Multiple Line Budget Transfer

Multiple Line Budget Transfers (To transfer within the same Org and Fund, between MULTIPLE accounts.)
**Select Multiple Line Budget Transfer** from **Finance** menu or 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 total debits AND credits.
(This is different than single line budget transfers. For example, debit $500 from one account and credit $250 to another account and $250 to a third account = 1000.00).

**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.
Multiple Line Budget Transfer

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

<table>
<thead>
<tr>
<th>#</th>
<th>Chart</th>
<th>Index</th>
<th>Fund</th>
<th>Organization Account</th>
<th>Program</th>
<th>Activity</th>
<th>Location</th>
<th>Amount</th>
<th>D/C</th>
</tr>
</thead>
<tbody>
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<td>R</td>
<td>10110</td>
<td>24002</td>
<td>7400</td>
<td>11</td>
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</tbody>
</table>

Description: For Student Event
Budget Period: 01

Enter the FROM (Debit/-) line
- Enter Chart “R.”
- Enter Fund.
- Enter Organization number.
- Enter Account number.
- Enter Program number.
- Enter transfer Amount.
- Select (-) for Debit (D) or (+) for Credit (C)
- Repeat for each debit and credit.

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).