Budget Transfer

Budget Transfers (To transfer within the same Org and Fund, between only two accounts.)
Select **Budget Transfer** from **Finance** menu or the quick link at bottom of page.

Complete Transaction Information
Choose **Transaction Date** (already filled in).
Select **Journal Type** “BDZ1 (Non-Salary Transfer).”
In **Document Amount**, enter amount to be transferred.
  For example, if you are moving $500 from one account to another, enter 500.00.

<table>
<thead>
<tr>
<th><strong>Transaction Date</strong></th>
<th>29</th>
<th>APR</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Journal Type</strong></td>
<td>BDZ1 (Non-Salary Transfer)</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Transfer Amount</strong></td>
<td>500.00</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Document Amount</strong></td>
<td>0.00</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Note:** Need to transfer between Funds? Most people are not authorized to transfer money between funds in Banner. To transfer between funds, please contact the Budget office for the appropriate forms.

Grants: Grant funds cannot be transferred online. Contact the Grants Office (OSP) for the appropriate forms.
Budget Transfer

Enter FOAPAL. Transfer FROM (Debit/-) and TO (Credit/+)

<table>
<thead>
<tr>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization</th>
<th>Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
<tr>
<td>From</td>
<td>R</td>
<td>10110</td>
<td>24022</td>
<td>7000</td>
<td>12</td>
<td></td>
<td></td>
<td>-</td>
</tr>
<tr>
<td>To</td>
<td>10110</td>
<td>24022</td>
<td>7200</td>
<td></td>
<td>12</td>
<td></td>
<td></td>
<td>+</td>
</tr>
</tbody>
</table>

Description for student event on 12/12/17 Budget Period 01

Enter the FROM (Debit/-) line
- Enter Chart “R.”
- Enter Fund.
- Enter Organization number.
- Enter Account number.
- Enter Program number.

Enter the TO (Credit/+ ) line
- Enter Fund.
- Enter Organization number.
- Enter Account number.
- Enter Program number.

Enter Description and Budget Period
- Enter transaction Description.
- Choose Budget Period “01”.

Complete Transfer
- Select Complete.
- Check the top of the screen for confirmation (Document J___________ completed).