

Budget Essentials #3 – Budget Transfer Request Form

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Authorities

- A. Unit Authority: Units have the authority to directly enter into Banner the following budgetary transfers:
- Between operating accounts (7XXX) within a single unrestricted account index (unrestricted account indexes consist of four alpha characters – e.g., ABIO, GBUD)
 - Between operating accounts (7XXX) in different unrestricted account indexes, as allowed by each individual's budget authority.

Example 1 in this section shows a budget transfer that falls within unit authority. See **Budget Essentials #2 – Online Budget Transfers** for instructions.

- B. Budget Office Authority: The following budget adjustments must be completed by the Budget Office:
- Adjustments to revenue accounts (5XXX)
 - Adjustments to staffing accounts (6XXX)
 - Adjustments to transfer accounts (85XX)
 - Budget adjustments to designated, restricted and agency accounts
 - All permanent budget transfers

Units submit a Budget Transfer Request form to initiate the process.

How to Complete a Budget Transfer Request Form

1. Download the current version of the Budget Transfer Request form from Inside Pacific. Log in to Inside Pacific using your network ID and password. On the **Administrative** tab, look for the **Business & Finance** portal. In the portal, there is a link to **Budget Office forms, policies and procedures**. Click on the link and look for the **Budget Transfer Request Form**. It is an Excel file. Save the file to your local computer.

- **If you save the Budget Transfer Request form as a Template in Excel, Excel will maintain a blank version of the form that you can use as a starting point each time. Refer to your Excel help resources for more information on the Templates feature.**
- **The Budget Transfer Request form is protected to assist with proper completion. Several fields are not selectable. If you find an error in the document protection, please alert the Budget Office (x62908) so we may correct the form.**

On the “From” side of the transfer:

6. In the **Index Code** field, enter the index that is being decreased.
 7. In the **Account Code** field, enter the account that is being decreased.
 8. The **Activity Code** field is optional. If you are using activity codes to track projects, you may enter one here.
 9. The **Position Number** field only applies when salary accounts (6XXX) are being adjusted (explained later in Example 2).
- ➡ **All transfers of salary dollars must include the position number that is being adjusted. Contact your division/school business manager to obtain the position number.**
10. In the **Amount** field, type in the amount of the decrease. Do not type a minus sign; use absolute value.
 11. Repeat steps 6-10 for the “To” side of the transfer. Remember, the entries on the “To” side increase account balances.
 12. In the **Description** field, type a description of the action that will be useful to you and anyone else who sees the transaction in Banner (Budget Office, auditors, etc.). The field will hold a maximum of 35 characters. The description entered here is most commonly seen when using the Budget Status screen (FGIBDST) after drilling down into detailed transactions.
 13. Once all of the decreases and increases are entered, move your cursor to the **Purpose of Transfer** box. This is a required field. Provide a brief explanation of why the transfer is necessary.
 14. Verify that the **Totals** are correct. They should be equal (debits = credits) except in the case of adjusting revenue accounts.
 15. Under **Unit Approval**, type the name and telephone extension of the person who will be signing the transfer in the spaces noted (**Type Name** and **Ext.**). This person has budget authority for your unit (typically a dean or director).
 16. Print the form and obtain the authorizing signature.
 17. Each division (headed by a Vice President or the Provost) has its own policies pertaining to authorizing business transactions. Please refer to your division’s business procedures to determine if a division-level signature is required and forward the Budget Transfer Request form as appropriate. The division office will submit the Budget Transfer Request to the University Budget Office after they have authorized the transfer.
 18. Once received by the University Budget Office, the Budget Transfer Request will be reviewed for accuracy and compliance with policy. Approved transfers will be entered within 3-5 days of receipt. No copies will be returned. Units may monitor the Budget Status screen (FGIBDST) to see that the transfer has been posted.
 19. Transfers with errors will be returned to the originating unit for correction.

Example #3 – Adjustments to Revenue Accounts

From					To						
Index Code	Account Code	Activity Code	Position Number	Amount (\$)	Index Code	Account Code	Activity Code	Position Number	Amount (\$)	Description	
					AAAA04	5545			\$ 500	Establish FY07 Budget	
					AAAA04	7052			\$ 500	Establish FY07 Budget	
Purpose of Transfer (Required):											
Budget revenues received from student poetry reading event.											
Total				\$ -	Total				\$ 1,000		

UNIT APPROVAL:
 Type Name: _____ Signature: _____ Ext. _____ Date _____
 Provost/VP Signature: _____ Date _____
 Univ. Budget Office: _____ Date _____

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The above transfer reflects an adjustment to a revenue account. In this example, the department expects to receive \$500 in revenues from an event. The revenues received need to be budgeted in order to avoid insufficient funds (NSF) notices. The revenues will be budgeted in the revenue account for events (5545) and the expense account for general operations (7052).

- Both entries are on the “To” side of the form because the revenue account (5545) is being increased and the general operating account (7052) is being increased
- Note that these are budget entries. In the Budget Status screen (FGIBDST), the entries will appear in the Adjusted Budget column. The actual cash revenues received and deposited with the Cashier will show in the Year-To-Date column in account 5545. Budget Essentials #1 – Budget Queries explains the FGIBDST screen.