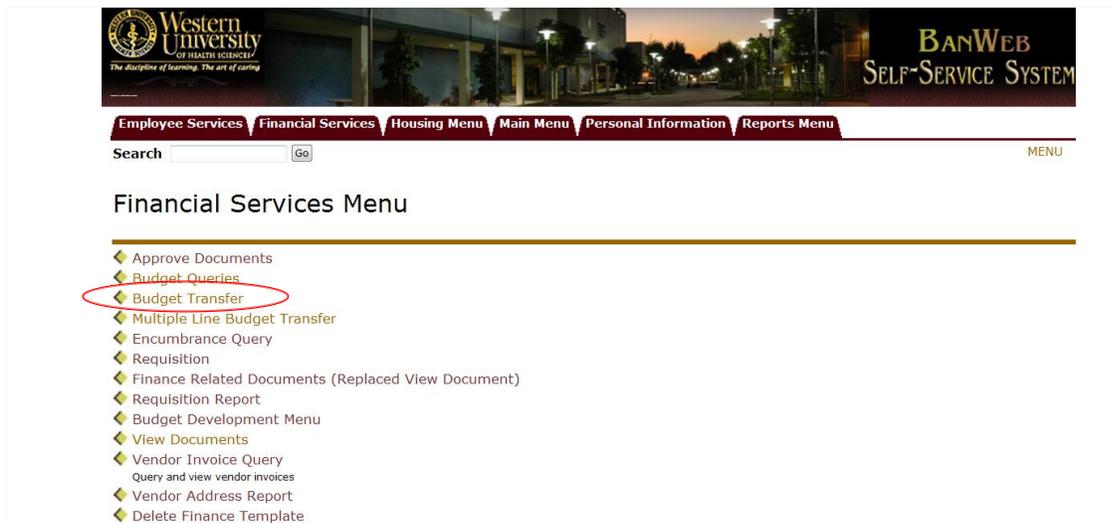
(For Login problems please call Tech Support x 5432)

# 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

Transaction Date 1 ▾ AUG ▾ 2013 ▾  
Journal Type BD02 (Permanent Budget Adjustments) ▾  
Transfer Amount  
Document Amount 0.00

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

Description Budget Period 01 ▾

Save as Template  
 Shared  
 ← Click 'Complete'

**Code Lookup**  
Chart of Accounts Code W ▾  
Type account ▾  
Code Criteria  
Title Criteria  
Maximum rows to return 10 ▾

**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.

**Code Lookup**  
Chart of Accounts Code W ▾  
Type account ▾  
Code Criteria  
Title Criteria Office%  
Maximum rows to return 10 ▾

**Code lookup results**

Chart W	
Account Code	Title
71560	Office Supplies

# 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

The screenshot shows the 'Multiple Line Budget Transfer Form'. It includes a 'Use template' dropdown set to 'None' and a 'Retrieve' button. The 'Transaction Date' is set to '2 AUG 2013', 'Journal Type' is 'BD02 (Permanent Budget Adjustments)', and 'Document Amount' is empty. Below is a table with columns: #, Chart, Index, Fund, Organization, Account, Program, Activity, Location, Amount, and D/C. The table has 5 rows. Below the table, 'Description' and 'Budget Period' (set to '01') are visible. At the bottom, there is a 'Save as Template' field, a 'Shared' checkbox, and a 'Complete' button circled in red. A callout box points to the 'Complete' button with the text 'Click 'Complete''.

**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

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



## Terms & Definitions

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Basic Chart Elements:		
F O A P A L		
F:	Fund	= Source of Money
O:	Organization	= Department
A:	Account	= Expend/Revenue
P:	Program	= Classification
A:	Activity	= Special Projects
L:	Location	= (not used)

**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.